**Operations Manual of the Quimper Unitarian Universalist Fellowship**

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D.Covert added new and revised Bylaws as approved at Annual meeting 11 June 2023

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# PART I.

# Guiding Principles, Bylaws, Organizational Structure, Responsibilities of the Board of Trustees, the Leadership Assembly and Congregational Committees

## Guiding Principles

## **Our Mission (adopted January 10, 2021)**

We come together to seek our truths,

honor our diversity,

serve with love,

and work for justice in our world.

## ****Our Covenant Statement****

**We are travelers. We meet for a moment in this sacred place to love, to share, to serve. Let us use compassion, curiosity, reverence and respect while seeking our truths. In this way, we will support a just and joyful community, and this moment shall endure.**

## Welcoming Congregation Statement

For Unitarian Universalists, being a “Welcoming Congregation” means more than our commitment to be open and friendly to all who enter our doors.  A Unitarian Universalist congregation designated as a “Welcoming Congregation” is one that has made a specific commitment to actively reach out to include people who are gay, lesbian, bisexual or transgender. We incorporate the experiences of LGBTQ persons throughout all programs, including religious education, and we offer congregational and ministerial support for union and memorial services for LGBTQ persons. The Unitarian Universalist Association, of which we are a member, is a leader in the struggle for the right of gays and lesbians to marry and to enjoy the same benefits and responsibilities that married heterosexuals receive.

## Green Sanctuary Statement

QUUF became certified as a Green Sanctuary by UU Ministry for Earth in 2009 after completing a 2-year process of educational programs, energy audits, activism and other ongoing commitments to support our 7th UU Principle: “Respect for the interdependent web of existence of which we are a part”. Our current Green Sanctuary Committee theme is Global Warming, Climate Justice and the Salish Sea, and we embrace all efforts that promote a just and sustainable community.

“Earth is our home…Life on this planet will be gravely affected unless we embrace new practices, ethics, and values to guide our lives on a warming planet.”

(UU Association of Congregations, 2006 Statement of Conscience)

## QUIMPER UNITARIAN UNIVERSALIST FELLOWSHIP BYLAWS

### ARTICLE I. NAME AND INCORPORATION

Section 1. NAME: The name of this organization shall be the "Quimper Unitarian Universalist Fellowship," hereafter referred to as the "Fellowship" or the “congregation.”

Section 2. INCORPORATION: The Fellowship is incorporated as a religious corporation under the laws of the State of Washington.

### ARTICLE II. PURPOSES

Section 1. The purpose of this Fellowship is to provide a spiritual and liberal religious community that examines, embraces, and practices the seven principles of Unitarian Universalism as established by the Unitarian Universalist Association of North America, the Quimper Unitarian Universalist Fellowship Mission Statement, and related documents adopted by the Fellowship.

Section 2. The Fellowship is a non-profit organization. All financial matters shall be administered under the direction of a Board of Trustees (hereafter called the Board), to the benefit of the members of the Fellowship.

### ARTICLE III. ORGANIZATION

Section 1. AFFILIATION: The Fellowship shall maintain membership in the Unitarian Universalist Association and any regional council of the Unitarian Universalist Association deemed appropriate by the Board.

Section 2. MEMBERSHIP: Any person twelve (12) years or older who is in sympathy with the program and purpose of this Fellowship shall acknowledge their intent to become a member by completing and signing membership documents. Membership is approved by a majority vote of the Board. Membership is confirmed when the member signs the membership book, and thereafter members shall re-confirm their membership annually in writing before the Annual Meeting.

Section 3. MEMBERSHIP POWERS AND PRIVILEGES: Membership establishes fundamental and inherent rights in the Fellowship, subject to any restrictions contained in these bylaws or standing rules. Members are empowered to vote on all major decisions of the Fellowship, including (but not limited to) call or recall of a minister, members of the Board, the annual budget, property acquisition or disposal (transactions of significant value), and amendments to these bylaws. Voting privileges begin 30 days after becoming a member.

Section 4. AUTHORITY IN THE FELLOWSHIP: The final authority of this Fellowship shall rest with the eligible voting members. The members of the Board are the elected representatives of the members of the Fellowship to act on their behalf and in a fiduciary capacity in the best interests of the Fellowship.

Section 5. ROSTER OF MEMBERS:

A. The Secretary shall be responsible for the maintenance of a roster of confirmed members of the Fellowship. The roster will be maintained according to policies defined in the Operations Manual.

B. A current roster shall be available to members two weeks prior to the Annual Meeting.

C. The Secretary shall be responsible for the deletion of an individual's name from this roster upon a request from the member, the death of the member, the inability to make contact with the member, or as instructed by the Board pursuant to Article III Section 6.

Section 6. MEMBER EXCLUSION OR EXPULSION: A two-thirds affirmative vote of the Board shall be sufficient to expel any member from the Fellowship. Any person whom the Board intends to expel from membership shall be given thirty days advance notice and the reasons for the proposed action together with an opportunity to be heard by the Board prior to such action. Any person expelled by Board action is entitled to an appeal at a Special Meeting, which shall be granted upon receipt of a written request submitted to the Board. The Board may temporarily exclude a person from participation in the Fellowship for disruptive behavior as defined in the Operations Manual Policy on Disruptive Behavior.

Section 7. NON-DISCRIMINATION: This Congregation affirms and promotes the full participation of persons in all our activities and endeavors including membership, programming, hiring practices, and the calling of religious professionals, without regard to race, color, gender identification, physical or mental challenge, affectional or sexual orientation, class or national origin.

Section 8. DISSOLUTION: In the event of dissolution of the Fellowship all real property or other substantial assets remaining after all debts and obligations have been satisfied shall be assigned to the Unitarian Universalist Association.

### ARTICLE IV. MEETINGS AND VOTING

Section 1. THE ANNUAL MEETING: There shall be an annual meeting of this Fellowship on a date within the last sixty (60) days of the fiscal year (the “Annual Meeting”). The Annual Meeting shall be held in Jefferson County, Washington, at such a time and address as fixed by the Board, or may be held by telephone or video meeting technology if meeting physically is illegal or unsafe and approved by a 2/3 vote of the board of trustees. Written reports by all committees shall be available at the Annual Meeting. The agenda for the Annual Meeting shall include elections for members of the Board, the Endowments Committee and the Nominating Committee, approval of the annual budget and such further business as the Board feels is necessary.

Section 2. SPECIAL MEETINGS: Other meetings of the Fellowship may be called by the Board, or by ten percent of the eligible voting members (“Special Meetings”). At any Special Meeting only that business for which the meeting is specifically called and which has been stated in the notice calling the meeting shall be voted upon. The Board may submit a written report with recommendations concerning the subject matter before the congregation.

Section 3. CONGREGATIONAL DISCUSSION MEETINGS: The Board may call an informal congregational discussion meeting as needed and prepare an agenda for such a meeting. No votes shall be taken at these meetings. The meetings shall be publicized through the Newsletter and the announcement section of the Order of Service.

Section 4. MEETING NOTICES: Notice of the Annual Meeting and Special Meetings shall be made in writing and mailed (by standard mail or by electronic means) at least 10 days before the meeting, and published in the announcement section of the Order of Service each week for two weeks prior to the meeting. The meeting notice shall indicate the date, place, and time and shall contain the following materials, or contain a reference to where such materials may be found, as applicable: the proposed budget, a slate of candidates, any proposed changes to the bylaws, or other business requiring a member vote and instructions for voting by proxy ballot.

Section 5. QUORUM DEFINITION: Twenty-five percent (25%) of the currently confirmed membership shall constitute a quorum at any Fellowship meeting. Proxy ballots may not be included in the number needed to determine the presence of a quorum.

Section 6. MAJORITY RULE: A majority vote constitutes decisions in all Annual and Special Meetings unless otherwise described in these bylaws.

Section 7. VOTING:

A. VOTING BY BALLOT: Voting by ballot shall be required for all elections and changes to the bylaws, including elections to the Board pursuant to Section 1 of Article IV, elections to the Endowments Committee, Nominating Committee and Ministerial Search Committee pursuant to Article VIII, Section 4, and calling a Minister pursuant to Article IX, Section 2A. The Board or individual members may order ballot voting for other important proposals. Ballots shall clearly identify the slate of candidates submitted to the Board by the Nominating Committee, any candidates added by petition pursuant to Article VIII, Section 2.B., and the proposed amendments or measures to be decided by vote. Voting by ballot may be by means of electronic communication as long as anonymity is reasonably insured.

B. PROXY VOTING: A member may vote by written proxy if unable to attend a meeting. Proxies must be filed with the Secretary before the beginning of each meeting. No person present may vote more than two proxies. Only members present at the meeting may vote proxies.

C. ELECTIONS: For any elections to positions created by these Bylaws where there are more candidates than positions, Ranked Choice Voting shall be used and the rule requiring a majority vote for election of a particular candidate shall be waived. The manner of voting to be used will be published in the notice prior to that election.

### ARTICLE V. FINANCES

Section 1. INCOME: Expenses are met through voluntary pledges, contributions, fundraisers and other lawful methods approved by the Board.

Section 2. BUDGET:

A. The Finance Committee in coordination with the Minister or others as may be designated by the Board, shall prepare an annual budget and submit this annual budget to the Board for approval or modification. The annual budget shall include an operating budget and, if needed, a capital budget, showing anticipated income and/or funds source and estimated expenses. The annual budget shall be voted upon at the Annual Meeting.

B. The Board may increase allocations to line items of the annual budget, provided that if any one increase during a fiscal year is equal to or greater than five percent (5%) of the total dollar amount of the Fellowship-approved annual budget, or if any one increase during a fiscal year would result in the total dollar amount of all increases to line items of the annual budget exceeding ten percent (10%) of the total dollar amount of the Fellowship-approved annual budget, then that increase must be approved by a vote of the membership of the Fellowship.

Section 3. UNFORESEEN UNBUDGETED EXPENSES: In addition to increases authorized in Section 2.B above, the Board may (1), in circumstances of urgent need, approve expenditures of sums from Fellowship funds for unbudgeted expenditures up to a total dollar amount not exceeding ten percent (10%) of the total dollar amount of the Fellowship approved annual budget and (2), in emergency circumstances because of an “Act of God,” approve reasonable expenditures of sums from Fellowship funds for unbudgeted expenses incurred.

Section 4. FISCAL YEAR: The calendar time period that the Fellowship will use as its fiscal year shall be established by the Board.

Section 5. REVIEW OF FINANCIAL STATEMENTS: On an annual basis, the Board shall choose a person or a committee deemed qualified by the Board to review the financial statements of the Fellowship for form and accuracy, and to submit a written report of findings to the Board. The report will be made available to the members after review by the Board.

Section 6. The ENDOWMENTS COMMITTEE shall manage and approve disbursements from a family of funds provided through gifts to QUUF for the purposes of supporting programs and projects not normally funded through the annual operating budget. Gifts that allow expenditure of principal shall be placed in an Opportunity Reserve fund. Gifts that require retention of the principal shall be placed in a Permanent Endowments fund. Absent other specific directions in a donor’s gift, the principal of a Permanent Endowments fund shall only be expended upon approval by a two-thirds majority vote of the Board and a two-thirds majority vote of the members in response to a financial crisis that threatens the survival of the Fellowship.

### ARTICLE VI. OFFICERS AND TRUSTEES

Section 1. COMPOSITION: The Board shall be the governing body for the congregation. The Board shall have nine (9) elected members all of whom shall be members of the Fellowship and shall include the ministers as ex-officio members without vote. The Board shall elect four Officers from its membership, the President, Vice President, Secretary, and Treasurer, with the five remaining members being referred to as Members At Large. The term “Trustee” as used in these bylaws includes both the four Officers and the five Members At Large.

Section 2. TERMS OF OFFICE: All Trustees elected at the Annual Meeting shall assume office at the beginning of the following fiscal year and serve for three years thereafter. Terms shall be staggered so that three Trustee positions are filled each year. No Trustee shall serve more than two consecutive three-year terms. No Officer except the Treasurer shall serve in that capacity for more than two consecutive years.

Section 3: QUORUM: Six Board members shall constitute a quorum. Once a quorum is established, a simple majority vote of the Trustees who are present is sufficient for action to be taken.

Section 4. VACANCIES: A vacancy shall occur when a Trustee resigns or has been absent without excuse from two consecutive regular or special meetings of the Board. A vacancy in any office, election to which is vested in an Annual Meeting, may be filled by vote of a majority of the Trustees then holding office. Trustees so appointed shall hold office only until the next Annual Meeting, at which time any unexpired vacated terms shall be filled by vote of the members.

Section 5. TRUSTEE REMOVAL: An affirmative two-thirds vote of all Trustees is required to remove a Board member. Such Board member shall be given thirty (30) days advance notice and the reasons for the proposed action. The Board member shall be given an opportunity to be heard prior to the Board’s vote. A Trustee so removed is entitled to an appeal at a Special Meeting, which, upon written request to the Board, shall be scheduled and held. An affirmative two thirds vote of the members present is needed to reverse the Board’s action. Notwithstanding the foregoing, the congregation may remove any Trustee or Officer at a Special Meeting called for that purpose upon not less than 30 days advance notice of the reasons for the action to the Trustee or Officer.

Section 6. OPEN SESSIONS: Board meetings shall be open to all QUUF members as observers except in limited cases when the Board is in executive session, such as to discuss personnel matters or to receive legal advice. Board retreats may be closed; Board study sessions will be open or may be closed by a majority vote of members present.

Section 7. YOUTH LIAISON: Fellowship members between the ages of 12 years and 18 years may elect one of their peers to serve as a non-voting liaison to the Board and present the views and suggestions of this group to the Board.

### ARTICLE VII. DUTIES OF OFFICERS AND TRUSTEES

Section 1. THE PRESIDENT SHALL:

A. Call for and preside at all business meetings of the Fellowship and of the Board.

B. Carry out the decisions of the Fellowship and of the Board and take such actions in emergencies as are reasonably deemed necessary, as are consistent with the Fellowship’s purposes, and as he or she may be legally empowered to do.

C. Sign legal documents on behalf of the congregation when authorized to do so by either the Board or the congregation.

Section 2. THE VICE PRESIDENT SHALL:

A. Be vested with the powers of the President and perform the President's duties if the President is absent or unable to serve.

B. Assist the President as requested.

Section 3. THE SECRETARY SHALL:

A. Be responsible for maintaining a complete record of the proceedings of all meetings of the Fellowship and of the Board.

B. Be responsible for giving notice to the Fellowship of all meetings of the Fellowship and of the Board.

C. Be responsible for maintaining a roll of the members of the Fellowship.

D. Maintain and execute official Fellowship correspondence as needed.

E. Be vested with the powers of the President and perform the President's duties if both the President and the Vice President are absent or unable to serve.

Section 4. THE TREASURER SHALL:

A. Be vested with the powers of the President and perform the President's duties if the President, the Vice President and the Secretary are absent or unable to serve.

B. Receive and hold in bank accounts, and other financial institution accounts as authorized by the Board, in the name of the Fellowship all monies collected under the authority of the Fellowship (unless the Board deems otherwise, as with use of a qualified agent), and give proper receipts thereof.

C. Disburse funds as required by the budget, exceeding budgeted amounts and investing funds only with the approval of the Board or as otherwise authorized by these bylaws, the Board, or a Fellowship vote.

D. Keep, or oversee and review the keeping of, faithful accounts of all Fellowship funds, disbursements, investments and other financial transactions.

E. Render a current statement at each regular Board meeting and at the Annual meeting of the Fellowship. Updated 7/14/14 with changes approved 6/9/13 7/14/2014 10

F. Be bonded by the Fellowship or covered by Fellowship insurance against error, omission or wrongdoing.

Section 5. THE BOARD SHALL:

A. Provide general direction of the affairs of the Fellowship and be vested with the powers necessary for exercising such direction, together with powers to adopt all needful measures for promoting the interests of the Fellowship.

B. Receive and hold in the name of the Fellowship all real and personal property acquired by the Fellowship.

C. Meet each month on the Fellowship property, unless a meeting is cancelled by the President or an alternate location is deemed necessary and written notice of the changed location is provided; special meetings may be called by the President or upon request of five (5) Trustees, subject to reasonable notice.

D. Provide for an Operations Manual for the Fellowship that shall be reviewed and updated as necessary but at least every three years. The Operations Manual shall be consistent with these Bylaws and shall contain those procedures and policies that detail and control the roles and responsibilities of staff, committees, task forces, councils and teams.

E. In certain limited emergency circumstances, take action without holding a Board meeting if, prior to such action, each member of the Board consents to the action in question by either paper or electronic means.

F. The Board may create or disband Board committees as it deems necessary.

G. The Board shall approve the appointment of all committee chairs and all policies.

H. Board shall approve any public statements made on behalf of QUUF.

I. The Board has the responsibility to approve the appointments of council leads and Program Council chairs 30 days and reserves the right to remove council leads as may be deemed necessary.

J. Appoint all Board Committees’ and Board task forces’ chairpersons.

### ARTICLE VIII. COMMITTEES

Section 1. NOMINATING COMMITTEE:

A. The Nominating Committee shall:

1. Consist of four (4) members who are elected at Annual Meetings to serve three (3) year terms that start at the beginning of the next fiscal year or terms set by the Board to fewer than three years when necessary to stagger committee service and maximize committee continuity. No member so elected shall serve more than two consecutive terms. In addition, each year one Trustee shall be selected by the Board to serve a one year term as a full voting member of the Nominating Committee.

2. Actively seek candidates from the members of the Fellowship for upcoming open positions or vacancies.

3. Submit to the Board in writing a slate of candidates for vacant positions and all open positions identified by these bylaws to be filled by election at the Annual Meeting, and give written notice of the slate of candidates to the congregation (by standard mail or by electronic means) at least sixty (60) days prior to the Annual Meeting (or a Special Meeting if necessary).

B. Additional candidates for specific positions may be named by petition of at least 25 Fellowship members and submitted to the Nominating Committee at least 20 days prior to the Annual Meeting. The Nominating Committee shall give written notice of this section of the bylaws to the congregation (by standard mail or by electronic means) at least 60 days before the Annual Meeting (or a Special Meeting if necessary).

C. A vacancy in this committee shall be filled by vote of the Board of Trustees. Members so appointed shall hold office only until the next Annual Meeting, at which time any unexpired vacant terms shall be filled by a vote of the Fellowship.

Section 2. ENDOWMENTS COMMITTEE:

A. The Endowments Committee shall consist of four (4) Fellowship members elected at an Annual Meeting plus the Treasurer of the Board. All five members of this committee shall be voting members. A quorum, whether in person or electronically, is three (3).

B. The term of each elected Fellowship member serving on the Endowments Committee shall be three (3) years, or a term set by the Board to fewer than three years when necessary to stagger committee service and maximize committee continuity. No elected Fellowship member shall serve more than two (2) consecutive terms. Elections shall be staggered to maximize the committee continuity.

C. The Endowments Committee shall solicit and manage endowments funds according to policies and procedures approved by the Board.

D. A vacancy in this committee shall be filled by vote of the Board of Trustees. Members so appointed shall hold office only until the next Annual Meeting, at which time any unexpired vacant terms shall be filled by a vote of the Fellowship.

Section 3. MINISTERIAL SEARCH AND HIRING COMMITTEES:

A. When calling a minister, the Ministerial Search Committee shall consist of no fewer than six members elected by the Fellowship plus one Board member appointed by the Board. The Ministerial Search Committee shall proceed forthwith to search out the person best qualified to serve the Fellowship, report their findings to the Board, and make arrangements for the candidate to be presented to the Fellowship.

B. When hiring a contract minister, including an interim minister, the Ministerial Hiring Committee shall consist of five members appointed by the Board, the five members including at least one Board member.

C. If a vacancy occurs on the Ministerial Search or Hiring Committee during a search process, the Ministerial Search or Hiring Committee may either have the vacancy filled by the Board or recommend that it be left vacant.

### ARTICLE IX. THE MINISTER

Section 1. MINISTER SELECTION:

A. CALLING A SENIOR MINISTER OR ASSOCIATE MINISTER: After the Board receives a candidate recommendation from the Ministerial Search Committee for a senior or associate minister and arrangements are made to present the candidate to the Fellowship, a Special Meeting shall be held immediately after the candidate's presentation. An affirmative four-fifths (4/5) of the voting members is required to confirm the candidate selected by the Ministerial Search Committee; a proxy will not count as a member in attendance.

Should the Ministerial Search Committee recommend an internal candidate who is known to the fellowship due to an active working relationship of 6 months or longer, members unable to attend the Special Meeting may request and submit an Absentee Ballot. In order to be counted, the Absentee Ballot must be received by the office no later than the Friday prior to the Special Meeting.

B. HIRING AN ASSISTANT MINISTER OR INTERIM MINISTER: After the Board receives a candidate recommendation from the Ministerial Hiring Committee for an assistant or interim minister, the Board shall decide whether or not to hire the candidate at a special or regular meeting of the Board by a majority of seven Trustees then serving.

C. COVENANTING WITH MINISTER: In either the case of calling a minister as in Section 2A or hiring a minister as in Section 2B, the Board of Trustees shall prepare a Letter of Agreement or Covenant between the called or hired minister and the Fellowship that sets forth the understanding between the minister and the Fellowship as to the terms of employment and scope of duties. This letter shall be executed by the Board of Trustees and the called or hired minister before the start of employment.

Section 2. RESIGNATION OR RECALL NOTICE: Resignation or recall of a minister shall comply with the terms set forth in the Letter of Agreement or Covenant between the minister and the congregation.

Section 3. MEMBERSHIP: The minister(s) shall be ex-officio member(s) of the Board and committees without vote.

### ARTICLE X. BYLAW AMENDMENTS AND BYLAW REVISIONS

Section 1. DEFINITION: Bylaw Amendments are incidental corrections and Bylaw Revisions are major re-writes of these bylaws.

Section 2. PERIODIC REVIEW OF BYLAWS: The Board shall cause these bylaws to be reviewed at least every seven (7) years by appointing a Bylaws Committee composed of at least three members, one of whom may be a Board member. The Bylaws Committee shall make a written report to the Board as requested.

Section 3. BYLAW CHANGES BY BOARD: The Board may propose Bylaw Amendments or Bylaw Revisions at any time for the Annual Meeting or at any Special Meeting called for that purpose.

Section 4. BYLAW CHANGES BY PETITION: Members may propose Bylaw Amendments or Bylaw Revisions by a petition signed by at least ten percent (10%) of the members that is submitted to the Board. The Board shall make a recommendation to the Fellowship prior to the meeting when a vote on proposed Bylaw Amendments or Bylaw Revisions is scheduled.

Section 5. FELLOWSHIP VOTE: The Fellowship shall be notified as specified in Article IV, Section 3, prior to the Special or Annual Meeting when a vote on any proposed Bylaw Amendments or Bylaw Revisions is scheduled. Proposed Bylaw Amendments or Bylaw Revisions may not be amended from the floor at this meeting. An affirmative two-thirds (2/3) majority vote at a meeting where a quorum is present is required to amend or revise these bylaws.

ARTICLE XI. PARLIAMENTARY AUTHORITY The Sturgis Standard Code of Parliamentary Procedure shall serve as the parliamentary authority of this organization for all rules and procedures not covered by its bylaws or other rules.

ARTICLE XII. INDEMNIFICATION To the full extent permitted by the Washington Non-profit Corporation Act, the Fellowship shall indemnify any person who was or is a party, or is threatened to be made a party, to any civil, criminal, administrative or investigative action, suit or proceeding (whether brought by or in the right of the Fellowship or otherwise) by reason of the fact that he/she is or was a Trustee or Officer of the Fellowship, or is or was serving at the request of the Fellowship as a trustee or officer of another corporation, against expenses (including attorney's fees), judgments, fines and amounts paid in settlements actually and reasonably incurred by the person or party in connection with such action, suit or proceeding; and the Board may, at any time, approve indemnification of any other person which the Fellowship has the power to indemnify under the Washington Non-profit Corporation Act. The indemnification provided by this section shall not be deemed exclusive of any other rights to which a person may be entitled as a matter of law or by contract.

Originally drafted 1986

Bylaws amended 1988, 1989, 1997, 2000, 2002, 2007, 2009, 2013, 2018, 2019, 2020

**1997 Bylaws Committee 2002 Bylaws Committee 2007 Bylaws Committee**

Henry Redkey David Alvarez Linda Little

Henry Hoekstra Barbara Jensen David Alvarez

Phil Sayre Marcia Lewton Megan Cate

David W. Heid

**2017 Bylaws Committee**

David Alvarez

Karl Bach

Colleen Johnson

Nils Pedersen

Douglas Rodgers

Patricia Rodgers

2009 Amendments acted upon at the June 14, 2009 Annual Meeting.

2013 Amendments acted upon at the June 9, 2013 Annual Meeting.

2017 Amendments acted upon at the June 17, 2018 Annual Meeting.

2019 Amendment added at October 13, 2019 Congregational Meeting.

2019 Amendment added at November 3, 2019 Congregational Meeting.

2020 Amendments acted upon at the June 14, 2020 Annual Meeting

## Organizational Structure

### Board of Trustees

The governing body of the fellowship is the Board of Trustees. Rules and responsibilities pertaining to the Board are defined in the QUUF Bylaws. The Board of Trustees shall establish, maintain, and communicate a culture of fiscal responsibility and accountability in all areas of Fellowship finances. In general the Board develops administrative policy, is accountable for the business affairs of the congregation, and is the trustee of the property of the congregation. The Board should:

* govern, not manage the congregation's affairs;
* specify outcomes, not processes to achieve outcomes;
* determine availability and general allocation of resources, not specific expenditures to meet goals.

The responsibility for defining the mission of the fellowship lies with the congregation. The Board is responsible for making policies that are consistent with and further implement the congregational mission, ensure that committees, volunteers, and staff exist to implement these policies, and delegate administrative details to the appropriate committee or staff. Together, the Board, the committees, and the staff monitor progress toward the stated goals both in terms of mission and finances.

The congregation is usually convened to make important policy decisions. Consequently, in addition to its role to set policy, the Board has the responsibility of incorporating the congregation's decisions in its work as well as presenting major decisions to the congregation. It is the responsibility of the Board to keep the "big picture" in mind as decisions are made. Each Trustee also serves as liaison to one or more of the congregational committees and becomes the primary and essential link between the committees and the Board.

The Board is composed of nine Trustees elected by the congregation on a rotating basis, so that some members are replaced each year. Based on recommendations by the Nominating Committee, the Board selects four Officers from its membership: President, Vice President, Secretary, and Treasurer. In addition to the specific duties mandated in the bylaws, these Officers shall have the following responsibilities:

### The President

* Prepares agenda, organizes and conducts monthly meetings. Any project presented to the Board as part of public comment must have at least five (5) members committed to work on the proposal for the life of the project.
* Provides an annual orientations program for incoming and returning Board members.
* Provides an annual planning session at the beginning of each church year to set goals for the coming year. The agenda for the Annual Meeting usually includes: (1) Call to order (determines that a quorum is present and name a parliamentarian, and a Right Relations representative, (2) Correction and approval of the minutes as previously published, (3) Elections, (4) Committee Reports, (5) Special Committee Reports, (6) Treasurer’s Report, (7) Approval of Annual Budget, (8) President’s Report, (9) Ministers’ Reports, (10) Election Results, (11) Unfinished Business, (12) New Business [To be placed on the congregational meeting agenda, any proposal must be reviewed by the relevant committee or team for support, be vetted by the Board for consistency with the mission, and have signatures in support by at least 25 members.] and (13) Adjournment.
* Summarizes objectives and strategies for meeting goals and addressing issues which arise during the year.
* Promotes involvement and participation of Board members.
* Informs the membership on topics of general concern and interest.
* Ensures all Board and Fellowship policies and actions are in compliance with the Bylaws.
* Prepares agenda, organizes and conducts congregational meetings during the year as determined to be useful and/or necessary.
* Participates in the orientation programs for new members and friends.
* Meets regularly with ministerial and/or administrative staff to discuss leadership and other issues pertinent to the administration of the Fellowship.
* Assists the Vice President in ensuring that committee chairs and committees are successful in meeting their goals, undertaking their ministries, exercising their stewardship and fulfilling their leadership roles.

### The Vice President

* Assists and supports the President
* Provides direction and assistance to the committee chairs and committees in meeting their goals, undertaking their ministries, exercising their stewardship and fulfilling their leadership roles.
* Serves as chair of the Leadership Assembly. Organizes and conducts Leadership Assembly meetings and workshops four times a year.
* Participates in work groups and task forces as requested by the President.
* Serves as Safety Officer, prompting an annual review of QUUF’s Safety Policy.
* Is vested with the powers of the President and performs the President’s duties if the President is absent or unable to serve.

### The Secretary

Shall

* Be responsible for maintaining a complete record of the proceedings of all meetings of the Fellowship and of the Board.
* Be responsible for giving notice to the Fellowship of all meetings of the Fellowship and of the Board.
* Be responsible for maintaining a roll of the members of the Fellowship.
* Maintain and execute official Fellowship correspondence as directed.
* Be vested with the powers of the President and perform the President’s duties if both the President and the Vice President are absent or unable to serve.

### The Treasurer

* Is an officer of the Board of Trustees, a voting member of the Finance Committee and the Endowment Committee, and participates in the drafting of the annual budget.
* Is proficient in the use of the QUUF accounting system and is able to perform the functions needed to perform the duties of the position. Monitors the weekly deposit and prepares summary sheets as necessary.
* Monitors the cash position of QUUF and invests available funds in accordance with the QUUF Investment policy.
* Advises the Finance Committee and the Board of Trustees concerning the budget, income, expenses and other financial concerns of QUUF.
* Advises the Pledge Campaign Committee regarding the pledge drive for the operating budget.
* Communicates with and educates the Board and the congregation concerning the financial workings of the Fellowship.
* Oversees the financial activities of all QUUF funds (both Operating and Endowment).
* Presents monthly financial reports to the Board, and presents annual financial statements and the annual budget to the Board and Congregation.
* Manages electronic fund transfers (ACH/EFT).
* Signs checks.
* Interacts with members and friends regarding their contributions and pledges, supplying them with semi-annual and annual statements.
* Participates in the annual financial review.
* Handles stock transactions.
* Interacts with banks and other financial institutions used by QUUF.
* Participates in work groups and task forces as requested by the President.

All Board members participate in work groups and task forces as requested by the President. Board members also take the role of liaison to several committees.

### A Board Liaison

Develops a clear understanding of the mission, purposes and goals of each committee liaised with by:

* Reading the Purpose & Responsibilities descriptions for those committees (in OPS Manual)
* Reading the committees’ minutes.
* Meeting with the chair of committee (at a minimum) during the summer and at midway through the year.
* Attend committee meetings when possible. Assist committees to develop and strengthen the concepts of leadership, ministry and stewardship as they pursue their individual program and service goals. Assist committees to integrate their mission and goals with the mission and goals of the Fellowship. Facilitate productive communication between Board and committees by reporting regularly on committee’s progress and needs to Board and sharing Board goals and activities with committees.
* Help with transition to new committee chair.
* Problem-solve with staff liaison and Board chair if challenges arise.
* Attend and participate in quarterly Leadership Assembly meetings.

### Leadership Assembly

Purpose: To support and develop leadership within the Fellowship. By gathering committee chairs, staff and board members four times/year there is opportunity for leadership development, communication and advanced problem solving to support QUUF’s mission and goals.

Membership: The Leadership Assembly consists of all committee chairs. Board members are participants, as well as staff members who have a liaison role with committees. The Vice President of the Board is the Convener/Chair of the Leadership Assembly.

Responsibilities: Leadership Assembly members are responsible for:

* Regular attendance.
* Whole-hearted participation.
* Accurately representing his or her committee, staff or Board perspective.
* Seeking what's best for QUUF as a whole.
* Reporting back to his or her committee, and to colleagues or staff when appropriate.

### QUUF Organizational Chart – Staff

### QUUF Organizational Chart – Lay Leadership

# PART II: Committee Descriptions and Responsibilities

## Administration Advisory Committee (AAC) and

## Information Technology Sub-Committee (ITSC)

*History: The AAC was formed in 2013, as an outgrowth of Board-led governance and staffing studies, as well as Leadership Assembly restructuring into major councils. The primary intention was to provide an advisory/support function for the Congregational Administrator analogous to other existing staff/committee collaborations. Subsequently, in response to growth in scope, complexity, skill requirements and workload, the Technology Committee evolved into two groups: the Performance Committee (Audio/Visual) and the Information Technology (Network, Security, Office Computing and Information Management), a sub-structure of the AAC.*

**Purpose**: To advise on the proper and efficient functioning of the administration of QUUF. In collaboration with senior administrative staff, the committee engages in analysis, design, problem-solving and exploration of best practices of church administration. The AAC works closely with, supports and advises the Congregational Administrator on QUUF systems, services, information management policy/practice/standards & information technology infrastructure, issues and plans.

**ITSC Purpose**: To advise on any and all requirements and issues of Information Technology for the fellowship, including: equipment inventory, technical training, budgeting, purchasing, troubleshooting, maintenance and repair, service/service contracts, and access/security; and short/long range planning for all technological needs of the fellowship, including telephony, data network, computers, software, copiers/printers/faxes, internet access, and website, etc.

**Membership**: The Administration Advisory Committee shall consist of a chairperson appointed in a manner consistent with Bylaws Articles VII, Section 1(B) and Article VIII, Section 1(A), and at least 3 committee members. The chairperson and voting members of the committee must be members of QUUF. AAC & ITSC voting members must be QUUF members. Ideally, the committee collectively will include the breadth and depth of technical expertise to cover its major functions and responsibilities. However, as necessary, QUUF will hire skilled, reputable vendors for assisting with major projects.

**Functions**:

**Administrative Advisory Committee (AAS)**

1. Assist with planning for administrative staffing/volunteer assistance; coordinate acquisition and use of resources Fellowship‐ wide to meet the requirements of growth.

2. Coordinate design, implementation & maintenance of office systems and organizational protocols/standards, such as for document management (access/protection; naming conventions; paper & electronic filing, archiving and retention protocols).

3. Assess information management needs throughout the organization and formulate strategies, plans and policies for effectively meeting those requirements.

4. Determine website requirements and high-level design, and provide a QUUF web presence that effectively communicates our “face to the world,” as well as supports operational activities of Staff, Volunteers, and Congregants.

**Information Technology Sub-Committee (ITSC)**

1. Maintain a network/communications infrastructure of sufficient capacity, reliability, and security to serve the Congregation, Staff, Community Partners and Renters, as appropriate.

2. Maintain a reliable, standardized and up‐to‐date office computing environment that fully supports operational functions and workloads.

3. Provide information management technical systems, platforms, and tools for maintaining/accessing organizational data, records, and documents.

4. Re-design, implement, and operate an enhanced QUUF web presence, as specified under Administration Advisory function 4 above.

## Adult Learning Programs Committee

**Purpose**: To provide opportunities for intellectual, physical, creative, cultural, and spiritual growth for adults within the Fellowship and the greater community.

**Membership:** The committee shall consist of a chairperson or persons appointed in a manner consistent with Bylaws Articles VII, Section 1(b) and Article VIII, Section 1(a). The ALPs committee is composed of QUUF members, friends and interested non-member/friends as accepted by the committee as a whole. There is no fixed number of committee members. At least one committee member shall serve as a ‘chair-person’ for purposes of meeting organization and communication with other QUUF entities.

**ALPs Mission:** QUUF’s ALPs Committee delivers educational programs for creative, cultural, physical, intellectual and spiritual growth for adults within the Fellowship and the community at large.

ALPs programs are offered in two semesters a year. Program types include reading circles, field trips, visiting scholars, classes, workshops, and issue forums. Program leaders are drawn from the Fellowship and from communities near and far. The ALPs committee seeks to provide an eclectic balance of programming:

* **Belief Systems**, including theology, spirituality, personal values, chanting, and meditation.
* **Academic Offerings**, such as geology, politics, poetry appreciation, emerging brain research, health, and population.
* **Enhancing Creativity**, through painting, writing, theatre, crafts, and instrumental and vocal music.
* **Field Trips**, exploring our natural work, local cultures, artistic performances, and civic & governmental organizations.
* **Lifestyle Choices/Challenges**, considering food & energy sustainability, alternative economic systems, and living in community.
* **Physical Activities**, through yoga, dance, cycling, building, and gardening.

Most ALPs programs take place at QUUF, though we organize field trips to outlying destinations and offer programming at the Jefferson County Library. QUUF facilities are fully accessible, and programs in the Sanctuary, Foyer, and Fellowship Hall are hearing assisted.

**ALPs Committee Responsibilities**

The committee exists to solicit, organize and schedule events and classes, meeting the activity areas listed above, as proposed by persons in the Fellowship and the community. The committee will vet proposals and may reject, or suggest modifications to, those not deemed to fit with the ALPs mission and QUUF principles. ALPs does not accept proposed activities which promote commercial products or services.

If practical and possible, the committee will facilitate resources that event/class presenters wish, or need, for their activities. The committee commits to avoiding ALPs programming on Wednesdays after 7 PM to avoid conflicts with choir and board meetings.

The committee is not responsible for running events/classes and is not responsible for activity content or presentation. The latter are entirely the responsibility of the proposer.

## Aesthetics

Purpose: To ensure a pleasing visual experience at QUUF.

Membership: The committee shall consist of a chairperson appointed in a manner consistent with Bylaws Articles VII, Section 1(b) and Article VIII, Section 1(a) and those members interested in the committee's mission.

Responsibilities:

To evaluate the visual aesthetic of QUUF's physical plant, including furniture, artwork, lighting and other interior and exterior items, and to make recommendations to the appropriate authority for proposed changes/additions.

To work with local artists to arrange for exhibits in the Sanctuary, Foyer, and Fellowship Hall.

To recruit and coordinate members and friends who provide Sunday service flower arrangements and winter holiday decorations.

## Denominational Affairs Committee

Membership: The committee shall consist of a chairperson appointed in a manner consistent with Bylaws Articles VII, Section 1(b) and Article VIII, Section 1(a).

Purpose: The Denominational Affairs Committee provides a liaison between the congregation and both the Unitarian Universalist Association (UUA) and the Pacific Northwest District of the UUA.

Responsibilities:

The committee meets to discuss issues of denominational concern. It promotes education on the UUA General Assembly social justice statements in collaboration with other committees.

It fosters an understanding of and commitment to what it means to be a responsible member of the UUA Congregations. Through these efforts the Denominational Affairs Committee prepares a pool of people in the congregation to be delegates to the General Assembly and the district meetings.

## Designated Offerings Committee

Purpose/Mission Statement: To identify, connect with and support organizations that seek to meet the needs of the larger community in ways that express QUUF values.

Membership: The committee shall consist of a chairperson appointed in a manner consistent with Bylaws Articles VII, Section 1(b) and Article VIII, Section 1(a). All members of this committee must be members of the Quimper Unitarian Universalist Fellowship.

Some guidelines for selecting recipients include the following:

* Groups that are local in focus have preference over national or international groups.
* Groups that are addressing needs that are underserved in the community.
* Groups which support the stated values of the QUUF congregation and who are in need of financial assistance.

Groups must have a 501(c)3 tax status in order to receive funds as a non-profit agency.

Exceptions must be approved by the Finance Committee and by the Board of Trustees. Emergency situations will be addressed in as timely a manner as possible by inserting them as a regular designated offering recipient or by a special offering if the need is great and acute.

## Endowments Committee

A. Purpose: The Endowment Committee manages and administers QUUF's Endowment Funds and promotes the various ways that people can contribute to them. Also, as an advisory committee to the Board, the Committee makes recommendations on policy and decisions regarding the acceptance of gifts.

B. Membership:

1. The Committee consists of Fellowship members, elected by the Fellowship.

2. The Committee selects, subject to Board approval, a chairperson. The chair (or chair’s designee) presides at all Committee meetings. The chair assists the Treasurer in maintaining complete and accurate books of accounts for the funds.

3. The Committee elects from its membership a recording secretary, who maintains complete and accurate minutes of all Committee meetings and supplies a copy thereof to each Committee member and the Board.

4. The Committee’s books are reviewed annually by an appropriate person who is not a Committee member.

6. The Committee may request other Fellowship members to serve as non-voting, advisory members.

C. Investments: The Endowment Committee will act to prudently manage and conserve its holdings. It will pursue a strategy of investment with a goal of preserving principal while achieving satisfactory growth. The selection of investments should include a diverse choice of equity and debt securities. These holdings must be aligned with the values of the Fellowship and be socially and environmentally responsible. The Committee may, as needed and at the expense of the Endowment Fund, provide for such professional counseling on investment, taxes or legal matters as it deems to be in the best interest of the funds.

## Facilities Management Oversight Committee

Purpose: To manage and oversee the care of the physical property of the Fellowship

Membership: The committee shall consist of a chairperson appointed in a manner consistent with Bylaws Articles VII, Section 1(b) and Article VIII, Section 1(a). Additionally, the Sexton and Congregational Administrator will represent the staff on the committee.

Tasks and Responsibilities

* Oversee Sexton’s prioritization of daily maintenance operations and long-term projects.
* Formulate prioritized projects list and budgets for requests submitted through staff, Facilities Request Projects Forms, Capital Needs, and Safety and Risk Management Committee.
* Formulate project plans and requirements:
  + Costs, materials, timing
  + Task forces, contractors, volunteers
* Oversee the progress of accessibility improvements.
* Develop an annual facilities budget with the input of the Congregational Administrator and the Treasurer.
* Manage monthly facilities expenditures.
* Act in a consulting role in strategic long-term facilities planning, and on any proposed changes to building use or policies.

## Finance Committee

**Purpose:** To advise and support the Treasurer and to assist the Board in its oversight of the financial operations of the Fellowship.

**Membership:** The committee shall consist of a chairperson appointed in a manner consistent with Bylaws Articles VII, Section 1(b) and Article VIII, Section1(a), and at least three additional members selected by the chairperson. The Treasurer is an ex officio member, with vote, and may serve as the Board liaison to the committee. The Congregational Administrator is an ex-officio member without a vote. All members of this committee must be members of the Quimper Unitarian Universalist Fellowship. The Finance Committee may form a Budget Subcommittee of some of its members or function in its entirety as the Budget Subcommittee.

**Responsibilities:**

**Planning:**

* Manage the annual budgeting cycle.
* Formulate a budget recommendation to the Board in accordance with Bylaws Article V,

Section 2.

* Examine and make recommendations to the board about unplanned expenses, capital purchases and use of the reserves.
* Make a recommendation to the Board for an annual audit/review of the fellowship’s financials according to Bylaws Article V, Section 5.

**Monitoring and Policy:**

* Review monthly and annual financial statements including operating funds and reserve accounts.
* Review fundraising requests.
* Review One Pot Fund Requests.
* Review and revise financial policy and procedure.
* Present ministers’ housing allowance to Board.
* Monitor financial interests, including insurance, investments, property assets, purchases, and sales.
* Manage the Fellowship’s debt.

**Mechanical:**

* Advise and support the Treasurer in his/her duties.
* Train and appoint financial secretaries.
* Train Assistant Treasurers.
* Respond to technical financial issues**.**

**Analysis:**

* Study QUUF finances in the context of QUUF plans and future needs.
* Address budget analysis questions.
* Serve as institutional memory for financial context and patterns.



## Green Sanctuary Environmental Action Committee

Purpose: The purpose of the Green Sanctuary Environmental Action Committee is to encourage the congregation to learn about and take action to promote sustainability and care of our environment through increased consciousness, lifestyle changes, community education and involvement in environmental issues.

Membership: The committee shall consist of a chairperson or chairpersons appointed by the board as well as QUUF Members and friends and others who chose to participate.

Goals:

* Encourage personal lifestyle changes and congregational practices to reduce our carbon footprint.
* Motivate community action on environmental issues.
* Build a connection between spiritual practice and environmental consciousness.
* Identify and work to heal environmental injustices.
* Promote energy use that reflects environmental concerns.
* Incorporate ecological conscience in religious education and worship.

Plan:

We will be mindful of all aspects of the congregational life, including RE, worship, communications, buildings and grounds, finance, social justice, and others that are relevant to environmental issues and we will:

* Conduct regular “Environmental Audits” including:
* Energy usage and conservation practices.
* Recycling practices.
* Purchasing and investing, including buying local.
* Transportation practices getting to and from QUUF.
* Landscaping practices including use of native and/or drought tolerant species, landscape chemicals, etc.
* Use of reusable materials and non-toxic supplies.
* Collaborate with Social Justice Council efforts to promote Climate Justice.
* Join forces with other groups in the community promoting sustainability.
* Honor those in our congregation and in the community at large with an annual EcoHero Award.
* Sponsor films and presentations that further our mission.
* Support environmentally related religious education programs for both children and adults.
* Encourage worship practices integrating our 7th UU Principle.
* Host a Harvest Festival with RE every fall.
* Regularly review and improve church policies regarding actions that promote sustainability.
* Explore creative ways to further our message and reach our goals.

## Interim Minister Selection Team

**Purpose:** To obtain upon the resignation or departure of a Fellowship called minister the contract services of a UUA minister to serve in transition to a new minister.  Often such a minister is certified by the UUA for providing interim services and is not to be considered a replacement.  The interim minister may serve for up to two years while the Fellowship follows a formal selection process to obtain a new minister.

**Membership:** The team consists of four Fellowship members appointed in a manner consistent with the Bylaws Article VIII, Section 4, and an individual from the Board.

**Responsibilities:**

* Through a process considerate of UUA and UUMA guidelines and timing, present to the Fellowship Board a vetted interim minister candidate and contract for approval.
* Ready an informational/electronic packet to present to UUA (or the Northwest Region) to include Orders of Service, newsletters, the annual report, budgets, bylaws, Fellowship directory, current plans, departing minister's resignation letter, proposed interim contract, congregational references, and information on Port Townsend and the Quilcene Peninsula.
* Receive applicants “Ministerial Records” from the UUA and after study contact those of interest, call references, and conduct interviews.
* Upon mutual agreement of a favored candidate, request a background check, may call additional references, and exchange copies of the contract.
* Present the interim minister to the Fellowship Board for approval, including the contract.

## Kitchen Care Committee

Purpose: The Kitchen Care Committee (KCC) is a resource for QUUF kitchen activities. To enhance enjoyment of all events involving the kitchen, KCC sponsors a clean, uncluttered, healthy, and eco-friendly environment for food and drink preparation, serving, and clean up.

Membership: The committee shall consist of a chairperson appointed in a manner consistent with Bylaws Articles VII, Section 1(b) and Article VIII, Section 1(a) and interested QUUF members, friends, and our youth.

Responsibilities:

* Serve as a resource for everyone engaged in kitchen activities.
* Support volunteer teams for specific kitchen activities including hosting the Sunday Social Hours and laundering linens and cleaning cloths.
* Implement practices, like written guidelines (e.g., Green Kitchen Guidelines), signage, training, and feedback, which help individuals 1) use kitchen resources wisely and 2) consistently leave the kitchen in clean, working order.
* Stock kitchen goods in light of the Green Kitchen Guidelines. Purchase organic, fair-trade coffees, teas, and milk, sweeteners, cleaners, etc. as needed. Coordinate these and new purchases with the Office Administrator.
* Clear out and clean appliances, shelves, and drawers on a regular schedule.
* Screen unsolicited donations to the kitchen. Periodically inform members of items left in the kitchen, then donate unclaimed items to outside organizations.
* Collaborate with Facilities Management Oversight Committee, the Green Sanctuary Committee, and the Sexton on 1) repairs and upgrades, 2) difficult cleaning, 3) recycling, composting, lost and found, and other waste management.

## Long-Range Analysis Committee

**Purpose:** Develop a continuous long-range planning process which assembles and analyses data necessary for creative and successful planning and decision making, including constructing various models for the future evolution of QUUF, clarifying the range of choices available, and highlighting the potential impacts of those choices (including broad fiscal impact). The products of the committee are designed to be a resource for the Board, committees and the Fellowship membership as they consider the future direction of QUUF.

**Membership:** The committee shall consist of a chairperson appointed in a manner consistent with Bylaws Articles VII, Section 1(b) and Article VIII, Section 1(a) and committee members recruited from the congregation.

**Central Responsibilities:**

* Be a repository for data relevant to long-term trends at QUUF. This includes data on membership, attendance, pledging, and other community demographics.
* Provide useful long-range analysis of the collected data by creating and presenting scenarios of possible choices and the consequences of such choices. Analyses should address both our strengths and weaknesses as well as the opportunities and threats to the continued development and excellence of our programs and services.
* Ensure that all statistics useful when planning for and setting goals, or when evaluating progress towards those goals, are collected and maintained in convenient formats.
* Be generally cognizant of future trends in other UU churches, UUA recommendations and new church models.

Further Responsibilities

* Provide data analysis assistance during the stewardship campaign and budget preparation process and to others who may find it useful.
* Initially, produce a simple one-page blueprint, or generalized tool, designed as an aid for committees who want help to focus on their yearly goals. If the tool proves useful, make sure it’s offered for use every year.
* Be generally aware of the expressed goals of committees, the Board and the Fellowship. Keep an eye out for goals that link to long-range planning, and also for goals that seem significantly out of place.
* Every year prior to the Board retreat, give recommendations to them of active long-range planning topic(s) which they should consider addressing.

See also: Five Year Plan

## Membership Committee

Purpose:

* To WELCOME visitors and promote membership.
* To ORIENT new members into CONGREGATIONAL LIFE.
* To ENGAGE members and help them find ways to serve and be served.

Membership: The committee shall consist of a chairperson appointed by the Board and from 6 to 10 members, all of whom must be members of QUUF. The committee works closely with the Membership Coordinator and may support/assist the Coordinator’s work. (See Personnel Handbook for a description of the Membership Coordinator’s responsibilities.)

Committee Responsibilities:

WELCOMING:

* Provide greeters and an information table for each Sunday service.
* Welcome visitors, answer questions and direct them to information.

CONNECTING:

* Plan and host Newcomer Orientation Sessions.
* Issue invitations to Fellowship activities.

ENGAGING IN CONGREGATIONAL LIFE:

* Assist Membership Coordinator in facilitating integration of new members and friends into Congregational life.
* Support the Pathways to Service Program and be involved as appropriate.

## Ministerial Intern Committee

**Purpose**

To support ministerial interns in their formation, growth and learning and to evaluate them and provide on-going feedback and to fulfill QUUF’s mission as a teaching congregation.

**Membership**

The Ministerial Internship Committee is appointed by the senior minister with approval of the Board of Directions. It consists of a chair and four committee members.

**Responsibilities**

Meet monthly with ministerial intern.

Serve as liaison between congregation and intern.

Support and give feedback to intern.

Prepare formal evaluations as per UUA guidelines (midterm and final).

Organize Fall and Spring receptions for intern with the congregation.

Attend all QUUF events where intern is in a leadership role.

## Ministerial Search/Hiring Committee

**Purpose**: To search for, identify and recommend to the QUUF Board of Trustees a person to fill the role of a called minister, a hired minister or an interim minister in accordance with Article IX, Section 2 of the Bylaws of the Quimper Unitarian-Universalist Fellowship.

**Membership**

1. Ministerial Search Committee for a called Minister or Associate Minister. Membership of this committee is recommended by the QUUF Board and presented to the Fellowship for its approval at a congregational meeting.
2. Ministerial Hiring Committee for a hired assistant minister or interim minister. Membership of this committee is selected by the QUUF Board of Trustees and is approved by the Fellowship at a congregational meeting.

**Ministerial Selection Process.** The selection process is different for each category of minister. Procedural guidance for each situation is provided by staff of the Unitarian-Universalist Association at the time a new minister is needed. Simply stated, the Fellowship votes to call a minister; the Board votes to select a hired or interim minister.

## Music Program Committee

Purpose: To support the development and maintenance of an excellent and vibrant music program at QUUF.

Membership: The committee shall consist of a chairperson appointed in a manner consistent with Bylaws Articles VII, Section 1(b) and Article VIII, Section 1(a). There will be at least four (4) additional members.

Responsibilities:

* Assists and supports the minister, speakers, choir director and musicians as needed to enhance the services at QUUF.
* Serves as liaison between the congregation and the music program.
* Participates in the Leadership Assembly and the Program Council.
* Holds monthly meetings during the church year.
* Provides advice regarding the annual performance review of the Music Program staff (Choir Director) and contract musicians and assists in the selection of new staff and contract musicians. Such advice will be provided to the supervising minister by the Music Program Committee Chairman, without attendance at the evaluation meeting itself.
* Prepares an end-of-year report of the Music Program Committee activities and submits it to the QUUF Board.

Jointly, with the Choir Director, the Committee:

* Plans music for scheduled absences of Choir Director and oversees implementation of the mutual plan.
* Oversees the music program library and inventory.
* Works for compliance with copyright laws.
* Develops and submits an annual budget for the Music Program for approval by the Board of Directors and tracks program expenditures throughout the year.
* Plans and manages special events.
* Prepares articles for the QUUF newsletter, announcements for the Friday Update and other internal QUUF publicity.
* Publicizes QUUF music events in the community via news articles, posters, radio announcements and other methods.
* Assures that all pianos and instruments are appropriately tuned and maintained.
* Pulls music from files for practice and performance purposes and refiles after use.

## Nominating Committee

The nominating committee is a special standing committee defined in the bylaws (Article VIII, Sec. 3). The information stated in the bylaws is repeated here for completeness: The Nominating Committee shall consist of four fellowship members, nominated and elected at the Annual meeting, and one member from the Board of Trustees.

Before the publication of the Annual Meeting agenda, the Nominating committee shall submit to the Board a slate of candidates for vacant positions and positions identified by the bylaws to be filled by election at the Annual meeting. Additional candidates for specific positions may be named by petition of at least 25 fellowship members and submitted to the Nominating Committee at least 20 days prior to the Annual meeting.

The Nominating Committee may actively solicit the Fellowship for suggestions; may develop an application procedure for self-nomination; and may consider what skills; background and experience would be helpful in candidates for the Board and committees. The Nominating Committee may include consideration of culture, ethnicity, gender/gender identification, age, socio-economic status and/or other criteria as a means of increasing diversity on the Board and elected committees. To be helpful to candidates, the Nominating Committee may define the estimated time commitment for each position. The Nominating Committee may find Pathways to Service helpful in the search for candidates.

The Nominating Committee shall recommend a slate of nominations for the Board officers. The new recommendation will be presented to the Board of Trustees before their first organizational meeting following the annual congregational meeting. The new Board could nominate other persons for the offices in the typical order of President, Vice President, Secretary, and Treasurer. Or, if satisfied with the proposed nominations, the new Board could vote to accept the full slate as recommended by the NC.

## Pastoral Care and Concerns Committee

The Pastoral Cares and Concerns Committee (PCCC) is tasked by the Board of Trustees to provide support, care, and assistance to members of the UU congregation in need of the kinds of care the team provides. A board member is currently the board liaison for our committee and is a welcome addition to our monthly meetings.

The PCCC receives referrals from the ministers, individuals in need, or members requesting care for another. A PCCC member makes contact with those who need our services, then connects them with speciﬁc PCCC team members who can address the needs.

The services that the PCCC addresses are divided into categories based upon the interest and abilities of the team members. The services are not intended to take the place of professional medical or psychological assistance, but rather aim to provide immediate support and, after a few meetings, a referral to professional caregivers is made as necessary.

Categories of care include but are not limited to:

• Family issues: divorce, kids needing help, illness in the family, etc.

• Death and dying.

• Major medical issues.

• Loneliness.

• Mental Health issues: anxiety, depression, etc.

• Grief support.

• Basic social service needs and/or referral to these services provided by other organizations.

• Visiting homebound congregants, as requested, in their place of residence.

The Cares and Concerns Committee has been incorporated into the PCCC, with a designated liaison person who maintains communication and direction to Cares and Concerns members.

The Cares and Concerns members provided the following services, which can overlap with services provided by the PCCC:

• Rides

• Meals

• Cards, ﬂowers and phone calls

• Home maintenance services

• Organization and implementation of Sage Luncheons

PCCC members are committed to providing ongoing, regular education and training for themselves and the larger UU community.

As a team in service to Quimper UU, we are committed to providing conﬁdential, compassionate care to those who need a friendly hand up and out of crisis or a time of concern. We are excited to do what we can to meet the needs of this growing and vital fellowship.

## Pathways to Service

**Purpose:** To foster a culture of service that allows all of us to grow spiritually, enhance our relationships with others, and pursue our passions. In return the congregation will enjoy the benefits of a broader commitment, new leadership, and vitality.

**Membership:** The Pathways to Service Program includes a Leadership Team, a Conversation Team, a Service Opportunity Team, and a Matching Team.

**Goals and Activities:**

* To have a one-on-one conversation with each member of the congregation every two years. Conversations are opportunities to explore the spiritual path that brought the person to QUUF, what kinds of past/present service have been meaningful, and how each person might find fulfilling role(s) at QUUF. The information from conversations is stored in the Pathways database together with notes about future available, roles taken, etc.
* To create and maintain clearly written Service Opportunities for each of the possible volunteer roles at QUUF. Each Service Opportunity includes the expectations, responsibilities, and rewards of the position as well as the benefits to the congregation. All are then posted on the Pathways page of the QUUF website, either as filled or open opportunities.
* Based on the conversation and relevant open service opportunities, the Pathways Matching Team utilizes the data base to suggest opportunities to serve in ways that develop the individual’s interests, feeds his/her passions, and enables the person to share in the ministry of the congregation.
* A future goal is to provide leadership training and mentoring.

## Performance Services Committee

Purpose: The Performance Services Committee plans, implements and maintains the technology and training for the audiovisual needs of the Fellowship.

Membership: The committee shall consist of a chairperson appointed in a manner consistent with Bylaws Articles VII, Section 1(b) and Article VIII, Section 1(a) and members recruited from the congregation.

Responsibilities:

* Recruit, train and schedule volunteers for Sunday morning A/V needs.
* Train people for use of Fellowship Hall A/V equipment.
* Train people for A/V equipment in the sanctuary for QUUF events and rentals.
* Monitor upkeep, inventory and purchases of equipment.
* Provide annual budget requests for anticipated A/V needs.

## Personnel Committee

Purpose: To provide an effective interface on issues of employment and supervision among the fellowship staff, the Board and the members of the congregation.

Membership: The committee shall consist of a chairperson appointed in a manner consistent with Bylaws Articles VII, Section 1(a) and Article VIII, Section 1(b) and, when possible, three members from the congregation, a board representative (non-voting), and a staff representative (non-voting). All members of this committee must be members of the Quimper Unitarian Universalist Fellowship.

Terms: When practical, members of the Personnel committee shall serve no less than three-year staggered terms.

Responsibilities:

* Serve as advocates for staff.
* Meet as needed to make personnel-related decisions.
* Monitor the annual performance review process for all staff.
* With staff input and Board approval, create or modify job descriptions as needed.
* Work through any difficulties or conflicts involving staff or fee-for-service employees.
* Make hiring and firing recommendations to the Board.
* Serve with members of the congregation and staff to interview and recommend candidates for hire.
* Prepare recommended salaries and benefits for staff and minister (with Committee on Ministry) based on UUA Fair Compensation Guidelines.
* Work with the Board and the staff to prioritize staffing needs within budget constraints.
* Be well-versed in UUA Personnel Guidelines as well as the rules and regulations of the Federal Department of Labor.
* Research and propose personnel changes as needed, in terms of both positions and benefits.
* Update the *Employee Handbook* as needed.
* Recommend for Board action updates to the *Employee Handbook* as needed.

See also: Employee Handbook

## Pledge Campaign Committee

**Purpose:** Provide QUUF members and friends with the opportunity to contribute financially so that the goals of the congregation may be realized through the annual stewardship campaign. Promote a culture of financial generosity, and serve as a resource to help assess the ability of the fellowship to financially plan future projects.

**Membership:** The committee shall consist of a chairperson appointed in a manner consistent with Bylaws Articles VII, Section 1(b) and Article VIII, Section 1(a) and members chosen from the QUUF membership. The Board Liaison is an advisory member of the committee.

**Responsibilities:**

1. Organize the annual pledge campaign, including:

* Consult with the Board and Finance committee regarding campaign goals and capacity to achieve.
* Develop campaign calendar, reserve resources as needed.
* Communicate needs and goals to the Fellowship members and friends.
* Plan and conduct stewardship events.
* Produce and distribute pledge cards to members and friends.
* Collect and tabulate pledges.
* Thank the congregation for their contributions.

2. Evaluate the effectiveness of the campaign and make changes as needed:

* Survey the congregation as to their response to the campaign.
* Consult with other leadership groups in QUUF.
* Compare QUUF giving levels with other UU congregations.
* Use consultants to assist in defining and implementing broad focus of stewardship beyond the annual pledge campaign.

3. Be a resource to other groups in QUUF regarding pledge income needs as we look to the future.

* Help estimate expenses for long term projects and best ways to fund.
* Discuss fundraising goals/methods as part of future project planning.

4. Promote a culture of generosity in QUUF year round.

* Make sure people are thanked for their contributions year round.
* Tell the stories of those who have made significant contributions.
* Celebrate our successes.

See also: Annual Pledge Campaign Planning Schedule

Annual Pledge Campaign Planning Schedule

Note: This schedule is meant to be a general guide for planning future pledge campaigns

and includes responsibilities of certain persons or groups. *Stewardship Committee, 2016*

November/December

* Pledge Campaign Committee plans/outlines campaign:
* Theme
* Focus
* Major event schedule of dates:

1. Congregational Informational Meeting – January – Date to be determined
2. Pledge Campaign Dinner – March – Date TBD
3. Pledge Kick-off Sunday – March – Date TBD

* Input from QUUF Board re: major focus of campaign
* Input from Finance Committee re: preliminary budget

Volunteer Coordinator

Recruits volunteers to help with pledge campaign as may be needed by Pledge Campaign

Committee.

January

* QUUF Board

*Congregational Informational Meeting* – Date TBD

* Pledge Campaign Committee and others support Board as needed.

January/February

* Pledge Campaign Chair meets with QUUF Board as needed.
* Pledge Campaign Committee
* Writes major parts of campaign communications
* E-Newsletter
* Charts for Display
* Brochure materials
* Weekly Update materials
* QUUF Board & Finance Committee

Provides final version of preliminary budget

* Dinner Team

Uses theme to plan & advertise dinner

* Webmaster

Updates appropriate material on QUUF Website for members’ reference

February

* Pledge Campaign Committee

Produces packets: cover letter, pledge cards & brochure.

* Pledge Campaign Committee produces charts & advertising materials.
* Pledge Campaign Committee posts charts & advertising materials in foyer & fellowship hall.

March

* Office Staff duplicates materials.
* Assembly Team stuffs envelopes.
* *Pledge Campaign Dinner*
* *Pledge Kick-Off Sunday*
* Pledge Campaign Committee distributes packets on Pledge Kickoff Sunday.
* Office Staff mails remaining packets.
* Pledge Campaign Committee collects pledge cards received.
* Pledge Campaign Data Entry Person
* Tabulates pledges as they arrive.
* Provides new pledge data to Treasurer.
* Prepares follow-up list for telephone team.

April

* Pledge Campaign Telephone Team calls late responders.
* Pledge Campaign Data Entry Person prepares final Data list delivered to Treasurer.
* Pledge Campaign Committee produces acknowledgement/thank you letter.
* Office Staff mails Thank You letters.

May

* Treasurer & Pledge Campaign Data Entry Person compile “mop-up” list.
* Pledge Campaign Telephone Team contact people on “mop-up” list.
* Finance Committee prepares final budget predicated on results of Stewardship Campaign.
* Pledge Campaign Committee evaluates campaign and prepares analysis of data from received pledges.
* Pledge Campaign Committee presents recommendations and analysis to QUUF Board & Finance Committee.

June

* Annual Meeting – Final Budget is presented for approval by QUUF congregation.

## Religious Education Committee

Mission Statement (adopted June 2014)

To engage families with children in our UU community, by organizing special events, supporting the RE staff, and promoting a family perspective.

Responsibilities & Tasks

The Religious Education Committee (REC) is comprised of 7-8 members.

The staff liaisons are the Director of RE and RE Assistant.

The Committee meets monthly: currently 7pm on the 3rd Tuesdays.

The DRE generates the Agenda, with input from REC Chair.

RE Chair leads the meeting. Typical Agenda consists of:

Opening Words

Chalice Lighting

Member Check-in

Calendar of Events

Specific Items for discussion

Main Responsibilities:

* Support & give input to RE staff.
* Organize, promote and host family-oriented events: [traditionally Holiday Party, Teacher Recognition, Harvest Party (with Green Sanctuary); help with Easter egg hunt, Mystery Pals and others].
* Create family “gathering” events/opportunities.
* Communicate with larger UU fellowship/leadership.

RE Chair is a part of the Leadership Assembly.

Main Tasks:

* Attend monthly meetings.
* Schedule, organize, promote (phone call lists) and host events.
* Provide RE back-up/ fill-in.
* Playground and RE room maintenance.

See also: RE Policies and Procedures

Child and Youth Protection Policies (Safety)

## Right Relations Covenant Team

Purpose: To promote a healthy congregation built on our Right Relations Covenant.

Together with the congregation, we will:

* Strive to build positive relationships.
* Address interpersonal and congregational conflicts through constructive mediation, facilitation and education.
* Engage in honest self-reflection.
* Practice using effective tools and skills for transforming conflict.
* Live our Right Relations Covenant to the best of our ability.

The Right Relations Covenant Team will:

* Meet one-on-one with congregants who can benefit from talking about a specific conflict.
* Arrange facilitated mediations between two or more congregants.
* Attend QUUF committee meetings when help is requested in improving interpersonal communications within the committee.
* Meet with people who have met with the minister but desire further guidance or support.
* Facilitate congregation-wide discussions on controversial topics.
* Sponsor or co-sponsor educational events on communication skill-building.

## Safety and Risk Management Committee (SRMC)

Purpose: To assure that the Fellowship, its facilities and grounds, and the interactions and activities it houses are healthy and safe.

Mission: The Safety and Risk Management Committee is committed to assuring that the Fellowship, its facilities and grounds, and the interactions and activities it houses are healthy and safe, reflecting our commitment to assuring the physical and emotional well-being of our fellowship, all vital aspects of the ministry of QUUF.

Membership: The committee shall consist of a chairperson appointed in a manner consistent with Bylaws Articles VII, Section 1(b) and Article VIII, Section 1(a).

Responsibilities: The responsibility of the SRMC is to develop a safety policy, keep it current, and implement it.

See also: Safety Policies and Procedures

## Committee on Shared Ministry

Purpose: In collaboration with its ministers, to serve the spiritual health of the congregation’s entire ministry as it strives to fulfill its mission. Our mission is QUUF’s reason for being, and ministry is everything we do to fulfill that goal.

Membership: The committee shall consist of a chairperson and from four to five additional members, appointed in a manner consistent with Bylaws Article VII, Section 1(b) and Article VIII, Section 11(a), all of whom must be members of the Quimper Unitarian Universalist Fellowship. The Ministers are ex-officio committee members, and do not have voting rights.

Appointment: The President of the Board, after consultation with the Ministers, shall appoint a committee chairperson. To fill vacancies, the chairperson and the Ministers will jointly recommend appointments to the Board after consultation with the committee. Such appointments shall take effect upon approval of the President following confirmation by the Board. Upon arrival of a newly-called Minister, the Board may include on the committee at least two members of the recommending Search Committee.

Term of Office: Appointments of the members shall be for staggered terms of three years. In the event of a vacancy, the appointment of a successor will be for the remaining portion of the three-year term. An incumbent may be reappointed at the end of a three-year term for a maximum of six years’ service. Appointment of chairperson will be for one year, and there is no bar to reappointment.

Responsibilities:

* Explore and encourage the congregation’s movement toward shared ministry.
* Provide assistance and perspective to the Ministers through regular meetings at which issues of importance may be discussed thoughtfully, respectfully and confidentially.
* Periodically review the effectiveness of all our ministries; conduct congregational assessments as necessary or as requested by the Board; communicate a summary of assessment results to the congregation on behalf of the Board.
* Provide feedback when requested by the Board in its evaluation of the Ministers’ performance, and alert the Board to any emerging concerns between the Minister(s) and the congregation; provide evaluations as needed to the UUA Ministerial Fellowship Committee.
* Facilitate communication and conflict resolution among the congregation, the Board of Trustees and the Ministers, especially during significant crises, transitions or emergencies.
* Conduct periodic congregational surveys.

## Social and Environmental Justice Council

Purpose: The Social and Environmental Justice Council functions as an umbrella group and coordinates Social Justice activities of (currently) eighteen Committees, Action and Special Interest Groups as well as any relevant task forces, forums, projects, or crisis response activities. The Social Justice Council meets as a whole council three or four times a year.

The overall purpose of the Social and Environmental Justice Council is to turn our UU Principles into action by:

1. Providing members and friends of QUUF with meaningful opportunities to actively fulfill our UU Principles in the community.

2. Promoting awareness of social justice issues to our community both inside and outside our Quimper UU Fellowship, and offering ways to actively engage, in order to make our community and world a more just place.

3. Facilitating and coordinating the different social justice activities of the congregation, and working with people outside the congregation who wish to bring social action opportunities to QUUF.

Membership: The Council includes:

* Co-Chairs including a Facilitator and a Scribe.
* Social and Environmental Justice Council Steering Team members.
* Representatives from SEJ Committees.
* Representatives from SEJ Action Groups.
* Representatives from SEJ Special Interest Groups.
* Representatives from any other social justice projects.
* Board liaison.
* Minister.
* Staff liaison.
* Membership liaison.
* Attending non-members as interested or needed.

Social and Environmental Justice Council Structure and Responsibilities:

The Social Justice Council Steering Team (SEJCST) meets monthly, has a chair or co-chairs, a scribe, and a minimum of three designated members.

The roles of the Steering Team and the wider Social Justice Council include:

1. Providing organization and leadership for the SEJC. (SEJCST).
2. Facilitating communication with and between Committees, Action Groups and Special Interest Groups via periodic SEJC meetings. (SEJCST).
3. Facilitating communication about the social justice work of the congregation with the wider community, and creating relevant alliances with community organizations, individuals, tribes, and interfaith groups that are working for justice. (SEJCST and SEJC).
4. Planning an annual calendar, and developing a longer term strategic plan, in conjunction with the entire Social and Environmental Justice Council. (SEJCST and SEJC).
5. Assisting in welcoming volunteers for social justice programs in conjunction with the entire Social and Environmental Justice Council and the Membership Coordinator. (SEJCST and SEJC).
6. Identifying needs, interests and concerns to be addressed based on congregational input and in conjunction with the entire SEJC. (SEJCST and SEJC).
7. Coordinating social justice projects and congregation-wide projects/programs such as the Common Read, Social Justice Sunday, and for important dates such as MLK Day and Earth Day. (SEJCST).
8. Coordinating and submitting the SEJC annual budget, annual report, and other documents requested by the Board or Leadership Assembly (SEJCST and SEJC).
9. Coordinating relevant legislative action such as letter writing, petitions and phone banks regarding issues guided by our principles and within the guidelines of the IRS. (SEJCST and SEJC).
10. Working with the Denominational Affairs Committee on gathering congregational input for Congregational Study Action Issues. CSAIs. (SEJCST).
11. Responding to community social justice activity requests. (SEJCST).
12. Monitoring activity to prevent violation of QUUFs tax-exempt status. (SEJCST).

Social and Environmental Justice Council Committees include:

* Denominational Affairs
* Designated Offering
* Green Sanctuary Environmental Action and
* Religious Education Committees.

These Committees are also part of the Program Council and chairs attend the Leadership Assembly. Committees prepare and submit their own budgets and year-end reports in communication with the SEJC Steering Team.

Social and Environmental Justice Council Action Groups include:

* Boiler Room Soup,
* Caring Congregation/Affordable Housing,
* Christmas Giving,
* Native Connections,
* Quimper Animal Advocates
* Welcoming Congregation,
* Winter Shelter.

Action Groups are QUUF-led service and justice projects.

Social and Environmental Justice Council Special Interest Groups include:

* Alliance for Gun Responsibility
* Amnesty International,
* Habitat for Humanity,
* Health Care Reform,
* NWUU Justice Network,
* Washington State UU Voices.

Special Interest Groups involve QUUF partnering with outside organizations to pursue specific goals.

Social Justice Council Forums are larger educational workshops or lectures with community appeal, often interfaith, and often co-sponsored with ALPS (Adult Learning Programs.)

Social Justice Council Task Forces are specific single purpose projects, as relevant, with limited time frames.

## Sunday Services Committee

Purpose: To maintain and enhance the content and quality of our Sunday Services

* Work with the minister(s) (or guest speakers) in developing and delivering programs for Sunday morning worship services that support the mission and covenant of the congregation.
* Create a robust Sunday Services program for the Summer Services Series and during planned absences of the minister(s).

Membership: The committee shall consist of a chairperson appointed in a manner consistent with Bylaws Articles VII, Section 1(b) and Article VIII, Section 1(a).  
  
Responsibilities: Promote and maintain a welcoming sanctuary space.

* Promote and maintain a peaceful and respectful worship environment.
* Order and maintain supplies needed to support Sunday Services (candles, oil for chalice, etc.).
* Support the appearance of a seamless service with all elements contributing to a common theme.
* Organize and facilitate:
  + well-trained ushers from the fellowship to assist with congregational seating, the offering, and other service logistics.
  + Worship associates who are provided with appropriate instructions and resources.
* Coordinate with sound technicians to provide audio support, sound recording, and hearing assistance for Sunday services.
* Coordinate with the Music Director, Pianist, Choir or guest musicians as needed.
* Create a robust Sunday Services program for the Summer Services Series and during planned absences of the minister(s).
* Showcase the talents and expertise of our own membership or recruit guest speakers of interest to the fellowship in scheduling the Summer Services Series and during planned absences of the minister(s).
* Support the guest speakers with services to provide an overall positive experience for both speakers and congregation.
* Maintain regular communication with the Office Administrator, coordinate as needed.
* Coordinate with the Membership Committee and the Hospitality Committee, as needed.

## Sundays and Beyond Council

The Sundays and Beyond Council connects congregants with the range of programs that nurture our spirit and life stance in community.

Membership in the Council is comprised of representatives from these groups:

* Sunday Services Committee
* AHA! (Atheists, Humanists, Agnostics)
* Dances of Universal Peace
* Contemplative Service
* Buddhist Meditation
* Morning Meditation
* Red Cedar Circle

Purpose: These groups are unified with the intention:

* To lift up the different ways Unitarian Universalists ground themselves and foster community.
* To clarity and provide a conduit for organizational communication between the different council member groups and with the staff.
* To offer support for organizing needs, including leadership and outreach to others who may be interested.
* To share best practices and explore common challenges that arise when organizing groups of people for a common purpose.
* To energize and enrich the organizers and representatives who are serving each of these groups.

# PART III. Congregational Policies and Procedures

## A. CONGREGATIONAL POLICIES

## Adult Learning Program Policies

(*ALPs Policy: January, 2018* )

**ALPs relationship with Presenters/Facilitators of Courses and Events**

As long as an activity proposal meets the basic ALPs objectives, ALPs wishes to give presenters/facilitators as much latitude as possible. ALPs does not vet content in detail, but does review and evaluate the overall aim of a proposal.

ALPs will interview presenters/facilitators who have not previously done a program with ALPs. The purpose of this interview is to assess the proposer’s qualifications and experience, and to familiarize them with typical ALPs procedure and support. Occasionally, ALPs may suggest modifications to a proposer’s program with the aim of making it more congruent with ALPs aims.

Whenever possible, at least 3 members of the ALPs committee will participate in new presenter/facilitator interviews.

Additionally, ALPs will provide an orientation prior to the beginning of the semester which will familiarize presenter/facilitators with facilities and technical systems which are available to them, as well as the typical manner in which ALPs manages its overall program.

**Access to ALPs offerings:**

ALPs events and classes are open to all Fellowship members and friends as well as community members at large. ALPs does not charge admissions to its sponsored activities.

However, ALPs, or the organizers, may solicit contributions for events. These are not mandatory for attendance of the event. Class presenters/facilitators may solicit contributions to defray ALPs/QUUF costs; these are entirely voluntary for participants.

The reason for our funds policy is as follows:

1. ALPs considers itself a vehicle for the 4th UU Principle (A free and responsible search for truth and meaning.) and thus is an integral a part of the Fellowship, like the Sunday Service.
2. A fee would change the whole communal nature of the program – this is not a school but a forum for the exchange of ideas and information.
3. The Port Townsend community sees us as a place where free dialog and exploration can take place - it is an important component of the image of QUUF in the community.
4. Even a small fee can inhibit some from signing up.
5. Fees will discourage some from exploring subjects they are not too sure about, but might like to explore.
6. Tracking the what, when and where of payments will be a complex book-keeping job we are not equipped to deal with.
7. Maintaining class attendance records and patrolling attendance is beyond ALPs means?
8. ALPs has been the initial contact to many who have become quite involved with QUUF – many to the point of becoming members.
9. It could raise the expectations placed upon the presenters and it will become increasingly difficult to recruit people willing to facilitate classes.
10. Some presenters might want to get paid.
11. Charging admission could diminish the ardor for service of ALPs committee volunteers.
12. If we charge for programming, then we must concern ourselves with quality control to assure all programs meet some requirement and perhaps we would have to judge what differing programs are “worth.” As most programs are offered by enthusiastic Members & Friends, this would put us in a difficult position of judging our community members, which is not something we wish to take on.
13. ALPs class (not special event) attendees are over 80% QUUF Members & Friends who are already asked to tithe. ALPs is unwilling to solicit additional donations by charging admission to ALPs events and classes.

**Funds collected from voluntary donations at Events/Classes**

Distribution of these funds into QUUF accounts will follow procedure established by the QUUF finance committee and Board.

**Child Care for Event/Course Attendees**

ALPs will attempt to provide childcare upon request by event/course attendees. This service requires advance notice of the need. It is also limited by availability of a volunteer to coordinate the service and minders to provide the care. Procedure for organizing childcare and selecting childcare providers will follow QUUF child care policy.

**Financial Support for Event/Course Attendees**

ALPs wishes to provide access to all who would attend events or courses. To help mitigate the financial burden of some activities for those of limited means, ALPs provides scholarships for those who qualify. Each semester, the ALPs brochure will state the availability of scholarships, though the amount will vary depending on ALPs’ financial position.

ALPs recommends that $250.00 be available each semester for scholarships. Policy for awarding support is as follows:

* Scholarships are limited to $50.00 per individual per each of the ALPs semesters.
* If money is left over from the first semester it will be rolled over into the second semester.
* Members coordinating scholarships will compile all the requests and bring them to ALPs for committee approval. If a request is for an event that is before the next ALPs meeting coordinators will notify the committee by e mail for approval.
* Once approved we will notify the applicant and submit the requests to the QUUF treasurer who will issue checks to the awarded individuals.

**Policy Concerning Proposal Submissions**

ALPs will advertise its semesters through available avenues at the Fellowship and in the community by announcing a call for proposals, providing access to a proposal form with guidance for completing it, and giving a deadline for proposal submission.

Proposals submitted after the deadline will be kept on file for use if there are course cancellations or other opportunities to insert them into the semester schedule. ALPs will take advantage of what avenues it can to let the Fellowship and community know of schedule additions.

**Event/Course Materials**

To a limited degree, ALPs supports requests for materials for activities. Minor requests are processed through the QUUF office which can make copies of hand-outs or other paper materials. ALPs has a limited budget for other class materials, which generally are the responsibility of the presenter and/or attendees.

**Attendee Relations**

ALPs expects attendees to behave with common courtesy to their fellows, presenters and the QUUF facilities. Attendee issues that arise should be initially addressed through conversation between the presenter/facilitator and the attendee(s). If difficulties persist, ALPs and the QUUF may become involved. For emergency situations, QUUF has an interpersonal safety policy that directs those involved to contact 911 immediately (Operations Manual, p. 74).

A copy of the QUUF interpersonal safety policy should be given to all ALPs presenters.

**ALPs committee meetings**

ALPs will normally meet as a committee once a month. The agenda for this meeting will be developed by the committee chair(s). Agenda items should be sent to the chair(s) at least a week prior to the meeting.

**The Library Policy**

This consists of books archived in the library over years past, books donated to the library which the librarian has retained, and books which the librarian has personally collected, from various sources, thinking that they are of interest to the congregation.

Collection maintenance:

The librarian curates the contents of the shelves and decides what will appear there.

The collection is divided into subject areas which are maintained discretely.

Individuals and groups may apply to the librarian to have their materials included in the library.

Collections Usage:

There is no formal mechanism in place to track book use in the library.

People are free to examine the books in the library and take them out if they wish.

There is no mechanism for tracking books and ensuring their return once removed.

## Building Use by Outside Organizations

Our members are involved in many larger community non-profits that are related to our UU Principles and Purposes. We reach out to these in several ways, including our lobby bulletin board and our Designated Offerings. In addition we do offer an opportunity for a Jefferson County 501(c)3 non-profit that is unaffiliated with QUUF directly to host a table one Sunday per year on a Sunday morning. The request for a table can be made by a QUUF Member or Friend on behalf of the organization to the office, and will be assigned as space allows. The table must have a host, who stays at the table, and does not approach people with information or requests. (Approved by the Board, 9/16/16)

## Committee Policies and Guidelines

Policy on Committee Chairs

Must be members of QUUF.

Chairs serve a three-year term.

May serve two consecutive three-year terms as chair with Board approval.

Policy on Committee Member Affiliation

Members of the following committees must be QUUF members:

Administration Advisory

Finance

Shared Ministry

Membership

Personnel

Administration

Designated Offering

Pledge Campaign

Cares and Concerns

Nominations

Endowments

Ministerial Intern

Ministerial Search/Hiring

Nominating, Endowments and ministerial search/hiring committees must be Members as they are elected positions. The rationale for this policy is that Members are legally the decision-makers of the Fellowship and as such hold the privilege and responsibility to vote at the Annual and other congregational meetings on Fellowship business. All other committees may consist of both QUUF Members and Friends. QUUF Friends may be guests at committee meetings and participate at the discretion of the chair. Non-committee members may not be part of the decision-making for the committee and may not vote. (Board Approved: February 17, 2016)

## Committee Use of Surveys

Surveys should be scheduled through the Congressional Administrator and will be posted on the QUUF Calendar.

## Controversial Public Issues, Policy on Endorsing

Consistent with the Seven Principles of the Unitarian Universalist Association of Congregations, the Quimper Unitarian Universalist Fellowship, may take a stand or position on a controversial public issue in either of two ways:

* The Board, as elected representatives of the congregation, may approve it by a two-thirds majority vote, or
* The Board or 10% of the voting members may call a special congregational meeting where members may approve it by a simple majority of those voting.

Once a position has been taken, the QUUF name may be used publicly to endorse the position. A QUUF banner may be carried at events relevant to the issue.

Without approval by one of these means, no individual or group may speak for QUUF as a whole.

As a non-profit organization QUUF may not take a position endorsing political candidates.

Committee members may vote among themselves to take a committee position on an issue. If a two-thirds majority of committee members agree on the position taken, then upon Board approval they may publicize this position as “The *XXX* Committee of QUUF….” and the committee’s QUUF banner may be carried at public events related to the issue. A committee of the church may not take a position endorsing a political candidate.

Because of its non-profit (church) status forbidding the endorsement of political candidate, QUUF may not allow political campaigning or political rallies on church property.

## Conflict of Interest Policy (adopted June 15, 2022)

All officers, employees, and members of the Board of Trustees of Quimper Unitarian Universalist Fellowship (QUUF or Fellowship) and all members of QUUF committees or teams shall avoid any conflict between their personal, professional, or business interests and the interests of the Fellowship.

**I. Definitions**

A. Close Relationship: A **Close Relationship** is one of the following:

1. A relationship with a spouse or domestic partner; parent or child; sister or brother; aunt, uncle, niece, or nephew; or the spouse of any of these persons; or any similar relationships; or

2. Any other close family, personal, professional, or business relationship that might cause a **Conflict of Interest**.

B. Conflict of Interest: A **Conflict of Interest** is any actual or potential situation in which an individual’s close relationship to another party would make it difficult for the individual to be unbiased in carrying out their obligations to the Fellowship, or would make others perceive that it would be difficult for the individual to be unbiased in carrying out their obligations to the Fellowship.

C. Interested Person: An **Interested Person** is any officer, employee, elective office holder or committee or team chair who has any direct or indirect interest in, or a **Close Relationship** with, any individual or organization that proposes to enter into any transaction or affiliation with the Fellowship, including but not limited to the:

1. sale, purchase, lease or rental of any property or other asset,

2. employment, or rendition of services, personal or otherwise,

3. award of any grant, loan, contract, or subcontract,

4. investment or deposit of any funds of the Fellowship,

5. seeking an elective office in the Fellowship.

D. Policy: This Conflict of Interest **Policy**.

**II. Disclosure of Conflicts**

The President of the Board of Trustees shall assure that all officers, employees, elective office holders and **Committee/team** chairs are informed of this **Policy** annually. If any person believes they have an actual or potential **Conflicts of Interest** they shall promptly disclose it to the President or to the Senior Minister.

All applicants for appointment or election to any **QUUF** leadership position shall be informed of this policy and shall be asked to disclose any **Conflicts of Interest** that might compromise their ability to serve the **Fellowship**. If any such conflict is disclosed, the appointment or nomination of the individual may not be considered unless the Board of Trustees determines that the relationship should not bar the individual from service to the **Fellowship** in the role being considered.

**III. Conflicts of Interest Concerning Appointments and Nominations**

If any person involved in nominating or selecting individuals for elected or appointed positions within the **Fellowship** has a **Conflict of Interest** with regard to an individual who is being considered for nomination or appointment, the person shall disclose the relationship as set forth above, and shall not participate in gathering information or evaluating the individual, shall not attempt to influence any action taken, and shall leave any meeting during discussion of and vote on the action. The person shall be given the opportunity to provide information about the individual under consideration that would not otherwise be known.

If the individual is recommended for nomination, any materials distributed to QUUF members in preparation for the election shall identify the potential conflict and briefly summarize the steps taken to avoid any undue influence.

**IV. Financial Conflicts of Interest**

The **Fellowship** should avoid financial transactions involving **Interested Persons** whenever possible. Financial transactions with **Interested Persons** may only occur if agreed to by the Finance Committee. No **Interested Person** shall participate in any way in the decision of the Finance Committee.

**V. Resolving Potential Conflicts of Interest**

When a potential **Conflict of Interest** is disclosed, the Board, meeting in executive session, shall determine if a **Conflict of Interest** exists that would prevent a proposed course of action. The **Interested Person** shall be given the opportunity to make a statement, either in person or in writing. The **Interested Person** may not be present during the Board’s deliberations.

If the Board determines that a **Conflict of Interest** exists, it shall then determine whether the proposed transaction or affiliation may continue in the light of the disclosures. In making its decision, the Board shall consider whether the **Fellowship** can obtain with reasonable efforts an equally advantageous transaction or affiliation from an entity that would not give rise to a **Conflict of Interest**. Any determination concerning a **Conflict of Interest** shall promptly be communicated to the Interested Person and anyone else with an interest in the outcome of the decision.

If the Board determines that consideration of a proposed transaction or affiliation can continue despite a **Conflict of Interest**, the **Interested Person** shall refrain from attempting to exert any influence on the **Fellowship** to affect a decision on such matter, shall not participate in any way in committee or other deliberations about the decision, and shall leave the room during any discussion of it.

**VI. Employment of Trustees**

Without prior approval of the Board, a trustee may not apply for or accept employment with the Church within one year after the end of the member’s service on the Board.

**VII. Gifts**

Officers, employees, elected officials and committee and team chairs may not accept gifts, loans, or pledges of behavior, of any kind, from any source, that could be interpreted as attempting to inappropriately influence any action taken by them on behalf of the **Fellowship**. This includes cash gifts in any amount, or other gifts, entertainment, or favors in excess of $50 per person per year, from any individual or organization which does or is seeking to do business with the **Fellowship**.

**VIII. Violations of the Conflict of Interest Policy**

If the Board President or Minister has reasonable cause to believe that an individual failed to disclose an actual or potential, or has otherwise violated this policy, they shall inform the individual of the basis for such belief and afford the individual an opportunity to explain the alleged violation. If, after hearing the individual’s response and after making further investigation as warranted by the circumstances, the Board President or Minister determines the individual has violated this policy, they shall initiate appropriate corrective action.

**IX. Annual review and acknowledgement of Policy**

All members of the Board of Trustees shall read this **conflict of interest** policy annually and will acknowledge this with their signature and date.

## Donor & Memorial Recognition Policy

It is the long-standing policy of QUUF to not recognize dollar amounts of donations to the Operating Budget, capital campaigns, or other fund-raising efforts. This includes gifts of money, labor or physical items.

It is the long-standing practice of QUUF of commemorating members who have died by naming them on a plaque that is posted on church property.

Special Board permission is required to post a plaque on any donated item other than hymnals or library books.

## Facility Access Policy

QUUF facilities are valuable assets. We wish to treat them with respect. We feel it is important to minimize the possibility of unauthorized access. We want enough security to deter casual or spontaneous mischief, and enough to satisfy our insurance provider. But we don’t want so much security that we discourage the facility from being well used by its members. The restrictions on who gets the building access code are not because we don’t trust our Members and Affiliated Friends in the building, but because securing the building after use is critical and requires training and practice.

* When the building is not in use, the doors and windows should be locked. It is the responsibility of the last user of the facilities each day to ensure the building is secured.
* The Office Manager (OM) is responsible for changing the code for the key box each year at the beginning of the fiscal year (July 1-15). The date of the change will be published in the Weekly Update two weeks prior to the change.
* The OM is responsible for providing the key box code to the following individuals:
  + All staff members
  + Youth Advisors
  + Board Members (if they desire)
  + Committee Chairs (as needed)
  + Other Fellowship Members who have specific needs for that year (such as ALPS liaisons and tech helpers)
* Those authorized to be given the code for that year will meet with the OM and review the lock up procedure. The OM will record who has received the code and updated training.
* Only the OM and Congregational Administrator (CA) are authorized to give out the code.
* The code for the office may be given by the OM and CA to Board Members and Committee chairs upon request.

## Financial Policies and Procedures

The Board of Directors of QUUF shall establish, maintain, and communicate a culture of fiscal responsibility and accountability in all areas of Fellowship finances. To achieve this goal, the following financial policies and procedures are in effect.

**1. Assistant Treasurers, Financial Staff, and Financial Secretaries**

The board hires financial staff and appoints Assistant Treasurers as necessary to assist the Treasurer and provide sufficient coverage for handling Fellowship financial matters according to approved policies and procedures.

The Finance Committee appoints Financial Secretaries who are authorized to count and record the Sunday collection plates, according to approved policies and procedures.

**2. Receipt of Funds**

**A. Sunday Collections shall be handled as follows:**

Two ushers, appointed by the Sunday Services Committee, receive the offering at each service. At each service, the ushers place the collection plate contents in envelopes, sign the envelopes, and deposit them through the slot into the office safe. The collection plate contents are retrieved from the safe by authorized staff, Financial Secretaries, Assistant Treasurer or Treasurer, who record the contents as follows:

* The cash is counted in a secluded area away from distractions and should be attended by two people. Records are tallied on the financial receipts form and the deposit slip is created which must balance with the financial receipts form.
* The checks are totaled by running a calculator tape, and the total is recorded on the financial receipts form.
* Both financial secretaries sign and date the financial receipts form.
* Office staff makes copies of the checks.
* The cash, the checks, and the completed deposit slip are placed in the bank bag, and the bank bag is stored in the office safe until deposited.
* The financial receipts form is placed in the Treasurer’s inbox.
* The deposit is taken to the bank by authorized staff, Treasurer or Assistant Treasurer who have not counted the funds.

Weekly, the deposit is reconciled, and the contributions recorded in the Power Church database. Office staff enters the deposit in the general ledger.

**B. Funds received at times other than Sunday Service:**

All cash and checks received through the mail or brought to the office are placed in an envelope, with a notation as to the origin and purpose of the funds, and the envelope placed in the safe. These funds shall be counted and recorded along with the weekly Sunday Services collection.

Donations received at events will be counted by two of the people managing the event, who will note the amount and sign the outside of the envelope and deposit it through the slot in the safe. These funds shall be counted and recorded along with the weekly Sunday Services collection.

Note: At no time should checks or cash be placed directly in the Treasurer’s mailbox or handed directly to the Treasurer (s) for deposit. All funds received should be placed in the safe using the procedure described above.

**C. Credit Card Transactions**

Only the Treasurer, Assistant Treasurer, authorized staff, Financial Secretaries and members appointed by the Finance Committee may accept credit card information on behalf of QUUF.

Securing Credit Card Information: Credit card information will only be recorded into secure software, as required to make the transaction. Any paper record of credit card information will be kept in a locked cabinet, and periodically shredded according to IRS and best practice standards.

**D. Electronic Fund Transfers (EFT)**

Only the Treasurer or Assistant may set up automatic debit payments to QUUF from donor accounts.

Information Security: information will only be recorded into the Banking Services Software, as required to make the transaction. Any paper record of EFT information will be kept in a locked cabinet, and periodically shredded according to best practice standards.

**3. Disbursement of Funds**

* All funds disbursed shall have appropriate documentation and approval.
* Those authorized to sign checks are: Treasurer, Board President, Board Vice President, Assistant Treasurer and Finance Chair as approved annually by the Board of Trustees.
* Persons requiring reimbursement for Fellowship related expenses shall complete a Disbursement Request Form that includes the signature of the board member or committee chairperson responsible for authorizing the expenditure. Completed Disbursement Request Forms with attached original receipts, should be submitted to the Administrator for processing. For accurate monthly bookkeeping, it is strongly recommended for disbursement requests to be submitted for processing by month end of the same month as expenditures, or no later than the fifth day of the following month. Email communications and authorized expense approvals may be accepted as authorization for expenditures.
* All disbursements over $10,000 shall require two signatures on the check.
* Should either the Assistant Treasurers or Treasurer or their family members require reimbursement, the expense reimbursement form and check issued requires an authorized signature from an individual unrelated and not living in the same household.
* Electronic Fund Transfer Disbursements: The Administrator is authorized to pay federal payroll, state L & I, unemployment taxes, and other accounts payable electronically and notify the Treasurer for authorization after the fact.

**4. Budget Management**

Money allocated for annual operating expenses may be expended only for that budget year. Money not spent in a particular budget category may not be carried over from one budget year to the next unless authorized in accordance with the QUUF bylaws.

Expenditures are to be charged first to the corresponding budget account. If a budget account is depleted and unallocated reserves exist, any remaining approved expenditure may be charged, with Finance Committee recommendation and Board approval, to the committee’s temporary fund or available reserves.

**5. Gift Disbursements**  
Names and addresses of recipients who are beneficiaries of cash, coupons, or store certificates, (for example disbursements from the ministerial discretionary funds), must be documented and recorded on a Disbursement Request Form by the appropriate committee or individual distributing the gifts. In lieu of a receipt, the documentation should include:

* the date and amount of the gift;
* the Committee Chair or staff person approving the gift; and
* the recipient's name and address - confidentiality will be maintained as needed.

**6. Bank and Investment Account Reconciliations and Security**

* Bank and Investment Account statements for all Fellowship funds shall be provided electronically or mailed from the bank/investment firm directly to the Treasurer for review.
* Reconciliation of all bank accounts shall be performed monthly, and of investment accounts shall be performed quarterly by the Administrator.
* Bank and investment account statements and records shall be stored in a locked file cabinet at the Fellowship building or in a secure off-site storage location.
* Regular system back-ups of the church financial records shall be made and stored off-site.
* Passwords for both the Fellowship accounting software system access and electronic banking/investment transactions shall be secured and changed as necessary to maintain the integrity of the security system.
* Electronic funds transfers are to be made only between QUUF titled accounts.

**7. Petty Cash**

Petty cash shall be maintained as necessary for the convenience of the Fellowship staff in handling small Fellowship expenses. Petty cash custodians shall be trained in maintaining petty cash records. Petty cash reimbursement and reconciliation forms shall be submitted monthly to record expenses and replenish petty cash. Petty cash shall be properly secured in the church office.

**8. Stocks**

Stocks received as payment of an annual pledge or for a donation shall be sold upon receipt by the Treasurer. The value of the stock on the date received is the amount to be credited to the donor's pledge account. Any gain or loss realized between the date received and the date sold shall be posted to the appropriate fund.

**9. Fundraising**

Fundraising oversight is the responsibility of the Finance Committee. In order to ensure Fellowship fundraising priorities are maintained, all requests for gifts, special collections and fund raisers must be approved by the Finance Committee.

“Budgeted Fundraisers” are those included in the congregation’s annual budget: The Finance Committee may pre-approve certain traditional, recurring annual events. (These currently include the Auction, Rummage Sale, and the Book and Media Sale).

Fundraisers not included in the annual budget are called **Non-Budgeted Fundraisers**.

There are three main types of Non-Budgeted Fundraisers:

1. Internal QUUF (to support the operating budget or specially restricted funds benefiting the entire congregation);

2. External UU (for UU denominational programs); and

3. External Non-UU (for non-UU outreach into the wider community). All fundraisers shall reflect the principles and purposes of the UUA and the mission of QUUF.

Unless the Finance Committee determines that there are exceptional circumstances, funds raised (after expenses) at committee and group-organized events will be split 1/3 – 1/3 – 1/3 among the committee/group, the One Pot Fund, and the Operating Budget.

**Procedure for Obtaining Finance Committee Approval for a Non-Budgeted Fundraiser:**

All requests for Non-Budgeted Fundraisers will be submitted to the Finance Committee for approval using a Fundraising Request Form, one month or more in advance of the planned event. The Finance Committee will review the request. If the fundraiser is deemed appropriate, it will be approved.

Factors to be considered when reviewing a request for fundraising:

* The impact on QUUF or the larger community.
* Whether the fundraiser is a one-time event, or will span a longer amount of time.
* That the event does not compete with the annual pledge campaign or other fundraising activities.
* The extent to which QUUF resources (space, time, funds, volunteer and staff time commitment) will be required by the fundraiser.
* Whether the group organizing the fundraiser has already conducted a fundraising activity during the past 12 months.
* Whether there is appropriate space in the QUUF campus for the event.

All funds raised will be handled through QUUF money handling procedures.

## Gift Acceptance, Donor & Memorial Recognition Policy

This document establishes policies and procedures to be followed by QUUF regarding monetary and in-kind gifts.

**Gift Acceptance Policies**

The Board of Trustees has the ultimate responsibility to accept or decline a gift and may accept only those that reflect the spirit and mission of the congregation as stated in the By-Laws.A gift may be declined or returned if it does not reflect the spirit and mission of QUUF, if it does not fulfill a need, or if it is deemed problematic because of its value, marketability, or other qualities.

**Operating Fund Gifts:** The revenue to support the operating budget is primarily provided by stewardship pledges from members and friends, fund-raisers designated for the Operating Fund, and some Sunday collections. It is the policy of the Board to honor priorities established in the adopted budget. To accomplish this, these conditions apply to gifts:

1. Undirected/unrestricted gifts to the operating budget are most welcome.
2. Any gift intended to supplement any specific line item in the operating budget will not be accepted.

**Gifts to Capital items, Fund a Need and Reserves:** Gifts directed to any Reserve account, specific item in the Board approved Capital Improvements or Fund A Need are welcome.

**Endowments Fund Gifts:** The Endowments Committee receives and manages all:

1. Deferred gifts (bequests, proceeds of life insurance, charitable gift annuities, retirement plan beneficiary designations, and similar gifts).
2. Memorial gifts.
3. Other gifts specifically given to the Endowments. Donors to the Endowments Funds are encouraged to leave both the use of their gift and the income it may generate to the discretion of the Endowments Committee.

**Procedures for Managing Gifts**The Treasurer, Finance Committee Chair and Endowments Committee Chair are available to help members and friends identify the best way to accomplish their goals when making a gift to QUUF.

**Cash Gifts:** All gifts of cash or checks must be payable to QUUF and given, as appropriate, to the Treasurer, Finance Committee Chair, or Endowments Committee Chair. That person may seek advice of appropriate staff and committees in making a recommendation to the Board concerning the acceptability of a specific gift. Donors’ gifts will be acknowledged by receipt or dated letter.

**Non-Cash Gifts:** Offers of non-cash gifts will be directed to either the Finance or Endowments Committee. The committee may seek the advice of appropriate officers, staff, and committees prior to making a recommendation to the Board concerning the acceptability of a specific gift.

All accepted non-cash gifts (except for real estate) shall be liquidated as soon as practical, at the Board’s discretion. Gifts of stock, other securities, insurance products, jewelry, art, and other items of value must be unencumbered and given outright to QUUF. Automobile donations may be handled through a QUUF affiliated agency such as CARS which will handle transactions and paperwork. If there are restrictions on the use or sale of a gift, or carrying costs for the gift, the donor may be asked to contribute money to meet the costs of administering the gift. All non-cash gifts will be acknowledged in a dated letter from the Treasurer. The letter will include a description of the gift and a statement that the donor has sole responsibility for determining the gift’s value for Internal Revenue purposes.

## Maintenance Reserve Fund Investment Policy

Quimper Unitarian Universalist Fellowship maintains the Maintenance Reserve Fund for general maintenance, repairs and replacements that are over and above what is covered by the budget. The fund accumulates as money from the operating budget is allocated to it. The fund is to grow over time in order to meet both expected and unexpected major maintenance and repairs. As the Board of Trustees has a fiduciary duty to prudently manage the maintenance reserve fund, the Board establishes this policy for investment of Maintenance Reserve Fund assets.

Goals and Objectives

1. Protecting the value of the assets in the Maintenance Reserve Fund.
2. Growing the value of the assets in the Maintenance Reserve Fund beyond the rate of inflation
3. Making socially responsible investments.
4. Ensuring sufficient cash availability and liquidity so that funds are readily available for projected or unexpected expenses.

Directives

1. At least 20% of the funds shall be maintained as cash, and this amount will be determined by the Treasurer in consultation with the Facilities Management Oversight Committee.
2. To the extent that it is reasonable and prudent, investments will be socially responsible.
3. Of the mount invested, which excludes the amount maintained as cash, at least half the amount shall be invested at relatively low risk as determined by the Finance Committee.
4. The Treasurer will manage investments with the approval of the Finance Committee and with prior notice to the Board of Trustees.
5. No more than 40% of the Maintenance Reserve can be invested in one investment vehicle.

## Meetings Policies

At the May 18, 2022, meeting of the Board of Trustees three policies regarding meetings of committees, councils and teams were approved and to be included in the Policies section of the Operations Manual. These policies were reviewed by staff, Program Council and some ministry teams before final recommendation to the Board by the Governance Task Force.

Open/Closed Meetings:

Meetings of committees, councils and teams are open to any QUUF member to attend as a guest, with the following exceptions: These entities may go into closed session to discuss legal or confidential financial issues, individuals regarding hiring, candidate for elected positions, discipline or inappropriate behavior by an individual. Guests are observers in open meetings unless invited to participate.

Posting Notice of Meetings:

All full meetings of committees, councils and teams shall post their meetings on the QUUF calendar, preferably at least three (3) business days prior to the meeting date. Contact information shall be included.

Virtual Meetings:

All meetings of committees, councils, teams and the Board of Trustees may be conducted using electronic or other remote access means (a virtual meeting) in whole or in part. The decision to hold a meeting virtually, in whole or in part, shall be made by the convener in consultation with members of the body. Any virtual meeting shall maintain as much as possible accessibility for all members, including closed captions.

## Non-Financial Petitions and Similar Activities

QUUF committees or members can use the Fellowship Hall on Sunday to solicit petitions or inform members of up-coming events/activities. The procedure for non-financial activities is as follows:

* Only QUUF standing committees, task forces, or QUUF members may request space in the Fellowship Hall for their cause.
* Only causes that reflect the seven principles of UUA may be represented.
* No campaigning for political parties or candidates for public office is allowed.
* On any given Sunday, only three tables may be set up in the Fellowship Hall at one time.
* To use the Fellowship Hall for these purposes, contact the Office Administrator.
* The table will be attended at all times.
* The person leading the table will set up and put everything away afterwards.
* If the petition involves requesting money, the request must first be submitted to the Finance Committee for pre-approval. See Financial Policies.

## One Pot Fund Policy

**Purpose**: The purpose of the One Pot Fund is to enable the fellowship to take advantage of programming opportunities that may arise during the year which are not covered by the Operating Budget. The Common Pool is managed by the Finance Committee.

**What is the One Pot Fund?**

The One Pot Fund is a reserve funded by Non-Budgeted committee and group fundraisers.

**What is the One Pot Fund Policy?**

The One Pot Fund Policy requires that the proceeds, after expenses including staff costs, from any Non-Budgeted Fundraiser be split as follows:

* One third to the One Pot Fund;
* One third to the committee or group who organized the event; and
* One third to the general operating fund.

The One Pot Fund Policy applies to all Non-Budgeted Fundraisers, unless otherwise specifically stated when the Finance Committee reviews and approves the fundraiser.

**What is the One Pot Fund Used For?**

The money in the One Pot Fund is available to recognized committees of QUUF and other organized bodies of the fellowship who may request funds when their own budget has been depleted and/or when unforeseen opportunities arise that require timely funding. To access the funds, committees must submit a Funds Disbursement Request to the Finance Committee.

The One Pot Fund is carried over on the books, from year-to-year and is not part of the operating budget.

## [Personnel Policy](#_Personnel_Policy)

### Statement of Purpose

As an employer, QUUF strives to follow Unitarian Universalist principles in all its personnel practices and procedures and in its relationship with each employee. We strive for a work environment that is fair, honest, free of prejudice, and respectful. We expect our employees to treat each other with respect and honesty, and to avoid actions that create a hostile environment.

Nothing in this Personnel Policy or in any other written or unwritten policies and practices of QUUF creates an express or implied contract, promise or representation between QUUF and any employee. This policy is not a contract and can be modified or changed at any time.

The relationship between QUUF and employee is legally defined as “employment at will,” which means that such employment may be terminated without penalty by either party with or without notice.

This policy does not apply to an ordained Minister called by vote of the congregation. A Ministerial Intern or Assistant Minister may also be subject to different policies and practices.

QUUF's policies generally will be applied consistently. However, QUUF reserves the right to deviate from normal policy in certain situations.

QUUF reserves the right to amend, supplement or rescind any of its policies as needed. This policy supersedes all previous personnel practices and procedures, whether written or oral, expressed or implied. If any of its provisions are found to be invalid or unenforceable, the remaining provisions will remain in full force and effect.

The QUUF Personnel Committee, with the advice and consent of the Senior Minister, will prepare and revise from time to time an Employee Handbook detailing practices and procedures for implementation of this QUUF Personnel Policy.

### Equal Employment Opportunity

QUUF affirms its commitment to equal opportunity for all individuals and to a work environment that is free of prejudice. QUUF policy is to prohibit any discrimination in the workplace based upon any protected classification.

### Sexual Harassment

Sexual harassment is prohibited and will not be tolerated.

### Harassment

QUUF prohibits conduct that shows hostility or an aversion toward an individual because of that person’s age, race, color, religion, gender identification, physical or mental challenge, national origin, affectional or sexual orientation, class, or any other classification protected by law, and that:

* has the purpose or effect of creating an intimidating, hostile or offensive work environment;
* has the purpose or effect of unreasonably interfering with an individual's work performance; or
* adversely affects an individual's employment opportunities.

### Bullying Behavior

QUUF will not tolerate bullying behavior by employees or congregants. Employees in violation of this policy will be disciplined in accordance with QUUF disciplinary policies. Allegations about congregant bullying will be addressed by the Right Relations Covenant Team.

### Workplace Threats and Violence

Threats, threatening behavior or acts of violence against persons by anyone on QUUF property will not be tolerated.

### Resolution of Employee Complaints

QUUF will establish a process for resolution of problems, misunderstandings and frustration which may arise in the workplace.

### Internet

QUUF provides Internet access (including email) to its employees to assist and facilitate business communications and work-related research. These services are for legitimate business use only in the course of assigned duties. All materials, information and software created, transmitted, downloaded or stored on QUUF’s computer system are the property of QUUF and may be accessed only by authorized personnel.

### Media Inquiries

Any requests for information about QUUF from newspapers, television and radio media should be directed to the Minister, the President of the Board of Trustees or their designees.

### Confidentiality

Confidential information about QUUF, including but not limited to information about members, friends or other staff members must remain confidential and may not be released, removed from QUUF’s premises, copied, transmitted or in any other way used for any purpose by an employee outside the scope of the employee’s job description.

### Conflicts of Interest

Employees are expected to avoid conflicts of interest, including any situation where an employee may attain personal gain, or which may serve as a detriment to QUUF, either monetarily or to its public image, because of the use of information or personal contact which is not generally available except through the employee’s connection with QUUF.

Employees shall not engage in any business or transactions, nor have a financial or other personal interest, which is incompatible with their job description or which would impair their judgment or actions in the performance of their duties for QUUF.

### Employees Who Are Also Fellowship Members

Employees who are also members of QUUF are encouraged to participate in the life of the Fellowship. QUUF ensures compliance with federal wage and hour laws, which affect employees who are also Fellowship members. Employees, and their family members, may not serve on the Board of Trustees and may not vote at congregational meetings on any financial matters (including the annual budget).

### Employment of Relatives

Other members of an employee's family may be considered for employment; however, relatives may not supervise one another.

### Outside Employment

Employees shall not engage in any collateral employment or business activity that is incompatible or in conflict with their duties, functions or responsibilities as an employee. Activities that may constitute a conflict include use of QUUF’s time, facilities, equipment or supplies, or the use of the title, prestige, or influence of the congregation for private gain or advantage.

### Employee Personnel Record

QUUF will keep an up-to-date record of all employee information as required by law.

### Professional Behavior

Employees should maintain a professional attitude and appearance that is appropriate to their position and QUUF.

### Initial Review Period

New employees and employees who are transferred to another position may be required to satisfactorily complete an initial review period.

### Performance Evaluation

Employees will participate with their immediate supervisor in an on-going performance evaluation process designed to strengthen the supervisor / employee relationship and promote job effectiveness.

### Dismissal and Resignation

Dismissal: QUUF is an “at will” employer, and the employee is an “at will” employee, meaning either party may terminate employment without stated cause.

Resignation: An employee who has decided to resign should do so with a written letter of resignation, including the intended last day of work and the reason for the resignation.

### Wage and Hour Administration

#### Employment Classifications

QUUF employees are classified by the nature of the position to which they are assigned and by their work schedule:

* **Regular Full-time Employees** are scheduled to work 40 hours per week.
* Employees scheduled to work fewer than 40 hours per week will be considered **Regular Part-time Employees** and their eligibility for benefits will be pro-rated according to the percentage of time worked.
* **Temporary and On-call Employees** work on an as-needed basis and are not assigned to a regular schedule. They are not eligible for employee benefits.
* **Fee-for-Service Providers** are hired to complete specific services. They are not considered QUUF employees and are not eligible for QUUF employee benefits.

Employees who are subject to state or federal minimum wage and overtime laws are referred to as "**non-exempt**" employees. Those in administrative, management or supervisory positions who are not subject to such regulations are referred to as “**exempt**” employees.

#### Hours of Work

Individual work schedules are arranged with the consent of an employee's supervisor and may change from time to time.

#### Break Periods

The time of meal and break periods will be at the discretion of the immediate supervisor in accordance with applicable labor laws.

#### Timekeeping and Overtime

QUUF will ensure proper recordkeeping of employee time, overtime, vacation and leave time, and will follow federal and state laws and regulations concerning employee time.

#### Pay and Payroll Deductions

The QUUF Board of Trustees will determine annual pay adjustment levels. No changes in gross pay will be made without Board of Trustees approval.

### Employee Benefits

QUUF will offer employee benefits based on best practices, UUA guidelines and QUUF financial resources. No benefits programs affecting budgets may be changed without approval of the QUUF Board of Trustees.

#### Health Benefit

QUUF provides health insurance through the UUA for employees .5 FTE or more. The health insurance premium is 100% paid for those eligible employees. Employees are offered either the STANDARD or Medicare Supplement plan level through the UUA.

• Participation in QUUF insurance programs and COBRA is available to all employees.

• Summary Plan descriptions are provided to each eligible employee at time of hire.

• Eligible employees are .5 FTE or more.

• QUUF currently pays for 100% of the premium for Standard UUA Health Plan or the UUA Medicare Supplemental Plan.

• Employees become eligible for coverage beginning the first day of the month following their date of hire. Forms are filled out through the QUUF administration office.

• Employees electing to add spouse and dependent coverage must pay the corresponding premium costs. Payments are made through payroll deduction.

• Under the Consolidated Omnibus Budget Reconciliation Act of 1986 (Cobra), an employee and covered dependents may extend at their own expense, health, dental and vision insurance coverage at group rates, in certain circumstances, for up to 36 months.

#### Dental, Term Life, Long-Term Disability, and Washington Family Medical Leave

Dental and Term Life group insurance policies may be purchased by an employee at their own expense through the UUA Health Insurance Plan. QUUF pays the premium for Long-Term Disability policies for employees and pays the employee portion of the premium for Washington Family Medical Leave.

#### Workers’ Compensation Insurance

QUUF carries workers’ compensation insurance that pays for certain medical expenses and provides partial income in the event of illness or injury arising out of or in the course of employment.

#### Retirement Benefits

QUUF provides employees with the UUA defined-contribution IRS qualified retirement plan to help employees accumulate tax-deferred savings for retirement. After specific qualifications are reached, QUUF contributes a percentage of the employee’s wages to the plan. QUUF will provide an employer contribution of 10 percent for all eligible employees.

#### Vacation

QUUF grants paid vacation to .5 FTE and above to employees at their regular rate of pay based on their length of service.

#### Holidays

QUUF will maintain a schedule of paid holidays. The following paid holidays are observed each year:

* New Year’s Day
* Martin Luther King Day
* Presidents’ Day
* Memorial Day
* Juneteenth
* Fourth of July
* Labor Day
* Veteran’s Day
* Thanksgiving Day
* Day after Thanksgiving Day
* Christmas Day

#### Leaves of Absence

QUUF will establish procedures for paid and unpaid leave including:

• Sick Leave with Pay

• Medical Leave without Pay

• Personal Leave with Pay and without Pay

• Military Leave without Pay

• Funeral or Bereavement Leave with Pay

• Jury Duty Leave with Pay

• Family Leave with Half Pay

• Administrative Leave without Pay

#### Vehicle Usage and Reimbursement

Employees using their own cars for church-related business may be paid mileage at the current rate per mile as established by the Internal Revenue Service.

#### Annual Position Pay and Benefits Summary

Each employee will receive an Annual Position Pay and Benefits Summary

### Other Policies

#### Attendance and Punctuality

Each employee is expected to be prompt and regular in their attendance at work. Unscheduled absences must be approved by the employee’s supervisor.

#### Code of Conduct

The Code of Conduct must be observed by all employees to protect the integrity of QUUF. Violations may result in disciplinary measures including verbal warnings, written warnings or termination.

#### Work and Disciplinary Guidelines

QUUF embraces the concept of progressive and corrective discipline to correct unwanted behavior and deter its occurrence. Circumstances dictate that progressive discipline cannot be used for every act of misconduct. Therefore, QUUF uses progressive discipline at its discretion and does not rely solely upon this concept in every instance when taking disciplinary action.

Disciplinary actions will be in writing, and will state clearly the basis for the action, and will be filed in the employee’s personnel record. Warnings and suspensions will include corrective actions to be taken by the employee. Any dispute concerning disciplinary actions shall be resolved per section I. E. Resolution of Employee complaints. The standard of review by the Board of Trustees shall be whether the action was arbitrary or capricious or an abuse of discretion.

#### Separation from Employment

Employees who resign are requested to give at least two weeks’ written notice in order for QUUF to find a suitable replacement.

#### Safety and Accidents

The safety of employees, as well as members and visitors, is of paramount concern. All employees are expected at all times to abide by accepted safety standards. QUUF requires that all employees be up-to-date on safety procedures.

#### Personal Property

QUUF cannot be responsible for damage to or loss of personal property, including loss or damage to vehicles or other property in or on QUUF property.

#### Inspection Rights

QUUF has on its premises storage facilities such as desks, file cabinets, closets and storage areas for the use of employees, but QUUF can make no assurances that they will always be secure. The storage of any unauthorized alcohol, illegal drugs or drug-related paraphernalia is prohibited on QUUF premises. QUUF reserves the right to open and inspect any desk, file cabinet, closet or storage area at any time and without prior consent. Employees may not use personal locks on QUUF-owned desks, cabinets, closets or storage areas.

#### Employment Authorization

QUUF will follow Federal law requiring that employees must show proof of eligibility to work in the United States prior to the date employment begins.

#### Employee Background Checks

On the recommendation of our insurance company, and in the interests of a safe environment for our children, youth and vulnerable adults, QUUF is enrolled in a national background screening service. All employees, and all volunteers who plan to work with children, youth and vulnerable adults, will be required to participate in this screening before starting work. Employee background checks may be repeated at any time during the course of employment at QUUF.

## Religious Education Policies

QUUF RE Policies and Procedures

Our program is a parent cooperative. Some parents commit to teaching for the year; others are members of the RE committee. All other parents are needed in various capacities throughout the year.

An older child would be welcome to join their younger sibling in his/her class, but due to age appropriate activities and curriculum, we do not allow younger ones to join an older group. On Sunday morning, the childcare room is for children age 3 or younger. Older children may spend a morning there with special permission from the DRE or RE Assistant.

Participation in activities beyond our walls, and special programs like OWL, requires attendance at a minimum of 3 Sunday mornings in the preceding 3 months. For instance, to attend MS Con, or fall OWL class, a youth would need to have attended 3 Sunday mornings between May and September.

OWL is a program designed for QUUF families. However, we do understand that it is a valuable outreach to the larger community. Children who are not active in RE will be accepted as space permits. Given that this program is supported by the general fund, non-pledging families may be required to pay a higher fee. The priority list for OWL is as follows:

Children of members of QUUF

Children of QUUF ‘friends’

Children who have been UUs elsewhere

Children and families new to Unitarian Universalism

Parents are responsible for supervision of their children before and after class time, unless they see we have a youth supervising. If no paid youth is present, parent should be outside if their child is outside. The exception is children of teachers who have given their children permission to go outside without them. See full guidelines for outside activity.

The RE program will make every effort to accommodate children with special needs in the RE classes. Unfortunately, the program is not able to provide individualized aides or specialized equipment. Because of this, the RE Committee and the DRE request that parents consider continuing any supports that assist their children during the school week. This may mean that you choose to provide your physical presence, adaptive devices, or prescribed medications, to ensure that your child is able to have a positive experience. The DRE will work closely with any family with special needs.

Full Safety Policies can be found on the website under Safety Policy. The RE Staff and Committee are always open to discussing these policies.

Fall 2015

## Rental Policy

The facilities of Quimper Unitarian Universalist Fellowship (QUUF) are available for legal nonprofit events having a religious, public service, cultural or social purpose, provided the event either furthers the mission of QUUF by supporting the sense of community in Port Townsend or furthers a positive social objective or advances the general welfare.

The renting group or individual must complete the Facilities Use Agreement. QUUF staff must approve these forms by signing them. ALL use of the church facilities will be scheduled with the Congregational Administrator. Church-related functions, classes, meetings or events always take priority over other uses.

Kitchen: Use of the kitchen facilities or equipment is by special arrangement with the Congregational Administrator at the time the Facilities Use Agreement is signed.

## Safety and Risk Management Policy

(April 11, 2017)

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### A. Our Commitment

QUUF and the Safety and Risk Management Committee are committed to assuring that the Fellowship, its facilities and grounds, and the interactions and activities it houses are healthy and safe. These are vital aspects of the ministry at QUUF. Without fear of harm, may our spirits blossom.

Our Principles lay the foundation for our attention to the safety and health of all persons who enter our premises.

**Principle 1**, *affirming the inherent worth and dignity of every person*, calls on us to honor the well-being of every person in contact with QUUF.

**Principle 2**, *justice, equity and compassion in human relations*, supports respectful, healthful, non- violent relationships.

**Principle 6**, *with its goal of world community with peace, liberty, and justice for all*, promotes equal rights to health and well-being, particularly those whose physiology may present unique needs, for instance those who experience allergies or hearing loss, and those who, from a distance, generate the resources we use here. Thus we prefer benign materials and manufacturing processes.

**Principle 7**, *respecting the interdependent web of all existence of which we are a part*, calls on us to step lightly, to use the world's resources in ways which do not harm the planet or its vulnerable life forms. To support our commitment to assuring the physical and emotional wellbeing of our fellowship, we address specific hazards and the means we employ, both structural and behavioral, to reduce their potential impact. These hazards are identified through our checklists which we evaluate each year.

### B. Policy Structure

Our approach has three parts:

**1.** We minimize risk through equipping our buildings and grounds so that injuries and damage

are prevented.

**2.** We establish rules intended to reduce the likelihood of injuries or harm.

**3.** We require safe and caring behavior of those present at QUUF.

We also recognize we can modify outcomes before, during and after predicted events. Our intention is to reduce risk before an event happens, coach responses for when things go awry, and make sure that steps can be taken to care for those who have been adversely impacted.

This three-part approach helps us operate in safe, efficient, and predictable ways. This policy is structured so that it is accessible and used easily to monitor its effectiveness and prompt needed change. Doing so will help ensure that our fellowship, and its facilities, are structurally sound and safe.

Regularly we complete a Risk Survey that covers these topics:

* Physical Environment – security, building interiors, cleaning, grounds utilities, heating and cooling, lighting, fire safety system, staff and volunteer personal safety.
* Child and Youth Protection
* Interpersonal Safety and Behavior – disruptive behavior, conflict resolution, ‘No Weapons’ zone, intoxication and impairment, smoking, allergies/fragrances/pets
* Emergency and Crisis Management
* Insurance/Risk Management

### C. Children and Youth Protection

**Table of Contents for this Section:**

Preamble

Definition

Prevention

Screening and Selecting Volunteers

Supervision

Transportation

Reporting and Responding to Sexual Abuse

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Media/Technology/Privacy Releases

Code of Ethics

Quimper Unitarian Universalist Fellowship is committed to providing a safe environment for children, youth and vulnerable adults. QUUF established practices and procedures that protect these people from physical, emotional and sexual abuse and exploitation.

As a spiritual community we take seriously our responsibility to provide a safe and nurturing environment for all who participate. Adults working with children and youth in the context of our Unitarian Universalist faith have a crucial and privileged role, one that may carry with it a great deal of power and influence. Whether in the role of youth advisor, chaperone, childcare worker, teacher, mentor, choir leader, or any other capacity, the adult has a special opportunity to interact with our young people in ways that are affirming and inspiring to the young people and the adult.

While it is important that adults maintain meaningful relationships with the young people they work with, adults must exercise good judgment and mature wisdom in using their influence with children and youth.

Every child and youth must experience physical, emotional, spiritual, and sexual safety while participating in QUUF activities. In addition, any child disclosing abuse will be met with support and appropriate advocacy.

**Definition:** The term “religious educator” is deemed to include any Director of Family Ministry, RE teacher, RE paid staff, RE volunteer and any other person having unsupervised access to one or more persons under the age of 18 while acting on behalf of QUUF or upon QUUF premises. The term is also intended as a single or plural noun as the context of this policy dictates.

**Prevention** To provide a safe and nurturing environment we shall

* Promote self-esteem throughout our curriculum and interactions.
* Offer Our Whole Lives (OWL) sexuality program which includes sessions on sexual abuse prevention as well as assertiveness, nonviolent communication, resources for children and youth.
* Provide training for religious education teachers, youth advisors and mentors in the area of abuse prevention and intervention.
* Plan for two adults to be present in most situations.
* Participate in background screening for all volunteers and staff working with children and youth.
* Train the religious educators in appropriate responses to disclosure of abuse by any individual within the church community.
* Encourage Parents to speak with their children about family safety rules.
* Never have a single child alone with a single adult without DRE and parental permission.
* Not serve any alcoholic beverages at events sponsored by the RE Committee. This includes the Harvest Celebration, Christmas party, Mystery Pals. The exception is the Teacher Appreciation Event.
* When children and youth are present at events, the sponsor is responsible for assuring that children and youth do not have access to alcoholic beverages and that other beverages are available. When possible, rooms and buildings not being used and monitored for the event should be locked.

**Screening and Selecting Volunteers**

Adults and older youth wishing to volunteer with children will

* Complete the following documents
  + Application to Volunteer, including references
  + Employee and Volunteer Safety Screening
  + Code of Ethics
* Be interviewed by the lead religious educator

**Supervision**

* Sunday mornings the RE teachers and staff are responsible for the children and youth from the time they leave the sanctuary until they are reunited with parents. Before and after that time the parent/guardian is responsible for the safety of their children.
* Children not participating in RE activities must be supervised by their parents at all times. Children are not permitted to roam unsupervised in the buildings or on church property.
* Outside Guidelines will be posted in the RE building for all to read. Parents are responsible for their child’s safety apart from RE class time or other designated classes or events.
* Rules of conduct for youth overnights and off premise events will be developed and reviewed by the religious education staff and the RE Committee.
* The religious educator will be informed of who the adults will be for outings and overnights.

**Transportation**

Adults driving QUUF children and youth will complete a Driver Agreement which includes the following:

* Proof of Liability Insurance showing that they carry at least the minimum amount of liability insurance required by the State of Washington on the vehicle they will be driving.
* Confirm that they are at least 25 years old, or if under 25 years of age, that they have parental approval to drive children or youth.
* Verification that their personal driving record reflects no citations other than minor violations, as defined by the State of Washington, and that their license has not been revoked or suspended in the past 5 years.
* Promise to abide by all posted speed limits while transporting QUUF children and youth.
* Abstain from use of tobacco, alcohol, and other non-prescription drugs while on the trip.
* Abstinence includes the 12 hours preceding the trip in the case of alcohol and prescription and non-prescription drugs that may impair judgment while driving.
* The driver will take medical and travel release forms and contact information with them on the trip.
* The driver will travel with a First Aid kit.
* Parents will verify, via email, that their child is permitted on each specific trip away from 2333 San Juan Ave.
* Special Considerations: Youth Driving Youth: Parents are responsible for decisions about how youth get to and from church events.

**Reporting and Responding to Sexual Abuse**

* The religious educators and Ministers are mandated by state law to report any information they have about the abuse of a child. This report goes to Children’s Protective Services (CPS).
* Any volunteer who suspects that a child is being abused, physically, emotionally or sexually, shall report such suspicions to the religious educator or Ministers. We are all responsible for the safety of our children.
* Situations of suspected child abuse are seldom simple and straightforward. Religious leaders and congregational members should be guided by a commitment to the overriding priority of protecting children. They should also be sensitive to the harm that can be done by false or mistaken accusations. Any person who has concerns about inappropriate behavior by teachers, childcare workers, or other adults or older youth in our church community should report their concerns immediately to the religious educator or Ministers.
* A Response Team will be formed in the case of an incident of abuse of a child. It will consist of at least one religious educator, the Ministers, a board member, and the person coordinating insurance. Its purpose is to protect members of the church community, and ensure that the victim and the accused are treated with dignity and respect.

**Confidentiality** - All information about families will be kept confidential except in cases that require mandatory reporting. If in doubt, talk to a religious educator or either of the Ministers.

**Media/Technology/Privacy Releases**

* The RE registration form will have a place for parents to give permission for their child to be photographed or videotaped in scheduled QUUF activities. Such photos may be used by QUUF for community building, publicity or educational purposes.
* Adults will not contact children and youth via email without permission from the religious education staff and parent.
* The following documents and forms will be used and updated as needed.
  + RE General Policies and Procedures
  + YRUU policies and Procedures
  + Overnight Rules
  + Outside Activity Procedures

**Code of Ethics**

For adults and older youth in leadership roles with children and youth Adults and older youth working with children in the context of our Unitarian Universalist faith have a crucial and privileged role, one that may carry with it a great deal of power and influence. This role can be a meaningful and joyful experience for the adult and a lifetime benefit to the young person.

Adults and older youth leaders play a key role in fostering the spiritual and character development of individuals. It is, therefore, especially important that those in leadership positions be well qualified to provide the special nurturing, care and support that will enable children and youth to develop a positive sense of self and a spirit of independence and responsibility.

The relationship between young people and their leaders must be one of mutual respect if the positive potential of their relationship is to be realized. There are no more important areas of growth than those of self-worth and the development of a healthy identity as a sexual being. Adults play a key role in assisting children and youth in these areas of growth.

Therefore, those who lead children and youth will:

* provide nurturing care and support to all children and youth.
* work to help children develop a positive sense of self and a spirit of independence.
* respect the selfhood of each child or youth, including the absolute right to privacy of their own minds and body.
* not engage in any behavior with children or youth which constitutes verbal, emotional or physical abuse.
* not engage in behavior or language which is personally threatening or demeaning.
* not engage in any sexually harassing behavior, nor any other sexual, seductive or erotic behavior with children or youth.
* not encourage or condone any sort of illegal or unethical activity on the part of children or youth.

### D. Interpersonal Safety and Behaviors

**Table of Contents for this Section:**

1. Background

2. Policy Statement

3. Allergies, Fragrances and Pets

4. Disruptive Behavior, Procedures for Handling

5. Intoxication and Impairment

6. QUUF will be a “No Weapons” zone

7. Smoking

8. Safe Start Plan

***IN THE EVENT OF THREATENING INTERPERSONAL BEHAVIOR, CALL 911 IMMEDIATELY!***

#### 1. Background

While openness to diversity is one of the prime values held by our congregation, we affirm the belief that our congregation must maintain a secure atmosphere where such openness can exist. Concern for the congregation as a whole must be given priority over the privileges and inclusion of the individual. QUUF believes in free speech, but will not tolerate hate speech.

QUUF is private property and can legally ask anyone to move off the property.

The following policy shall guide us in actively and promptly addressing situations in which individual behavior threatens the emotional and/or physical security of our members, friends, and renters. On occasion, the behavior of an individual, while not threatening or intimidating, will be so out of the ordinary, off-balance or inexplicable that it will be necessary to consider that behavior disruptive and therefore apply the rules laid out below. This policy also addresses interpersonal conflicts between congregants.

#### 2. Policy Statement

All those who use QUUF facilities shall treat one another with respect and care, in the spirit of the 7 Principles and the QUUF Right Relations Covenant (<https://www.quuf.org/right-relations-covenant>).

In the event of an interpersonal behavioral problem, we encourage congregants to address the problem directly with the other person(s). If this is unsuccessful or not possible, we encourage congregants to consult with the Right Relations Covenant Team. If a conflict causes disruption beyond the people immediately involved, the Minister and the Right Relations Co-chairs may require a meeting of the people involved.

If a facilitated meeting does not provide an avenue for resolution, and a person is not able to abide by the Right Relations Covenant, please refer to D4, Disruptive Behavior, Right Relations Covenant and Conflict Resolution.

The Fellowship will follow all applicable state laws and reporting procedures for suspected child abuse and other criminal behavior.

#### 3. Allergies, Fragrances and Pets

Persons bringing food to share after services or at QUUF meals will be aware of dishes or foods which contain ingredients commonly known to produce allergic reactions in some people such as nuts, shellfish, gluten, dairy, etc. Persons offering such dishes or food shall whenever possible list the ingredients used in making the dish or food, doing so by referring to the Kitchen Care Committee’s list of common allergens.

The Kitchen Care Committee will maintain an easy-to-use checklist to facilitate the labeling of food containing specific allergens.

Dogs and other pets are only allowed in QUUF structures if they are service animals for their owners or they have been invited into QUUF structures for a congregational activity or event.

Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person’s disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as service animals under the Americans with Disabilities Act.

Out of courtesy to others, persons should minimize the use of fragrance when coming to the QUUF premises because some persons are allergic to perfumes and other strong fragrances.

Members will be reminded periodically in the Order of Service that some persons attending QUUF events are allergic to perfumes and other strong fragrances.

#### 4. Disruptive Behavior, Right Relations Covenant, and Conflict Resolution

##### A. Group Situations

* See the Rental Safety Procedure for additional guidance for rental situations.
* If immediate action is necessary:
  + If there is a threat to safety - Call 911
  + If not an immediate threat to safety, the leader of event or a staff member should use one or all of the below, generally in the order listed, protecting privacy when possible:
    - Contact the disruptive person(s) respectfully, asking that expected behaviors be followed, without having had to define acceptable behavior in advance. Each person in the dispute shall be provided an opportunity to speak appropriately during proceedings.
    - Ask the disruptive person to undertake acceptable behavior
    - Suspend the meeting or activity until it can be safely resumed.
    - Ask the disruptive person to leave IF lesser actions listed above fail.
    - Contact the Police Department, if necessary.
    - Follow up: Inform the Minister(s), Board President and Right Relations co-chairs. Safety and Risk Management Committee may be notified if warranted. A written report may be requested.
* If immediate action is not necessary, or it is an ongoing situation:
  + Report the situation to the Minister(s) or the Right Relations co-chairs, who may ask for a written report.
  + The Minister(s) and Right Relations co-chairs will decide how to proceed, including notifying the disruptive person(s). The Minister(s) and the Right Relations co-chairs will decide who will take the lead.

##### B. Bullying Behavior

QUUF will not tolerate bullying behavior by employees or congregants. Employees in violation of this policy will be disciplined in accordance with QUUF disciplinary policies. Allegations about congregant bullying will be addressed by the Right Relations Covenant Team.

QUUF defines bullying as repeated health-harming of one or more people by one or more perpetrators. It is abusive conduct that includes:

* Threatening, humiliating, or intimidating behaviors
* Work interference or sabotage that prevents work from getting done
* Verbal abuse

Examples of bullying include:

* Verbal: Slandering, ridiculing, or maligning a person or their family; persistent name-calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks
* Physical: pushing, shoving, kicking, poking, tripping; assault or threat of physical assault; damage to a person’s work area or property
* Gesture: Nonverbal gestures that can convey threatening messages
* Exclusion: Socially or physically excluding or disregarding a person in work-related activities
* Stealing: Stealing; deliberately hiding or disturbing other staff members, personal property, or related material

##### C. Right Relations Covenant and Conflict Resolution

Our QUUF Right Relations Covenant (<https://www.quuf.org/right-relations-covenant>) was approved by the congregation June 9, 2019. The Right Relations Covenant is our agreement, based on QUUF’s Covenant Statement, of how to use compassion, curiosity, reverence and respect while seeking our truths.

This Covenant is a guide for congregant-to-congregant relationships. If a conflict arises between congregants, the procedure is:

1. Address the problem directly with the other person(s).

2. If that is unsuccessful, or not possible, consult with the Right Relations Covenant Team.

3. If a conflict causes disruption beyond the people immediately involved, the minister and Right Relations co-chairs may require a meeting of the people involved.

4. Warning: If a facilitated meeting does not provide a mutually agreed upon resolution, and/or a person is not able to abide by the Right Relations Covenant, a formal set of expectations will be presented to the congregant, and the Board will be notified that a warning has been issued.

5. Suspension: The Board will determine if a suspension is warranted. The congregant will be excluded from the Fellowship and/or specific activities for a limited period of time. The reasons for suspension and conditions of the individual's return will be stated explicitly in writing.

6. Expulsion: The Board recommends that the congregant should be expelled from membership in QUUF. If expulsion is approved by a 2/3 majority vote of the Board of Trustees (per QUUF Bylaws III.6), the Ministers will write a letter to the individual explaining the reasons, the individual's rights, and the Appeals Process (see below).

For conflicts with staff members the procedure is:

* Address the problem directly with the staff member.
* If that is unsuccessful, speak to the staff member’s supervisor, or if necessary, the Minister or Board President.

Suggestions for Thorough Consideration

**Incident Background:**

* The Ministers and/or Right Relations Covenant Team will research applicable laws and compile any additional information needed for a more complete picture of the situation.
  + This may include additional written statements from the participants in the dispute.
* If the Ministers and/or Right Relations Covenant Team considers it essential to performing its task, the Board shall authorize funds to pay for additional information such as a professional background check, clarification of identity of the person involved, or records of past criminal activity involving threats, harassment, or actual harm to other persons or property.

**The following questions MUST be considered by the Ministers and/or Right Relations Covenant Team:**

* Dangerous: Is the individual the source of a threat or perceived threat to persons or property, including himself or herself?
* Disruptive: How much interference with church functions is occurring?
* Offensive: How likely is it that existing or prospective members will be driven away?
* Civil Disobedience: Unitarian Universalists have a long history of public engagement with issues of individual freedom and social justice. Therefore, acts of conscience or civil disobedience which may result in criminal charges or convictions will receive distinct consideration and careful attention under this policy.

**The following questions MAY be considered by the Ministers and/or Right Relations Covenant Team:**

* Causes: Why is this disruption occurring? Is it a conflict between the individual and others in the Fellowship? Is it due to mental illness?
* 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 in the future?
* Changes to QUUF Practices: Are there changes to QUUF practices and procedures which will minimize such conflicts in the future?
* Suggested Changes to Individual Behaviors: The Minister and/or Right Relations Covenant Team may discuss with one, some or all of the participants in the dispute whether one or more of the participants should or is willing to alter their behavior in order to reduce the likelihood and intensity of any future dispute between or among the participants.

**Appeals Process**

The offending individual may appeal an expulsion decision made through a Special Fellowship Meeting (QUUF Bylaws III.6).

**Special Fellowship Meeting to Appeal Expulsion**

Procedure for Special Fellowship Meeting (SFM) to Appeal an Expulsion: The circumstances resulting in expulsion are so extreme and undesirable that a specific procedure is called for to address its appeal. That process is outlined here.

* Adult members equal to thirty percent (30%) of the QUUF membership must be present in order to have a quorum for the SFM. Proxy votes are not permitted.
* The President of the Board of Trustees, or someone he or she designates, shall serve as Facilitator for the SFM.
* The Facilitator for the SFM shall be the final authority on all procedural

matters or disputes during the SFM.

The Facilitator will open the SFM by stating to those present that 1) this appeal is a serious matter 2) they should vote based solely upon what they learn during the SFM and 3) that all dialog and discussion must be conducted respectfully and without personal attacks.

* The offending individual then shall have up to ten (10) minutes to make a presentation regarding why he or she should not be expelled from the QUUF. No one is permitted to interrupt or disrupt this presentation.
* The Ministers or the Committee then shall have up to ten (10) minutes to make a presentation regarding why the offending individual should not be readmitted to the QUUF. No one is permitted to interrupt or disrupt this presentation.
* The offending individual then shall have up to five (5) minutes to respond to what was said by the Ministers or the committee and to summarize again why they should not be expelled from the QUUF.  The members present then have up to fifteen (15) minutes to ask factual questions of either the offending individual or the Ministers/committee. Speeches, arguments and debating shall not occur during this 15-minute period and the Facilitator has the right to ask a person who is debating or arguing to either stop doing so or ask a specific factual question.
* The members present then have up to twenty (20) minutes to debate, discuss and argue the sole issue before the SFM, should this congregation reverse the expulsion of Jane Doe or John Smith from the membership of the QUUF.
* Those present can decide by a voice vote to extend any time frame listed in these rules.
* At the end of the debate there shall be a secret ballot vote on one discrete issue: “Should the expulsion of Jane Doe or John Smith from the membership of the QUUF be reversed?:
* The expulsion of the offending individual shall remain unless 2/3 plus one of those members present and voting vote "yes" on the question listed in the previous rule.
* It shall not be permissible to change the substance or content of the one discrete issue that is to be voted upon at an SFM.

#### 5. Intoxication and Impairment

* Any person who attends a QUUF event or comes to QUUF premises visibly intoxicated or indicating signs of impairment shall be asked to remove themselves from the premises. This statement shall also apply to persons who become visibly intoxicated or have indications of impairment as a result of attending an event at the QUUF premises.
* A safe ride home shall be provided to any person at QUUF premises who is or becomes visibly intoxicated or gives indications of impairment. It shall be the responsibility of the person or group hosting the event to arrange this safe ride.
* At any QUUF event where alcohol is served there shall be ample non-alcoholic beverages out of respect for adults who do not drink alcohol.
* At the conclusion of an event where alcohol was served, the remaining alcohol shall be removed from the premises.
* Any intoxicating drugs, including alcohol, served at a QUUF function shall not be served to minors.
* No one who is visibly intoxicated shall be served any more intoxicants.
* Servers have the individual responsibility to comply with this rule.
* Renters or any person supervising, managing or overseeing the servers of alcohol shall remind servers of this rule prior to the beginning of any event
* When alcohol is served at an event open to adults and minors, then rooms and buildings not used and monitored shall be locked and monitored.
* Alcoholic beverages are not served at events sponsored by the RE Committee (e.g., Harvest Celebration, Christmas Party, Mystery Pals) with the exception of the Teacher Appreciation Event.
* Illegal drugs as defined by federal and state laws are not allowed on QUUF premises. This statement is deemed to include recreational marijuana lawfully purchased by a Washington resident.

#### 6. QUUF shall be a “No Weapons” Zone:

* Any and all property or premises owned, occupied or possessed by QUUF shall be a “no weapons zone.”
* The term “weapons” is deemed to include “firearms” and “guns” as those terms are defined in Chapter 9.41 RCW. It is also deemed to include any knife that is not suitable for use as a kitchen or culinary utensil as well as any other object or item which could cause bodily injury, for example, a stun gun, taser, cudgel, O.C. spray, mace, or night stick. This text shall not be applicable to uniformed commissioned law enforcement officers acting in the course of their duty at or upon QUUF premises.
* There will be substantial signage at all entryways to the QUUF building stating this rule.
* A person attempting to bring a weapon to the QUUF premises shall be asked to return the weapon to their vehicle and take the vehicle off the premises.
* Whenever possible, it shall be the responsibility of a member of the Safety and Risk Management Committee or a staff member to enforce this policy.

#### 7. Smoking:

* Smoking, as defined below, is not allowed in any QUUF structure and is not allowed at any location on the QUUF premises.
* Smoking is defined to mean 1) traditional means of inhaling or receiving tobacco and nicotine into the human body such as cigarettes, cigars and pipes, or 2) newer means of inhaling or receiving tobacco and nicotine into the human body including, but not limited to, e-cigarettes or vaping, or 3) the consumption, ingestion or digestion into the human body of “marijuana” (“marihuana”) and “marijuana products”, as those terms are defined in state law.
* Patches and any medicine, whether prescribed or not prescribed, utilized at the QUUF premises by a person attempting to end their use of or need for nicotine and/or tobacco shall not be considered “smoking” for purposes of this policy.

## B. CONGREGATIONAL PROCEDURES

### Endowment Procedures

#### Fund Administration

1. Applications for Grants:
   1. Any Fellowship member or committee may apply for support for a particular need or project consistent with the purposes and restrictions of any endowment fund.
   2. Application should be made in time for consideration at the Committee’s next regular meeting.
   3. Applications should include the following:
      1. how the activity would benefit the Fellowship
      2. why this expense was not anticipated during the Operating Fund budget cycle, and
      3. when the funds are needed.
2. Opportunity Reserve Funds – principal and income available
   1. The All-Purpose Fund
      1. Purpose: to support the Fellowship by funding unanticipated needs or opportunities.
      2. Sources: unrestricted gifts, transfers from the Long-Term Fund or from the Fellowship’s Operating Fund.
      3. Committee Discretion: The Committee may approve individual expenditures up to and including $2,500. Any expenditures above that amount require Board Approval.
   2. Ministerial Discretionary Fund
      1. Purpose:to hold Ministerial Discretionary money that can be spent by the minister to help those in need both within our congregation and in our community.
      2. Sources: earnings from the restricted Lucile Watson Ministerial Discretionary Account and unrestricted gifts.
      3. Restrictions: the minister may expend these funds at his or her discretion.
   3. Wynn Religious Education Fund
      1. Purpose: providing assistance to the Religious Education program
      2. Source: a gift from the Wynn family as a memorial to John and Ann Wynn.
      3. Restrictions on use: the Religious Education Director may expend these funds at his or her discretion, as approved by the Committee.
      4. Fund exhaustion: If the balance of the fund falls below $100 for a period of 6 months with no expectation of further donations, the fund will be dissolved and the balance added to a fund with like purpose or, if there is none, to a fund designated by the Board.
   4. The Long-term Fund
      1. Purpose: To grow principal and provide continuing funding for the All-Purpose Fund.
      2. Sources: unrestricted gifts
      3. Restrictions on use:
         1. Fifty percent (50%) of each fiscal year’s investment gain shall be transferred to the All-Purpose Fund at the beginning of the next fiscal year. Investment gain is defined as the increase in the value of the fund between the beginning and end of the respective fiscal year, excluding deposits and withdrawals.
         2. No disbursements to the All-Purpose Fund shall be made if the Long-Term Fund balance is below $30,000 at the end of a fiscal year.
         3. Any portion of this fund may be expended to address a financial crisis threatening the survival of the Fellowship upon approval of (a) two-thirds of the Board and (b) two-thirds of the Members present at a Congregational Meeting where a quorum is present.
   5. Kathy Stevenson Fund for Youth Enrichment
      1. Purpose: to provide scholarships to QUUF youth and young adults.
      2. Sources: gift to QUUF in honor of Kathy Stevenson
      3. Restrictions on use: Recipients must be age 25 or younger. Scholarships will help pay for opportunities for QUUF youth to participate in Unitarian Universalist community building, educational, social justice, training, and leadership opportunities. A non-exclusive list of examples includes: youth conferences, regional and general UU assemblies, UU School of Social Justice, Goldmine Leadership training, UU United Nations, and Russell Lockwood Leadership School. Funds may fully or partially pay for expenses such as tuition, registration fees, materials, lodging, transportation, and meals related to the event.
      4. Account exhaustion: If the balance of the account falls below $300 for a period of 6 months with no expectation of further donations, the account may be dissolved, and the balance added to an account with like purpose or, if none, other account designated by the Board.
3. Permanent Endowment Funds – principal restricted
   1. General Endowment Fund
4. Purpose: to help secure, strengthen, and extend the long-term survival and mission of the Fellowship.
5. Sources:
   * + 1. Gifts the donor clearly intended to go into the fund.
       2. Gifts designated as restricted funds that require retention of the principal, and
       3. Upon the recommendation of the Committee, other gifts the Board designates for this fund.
6. Restrictions on use:
   * + 1. Specific donor intent as to the purpose, manner and timing of distributions prevails over all restrictions noted below.
       2. Gifts to and income from this fund shall accumulate until this fund’s value reaches $50,000.
       3. After this fund’s value reaches $50,000, the Committee and the Board, as appropriate, may approve total annual distributions that do not exceed five percent (5%) of the average fair market value of the fund since its inception or over the prior thirteen (13) quarters, whichever period is shorter.
7. Committee Discretion: A majority of the Committee may approve individual expenditures of principal and interest up to and including $2,500. Any expenditures above that amount require Board approval.
8. Any portion of this fund may be expended to address a financial crisis threatening the survival of the Fellowship upon approval of (a) two-thirds of the Board and (b) two-thirds of the Members present at a Congregational Meeting where a quorum is present.
   1. The Lucile Watson Ministerial Discretionary Fund
      1. Purpose: to provide the minister an annual source of funds to help those in need both within our congregation and in our community.
      2. Restriction: income from the fund is paid to the Ministerial Discretionary Fund. (See II, B – above).

### Reserve Funds

### Capital Reserves

**Definition**

The Capital Reserve is funded through a budget line item, other funds specifically donated to it, or as authorized by the Board (e.g., a portion of annual surplus, Fund-A-Need surplus, or a specific bequest). The funds are spent on capital items, defined as having a value of at least $1,000 and an expected useful life of at least 3 years, upon recommendation by the Finance Committee and approved by the Board.

**Health of Fund**

Ideally the fund should have a minimum balance of $10,000. It is recommended that a portion of surplus funds be transferred to the Capitol Reserve. A goal is for the Capital Reserve to be in excess of $10,000 by the year 2020 so that QUUF can fund prioritized needs without depleting the fund below the $10,000 level.

**Capital Needs Request Procedures**

**Who may make these requests?** Staff, Board members, Committee Chairs

**What is a Capital Expense?** A capital expenditure is defined by QUUF as an item that costs at least $1,000 and has an expected useful life of at least 3 years.

**How Often Should requests be made?** Each committee/department should request what they believe they will need looking five years ahead.

**When should requests be made?**

**Ideal**: A Capital Needs Request should be submitted to the Finance/Budget Committee with the annual Budget Request Form (generally solicited in November/December), so that many requests may be prioritized simultaneously.

**Other Times**: A Capital Needs Request Form may be submitted at any time, and it will be folded into the existing list of priorities.

**What must be included in a Capital Needs Request? Long range vs. short range requests:**

* Long-range requests (3-5 years out) may be conceptual with cost estimates attached.
* Immediate needs, or those anticipated to be needed in 1-2 years, must be detailed as to specific equipment and costs of labor and equipment.

**The Process**

* Capital Needs Request Forms and supporting documentation are prepared and submitted to the Treasurer.
* Treasurer brings the request and Finance Committee recommendation/comments to the Board as part of the monthly Financial Report.
* If approved as a need, the request is prioritized and the information is added to the Capital Needs Spreadsheet, maintained by the Treasurer.
* The Board may choose to make changes in priorities, if the congregation’s needs change or the situation requires more immediate attention.
* If there are sufficient funds in the Capital Reserves, the Board may vote to fund a specific request. If approved, the requestor will be alerted to the availability of funds by the Treasurer or the Congregational Administrator, and the purchase may proceed.
* As items are moved off the list, remaining items will move up in priority.

**Evaluation Criteria (these should be considered when describing the benefits of the purchase on the Capital Needs Request Form)**

What need will the purchase fill? Is the need shared by other committees, departments or groups?

Will this purchase fulfill stated goals such as our principles, Board goals, or our long-range plans?

Who will be served? Public? Congregation? What percent of the congregation?

Is the need that will be filled by the purchase currently being adequately filled?

Where does this need fit in among other priorities?

How critical is this purchase to the functioning of the committee/department?

Are other funds available (e.g., temporary fund)?

**Prioritization Guidelines –** In general, requests will be prioritized based on the degree to which they enhance a particular program, how the equipment furthers the long-range goals of the congregation, and the estimated value of the item as compared to the cost to the congregation.

### Maintenance Reserve

The Maintenance Reserve is held outside the annual operating fund to support the replacement of a fixed asset which has reached the end of its expected life span and requires replacement or repair.

The Maintenance Reserve is funded by a budget line item, specific donation or bequest, or by Board approval (e.g., a portion of an annual surplus or Fund a Need)

If funds are needed, the Finance Committee shall make a recommendation to the Board that monies from the Reserve be moved to the operating budget. With Board approval, the funds shall be transferred to the Operating Fund for disbursement.

### Operating Reserve

The Operating Reserve is held outside the annual operating fund to support the operating budget if the expected revenue flow is interrupted or if unplanned expenses occur.

The Operating Reserve is funded by a budget line item, specific donation or bequest, or by Board approval (e.g., a portion of an annual surplus or Fund a Need surplus)

If funds are needed, the Finance Committee shall make a recommendation to the Board that monies from the Reserve be moved to the operating budget. With Board approval, the funds shall be transferred to the Operating Fund for disbursement.

### Safety Procedures

### BBP (Blood-Borne Pathogens) Procedure

* When an injury or illness requires exposure to blood, vomit, or other bodily fluids, before providing care or cleaning a responder will first put on protective gloves stored in the first aid kit or the kitchen supplies.
* The following guidelines deal with containment and cleaning in events that involve blood or other bodily fluids:
* Cautiously approach all bodily fluids as if it contains contaminated blood.
* Make sure to warn others in the area before isolating the contaminated spot.
* Put on vinyl or latex gloves before covering the spill with absorbent towels.
* Apply a bleach solution (1 part bleach to 7 parts water) to the towel surface, allowing adequate contact time, approximately 20 minutes, before wiping up.
* Remove used towels and reapply clean towels and bleach solution as many times as necessary.
* Mop or wipe up the area and clean again with soap and water. After a clean-up procedure, always remove and dispose of gloves, towels and other equipment in a properly labeled hazardous waste container or bag.

Wash hands thoroughly after dealing with any type of accident. Our first-aid kits are stocked with latex gloves and a face shield for CPR. Bleach is stored in either the kitchen or by the washer and drier.

### Earthquake Plan

**What to do in case of an Earthquake:**

Some 5-6 earthquakes each year are of sufficient severity to be sensed by us.

When an earthquake occurs, it is best to stay calm as this will allow you to assess your situation and decide on your next action. The tremors may be terrifying but are not themselves dangerous.

If you are INDOORS and feel an earthquake:

* DROP under a desk or sturdy table (if such an item is available) and HOLD onto that desk or table, moving with the desk or table if it is moved by the quake.
* STAY AWAY FROM windows, file cabinets, bookcases, hanging items, mirrors, fixtures and any object that might fall during the quake.
* Continue to STAY under cover until the shaking stops.
* If you are in the Sanctuary stay put and protect your head.
* Once the shaking stops evacuate to the outside at your discretion.

If you are in a VEHICLE stay there, the vehicle will protect you.

If you are OUTDOORS on the QUUF campus:

* MOVE to the nearest parking lot.

If you are in a WHEELCHAIR:

* stay in your chair
* move to cover
* lock your wheels and,
* if possible, protect your head with your arms.

AFTER an EARTHQUAKE:

* Stay where you are, i.e., if you are indoors, stay indoors.
* Check yourself and others around you for injuries.
* Protect your feet and your head from broken glass or debris.
* Move to one of the parking lots.
* Stay away from fallen power lines.
* Contact 9-1-1 only for life-threatening emergencies.
* Designate someone to make decisions about gas lines and appliances.
* Turn off appliances as needed.
* Do not light matches, cigarettes or turn on electrical switches.
* Be prepared for aftershocks.
* Monitor reports via radio, preferably battery operated.

### Emergency Closures

The Congregational Administrator, consulting with the Minister, Sexton or Chair of the Building and Grounds Committee, may close the building and cancel all scheduled activities when an emergency arises. Examples would be power outage, extremely bad weather, high winds, sewer failure, flooding, fire, public health concerns or other catastrophic events.

When events must be cancelled, closure messages will, if feasible, be posted on the web site, the QUUF phone message, and on the doors of the facilities if possible. The Congregational Administrator will also make every effort to contact all meeting leaders so they, in turn, can notify participants.

If Sunday Services must be cancelled, then every attempt will be made to notify the congregation via a broadcast email before 8:00 a.m. on Sunday.

### Emergency Evacuation Plan & Drills

This plan must be understood by all staff, RE teachers, and ushers. It is posted electronically as part of the QUUF Emergency Plans ***and is reviewed each year by the congregation at large.***

**Evacuation**

Not all emergencies require evacuation. Fires, fire alarms, and tsunami alerts do. In an evacuation, everyone in the QUUF buildings must leave rapidly and go to the designated meeting place. Evacuation plans prepare everyone to leave the building quickly and safely. Your evacuation route depends on

1. Your position in the building,

2. The characteristics of nearby exits, and

3. The location and nature of the hazard, if known.

**Exits:** Not overloading any one exit contributes to safe evacuation. In general, leave by the closest door unless that is crowded.

**Maps** are posted throughout the building which show the location of exits as well as the most likely emergency exit routes for a specific room or area.

**Meeting Place:** The sidewalk on the corner of San Juan & 22nd Street is the designated meeting place for fires and fire drills.

**Monitors:** Staff, ushers and Safety Committee members will give directions which should be obeyed without hesitation. Their goal is to protect you from physical harm and to minimize psychological trauma. They may tell you to help someone. Their goal is to get you safely out of the building and reunited with your family.

**Children in RE:** The Sunday religious education teachers and staff will begin evacuating the RE building on hearing an alarm.

* Teachers will tell the children to remain calm, reassuring them that they are joining their parents and family.
* The teachers will usher the children through the closest exit. If an exit becomes overcrowded, hazardous, or blocked, they will escort the children through an alternate exit.
* Everyone will go directly to the sidewalk in a calm, orderly manner. To keep everyone as safe as possible, walk, do not run, to the designated meeting place.
* Teachers take attendance daily and know who is in the classroom with them at all times. They will bring attendance records with them. They will take attendance again when they gather at the corner of San Juan and 22nd before uniting the children with their parents or family. They will keep track of who is reunited and when. This will also allow them to identify anyone who may be missing which will be reported to the Fire Chief (who will be outside the building). The Fire Chief will have professionals enter and rescue.

**Congregation**

When an alarm sounds, leave the building and go to the corner of San Juan and 22nd (the corner nearest Kai Tai Lagoon and the other church), the designated meeting place.

* Parents will reunite with their children who've been in RE at the designated meeting place (the corner of San Juan and 22nd) NOT in the buildings or the memorial garden.
* No one should stop or detour to collect personal belongings or reenter church buildings to look for relatives or friends.
* Monitors (staff, ushers, safety committee members) will assure that all people on the premises leave the building. They may assist an individual personally or assign another person to help someone needing assistance.
* Those who will slow down the evacuation should wait until others are out. This may sound cruel, but it is actually safest for everyone. People tend to panic and push if an evacuation does not proceed as quickly as they expect it to.
* People with mobility issues will exit through the south door which has a sidewalk leading to the disabled parking area. From there they can easily be assisted further.
* If a monitor finds a person unwilling or unable to leave, their name and location will be reported to the fire marshal to initiate rescue.
* Ministers/staff/ushers will be the last to leave the buildings after ensuring that no one else is left in the sanctuary, restrooms, foyer, meeting rooms, or offices.

**Office and Fellowship (non-Sunday morning)**

Staff will function as Monitors. They will identify who may need assistance in evacuating the building and may delegate the task of helping to any appropriate individual. When an alarm sounds all non-Monitors will leave through the nearest door in an orderly manner and go directly to the designated meeting spot at the corner of San Juan and 22nd.

* Monitors will help assure that evacuation progresses smoothly. They will rapidly remind people to go immediately to the designated meeting spot.
* assign others to help evacuees with mobility problems.
* direct evacuees to alternate exits if an exit becomes crowded or hazardous. Monitors will make a final sweep of the RE building, the Fellowship Hall, and the new building to make sure everyone has evacuated. This includes the Loft and Den in the Fellowship Hall, the restrooms and kitchen.

**Evacuation Drills:** As prior practice improves the odds of a safe response during an emergency, drills will be staged periodically. In preparation for the drill, all known participants will be informed that the drill will occur, the plan will be reviewed with the participants, then the drill will be conducted to practice the guidance laid out in the plan.

Drill response time will be measured. After the drill, staff and Safety and Risk Management Committee members will evaluate the drill performance and, if warranted, recommend changes to the plan. Building occupants will not be able to excuse themselves from the drill. Muscle memory cuts response time. Those who are not practiced will slow the group's response and in a true emergency may increase the risk to others.

The following identifies differences between the plan and the drill which will make the drill safer for participants.

**Religious Education**

Religious educators will tell the children that this is a practice so that they will know what to expect in an emergency. They will tell the children to stay calm and that they are going to join their parents or family at their safe refuge.

**Congregation**

The Ministers will describe what is expected during an evacuation. At the beginning of the service Ministers will tell the congregation that the drill will take place at the end of the service and the expectation is for all to participate.

A pre-planned alarm will sound. Monitors will assure that all people on the premises leave the building. If someone is unwilling or unable to leave, their name and location will be reported to the drill planners.

The time between the sounding of the alarm and the clearance of the facilities will be recorded and evaluated by staff and emergency planners in a debriefing after the drill.

**Office Evacuation (non–Sunday morning)**

The evacuation will begin by informing everyone on the premises that a drill is about to be conducted. One Monitor will be assigned to clock how long it takes to clear the building from the time the alarm sounds. Monitors will help assure that evacuation progresses smoothly and that all present participate.

### Fire Alarm Drill Procedure

This procedure allows use of the fire alarm during a drill using the control box keypad. It may be used by a Safety and Risk Management or Buildings and Grounds Committee member or designee only with the explicit approval of the Ministers and the DRE prior to the drill. Call in the following order:

**1.** 1-800-681-1125 ask for “Monitoring” and explain that this is a "Quimper UUF fire drill". Receive acknowledgement from the monitor. Provide the Fire Protection, Inc. Account #:

**2.** Press the “Mode” Key

**3.** Press the keypad #’s in this order: 3 7 4 5

**4.** Press “Enter” The alarm will now sound in the QUUF buildings. After the buildings are evacuated:

**5.** Press “Silence” to stop alarm from sounding

**6.** Press “Reset” to re-arm alarm system.

The RE building children and staff will evacuate and proceed to the corner of 22nd and San Juan as it is the farthest away from the buildings without crossing a city street. They will reunite with their families here.

Everyone in the QUUF buildings, including those who are disabled, are expected to participate fully in the drill, evacuate the building by the nearest safe exit, and gather at the corner of 22nd and San Juan.

### Fire Alarm System

**In the event of an actual fire in the building:**

Evacuate the building.

Call 911 from a cell or remote landline and initiate the phone chain.

**Fire Alarm System**

QUUF's Fire Alarm system is directly connected to the Fire Protection, Inc. (FPI) via a dedicated phone link and will summon the Port Townsend Fire Department (PTFD) automatically.

**Alarm**:

The fire alarm can be triggered in two different ways.

**A.** A smoke alarm is set off by airborne particulates (smoke) and/or heat. The alarm will sound. The smoke alarm cannot trigger the sprinkler system which functions independently.

**B.** The sprinkler system is activated by heat in a particular area. The heat causes the metal trigger to melt releasing the water flow only at that particular sprinkler head. A sensor at the (22nd) street water pipe detects the water flow and triggers the alarm. Alarm Results: The alarm automatically sends a message to FPI via dedicated phone line. FPI then does two things:

**A.**  Calls the PTFD (385-2626 or 911). The fire department responds bringing their people and equipment to QUUF.

**B.** Calls the people on our call list until they connect with someone. They notify that person that the alarm is sounding. In the event that nobody is available the fire department still proceeds to clear the building and extinguish the fire. The call list is as follows:

* Congregational Administrator
* Sexton
* Director of Family Ministry

Port Townsend Fire Department (PTFD) Response: When the PTFD arrives they will gain access to the building either by meeting one of the call list people at the door or by using the key in the “Knox Box” located outside the exterior door to the Den. This box has keys to all the building’s locks allowing the fire department entry without need to destroy doors. Only the PTFD and the Congregational Administrator have keys to this box. In the event of a false alarm the PTFD will turn off and reset the alarm after clearing the buildings. The PTFD does not have a false alarm fine at this time. They do, however, have a procedure to deal with multiple false alarms that involves a nuisance report to the police.

**Stopping False or Unnecessary Response:**

When we intend to make lots of dust/airborne particulate matter that could set off the smoke detectors, call FPI (1-800-681-1125) beforehand and ask them to put the alarm on standby for a specific length of time and not respond to any signals during that time frame.

**A.** If an unintentional and unnecessary alarm is activated, call FPI (1800-681-1125) to inform them.

**B.** The shutoff valves for the sprinkler system (one for each, new and old buildings) are located in the janitor’s closet in the new building. There is a locked chain connecting the two valves to make the system tamper proof. The key is located in the room and is readily available should the system need to be shut off.

### Lock-Up Procedure

Lock-Up Instructions for Last Person back. Determine if you are last out by checking calendar and looking around the facility.

**Doors**

* ADA door (need to show you how to lock and unlock).
* Sanctuary door to courtyard.
* Office doors.
* Double foyer doors to courtyard. (These need to be pulled closed to lock. Then pushed on to be sure they are latched. If you go out these doors, lock, but then test once you are outside to be sure they are latched.)
* Door at end of restroom hall (off the foyer).
* Kitchen door-lock should be horizontal.
* FH door to courtyard.
* Den door.
* RE door to breezeway AND two end doors to play yard.
* Fellowship Lobby Door (If the RE building is already locked you can lock the FH door from the inside and go out the den door which will lock behind you.)
* Fellowship Hall & Sanctuary/foyer doors are automatic.

**Windows Locked**

* RE – all rooms.
* Den, Fellowship Hall, Foyer, sanctuary (lower north side).
* FH and RE bathroom windows.

**Lights/Fans**

* All Lights out except:
* Turn on outside light by ADA door.
* Turn on outside lights to courtyard (on north side of sanctuary).
* Be sure sanctuary dimmer switch is fully off (clicked).
* Be sure sanctuary fans are off – push power switch near sanctuary light switches.
* Bathroom lights and fans.

Loft, Den, Lobby, RE building thermostats should be turned down to 55; you don’t need to check rooms you haven’t been in, but always check the Den.

**Quick Check starting from south**:

* Foyer ADA Door locked.
* ADA door outside light on.
* Sanctuary windows closed & locked.
* Sanctuary courtyard door closed.
* Sanctuary lights and fan off (circle knob is clicked off).
* Office Doors locked.
* Foyer double patio doors locked (be sure they are latched).
* Patio outside lights on.
* Foyer windows by big painting closed & locked.
* Foyer restroom hall door closed & locked; Foyer Hall light off.
* Foyer restrooms lights & fans off, windows closed.
* Foyer lights off.
* Kitchen door locked & lights off (lock is horizontal) STOVES ALL OFF!!!
* FH door to courtyard locked.
* FH lights off, windows closed.
* Den lights off, heat to 55, windows closed & locked, outside door secure.
* Loft lights off and heat to 55.
* Lobby bathrooms windows closed & locked, lights off.
* Lobby door locked.
* RE lights off, windows closed & locked, heat to 55.
* RE bathroom windows closed & locked, lights & fans off.
* RE doors locked (back and front).

Revised September 2013

### Tsunami Plan

Tsunami event will have two stages, a “Watch” during which a Tsunami may be generated and a “Warning” meaning a Tsunami has been generated. The QUUF property is about 40 feet above sea level and thus vulnerable to being negatively impacted by a Tsunami.

During the Watch:

* Remain informed via NOAA and/or local TV and radio stations
* Decide the location of the higher ground you will evacuate to.
  + That refuge might be the higher floor of a reinforced building

If at QUUF during a Tsunami Watch, you will be directed to walk up 22nd or 24th Street to the cemetery on the other side (west) of Discovery.

During the Warning:

* Assume that all events at QUUF have been cancelled and the building evacuated.
* Evacuate to your higher ground of choice.
  + If you are present at the QUUF grounds during the warning.
  + Move west up (away from San Juan) either 22nd or 24th Streets.
* If children are in the RE building at the time of tsunami, then teachers and staff will move the children west on 24th to the cemetery.
* Remain informed via NOAA and/or local TV and radio stations.

### Safe Start Plan (adopted October 21, 2020)

In accordance with Washington’s COVID-19 Safe Start Program, QUUF adopts this COVID-19 exposure control, mitigation, and recovery plan for its indoor and outdoor locations.

The plans outlined below include specific requirements for each location as follows:

Outdoors

• Parking lots

• Columbarium

• Playground

• Sheds and outdoor storage area

• Grounds

RE Building

• Classroom 1

• Classroom 2

• Classroom 3

• Classroom 4

• Merged classroom 3 and 4

• Classroom 5

• Restrooms

Main Building

• Sanctuary

• Foyer

• Offices

• West restrooms

• Kitchen

• Fellowship Hall

• Den

• RE office

• North restrooms

**Phase 1**

During periods when Jefferson County is in Phase 1, all QUUF facilities are closed to the public. Entrances will be posted with closure notices.

All staff and volunteers are encouraged to work from home to the extent possible. No meetings may be held at any QUUF location.

Specific location plans:

Outdoors

• Parking lots: Closed to public; open to staff and volunteers required to be on premises

• Columbarium: Open; limited to 2 people at a time; masks and appropriate distancing required

• Playground: Closed

• Sheds and outdoor storage area: open only to staff

• Grounds: Closed

RE Building

• Classroom 1: Closed

• Classroom 2: Closed

• Classroom 3: Closed

• Classroom 4: Closed

• Merged classroom 3 and 4: Closed

• Classroom 5: Closed

• Restrooms: Closed

Main Building

• Sanctuary: open only to staff and volunteers required to be present for recording of service.

• Foyer: open only to staff and volunteers required to be present for recording of service. COVID-19 safety information and requirements must be posted.

• Offices: open only to staff and volunteers required to be present for recording of service.

• Main restrooms: open only to staff and volunteers required to be present for recording of service. Adequate soap and alcohol-based hand sanitizers must be available in each restroom opened for use.

• Kitchen: Closed

• Fellowship Hall: Closed

• Den: Closed

• RE office: open only to RE staff required to be present for recording of service.

• North restrooms: Closed

Staff and volunteers who must be on the premises must wear face masks and keep social distance when recording services. Staff and volunteers may remove masks only when actually being recorded for the service and maintaining social distance. No choirs may perform during the service. Office use is only allowed when there are at least six feet of space between workstations, or there are physical barriers between them.

After any use of the facility during Phase 1, all high-touch surfaces must be cleaned and disinfected after each use – including personal workstations, mirrors, chairs, headrests and armrests, doorknobs, handrails, restrooms and breakrooms – using soapy water followed by appropriate disinfectants. Tissues must be available in each room used. All staff and volunteers using the facility must self-screen for signs and symptoms of COVID-19 before arriving.

QUUF will provide Personal Protection Equipment (PPE) – masks, gloves and other materials as required – for all staff whose presence is required at the facility at any time. All staff are required to use PPE as appropriate or required for the activity being performed. Staff will establish a housekeeping schedule that includes frequent cleaning and sanitizing with a particular emphasis on commonly touched surfaces.

**Phase 2**

During periods when Jefferson County is in Phase 2, all QUUF facilities are closed to the public. Entrances will be posted with closure notices.

All staff and volunteers are encouraged to work from home to the extent possible. No meetings may be held at any QUUF location.

Specific location plans:

Outdoors

• Parking lots:

o Open to staff and volunteers required to be on premises.

o Open for special events such as outdoor book sale provided that (a) access to the parking lot is limited to ensure adequate social distancing; customers are required to wear masks and maintain 6 feet of distance; volunteers wear gloves and masks; plastic barrier is provided at cashier spot; building remains closed to the public.

o A log of all participants must be kept and delivered to the office after the event.

o Open for outside worship services provided participants are masked and maintain adequate social distancing.

o Ingress and egress for vehicles must not be blocked.

• Columbarium: Open; limited to 2 people at a time; masks and appropriate distancing required.

• Playground: Closed

• Sheds and outdoor storage area: open only to staff

• Grounds, which includes parking lots: Gatherings of up to 5 people are allowed; all users must be masked and maintain appropriate distancing.

• For any location: The ability to “contact trace” after the gathering has occurred must be possible should the need arise.

• For each gathering there must be a “location-specific COVID-19 supervisor,” who is responsible for assuring compliance with these rules and contact tracing if needed. This should be the facilitator or leader of the group that is gathering. (This title and this job description come from the Governor’s Safe Start documentation.)

RE Building

• Classroom 1: Closed

• Classroom 2: Closed

• Classroom 3: Closed

• Classroom 4: Closed

• Merged classroom 3 and 4: Closed

• Classroom 5: Closed

• Restrooms: Closed

Main Building

• Sanctuary: open only to staff and volunteers required to be present for recording of service.

• Foyer: open only to staff and volunteers required to be present for recording of service. COVID-19 safety information and requirements must be posted.

• Offices: open only to staff and volunteers required to be present for recording of service.

• Main restrooms: open only to staff and volunteers required to be present for recording of service or for special outdoor events authorized by the minister. Adequate soap and alcohol-based hand sanitizers must be available in each restroom opened for use. Restrooms will be cleaned after any special event usage.

• Kitchen: Closed

• Fellowship Hall: Closed

• Den: Closed

• RE office: open only to RE staff

• North restrooms: Closed

Staff and volunteers who must be on the premises must wear face masks and keep social distance when recording services. Staff and volunteers may remove masks only when actually being recorded for the service and maintaining social distance. No choirs may perform during the service. Office use is only allowed when there are at least six feet of space between workstations, or there are physical barriers between them.

Someone present at the campus must serve as the “location-specific COVID-19 supervisor.”

After any use of the facility during Phase 2, all high-touch surfaces must be cleaned and disinfected after each use – including personal work stations, mirrors, chairs, headrests and armrests, doorknobs, handrails, restrooms and breakrooms – using soapy water followed by appropriate disinfectants. Tissues must be available in each room used.

All staff and volunteers using the facility must self-screen for signs and symptoms of COVID-19 before arriving.

QUUF will provide Personal Protection Equipment (PPE) – masks, gloves and other materials as required – for all staff whose presence is required at the facility at any time. All staff are required to use PPE as appropriate or required for the activity being performed. Staff will establish a housekeeping schedule that includes frequent cleaning and sanitizing with a particular emphasis on commonly touched surfaces.

**Phase 3**

During periods when Jefferson County is in Phase 3, all QUUF facilities may be opened to the public with specific requirements for usage as listed below. All usage of facilities is subject to the following basic requirements:

*• No facilities may be opened to the public until the QUUF Board has secured funding for, and QUUF staff has hired, a Part-Time Janitor to perform additional cleaning and sanitizing processes as required by the State of Washington.*

• No event may exceed 10 persons at any time except for authorized worship services of no more than 50 persons.

• For each gathering (indoors or outdoors) there must be a “location-specific COVID-19 supervisor,” who is responsible for assuring compliance with these rules and contact tracing if needed. This should be the facilitator or leader of the group that is gathering.

• Three locations may be scheduled, once each day (Monday through Thursday) as follows:

o Sanctuary, with foyer and main restrooms

o Fellowship Hall, with north restrooms

o RE Classrooms, combined classroom 3 and 4, with RE restrooms

• No location may be reused after scheduled use until a full cleaning and sanitization is completed

• All participants in any use must wear masks and maintain social distancing

• No choirs or singing may be allowed

• A log of attendees at each event must be kept and delivered to the office after the use.

• Each entrance will be posted with Phase 3 requirements

Specific location plans:

Outdoors

• Parking lots:

o Open to staff and volunteers required to be on premises.

o Open for special events such as outdoor book sale provided that access to the parking lot is limited to ensure adequate social distancing; customers are required to wear masks and maintain 6 feet of distance; volunteers wear gloves and masks; plastic barrier is provided at cashier spot; building remains closed to the public.

o Open for outside worship services provided participants are masked and maintain adequate social distancing.

o Ingress and egress for vehicles must not be blocked.

• Columbarium: Open; limited to 2 people at a time; masks and appropriate distancing required.

• Playground: Open; limited to 5 people at a time; all users must be masked and maintain appropriate distancing.

• Sheds and outdoor storage area: open only to staff.

• Grounds, including parking lots: Gatherings of up to 5 people are allowed; all users must be masked and maintain appropriate distancing.

RE Building

• Classroom 1: Closed

• Classroom 2: Closed

• Classroom 3: Closed

• Classroom 4: Closed

• Merged classroom 3 and 4: Open to gatherings of no more than 10 people; all users must be masked and maintain appropriate distancing; room must be configured to ensure distancing.

• Classroom 5: Closed

• Restrooms: Open for use during use of the merged classroom

• No reuse after scheduled use until a full cleaning and sanitization is completed

Main Building

• Event usage:

o Sanctuary, Foyer and Main Restrooms may be scheduled once each day for events for up to 10 persons (except for days scheduled for recording of Sunday service), or for worship services of no more than 50 people.

* Access is through South or East doors to the Foyer. No access through Fellowship Hall.
* Sanctuary:

• Open for worship services of no more than 50 people; space must be configured to ensure social distancing. All users must wear masks and keep distancing; no choir singing is allowed. Access must be controlled with access through the three glass doors that lead into the foyer. Each family unit must complete a preprinted index card indicating they don’t (1) have a fever; (2) have symptoms; and (3) haven’t been in contact with someone with COVID-19, and must include name(s) and contact numbers for each person attending. Each attendee must wash hands with soap and water or use alcohol-based disinfectant. Staff will use index cards to develop log of attendees at each service and delivered to the office after the service.

• Open for other events of up to 10 people; space must be configured to ensure social distancing. All users must wear masks and keep distancing; no choir singing is allowed. A log of attendees at each event must be kept and delivered to the office after the use.

* Foyer: Open for access to sanctuary
* Main restrooms: open for participants. Adequate soap and alcohol-based hand sanitizers must be available in each restroom opened for use. During worship services, staff must disinfect each restroom after each use.
* Fellowship Hall doors to remain closed. Kitchen is off-limits.
* No reuse after scheduled use until a full cleaning and sanitization is completed.

o Fellowship Hall and North Restrooms may be scheduled once each day for events for up to 10 persons

* Access is through North doors to the Fellowship Hall. No access through Foyer.
* Fellowship Hall: open for events of up to 10 people; space must be configured to ensure social distancing. All users must wear masks and keep distancing.
* North restrooms: open for participants. Adequate soap and alcohol-based hand sanitizers must be available in each restroom opened for use.
* A log of attendees at each event must be kept and delivered to the office after the use.
* Fellowship Hall doors to remain closed. Kitchen is off-limits.
* No reuse after scheduled use until a full cleaning and sanitization is completed.

• Other than event usage:

* Sanctuary: open only to staff and volunteers required to be present for recording of service
* Foyer: open only to staff and volunteers required to be present for recording of service. COVID-19 safety information and requirements must be posted
* Main restrooms: open only to staff and volunteers required to be present for recording of service. Adequate soap and alcohol-based hand sanitizers must be available in each restroom opened for use.
* Offices: open only to staff and volunteers; masks and appropriate social distance required. All high-touch surfaces must be cleaned and disinfected daily.
* Fellowship Hall: closed
* North restrooms: closed

• No reuse after scheduled use until a full cleaning and sanitization is completed.

• Kitchen: Closed

• Den: Closed

• RE office: open only to RE staff

Staff and volunteers who must be on the premises must wear face masks and keep social distance when recording services. Staff and volunteers may remove masks only when actually being recorded for the service and maintaining social distance. No choirs may perform during the service. Office use is only allowed when there are at least six feet of space between workstations, or there are physical barriers between them.

After any use of the facility during Phase 3, all high-touch surfaces must be cleaned and disinfected after each use – including personal work stations, mirrors, chairs, headrests and armrests, doorknobs, handrails, restrooms and breakrooms – using soapy water followed by appropriate disinfectants. Tissues must be available in each room used.

All staff and volunteers using the facility must self-screen for signs and symptoms of COVID-19 before arriving.

QUUF will provide Personal Protection Equipment (PPE) – masks, gloves and other materials as required – for all staff whose presence is required at the facility at any time. All staff are required to use PPE as appropriate or required for the activity being performed. Staff will establish a housekeeping schedule that includes frequent cleaning and sanitizing with a particular emphasis on commonly touched surfaces.

**Phase 4**

All facilities will be open.

To the extent such rules and regulations remain in effect while Jefferson County is in Phase 4, any health or safety rules promulgated by a Governor’s proclamation, the State Department of Health or Jefferson County’s Health Officer must be complied with.

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# PART IV. Location of Documents and Materials Which Describe or Support the Fellowship

A. Documents Pertaining to the Legal Existence of the Fellowship

* [Bylaws](http://www.quuf.org/uploads/OpsManual/bylaws.pdf) (orig. on office computer and on website)
* Determination of tax-exempt status (orig. with Treasurer)
* Warranty Deed to property (orig. with Treasurer)

B. Other Documents

* Insurance papers (fire, liability) (copies in office, orig. with Treasurer)
* Job Descriptions and contracts (in office)
* Rental agreement (in office)
* Service contracts (in office)
* Checking account (location, number, signatories)
* Savings account (location, number, signatories)

# PART V. Historical Documents no longer in use

**Building Design Committee**

Purpose: To explore expansion options in the existing space and on our vacant lot next door, investigate, evaluate and hire, subject to congregational approval, an available architect, collect congregational input, investigate relevant municipal regulations/restrictions, make recommendations to the congregation including possible expansion of the existing RE and/or sanctuary building, design of new building on adjacent lot, parking, gardens, outdoor play space.

Membership: The committee shall consist of a chairperson appointed in a manner consistent with Bylaws Articles VII, Section 1(a) and Article VIII, Section 1(b).

Responsibilities:

Keep the congregation involved, communicating in all various ways--written, verbal, etc., including the submission of progress reports in winter and spring.

Exercise due diligence in researching various architects, getting cost estimates/sketches/availability, etc.

Meet/speak with other congregations, UUA, Pacific Northwest District or other groups that have gone through this process to benefit from their learned wisdom.

Learn municipal regulations that will impact building location, parking, size, etc.

Develop cost estimates (price per square foot to build, etc.).

Collaborate with Long Range Planning and Capital Campaign committees to ensure Building Options knows what the congregation wants and what is realistic financially.

If appropriate hire an architect, subject to congregational approval.

Create a building options project plan that may include choices for growth, hopefully ready for a preliminary Project Commitment vote by the congregation at the June 2006 Annual Meeting.

**Building Steering Committee**

Purpose: Created by the Board to guide and coordinate the ongoing building project through to completion.

Membership: The committee shall consist of a chairperson appointed in a manner consistent with Bylaws Articles VII, Section 1(a) and Article VIII, Section 1(b).

Responsibilities:

To facilitate the work of other committees involved with the expansion project.

To coordinate between these committees.

To maintain a building expansion timeline.

To help process decisions needed for our project, and send information to the Board.

To oversee communication with and education of the Congregation around expansion.

To connect with the broader mission of the church during the expansion project.

To oversee the process needed for a healthy building project.

To formulate the Program Document, to guide architectural design work.

To keep the Congregation informed about the building project.

To maintain adequate opportunities for Congregational input to the building design process.

**Caring Congregation Statement**

Mission Statement. Our mission is to become a Caring Congregation by being more intentionally inclusive and supportive toward people with mental health issues/brain disorders and their families. While practicing four of our seven Unitarian Universalist principles...

“The inherent worth and dignity of every person”

“Justice, equity and compassion in human relations”

“Acceptance of one another and encouragement to spiritual growth in our congregations”

“A free and responsible search for truth and meaning”

We seek to:

Recognize and respond with compassion and support to the presence of people with mental health issues/brain disorders and their families within our congregation.

Recognize the need to educate congregants in order to reduce prejudice and to increase both the understanding and acceptance of people with mental health issues/brain disorders within the congregation and society.

Recognize and develop specific strategies to be more intentionally inclusive and supportive toward all people with mental health issues/brain disorders and their families.

Recognize the importance of honoring the spiritual component of persons with mental health issues/brain disorders and encourage their desire to spiritually grow within a safe congregational environment.

**Newsletter Policy**

QUUF Newsletter Policy February 2008 Approved 2/13/08

The responsibility for the editorial policies and practices of the QUUF Newsletter rests with the Board of Trustees. The volunteer Newsletter Editor is responsible for the implementing Board policy in the content and layout of the newsletter, and for electronic transmittal of the newsletter. The Office Administrator is responsible for printing and mailing hard copies of the newsletter, and for maintaining the database of newsletter recipients. (See Job Descriptions contained in the QUUF Operations Manual).

Frequency: The QUUF newsletter is published 11 times per year; monthly from September through June, and once during the summer (the July/August issue).

Function: The primary function of the QUUF Newsletter is to inform the congregation of church

programs and activities.

Priorities: Space and emphasis will be allocated according to the following priorities:

1. Information about Sunday Services;

2. Communications from the minister;

3. Information about religious education programs and classes for people of all ages;

4. Information about all-church functions, e.g. annual stewardship dinner, congregational meetings;

5. Communications from the Board, staff and church committees;

6. News of church members/friends; brief announcements of members’ special needs;

7. District and denominational news;

8. As space permits, community news and announcements of activities of organizations of particular

interest to the congregation;

9. As space permits, a small section of classified advertisements from members/friends.

Deadline: All newsletter items must be received by the Newsletter editor by the end of the day on the 22nd of the month prior to the newsletter publication month. Every effort will be made to distribute the newsletter prior to the first of each month.

Delivery: Our number one goal is to produce and deliver a newsletter that is read! While we encourage members and friends to receive the newsletter via email, those who are more likely to read it on paper should continue to receive a hard copy in the mail.

Special Considerations for Electronic Publishing: Because the newsletter is included on QUUF’s website, it is available worldwide. Here are some guidelines to consider when including private information in the newsletter:

No last names of minors should be published;

Phone numbers, addresses and email addresses of Board members, committee chairs or other

congregation contact people should only be included with their permission. (Submission of an article with the writer’s name included in its text will be considered as having granted permission for publication.)

Personal news or information of interest solely to the congregation (such as Joys and Sorrows)

should not be included in the newsletter without permission of those involved in the story.

Length: In order to keep our postage costs predictable, to minimize the unnecessary use of paper, and to keep the newsletter consistent from month to month, every effort will be made to keep the newsletter 10 pages in length; and Lay-out in 12-point font size for readability.

In order to accomplish this, word count limits must be utilized, as follows (actual page placement is subject to change):

Page 1: Sunday Services: 350-400 words

In This Issue (Table of Contents)

At A Glance (calendar of special church event dates)

Page 2: Minister’s Column: 350-400 words

Staff and Board Contact Information

Page 4: Religious Education: full page 500-600 words

Full Page: Abbreviated Seasonal ALPS Class listing (2-3 times per year), 500-600 words.

Other Pages: A typical monthly committee report is one quarter page (150-170 words). Items such as

Growth News, Messages from the Board, Designated Offering are typically one half page

(250-300 words)

Each page has room for four quarter page articles at 150-170 words, or two half-page 300

words. Do not write more than 300 words. Newsletter editor also fits into these pages short

announcements and scheduling blurbs.

Page 10: Bulletin Board Ads (space permitting) not to exceed 50 words.

Guidelines for Writers: Short, succinct articles are more likely to be read in their entirety. Because we have to place limits on length, we suggest writing the absolutely essential information in the newsletter article, and enabling readers to obtain more information by:

Including a contact person’s name, phone number, email address in the article; and

Letting readers know that additional information is available on the QUUF website and/or on

paper in the back of the sanctuary.

In this way, we will be able to inform our congregation of as many events as possible, while only

providing full information to those who wish to receive it.

Editing: The Newsletter Editor must make the articles fit into the 10-page format “like puzzle pieces.”

Therefore, the Newsletter Editor is granted the right to edit material that is too long or that contains incorrect grammar or spelling, and to refuse material that is not appropriate. Every effort will be made to be inclusive of as much copy as possible, while using the priorities listed above as a guide. Editing will be done in a manner which retains the essential information and the spirit of the original text – or – the Newsletter Editor may send the text back to the writer indicating a maximum word count for inclusion

into that issue of the newsletter.

Inserts/Additions to the Newsletter: Inserts (for example, registration for a workshop or retreat) may be included in newsletters. Each committee will be responsible for printing its own copies, and delivering them:

a) to the Newsletter Editor in electronic format to be included as a separate attachment with the

emailing of the newsletter; and

b) to the Office Administrator in sufficient quantities to include in all hard copies of the newsletter for that month.

It is understood that there may be extra cost for the additional weight of the insert. Every effort should be made to keep inserts as short as possible, or to edit text for inclusion in the actual newsletter so that the insert is not necessary.

Questions or problems may be addressed to the Newsletter Editor, the Board Liaison to the Newsletter, or the minister.

**Religious Education Covenant**

**Religious Education Covenant of the Quimper Unitarian Universalist Fellowship:**

The mission of the Quimper Unitarian Universalist Fellowship Religious Education program is to provide an environment that nurtures spiritual growth and opportunities for religious discovery through teaching and modeling our seven Unitarian Universalist Principles.   
The members of QUUF share a vision of a vibrant, innovative RE program that enriches the life of the congregation and the larger community.

Through broad congregational commitment and involvement, we aim to give our children and youth:

* A sense of belonging.
* The freedom to explore and embrace their own beliefs.
* The experience of making a difference in the world.

We covenant to support a continually growing religious education program through shared commitment and responsibility. We commit to provide:

* Individuals representing the diversity of our fellowship to teach, volunteer and mentor.
* Appropriate space for classrooms all on one campus, an outdoor play area, an expanded library to include teacher resources, and office space.
* Financial resources for staff support, opportunities for professional development, curriculum and supplies.

We covenant to support our Director of Religious Education by:

* Recognizing our won responsibility as parents, teachers and members of the congregation to share in the religious education of our children and youth.
* Committing to a professional salary, benefit package and working environment.
* Providing time and resources for professional development and networking.
* Fostering clear communication and providing feedback.
* Creating opportunities for flexibility, family time and self-renewal.

This covenant approved by the congregation in February 2002.

**Rental Committee**

Purpose: To promote and organize the rental of QUUF's building facilities.

Membership: The committee shall consist of a chairperson appointed in a manner consistent with Bylaws Articles VII, Section 1(a) and Article VIII, Section 1(b).

Responsibilities:

Show the building to prospective renters, and explain the parameters and fees involved in using the facility.

Work with renters to fill out paperwork and provide proof of insurance.

Make sure renters can enter building and arrange to lock up and inspect when they are done.

Work with local media and visitor centers to make information about building rental available to groups.

Work with Treasurer and Board to discuss long-term rentals which may have a positive impact on QUUF's finances.