



**Emerson**

Unitarian Universalist Congregation  
2799 Holly Springs Road • Marietta, GA 30062-6631  
770-578-1533

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# **EUUC POLICIES & PROCEDURES MANUAL**

## **1. BOARD OF TRUSTEES**

- 1.1. The Board will review the congregation's mission, vision, and covenant at least every 5 years beginning in 2008. (10)
- 1.2. The Board of Trustees (BOT) Secretary henceforth will give to the Office Administrator any policy issues passed by the BOT including the month and year approved, for addition to the Policy Handbook. (10)
- 1.3. The BOT will meet in Executive session for the purposes of discussion of sensitive issues (i.e. personnel issues), meaning that staff and guests who attend BOT meetings would be asked to exit briefly during such times. (10)
- 1.4. The Board Secretary will prepare and send a Board Brief following each regular Board meeting to be displayed in the Members Section of the Emerson website. (05)
- 1.5. The BOT will hold an annual retreat each summer. (05)
- 1.6. The BOT will approve the annual schedule of fund raising activities. (05)
- 1.7. The Board Treasurer will prepare a financial update quarterly for display in the Members Section of the Emerson website. (06)
- 1.8. The BOT will initiate audits and complete the recommendations of the Audit Committee as deemed necessary. (10)
- 1.9. The immediate Past President of the congregation will be invited to be an ex-officio member of the BOT for one year. (10)
- 1.10. The Past President(s) will be invited to serve on the Long Range Planning Committee. (10)
- 1.11. The President, VP, and minister will set the consent agenda for the BOT meetings. The norms and criteria for including items on the consent agenda include: (10)
  - 1.11.1. Likelihood of the vote to be unanimous in favor of the item.
  - 1.11.2. BOT action is required; debate or discussion is not.
  - 1.11.3. Agreement that endorsement of an item may be expressed to move a process forward, without implying total support of all details.
  - 1.11.4. That the item is appropriate for a decision rather than taking votes whenever possible.
- 1.12. The Board Secretary will read the exact wording of any motions before the vote on the motion is taken. (02)
- 1.13. When determining delegates for attending UU General Assembly, the priority order will be: 1) President, 2) Board Member, 3) Committee Chair, 4) A member in good standing who has not attended previously. If monies are available, they will be awarded in the same prioritized order. (10)

## **2. BUILDING AND BUILDING USE**

- 2.1. Additions and placement of furnishings in the Sanctuary (e.g. Window treatments, bulletin boards, art objects, and furniture) must be approved by the current Aesthetics Chair before being installed or placed. (06)

2.2 **FACILITIES** (Kitchen): The kitchen should be left in good order after each use; trash is to be placed in the outside container; belongings should be labeled; food not labeled and dated will be thrown out by Sunday each week, with the understanding that the building custodian will remove leftovers after that time. A sign with adopted policies should be placed in the kitchen and on the refrigerator. (10)

## 2.3 **BUILDING USE**

- 2.3.1 Church groups and Committees have priority on unscheduled building use. (10)
- 2.3.2 All outside parties will pay regular fees for building use, unless otherwise approved by the Board. (10)
- 2.3.3 Written agreements with all regular users of the church are to be developed by the office and approved by the Board. (10)
- 2.3.4 Individuals or groups who are not members of the church shall be asked to make a donation for the facility in accordance with the current fee schedule and must make a request in writing. (10)
- 2.3.5 No donation shall be asked of church members who use the sanctuary for church functions or for traditional rites of passage (e.g., weddings, child dedications, memorial services). Further no donation shall be asked of church committees who use the facilities for church functions.
- 2.3.6 The usual donation will be expected from any member (or staff person) who wants to reserve the facility for other personal use unless waived by the BOT. (10)
- 2.3.7 When individual church members or committees want to sponsor any non-profit non-church group and use church facilities, approved facility use will be offered at a 25% discount when there is no charge for the event. When individual church members or committees want to sponsor an event featuring a for-profit group or an event that involves fees (e.g., a concert), such event must be pre-approved by the BOT. Unless otherwise approved, usual fees will apply. (10)
- 2.3.8 Upon availability, church facilities may be used by a member in good standing (i.e., current with pledge) for purposes of teaching classes or holding events that are in line with our purposes, principles, and serve to strengthen our Beloved Community. In lieu of the normal rental rates, the cost will be reduced to 25% of the gross proceeds earned by the member from the class or event. (10)
- 2.3.9 Any contract involving performers or speakers that guarantees set fees must be signed by both the church member organizing the event and an officer of the BOT. (10)
- 2.3.10 All facility users will have stated purposes in accordance with the principles and purposes of the UUA. (10)
- 2.3.11 Organizations wishing to use the church facilities on a continuing contractual basis may negotiate a special agreement. A proposal shall be submitted to and acted on by the BOT. Proposals shall include names, addresses, phone numbers of the principals, a schedule of use and specific terms of payment. (10)
- 2.3.12 The BOT reserves the right to refuse requests for facility use. (10)
- 2.3.13 Church owned equipment use is limited to church organizations and must be used on church property (10)
- 2.3.14 The minister may waive or reduce building use fees for special circumstance rites of passage (such as a memorial service for an out-of-town UU) as necessary. The minister's fees will be set in accordance with UUMA guidelines and are in addition to the building use fees. The Director of Music's fees will be set in accordance with UUMN and union guidelines and are in addition to the building use fees. (10)

### **3. COMMITTEES**

- 3.1. Committees should have two co-chairs on a rotating two-year term. (10)
- 3.2. Committees should maintain a committee notebook to be passed on (to the next year's co-chairs).
- 3.3. Committees should review their mission, goals, and objectives annually. (10)
- 3.4. Committee co-chairs are expected to attend all Council meetings (or otherwise be represented at Council). (10)
- 3.5. In the event that a Committee, individual or group wishes to raise funds, such fundraising must adhere to the church's Fundraising Guidelines. (10)
- 3.6. While the church welcomes participation by non-member friends of the church in church activities and committees, committee leadership and decisions about commitment of church resources and development of policies should be made by church members only. (10)
- 3.7. The Communications Committee oversees the newsletter, website, and email and other communications policies. (01)
- 3.8. With the exception of the Leadership Development Committee and the Committee on Ministry (if in existence), all committee meetings are open to all and should be on the Church calendar (10)

### **4. SECTION 4 – FINANCE**

- 4.1 The Finance Committee develops a budget through an iterative process as the Stewardship Campaign results become known. Finance recommends a budget for The Board's acceptance. The Board may make revisions to this recommended budget.
- 4.2 All Committees are funded through the annual budget process. Fundraising is not intended to fund a Committee's budget.
- 4.3 For all events that charge admission or sell products, food, or services, all net proceeds will go to Emerson. An event may also have an additional designated beneficiary. The event's promoters should designate whether the event should be considered a fund raiser or a social event.
- 4.4 With approval from the Finance Committee, the elected Treasurer may appoint a Receiving Treasurer, a Dispersing Treasurer, and an Ombudsman. The Receiving Treasurer will gather, deposit and record all money receipts and prepare bank deposits. The Dispersing Treasurer will write checks on the general funds as needed. The Ombudsman will monitor pledges, speak to new members and people who fall behind, and work with the Treasurer and Office Administrator to provide year end statements. The Ombudsman can also act as advocate for those members with financial difficulties. The elected Treasurer will write checks for the capital accounts unless a separate Treasurer has been named to handle the capital accounts.
- 4.5 Special Gifts are not in lieu of stewardship pledges. Members are encouraged to fulfill their pledge before making special contributions. Members and friends may make special cash gifts, for example, in memory of individuals or in honor of special life events. While donors are encouraged to allow the Board of Trustees to allocate funds, Special Gifts may be designated for any of the restricted funds including (but not limited to) RE, Music, MUST, the Minister's Discretionary Fund, a Capital Fund, and other specific income lines. The Board of Trustees will make the decision on all gifts in excess of \$250.

- 4.6 With input from the Faith in Action Committee, the Board shall approve local charity recipients funded by offerings known as Share The Basket. These offerings may occur quarterly or at other intervals.
- 4.7 Emerson supports The Mountain and other UUA retreats and encourages its members and friends to attend retreats or programs there. Emerson does not however donate funds directly to The Mountain. Any funds from Emerson that are intended to go to The Mountain or other retreats will be used as scholarships for children or families participating in programs at The Mountain.
- 4.8 All money donated or paid to EUUC which is collected by an EUUC Committee, employee, member, or agent is to be counted and turned in to the Emerson Receiving Treasurer by the end of the day on which it was collected when practical and by the Sunday following at the latest.
- 4.9 All requests for checks or money require a complete Expense Authorization Form. The Form must be signed by the person responsible for the budget line or appropriate paid staff or officer. All paid staff and volunteers are asked to follow this procedure without exception. The Expense Authorization Form must also be completed by anyone who wishes to make the purchase or service as a donation, but wants proof for tax purposes.
- 4.10 The Receiving Treasurer shall post receipts weekly in Quick Books to provide the Office Administrator, on a weekly basis, the names of donors and the amounts of the donations to maintain an accurate record of current membership, pledges and voting eligibility. It is understood that the Office Administrator will exercise discretion and confidentiality in maintaining and safeguarding this information.
- 4.11 A donor may give assets, such as stock or a boat to the Church. The asset will be sold subject to the BOT's decision, generally very quickly. In circumstances where the donor wishes to give assets to the Church and have the Church sell the assets, retain a portion, and distribute a portion to others, the following conditions must be met:
  - a. The Church must keep at least 50% of the proceeds
  - b. The other distributees must be designated by the donor, with specific amounts or percentages for each
  - c. Each distributee must be both a charitable organization and exempt from taxation
  - d. The Board makes a specific determination to accept the gift
  - e. The net proceeds (to Emerson) must be at least \$200 for this policy to apply.
- 4.12 The Church's finances are now maintained through Quick Books (the online version, currently). The Finance Committee will monitor the number of people with access as well as the efficacy of Quick Books.

## **5. MEMBERSHIP**

- 5.1. Honorary Life Memberships may be granted by the Board. A life member should have been a member in good standing for a minimum of 10 years and upon designation shall have voting privileges and shall not be required to make a financial contribution (10)
- 5.2. The Membership Book should be kept in the office unless otherwise specified. (10)

- 5.3. The Church Directory will not be released for use outside the congregation, and the directory should include a statement to that effect. (10)
- 5.4. Individuals desiring membership must participate in a membership orientation series or have a private conference with the minister. (10)
- 5.5. The Secretary will obtain the names of any new members from the office and they will be added to the consent agenda for Board information. (10)

## **6. WORSHIP**

- 6.1. Sunday morning announcements should be kept to a minimum. Written announcements for inclusion in the Order of Service must reach the church office by the Wednesday preceding the service. Verbal announcements will be accepted under two conditions only: (1) information was not available by Wednesday and pertains to a change or an event scheduled for the upcoming week or (2) the verbal announcement pertains to an all church event and was pre-approved by the minister. In the event of the minister's absence, it is the responsibility of the Sunday Services coordinator to explain and uphold this policy. (10)
- 6.2. All inserts in the Order of Service must be pre-approved by the minister or the BOT President and must be related to activities that will take place during the upcoming week, or a major fundraising event in the near future. (10)

## **7. STAFF**

- 7.1. Attendance at church functions is always part of the minister's job and will be without charge. When another staff member is specifically asked by the event coordinator to attend a church function (by virtue of their position) for which members will be charged a specific amount or asked for donations, the staff member will not be expected to pay. Church members should be sensitive to the possibility that staff members may be attending an event for their personal pleasure and not ask them to perform church related duties.
- 7.2. It is the intention of the BOT to include as a line item in the budget continuing education monies for professional staff to attend their professional organization's annual meetings (e.g. LREDA, UUMN).
- 7.3. Gifts to Church Employees: Anything that is a special recognition of the employee's work performance should be from the Church and should go through payroll as a bonus. If members choose to collect money in an "unofficial" collection (not Sunday Service) in order to give an employee a holiday or other special occasion gift (unrelated to work performance), we can deem that to be a goodwill gesture from the individual members/friends, and it should not go through the Church's books, as it is not from the Church (employer).

## **8. EMERSON UUC COMMUNICATIONS**

- 8.1. Purpose  
Emerson communications to members, friends, fellow UUs in other congregations, and members of the greater community are public documents that exist to promote Emerson UUC and its principles and objectives.

## 8.2. Policies

### 8.2.1. All Written Communications

Copies of materials sent out to the Congregation or to the greater community should be sent to Office Administrator, [office@emersonuu.org](mailto:office@emersonuu.org). Rationale: The office often gets inquiries about programs and activities. The Minister and the Office Administrator need to be aware of information that is sent out in order to be able to answer these questions.

### 8.2.2. Sunday Order of Service

Bulletin published by the Office Administrator and distributed each Sunday morning at the start of service. Events scheduled for the coming week and other information can be found on inserts to the Order of Service.

### 8.2.3. Website

[www.emersonuu.org](http://www.emersonuu.org) - Official Website maintained by the Communications Committee. Links to special news and other events are added, as necessary. Requests for special links should be made to [office@emersonuu.org](mailto:office@emersonuu.org) and approval by Communications Committee will be granted on a case-by-case basis.

Website features include:

- Information about the church for visitors
- Calendar of events
- The Synergist (Emerson monthly newsletter)
- Photo gallery
- Committee descriptions
- Other Emerson groups
- Religious Education information
- Members Only section requiring a login (current membership directory, Board meeting notes, reference documents for congregational meetings, miscellaneous resources, and the current bylaws)

### 8.2.4. “The Synergist”

Monthly newsletter published by the Communications Committee on or before the last working day of the month. “The Synergist” includes articles detailing activities, minister’s message, reports, advertisements for activities, save-the-date notices, and other articles. Articles for submission are due by the 15<sup>th</sup> of the month.

### 8.2.5. “The Notebook”

Weekly messages sent to Emerson members and friends from the Office Administrator by email every Thursday. Copies are mailed to members without email capability. Messages in “The Notebook” include notices of events that are to occur within the two-week period following publication, save-the-date notices, and general announcements and requests. Non-Emerson events will be listed, if there is no conflict with scheduled Emerson events. Save-the-date announcements can be listed a month or so prior and then again two weeks prior to the event. “The Notebook” is a reminder of upcoming events and updates from Emerson groups and committees and does not include all information on what is happening at Emerson. The monthly newsletter has more complete information and reading “The Notebook” should not be a substitute for reading the newsletter.

- The absolute deadline is Thursday noon for submissions made *via* email to [office@emersonuu.org](mailto:office@emersonuu.org) or for submissions left on the church voice mail at 770-578-1533.
- Written notes left at the Church Office for “The Notebook” must be left no later than Wednesday morning.

#### 8.2.6. Emerson Calendar

Official list of Emerson events for the entire year is maintained by the Office Administrator. It can be found at [www.emersonuu.org](http://www.emersonuu.org). Approved events are listed as they are received, making the calendar subject to changes. All Emerson events should be listed on the Emerson Calendar as soon as the dates are known, and any changes in dates should be submitted to make sure events are correctly listed. Calendar information should be sent to [office@emersonuu.org](mailto:office@emersonuu.org).

#### 8.2.7. Bulletin Boards

There are bulletin boards in the upstairs hallway, Fellowship Hall, and the Margaret Fuller Communications Room. These bulletin boards are used to present current information of interest to Emerson members and friends. Maintaining bulletin boards is the responsibility of those groups who retain the permanent right to use them. These groups are urged to monitor displays on their boards and remove outdated materials or materials that clearly don’t belong in the display. Bulletin boards that command attention are those that have relevant material and remain well organized.

The Communications Committee will remove completely outdated material that remains on a bulletin board and return it, if the owner is identifiable. Material that is clearly archival will be retained and passed along to the Emerson Historian.

#### Bulletin Board Locations:

- The Mountain News – upstairs hallway back
- UUA News – upstairs hallway front
- Daily Messages (hand-written messages for a week or less) – whiteboard upstairs hallway front
- Membership Committee – upstairs hallway front
- Emerson UUC News – upstairs hallway back
- Emerson Community News (newspaper articles about our members, special publicity for Emerson activities, and so on) – Fellowship Hall at base of stairs
- Religious Education – Fellowship Hall far corner
- Display Space for Faith in Action, Fun(d) Raising Committee, and Welcoming Congregation – Margaret Fuller Communications Room

#### 8.2.8. Surveys and Questionnaires

All surveys and questionnaires sent to Emerson members and friends by Emerson officers, committees, groups, or others will be sent by the Emerson Office Administrator. The following guidelines for each survey or questionnaire will be observed:

- Set time period with an exact date of release and a date due.
- Second notice date for reminder that due date is approaching will be placed in The Notebook.



- Stated purpose for gathering information.
- Explanation of how the results will be shared.
- No overlapping of multiple survey/questionnaire periods.
- Reasonable limits of number of survey instruments with maximum of four during any given year.

#### 8.2.9. Facebook Page and Facebook Group

Emerson Unitarian Universalist Congregation Page: This Facebook page will be open to anyone who does a Facebook search. Visitor traffic can be monitored on a Facebook page. Members of the Emerson Youth program may participate with the permission of a guardian.

Emerson Unitarian Universalist Congregation Group: This Facebook group will be open to anyone who does a Facebook search. Members of the Emerson Youth program may participate with the permission of a guardian.

Fans and Members of the Group. Anyone interested will be encouraged to participate by “writing on the Wall” and by answering questions on the “Discussions” board.

Facebook Page and Facebook Group - Participation and Content. Participation and content will be monitored by Administrators. These Administrators will include, but will not be limited to, the Communications Committee Chair, a Committee member with some experience in the technology of electronic media, and the Committee Liaison from the Board of Trustees. Maintenance by this group of administrators is necessary to insure the integrity of Emerson’s public message.

Content on both Facebook page and group sites:

- Recognizable chalice logo provided for download by UUA.
- Contact information for Emerson to include name, address, phone, service time, and website address.
- Relevant information for visitors as well as congregants.
- Content must be updated on a regular basis by adding, deleting, or modifying information weekly so that it remains current.
- Responses to questions need to be provided on a regular basis so Emerson is seen to be an active and vital congregation. These responses should be provided within two days.
- News of events and photos or videos of activities may be included. Permission of guardian is required for all pictures of children before they can be posted.
- Threatening or offensive postings will be removed and in some cases can be reported to Facebook.
- All applications uploaded must be free of viruses or malware.

#### 8.2.10. Advertising

Posters and notices are sent to those within the Emerson Community, and press releases and advertisements are sent to a list of contacts when activities are offered to the greater community. Requests for advertising of events should be sent no later than two months in advance for advertising within Emerson and no later than four months in advance for advertising in the greater community. Send requests for advertising to the Communications Committee at [office@emersonuu.org](mailto:office@emersonuu.org).

#### 8.2.11. Wireless Network

The Emerson UUC wireless network is password protected to maintain security of sensitive information. Access is restricted to the following persons: the Office Administrator, the Minister, and the Computer Tech. The process of being approved for access requires the authorization of two of these three people. Others who feel that they should be able to access the wireless network need to apply to one of these three people.

### **9. POLICY REGARDING DISRUPTIVE BEHAVIOR**

*While openness to a wide variety of individuals is one of the prime values held by our congregation and expressed in our denomination's purposes and principles, we affirm the belief that our congregation must maintain a secure atmosphere where such openness can exist. When any person's physical and/or emotional well-being or freedom to safely express his or her beliefs or opinions is threatened, the source of this threat must be addressed firmly and promptly, even if this ultimately requires the expulsion of the offending person or persons.*

**There may be times when disruptive behavior of an individual in the church building or on the church grounds could lead members to voice their concerns about one or more of the following:**

1. Perceived threats to the safety of any adult or child;
2. The disruption of church activities;
3. Diminishing appeal of the congregation to its potential and existing membership.

**The following shall be the policy of Emerson Unitarian Universalist Congregation in dealing with these issues:**

1. If an immediate response is required, this will be undertaken by the Minister, if available, and/or the leader of the group involved. This may include asking the offending person or persons to leave, or suspending the meeting or activity until such time that it may be safely resumed. If further assistance is required the Police Department may be called. Anytime any of these actions are undertaken without the Minister, the Minister must be notified; a follow-up letter detailing the offense and the action taken because of the offense, should be written and distributed to the Minister and Board President.
2. Situations not requiring immediate response will be referred to an ad hoc committee appointed by the Board. The committee will respond in terms of their own judgment observing the following:
  - a. The committee will respond to problems as they arise. They may refer to the congregation's Behavioral Covenant as needed for assistance.
  - b. Persons identified as disruptive will be dealt with as individuals. Stereotypes will be avoided.

- c. The committee will collect all necessary information.
- d. To aid in evaluating the problem, these points will be considered:
  - **Dangerousness** – Is the individual the source of a threat or perceived threat to persons or property?
  - **Disruptiveness** – How much interference with church functions is going on?
  - **Offensiveness** – How likely is it that prospective or existing members will be driven away?
- e. To determine the necessary response, these points will be considered:
  - **Causes** – Why is the disruption occurring? Is it a conflict between the individual and others in the church? Is it due to a professionally diagnosed condition of mental illness?
  - **History** – What is the extent, if any, of disruption in the past?
  - **Probability of Change** – How likely is it that the problem behavior will diminish in the future?
- f. The committee will decide on the necessary response on a case by case basis. However, three levels of action/response are recommended:
  - **Level One** – The committee shall inform the Minister of the problem and either the Minister or a member of the committee shall meet with the offending person or persons to communicate the concern.
  - **Level Two** – The offending individual(s) is excluded from specific church activities for a limited period of time, with reasons and conditions of return written and made clear (with a copy going to the offender and one going into congregational files).
  - *Level One or Level Two action may be appealed to the Executive Committee of the Board, and/or the Minister.*
  - **Level Three** – The offending individual is permanently excluded from church premises and all church activities. Before this is carried out, the committee will consult with the Board and the Minister. If it is agreed that the expulsion take place, a letter will be written and sent by the Minister to the individual outlining the expulsion, the individual's rights, and any possible recourse.

Emerson Unitarian Universalist Congregation strives to be an inclusive community, affirming our differences in beliefs, opinions and life experiences. However, concern for the safety and well-being of the congregation as a whole must be given priority over the privileges and inclusion of the individual. To the degree the disruptive behavior compromises the health of this congregation, our actions as people of faith must reflect this emphasis on security.

# **APPENDICES**

Emerson Unitarian Universalist Congregation  
 2799 Holly Springs Road, Marietta, GA 30062  
 770-578-1533

**EXPENSE AUTHORIZATION FORM**

Submit form to Dispersing Treasurer who will provide a copy for the Committee Chair

Date submitted:
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Check one:

Reimbursement	Donation	Vendor check request
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Description of item(s) or services (attach receipt):

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Amount:	Federal tax ID or social security #	
Please make check payable to (not applicable for donations):		
Name		
Address		
City	State	Zip

Charge to (name of committee or budget line):
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**REIMBURSEMENT IS NOT ASSURED WITHOUT PRIOR AUTHORIZATION**

Committee Chairperson's (or Staff member in charge of budget area) Signature required for all reimbursements and vendor check requests and requested for donations:
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Name:	Date:

Second Signature - Board Member (required for expenses exceeding \$400):
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Name:	Date:

Dispersing Treasurer's Signature indicates a check has been provided or donation officially acknowledged for tax purposes:
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