



Policy Handbook
for the
Unitarian Universalist
Congregation of Ventura

June 1, 2015

Table of Contents

Policy Status Table	4
I. By Laws of the Unitarian Universalist Church of Ventura.....	6
II. Leadership Covenant Policy	11
III. Life within Principles Policy.....	12
IV. Our Covenant	13
V. Policy Regarding Disruptive Behavior	15
VI. Sex Offender Policy	18
VII. Policies & Procedures for Prevention of Child Abuse.....	24
VIII. Leadership Committee Charter Policy	28
IX. Membership Committee Charter Policy	31
X. Children’s Religious Education Committee Charter Policy	34
XI. Social Action Coordinating Committee Charter Policy.....	36
XII. Building and Grounds Committee Charter Policy	38
XIII. Associate Teams Policy	42
XIV. Adult Programs Coordinator Volunteer Staff Position Policy.....	43
XV. Operations Coordinator Volunteer Staff Position Policy.....	45
XVI. Association District Representative Volunteer Staff Position Policy	46
XVII. Facilities Use Policy.....	47
XVIII. Animal Policy	50
XIX. Communications Policy	51
XX. Board Policy on Internet Communications	52
XXI. Unitarian Universalist Church of Ventura Website Policy	53
XXII. Policy for Retaining Membership	56
XXIII. Childcare Policy	57
XXIV. Investment Policy.....	58
XXV. Donation Policies	59
XXVI. Governance Policies for the Permanent Endowment.....	61

XXVII. Policy on Lending Church Property..... 64

Policy Status Table

Section	Policy	Status	Date
I	By Laws of the Unitarian Universalist Church of Ventura	Approved	June 8, 2014
II	Leadership Covenant Policy	Approved	January 16, 2014
III	Life within Principles Policy	Approved	April 16, 2015
IV	Our Covenant	Approved	March 2003
V	Policy Regarding Disruptive Behavior	Approved	November 18, 2004
VI	Sex Offender Policy	Approved	Unknown
VII	Policies & Procedures for Prevention of Child Abuse	Approved	November 2010
VIII	Leadership Committee Charter Policy	Approved	December 19, 2014
IX	Membership Committee Charter Policy	Approved	March 20, 2014
X	Children's Religious Education Committee Charter Policy	Approved	October 17, 2013
XI	Social Action Coordinating Committee Charter Policy	Approved	March 20, 2014
XII	Building and Grounds Committee Charter Policy	Approved	January 16, 2014
XIII	Associate Teams Policy	Approved	March 20, 2014
XIV	Adult Programs Coordinator Volunteer Staff Position Policy	Approved	April 20, 2014
XV	Operations Coordinator Volunteer Staff Position Policy	Approved	March 19, 2015
XVI	Association District Representative Volunteer Staff Position Policy	Approved	March 19, 2015
XVII	Facilities Use Policy	Approved	April 20, 2014
XVIII	Animal Policy	Approved	November 17, 2005
XIX	Communications Policy	Approved	Unknown
XX	Board Policy on Internet Communication	Approved	February 19, 2009
XXI	Unitarian Universalist Church of Ventura Website Policy	Approved	October 21, 2010
XXII	Policy for Retaining Membership in The Unitarian Universalist Church of Ventura	Approved	Unknown
XXIII	Childcare Policy	Approved	June 14, 2007
XXIV	Investment Policy	Approved	April 16, 2015

XXV	Donation Policies	Approved	February 18, 2010
XXVI	Governance Policies for the Permanent Endowment	Approved	January 8, 2004
XXVII	Policy on Lending Church Property	Approved	January 2011

I. By Laws of the Unitarian Universalist Church of Ventura

Approved by Congregation - June 8, 2014

BY LAWS OF THE UNITARIAN UNIVERSALIST CHURCH OF VENTURA

VENTURA, CALIFORNIA

Amended by the Congregation on June 8th, 2014

ARTICLE I. NAME

The name of this church shall be the Unitarian Universalist Church of Ventura County, herein referred to as the "church."

ARTICLE II. PURPOSE

Section 1. It is the purpose of this church to provide a place where freedom of worship, speech, thought, and the dissemination of ideas shall be welcomed, protected and fostered; to maintain a pulpit and programs where these freedoms shall be exercised and made manifest to the members of the church and the community, and to all interested persons; to develop the intellectual, social, moral and spiritual faculties of all persons without discrimination. The church affirms and promotes the full participation of persons in all our activities; including membership, programming, hiring practices, and the calling of religious professionals; without regard to race, color, gender identity, physical or mental challenge, affectual or sexual orientation, age, class or national origin. The church exists to provide worship services and related experiences to its congregants and the community; to promote, sponsor, and facilitate education, social, and spiritual activities and opportunities which support our values and religious principles; and to embody and demonstrate solutions to social justice issues within our congregation and the wider community as a religious practice.

Section 2. The church shall conduct programs and create materials supporting the "Purposes and Principles of the Unitarian Universalist Association" for its own members and community as well as for Unitarian Universalists from churches and fellowships throughout the United States, Canada and other countries, and for others. Such programs shall include but not be limited to local worship and educational programs and promoting the Unitarian Universalist Association Purposes of encouraging "world community with peace, liberty and justice for all and respect for the interdependent web of all existence of which we are a part" and providing opportunities for "direct experience of that transcending mystery and wonder, affirmed in all cultures, which moves us to a renewal of the spirit and an openness to the forces which create and uphold life." The Mission Statement of the church shall also be used to guide us in the creation of the program of the church.

ARTICLE III. AFFILIATION

This church shall be affiliated with the Unitarian Universalist Association of Congregations and with the Pacific Southwest District of the Unitarian Universalist Association of Congregations.

ARTICLE IV. MEMBERSHIP

Section 1. Any person 16 or more years of age may become a member of the church by signing the Membership Book to indicate accord with the purposes of the church. No test of creed or character shall be imposed as a condition of membership.

Section 2. Since the church cannot achieve its purposes without support in money and services, each member is expected to provide such support. An annual financial pledge shall be made and fulfilled by each member to maintain membership status. The Board shall approve policy to determine whether pledges have been fulfilled and shall approve a process to adjust or waive them as individual circumstances warrant.

Section 3. Withdrawal from membership may be made by written or oral notice to the Board of Trustees or the Professional Ministry.

ARTICLE V. VOTING POWERS

Section 1. The right to vote at congregational meetings shall be restricted to those persons who have been members for at least 45 days. Forty-Five (45) days prior to the Annual Meeting the Board of Trustees shall review membership rolls and shall certify those members who have met the requirements of membership for the purposes of voting.

Section 2. Absentee ballots for all items on the agenda requiring votes shall be made available to every congregant ten (10) days prior to the congregational meeting. All absentee ballots shall be received, held, confirmed and counted by the Secretary prior to the congregational meeting. The Secretary shall ensure that all absentee ballots are signed by a member with the right to vote.

ARTICLE VI. THE PROFESSIONAL MINISTRY

Section 1. This church shall maintain the tradition of a free pulpit and shall place no restrictions upon the message of its professional ministry save the restriction of an honest, faithful, and scholarly search for truth.

Section 2. Called ministers shall be chosen and their salary determined by the members of the church. A 2/3 vote of the members present at any congregational meeting shall be necessary to call a person to the pastoral charge of this church. Dismissal of a called minister shall be accomplished by a majority of the members at a congregational meeting. A 90-day dismissal notice shall be given by the congregation to the minister; a called minister must also give a 90-day notice of his or her intention to resign. Financial remuneration to a called minister shall cease the day following the expiration of the 90-day notice period unless other arrangements are agreed upon by the congregation and the called minister.

Section 3. Called ministers of this church shall be charged with the conduct of worship and preaching of services; with pastoral care, visitation and counseling for the congregation; with cooperation with the Unitarian Universalist Association of Congregations; and with cooperation in such interdenominational and civic causes as are compatible with the philosophy of the liberal church.

Section 4. Called ministers shall be ex-officio non-voting members of the Board of Trustees and church committees as determined by Board policy and the ministers' letter of call. The ministers shall assist and advise all officers and committees, promoting harmonious

functioning of the total church program and organization.

Section 5. No person shall be called to the pastoral charge of this church who has not obtained either preliminary or final fellowship with the Unitarian Universalist Association of Congregations.

Section 6. The Board may contract for ministerial services at its discretion, providing that the contract is funded within an approved congregational budget, or within the funding discretion of the Board as provided by these bylaws.

ARTICLE VII. THE BOARD OF TRUSTEES

Section 1. The Board of Trustees of this church (herein referred to as "the Board") shall consist of the President, the Vice- President, the Treasurer, the Secretary and three Trustees-at-Large. A recording secretary may be appointed by the President and Secretary for the purposes of keeping minutes and shall not be a voting member of the Board.

Section 2. The President, the Treasurer, and one Trustee-at-Large shall be elected for two-year terms in even numbered years. The Secretary and two Trustees-at-Large shall be elected for two-year terms in odd-numbered years. The Vice-President shall be elected annually. Board members shall be elected by the members of the church at the Annual Meeting.

Section 3. Any Board member may be removed from office by a majority of the membership at a congregational meeting.

Section 4. A vacancy on the Board may be filled by appointment by the remaining members of the Board and such appointee shall hold office until the next Annual Meeting of the church.

Section 5. All Board members and other named persons elected by the congregation shall take office as of July 1, and those appointed by the Board, immediately upon appointment.

Section 6. All Board members elected by the church or appointed by the Board shall be chosen from the voting members of the church.

ARTICLE VIII. DUTIES OF THE BOARD OF TRUSTEES

Section 1. The Board shall develop written policies necessary to effectively govern the church. The Board shall conduct strategic planning and congregational assessment. It shall develop the mission and vision of the congregation. It shall hold the fiduciary responsibility for the church and shall annually recommend a budget to the congregation at the Annual Meeting.

Section 2. The Board shall be charged with approving policy to govern the conduct of the business of the church during the intervals between Annual or special meetings. The Board may authorize the expenditure of up to a cumulative fiscal year total of two percent above the total annual operating budget approved by the membership at a congregational meeting of the church. Expenditure of more than a cumulative fiscal year total of two percent of the total annual operating budget requires a vote of the congregation at a special congregational meeting.

Section 3. The President, Vice President, Treasurer and Secretary shall perform the usual duties of such positions. The three Trustees-at-Large and the officers shall represent the

congregation as a whole.

Section 4. The Board shall meet at least ten (10) times during the church fiscal year. Special meetings of the Board may be called by the President or by any four Board members.

Section 5. Four voting Board members shall constitute a quorum at any meeting of the Board. All meetings of the Board shall be open to attendance by any member of the church. However, the Board may convene in executive sessions for personnel matters, confidential negotiations, or discussions of issues which may constitute a threat to the welfare of the church. The Board shall take no vote except in open session.

ARTICLE IX. COMMITTEES

Section 1. The Board shall have the power to appoint by policy such committees as may be necessary for the effective operation of the church. Except for committees with elected positions, the Board may alter the policy creating each committee at any time. The Board may revoke the policy creating each committee except the Finance Committee and the Leadership Development Committee. Committee chairpersons shall be members of the church and are appointed by the Board.

Section 2. The Finance Committee shall be a standing committee of the church. The Treasurer shall serve as a member of the Finance Committee.

Section 3. The Leadership Development Committee shall be a standing committee of the church. The committee shall be composed of five (5) voting members of the Church who shall be elected for a staggered two (2) year terms. Members of the Leadership Development Committee may not serve concurrently on the Board of Trustees. At least 60 days before the Annual Meeting, the Leadership Development Committee shall prepare and present to the congregation a list of nominees for Board members and the Leadership Development Committee of the church. They shall also make nominations to fill vacancies or expiring terms in office of Trustees of the Ventura Unitarian Universalist Memorial Foundation whose members shall also serve in a separate capacity as the Governing Board of the Permanent Endowment Fund. The list of nominees for all positions shall be included in the notice of the Annual Meeting. In the event that a vacancy occurs on the Leadership Development Committee between Annual meetings, the Board of Trustees of the church shall appoint a person from among the eligible voting members to fill the unexpired term of the position until the next Annual Meeting, at which time a permanent replacement for that term shall be elected by the Congregation.

ARTICLE X: PERMANENT ENDOWMENT FUND:

Section 1. The Congregation shall establish and maintain in perpetuity an Endowment Fund for the purpose of ensuring the long term financial stability of the Church, to support its mission as expressed in the congregation's Mission Statement, and to facilitate achieving the congregation's vision.

Section 2. The Governing Board of the Endowment Fund shall be the duly elected trustees of the Ventura Unitarian Universalist Memorial Foundation, acting in a dual but separate capacity under the church bylaws and the policies and procedures subsequently adopted for this purpose by the Congregation.

ARTICLE XI. CONGREGATIONAL MEETINGS

Section 1. The church shall hold an Annual Meeting. The agenda for the Annual Meeting shall include reports from the President and the Professional Ministry, adoption of an Operating Budget for the fiscal year beginning July 1, election of the new Board members and elected leadership, other items placed on the published agenda by the Board, and discussion of other matters of concern to the membership as raised from the floor. No matter may be voted on unless announced as provided for in this Article.

Section 2. In addition to the nominations presented to the congregation sixty (60) days prior to the Annual Meeting by the Leadership Development Committee, any additional nominations shall be submitted to the Leadership Development Committee thirty (30) days prior to the Annual meeting by petition of at least ten (10) percent of the voting members of the congregation. The Leadership Development Committee shall submit the complete slate of nominees to the Board in time for inclusion in the published agenda. The election to contested offices shall be by secret ballot.

Section 3. Special congregational meetings may be called by the Board or by petition of not less than 25% of the members of the church. The purpose of any special meeting shall be announced in the notice of the meeting and matter may be voted on unless announced as provided for in this Article.

Section 4. All congregational meetings shall be announced at church services the Sunday before the date of the meeting and a notice of the meeting shall be mailed to each member at least 10 days before the date of the meetings. Congregational meeting notices shall include at a minimum a meeting agenda.

Section 4-5. Thirty-three percent (33%) of the members of the church, including absentee ballots, shall constitute a quorum at any congregational meeting. A quorum, once established, shall be presumed to be present for the entire meeting.

ARTICLE XII. DISSOLUTION

In the event that this corporation shall be dissolved or become dormant all of its real and personal property shall revert to the Unitarian Universalist Association of Congregations. All property of the church is irrevocably dedicated to religious purposes.

ARTICLE XIII. AMENDMENTS

Amendments to, or repeal of, these bylaws may be proposed by the Board or by petition of not less than 25% of the members of the church. The bylaws, so far as is allowed by law, may be amended or repealed by a 2/3 vote of the members voting at a congregational meeting of the church, provided that the proposed change is contained in full in the notice of the meeting.

ARTICLE XIV. RULES

All congregational meetings and meetings of the Board of Trustees shall be conducted in accordance with Robert's Rules of Order, Revised, unless otherwise provide by these bylaws.

II. Leadership Covenant Policy

Approved by Board - January 16, 2014

- A. The Board of Trustees of the Unitarian Universalist Church of Ventura voted to approve as a church policy the following as a Leadership Covenant for the Unitarian Universalist Church of Ventura:

"Leadership in the Unitarian Universalist Church of Ventura is a sacred trust, one we do not exercise alone. When we serve as a leader, be it as a committee member, a committee chair or a member of the Board of Trustees, we agree to be a part of the governance system of our church. We promise to listen and consider all viewpoints with an open mind and to make decisions within accepted democratic processes. Once a decision has been made, we go forward together, because the integrity of the process is more important than any single decision."

- B. This Leadership Covenant applies to everyone serving in either a professional or a volunteer leadership position within UUCV. By accepting a Leadership position within UUCV, a person is voluntarily agreeing to this covenant.
- C. This Leadership Covenant will be shared with all current leaders of UUCV, and will be shared with anyone who is considering accepting a leadership position within UUCV.
- D. This Leadership Covenant will be publicly posted and will be available on the UUCV website.

III. Life within Principles Policy

Approved by Board - April 16, 2015

This is an overarching policy statement by the Board of Trustees. The Board's expects that leadership and staff recognize and practice shared community values in all church activities, committee work and team work. These values will be considered by responsible parties for contracted services, programmatic activities and rentals.

The following sections represent the shared values of the church community.

A. Seven Principles

The Principles that the Member Congregations of the Unitarian Universalist Association covenant to affirm and promote:

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

B. Welcoming Congregation

The UUCV Congregation is recognized by the UUA as a Welcoming Congregation that welcomes all sexual orientations and gender identities. Being a Welcoming Congregation represents an important and defining value for our congregation. Leadership and Staff should adhere to practices consistent with the Congregation's commitment as a Welcoming Congregation.

C. Green Sanctuary

The UUCV Congregation is recognized by the UUA as a Green Sanctuary. Green Sanctuary Status represents UUCV's explicit commitment to the Seventh Principle and to sustainable practices. Church Leadership and Staff should adhere to practices consistent with the Seventh Principle and environmental sustainability. Church activities should reflect this commitment. Parties responsible for contracting work or purchasing materials for the church should recognize the priority of Green Sanctuary principles in their decision making process.

IV. Our Covenant

Congregational Approval – March 2003

Loving Kindness

I promise to:

- Reach out and include others, especially newcomers, in conversations, church functions, and social events
- Honor the different levels of commitment of both time and money that folks make to our congregation
- Respect confidentiality
- Trust that the basic motives of our members are positive
- Maintain a sense of humor

Speaking

I promise to:

- Own my feelings, opinions, and biases by making "I" statements
- Avoid making assumptions and generalizations about the beliefs of others
- Create and maintain an atmosphere, which invites feedback and allows everyone to speak
- Provide honest, up-front feedback at all times

Listening

I promise to:

- Listen with respect and without interruption to the ideas, beliefs, and feelings of others
- Avoid being distracted by anger or an agenda to persuade, debate or win
- Keep lines of communication direct and open

Forward Movement

I promise to:

- Accept decisions reached when all views have been heard
- Remain committed to our church community regardless of these decisions

I support and trust our church community to:

- Respect differences
- Create and maintain a safe place to disclose fears and concerns
- Discuss these in the most supportive manner
- Examine previous opinions and assumptions with fresh eyes and openness to

change

- Remain aware of the common hopes, fears, and needs inherent in our humanity

Anonymous Criticism:

We covenanted together not to pass on anonymous criticism: If someone has a criticism, we will ask them if they have taken it directly to the appropriate person or committee. If they have not, we will offer to go with them to do that or let them know that the Committee on Ministry will assist. If they decline, we, as a last resort, will offer to take their criticism with their name. If they decline, we will let it drop and we will not repeat it.

We came together in March 2003 to discuss our covenanting process: how we will be with one another. With thanks to Susan Brown, Liz Ellenberger, Katherine Gooding, and Nick Williams as the committee of scribes who compiled the work produced that evening.

V. Policy Regarding Disruptive Behavior

Approved by Board - November 18, 2004

In March 2003, the Unitarian Universalist Church of Ventura established a Covenant to define the kind of commitment that members are expected to make to the church and each other. Among other things, our Covenant calls us to “reach out and include others, especially newcomers. . . Create and maintain an atmosphere, which invites feedback and allows everyone to speak; and . . . Keep lines of communication direct and open.” We strive to be an inclusive community based on mutual respect and trust.

We seek to create a culture in which people are most likely to take responsibility for their behavior. This sort of culture is created when we:

- Affirm each person’s “inherent worth and dignity” by separating the person’s inherent worth from their behavior;
- Model a willingness to apologize and ask for forgiveness;
- Show more concern for relationships than rules;
- Encourage collaboration and reintegration rather than coercion and isolation;
- Understand the ways in which disruptive behavior may be supported or modeled by the community in direct and indirect ways.

In addressing behavior that is disruptive or not in keeping with the covenant, we are motivated by concern for all parties and the larger community. It is the goal of our congregation to maintain a safe and secure atmosphere in order to promote our covenant and make it possible for us to keep the covenant. When we observe behavior that is in violation of the covenant, we seek to respond in a way that is in keeping with the covenant. Neither individuals nor the community as a whole are served by allowing behavior which threatens an atmosphere of safety and security. We value and honor individual expression. This does not mean, however, that any behavior is acceptable.

There will be times for all of us when our behavior falls short of the goals we set for ourselves in our covenant. In most cases, a simple and caring reminder from another member is sufficient to call us to our best selves. In keeping with the covenant, members are encouraged to address disruptive behavior directly. If a member needs support to do this, they should contact the minister or any member of the Committee on Ministry. If a member has communicated directly but the behavior has continued or the member does not feel safe communicating directly with the person, they should contact the Minister or a member of the Committee on Ministry.

The policies presented here are designed to be implemented when individuals exhibit disruptive behavior that interferes with normal functioning of the church or engage in behavior that compromises the safety and security of the church community or that diminishes the appeal of the church to its potential and existing membership.

Behavior Requiring an Immediate Response

If the behavior is perceived to threaten safety of an adult or child or presents a serious disruption to church functioning, an immediate response is required. This response will be undertaken by the Minister, if available, and/or a responsible member of the congregation who has witnessed the incident. This may include asking the disruptive person or persons to leave or suspending the meeting or activity until such time as it can be safely resumed. If needed to ensure safety, the police department may be called. Any time any of these actions are undertaken without the Minister being present, the Minister must be notified as soon as possible.

If any of these steps are taken, the Minister and the Committee on Ministry should meet as soon as possible to discuss what follow-up steps may be necessary to resolve the problem. The Minister, or another designated church member who has knowledge of the incident, should write a follow-up letter to the disruptive individual detailing what steps must be taken before returning to the church premises and activities.

Behavior Not Requiring an Immediate Response

Behavior which is disruptive but does not require an immediate response will be addressed by the Committee on the Ministry in consultation with the Minister. There will be no attempt to define "acceptable" behavior in advance. Persons identified as engaging in disruptive behavior will be dealt with as individuals; stereotypes will be avoided. The process will seek to determine the harms done to relationships and community, the steps needed to repair the harm and who is responsible for those steps. The process is not intended as punitive, but rather as a way of protecting connections and relationships and repairing harm done to the community. To aid in evaluating the problem and determining the initial level of response needed, the following points will be considered:

Dangerousness: Is the individual a source of threat or perceived threat to persons or property?

Disruptiveness: How much interference with church functions is occurring?

Offensiveness: How likely is it that prospective or current church members will be driven away?

Causes: Why is the disruption occurring? Are there contributing factors that need to be considered?

History: What is the frequency and degree of disruption caused in the past?

Probability of Change: How likely is it that the problem behavior will diminish or change in the future?

The committee will decide on the necessary response on a case-by-case basis. The level of response chosen should be at the lowest appropriate level and attention should be paid to the conditions which will illicit and support a change in behavior.

LEVEL ONE: The Minister and/or a member of the committee shall meet with the individual to describe the behavior and the concerns about the behavior.

LEVEL TWO: If the disruptive behavior continues or if initial seriousness warrants, the Minister

and a member of the Committee of Ministry shall meet with the individual to describe the behavior and to specify further actions that will be taken if the disruptive behavior doesn't cease.

LEVEL THREE: If the disruptive behavior continues or if initial seriousness warrants, the individual may be temporarily suspended from church participation for a designated period of time with reasons and conditions of return made clear. The designated member of the Committee on Ministry should write a letter to the person documenting the complaint, the actions taken, and the requirements for returning to the church. After the designated conditions have been met, the individual may return to participate in church activities with the understanding that further consequences will occur if the disruptive behavior continues.

LEVEL FOUR: If the disruptive behavior continues or if the behavior constitutes an ongoing threat to the community, the individual may be permanently expelled from the church premises and all church activities. Such a decision should be made by a designated member of the Committee on Ministry, the Minister, and the President of the Board of Trustees or their designated representative. If it is decided that expulsion will take place, a letter will be sent by the Chair of the Committee on Ministry explaining the expulsion and the individual's right to appeal. If the individual returns to church after being officially expelled (except to present an appeal at a Board of Trustees meeting, as explained below), he or she will immediately be escorted off the premises. After a period of one year, the individual may petition the Board of Trustees to be allowed to return to the congregation.

APPEALS: Any action taken above may be appealed by the individual to the Board of Trustees. The appeal should be made in writing and submitted to the Board.

VI. Sex Offender Policy

Approved by Board - Date Unknown

Full Policy Name

Policy Regarding Possible Integration into the Church Community of Individuals Who Have Been Accused, Charged, or Convicted of Sex Offenses

People charged with disruptive behavior come under our policies on disruptive behavior. However, it is not unlikely that people who have been accused, charged or convicted of sex offenses may be participating in the life of the congregation without displaying disruptive behavior. Even so, in keeping with our Covenant of Right Relations, it is recommended that behavioral guidelines be established in order to encourage healthy relationships in the congregation and to provide guidance which brings out the best in people. The underlying value is that healthy congregations benefit all.

Upon learning that a visitor or member or friend of the congregation has been accused, charged, or convicted of a sex offense, the Minister shall meet with the Congregational Representative (designated by the Board of Trustees and Minister) to address this issue. This person may or may not be a member of the Committee on Ministry.

The Minister and the Congregational Representative will communicate to the person the process and procedures for participating in congregational life. The process is threefold:

1. The first step involves signing the “Agreement of Understanding and Consent for Assessment.” By signing this form the individual agrees to participate in an assessment in which information is gathered about the person’s offense history and current circumstances.
2. The second step involves completing the assessment. The assessment will include an interview with the individual by the Minister and/or the designated Congregational Representative. The individual may be asked for authorization to contact his/her parole or probation officer, counselor, family member or other professionals who could provide information regarding the individual’s circumstances. The Minister and/or the Congregational Representative may also require that an outside professional assessment be conducted if conditions warrant, and that the results of the professional assessment be released to the Minister and/or Congregational Representative. Costs for such an assessment would be paid for by the individual. The ultimate purpose of the assessment is to determine if it is in the best interest of all parties for the individual to participate in the church community, and if so, at what level. It is possible that, based on the outcome of the assessment, the individual will be asked to leave the church. If it is determined that the individual may participate in the church, this leads to the third step.
3. The third step in the process involves the creation of a Limited Access Agreement which

is the core of the congregational response to an accused or convicted sex offender. We understand that “sex offenses” are extremely varied and that one response is not appropriate to all situations. Therefore the Limited Access Agreement is individually tailored to the needs and history of the individual. Additional staff and members may be notified and included in the agreement if deemed appropriate. While we cannot guarantee absolute confidentiality, responsible parties will make every reasonable effort to maintain confidentiality by disclosing the identity of the individual involved only on a “need-to-know” basis.

The Limited Access Agreement invites the person with a history of sex offenses to participate in certain aspects of congregational life, setting clear boundaries, including a stipulation of what the individual may not do. Typically such an agreement will specify whether or not there is to be participation in the variety of congregational events and under what circumstances. For example, a person with a history of child sexual abuse might be allowed access to worship services and coffee hours and all adult activities, but have clear guidelines about interacting with children even when other adults are present. He/she might be required to have the support of another adult (who knows about the agreement) in any situations where children are present. Typically the person would be denied access to keys to the building.

If there are violations of the Limited Access Agreement, all access should be discontinued until all parties can meet and determine the seriousness of the risks and whether or not the Limited Access Agreement should be withdrawn or continued as is or changed as necessary.

All documentation shall be maintained in a locked file cabinet.

“Accused” is defined as currently under legal investigation or indictment, prior to resolution.

AGREEMENT OF UNDERSTANDING AND CONSENT FOR ASSESSMENT

The Unitarian Universalist Church of Ventura affirms the inherent worth and dignity of all persons. We are committed to being a religious community open to those who choose to worship with us, especially in times of serious personal troubles. We are committed to creating a community of support and accountability so that we can bring forth the best in one another.

Because you wish to participate in the church community, and because you have been accused, charged, or convicted of a sexual offense, you are required to complete an assessment. Your signature below indicates your informed consent to participate in the assessment. The assessment may be completed by the Minister and/or a Congregational Representative (designated by the Minister and the Board of Trustees). In some cases you may be referred to an outside professional for the assessment for which you would be financially responsible.

The assessment includes an interview in which you will be questioned about your personal background, sexual and dating history, criminal history, and the circumstances of your case involving sexual abuse. You are free to answer or refuse to answer any questions. Additional information from other sources may be gathered to complete the assessment. If this is the case, you will be asked to give written consent to allow these sources to release the necessary information. These sources include but are not limited to:

- Probation or parole officers
- Therapists and treatment providers
- Attorneys
- Family members, friends, and personal references

If you have any concerns about confidentiality issues you should discuss these with an attorney.

Your signature below indicates that you have read and understand our “Policy Regarding Possible Integration into the Church Community of Individuals who have been Accused, Charged, or Convicted of Sex Offenses” and that you consent to participate in the required assessment. You can terminate this consent at any time in writing.

Signature _____ Date _____

Witness _____ Date _____

“Accused” is defined as currently under legal investigation or indictment, prior to resolution.

LIMITED ACCESS AGREEMENT

The Unitarian Universalist Church of Ventura affirms the inherent worth and dignity of all persons. We are committed to being a religious community open to those who choose to worship with us, especially in times of serious personal troubles. We are committed to creating a community of support and accountability so that we can bring forth the best in one another. The purpose of this agreement is to promote your safety as well as the safety of the church community. We appreciate your commitment to recovery and your expressed commitment to maintaining boundaries that will protect both you and others. The following guidelines are created in that spirit. This is not an inclusive or exhaustive list. Some of the guidelines apply primarily to individuals whose sex offenses involve minors.

If you have been accused, charged, or convicted of sexual offenses involving minors, you will not seek out or initiate contact with children or adolescents even in group settings and will not put yourself in any position in which you might be alone with a child or an adolescent.

____ (Initial)

The following activities checked "Yes" are activities that we have agreed together are appropriate for your participation. Some of these activities involve being accompanied by a support person. A support person is someone who knows about your history/situation and has been designated by you with our approval to accompany you to participate in church activities.

Support person(s): _____

Worship services

No Yes With support person* No Yes

Coffee Hour

No Yes With support person* No Yes

Adult meetings with children in building

No Yes

Adult meetings without children in building

No Yes

Have a key to the building

No Yes

Intergenerational church activities

No Yes With support person* No Yes

Intergenerational group outings such as church picnic, campouts etc.

No Yes With support person* No Yes

Alone in building with minister or other staff

No Yes

Social activities in other member's homes with children present

No Yes With support person* No Yes

Other:
Activity: _____

No () Yes () With support person* No () Yes ()

While I understand that the confidentiality of this will generally be observed, I accept that some other staff or volunteers may be informed by the Minister and Congregational Representative on a “need to know” basis at their discretion.

I have reviewed this Limited Access Agreement and will abide by its provisions. I understand that if I violate this I may be denied access to future church functions and church property and that this Agreement may be reviewed and amended as needed in the future.

Signature: _____ Date: _____

Minister: _____ Date: _____

Congregational
Representative: _____ Date: _____

UNITARIAN UNIVERSALIST CHURCH OF VENTURA

CONSENT TO RELEASE CONFIDENTIAL INFORMATION

I, _____ hereby authorize the Minister,
_____, the Congregational
Representative, _____, and

to discuss my case and/or disclose records concerning my history, condition, treatment, and/or legal proceedings. My signature gives my consent to all parties listed above to release information to each other.

The disclosure of information and/or records is requested to assist in establishing guidelines for participating in the church community.

I understand that I am entitled to have a copy of this consent. I may also revoke it in writing at any time which would prevent any additional sharing of information.

Signature

Date

VII. Policies & Procedures for Prevention of Child Abuse

Approved by Board – November 2010

Purpose

It is the purpose of the members and staff of the Unitarian Universalist Church of Ventura to provide a safe and secure environment for preschoolers, children, youth and mentally handicapped persons entrusted to our care and to provide an atmosphere which promotes and affirms the inherent worth and dignity of every person.

A safe and secure environment includes a formal, written policy to help prevent the occurrence of child abuse. The following policy and procedures are for the protection of our preschoolers, children, youth, employees, volunteers and our entire church family. They apply to all employees whose jobs require them to work with children and all volunteers providing child care or participating in Religious Education programming.

Definitions

For the purpose of this policy the following definitions shall apply:

1. “Preschooler,” “child,” “children,” “youth,” and “minor” shall be defined as any individual *under* the age of eighteen (18) (or whose mental capacity is that of a minor).
2. “Adult” shall be defined as any individual at least eighteen (18) years of age.
3. “Volunteer” shall be defined as anyone who works with children in an unpaid capacity or who is paid for providing childcare on an as-needed basis for church events in the absence of qualified non-paid volunteers. These may include members or friends of the congregation or children of members or friends.
4. “Employee” shall be defined as any person whose work brings them in contact with children and who is scheduled to work on a regular basis (daily or weekly) in the congregation in a paid capacity.
5. “Child Abuse” shall be defined as verbal, physical, emotional, or sexual abuse of a preschooler, child, youth, or minor.
6. “Criminal Background Check” (CBC) is the procedure used by a qualified agency to check the background of adult employees and volunteers for criminal activity.

What is Child Abuse?

Any behavior motivated by sexual gratification involving a minor— whether in the home by a caretaker, in a daycare situation, a foster/residential setting, or in any other setting, including on the street by a person unknown to the child. The abuser may be an adult, an adolescent, or another child.

Child sexual abuse may be violent or non-violent. All child sexual abuse is an exploitation of a child’s vulnerability and powerlessness in which the abuser is fully responsible for the action.

Child sexual abuse is criminal behavior that involves children in sexual behaviors for which they are not personally, socially, and developmentally ready. By virtue of their youth, children are incapable of giving informed consent to sexual activity.

Employee and Volunteer Requirements

All employees are required to fill out an application for employment listing at least three references. All adult employees are also required to submit to a criminal background check as a condition of employment. All volunteers are required to submit a volunteer application listing three references. All adult volunteers serving as one to one mentors or officially supervising overnight church activities must also submit to a criminal background check. This includes adults who are facilitating Our Whole Lives for children.

While this process understandably trespasses into the privacy of our lives, the security of our children outweighs the personal invasion inherent with such investigation and disclosures. All personal information voluntarily disclosed, the results of all reference checks, or the refusal of any person to participate in a program or activity in lieu of such disclosure requirements, will be maintained in the strictest of confidence by staff.

All employees and volunteers are required to understand and abide by UUCV's policies and procedures related to safety and the prevention of child abuse.

No volunteer will be allowed to work with minors until they have been a member of the church for a minimum of six (6) months or a regular attendee for a minimum of one (1) year.

When an employee or volunteer is engaged to work with minors, they will be photographed and the picture(s) will be kept in the person's file. Photographs will be updated as deemed necessary.

The following items will automatically disqualify a person from participating in the leadership, sponsorship or supervising of any activities or programs with minors, although other offenses may also result in disqualification upon review:

Any conviction for:

- Criminal homicide;
- Sexual abuse;
- Sexual assault (rape);
- Aggravated sexual assault;
- Injury to a child;
- Incest;
- Indecency with a child;
- Inducing sexual conduct or sexual performance of a child;
- Possession or promotion of child pornography;
- The sale, distribution, or display of harmful material to a minor;
- Employment harmful to children;
- Enticing a child.

Specific Acts and Omissions in Violation of the Policy

The following will not be tolerated or accepted during any activity or program and are to be immediately reported to the designated staff after the safety of the child, children, youth, or minor involved has been assured:

- Any display or demonstration of sexual activity, abuse, insinuation of abuse, or evidence of abusive conduct towards a minor.*
- Sexual advances or sexual activity of any kind between any person and a minor.
- Infliction or physically abusive behavior or bodily injury to a minor.
- Physical neglect of a minor, including failure to provide adequate supervision.
- Mental or emotional injury to a minor.
- The presence or possession of obscene or pornographic materials at any congregational function.
- The presence, possession, or being under the influence of any illegal or illicit drugs.
- The consumption of or being under the influence of illegal or illicit drugs or alcohol while leading or supervising minors.

* The UUA approved curricula, Our Whole Lives, is an exception to this as it may contain displays of sexual activity. This program will only be taught by adults who have been trained. All children who participate must have the written informed consent of their parent(s).

Supervision

1. All reasonable measures will be taken to ensure that no adult is left alone with a child except in a counseling or mentoring situation. Prior written permission may be granted by parents to cover a particular time period (i.e., a school year) for their child to be alone with an adult. It is also understood that members may give permission to others to transport their children to and from church activities.
2. Church staff and volunteers will supervise on an ongoing basis and make unannounced visits into classes or other program sites from time to time.

Child Abuse Prevention Reporting

Any person having cause to believe that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect shall report the person's belief in accordance with this procedure. This procedure is not only required as a condition of employment or volunteer position, but may also be required by law.

Volunteers or employees who have reason to believe a child has been abused should not disclose or discuss suspicions or details of an incident except as indicated below.

Both volunteers and employees should take the following steps:

- Ensure the immediate safety of the child or children.
- Report the suspicion/incident immediately to the Director of Religious Education (DRE) or the Minister. If the report is made to the DRE or originates with the DRE, the DRE is responsible for immediately notifying the Minister (or his/her emergency designee).
- Submit an Incident Report directly to the DRE or Minister.
- Staff will fulfill all mandatory reporting as required by law. California law recognizes that any person, regardless of training or position, can choose to voluntarily report suspected child abuse or neglect. Volunteers who choose to voluntarily report child abuse or neglect in accordance with this law will inform a minister or DRE that they have done so as soon as possible.

If there is suspicion that abuse has occurred in the church setting or during a church-sponsored activity or has involved church employees or volunteers acting in their official capacity, the Minister (or his/her emergency designee) will be responsible for ensuring that all information is documented and following the “Reducing the Risk Application Checklist” to complete the church/staff responsibilities involved with the occurrence.

The Minister is expected to:

1. Maintain confidentiality of the investigation as much as possible. Emphasize confidentiality of the victim and any accused.
2. Cooperate fully with law enforcement officials.
3. Promptly take steps to plan for a response to the media and attempt to speak to the media only through one contact person so that the church can emphasize through the media to the public the church’s position on child abuse, its concern for the victim, and the extensive steps the church is taking to address the present occurrence and to reduce the risk and provide a safe environment for other children.
4. Suspend any accused from the performance of duties involving children until the investigation has been completed.
5. In instances where child abuse is confirmed by child protective services, the church shall immediately dismiss the employee or volunteer from that position. Consideration of member termination should be considered, as appropriate, in the circumstances.
6. Inform the congregation about non-confidential aspects of the investigation.

VIII. Leadership Committee Charter Policy

Approved by Board - December 19, 2013

A. In accordance with the Bylaws of the Unitarian Universalist Church of Ventura (UUCV), the Board of Trustees of UUCV affirms this charter of the Leadership Committee. The Leadership Committee includes, but is not limited to the responsibilities of the Nominating Committee as described in UUCV Bylaws. The Leadership Committee holds the responsibility and authority for training, recruiting, mentoring, and nominating all UUCV lay-leadership. The Leadership Committee will make decisions that are concordant with Unitarian Universalist values and the church's stated vision and mission. The Leadership Committee will be accountable to the Board of Trustees and the Congregation through the Congregational Annual Meeting.

B. The Leadership Committee will consist of five voting members, one ex-officio member. All voting members must be members of the Unitarian Universalist Church of Ventura.

1. Leadership Committee Members

- a) In accordance with UUCV Bylaws, the members of the Leadership Committee will be elected by the Congregation at its Annual Meeting. Each member will be elected to a two year term. Members may be elected to consecutive terms.
- b) In accordance with UUCV Bylaws, in the event that a vacancy occurs on the Nominating Committee between Annual Meetings, the Board of Trustees of the Church shall appoint a person from among the eligible voting members to fill the unexpired term of the position until the next Annual Meeting, at which time a permanent replacement for that term shall be elected by the Congregation.
- c) In accordance with UUCV Bylaws, members of the Leadership Committee will not concurrently serve on the Board of Trustees.
- d) Members of the Leadership Committee will not concurrently serve on the Governing Board of the UUCV Memorial Foundation.

2. Leadership Committee Chair

- a) The Leadership Committee Chair will be selected by the elected members of the Leadership Committee from among their number, and affirmed by a vote of the Board of Trustees each year. The Chair should have at least one year of experience serving on the Leadership Committee before becoming Chair.
- b) The Leadership Committee Chair will call and coordinate all Leadership Committee meetings, and will be responsible for all communications of the Leadership Committee.

3. Minister

A member of the Professional Ministry Team will serve as an ex-officio member

of the Leadership Committee.

- C. Decisions of the Leadership Committee will be by consensus. If consensus cannot be reached, the Leadership Committee Chair may call for a vote. In the case of a vote, the decision will be reached by a majority vote. Decisions made by the Leadership Committee will be communicated to the Board of Trustees and the Congregation by the Leadership Committee Chair. The deliberations of the Leadership Committee in regards to nominations for elected positions or recommendations for appointed positions will be considered confidential.
- D. The UUCV Bylaws and UUCV Memorial Foundation Bylaws delegate the following authority and responsibility to the Leadership Committee formerly the Nominating Committee:
 - 1. Interview, recruit, and nominate to the Congregation at the Annual Meeting members of UUCV to serve on the UUCV Board of Trustees in the positions of President, Vice President, Treasurer, Secretary, and Trustees at Large, in accordance with the requirements of those positions as stated in the UUCV Bylaws.
 - 2. Interview, recruit, and nominate to the Congregation at the Annual Meeting members of UUCV to serve on the Leadership Committee in accordance with the requirements of those positions as stated in the UUCV Bylaws.
 - 3. Interview, recruit and nominate to the Congregation at the Annual Meeting members of UUCV to serve as Trustees of the Memorial Foundation of UUCV, in accordance with the Bylaws of the UUCV Memorial Foundation. In accordance with the UUCV Bylaws, these individuals will concurrently serve as the Governing Board of the Endowment Fund.
- E. The Board of Trustees delegates the following authority and responsibility to the Leadership Committee:
 - 1. Develop and facilitate programs within the congregation for leadership training and development, in coordination with other educational programming.
 - 2. Develop and facilitate programs within the congregation for volunteer recruitment, promotion, and training, in coordination with committee chairs.
 - 3. Develop and maintain procedures for interviewing, recruiting, and nominating members of UUCV to serve in elected positions within the congregation.
 - 4. Advise and assist the Board of Trustees in the recruitment and appointment of committee chairs in accordance with each committee's charter policy.
 - 5. Advise and assist each committee in the recruitment and appointment of committee members in accordance with each committee's charter policy.
 - 6. Develop and maintain procedures for encouraging congregational leaders to attend

UUA leadership training and events, such as General Assembly and District Assembly. This will include but not be limited to procedures for the management of leadership training scholarships from the UUCV budget.

7. Develop and maintain procedures and programs to recognize members of the congregation for serving in congregational leadership.

F. Accountability

1. The Leadership Committee will submit a written report to the congregation at the Annual Meeting, in addition to the slate of nominees.
2. The Leadership Committee will be accountable to the Board of Trustees in its responsibilities for leadership development and volunteer recruitment.
3. The Leadership Committee is accountable to all policy approved by the Board of Trustees.
4. The Leadership Committee is accountable to the Congregation in abiding by the UUCV Bylaws and the Memorial Foundation Bylaws.
5. The Leadership Committee will produce and maintain all necessary procedures to fulfill these responsibilities.

IX. Membership Committee Charter Policy

Approved by Board - March 20, 2014

A. The Board of Trustees of the Unitarian Universalist Church of Ventura (UUCV) charters the formation of a Membership Committee. The Membership Committee will have responsibility and authority for the welcoming, new member, and member engagement ministries of the church. The Membership Committee will make decisions that are *in accordance* with Unitarian Universalist values and the church's stated vision and mission. The Membership Committee will be accountable to the Board of Trustees and to the Congregation through the Congregational Meeting.

B. The Membership Committee will consist of:

1. Membership Committee Chair

The Membership Committee Chair will be appointed by the Board of Trustees to a 2 year term. The Membership Committee Chair should have a minimum of 1 year previous experience as a member of the Membership Committee or equivalent congregational experience. The Membership Committee Chair is a voting member of the Membership Committee, and also serves as the committee's convener. The Membership Committee Chair may be removed from the position by a vote of the Board of Trustees.

2. Welcoming Team Leader

The Welcoming Team Leader will be elected among the membership of the Membership Committee, and will serve for a 1 year term that can be renewed for an additional 1 year term. The Welcoming Team Leader will coordinate all aspects of the congregation's welcoming program, including organizing and training greeters, developing and providing visitor's packets, and maintaining contact with visitors to the church. The Welcoming Team Leader will be a voting member of the Membership Committee.

3. New Member Team Leader

The New Member Team Leader will be elected among the membership of the Membership Committee, and will serve for a 1 year term that can be renewed for an additional 1 year term. The New Member Team Leader will coordinate all aspects of the congregation's new member program, including organizing and scheduling new member classes, assisting the Professional Ministry Team on content for New Member Classes, and recognizing and integrating New Members within the congregation. The New Member Team leader will be a voting member of the Membership Committee.

4. Member Engagement Team Leader

The Member Engagement Team Leader will be elected among the membership of the Membership Committee, and will serve for a 2 year term that can be renewed for an additional 2 year term. The Member Engagement Team Leader will coordinate a

ministry of assisting and encouraging new members in integrating with the congregation during their first year of membership. The Member Engagement Team Leader will be a voting member of the Membership Committee.

5. Committee Members

Committee Members of the Membership Committee may join the committee with the consent of the Membership Committee Chair. The Membership Committee maintains a practice of open membership due to the volunteer intensive nature of the Membership Committee's responsibilities. Members of the Membership Committee will serve on at least one of the Membership Committee Teams. To ensure informed decisions, Membership Committee Members must have attended at least two of the last four meetings of the Membership Committee in order to vote on decisions before the committee. There is no term limit to serving as a Member of the Membership Committee.

6. Ministerial Member

One member of the Professional Ministry Team will provide staff support to the Membership Committee. They will not be a voting member of the Membership Committee.

C. Decisions of the Membership Committee will be by consensus. If consensus cannot be reached, the Membership Committee Chair may call for a vote. Only the Chair, Team Leaders, and Committee Members may vote. In the case of a vote, the decision will be reached by a majority vote. All decisions of the Membership Committee will be documented in meeting minutes that will be publically posted.

D. The Board of Trustees delegates the following authority and responsibility to the Membership Committee:

1. Develop, maintain, and approve all necessary procedures for the Welcoming, New Member, and Member Engagement programs of the church, as well as any necessary procedures for the Membership Committee as a whole.
2. Lead, develop, and support the congregation in a Welcoming Ministry through the formation of a Welcoming Team. This Team, led by the Welcoming Team Leader, will coordinate all aspects of welcoming visitors and members to the congregation, focusing on the congregation's worship life. This will include but not be limited to the recruitment, scheduling, and training of greeters and ushers, the creation and distribution of welcoming packets, and a process of contacting visitors outside of Sunday morning. Members of the Welcoming Team are not required to be members of the Membership Committee.
3. Lead, develop, and support the congregation in a New Member Ministry through the formation of a New Member Team. This Team, led by the New Member Team Leader, will coordinate all aspects of the process for visitors to become members of the church. This will include but not be limited to scheduling new member classes and recognition events, advising and assisting the Professional Ministry Team on New

Member Class content, and coordinating the logistics of New Member Sunday. The New Member Team will be in regular contact with visitors who have expressed an interest in becoming members, and encourage their deepening engagement with the church. Members of the New Member Ministry are not required to be members of the Membership Committee.

4. Lead, develop, and support the congregation in a Member Engagement Ministry through the formation of a Member Engagement Team. This team, led by the Member Engagement Team Leader, will assist and encourage new members, in their first year of membership, in integrating and deepening their relationship with the church community. Members of the member Engagement Team are not required to be members of the Membership Committee.
5. Coordinate the activities of the Welcoming Team, the New Member Team, and the Member Engagement Team so that at all stages of involvement with the church, the Membership Committee has a role in encouraging engagement with the church is a fluid experience for visitors, friends, and members of the church.
6. Conduct periodic assessments of membership engagement, seeking ways to increase membership engagement at all stages of involvement with the church, and make changes to the procedures and practices of the three Membership Teams based on that assessment.
7. Coordinate the financial needs of all three Membership Teams into a single budget line item request each year.

E. Accountability

1. The Membership Committee will take minutes of all meetings of the Membership Committee. These minutes will be publicly posted.
2. The Membership Committee is responsible to abide by all direction and policy approved by the Board of Trustees.
3. The Membership Committee is accountable to all decisions of the Congregation, and will provide a written report to the Congregation's Annual Meeting.

X. Children's Religious Education Committee Charter Policy

Approved by Board - October 17, 2013

- A. The Board of Trustees of the Unitarian Universalist Church of Ventura (UUCV) charters the formation of a Children's Religious Education Committee. The Children's Religious Education Committee will have joint responsibility and authority for the Children's Religious Education Program of the church with the Director of Religious Education. The Children's Religious Education Committee will make decisions that are concordant with Unitarian Universalist values and the church's stated vision and mission. The Children's Religious Education Committee will be accountable to the Board of Trustees and the Congregation through the Congregational Meeting.
- B. The Children's Religious Education Committee will consist of five voting members, one ex-officio staff member, and one ex-officio ministerial member. All voting members must be members of the Unitarian Universalist Church of Ventura.
1. Children's Religious Education Committee Chair

The Children's Religious Education Committee Chair will be appointed by the Board of Trustees to a 2 year term. The Children's Religious Education Committee Chair should have a minimum of 1 year previous experience as a member of the Children's Religious Education Committee. The Children's Religious Education Committee Chair is a voting member of the Children's Religious Education Committee. The Children's Religious Education Committee Chair can be removed from the position by the Board of Trustees.
 2. Four Board Appointed Members of the Children's Religious Education Committee

The Board Appointed Members of the Children's Religious Education Committee are voting members who are to be experienced lay-leaders of the congregation, jointly nominated by the Children's Religious Education Committee Chair and the Professional Ministry Team. They serve alternating 2 year terms, and can be re-appointed to one additional two year term.
 3. Director of Religious Education

The Director of Religious Education will serve as the ex-officio staff member of the Children's Religious Education Committee. The role of the Director of Religious Education in relationship to the Children's Religious Education Committee will be defined by the Director of Religious Education Job Description and the Professional Ministry Team.
 4. Ministerial Member

One member of the Professional Ministry Team will serve as the ex-officio ministerial member of the Children's Religious Education Committee and will serve as the Supervisor of the Director of Religious Education.
- C. Decisions of the Children's Religious Education Committee will be by consensus. If

consensus cannot be reached, the Children's Religious Education Committee Chair may call for a vote. In the case of a vote, the decision will be reached by a majority vote. All decisions of the Children's Religious Education Committee will be documented in meeting minutes.

D. The Board of Trustees delegates the following authority and responsibility to the Children's Religious Education Committee:

1. Develop, maintain, and approve all necessary procedures for the Children's Religious Education Program.
2. Conduct strategic planning for the Children's Religious Education Program.
3. Select, plan, and coordinate all special events and special programs of the Children's Religious Education Program in partnership with the Director of Religious Education. Special Events and Special Programs are defined as any activity of the Children's Religious Education Program other than the CRE classes that occur during Sunday Morning Worship.
4. Advise and assist the Director of Religious Education in long-range curriculum planning for the Children's Religious Education Program.
5. Conduct annual assessments of the Children's Religious Education Program.
6. Advise and assist the Director of Religious Education in volunteer recruitment for the Children's Religious Education Program.
7. Conduct outreach and promotion for the Children's Religious Education Program.
8. Oversee the aesthetics, design, and safety of the Children's Religious Education classrooms to ensure that they are an environment conducive to learning.
9. Draft and maintain a budget for the Children's Religious Education Program as a part of the congregation's annual budgeting process.

E. Accountability

1. The Director of Religious Education will provide a weekly status update to the Children's Religious Education Committee and the Professional Ministry Team.
2. The Chair of the Children's Religious Education Committee will publically post copies of the minutes of the Children's Religious Education Committee.
3. The Children's Religious Education Committee is accountable to all decisions of the Congregation at the Congregational Meeting.
4. The Children's Religious Education Committee is accountable to all policy approved by and direction given by the Board of Trustees.

XI. Social Action Coordinating Committee Charter Policy

Approved by Board - March 20, 2014

- A. The Board of Trustees of the Unitarian Universalist Church of Ventura (UUCV) charters the formation of a Social Action Coordinating Committee (SACC). The SACC will have responsibility and authority for providing the coordination and resources necessary for the members of UUCV to conduct effective and transformative Social Action within Ventura County and the wider world as an aspect of the church's shared ministry. The SACC will make decisions that are in accordance with Unitarian Universalist values and the church's stated vision and mission. The SACC will be accountable to the Board of Trustees and the Congregational Meeting.
- B. The Social Action Coordinating Committee will consist of:
1. Social Action Coordinating Committee Chair
The Social Action Coordinating Committee Chair will be appointed by the Board of Trustees to a 2 year term. The SACC Chair should have a minimum of 1 year previous experience as a member of the SACC, one of its Action Teams, or other equivalent congregational experience. The SACC Chair is a voting member of the Committee, and serves as the committee's convener. The SACC Chair may be removed from the position by a vote of the Board of Trustees.
 2. Action Team Representatives
Each Action Team will select a member of the action team to serve as a voting member of the SACC. Action Team Representatives will be responsible for regularly reporting on the activities and needs of their Action Team to the SACC.
 3. Committee Members
The SACC maintains a practice of open membership due to the volunteer intensive nature of the Social Action Coordinating Committee's responsibilities. Members of the SACC are encouraged to serve on at least one of the Action Teams. To ensure informed decisions, SACC Members must have attended at least two of the last four meetings of the SACC in order to vote on decisions before the committee. There is no term limit to serving as a Member of the SACC.
 4. Ministerial Member
One member of the Professional Ministry Team will provide staff support to the SACC. They will not be a voting member of the SACC, even if they lead an Action Team.
- C. Decisions of the SACC will be by consensus. If consensus cannot be reached, the SACC Chair may call for a vote. Only the Chair, Action Team Representatives, and members who have attended two of the last four meetings may vote. In the case of a vote, the decision will be reached by a majority vote. All decisions of the SACC will be documented in meeting minutes and publicly posted.

D. The Board of Trustees delegates the following authority and responsibility to the Social Action Coordinating Committee:

1. Develop, maintain, and implement a program and procedures to support members who wish to form an Action Team around an issue of Social Justice. This will include mentoring in the use of congregational resources, navigating congregational systems, coordinating with volunteer and professional church staff, and teaching the practices of effective coalition building social action.
2. Conduct vetting and provide approval for short term projects of social justice that may arise within the congregation or wider community to use congregational resources. This may include sponsorship of the requests of outside social justice organizations to use congregational resources, supporting social justice programs and events outside of the congregation, and hosting social justice programs and events for both the congregation and the wider community.
3. Coordinate the requests for financial support of all Action Teams as a part of the congregation's annual budget cycle, and to give priority in the use of its budgetary funding to meeting the needs of the SACC sponsored Action Teams.
4. Work with church staff, coordinators, and chairs of committees to provide opportunities for the members of the church to experience transformative social justice based programming and events.
5. Recommend Statements of Social Witness for the UUCV Board of Trustees to consider issuing on concerns of social justice, with a focus on the Ventura area.
6. Issue statements of Social Witness on behalf of the SACC.

E. Accountability

1. The Social Action Coordinating Committee will take minutes of all meetings of the SACC. These minutes will be publically posted.
2. The Social Action Coordinating Committee is responsible to abide by all direction and policy approved by the Board of Trustees.
3. The SACC is accountable to all decisions of the Congregation, and will provide a written report to the Congregation's Annual Meeting.

XII. Building and Grounds Committee Charter Policy

Approved by Board - January 16, 2014

A. The Board of Trustees of the Unitarian Universalist Church of Ventura (UUCV) charters the formation of a Building and Grounds Committee. The Building and Grounds Committee will have responsibility and authority for maintaining and improving the physical facilities and landscape property of the church, and for planning for their long term care and development to meet the needs of the mission and vision of the church. The Building and Grounds Committee will make decisions that are in accordance with Unitarian Universalist values and the church's stated vision and mission. The Building and Grounds Committee will be accountable to the congregation through the Board of Trustees, and will work closely with the Ministry and Operations Team in time critical decision making.

B. The Building and Grounds Committee will consist of:

1. Building and Grounds Committee Chair

The Building and Grounds Committee Chair will be appointed by the Board of Trustees to a 2 year term, renewable for an additional 2 years. The Building and Grounds Committee Chair should have a minimum of one year previous experience as a member of the Building and Grounds Committee. The Building and Grounds Committee Chair is a voting member of the Committee, and serves as the committee's convener. The Building and Grounds Committee Chair may be removed from the position by a vote of the Board of Trustees.

2. Building Maintenance Team Leader

The Building Maintenance Team Leader will be a voting member of the Building and Grounds Committee who coordinates the maintenance and volunteer work of the church building. They will be elected among the membership of the Building and Grounds Committee.

3. Landscape Property Team Leader

The Landscape Property Team Leader will be a voting member of the Building and Grounds Committee who coordinates the maintenance and volunteer work of the church landscaping and grounds. They will be elected among the membership of the Building and Grounds Committee.

4. Facilities Planning Team Leader

The Facilities Planning Team Leader will be a voting member of the Building and Grounds Committee who coordinates a team to regularly review the long term facilities and landscape property maintenance plans, as well as create and regularly review the short, medium and long range building use plans. They will be elected among the membership of the Building and Grounds Committee.

5. Committee Members

Building and Ground Committee Members may join the committee with the consent of the Building and Grounds Committee Chair. The Building and Grounds Committee maintains a practice of open membership due to the volunteer intensive nature of the Building and Grounds Committee's responsibilities. Members of the Building and Grounds Committee will serve on at least one of the Building and Grounds Teams. To ensure informed decisions, Building and Ground Committee Members must have attended at least two of the last four meetings of the Building and Grounds Committee in order to vote on decisions before the committee. There is no term limit to serving as a Member of the Building and Grounds Committee.

6. Ministerial Member

One member of the Professional Ministry Team will provide staff support to the Building and Grounds Committee.

- C. Decisions of the Building and Grounds Committee will be by consensus. If consensus cannot be reached, the Building and Grounds Chair may call for a vote. Only the Chair, Team Leaders, and members who have attended two of the last four meetings may vote. In the case of a vote, the decision will be reached by a majority vote. All decisions of the Building and Grounds Committee will be documented in meeting minutes and publically posted.
- D. Emergency building and grounds maintenance decisions that cannot wait upon the regularly scheduled Building and Grounds Meeting may be made by the Building and Grounds Chair and a member of the Ministry and Operations Team, acting together. If the Building and Grounds Chair is not available, any Building and Grounds Team Leader can fill that role.
- E. The Board of Trustees delegates the following authority and responsibility to the Building and Grounds Committee:
 - 1. Make all decisions as to the maintenance of the church's physical property and grounds, to include landscaping, so long as the costs associated with the decision are within the Building and Grounds Committee Budget. The committee will communicate with and take account of the views, needs, and opinions of committees and other stakeholders in any decision making that is likely to affect said committees and stakeholders.
 - 2. Recommend expenditures from the Major Maintenance Fund for major maintenance needs to the Ministry and Operations Team. These recommendations should be reviewed by the Finance Committee for feasibility prior to being recommended to the Ministry and Operations Team. In cases of a time-critical building or grounds emergency, the Finance Committee Chair may conduct this review without prior consultation with the Finance Committee.
 - 3. Engage consultants to assess and make recommendations as to the care and maintenance of the church's facilities and grounds, when such expertise is deemed necessary by the Building and Grounds Committee. If the funding in the Building and

Grounds Committee budget is sufficient to cover the cost of such consultations, then no other committee or team need be consulted in this decision. If additional funds are required, then the recommendation should be reviewed by the Finance Committee and submitted to the Ministry and Operations Team.

4. Recruit and lead congregational volunteers in the care and basic maintenance of the church facilities and grounds. The Building and Grounds Committee will properly supervise all volunteer maintenance to ensure that the work is of an acceptable quality and is conducted in a safe manner.
5. Contract with vendors and service providers to meet maintenance requirements for the church facilities and grounds that cannot or in the opinion of the committee should not be conducted by volunteers. Contracts that fall within the allocated funds in the Building and Grounds budget line item or the building cleaning line item do not need to be reviewed by any other committee or teams before being signed by the Building and Grounds Chair. Contracts that will require additional funding from the Major Maintenance Fund or other sources should be reviewed by the Finance Committee and then recommended to the Ministry and Operations Team. The Building and Grounds Committee will properly supervise all outside contractors to ensure that the quality of work is acceptable.
6. Purchase, obtain, and maintain all the necessary tools and equipment for volunteers to safely and efficiently maintain the church facilities and grounds. If the Building and Grounds budget is sufficient to meet this requirement, then no other committee or team need be consulted in this decision. If additional funds are required, then a recommendation to make these purchases should be reviewed by the Finance Committee and recommended to the Ministry and Operations Team. Proper maintenance of these tools and equipment includes adequate, organized, and accessible storage.
7. The Building Maintenance Team will conduct periodic assessment of the state of maintenance for the church building, organize volunteers to conduct building maintenance, solicit maintenance requests from the church staff and congregation, and will recommend new maintenance projects to the Building and Grounds Chair.
8. The Landscape Property Team will conduct periodic assessment of the state of the maintenance for the property and landscape, organize volunteers to maintain the property and landscape, solicit maintenance requests from the church staff and congregation, and will recommend new maintenance projects to the Building and Grounds Chair.
9. The Facilities Planning Team will regularly assess the overall condition of the church facilities and grounds. They will draft and maintain a 20-year Major Maintenance Plan for the church facilities and grounds, forecasting when in that timeframe major building maintenance renovations, such as replacing the roof or repaving the parking lot, are likely to occur and estimating their costs. This plan should be updated every 5 years.

10. The Facilities Planning Team will work with church staff and committee chairs to develop and recommend to the Board of Trustees a Short, Medium, and Long Term Building Use Plan, forecasting how the facility needs of the church's mission might change in the 2 year, 5 year, and 10 year timeframes, and recommending alterations to the building and grounds structure and use to accommodate the congregation's mission. This plan will include estimated costs for each recommendation. This plan will be updated every two years.
11. The Building and Grounds Committee is specifically not tasked with making decisions about interior building aesthetics.

F. Accountability

1. The Building and Grounds Committee will take minutes of all meetings of the Building and Grounds Committee. These minutes will be publically posted.
2. The Building and Grounds Committee is responsible to abide by all direction and policy approved by the Board of Trustees.
3. The Building and Grounds Committee will be accountable to the Ministry and Operations Team for meeting emergency maintenance needs of the church facilities and property.
4. The Building and Grounds Committee is accountable to all decisions of the Congregation, and will provide a written report to the Congregation's Annual Meeting.

XIII. Associate Teams Policy

Approved by Board - March 20, 2014

- A. The Board of Trustees of the Unitarian Universalist Church of Ventura (UUCV) recognizes and affirms the authority of the Senior Minister to create Associate Teams. Associate Teams are created in order to assist the Professional Ministry Team and the Staff to fulfill the specific responsibilities listed in Letters of Call, Ministerial Contracts, Staff Contracts, and Employee Job Descriptions. Accordingly, the Professional Ministry Team and Professional Staff remain responsible for the ministry of Associate Teams.
- B. The Senior Minister has the authority to create or disband any Associate Team at any time and for any reason. The creation of an Associate Team will, at a minimum, include a written charge for that Associate Team. It may include any additional guidance or requirements that the Senior Minister wishes to provide. Written charges for Associate Teams are considered procedure by this policy.
- C. Associate Teams will always be led by a member of the Professional Ministry Team or the Professional Staff. The Senior Minister will designate the leader of each Associate Team.
- D. The Leader of each Associate Team is responsible for the creation of procedure for that Associate Team. This procedure will include, at a minimum, the process by which members of the Associate Team are selected. The membership of an Associate Team is at the discretion of the Associate Team Leader.
- E. The Leader of each Associate Team is accountable to their staff supervisor and the Chief of Staff for the performance of their Associate Teams. The Senior Minister, as the Chief of Staff, is accountable to the Board of Trustees and the Congregation for the performance of all Associate Teams.

XIV. Adult Programs Coordinator Volunteer Staff Position Policy

Approved by Board - April 20, 2014

- A. The Board of Trustees of the Unitarian Universalist Church of Ventura creates the volunteer staff position of Adult Programs Coordinator. This volunteer staff position will be a member of the Unitarian Universalist Church of Ventura with significant congregational experience. The Adult Programs Coordinator will be recommended to the Board of Trustees by the Senior Minister as the Chief of Staff, and appointed by the Board of Trustees. The Adult Programs Coordinator will serve in this volunteer staff position for a term negotiated between the Adult Programs Coordinator and the Chief of Staff.
- B. A member of the Professional Ministry Team assigned by the Chief of Staff will serve as supervisor and primary staff support to the Adult Programs Coordinator. All staff will work as closely with the Adult Programs Coordinator as they would with any member of the UUCV Professional Staff.
- C. Adult Programs are defined as any program of the Unitarian Universalist Church of Ventura whose primary focus is building community within the church, or inviting the wider community of Ventura Community to participate within the life of the church. It specifically does not include any program that is a part of the Children's Religious Education Program, or the Adult Spiritual Growth Program.
- D. The responsibility and authority of the Adult Programs Coordinator will include:
 - 1. Assisting leaders of established Adult Program groups in scheduling, publicity, and inviting members of the congregation and the wider community to participate in their program. This may include publishing an annual Adult Programs brochure, providing website content, helping leaders attract new participants, and advising leaders on how a particular adult program might develop to better serve the church community.
 - 2. Developing and maintaining a system whereby a member of the congregation who has an idea for a new Adult Program group can develop that idea into a vibrant part of the life of the congregation, including teaching the leader about congregational systems.
 - 3. Assisting members who wish to become part of an Adult Program group, such as men's and women's groups, book groups, discussion groups, social groups, etc. with finding the right fit for them to deepen their involvement in the social life of the church.
 - 4. Regularly assessing what social needs might exist within the church, and with the Assistant Minister develop programs and recruit leaders to meet those needs.
 - 5. Making appropriate budget requests for Adult Programs as a part of the congregation's annual budgeting process. The Adult Programs Coordinator will maintain accountability for all expenditures of Adult programs.

E. Accountability

The Adult Programs Coordinator will be responsible to and can be removed by the Senior Minister as the Chief of Staff.

XV. Operations Coordinator Volunteer Staff Position Policy

Approved by Board – March 19, 2015

- A. The Board of Trustees of the Unitarian Universalist Church of Ventura creates the volunteer staff position of Operations Coordinator. This volunteer staff position will be a member of the Unitarian Universalist Church of Ventura with significant congregational leadership experience, preferably including Board of Trustees leadership experience. The Operations Coordinator will be recommended to the Board of Trustees by the Senior Minister as the Chief of Staff, and appointed by the Board of Trustees. The Operations Coordinator will serve in this volunteer staff position for a term negotiated between the Operations Coordinator and the Chief of Staff.
- B. The Chief-of-Staff will serve as supervisor and primary staff support to the Operations Coordinator. All staff will work as closely with the Operations Coordinator as they would with any member of the UUCV Professional Staff.
- C. The Operations Coordinator will be responsible for implementation and monitoring of the UUCV Ministry and Operations Team Charter Policy, to include serving as staff support to the Ministry and Operations Team.
- D. The responsibility and authority of the Operations Coordinator will include:
 - 1. Leading the development of policy drafts for the Ministry and Operations Team to submit for consideration by the Board of Trustees.
 - 2. Draft a monthly confidential Operations Report for the Ministry and Operations Team, and facilitate the development of the monthly Ministry and Operations Team Report for the Board of Trustees.
 - 3. Fulfill all reasonable requests of the Ministry and Operations Team to facilitate their ability to meet the responsibilities of their Charter Policy.
- E. Accountability

The Operations Coordinator will be responsible to and can be removed by the Senior Minister as the Chief of Staff.

XVI. Association District Representative Volunteer Staff Position Policy

Approved by Board – March 19, 2015

- A. The Board of Trustees of the Unitarian Universalist Church of Ventura appoints a member to the volunteer staff position of Association District Representative (ADR). This volunteer staff position will be a member of the Unitarian Universalist Church of Ventura with significant congregational experience. The Association District Representative will be recommended to the Board of Trustees by the Senior Minister as the Chief of Staff and appointed by the Board of Trustees. The Association District Representative will serve in this volunteer staff position for a term negotiated between the Association District Representative and the Chief of Staff.
- B. A member of the Professional Ministry Team assigned by the Chief of Staff will serve as supervisor and primary staff support to the Association District Representative. All staff will work as closely with the Association District Representative as they would with any member of the UUCV Professional Staff.
- C. The responsibility and authority of the Association District Representative will include the following:
 - 1. Share a wide range of Pacific Southwest District (PSWD), Pacific Western Region (PWR), and Unitarian Universalist Association (UUA) information with appropriate individuals within the congregation as well as with the congregation at large.
 - 2. Respond to PSWD/PWR requests for information about congregational activities and highlights for inclusion in district or regional publications.
 - 3. Monitor and respond as appropriate to communications sent through the pswdadr mailing list or other PSWD/PWR communications.
- D. Exclusions
 - 1. The Association District Representative is not responsible for administrative functions such as reporting of membership totals.
 - 2. The Association District Representative is not responsible for credentialing for District, Regional, or General Assemblies.
- E. Accountability
 - 1. The Association District Representative will be responsible to and can be removed by the Board of Trustees.

XVII. Facilities Use Policy

Approved by Board - April 20, 2014

- A. The facilities of the Unitarian Universalist Church of Ventura exist to serve the religious mission of the Unitarian Universalist Church of Ventura (UUCV), and of Unitarian Universalism. All use of these facilities will be in pursuit of this religious mission as defined by the Professional Ministry Team, the Board of Trustees, and the Congregation of UUCV.
- B. The facilities of UUCV include the building, parking lot, and grounds at 5654 Ralston St. in Ventura, CA.
- C. All use of the facilities of UUCV will be in accordance with the Unitarian Universalist values represented by the Seven Principles and the Six Sources.
- D. Facilities use that is directly in support of the religious mission of UUCV takes priority over all other uses. This includes but is not limited to worship, classes, committee and team meetings, staff meetings, church community-building events, church fundraising events, life transition ceremonies and recognitions, church rituals, and UUCV sponsored social justice events.
 - 1. Decisions about whether or not a facilities use is directly in support of the religious mission of UUCV will be made by a member of the Professional Ministry Team, designated members of the UUCV professional staff, or by the UUCV Ministry and Operations Team. UUCV reserves the right to be the sole progenitor of what constitutes its religious mission.
 - 2. All facilities use that is directly in support of the religious mission of UUCV must be sponsored by a Minister, UUCV Professional Staff, Board, Committee, Coordinator, or Team of UUCV.
 - 3. Facilities uses that are directly in support of the religious mission of UUCV will not require the purchase of a ticket for entry. However, some UUCV fundraising events may ask for a suggested donation. Such donations are not required for attendance at these facilities uses.
- E. Facilities use that is indirectly in support of the religious mission of UUCV by registered nonprofit organizations whose values are in accordance with and in support of the values of UUCV and of Unitarian Universalism may be authorized on a case by case basis.
 - 1. Decisions about whether to authorize a facilities use that is indirectly in support of the religious mission of UUCV by a registered nonprofit will be made by a member of the Professional Ministry Team, designated member of the UUCV Professional Staff, or by the UUCV Ministry and Operations Team.

2. Organizations need to provide documentation of their registered nonprofit status to the UUCV Professional Staff, and must keep that status current to maintain the facilities use.
 3. Facilities use will be for less than one instance per week, unless UUCV and the nonprofit organization have requested and received a social welfare exemption to current tax-exempt property laws. The decision to pursue such a social welfare exemption is at the discretion of the UUCV Ministry and Operations Team.
 4. Facilities use by nonprofit organizations will be subject to a fee schedule to recoup the cost of utilities, cleaning, equipment use, and staffing. This fee schedule will be maintained as procedure by UUCV professional staff.
 5. UUCV reserves the right to refuse to consider or approve a facilities use by any nonprofit organization. UUCV also reserves the right to terminate a facilities use by any nonprofit organization with a notice of thirty days.
- F. Facilities use that is indirectly in support of the religious mission of UUCV by organizations that are not registered nonprofits, but whose values are in accordance with and in support of the values of UUCV and of Unitarian Universalism may be authorized on a case by case basis.
1. Decisions about whether to authorize a facilities use that is indirectly in support of the religious mission of UUCV by an organization that is not a registered nonprofit will be made by a member of the Professional Ministry Team or by the UUCV Ministry and Operations Team. Members of the UUCV Professional Staff may not make this decision.
 2. Such facilities use would require that property tax be paid to the County Assessor's Office that is pro-rated to time and space of the use. When deciding whether or not to authorize such a facilities use an assessment must be made about the benefits of the use versus the cost in time and effort to meet the requirements of the County Assessor's Office.
 3. Facilities use by organizations that are not nonprofits will be subject to a fee schedule to recoup the cost of utilities, cleaning, equipment use, and staffing. This fee schedule will be maintained as procedure by UUCV Professional Staff. These organizations also will be subject to a fee equivalent to the assessed property taxes connected to each facilities use and the hours spent by UUCV Professional Staff in negotiating said assessed property taxes.
 4. UUCV reserves the right to refuse to consider or approve a facilities use by any organization that is not a nonprofit. UUCV also reserves the right to terminate a facilities use by any organization that is not a nonprofit with a notice of thirty days.
- G. All Facilities Uses, be they directly or indirectly in support of the religious mission of UUCV, will be in accordance with Guidelines for Facilities Use that will be maintained as procedure by the UUCV Professional Staff. Failure to follow the Guidelines for Facilities

Use may result in additional fees and termination of use. In the case of uses that are directly in support of the religious mission of UUCV, such fees may be assessed on the relevant committee or team operating budget. All such fees are at the discretion of the UUCV Professional Staff and the Ministry and Operations Team.

XVIII. Animal Policy

Approved by Board - November 17, 2005

“Other than service animals and special circumstances, animals are not permitted inside the building.”

XIX. Communications Policy

Approved by Board - Date Unknown

The church has a number of ways of informing members about church activities. These include the monthly church newsletter, pulpit announcements, announcements in the order of service, church bulletin boards, the web-site, and distribution of fliers, etc. Committees are also free to call or e-mail (their own) members with information on activities.

Time-sensitive events may not be able to be publicized in the above ways. Also, since a lot of information is disbursed in the above manner, critical events may go unnoticed. As a result the Board will strive to create and maintain mechanisms *solely* for communicating with members about church emergencies and congregational events which must be scheduled with minimal advanced notice. Two possible avenues for this sort of communication are phone trees and mass e-mails lists. Either the Minister or the President of the Board of Trustees may authorize the use of e-mail or the phone tree for this purpose.

XX. Board Policy on Internet Communications

Approved by Board - 2/19/2009

The Board of Trustees of the Unitarian Universalist Church of Ventura recognizes the rights of all people to free expression and encourages its members and friends to engage in principled dialogue and expression that promote communication within our congregation and enhance the visibility of our congregation and its values in the broader community.

In addition to recognizing the right to free expression, the Board encourages – borrowing from our association’s fourth principle – a free and responsible participation in such dialogue, especially as the forms of communication available through the Internet continue to make widespread communication easier and increasingly prevalent. Examples of such communication, current as of the drafting of this policy, include but are not limited to community email groups such as Google Groups, social-networking sites such as Facebook and MySpace, and file-sharing sites such as YouTube, as well as community groups within the members’ area of the Unitarian Universalist Church of Ventura website.

In all such venues, the Board encourages users to observe current Net etiquette (“netiquette”), to respect copyright law, and to distinguish clearly between the expression of individual posters’ content and statements made on behalf of the congregation. In particular, any groups, sites or postings that incorporate the name of the Unitarian Universalist Church of Ventura and/or its specific chalice logo should make clear whether they are authorized expressions of the church, or the expressions of individuals or groups within the church community.

The Unitarian Universalist Church of Ventura is responsible only for those messages authorized by its Board of Trustees or those to whom the Board delegates responsibility and authority to communicate on behalf of the congregation.

Application: The Board Policy on Internet Expression can be interpreted as the following guidelines for members and friends.

- Go forth and spread the faith and your enthusiasm.
- Clarify that you are not acting in an official capacity.
- Link to official sites if appropriate.
- Keep our covenant and principles in mind as well as applicable copyright laws, etc.
- Report plans or new ventures (videos, websites etc.) to the Publicity Coordinator, Minister and Board President
- Be open to feedback.
- Use of material from worship services should be cleared first with the Worship Committee and Minister

XXI. Unitarian Universalist Church of Ventura Website Policy

Approved by Board - 10/21/2010

Purposes

The church maintains a website for the following purposes in fulfillment of its mission:

- To communicate its presence, purposes, and character externally to the world at large through its descriptive sections and through access to the monthly newsletter and to worship elements
- To communicate limited ongoing dynamic information in the form of Upcoming Events and the monthly calendar
- To communicate short-term information of high congregational importance, such as hiring announcements or extra-ordinary mission-critical events
- To archive internally for the church community documents such as Board Policy and Procedures, minutes of the meetings of the Board of Trustees and of the congregation, and other forms and documents necessary for the activities of the church
- To provide online access for pledging and paying pledges electronically

Content

The website consists of both publicly accessible content and church-community content accessible by registered site users. Site registration is available on request to church members and pledging friends.

The publicly accessible content includes such elements as the homepage, church location and contact information; events calendar; pages describing the church, its history, and the activities of its committees; samples of worship in print, by recorded playback, or by live webcast; and current and archived church newsletters.

Use of the website to publicize announcements of a temporary nature shall be for items of significant importance to the operation of the church or the fulfillment of its mission. Approval to post such information shall be at the discretion of the minister and the president of the board of trustees. Examples of such might include employment announcements or celebrations or social actions of greater than customary scope or presence. For such time as the Lift Up Your Voice program is active as a separately coordinated program of the church, its area of the website may be more actively managed in fulfillment of the mission of that program. Otherwise, activities of the congregation may be announced through their inclusion in the monthly calendar and Upcoming Events schedule, and through inclusion in the newsletter, which is accessible on the website. (See also **Board Policy on Communication**)

The website announces calendared events and newsletter information. It is not intended as a scrapbook for archiving social-events, as a vehicle for two-way communication among congregants, or for the conduct of committee work or other small-group activity. Email and web-based communications such as Google or Yahoo groups are encouraged as alternatives. The board encourages members of the church community to observe the guidelines of the board-adopted **Policy on Internet Communication**. The board of trustees and the Unitarian Universalist Church

of Ventura assume no responsibility for the content of Internet postings or social-networking content not authorized or regulated by this policy.

Registered-users content will include all public content as well as access to any directory information included with permission of registered users, church documents including but not limited to minutes of the board of trustees and of congregational meetings, agendas and supporting documents for congregational meetings, Annual Reports, board policies and church procedures, and downloadable office forms.

Copyrighted Material: All content posted in any section of the website will be consistent with copyright law.

Posting of Worship Elements: Written, recorded, or live webcasting of sermons or other elements of worship services is at the discretion of the minister and the Worship Associates

Use of Names, Images; The names of employees and the members of the board of trustees will be publicly available. Under no circumstances will the names or recognizable images of minors be published in any area of the website without the expressed written consent of the minor's parent(s), custodial parent(s), or legal guardian(s) as well as the consent of the minor involved if of an age to give informed agreement. In any case in which church safety policies or children's religious education policies differ from this board policy, that policy which affords greater privacy and safety to individuals will be in effect.

Links to External Sites: Links to external sites may be included for informational purposes. These may include links to the Unitarian Universalist Association of Congregations (UUA), to the Pacific Southwest District of the UUA (PSWD), and to their affiliate organizations. When links to non UUA/PSWD affiliated sites are provided, this policy intends that those links shall be to sites that are consistent with the mission, principles, character, and purposes of the congregation.

Content Management, Updating

The minister will have access and authority to update and modify the website as appropriate.

The office manager will be responsible for updating the monthly calendar and for posting board-approved minutes of the board of trustees and congregationally approved minutes of congregational meetings as well as updates to board policy or procedures and office forms. The office manager will also have access and authority to update or make corrections to the website.

The office manager or newsletter editors will be responsible for posting the monthly newsletter.

Maintenance and updating of the Lift Up Your Voice area of the church website will be the responsibility of the program's coordinator or member volunteer. Assistance may be requested from other authorized content managers.

The board of trustees intends that there be a cadre of no fewer than three member volunteers with training and administrative authorization to update or make corrections to the website on an as-needed basis. Moreover, it is the intent of the board always to have identified one individual to be

principally responsible for the technical management of the website. All authorized administrators will have the approval of the minister and the president of the board of trustees.

In order to present the congregation at its best, website content will be regularly reviewed and updated to remain current. For this reason, those responsible for the content of various areas of the website are encouraged to present content that requires minimum active management in order to remain current. The chairs of committees with content areas are responsible for reviewing the content of their pages. The president of the board of trustees will designate an individual or individuals to conduct a periodic review of non-committee affiliated sections of the website.

At least three times per year, the entire website will be reviewed for accuracy, currency, and functionality of links. One such review and update will occur as soon as practical after the annual meeting, and others will occur at intervals of no longer than four months. All employees, church members, and other users of the site are encouraged to report inaccuracies or site malfunctions to the office manager or the president of the board of trustees on an ongoing basis.

Effect of This Policy

The terms of this policy become effective upon adoption by the board of trustees. It is also understood that in the continually evolving environment of the Internet, applications and circumstances not foreseen at the time of its adoption will arise. In all such circumstances, the board of trustees intends through this policy that the inherent principles within these expressed policy statements will apply.

XXII. Policy for Retaining Membership

Full Policy Name

Policy for Retaining Membership in the Unitarian Universalist Church of Ventura

Approved by Board - Unknown

Church by-laws state that “an annual financial pledge shall be made and fulfilled by each member to maintain membership status.”

The Annual Giving Committee will request a pledge at specific events. A follow-up phone call will be made to those who do not pledge at such times. If a response is not received, a letter will be sent reminding the member of our by-law requirement, requesting that a pledge be made within three weeks and stating that if a pledge is not made in that time, we will assume they are no longer interested in membership and the Minister will be notified.

Members have the option of contacting the Minister about their pledge during this time.

XXIII. Childcare Policy

Approved by Board - June 14, 2007

Childcare Policy - Introduction

We seek to be a family-friendly congregation. This is a place where we all take an interest in and a responsibility for the children of our congregation.

Official Congregational Business (Board and Committee)

Childcare should be made available for all meetings of the congregation to discuss congregational business. These include Town Halls and Annual Meetings etc. Childcare may also be made available when Committees are conducting their regular meetings or meetings focused on congregational business (visioning/planning meetings, new member orientation etc.). Costs for childcare for these meetings should come out of the annual operating budget line item dedicated to childcare.

Fundraising Events

Childcare should be made available at fundraising events as appropriate. Any costs associated with childcare for fundraising events should be paid for out of the fundraising proceeds. This cost should be listed as an anticipated cost of the fundraiser in advance and should be approved only by the person designated as the lead person for that fundraiser.

Other Events

We do not want lack of childcare to discourage any of our parents from attending social events or educational classes or other adult program events. We encourage all programming to take this into account in planning and budgeting for these activities. Most adult programs and events (especially social events) are expected to be budget neutral with the costs borne by the participants. People wishing to facilitate or organize projects under the auspices of Adult Programs should clarify with the Adult Programs Coordinator how the costs for childcare are to be paid prior to the event. In the event that costs are to be paid by Adult Programs rather than by the participants, the funds should come out of the Adult Programs line item of the budget and the paperwork must be approved only by the Adult Programs Coordinator/Chair.

Important Notice

Childcare is arranged by contacting the Coordinator of Religious Education well in advance of the event. Providing childcare for an event may require advance reservations by parents in order to ensure an adequate coverage and age-appropriate care. This will be at the discretion of the Child Care Coordinator.

XXIV. Investment Policy

Approved – April 16, 2015

1) Purpose

The purpose of this investment policy of the Board of Trustees is to provide direction for the investment of church funds.

2) Investment Decisions

Investment decisions are recommended by the Finance Committee and approved by the Board of Trustees. Upon Board approval, responsibility for the decision of the allocation of investments among financial institutions rests with the Finance Committee.

For major changes of investments, the Board of Trustees and the Finance Committee will communicate to the Congregation the recommended changes. Feedback will be solicited from the Congregation in a timely manner before such changes are voted on by the Board.

3) Short Term Investments

Funds expected to be used during a current fiscal year and the subsequent fiscal year will be held in FDIC insured bank accounts, FDIC insured certificates of deposit for one year or less, or in FDIC insured money market deposit accounts. Amounts at each bank will be limited to the FDIC maximum coverage amount per account holder.

4) Long Term Investments

Funds not budgeted or earmarked by the Board for use during the current and subsequent fiscal year may be invested in an institutionally managed investment pool or asset allocation no-load mutual funds.

5) Investment Donations to the Church

Stocks, bonds and mutual funds may be donated into a church securities account by members or friends of the church. Such holdings will be sold as soon as possible after legal title has transferred to the church.

XXV. Donation Policies

Approved by the Board - February 18, 2010.

Overview/Concerns

In the past few years, a variety of concerns have emerged regarding our donations policies/procedures or lack thereof.

People who wish to make monetary donations to the church or who wish to request others to make donations to the church are unclear about their options regarding specific funds.

People who have made monetary donations often do not understand where that money has gone.

People asking for donations in lieu of flowers in remembrance of a loved one have often mistakenly believed that money would be held in a special fund and spent on a specific item of their choosing.

Our current donations policies lack specificity and sometimes require cumbersome processes.

We have sometimes accepted money for special projects which have not been authorized by the congregation. The Patio Fund was apparently created by the Board of Trustees at the request of members without any congregationally-approved plan or budget in place. This was not a violation of policy but has potential hazards.

Recommendations/Clarifications

- 1) We publicize options for donations and when someone requests donations in remembrance we send them a list of options and ask them to specify where that money will go.
- 2) We enumerate the options for donations as follows:

Operating Budget

Each year our budget counts on some additional donations during the year. Money donated to this would appear under "Other Donations" and used to meet the goals of that fiscal year.

Inreach/Outreach Fund

This fund exists to help individuals inside and outside the congregation who are in need of emergency assistance. It also goes to non-profits. Some of the money is dispersed at the discretion of the minister and some is dispersed in consultation with the Social Action Coordinating Committee.

Endowment Fund

This fund operates under separate by-laws. Only the interest can be used for church projects and not even interest can be spent on church projects until there is a minimum of \$50,000 in this fund. Currently, there is under \$3,000.

Church Improvement Fund (Formerly Large Donation Fund)

Money donated to this fund can be used for any purpose determined by the congregation. Examples include capital improvements or program enhancements.

Lift Up Your Voice

This is our effort to end homelessness in Ventura. If this project ends, any individual donation money in the budget would revert to the Inreach/Outreach Fund.

Money for a Specific Item or Project

Money donated for a specific item or project is subject to advance approval. See donations policies.

- 3) We clarify Donation Policies as follows:

Donations of Items for Use in the Church or on the Church Grounds

Decisions regarding donations of items worth less than \$2,000 which are to be used by the church shall be made by the Board of Trustees or its designee. Note: Dorothy Wootan is currently designated in this role. Staff is authorized to accept small items related to their specific areas.

Restricted Donations

Financial donations designated for specific purposes or with conditions may be accepted or declined at the sole discretion of the Board of Trustees.

Non-Cash Gifts

Decisions related to accepting items worth over \$2,000 or non-cash gifts (real estate, unmarketable securities etc.) are to be made by the Board of Trustees.

Donors

Donations from individuals or organizations whose actions or practices (past or present) are inconsistent with our values may be declined at the sole discretion of the Board of Trustees.

- 4) We eliminate the Remembrance Fund.

We recommend that the minister contact family members (where available) who have caused over \$100 to be donated and clarify our process and ask them to delineate a specific fund or work with them to find a need in the congregation that money might meet.

- 5) We put a hold on donations to the Patio Fund until there is a Board-approved plan for moving forward on this project.

XXVI. Governance Policies for the Permanent Endowment

Approved by Board - January 8, 2004

- A. **The Permanent Endowment Fund** of the Unitarian Universalist Church of Ventura (UUCV) is established under Article X of the Church Bylaws as a separate Fund within the framework of the Church's financial structure.
- B. **The Polices and Procedures** for the Permanent Endowment Fund of the UUCV are Fundamental Policies and may only be changed or amended by a two-thirds vote of Congregation members voting at an appropriately called congregational meeting for which any proposed changes are delivered in full with the announcement of the meeting.
- C. **Fund Governing Body:** The Permanent Endowment Fund is established under the Church Bylaws and not under the Bylaws of the Memorial Foundation. However, the Permanent Endowment Fund of the Church shall be governed by the Trustees of the Memorial Foundation Board acting in a separate capacity. This responsibility will be in addition to, and separate from, the Foundation Board's responsibilities as established by the Memorial Foundation Bylaws. The Permanent Endowment Fund and the existing Memorial Foundation Fund remain as separate and distinct funds, serving different functions and purposes and governed by different policies and procedures. The Congregation in electing these trustees will recognize that the same people are in fact serving two separate and distinct purposes.
- D. **Separation of Powers:** The elected members of the Permanent Endowment Fund Governing Body may not hold office on or be members of the Church Board of Trustees during their tenure on the Governing Body. They may serve as members of any other Church Committee.
- E. Functions of the Permanent Endowment Fund Governing Body:
1. Oversee the collection of gifts and bequests to the Permanent Endowment Fund.
 2. Be available to help supply information to individuals who wish to make or are considering immediate or delayed gifts and bequests.
 3. Be knowledgeable of, or have access to those who are knowledgeable of, basic approaches to making gifts and bequests to the Permanent Endowment Fund.
 4. Annually recommend to the Church Board of Trustees (by March 1 or other date set by the Church Board of Trustees) when and in what amount yearly disbursements are available from the Fund, reflecting available Fund value as of the preceding December 31st.
 5. Consider the appropriateness of suggested purposes and amounts of all proposed disbursement and make recommendations to the Church Board of Trustees.
 6. Coordinate active efforts to seek contributions with the Church Board of Trustees.

7. Educate and encourage members of the congregation to consider making gifts and bequests to the Permanent Endowment Fund.
 8. Establish and maintain procedures for requesting disbursements from the Permanent Endowment Fund.
- F. **Fund Endowed Principal:** Specific gifts and bequests, whether immediate or delayed, to the Permanent Endowment Fund, as well as any other monies directed to it by the congregation for this purpose, represent the Endowed Principal. **Fund Endowed Principal is not available to be spent.** Fund Endowed Principal is solely intended to be invested in order to realize income and gains so as to eventually produce a revenue stream for the congregation.
- G. **Fund Accumulation (Total Value):** It is intended for the Permanent Endowment Fund to reach a minimum balance before **any** expenditure is made from the Fund. Thus, all income and realized and unrealized gain to the Fund shall be accumulated until the value of the fund is at least \$50,000.
- H. **Investment and Management of the Permanent Endowment Fund Assets:** The investment and management of the Endowed Principal and accumulating income and appreciation in value of the Permanent Endowment Fund shall be under the direction of the Church Finance Committee, acting within the guidelines of the Bylaws and Policies established by the Church Board of Trustees and the Congregation. The Fund shall be managed as a separate investment entity.
- I. **Endowment Fund Spending Limit:** After the total value of the Permanent Endowment Fund as specified in section **Fund Accumulation (Total Value)** is reached, up to 5% of the Permanent Endowment Fund balance as of December 31st of the preceding year may be spent by the Congregation so long as the value of the contributed Endowment Principal remains intact under the restrictions of section **Fund Endowed Principal.**
- J. **Purpose of Expenditures from the Permanent Endowment Fund:** expenditures from the Permanent Endowment Fund are intended to support achievement of the Church's Mission and Vision; for example:
1. Social justice projects and purposes;
 2. Start up funds for new Church programs;
 3. Capital expenditures;
- K. Supplement the operating budget of the Church in unusual circumstances.
- These are to be considered as examples only and are not to be considered as limiting or restricting possible uses of the available funds so long as the appropriate restrictions and approval processes are followed.
- L. Any Expenditure from the Permanent Endowment Fund requires approval by the

Congregation. All Fund disbursements require approval by a majority vote of Church members present or represented by proxies at an appropriately called congregational meeting.

M. **Process for Approving Expenditure:** Prior to any expenditure from the Permanent Endowment Fund, the purpose and amount of the proposed disbursement must be approved by a majority of the Permanent Endowment Fund Governing Body and by a majority of the Church Board of Trustees, for presentation to the Congregation. In the event the Endowment Fund Governing Body does not approve the disbursement, this action may still be presented to the Congregation for consideration by a 2/3rd vote of the Church Board of Trustees.

1. Ideas for suggested disbursement may be initiated by the Permanent Endowment Fund Governing Body, the Church Board of Trustees, other standing committees of the Church Board, or by any member of the congregation.
2. When appropriate, the Permanent Endowment Fund Governing Body will delineate specific guidelines for submission of suggestions for proposed disbursements from the Permanent Endowment Fund with timelines so that proper consideration under section Process for Approving Expenditure can be accomplished prior to consideration by the Congregation at the Annual Congregational Meeting.
3. Prior to consideration by the Church Board of Trustees, proposals should be evaluated by the Church Finance Committee for impact on the overall Church operating budget, reserves, and resources with specific reference to future consequences. Any other Church committees whose activities are likely to be impacted should also be consulted.

XXVII. Policy on Lending Church Property

Full Policy Name

Board Policy on Lending Church Property for Non-Church Sponsored Activities

Approved by Board - January 2011

The Board of Trustees has the following interests regarding the use of church property for non-church-sponsored events:

- The Board's primary responsibility is to assure wise stewardship of the church's assets.
- The Board intends that on a limited basis, durable church assets may be made available to other not-for-profit organizations specifically for uses that align with and promote values consistent with those of the church mission and of the Unitarian Universalist Association of Congregations.

In order to assure that any such lending does not negatively affect church operations, the Board will develop procedures that place primary responsibility on responsible volunteer personnel and minimize impacts on church staff, and that limit the annual use of church property by any non-church organization.

The Unitarian Universalist Church of Ventura has certain durable assets that may, on an incidental basis, be lent to other organizations on an occasional basis when such cooperation promotes the values of shared community interest and cooperation and is consistent with the mission and purposes of the church. Durable assets, for the purpose of this policy, would include – but not be limited to – items such as barbecues, tables, non-sanctuary chairs, and coffee urns and tableware. The use of consumable items such as food stocks and paper and disposable plasticware would be considered a donation, and not covered by this policy.

This policy does not imply or promote the establishment of permanent sharing arrangements between the church and other organizations. Ongoing arrangements for the sharing of church property shall be arranged separately, with specific parameters consistent with this policy, and for a defined period of time, which may be considered for renewal.

Church property, as defined by this policy and any accompanying procedures, may be lent to other non-profit organizations at the recommendation of the current chair of a church program committee or other standing committee with a designated budget. The Board intends that sponsoring committees will assure that proposed loans of church assets align with the missions of the church and of the committee.

This policy covers the use of church property on a shared-interest lending basis, and does not relate to rental of church property or facilities. Under the terms of this policy and the procedures derived from it, no fees shall be collected, and no deposits will be retained. By sponsoring the lending of church assets, the sponsoring program committee of the church agrees to be responsible for recovering any losses or compensating those losses from its program budget.