

**BYLAWS,  
POLICIES &  
PROCEDURES  
for the  
UNITARIAN  
UNIVERSALIST  
FELLOWSHIP OF  
WACO**

Bylaws Release Date: 10/20/13

Policies and Procedures Release Date: 12/14/14

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## **BYLAWS OF THE UNITARIAN UNIVERSALIST FELLOWSHIP OF WACO**

### **NAME**

The name of this religious organization shall be the Unitarian Universalist Fellowship of Waco.

The official mailing address is:

Unitarian Universalist Fellowship of Waco  
4209 N. 27th St.  
Waco, TX 76708

### **BOND OF UNION**

The purpose of this Fellowship is to bring religious liberals into closer acquaintance and cooperation for the study and practice of religion, and for the diffusion of the knowledge of Unitarianism and Universalism and the furthering of their principles.

The Fellowship affirms and promotes participation in all of its activities without regard to race, color, sex, disability, affectional or sexual orientation, gender identity or expression, age or national origin. This applies to all Fellowship activities and decisions, including all employment decisions and the calling, installation and retention of its Minister.

## CORE VALUES

### We Value **Compassion**

- Compassion is the flame that inspires and illuminates our shared journey.
- We believe that when our hearts are filled with love, our hands will be moved to acts of kindness and social justice.
- We affirm that the measure of our faith journey is not the brilliance of our ideas but the generosity of our lives.
- Service is our prayer.

### We Value **Inclusion**

- We work to eradicate artificial barriers that separate humanity.
- We welcome all souls who share or seek to understand our Unitarian Universalist ideals.
- We don't have to believe alike to love alike.

### We Value **Spiritual Growth**

- We seek to honor that which is sacred in our lives and in each other.
- Recognition of the mysteries of the universe leads us to respect and honor each person's sincere search for meaning, enlightenment, and spiritual development.
- We are committed to lifespan religious education in our congregation because we realize that spiritual development is for all ages and is enriched by diverse beliefs.

### We Value **Inquiry**

- We value science, philosophy, literature, and the world's great religions as sources of wisdom.
- We believe in intellectual freedom and encourage each individual's ongoing, free, and responsible search for truth and meaning.
- We are committed to the intellectual growth and moral development of our children, youth, and adults.

### We Value **Celebration**

- We enrich our lives by celebrating together in a sacred spirit of camaraderie.
- We cherish the rituals which connect us in good times and comfort us in dark times.
- We believe in the joy of fellowship and fun for its own sake.

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## **UUFW MISSION STATEMENT**

The Unitarian Universalist Fellowship of Waco is an inclusive spiritual community that reaches out and inspires people to live meaningful, joyful lives of service toward the creation of a more just and loving world.

## **UUFW VISION STATEMENTS**

### **Within (individually):**

People of all ages at the Unitarian Universalist Fellowship of Waco experience lives of deepening commitment to our core values and to one another, through:

- working for a better world.
- being welcomed, accepted and valued.
- spiritual growth on our chosen paths.
- openness to new experiences, viewpoints and people.
- the experience and creation of beauty and peace.

### **Among (collectively):**

The Unitarian Universalist Fellowship of Waco is a vibrant, accepting and diverse community, where people of all ages:

- feel deeply connected to one another through service and celebration.
- respect and honor diverse beliefs, perspectives and people.
- care for and are cared for in community.
- share inspiration and celebration in joyful worship.
- actively learn together, enriching faith journeys and personal & spiritual growth.
- are equipped to be leaders who serve with creativity, commitment and passion.
- deepen our connection to Unitarian Universalist traditions and the larger faith community & movement.

### **Beyond (community-wide):**

The Unitarian Universalist Fellowship of Waco is a visible leader and partner, making a positive impact in Waco and beyond.

- We engage in courageous social justice actions in fellowship and in community partnership, and recognize commonalities and common values across faiths.

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- People of our larger community experience the impact of progressive religious values and voices, raised together for change.
- Those we serve feel loved, empowered and accepted, regardless of their circumstances.
- Seekers for a progressive religious community hear about and find us.

## **MEMBERSHIP**

Membership is open to all persons age 15 and older who subscribe to the Bond of Union, follows a designated path to membership (see Appendix D) and sign a statement of intent to join with and support the Unitarian Universalist Fellowship of Waco. This document shall be kept on file by the membership team until revoked for cause, i.e. resignation, Board denial, death, consecutive non-attendance for a 12 month period, or failure to provide UUFW with a valid, current mailing address. The membership team shall review and establish a Membership list annually. The membership team chair shall notify in writing any member whose status is being changed.

## **MEETINGS**

When the Bylaws do not cover the meeting procedure, *Robert's Rules of Order, Revised* shall take precedence.

There shall be four types of meetings:

### **1. Regular**

The time and place of regular meetings of the Fellowship shall be determined by the Board of Directors.

### **2. Congregational**

A congregational meeting shall be held in the month of October to hear an annual report, adopt a budget, elect the Board of Directors, and act upon any other business which needs to come before the congregation. A congregational meeting will be held in April to confirm the Nominating Team. The President shall provide advance notice and an agenda for the meeting.

### **3. Special**

Special meetings of the Fellowship may be called by (a) the President, (b) the Board, or (c) petition of at least seven voting Members of the Fellowship made to the Board. The business to be transacted shall be set forth in the call to the meeting.

#### **4. Meeting of the Board of Directors**

The Board of Directors shall meet not fewer than four (4) times a year, meetings to be called by the President or a majority of the Board Members with five (5) days verbal or written notice to all voting Board Members. A quorum of the Board shall consist of four (4) voting Board Members. When a majority of those present reach a decision, that decision must be accepted as the opinion and action of the meeting.

### **Voting**

#### **1. Entitlement to vote**

Each person who has been a Member for at least twenty-eight (28) days prior to any regular, congregational or special meeting shall be entitled to vote.

#### **2. Quorum for regular, annual or special meeting**

After all Members have been given at least ten days advance notice either by mail, email, phone, or meeting announcement, then a quorum shall consist of the Members who attend. When a majority of those present reach a decision, that decision must be accepted as the opinion and action of the meeting. Any decision reached and approved may not be reconsidered for a period of ninety (90) days.

#### **3. Proxy**

Proxy shall be allowed upon presentation in writing from any Member entitled to vote. Proxy may be conveyed only through another voting Member.

#### **4. Absentee voting**

A Member who is unable to be present at a meeting may, upon application to the Fellowship Secretary prior to the meeting, obtain an absentee ballot, such ballot to be returned to the Secretary in time to be counted in that particular meeting.

### **YEAR**

The fiscal year of the Fellowship and terms of office for Officers and directors shall be January 1 through December 31.

### **DENOMINATIONAL AFFAIRS**

The Unitarian Universalist Fellowship of Waco shall be a Member of the Unitarian Universalist Association (national) and of the Southern Unitarian Universalist Conference (regional).

## **MINISTER SELECTION AND RETENTION**

Any Minister shall be selected after nomination by the Board of Directors and an affirmative vote of a minimum of two-thirds (2/3) of the Membership present at a special meeting. Termination of services shall be brought about in the same manner.

## **OFFICERS OF THE FELLOWSHIP**

The Officers of the Fellowship shall be President, President-Elect, Secretary, and Treasurer.

## **BOARD OF DIRECTORS**

### **Authority**

The Board of Directors shall have control and general management of the affairs of the Fellowship and shall determine policies of the Fellowship.

### **Composition**

The Board of Directors shall consist of the Officers and three At-Large Directors elected at the October congregational meeting. All Board Members must be members of the Fellowship. The At-Large Directors will be liaison to the following Teams:

- Director One: Adult Programs, Religious Education, Worship
- Director Two: Hospitality, Membership.
- Director Three: Communications/Public Relations, Social Action, Care.

### **Method of Selection**

Board members shall be chosen at the October congregational meeting after nominations have been submitted by the Nominating Team. Prior to voting, additional nominations may be made from the floor with the consent of the nominee to serve if elected. This consent must be in writing by the nominee if he or she is not present at the meeting.



## **Term of Office**

Officers shall serve a term of one year beginning on January 1. An Officer shall not serve more than two full consecutive terms in the same office unless exempted from such restriction by a three-quarter (3/4) vote of the Members present at the October meeting. At-Large Directors shall serve staggered terms of two years beginning on January 1, with Directors One and Two beginning their terms in even years and Director Three beginning in odd years.

## **Removal from Office**

Any Director may be removed from office by a majority vote of Fellowship Members present and voting at a special meeting.

## **Resignation**

Resignation of any Director shall be by written notice to the President or Secretary of the Fellowship with the effective date of the resignation specified. Acceptance by the Board shall not be necessary to make the resignation effective.

## **Filling of Vacancies**

A vacancy in any office for any reason shall be filled for the unexpired portion of the term of office by a majority vote of the Board.

## **BOARD MEMBER DUTIES**

- **The President:**
  - shall preside at all UUFW meetings where the president is present, unless otherwise specified by the president or bylaws.
  - shall exercise general supervision over affairs and activities of the Fellowship.
  - shall approved expenditure of funds not designated by other positions.
  - shall serve as ex-officio Member of all teams except the Nominating Team.
  - shall appoint ad hoc team chairs.
  - shall turn the chair over to the president-elect or other selected officer when participating in debate during congregational and special meetings.
  - shall maintain the affinity of the UUFW with district and national UU organizations.
  - shall be the spokesperson for the Fellowship in the community unless otherwise delegated.
  - shall supervise an annual review of each UUFW salaried employee.

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- **The President-Elect:**
  - shall perform the duties of the president in the absence of the president.
  - shall assist the president, performing such duties as prescribed by the president and board.
  - shall serve as a member of the Executive Team.
  - shall be nominated for the office of President at the end of the President's term of office.
  
- **The Secretary:**
  - shall keep minutes of special, congregational and Board meetings of the Fellowship.
  - shall be responsible for issuing of all notices of special or congregational meetings in accordance with the Bylaws.
  - shall be custodian of past newsletters, minutes of Board meetings, special UUFW meetings, congregational meetings and team reports.
  - shall be custodian of UUFW legal documents any fellowship records of significant historical value.
  - shall be the UUFW parliamentarian unless otherwise designated.
  
- **The Treasurer:**
  - shall perform duties ordinarily incidental to duties of a treasurer, including receiving membership pledges and contributions.
  - shall keep UUFW monies in a repository as approved by the Board of Directors and maintain the safety deposit box.
  - shall serve as a member of the Finance Team.
  - shall keep account of monies and perform such other duties as may be designated and required by the board.
  - shall be custodian of past and present UUFW financial records.
  - shall maintain appropriate UUFW insurance coverage.
  
- **At-Large Directors:**
  - shall attend board meetings and prepare montly status updates of teams' progress and issues.
  - shall understand and communicate bylaws, policies and procedures to the appropriate teams.
  - shall attend team meetings as required.
  - shall ensure that each team is meeting regularly and is focused on goals consistent with UUFW Mission, Vision and Core Values.

- **Immediate Past President:**
  - shall serve on the board in an ex-officio role.
  - shall attend and contribute to board meetings and executive team meetings as required.

### **AMENDMENTS TO BYLAWS**

These bylaws or any part of them, so far as allowed by law, may be amended or repealed by a two thirds (2/3) vote of the voting membership present at any congregational meeting or special meeting called for this purpose. Notice of any proposed change in the bylaws shall be made in writing and be sent by the secretary to each voting member at least two weeks prior to any meeting at which these bylaws or any part of them are to be changed. Bylaws are supplemented by a Policy and Procedures Manual which is reviewed annually by the board.

### **DISSOLUTION**

In the event of the dissolution of the UUFW, all outstanding debts shall be paid and the remaining assets, both real and personal, and including all property heretofore and hereafter donated to said Fellowship, shall be donated in total to a non-profit organization(s) as recommended by the board and approved by any remaining UUFW members.

## **POLICIES AND PROCEDURES**

*Note: In all Policies & Procedures outlined below, the minister's role may be taken by a Board member or designated team leader in the absence of a minister.*

### **BOARD MEETINGS**

Board meetings are held monthly unless otherwise scheduled and are open to all members of the congregation. The board follows a mutually developed Covenant of Right Relations, and attendance by Officers and ALDs (At-Large Directors) is expected.

- **PURPOSE**

The purpose of the board meetings is to communicate information on a regular basis between Officers, ALDs and members of the congregation. These meetings provide the opportunity to exercise fiduciary responsibilities in UUFW business and with regard to the Core Values, covenants, mission, vision and strategic plans. Board meetings do not typically include lengthy or complex problem-solving. Those situations are either addressed in a special meeting or assigned to a team.

- **AGENDA**

The President creates an agenda with input from the Executive Team and distributes it at least three days in advance of the board meeting. The Treasurer's Report, ALD reports and previous board meeting minutes are also distributed before the meeting.

- **CONSENT AGENDA**

The consent agenda, which includes the Treasurer's report, ALD reports, and previous board meeting minutes, is also distributed to the board members at least three days in advance of the meeting.

- **TEAM REPORTS**

Team reports are distributed to the appropriate ALDs at least one week before the board meetings. Teams reporting directly to the board submit their reports directly to each of the board members.

## **COMMUNICATION**

The UUFW Communication Policy assists members and friends to communicate effectively and share information within the Fellowship and/or to the public.

### **MAIL**

Board members and Team Chairpersons are assigned physical mailboxes and encouraged to check their mail on a regular basis.

### **PHONE TREE**

The Phone Tree may be activated for urgent information or for those without e-mail. The Care Team is responsible for assessing need and for activating the phone tree.

### **ANNOUNCEMENTS AND ONLINE COMMUNICATION**

There are many ways to make announcements and publicize events. Appendix E includes a checklist of ways to promote UUFW-sponsored events as well as how request additions to the church calendar on-line at [www.uuwaco.org](http://www.uuwaco.org). Contact [list@uuwaco.org](mailto:list@uuwaco.org) for additional information.

#### **Announcements During the Service**

Announcements must be submitted in writing to the celebrant at least five minutes before the start of the service. Cards located in the front pew are provided for written announcement requests.

#### **Announcements in the Sunday Bulletin/Order of Service**

Special events may be printed in the Sunday bulletin by submitting a brief request that includes a description of the event, the time and date, and the point of contact. Requests are submitted to [list@uuwaco.org](mailto:list@uuwaco.org) and are printed in the bulletin as space permits.

#### **Weekly News Bulletin**

This bulletin is entitled "UU News You Can Use" and is distributed weekly via e-mail. Place an announcement in the bulletin by sending a brief request to [list@uuwaco.org](mailto:list@uuwaco.org) no later than end of day Thursday.

## **Website**

To place information on the church website, send an email to [webcontent@uuwaco.org](mailto:webcontent@uuwaco.org) and [pr@uuwaco.org](mailto:pr@uuwaco.org) with all relevant information, including:

- Name of event/activity
- Location
- Date & time(s)
- Point(s) of Contact and contact information
- Brief description of event

Website banners may also be submitted for web publication by emailing to [webcontent@uuwaco.org](mailto:webcontent@uuwaco.org).

## **Privacy/Security of Information**

Information collected from members/friends may include names, postal and e-mail addresses, and phone numbers and is used to communicate church events and announcements. Other use of this information is strictly prohibited.

## **UUWaco.org E-mail Addresses**

UUFW members and friends serving the church in a leadership position may be given a [UUWaco.org](mailto:UUWaco.org) email address. These addresses are made available to members and friends for church business only. See Appendix F for terms of service.

## **Groups & Activities**

All UUFW groups and activities will be assigned to a UUFW Team to which they will communicate their purpose, goals, and number of participants. Non-UU groups will report to the House and Grounds Team.

## **DR. SEUSS LIBRARY**

Library operation is maintained using the honor system so that each user assumes personal responsibility for his/her use of materials.

## **INITIATING PAYMENT OF EXPENSES**

A financial reimbursement request with invoice or cashier's receipt is submitted to the Treasurer for reimbursement of a budgeted item operating expense. The request form must include the item, the budget category, and the name and phone number of the payee.

Non-budgeted expenses up to \$1,000 require approval by the Executive Team. Non-budgeted expenses \$1,000 or above require board approval. In the event of an emergency, approval may be granted by the board president.

## **RECEIPT OF SUNDAY OFFERING**

The Sunday offering baskets is given to two designated cash counters to count and record the amount of cash (coins excluded). All cash and checks are given to the Treasurer for deposit.

## **MINISTER'S DISCRETIONARY FUND**

The Minister's Discretionary Fund is maintained thorough individual contributions designated for that purpose. Donations from the fund are typically restricted to individuals and charitable organizations known to the UUFW. The UUFW minister or board president authorizes the board treasurer to makes distributions from the fund.

## **WALK-UP SOLICITATION POLICY**

Individuals requesting donations will be referred to the Minister, Care Team or Caritas.

## **COMMUNICATIONS WITH THE LARGER COMMUNITY**

All literatures, brochures, marketing projects, press releases, or any other communications going to the community at large or other outside resources my comply with the Public Relations guidelines established by the board and monitored by the Communications/Public Relations Team.

### **INTERIM MINISTERIAL ASSISTANT**

This position, if filled, shall be selected by the Board of Directors and shall report to the Worship Team chair. The Interim Ministerial Assistant shall be responsible for preparing and delivering one to three sermons and/or programs per month (as desired by the board with input from the Worship Team) and working with the Care Team to provide basic pastoral care (primarily home and/or hospital visitation) as needed. Other duties may be assigned as required.

### **ADMINISTRATIVE ASSISTANT**

This position, if filled, shall be selected by the Board of Directors and shall report to the Communications/PR Team chair. The Administrative Assistant shall be responsible for collecting and distributing mail, for coordinating Order of Service (weekly bulletin) content and printing, and for distributing e-mail and Facebook news and information. Other administrative duties may be assigned as required.

### **DIRECTOR OF RELIGIOUS EDUCATION (DRE)**

This position, if filled, shall be selected by Board of Directors and shall report to them. The DRE shall provide technical and physical assistance to the Religious Education Team and supervise the day-to-day activities of the Religious Education programs for children, youth, and adults.

### **WEBSITE MANAGER/ADMINISTRATOR**

This position shall be selected by the Board of Directors and shall report to them. The Web M/A serves as a contact person for website management and is responsible for front-page layout and content management.



## **TEAMS**

### **Executive Team**

The Executive Team consists of the President, President Elect, and two board members selected by the President. The Executive Team may also include the Minister and Past President in an ex officio capacity. Responsibilities include but are not limited to:

- Assuring the board has clear priorities and obtainable goals and assessing progress toward goals to optimize functionality.
- Reviewing the board meeting agenda presented by the President and discuss items requiring more extensive review than appropriate for the entire board.
- Authorization of emergency budget overruns up to \$1,000.

### **Finance Team**

The Finance Team reports directly to the Board. Responsibilities include but are not limited to:

- Preparation of the annual budget.
- Planning the annual pledge drive and soliciting membership pledges.
- Development of plans for other means of fundraising and making investment recommendations.
- Reviewing the budget on a regular basis and providing recommendations for Board consideration.
- Revising the annual budget as directed by the Board to accommodate necessary budgetary changes occurring within the calendar year.

### **House and Grounds Team**

The House and Grounds Teams reports directly to the Board and manages the care and upkeep of the UUFW facility and grounds. Responsibilities include but may not be limited to:

- Management and maintenance of building security and safety.
- Scheduling and supervision of building use according to specified guidelines.
- Maintaining the UUFW Calendar of Events.
- Arranging or providing arrangement for building upkeep and maintenance.
- Arranging or providing arrangement for grounds care.

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- Maintaining UUFW external signage.
- Maintaining kitchen and other household supplies.
- Oversight of Memorial Garden activities (Memorial Garden maintenance is detailed in Appendix G.
- Assisting in fundraising events for the facility and grounds.

### **Adult Programs Team**

The Adult Programs Team reports to ALD 1. The purpose of the team is to create or assist in creating adult faith development programs, covenant/interest groups and life enriching programs. Responsibilities include but may not be limited to:

- Review and evaluation of curricula, and recruitment and support of adult program presenters.
- Using available PR tools to communicate team activities and goals to the congregation, providing as much transparency as possible.
- Overseeing Covenant Group/Interest Group activities.
- Coordination of programs to compliment other UUFW activities.
- Attending District-provided conferences and training if possible.
- Preparation and submission of an annual budget, calendar and brochure of planned events and programs.

### **Religious Education Team**

The Religious Education Team reports to ALD 1. The purpose of the team is to nourish and support spiritual development of children and youth. Responsibilities include but may not be limited to:

- Compliance and oversight of Child and Youth Safe Congregational Policy, Appendix A, including coordinating background checks when requested/required.
- Review, evaluation and selection of appropriate curricula in line with current UUFW mission, vision and core values.
- Recruiting, training, and supporting teachers.
- Recruiting, training, and supporting volunteers to assist teachers.
- Conducting parent meetings as needed.
- Development and administration of guidelines for paid childcare for UUFW events.

- Maintaining RE resource materials and books.
- Greeting visiting parents with children.
- Identification and support of programs for families and children, including multigenerational activities, marriage enrichment, and parenting workshops.
- Use of available PR tools to communicate team activities and goals to the congregation, providing as much transparency as possible.
- Coordination of programs to compliment other UUFW activities.
- Attendance at District RE conferences and training if possible.
- Preparation and submission of an annual budget, calendar, and brochure of planned events and programs.

## **Worship Team**

The Worship Teams reports to ALD 1. The purpose of the Worship Team is to define, develop and provide programs for Sunday service. Responsibilities include but may not be limited to:

- Coordination of Sunday morning setup, including table, candles, technology needs, and other materials.
- Monitoring sound and supplemental hearing audio system, to include maintenance and repair.
- Putting away Sunday morning equipment and straightening the sanctuary after services.
- Coordination/publication of the order of service (weekly bulletin) with speakers, musicians, celebrant(s), and administrative assistant.
- Arrangement of guest speakers as needed/desired, including coordinating speaking schedules with the minister.
- Arranging honoraria for guest speakers, if appropriate.
- Writing thank-you notes to guest speakers.
- Using available PR tools to communicate team activities and goals to the congregation, providing as much transparency as possible.
- Coordination of programs to compliment other UUFW activities and the church year.
- Preparation and submission of an annual budget and calendar of events and programs.

## **Hospitality Team**

The Hospitality Team reports to ALD 2. The Hospitality Team provides set-up and coordination for social functions and Sunday snacks. Responsibilities include but may not be limited to:

- Coordinating annual parties/events.
- Coordinating snacks for Sunday service and special events as requested.
- Publicizing social functions and encouraging widespread participation.
- Maintaining pantry staples, linens and other kitchen supplies.
- Ensuring food safety, encouraging recycling, and maintaining kitchen cleanliness.
- Coordination with House and Grounds to place seasonal decorations in and around the building.
- Using available PR tools to communicate team activities and goals to the congregation, providing as much transparency as possible.
- Coordination of activities and events to compliment other UUFW activities and the church year.
- Preparation and submission of an annual budget and calendar of events and programs.

## **Membership Team**

The Membership Team reports to ALD 2. The Membership Team promotes and reports UUFW membership. Responsibilities include but may not be limited to:

- Keeping an account of membership and providing adult attendance statistics to be included in the annual report.
- Providing the Unitarian Universalist Association (UUA) *World* magazine with a subscription list.
- Contact with visitors and absentee members to encourage UUFW participation.
- Compilation and distribution of visitor information packets.
- Management of Path to Membership tasks (Reference Appendix D) and providing new member orientation.
- Recognition of new members, including preparing name tags for members, friends and frequent visitors. Frequent-visitor nametags and permanent name tags for new members within two weeks of the date the new Member signs the Membership Book.
- Coordination of the Sunday morning greeting program.

- Maintenance and distribution of a contact information sheet for members and friends.
- Maintenance of membership bulletin boards and visitors' table in the foyer.
- Maintenance of a file of signed "Statement of Intent to Join" forms. (Reference Appendix D).
- Using available PR tools to communicate team activities and goals to the congregation, providing as much transparency as possible.
- Coordination of programs to compliment other UUFW activities.
- Preparation and submission of an annual budget and calendar of events and programs.

### **Care Team**

The Care Team reports to ALD 3. The Care Team coordinates the Fellowship's response to members or friends in need or in crisis. Responsibilities include but may not be limited to:

- Receiving and communicating information about member needs, and activation of a phone tree in the event of a crisis.
- Providing caring responses in times of need with hospital visits, cards, flowers, rides, food, memorial receptions, etc.
- Responding to emergencies with the Minister's Discretionary Fund, in consultation with the minister or board president.
- Use of available PR tools to communicate team activities and goals to the congregation, providing as much transparency as possible.
- Preparation and submission of an annual budget and calendar of events and programs.

### **Communications/Public Relations Team**

The Communications/PR Team reports to ALD 3. Communications/PR provides maximum positive public relations image for UUFW. Responsibilities include but may not be limited to:

- Maintaining and updating website information, coordinating activities with the Website Manager and Web Team, as well as with other team leaders as needed (see Appendix E, for Communications Checklist).
- Development and implementation of publicity/advertising for events to which the community is invited.

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- Designing, communicating and approval of copy for promotional materials, marketing activities, and advertisements.
- Development and/or approval of collateral items, such as t-shirts.
- Coordination of programs to compliment other UUFW activities.
- Preparation and submission of an annual budget and calendar of events and programs.

### **Social Action Team**

The Social Action Team reports to ALD 3. The Social Action Team plans and coordinates UUFW social action efforts. Responsibilities include but may not be limited to:

- Communication of social action/social justice issues to the congregation.
- Advising the congregation of Social Action Team plans and soliciting support.
- Planning social action projects consistent with our Core Values, mission, and vision.
- Sponsoring UU Service Committee programs such as Guest At Your Table.
- Recognition and reporting of UUFW social action efforts within the church and larger community.
- Coordination of social action projects with the Worship Team and through the use of available PR tools to communicate team activities and goals to the congregation, providing as much transparency as possible.
- Coordination of Welcoming Congregation activities, including
  - Conducting and summarizing congregational self-assessments with regards related welcoming of LBGTQ persons.
  - Planning congregational events related to Welcoming Activity programs or projects.
  - Collaborating with and providing education and support to other teams in their efforts to integrate education and a welcoming perspective in our worship, social action and life span faith development.
- Preparation and submission of an annual budget and calendar of events and programs.

### **Waldo's Coffee House Team**

Waldo's Coffee House is an ad hoc committee which provides a venue to showcase local and visiting musicians. A portion of the proceeds from all Waldo's events/activities is

donated to a charitable nonprofit organization. Responsibilities include but may not be limited to:

- Booking, contacting and coordinating performers.
- Maintenance of the sound system, signage, and any other event-related items.
- Providing UUFW with a profit and loss statement for each performance.
- Use of available PR tools to communicate team activities and goals to the congregation, providing as much transparency as possible.
- Preparation and submission of an annual budget and calendar of events and programs.

### **Nominating Team**

The Nominating Team is an ad hoc committee which prepares the slate of Officer and At Large Director nominees for congregational vote. Responsibilities include but may not be limited to:

- Identification of potential nominees.
- Explanation of position responsibilities to potential nominees.
- Development of a slate of nominees to present to the board.
- Presentation of the slate of nominees at the October congregational meeting.

### **Ministerial Relations Team**

The Ministerial Relations Team is an ad hoc committee which serves as liaison between the minister and congregation. Responsibilities include but may not be limited to:

- Providing the annual minister's evaluation to the board, and recommendation of adjustments to the minister's benefit package.
- Helping interpret the nature of the minister's work to the congregation.
- Providing support to the minister as needed to resolve conflict.
- Collaboration with the Right Relations Team to foster congregational well-being.
- Consultation with the minister and submission of an annual compensation recommendation to the board.

## **Financial Review Team**

The Financial Review Team is an ad hoc committee which conducts a review of UUFW financial records. Responsibilities include but may not be limited to:

- Conducting an annual audit of the financial records no later than February 28 each year.
- Making recommendations for any needed improvements in financial record-keeping.
- Confirmation that cash shown on deposit slips agrees with the records approved by the two weekly cash counters.

## **Right Relations Team**

The Right Relations Teams is an ad hoc committee which assists UUFW members and friends in living within our Covenant of Right Relations (Reference Appendix B). Responsibilities include but may not be limited to:

- Educating parties to an extraordinary conflict to their rights (i.e. right to an advocate), responsibilities, (i.e. responsibility for maintaining confidentiality), and protections (i.e. protection from retaliation by the offending party or outside parties).
- Overseeing the process by which all parties are treated with dignity and respect, as put forth in the Covenant of Right Relations, statement of Core Values, and Policies and Procedures.

## **Ministerial Search Team**

The Ministerial Search Team is an ad hoc committee created as needed to assist the congregation in screening, interviewing, selecting and hiring a minister. Responsibilities include but may not be limited to:

- Communicating with the UUA throughout the process to assure compliance with guidelines.
- Polling the congregation to assess ministerial needs and wishes.
- Posting the online employment package and assessing candidates.
- Presenting the final candidate(s) for the congregational approval.



## **Strategic Planning**

The Strategic Planning Team is an ad hoc committee created as needed to assist the board in developing and reviewing Core Values, Mission and Vision Statements, Covenant of Right Relations, and strategic plans. Responsibilities include but may not be limited to:

- Conducting and summarizing congregational self-assessments.
- Planning congregational events related to Core Values, Mission and Vision Statements, Covenant of Right Relations, and strategic plans.
- Preparation of an annual progress report on strategic planning.

## **Teams and Appointments**

The maximum number of teams is determined by the board, and team chairs are appointed by the board. Team chairs shall be in place by January 1. Each team chair shall report the team's activities in writing at least one week prior to the next board meeting (See Appendix C) for the Team Report Template). Team chairs also submit an annual report to the board secretary that will remain a permanent record. Ad hoc committee chairs and other position appointments are approved by the board.

## **NURSERY/CHILDCARE**

The Nursery operation costs are included in the Religious Education budget and managed by the RE team chair. Childcare provisions for UUFW-sponsored activities are covered and arranged by the sponsoring team. Teams may elect to arrange for childcare expenses to be covered by donations from participants.

## **USE OF HOUSE AND GROUNDS**

The UUFW house and grounds may be used for church activities without permission of the board. However, the board may disallow by majority vote specific activities, and all church activities using the UUFW facilities shall be accountable to a board-approved team. All other activities require prior approval by the House and Grounds team chair.

All events should be scheduled by the House and Grounds team chair at least three days in advance of the event. A schedule of events is posted on the website calendar. Lock up and clean up procedures are posted in the facility by the House and Grounds team (as well as being available in Appendix G and the event organizer is responsible for making sure the checklist has been completed before leaving the facility.

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Items to be placed in the facility as permanent fixtures or decorations require prior approval of House and Grounds. Household items are purchased by the House and Grounds team, but outside organizations should provide their own kitchen and coffee supplies. Checklists are included in Appendix G.

The UUFW facility may be rented by private individuals or organizations if approved by the House and Grounds team. The usual facility fee is \$150, but this charge may be modified at board discretion. Security deposits and payments are given to the treasurer. The board retains the authority to disallow facility use by individuals or organizations not consistent with the UUFW Core Values.

## **COVENANT AND INTEREST GROUPS**

UUFW promotes and supports both covenant groups and interest groups. Covenant groups, also known as Small Group Ministries (SGM), are lay-led groups who come together to deepen and expand the ministry of the congregation. Three agreements between the Covenant groups and the congregation are suggested:

- To abide by a set of relationship ground rules called a covenant. This includes ways to listen and to be heard.
- To welcome new members to the group or to the program overall, keeping the group open to new people and new ideas.
- To engage in service to the congregation and larger world. This helps the group deepen its internal relationship, increases the connection with the congregation, and gives from the abundance of the group experience.

The standard format of a Covenant group includes:

- An opening reading..
- A check-in.
- A focus or theme of the meeting.
- A check-out.
- A closing reading.

Both Covenant groups and interest groups report to the Adult Programs Team chair, both require a facilitator, and both require board approval in order to be a recognized UUFW function. Covenant groups must also create and submit a written summary of the covenant agreement to the board.

## RELIGIOUS EDUCATION

### ADMINISTRATIVE GOALS

- To ensure that our policies and procedures are clear and appropriate not only for a small and intimate group of long-term volunteers – but also for a larger group, including new members and visitors.
- To put the RE administrative system in a form that can be easily referenced by team members and easily communicated to visitors.
- To ensure there are enough volunteers per year committed to handling the many RE tasks that go beyond teaching and assisting.
- To keep RE's administration process transparent, democratic, and containing checks and balances – while also recognizing that requiring everyone to vote on every issue is impractical.
- To prevent the chair's responsibilities from being so overwhelming that few people are willing to serve.

### Flow of Responsibility, Authority, and Communication

- The RE General Team consists of all parents or guardians, as well as other RE volunteers. Members responsibilities include
  - Keeping themselves and their children informed by attending RE meetings and/or reading the chair's e-mailed reports
  - Communicating RE-related needs, preferences, problems, complaints, ideas, etc., to the chair and Coordinating Team in meetings, by e-mail or phone call, and/or by personal discussion.
  - Teaching and/or assisting regularly (parents and guardians) or occasionally (other volunteers)
  - Letting the chair know when unable to teach or assist as scheduled.
  - Volunteering occasionally for special events (sleepovers, Easter egg hunts, etc)
  - (Optional) Attending Coordinating Team meetings if they choose, with ample time provided to speak for General Team members at the beginning and end of the meeting.
- The **RE Coordinating Team** is a voting group comprised of volunteers willing to commit extensive time and energy to RE for a given year. The team is open to anyone. Essentially, the Coordinating Team and the chair together take the place of a DRE. Members' responsibilities include
  - Being available to meet at least monthly, or more often as needed
  - Regularly responding to UU e-mail
  - Being open and responsive to the needs/input of General Team members
  - Developing, voting on, helping communicate RE policies and procedures

- Researching and voting on curricula and making materials available to teachers
- Helping clarify and support standards of student, teacher/assistant, and team member behavior
- Approving the content and format of RE contributions to services (plays, skits, music, etc.)
- Approving the content and format of special projects (RE fundraisers, RE social action projects, etc.)
- Developing, updating, and delivering informational handouts for visitors
- Arguing fairly and reasonably, listening calmly to others' arguments, then abiding by a majority vote.
- Assuming goodwill / being calm and open about conflicts if they arise.
- Making RE purchases as needed, with group knowledge
- Helping schedule teachers and assistants
- Dealing with non-routine issues, such as playground equipment removal and purchase.
- Committing to facilitate or co-facilitate at least one RE age group.
  - This includes being an 'expert' on that group's curriculum, e-mailing weekly reminders to upcoming teachers and assistants, finding replacement teachers or assistants when needed and reporting to the chair if a replacement can't be arranged, and ensuring teachers have access to needed materials every Sunday.

The **RE Chair** is nominated by the Board. The chair's responsibilities include

- Being available to meet with the Coordinating Team regularly
- Informing the General Team members in advance of Coordinating Team meeting times so they can attend if they choose
- E-mailing reports of Coordinating Team goals and actions to the General Team
- E-mailing a monthly report to the Board
- Being open and responsive to the needs/input of General and Coordinating Team members
- Regularly responding to UU e-mail
- Along with the Coordinating Team, developing, voting on, and communicating RE policies and procedures
- Along with the Coordinating Team, researching, voting on, and delivering the curricula for the nursery, 4-7, and 8+ age groups
- Making decisions that must be made quickly without time for a team meeting
- Assuming goodwill / being calm and open about conflicts if they arise
- Being willing to argue fairly and reasonably, listen calmly to others' arguments, then abide by a majority vote unless s/he feels there is a pressing and legitimate reason to override
  - Ideally, the chair will never override a majority vote. This provision is included for unusual situations, such as the Coordinating Team's

- vote being wildly out of sync with the General Team's needs and preferences.
- If s/he feels it is necessary, s/he must communicate her/his reasoning to the board. Team members can also communicate their reasoning to the board if they wish.
  - If any coordinating team members feel a chair's override is unacceptable, they can request Board arbitration.
- Meeting with RE visitors and parents/guardians
  - Meeting with new RE members and parents/guardians
  - Communicating our policies, procedures, teaching philosophy, and curricula to new teachers and assistants
  - Being an 'expert' on the curricula being used for all age groups.
  - Signing off on all purchases made with RE funds or general UU funds for RE purposes
  - Communicating with the treasurer about paychecks for the nursery teacher and paychecks for babysitters for RE team meetings.
  - Communicating information weekly to the General Team about upcoming teachers, assistants, and topics.
  - Along with the Coordinating Team, approving the content and format of RE contributions to services (plays, skits, music, etc.), obtaining approval of the Worship Team chair and the minister, and communicating content and format information to parents/guardians.
  - Along with the Coordinating Team, approving the content and format of special projects (RE fundraisers, RE social action projects, etc.)
  - Facilitating at least three General Team meetings: one in late August or early September, one in January, and one in May.
  - Intervening in cases of continuing and/or disruptive behavior not in accord with the RE social covenant
  - Making sure appropriate background checks have been completed
  - Supporting the integrity of the functioning of both RE teams

## CONFLICT MANAGEMENT PROCESSES

### OVERVIEW

The Unitarian Universalist Fellowship of Waco has adopted a Covenant (see Appendix B) for the purpose of being in right relationship with one another. Through this Covenant of Right Relations we make a commitment to resolve conflicts in a timely manner with compassion, dignity and empathy.

We make a distinction between the **ordinary interpersonal conflicts** that often occur when people gather for a common purpose and for achieving common goals, and **extraordinary conflict**, where at least one party to the conflict perceives that an unacceptable violation of stated or implicit rules and values has occurred. Clarity about right relations, practicing right relations, and learning from conflicts when they occur will not guarantee the prevention of extraordinary conflict, but it will reduce the possibility of its occurring. While extraordinary conflicts are rare, our policies for dealing with them are intentionally detailed. Our experience is that people study them only as needed. Hopefully, we will not need them, but if we do, they are designed to be followed as outlined in CONFLICT RESOLUTION: EXTRAORDINARY CONFLICT, to support our community in reestablishing healthy equilibrium.

If the conflict is less with a person than with how they are performing a job, the concern should be addressed to the proper, immediate “supervisor” (i.e. Team Leader/At-Large Director) so individuals are not being “supervised” from all sides.

### ORDINARY CONFLICT: CONFLICT MANAGEMENT

Values that guide us are:

Our Covenant of Right Relations and our value of compassion, as informed by the following assumptions:

- We each want the best in this. We just don't see eye to eye.
- We are capable of resolving this.
- Anonymous complaints to a third party and gossip are harmful, not compassionate.
- Festering - that is, keeping the conflict internal - is harmful, not compassionate.
- Placating and other indirect and manipulative conflict management strategies are harmful, not compassionate.

## **Ordinary Conflict Between Congregants**

**Step 1:** Ask yourself if there's another way you could be looking at the conflict. Can you resolve it by yourself? For a fresh perspective, have a conversation with a member of the Right Relations Team, simply for restoring your personal comfort so that you can be your best in the following steps, should they become necessary.

**Step 2:** Unless you feel there is an issue with safety, go directly to the person who has not met an expectation you had. It takes courage to take this step. We've found e-mail to be a poor substitute for this kind of direct conversation. See [Suggestions for Resolving Ordinary Conflicts Directly](#), for suggestions.

**Step 3:** If you have no resolution to your concern, suggest to the other that both of you look for a source of support together - for example, a mutual friend, the minister, or a member of the Right Relations Team.

## **Ordinary Conflict Between Team Members**

**Step 1:** Ask yourself if there's another way you could be looking at the conflict. Can you resolve it by yourself? For a fresh perspective, have a conversation with a member of the Right Relations Team, simply for restoring your personal comfort so that you can be your best in the following steps, should they become necessary.

**Step 2:** Unless you feel there is an issue with safety, go directly to the person who has not met an expectation you had. It takes courage to take this step. We've found e-mail to be a poor substitute for this kind of direct conversation. See [Suggestions for Resolving Ordinary Conflicts Directly](#), for suggestions.

**Step 3:** If you have no resolution to your concern, suggest to the other that both of you go to the leader of your team with the intention of solving your conflict.

**Step 4:** If you get no resolution after discussion with your team leader, go to the At-Large Director responsible for the team.

**Step 5:** Still no resolution? Don't give up. Contact your Right Relations Team, if you still want to reap the rewards of conflict management.

## **Ordinary Conflict Between a Congregant and the Minister**

**Step 1:** Be it congregant or minister, ask yourself if there's another way you could be looking at the conflict. Can you resolve it by yourself? For a fresh perspective, have a

conversation with a member of the Right Relations Team, simply for restoring your personal comfort so that you can be your best in the following steps, should they become necessary.

**Step 2:** Unless you feel there is an issue with safety, go directly to the person who has not met an expectation you had. It takes courage to take this step, especially when that person is the minister. E-mail is a poor substitute for this kind of direct conversation. See Suggestions for Resolving Ordinary Conflicts Directly, for suggestions.

**Step 3:** If there is no resolution with Step 2, the congregant or minister may contact the Ministerial Relations Team (MRT) as the intermediary that is to help resolve the conflict.

## **SUGGESTIONS FOR RESOLVING ORDINARY CONFLICTS DIRECTLY**

Speak directly with the person (fellow member, Minister, etc.) with whom you have the disagreement.

Examine your own role in the conflict. Why is this matter important to you? Do some soul searching.

At this step, and at all succeeding steps that become necessary, own your issue. Anonymous complaints are not acceptable.

Get a reality check from a trusted third party. Compare your perceptions. Did they see it or hear it in the same way? Based on your telling of events and your feelings about it, would they feel the same way?

Agree with the person with whom you have the disagreement on a mutually acceptable time and place to talk in private, as soon as possible after the incident.

Use “I” statements in your discussion (“I feel...” not “You did...”); use active listening.

If a direct conversation is too difficult, consider putting your thoughts into writing. Be available to hear the response.

## **EXTRAORDINARY CONFLICT: CONFLICT MANAGEMENT**

Extraordinary conflicts include but are not limited to: ongoing disruptive behavior that could result in the revocation of membership; alleged violations of Safe Church Policy, and any alleged sexual misconduct by paid staff, congregants or associates of UUFW.

### **Situations Not Requiring an Immediate Response**

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The situation will be referred to the Right Relations Team for evaluation and recommendation of a course of action to the Executive Team within seven days. If the Executive Team is also the Right Relations Team, the team may call upon another board member or alternative advisor as appropriate. The situation will be evaluated with regard to danger, disruption, offensiveness, causes, history, and probability of change. The Right Relations Team considers the following three levels of responses when recommending a course of action:

### **Level One:**

*The person(s) poses no immediate threat of danger, but is disruptive or offensive.*

Recommendation: Meet with the offending individual(s) to communicate the Team's concern and to describe specific changes in behavior that must be made by a certain date.

Procedure: The Right Relations Team recommends a course of action to the Minister and the Executive Team. If the Executive Team is also the Right Relations Team, the team may call upon another board member or alternative advisor as appropriate. The Minister and Board President meet with the offending individual(s) to communicate the concern and the recommendation. (In the absence of the minister and president, two Right Relations team members may meet with the offending individual.) If there is no improvement by agreed date, proceed to **Level Two**.

### **Level Two:**

*The individual(s) is perceived as a source of threat to persons or property, or perceived as seriously disruptive/offensive, or fail to respond to intervention in Level One.*

Recommendation: Exclusion from the church premises and/or specific church activities for a designated period of time, with the reasons and the date and conditions of return made clear.

Procedure: Right Relations Team informs the Minister and the Executive Team about the situation and recommended course of action. . If the Executive Team is also the Right Relations Team, the team may call upon another board member or alternative advisor as appropriate. The Minister and Board President meet with the offending person to communicate the concern and corrective action required. At the end of the meeting, the plan is communicated in writing by a letter from the Minister and Board President to the offending person with an explanation that the person may appeal the action to the Executive Team by written request. The offending person may bring a representative to the appeal. The Executive Team or Board considers the request, makes a decision within 72 hours, and communicates the decision verbally and in writing to the

offending person(s). If the recommendation is upheld and the person fails to respond to the intervention, then proceed to **Level Three**.

### **Level Three:**

*The Board recognizes that maintaining a safe, secure and healthy environment is a critical priority and recognizes that this environment can be jeopardized by behaviors that result in situations such as the following:*

- *Perceived threats to the safety of any adult or child*
- *The disruption of church activities*
- *The diminishment of the church's appeal to potential and existing members.*

Recommendation: Termination of Membership and permanent exclusion from the church premises and all church activities.

Procedure: If an immediate response is required, it will be taken by the Minister if available, or in the absence of a Minister, the President or other Board member, or in the absence of a Board member, the leader of the church activity during which the disruptive behavior is taking place. An immediate response may include:

- Asking the offending person or persons to leave
- Suspending the meeting or activity until such time it can be safely resumed.
- Calling 911 for assistance.

If it is decided that Membership termination and expulsion must take place, a letter is sent by the Minister and the Board President to the offending person explaining the Membership termination and expulsion, as well as the appeal process. If an appeal is requested, the President calls a special closed meeting of the Board to consider the request and make a decision. The Minister and the President communicate the decision verbally and in writing to the offending persons(s) within 72 hours. If the Minister is not available in a step in the above procedures, a member of the Executive Team may take his/her place. *See Appendix J (p. 81) for the detailed appeal process.*

## **EXTRAORDINARY CONFLICT: CLERGY MISCONDUCT**

### **Policies Regarding Behavior of Church Minister**

*Our expectations regarding these policies.*

We expect that our called clergy will always strive for the highest ideals of the ministry as expressed in the Covenant of the Unitarian Universalist Ministers Association (UUMA). The minister will recognize the power the ministry gives him/her and refrain from practices which are harmful to others and which endanger his/her integrity or

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professional effectiveness. We realize that none of us ever perfectly lives our ideals and that our covenants with each other call us to forgiveness and re-establishment of right relations when possible. Satisfactory performance of a UUFW clergy member implies complete adherence to the Ethical Code of Conduct of the UUMA. Furthermore, we expect that careful commitment to our core values, covenants, policies and agreements will protect us from ever needing the policies described below. However, these policies are in place for the same reason we have fire extinguishers in the building; we don't expect to ever have to use them, but to keep us all safe, they must be there when needed.

*To whom do these policies apply and not apply?*

These policies and procedures apply to any UUFW clergy or professional ministerial staff member whether he or she is an ordained minister or fellowshiped with the UUA or not. Clergy are professionals who are called by the congregation to be partners in leadership and ministry. These policies are not just for the benefit of UUFW members but also those that participate in worship, fellowship-sponsored activities and those with whom we partner or serve in ministry. Safe Church policies, conflict resolution policies and other personnel policies apply to all other members, employees or contractors retained by the UUFW.

*To what do these policies and procedures apply?*

Clergy misconduct is an abuse of the trust, power and influence granted to those in a ministerial role. In the context of the ministerial role and relationships, such abusive behavior includes but is not strictly limited to verbal abuse, intimidation or harassment; emotional manipulation or coercion; sexualized language or sexual behavior; or any other attempt to meet the clergy's personal needs which places the other person's psychological or emotional well-being at risk. Sexual misconduct is a violation of the ministerial relationship in which a person in a position of religious leadership takes advantage of a vulnerable person instead of protecting him/her. It covers a wide range of activity, and the harm caused by this misconduct is related to the degree of seriousness. The range below is from (a) the least degree of seriousness to (e) the greatest degree of seriousness.

- Sexual innuendoes.
- Inappropriate touching.
- Unwelcome advances or requests for sexual favors.
- Sexual relations with an adult under inappropriate circumstances.
- Sexual relations with a minor under any circumstances.

In the context of professional ministry, an especially important element of one another's wellbeing is the sense of acceptance, belonging and comfort in our religious community or in participation in activities with which we are affiliated.

*To what do these policies and procedures not apply?*

These policies and procedures do not apply to disappointments in the quality of the clergy member's job performance, or to frustrations that can occur when people work closely together on things that matter most. These policies and procedures do not apply to universal human shortcomings which result in failures of awareness, understanding, empathy or compassion. Nor do these policies and procedures apply to failure in spite of good intentions to effectively meet immediate needs of someone in distress due to lack of knowledge or skill on the part of the clergy member.

### **Procedure to Handle Complaint Against Church Minister**

**Step 1:** The complainant makes a confidential statement, verbally or in writing, to a member of the Right Relations Team. That is, the statement is made only to this person. The person receiving the complaint provides information on the process and responds to questions from the complainant.

**Step 2:** When/if a complaint is received in writing the person receiving the complaint will contact the minister to inform him/her of the complaint.

**Step 3:** The Right Relations Team member who receives the complaint will arrange for a special Right Relations Team panel to be formed. This special panel shall include the President of the Board of Directors, the Ministerial Relations Team chair, the Right Relations Team chair and two other panel members appointed by the Right Relations Team chair, preferably members of the Right Relations Team or the Executive Team.

**Step 4:** The panel will meet, without the complainant or minister present, within ten days after the complaint was made. A written record of the complaint shall be made at the time of the meeting. In the event the complaint alleges that sexual relations occurred, the Right Relations Team must immediately report it to the appropriate contact at Unitarian Universalist Association in Boston, Massachusetts.

*Note: If the person exposed to clergy misconduct is a minor, Appendix A: Child and Youth Safe Congregation Policy, Reporting and Investigating Abuse, will be followed.*

**Step 5:** The panel will be responsible for coordinating support of all parties involved and overseeing a process in which all parties are treated with dignity and respect. The process of reaching a decision may include a meeting between the complainant, the minister, and the panel, if such a meeting will not put the complainant at risk. The complainant will be contacted to determine their immediate needs for support and to

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communicate their rights, responsibilities and protections, especially but not limited to helping procure an advocate, who must come from outside of the UUFW. The panel provides the same service for the clergy member, helping him/her in obtaining a Good Offices colleague. The panel shall issue a decision to the minister, complainant and the Board of Directors within ten days after the first meeting of the panel.

**Step 6:** The Board will determine the best course of action based on the decision of the panel. As soon as possible, the Board will make a decision regarding continuation or suspension of ministerial duties. SWUUC district staff will be consulted at the discretion of the Board President in consultation with the Executive Committee when possible. The Board will determine how best to meet the congregation's need to know about the processes, decision and plans in these matters, as well as how to address concerns or any distress within the congregation or others involved.

## APPENDIX A: UUFW's Child and Youth Safe Congregation Policy

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### Overview

Unitarian Universalist Fellowship of Waco, a Unitarian Universalist congregation, affirms and promotes the inherent worth and dignity of every person, as well as justice, equity, and compassion in human relations. In that spirit, we are called to encourage the spiritual growth and to ensure the safety of all children, youth, and adults who are a part of our religious community whether for a moment or for life. The following policies and procedures are guidelines for keeping children, and youth safe; educating adults, youth, and children in the congregation about sexual abuse and prevention; and responding to anyone who has been convicted or accused of sexual offenses. These policies and procedures shall be made readily accessible to any person who may wish to see them.

### Definition of Terms

These definitions are provided as a guide to understanding the intent of the text, but are not intended to be exclusive or inclusive of all possible meanings. Similarly, other undefined terms in this document should be interpreted so as to convey the intent and purpose of the provision without necessarily following strict legal or technical definitions.

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*Physical Abuse:* Any physical or violent act against a child that is punishable by incarceration in any jurisdiction and any non-accidental intentional act by an adult upon a child under the age of 18 years which results in bodily harm, physical injury or the risk of serious injury to the child. Instances of child abuse include but are not limited to: assault with hands, feet, a weapon, or other instrument; or burns, fractures, and bruises resulting from being beaten, shaken, pushed or thrown.

*Sexual Abuse:* Any sexualized behavior, verbal, physical or non-physical, with a child; or using a child for the sexual gratification of an adult or another child and that is punishable by incarceration in any jurisdiction. Child sexual abuse includes behaviors that involve touching and non-touching aspects. Types of abuse that involve touching include, but are not limited to: sexual fondling; oral, genital, and anal penetration; intercourse, forcible rape, forced participation in sexual acts, incest, and exploitation for the purpose of pornography or prostitution. Types of abuse that do not involve touching include but are not limited to: making verbal comments such as statements intended to seduce children; making or viewing a pornographic video with a child or which depicts a child, making obscene phone calls to a child; and exhibitionism. Child sexual abuse is illegal regardless of whether the child "consents" or not. Consent is not an issue. The offender bears the entire responsibility for the abuse, whatever form it takes. Child sexual abuse may be violent or nonviolent. All child sexual abuse is an exploitation of a child's vulnerability and powerlessness and the abuser is fully responsible for all actions

*Emotional Abuse:* Subjecting a child to verbal assault or emotional cruelty, thereby deeply affecting the child's self-esteem. Emotional abuse may be very difficult to identify and document. It may include, but is not limited to: close confinement, inadequate nurturing, extreme discipline, or deliberately permitting destructive behaviors such as drug or alcohol abuse.

*Neglect:* Withholding or failing to provide children's basic physical, nutritional, or environmental needs. Chronic withholding of food, clothing, medication, and proper living quarters, as well as abandonment are all acts of neglect. Neglect can include physical, emotional, or educational neglect through such actions as inadequate supervision, health hazards in the home, refusing to seek treatment for illnesses, providing inadequate nurturing, and deliberately permitting chronic truancy.

*Sexual Misconduct:* Any instance of:

- Undesired or inappropriate sexually oriented humor, language, questions, or comments.
- Undesired or inappropriate physical contact.
- Inappropriate comments about clothing or physical appearance.
- Intimidation or hostile sexually orientated comments.

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A single occurrence may be sufficiently serious to constitute sexual misconduct.

*Sexual Harassment:* Repeated, ongoing, and unwanted incidents of sexual misconduct.

*Background Check:* A check of a person's background to determine whether any factors are present which indicate that it may be inappropriate for the person to participate in programs with children or youth. Individuals interested in participating in programs with our children or youth agree to cooperate in providing any information and releases that may be necessary to complete these searches. Background checks are conducted through a commercial provider as approved by the Board of Directors. They include searching public criminal records and databases from all 50 states as well as searching commercial, private or proprietary databases as determined by the commercial provider.

Unitarian Universalist Fellowship of Waco reserves the right to conduct other background searches as may be determined appropriate.

*Other Terms:* Designations such as "Board of Directors," "Minister," "Ministerial Relations Team," "Conflict Resolution Team," "Director of Religious Education (DRE)," and "Religious Education Team" refer to the terminology and congregational organization existing at the time of drafting. In the event positions are vacant or terminology changes, this document remains valid but should be read in the context of the current terms and assigned responsibilities.

## **Preventing Abuse Generally**

It is the intention of our religious education programs to promote self-esteem and personal responsibility among our children and our adult Membership. It is ultimately the responsibility of the entire Fellowship, in partnership with parents, to create and maintain a safe environment that supports the growth and welfare of children and youth in our programs. However, this policy is devoted primarily to situations in which children are in a supervised relationship with Fellowship Members other than their parents.

The child's welfare is the parent's responsibility when the child is on Fellowship grounds but not actually in a UUFW supervised activity.

A child with "special needs" (including but not limited to medical, physical, developmental, behavioral or psychological), who participates in a UUFW supervised activity shall be supervised by the child's own parent(s) or by a non-parent adult who has been trained to deal appropriately with the specific "special need" of the child. This policy is necessary in order to minimize disruptions and for the mutual safety and

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welfare of the “special needs” child, of the other children who are also participating in the activity and of the supervising adult(s).

All Religious Education (RE) teachers are required to review and sign the Code of Ethics for Working with Children and Youth.

A list of resources within the community that address the issues of domestic violence and sexual abuse will be maintained by the Fellowship and available to anyone who inquires.

This policy will be included in Unitarian Universalist Fellowship of Waco’s Policy and Procedures Manual and will be available on the Fellowship’s website. It will also be a part of orientation materials for new Members of the Board of Directors and Team Chairs.

## **Application and Screening Procedures for Staff and Volunteers**

### *The Special Relationship between Minister and Congregants*

We as a community expect the Minister, if available, to abide by the UU Ministers Association's Code of Professional Practice which is published in the UUMA Guidelines and is available in the Fellowship’s office, or from the UUMA, 25 Beacon Street, Boston, MA 02108, or at [www.uuma.org/guidelines](http://www.uuma.org/guidelines).

### *The Special Relationship between Professional RE Educators and Congregants*

We as a community expect the Director of Religious Education and other professional religious education staff, to abide by the Liberal Religious Educator's Code of Professional Practice, which acknowledges that religious educators are also the recipients of special trust. In subscribing to this code, professional religious educators agree not to exploit the powers inherent in their roles. The complete text of the Code is published in the LREDA Guidelines and Code of Professional Practices which is available in the Fellowship’s office, or from the LREDA, 25 Beacon Street, Boston, MA 02108, or at [www2.uua.org/lreda/content/code.html](http://www2.uua.org/lreda/content/code.html).

Employees of the Fellowship working with children and youth:

- Must comply with all requirements for RE teachers and other volunteers working with children and youth.
- Must be screened by the appropriate hiring committee or the Board of Directors who will contact references, record the contact, conduct background checks, and conduct a formal interview with the candidate.

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The application forms including the background check results are considered confidential. They are kept in a locked file to be viewed only by the appropriate hiring committee, the Conflict Resolution Team, the Minister, and the President of the Board of Directors. All applicants for any relevant position and also all persons currently employed in relevant positions, but who have not already done so, must complete the Application for RE Teachers, Child Care Teachers, and Volunteer Youth and Child Care Workers (Document A), must sign the Code of Ethics for Working with Children and Youth (Document B) and must submit to a background check.

Religious Education teachers and other volunteers working with children and youth:

- Must meet the age requirements for their positions, which are: at least 18 years old for childcare provision (with helpers being at least 12 years old, depending on maturity level); at least 21 years old for teaching children's RE (with helpers being at least 18-20 years old); and at least 25 years old to work with youth RE.
- Must have been an active participant at Unitarian Universalist Fellowship of Waco for at least six months or have childcare references from the public or private sector.
- Must complete the Application for RE Teachers, Child Care Teachers, and Volunteer Youth and Child Care Workers (Document A), sign the Code of Ethics for Working with Children and Youth (Document B), submit to a background check, and be approved by the DRE or the RE Team and by the President of the Board.
- Must have a valid driver's license, liability insurance, and current automobile registration and license plates on their vehicle if they are to transport children/youth to church-sponsored activities.

The application forms including the background check are considered confidential, shall be kept in a locked file and shall be reviewed only by the Chair of the Conflict Resolution Team, the Minister, the DRE (or the Chair of the RE Team), and the President of the Board of Directors. All applicants for any relevant position and also all persons currently serving in a relevant position, but who have not already done so, must complete the Application for RE Teachers, Child Care Teachers, and Volunteer Youth and Child Care Workers (Document A), must sign the Code of Ethics for Working with Children and Youth (Document B) and must submit to a background check.

### *Disqualifying Offenses*

The following or equivalent offenses are grounds for disqualification:

- Any offense involving violence or the risk of death including solicitation or attempt.

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- Any offense of a sexual or pornographic nature including attempt or solicitation.
- Any offense involving a child as a victim or contributing to the delinquency of a minor, etc.
- Any offense involving weapons.
- Any offense involving marijuana, a dangerous drug or a controlled substance.
- Traffic Offenses (excludes candidate only from transporting children and youth): Driving while intoxicated or under the influence of drugs; Reckless Driving; Hit and Run.

Other offenses may be added to the screening criteria, and thus result in disqualification, at the discretion of the Board of Directors or delegate authority if it is determined that an offense not listed above could compromise the safety of children or youth.

#### *Guidelines for Determining Disqualification*

Any person who has any conviction for a “non-disqualifying” offense (excluding expunged matters and minor traffic violations), will be reviewed on a case-by-case basis by the Board or delegate authority. Factors considered to determine disqualification include the nature and severity of the criminal conduct, the length of time since the offense occurred, the likelihood of rehabilitation and other factors deemed appropriate under the circumstances.

Any person who has been convicted of a disqualifying offense, who is or has been on probation or deferred adjudication for a disqualifying offense, or who has pending criminal charges for any disqualifying offense is considered ineligible to participate in programs with our children and youth and will be denied any position involving contact or activities with children and youth.

If the person claims that the disqualifying information on the criminal background check is due to false information or mistaken identity, the candidate will be directed to the source of the information to have the error corrected. Unless the error is corrected, the applicant will be denied any position involving contact or activities with children or youth. The Board of Directors or delegate authority will not engage in second-guessing of the commercial background check provider (or relevant State criminal record database) and will adopt a “better-safe-than-sorry” approach to applicant appeals of disqualification.

## **Safety Guidelines**

Various supervision methods are detailed below to help leaders and teachers avoid creating situations in which personal boundary issues can become a problem.

### *Protection and Safety*

- Religious education volunteers shall review this policy, as well as information on sexual abuse and prevention, every year.
- There must be a minimum of two unrelated adults present in the room at any UUFW event or function in which children or youth are included. (“Unrelated Adults” means that between them there exists no relation by blood, adoption or marriage or other official or unofficial civil union or that they are not members of the same household or not romantically involved with each other.) In the event of an emergency, exceptions can be made at the discretion of the responsible adult(s) at the event.
- The childcare staff or volunteer shall release a child only to the parent or guardian of that child, unless previous arrangements have been made between the parent and volunteer.
- Parents are expected to supervise children when children are not in RE classes.
- No child may be disciplined corporally or corrected with abusive language.
- RE classrooms are open to anyone at all times. Classroom windows are always uncovered. Classroom doors are open (unless noise or other distractions make this policy impractical) and will only be closed when there are two unrelated adults in the room.

### *Field Trips*

- No child may leave the Fellowship premises with a non-parent or non-guardian on a Fellowship activity or program without written consent of the parent or guardian. Parents or guardians must be notified when the child will be leaving the Fellowship premises and must sign the Field Trip Permission Form (Document F).
- There must be a minimum of two unrelated adults with the group. There must be a minimum ratio of one adult to five children. In the event of an emergency, exceptions can be made at the discretion of the responsible adults on the trip.
- Children riding in a motor vehicle for the field trip must be secured according to current state regulations for child car seat restraint.

## **Reporting and Investigating Abuse**

### *Responding to Abuse*

The Right Relations Team (or other authority as determined by the Board of Directors) will respond to any disclosures or allegations of violations of this policy. The Right Relations Team (RRT) and all others involved will maintain confidentiality to the greatest degree possible. Grievances related to confidentiality may be brought to the Board of Directors.

When responding to suspected incidents of abuse, the RRT serves two purposes. First, it serves as a source of general information about abuse and a link to available resources. Second, if any person has been harassed or abused, or observes or has reasonable cause to suspect behavior which may constitute physical or sexual abuse of a child, or if someone discloses such abuse, then the RRT will aid the person who reported the incident to file a report with the appropriate State agency. Accusations involving criminal conduct shall be reported to law enforcement officials and to the Department of Regulatory and Protective Services. (See Incident Report.)

The RRT will report adult non-criminal incidents to the Board of Directors. The RRT does not have the legal authority or the expertise to determine guilt or innocence. It is designed instead to assist Members of the Fellowship, both children and adults, both victims (potential or actual) and the accused. While the incident is being investigated, the Team will work to protect and support all involved parties in a way which allows the Fellowship to go about its business in a non-persecutory, but safe atmosphere. The RRT will alert the President of the Board of Directors that an abuse situation has been reported.

The Right Relations Team will take responsibility for:

- Coordinating support for all parties involved, including the person who reported the incident;
- Overseeing a process in which all parties are treated with dignity and respect; and
- Responding, through a single designated spokesperson, to questions from the public media if contacted by them. In general, because of the issue of confidentiality and in the best interests of the victim and accused, release of information to the public is restricted as much as possible. The designated spokesperson will discuss what steps the Fellowship has taken to guard against abusive situations.

If an accusation of abuse of a child by a Member of the Fellowship is reported, the RRT will require that the accused sign an Interim Agreement Regarding Restrictions with Children, and shall restrict contact between the accused and children while the accusation is being investigated by the relevant State agency. The restrictions are designed to protect children from any possible risk, to protect the accused from further suspicion, and to facilitate confidentiality while the complaint is being resolved. That document shall be kept in a locked file and reviewed only by the RRT and the President of the Board of Directors. If the accused is cleared of the accusations or if the complaint is withdrawn, the document will be returned to the accused person and the formal interim restrictions shall be terminated.

If the accusations are determined valid by the relevant authorities, the RRT will require the offender to sign and comply with a Permanent Agreement Regarding Restrictions with Children. Similarly, if the RRT becomes aware that a Member of the congregation has, in the past, sexually abused children or if any other reason exists to limit the person's contact with children and youth, the Team will require the individual to sign and comply with a Permanent Agreement Regarding Restrictions with Children. That document shall be kept in a locked file and reviewed only by the RRT and the President of the Board of Directors. Such information may be revealed to others on a "need-to-know" basis.

### *Reporting and Response Procedures*

If a person feels that they have been the victim of, or observes, or has reasonable cause to suspect behavior in violation of this policy, that person should fill out an Incident Report, and report the incident to the DRE or the RE Chair, the Minister (if available) or to another Member of the RRT. If the DRE (or RE Chair) or Minister ascertains that a child or youth is in a situation of risk, the responsible person should immediately remove the allegedly abusive adult (or the child) from the situation and take any other steps necessary to protect the minor. If the reported abuse is allegedly committed by a staff person or volunteer at the Fellowship, the supervisor of that person will immediately relieve that person of any duties involving supervision, care, or teaching of children and youth at the Fellowship until the matter is resolved. The supervisor will keep a written record of who reported the suspected abuse and any circumstances on the Incident Report (page 56).

**IF A FELLOWSHIP MEMBER OR FRIEND OR STAFF PERSON SUSPECTS THAT A CHILD HAS BEEN ABUSED, EITHER WHILE IN A FELLOWSHIP PROGRAM OR AT ANOTHER TIME, THE PERSON WITH THE SUSPICION MUST REPORT THE INCIDENT TO STATE AUTHORITIES BY STATE LAW. FAILURE TO REPORT IS A CRIME. SEE "TEXAS STATE LAW."**

### *False or Mistaken Accusations*

It is also an important goal of this policy to protect adults at the Fellowship from false or mistaken allegations of abuse that arise while teaching in the RE program or otherwise interacting with children at the Fellowship.

A key way to prevent false or mistaken allegations is to abide by the Safety Guidelines outlined above. The Fellowship should be sensitive to the disruption and damage a false accusation may cause to both the adults and the children involved. This is true even when the accusation is one due to a misunderstanding or misinterpretation of what seems a child's straight-forward report of an event. If the Right Relations Team (RRT) determines that an accusation has been made with malice or for any other reason believes that a report has not been made in good faith, the confidentiality of the reporting person will not be protected, except as may be determined by the RRT in the case of a minor. RRT may determine that a false accusation by a child or youth requires further consideration.

### **Texas State Law**

#### *Clergy as Mandatory Reporters of Child Abuse and Neglect*

To better understand this issue and to view it across States, see the Clergy as Mandatory Reporters of Child Abuse and Neglect: Full-Text Excerpts of State Laws (PDF - 262 KB) publication.

Citation: Tex. Fam. Code Ann. § 261.101 (West, WESTLAW through End of 1999 Reg. Sess.)

#### Statute Text:

A person having cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect by any person shall immediately make a report as provided by this subchapter.

The requirement to report under this section applies without exception to an individual whose personal communications may otherwise be privileged, including an attorney, a member of the clergy, a medical practitioner, a social worker, a mental health professional, and an employee of a clinic or health care facility that provides reproductive services.

#### *What's the Law?*

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(From Prevent Child Abuse Texas—[www.preventchildabusetexas.org](http://www.preventchildabusetexas.org))

Anyone “having cause to believe that a child’s physical or mental health or welfare has or may be adversely affected by abuse or neglect” must report the case to any state or local law enforcement agency and to the Department of Protective and Regulatory Services. Failure to report suspected child abuse or neglect is punishable by imprisonment of up to 180 days and/or a fine of up to \$1,000. (Texas Family Code, chapter 34).

Texas Abuse and Neglect Hotline: 1-800-252-5400.



**Application for RE Teachers, Childcare Teachers, and Volunteer Youth and  
Childcare Workers**

Name: \_\_\_\_\_  
*Last First Middle*

Other Names Used: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Soc. Sec. #: \_\_\_\_\_ Driver's Lic. #: \_\_\_\_\_

Home Address: \_\_\_\_\_

E-mail: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_ Cell/Other: \_\_\_\_\_

Current Employer: \_\_\_\_\_

Are you CPR certified?      YES / NO

List all other states you have lived in as an adult and the years you lived there:

\_\_\_\_\_  
(Attach other sheets if necessary)

List all previous paid or volunteer work with children (Include date, location, name of organization, and description of your participation):

\_\_\_\_\_  
\_\_\_\_\_

(Attach other sheets if necessary)

List any relevant education, experience or training that you bring to this position:

\_\_\_\_\_

---

(Attach other sheets if necessary)

*Application for RE Teachers, Childcare Teachers, and Volunteer Youth and Childcare Workers (continued) continued on next page*

If you answer yes to any of the questions below, attach a separate sheet with your explanation. The terms “child” and “children” refer to persons under the age of 18.

- YES / NO      Have you ever been charged with, arrested for, entered a plea for, or been convicted of any sexual offense or any felony?
- YES / NO      Has any civil judgment ever been made against you for reasons related to sexual misconduct or child abuse?
- YES / NO      Have you ever resigned from employment or been disciplined or terminated by an employer for reasons related to sexual misconduct or child abuse?
- YES / NO      Is there anything in your background that would call into question your being entrusted with the supervision, guidance, and care of children?
- YES / NO      Have any allegations of child abuse, family violence, or domestic violence been made against you?

*The information provided by me in this application is correct to the best of my knowledge. I authorize any references or institutions listed in this application to give Unitarian Universalist Fellowship of Waco any information they have regarding my character and fitness for working with children. I also release this information to be used in a criminal background check.*

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

*Application for RE Teachers, Childcare Teachers, and Volunteer Youth and Childcare Workers (continued)*

Personal References: List 3 personal references (non-relatives):

Name: \_\_\_\_\_

Phone(s): \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Date contacted:

Comments:

Name: \_\_\_\_\_

Phone(s): \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Date contacted:

Comments:

Name: \_\_\_\_\_

Phone(s): \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Date contacted:

Comments:

## **Code of Ethics for Working with Children and Youth**

Adults and older youth working with children and youth in the context of our Unitarian Universalist faith, have a crucial and privileged role. To help our children grow up to be caring and responsible adults can be a meaningful and joyful experience for the adult and a lifetime benefit to the young person. It is important to recognize that this role carries with it both power and influence. Whether acting as a youth advisor, chaperone, child-care worker, teacher, Minister, mentor, or any other role, the adult has a special opportunity to interact with our young people in ways that are affirming and inspiring to the young people and to the adult. Adults who work with children and youth at UUFW events are expected to always have the best interests of children and youth at heart.

### *Expectations*

Adults are expected to nurture the physical, emotional, and spiritual growth of children and youth by fostering an environment of kindness, trust, respect, and fun. Our charge to children and youth workers is to encourage kindness and genuineness among the children and youth, and to discourage unkindness and falseness. We intend to create an environment in which children and youth will be able to explore the spiritual and religious nature of their lives, both as individuals and communities. We expect that one person's enjoyment will not be at the expense of another person's health or self-esteem. In light of this, there are some specific expectations that Unitarian Universalist Fellowship of Waco has of adults working with children and youth. They are as follows:

- **“Friendship” with Youth** - Although we hope that youth and adults will have genuine fondness for one another, any adult who looks to youth for “friendship” is not sufficiently mature to be in a position of responsibility over them. A “friendship” is reciprocal, where neither person has more responsibility for the health of the relationship than the other. This is antithetical to the adult/youth relationship, where the adult is the one who assumes primary responsibility for maintaining appropriate boundaries and cultivating an atmosphere of health and trust. It is expected that any relationships that an adult has with youth who have grown to adulthood will not become exploitative.
- **Unofficial Contact With Youth** – Sometimes a genuine mentoring relationship will develop between a youth and an adult. These can be healthy and also transformative for both parties. However, it is our concern that a “predator,” who does not have the best interest of the youth at heart, will try to disguise an unhealthy relationship with a youth as a mentoring relationship. Therefore, if you wish to be in contact with a youth outside the normal channels of Fellowship sponsored events, it is imperative that your behavior be, and appear to be, above reproach. Any relationship you develop with a youth outside of church-sponsored events must be with the knowledge and consent of the parents. This is for the protection of the youth from potential predators, but also for your own protection. If you have any concerns regarding what might be appropriate or

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inappropriate behavior in these situations, please contact the DRE (or RE Team Chair), the Minister or another Member of the Conflict Resolution Team.

- **Sexualized behavior** – Adults play an important part in helping our youth develop healthy identities as sexual beings. Children, youth, and adults suffer damaging effects when leaders become sexually involved with young persons in their care. It is never appropriate to engage in any manner of sexual behavior with a child or youth. This refers not only to explicitly sexual behavior, but also to sexually provocative behavior or language. It is not appropriate to tell jokes with sexual content, for example, or to make “double entendres.” Physical expressions of affections such as hugs have their place, but it is best to allow the child or youth to initiate them, and the adult must be sensitive not to allow them to be prolonged.
- **Confidentiality** – Adults who work with children and youth under the aegis of the Fellowship are responsible to the children and youth and also to the Fellowship. Remember: you are acting both ethically and legally as an agent of Unitarian Universalist Fellowship of Waco. Sometimes you will learn that a child or youth is the victim of abuse, is suicidal, has a serious drug problem, etc. **YOU MUST NOT KEEP SUCH INFORMATION TO YOURSELF.** For this reason, please try never to give children or youth the impression that you will keep secrets for them. **CONFIDENTIALITY DOES NOT MEAN KEEPING SECRETS.** For the most part, a covenant of confidentiality will mean that you do not repeat information told to you in confidence. However, when the information is of a major crisis nature, encourage the child or youth to seek help from a parent or other authority figure. In addition, you yourself **MUST** consult with a person in a position of greater authority in the Fellowship, which in this situation means a Member of the Conflict Resolution Team, the DRE (or RE Team Chair), or the Minister, about an appropriate course of action.
- **Compliance with this Code of Conduct** – Any UUFW staff member or volunteer working with children or youth who disagrees with any provision of the code is free to discuss their opinions with the Conflict Resolution Team. However, until such a time as the Fellowship chooses to alter any portion of its provisions, the worker must comply with this code as written.

#### ACKNOWLEDGMENT AND AGREEMENT

By signing below, I indicate that I have read this Code of Conduct and the Unitarian Universalist Fellowship of Waco Child and Youth Safe Congregation Policy and agree to comply with them. Further, I agree to refrain from any conduct that may constitute verbal, emotional or physical abuse. If I violate any of these provisions, the Fellowship leadership will take appropriate action, and I may become ineligible to work with children or youth at Unitarian Universalist Fellowship of Waco.

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Signature \_\_\_\_\_

Date \_\_\_\_\_

Printed name \_\_\_\_\_

## **Interim Agreement Regarding Restrictions with Children**

CONFIDENTIAL

A complaint has been made to the Right Relations Team (RRT) which is now under investigation. While this complaint is being investigated, in order to protect the children in our programs from potential risk, to protect you from further suspicion, and to maintain confidentiality, we require that you to comply with the restrictions set out herein below. Signing this document in no way constitutes an admission of wrongdoing or guilt. Instead, these restrictions are a routine safety precaution, activated without prejudice toward particular individuals. This document will be reviewed only by the RRT and the President of the Board of Directors. If the accusations are unfounded or withdrawn, this document will be returned to you. The Fellowship will attempt to keep this matter as confidential as possible, while ensuring the Fellowship remains a safe place for our children. Consider the President of the Board of Directors as your contact person should further questions arise. Failure to comply with these restrictions may result in termination of your Membership and/or refusal of access to Fellowship events.

While you comply with these restrictions, the Fellowship welcomes your participation in worship services, coffee hour, committee meetings, adult discussion groups, adult social events, and well-supervised intergenerational events. The restrictions are as follows:

- You shall avoid physical contact with children on Fellowship property or at Fellowship-sponsored events.
- You shall not volunteer or chaperone children's events (including children's religious education classes, talks with the children during worship services, specific children's activities at intergenerational events, and driving children to Fellowship activities).
- You shall remain in the presence of another adult when children are present in the building or at Fellowship sponsored events.
- You shall avoid conversations with children on Fellowship property or at Fellowship-sponsored events.

### ACKNOWLEDGMENT AND AGREEMENT

I have reviewed this Interim Agreement Regarding Restrictions with Children and agree to comply with all its restrictions.

Signature \_\_\_\_\_

Date \_\_\_\_\_

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Printed name \_\_\_\_\_

### **Permanent Agreement Regarding Restrictions with Children**

#### CONFIDENTIAL

As we have discussed, the Right Relations Team (RRT) has serious reasons for concern that your contact with children and youth in our congregation potentially places both you and them at risk of incident or accusation. We require your compliance with the restrictions set out herein below.

The Fellowship will attempt to keep this matter as confidential as possible, while ensuring the Fellowship remains a safe place for our children. Consider the DRE (or the RE Team Chair) as your contact persons should further questions arise. Inform a Member of the RRT of any further developments which may influence our concerns about your possible impact on the well-being of the children in this Fellowship. If these restrictions are determined insufficient to address the seriousness of your behavior or if you fail to comply with these restrictions, your Membership shall be terminated and/or you shall be refused access to Fellowship events.

While you comply with these restrictions, the Fellowship welcomes your participation in worship services, coffee hour, committee meetings, adult discussion groups, adult social events, and well-supervised inter-generational events. The restrictions are as follows:

- You shall avoid physical contact with children on Fellowship property or at Fellowship-sponsored events.
- You shall not volunteer or chaperone children's events (including children's religious education classes, talks with the children during worship services, specific children's activities at inter-generational events, and driving children to Fellowship activities).
- You shall remain in the presence and within hearing distance of an adult designated by the Board of Directors at all times when children are present in the building or at Fellowship-sponsored events.
- You shall avoid conversations with children on Fellowship property or at Fellowship-sponsored events.

#### ACKNOWLEDGMENT AND AGREEMENT

I have reviewed this Permanent Agreement Regarding Restrictions with Children and agree to comply with all its restrictions.

Signature \_\_\_\_\_

Date \_\_\_\_\_

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Printed name \_\_\_\_\_

## Incident Report

Person reporting incident: \_\_\_\_\_ Date of Report: \_\_\_\_\_

Contact info: \_\_\_\_\_

Alleged victim name: \_\_\_\_\_

Address: \_\_\_\_\_

Is age of alleged victim less than 18?      YES / NO

Person accused name: \_\_\_\_\_

Address: \_\_\_\_\_

Is age of person accused less than 18?      YES / NO

Location of incident (please be specific): \_\_\_\_\_

Date of incident: \_\_\_\_\_      Time of incident: \_\_\_\_\_

*Describe exactly what happened (additional pages may be used as needed):*

Property or equipment involved: \_\_\_\_\_

Owner of property or equipment: \_\_\_\_\_

Witness (name, contact info): \_\_\_\_\_

Witness (name, contact info): \_\_\_\_\_

If injury, describe: \_\_\_\_\_

\_\_\_\_\_

Referred for treatment (please circle one):

NONE / PRIVATE PHYSICIAN / EMERGENCY ROOM / AMBULANCE

Insurance Company Contacted (please provide details): \_\_\_\_\_

\_\_\_\_\_

*Action taken (additional pages may be used as needed):*

*Resolution (additional pages may be used as needed):*

*Continued on next page*

In addition to completing this form, the incident should be reported to the DRE (or RE Team Chair) or another Member of the Right Relations Team, to law enforcement and to the Department of Protective and Regulatory Services.

## Field Trip Permission Form

Your child's Religious Education class will be going on a field trip to:

\_\_\_\_\_

on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ o'clock.

The purpose of the trip is: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Transportation will be provided by: \_\_\_\_\_

Adults responsible for this trip are:

\_\_\_\_\_

\_\_\_\_\_

Please feel free to contact them for further information.

If your child has a medical condition or other concern that we need to be aware of for this trip, let us know. Please note that unless one of the adults chaperoning this trip has been trained to appropriately deal specifically with your child's special need, you must accompany your child on this field trip or your child will not be permitted to participate. This is necessary to minimize disruptions and for the safety and welfare of your child, that of the other children and that of the chaperones.

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*Continued on next page*

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Your signature (below) gives us permission to take your child on the above mentioned field trip. Feel free to accompany your child on this trip.

Child's name: \_\_\_\_\_

Phone number where you can be reached at the time of the field trip: \_\_\_\_\_

Parent/Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian's Printed Name: \_\_\_\_\_

## **APPENDIX B: COVENANT OF RIGHT RELATIONS**

We, the Members of the Unitarian Universalist Fellowship of Waco, adopt this covenant for the purpose of being in right relationship with one another. Through this covenant, we make a commitment to act with mutual trust and support in this liberal religious faith community.

We covenant to:

- listen deeply and speak with openness, caring, and respect
- engage newcomers, youth and young adults in the life of the congregation
- contribute time, ideas and income in support of our mission and our community outreach, according to means and abilities.
- foster stable congregational growth by drawing on new people and new ideas while maintaining the best of our Unitarian Universalist traditions
- communicate clearly about leadership activities and decisions
- create, communicate and follow clearly defined congregational policies

Our true covenant will show by our actions. May this covenant deepen our connections with one another and guide us through conflict with dignity and respect for one another. We sometimes fall short of peacefully resolving our misunderstandings and difficulties. When this happens, we will strive to repair relationships and recommit to these covenants.

This is a living document, intended to reflect the needs of our congregation as it changes and grows, revisiting it as needed.

**APPENDIX C: TEAM REPORT TEMPLATE**

NAME OF TEAM: \_\_\_\_\_ DATE OF MEETING: \_\_\_\_\_

MEMBERS PRESENT: \_\_\_\_\_

\_\_\_\_\_

MEMBERS ABSENT: \_\_\_\_\_

\_\_\_\_\_

AGENDA: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



ASSIGNMENTS/ACTION ITEMS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

RECOMMENDATIONS FOR BOARD APPROVAL: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ESTIMATED EXPENSES: \_\_\_\_\_ ESTIMATED INCOME: \_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

## **APPENDIX D: PATH TO MEMBERSHIP**

Once you have been attending UU services and feel that UUFW is your religious home, you may want to consider becoming a member.

The present and future of UUFW depend solely on support by its Members. Each of UUFW's Members is requested to show his/her support through his/her presence, service, and pledging. The expectation is one joins as a Member because he/she has a desire to serve an active role at some level in supporting the sustenance and further development of UUFW. And, he/she accepts this is dependent on each Member demonstrating these acts of support.

To become a member of the Unitarian Universalist Fellowship of Waco:

- Have an initial meeting with a representative of the Membership Team ([membership@uuwaco.org](mailto:membership@uuwaco.org)).
- Receive a Member information packet, and sign the Statement of Intent to join and the membership book.
- Present your intentions of support. (The level at which one demonstrates his/her support is personal and to be determined by each individual.)
- Complete and submit a New and Prospective Member Survey which provides the congregation your personal contact information and interests in support through preferred ways of presence and service.
- Complete and submit a pledge card in order to present an annual financial pledge to UUFW. Funds received help support the work of our religious community. This information is kept strictly confidential between you and UUFW's Treasurer.
- Be welcomed into membership by the congregation.
- Membership is a journey: Get involved in the activities of the Fellowship as often as you are able.

Taking your leave:

In order to remain a member, you are asked to participate in Fellowship life, pledge and make an identifiable financial contribution each fiscal year. Please let the leadership know if you no longer wish to be a member of the Fellowship for whatever reason. We want to honor your leaving just as we honored your arrival.

## Statement of Intent to Join

I intend to join the Unitarian Universalist Fellowship of Waco, and as a member, I do hereby agree to:

- Subscribe to the following Bond of Union as stated in the By-laws of this Fellowship:
  - BOND OF UNION: The purpose of this Fellowship is to bring religious people into closer acquaintance and cooperation for the study and practice of religion, and for the diffusion of the knowledge of Unitarianism Universalism and the furthering of their principles.
- Embrace the spirit of the Affirmation which we say at Sunday services:
  - *Love is the doctrine of this Fellowship, the quest for truth is its sacrament and service is its prayer. To dwell together in peace, to seek knowledge in freedom, to serve others in community to the end that all souls shall grow into harmony with creation. Thus do we covenant with each other.*
- Join with and support the Unitarian Universalist Fellowship of Waco by making an annual financial pledge and volunteering to use my time, talents and experience for the good of the Fellowship according to my means and abilities.
- Live UUFW's Core Values and Covenant of Right Relations.
- Find ways to meet people and become involved in the life of the congregation.
- Notify the Membership Team ([membership@uuwaco.org](mailto:membership@uuwaco.org)) if I want to resign my membership in the congregation.

This document shall be kept on file until revoked for cause, i.e. resignation, board denial, death, consecutive non-attendance for a twelve-month period, or failure to provide the Fellowship with a valid, current mailing address. The Membership Team shall review and establish a membership list annually. The Membership Team Chair shall notify in writing any members whose status is being changed. (Italics, from UUFW Bylaws, III)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

Board President's Signature \_\_\_\_\_ Date: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

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## Preparing For Membership

All perspective members are encouraged to attend a new members' orientation program that is organized by the Membership Team and presented several times a year to new and/or prospective members. The orientation program includes information about the history and changes within the Unitarian and Universalist movements and provides an important context for individuals new to UU. The orientation program also provides information about the growth and development of our UU Fellowship in Waco. Members who have participated in other UU organizations are encouraged attend our orientation in order to learn more about the rich history and ongoing projects within UU Waco.

The Membership Chair is responsible for assuring that friends and/or former members seeking the path to membership are within Right Relations with the Fellowship. The Membership Chair should assure all potential or outstanding Right Relations issues have been satisfactorily addressed by the Right Relations Team before presenting the Statement of Intent to Join (provided on the previous page) to the Board President for approval.

## APPENDIX E: Communications Checklist

HOW TO SCHEDULE AND PUBLICIZE AN EVENT	RESPONSIBLE PARTY / ACTION TAKEN
<p><i>All events at the Fellowship:</i> To ensure clarity and efficient sharing of our resources, take these two steps for ALL events occurring at the Fellowship:</p> <ol style="list-style-type: none"> <li>1. Schedule the event/building use.</li> <li>2. Add to the UUWaco.org calendar.</li> </ol>	<ol style="list-style-type: none"> <li>1. Event Coordinator (“Coordinator”) contacts a Team leader or designee (“Sponsor”). Sponsor checks online calendar for facility availability, emails House &amp; Grounds (<a href="mailto:handg@uuwaco.org">handg@uuwaco.org</a>) to reserve time and space for event.</li> <li>2. Sponsor adds event to UUWaco.org calendar.</li> </ol>
Announcement during service	Coordinator submits Sponsored event in writing at least five minutes before warning bell (10 minutes prior to start of service), using note cards provided in the front row of pews in the Sanctuary.
Announcement in the Order of Service (OoS)	Coordinator submits sponsored event to <a href="mailto:admin@uuwaco.org">admin@uuwaco.org</a> by the Tuesday prior to the service.
Article in the newsletter (“Phrog”)	Coordinator creates an article and forwards it to Sponsor, who submits to <a href="mailto:admin@uuwaco.org">admin@uuwaco.org</a> . Please see the Newsletter Submission Guidelines (below) before submitting an article.
Outside advertising (public radio, online advertising, Facebook, etc.)	Sponsor forwards info to <a href="mailto:pr@uuwaco.org">pr@uuwaco.org</a> , with suggested media list/options.
Website story	See instructions above for submitting an article to the newsletter; sponsor forwards to <a href="mailto:webcontent@uuwaco.org">webcontent@uuwaco.org</a> .
Weekly news digest (All the News UUs can Use)	Events on the UUWaco.org calendar will automatically be added to the weekly digest; Sponsor may also forward info directly to <a href="mailto:admin@uuwaco.org">admin@uuwaco.org</a> .

### CHECKLIST NOTES:

When creating your initial event, please make sure to include the following information in all communications:

- Name of event or activity.
- When & where the event/activity will take place.
- Point of contact name & contact information (UUWaco.org email address is preferred).
- Brief description of the event/activity – 200 words or less.

The House & Grounds Team has created an excellent Facility Use guide to assist those utilizing our building and grounds in understanding their responsibilities regarding set-up and clean-up. Please contact [handg@uuwaco.org](mailto:handg@uuwaco.org) for the full guide. Questions about the Communication Guidelines may be addressed to [pr@uuwaco.org](mailto:pr@uuwaco.org).

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## **APPENDIX F: Email & Website Terms of Service**

### **Email Terms of Service**

The Unitarian Universalist Fellowship of Waco provides email accounts to its Covered Groups (i.e. Board of Directors, minister, Team Leaders, and Web Team members) free of charge. This service is sponsored by Google Apps and UUWaco makes no claims to ownership of any hardware, software, user interfaces, or features available to End Users. "End User(s)" refers to any member of the Covered Groups.

- End User agrees use of this service:
- is voluntary;
- constitutes no expectation of privacy;
- will be limited to correspondence and activity relating to the Unitarian Universalist Fellowship of Waco only;
- may be terminated at the end of appointed term to one of the Covered Groups;
- may be terminated for violation of any Google, Inc. Terms of Service and/or these Terms of Services provided by UUWaco.org.

End Users are discouraged but not prohibited from "forwarding" uuwaco.org email accounts to personal email accounts. It is the End User's responsibility to ensure the protection of uuwaco.org information while in the custody of personal email accounts.

By using the [uuwaco.org](mailto:uuwaco.org) email address, the End User acknowledges having read the Google, Inc. Terms of Service ([http://www.google.com/apps/intl/en/terms/user\\_terms.html](http://www.google.com/apps/intl/en/terms/user_terms.html)) and agrees to abide by these Terms of Service provided by the Unitarian Universalist Fellowship of Waco.

### **Website Terms of Service**

#### *General Principles*

#### Jurisdiction and General Terms of Use/Service

The Terms of Service (ToS) constitute the entire agreement between you and the Unitarian Universalist Fellowship of Waco (UUFW or UUWaco) and govern your use of the Service (the UUWaco site). The ToS and the relationship between you and UUWaco shall be governed by the laws of the United States state of Texas, without regard to its conflict of law provisions. You and UUWaco agree to submit to the personal and exclusive jurisdiction of the courts located within McLennan County, Texas. UUWaco's

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failure to enforce any part of the ToS will not waive U UWaco's ability to enforce it, and any waiver with regard to a specific instance shall not constitute a waiver of any other breaches of the ToS, even with regard to the same user. If any provision of the ToS is found by a court of competent jurisdiction to be invalid, you agree that the court should give effect to the parties' intentions as reflected in the provision, and the other provisions of the ToS remain in full force and effect. You agree that, regardless of any statute or law to the contrary, any claim or cause of action arising out of or related to use of the Service or the ToS must be filed within one (1) year after such claim or cause of action arose or be forever barred.

By submitting a comment or any other information to the site ("Content"), or by downloading Content from the site, you state that you agree to comply with the ToS.

#### Potential problems with the Service

U UWaco provides services on an "as is" and "as available" basis. U UWaco does not warrant (that is, does not make a legally binding promise) that our services will meet your requirements; that our services will be uninterrupted, timely, secure, or error-free; or that the results you get from using the services will be accurate, reliable, or satisfactory to you. We will endeavor to provide the best possible service to users of the site, but many things (e.g. possible outages, hackings, etc.) are not within our control and we cannot provide for all eventualities.

Any material you download, view, or otherwise access through U UWaco services or sites is at your own risk. You will be solely responsible for any damage or loss of data that results from the download of any such material.

U UWaco expressly disclaims all warranties of any kind, whether express or implied, including, but not limited to, the implied warranties of merchantability, fitness for a particular purpose and non-infringement. The ToS represent the entire agreement between you and U UWaco. Therefore, no communication from anyone associated with U UWaco, whether oral or written, will create any warranty or promise that isn't expressly stated in the ToS.

You expressly agree that U UWaco shall not be liable to you for any damages of any kind (even if U UWaco has been advised of the possibility of such damages) resulting from the services, including but not limited to your use of or inability to use the services; unauthorized access to or changes in Content or information you submit; and the acts and statements of third parties who use the services.

You agree that U UWaco shall not be liable to you or any third party for any termination of or limitation on your access to U UWaco services. U UWaco may change, end, or put services or parts of services on hiatus at any time.

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You agree that UUWaco shall not be liable to you for any claim arising out of Content you make available, your use of the Service, your connection to the Service, your use of the ToS, or your violation of any rights of another.

In other words, UUWaco is not liable to you for allowing you to post Content, download Content, or do other things with UUWaco services. UUWaco does not assume whatever legal risks you may face by posting, viewing, downloading or doing other things with Content.

#### Comments on the UUWaco site

We may maintain one or more forums on the site that accept comments/topics. We strive for transparency and will generally post comments we receive, including critical comments. However, by submitting a forum comment, you agree that it is our decision whether or not to post it. If we decide, in our sole discretion, that a comment is spam or advertising; reveals the personal information of another person; or contains illegal content or hate speech, we may not post that comment, or we may remove it at any time.

#### Content you see/may download through use of the Service

UUWaco or users of its services may provide links to other sites. UUWaco has no control over such sites, and you agree that UUWaco is not responsible for and does not endorse their content or availability. You understand that UUWaco is not responsible for Content submitted by others. Content is the sole responsibility of the people who submitted it. You understand that using the site may expose you to material that is offensive, erroneous, blasphemous, objectionable, or badly spelled. UUWaco is not liable to you for any Content to which you are exposed on or because of the Site.

#### What we do with your content

By submitting Content to UUWaco site in the form of a comment/topic, you agree that we can make copies of your comment and show it to other people. Specifically, by submitting Content in the form of a comment, you grant UUWaco a world-wide, royalty-free, nonexclusive license to make your Content available. "Making available" includes distributing, reproducing, performing, displaying, compiling, and modifying or adapting. Modifying and adapting here refer to how your work is displayed - not its substance. We will not edit your comment for content or meaning. We may change formats or make other changes to improve accessibility or enable effective moderation of our comment forums. In addition, the following policies will apply to the UUWaco Website:

- Artwork without source documentation will not be included on the Website to ensure compliance with copyright laws.

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- Non-UUWaco.org email addresses will not be published without the express written authorization of the owner. Should a written authorization not be granted, the UUWaco.org email address of the Sponsoring Team Leader will be used as the point of contact, instead. This will prevent the unwanted or unintentional publication of personal email accounts to the internet.

### What you can do with our content

All content (visual, textual, audio) on the UUWaco site is licensed under a Creative Commons Attribution-Noncommercial-No derivative works license. You are free to Share — to copy, distribute and transmit the work - under the following conditions:

- *Attribution* — You must attribute the work to UUWaco in general, and to the creator/performer specifically (i.e., "Sermon by Rev. Mary Smith-Jones of the Unitarian Universalist Fellowship of Waco"); but not in any way that suggests that UUWaco endorses you or your use of the work.
- *Noncommercial* — You may not use this work for commercial purposes.
- *No Derivative Works* — You may not alter, transform, or build upon this work.
  - With the understanding that:
  - *Waiver* — Any of the above conditions can be waived if you get permission from the copyright holder.
- *Other Rights* — in no way are any of the following rights affected by the license:
  - Your fair dealing or fair use rights;
  - The author's moral rights;
  - Rights other persons may have either in the work itself or in how the work is used, such as publicity or privacy rights.
- *Notice* — For any reuse or distribution, you must make clear to others the license terms of this work. The best way to do this is with a link to this web page: <http://creativecommons.org/licenses/by-nc-nd/3.0/us/>.

### Age Policy

In compliance with United States regulations regarding online privacy for children, UUWaco and its sites do not knowingly solicit or collect information from children under the age of thirteen (13). Children under the age of thirteen (13) are therefore not permitted to upload Content of any type to the UUWaco site. By submitting Content to the UUWaco site, you thereby confirm that you are thirteen (13) years old or older. Asking a parent or legal guardian to upload Content does not constitute submitting Content under this policy.

## **APPENDIX G: House & Grounds Guidelines**

### **LOCK-UP CHECKLIST**

- All inside lights should be turned off except the exit lights.
- Outside lights remain on automatically.
- All exterior windows and doors should be shut and locked.

### **CLEAN-UP CHECKLIST**

- Wash dishes.
- Empty trash and recycling into containers in the kitchen and by the door behind the stage in the sanctuary, as appropriate. This and the recycling container are taken to the curb on Sunday for pickup during the week.
- Empty coffee pots and clean tables.
- Empty ash container on front porch.
- Sweep or vacuum floors if needed.
- Place all chairs, tables, etc. back into appropriate places.
- If RE classrooms are used, be sure that everything is in place and they are swept, if needed. Note: RE supplies should not be used without permission from RE Team Chair.

## **Memorial Garden**

### *Memorial Markers*

To memorialize a loved one in the memorial garden, the person concerned will follow this procedure:

- Make a one-time donation to the UUFW Memorial Garden fund for the care and preservation of the garden. Payment for the stone itself is handled by the persons wishing to place the stone. \$150.00 is a typical amount for donation.
- Select a site of their choosing within the existing area of the Memorial Garden, placing a flag or other marker to designate the site chosen. House and Grounds chairperson must approve the location.
- Select and pay for a marker no larger than 16 inches by 7 inches by 7 inches of either gray or rose color granite from the memorial company of their choice.

- Provide the appropriate words to be inscribed on the surface to the memorial company. House and Grounds chairperson must approve of the inscription.
- Arrange to have the marker delivered and placed in the site location. Advise House and Grounds chairperson when the memorial stone is delivered. Arrangements will be made to have it angled and set in position.

The UUFW minister may be available, upon request, to perform a ritual for the family when the stone is added to the Memorial Garden. Arrangements should be made ahead of time to allow for preparation of the ritual.

The Memorial Garden is not a cemetery or is it sacred ground. Urns containing ashes should not be buried beneath the markers. If ashes of a loved one are scattered in the area or buried under the memorial stone, they will remain there. In the case that the Fellowship moves to another location, the memorial stones will be relocated. However, the House and Grounds Team will not be responsible for relocating ashes which were scattered or buried.

### **Physical Additions, Removals or Changes**

Proposed physical internal or external changes to the house or grounds must be presented to House and Grounds for approval prior to change implementation. The House and Grounds Chairperson(s) may choose to delegate change control to subcommittees responsible for specific projects, such as Aesthetics (interior) or Landscaping (external) programs. In all cases each subcommittee has a designated lead person responsible for overseeing the project and coordinating/approving changes through the House and Grounds Chairperson(s).

## **APPENDIX H: Religious Education FAQs**

### FAQs:

Who can be on the RE General Team?

Any congregant.

Who can be on the RE Coordinating Team?

Any congregant (20 years or older) willing to commit extensive time and energy for a year.

Teenaged congregants may serve on the General RE Team, and assist in the RE classrooms or nursery. This will prepare a young adult for the commitment and effort involved in serving on the Coordinating Team later if they choose.

Who can be chair?

The board nominates people they believe are a good fit for the job.

What is the chair's tenure?

Maximum of two years.

Before the end of a chair's tenure, the Board should nominate a new chair so the current chair can help her or him prepare to take over.

Who can teach and assist regularly?

General or Coordinating Team members who have completed background checks.

Who can assist occasionally?

Anyone from the congregation – not just parents. Background checks are not necessary.

How do we keep track of attendance?

Students put stickers by their names on an attendance poster every Sunday

Teachers/assistants count the number and record in an attendance book in the sink room.

The chair relays this information every month to the board secretary

What information do we provide visitors?

A handout summarizing our RE program curricula, organization, and administration. Copies of this handout are kept on the table by the visitor sign-in book.

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This handout should be updated every year or as needed.

How will teachers and assistants know when they're scheduled and what they're teaching?

Over the summer, the Coordinating Team will put together a volunteer and topic schedule for the entire RE year and post it in the RE section of the UUFW website.

Volunteers assigned to a particular Sunday are responsible for one of two things: 1) Teaching or assisting that Sunday or 2) informing the chair as far in advance as possible that they are not available that day.

Coordinating Team facilitators will e-mail the teacher a reminder by the Thursday before she teaches, and they will supply the teacher with materials and instructions/suggestions.

The chairperson will keep the schedule updated online.

How can General Team members have a say in Coordinating Team decisions?

Attend General Team meetings and speak up.

Attend and speak at scheduled times in Coordinating Team meetings.

Reply to requests for input e-mailed and Facebooked by the chair

Communicate with the chair and/or Coordinating Team members by e-mail, phone or in person.

Put a note in the Suggestion Box in the sink room.

If a General Team member feels the chair and/or Coordinating Team aren't being appropriately responsive, he or she can request board arbitration.

What if a decision needs to be made and a Coordinating Team member is unavailable?

Coordinating Team members agree to check UU e-mail consistently and respond within two days when possible.

If a Coordinating Team member doesn't respond to e-mail within two days, the group has the option of calling the non-responding member for input, tabling the issue until s/he responds, or going ahead and making decisions without his/her input.

If the chair can't be reached and a decision must be made quickly, the decision can be made by the available Coordinating Team members.

How should teachers deal with individual student behavior that negatively affects the group?

RE participants – both teachers and students – make a social covenant with one another. This social covenant is in poster form on the wall of the each RE room. It is also available as a handout on the table by the visitor sign-in area.

Follow the steps outlined in the RE Social Covenant. In a nutshell, teacher responses range from calmly reminding the student of the agreed upon behavior and the reasoning behind it, to asking the assistant to go for a short walk with the student, to asking the student to leave RE for the day and join his/her parents.

What are our safe church policies?

Two non-related adults for each group

If two aren't available, the next option is to keep the doors fully open between the 4-7 and 8+ classes across the hall from each other.

If two adults aren't available for a youth class or activity, the youth class should be cancelled.

Regular teachers have background checks (Background checks are handled by Richard Ferguson. He is the only one to see the report. In the case of a questionable report, he will talk with both the teacher and the chair.)

Share Your Passion teachers and other occasional teachers and assistants do not have to have background checks, as long as they are working with someone who has had one.

What if a student wants to be in a different age group?

We want to be compassionate to both individual children and to the group as a whole.

With this in mind, children can be in a different age group if they wish, but only with parent and teacher approval. If it works out without negatively impacting the group, they can stay in the age group they've chosen. This should be decided in advance, and there should be no going back and forth from age groups week to week.

What about Dr. Who and UU camp?

Entirely separate leadership.

Coordinating Team members and the chair can volunteer if they wish, but this isn't officially a part of their job.

How should RE purchases be made?

Communicate with Coordinating Team members and chair in advance.

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Give purchase receipts to chair to give to treasurer for reimbursement.

Record purchases and amounts in the accounting book in the sink room.

Keep general track of money spent on things we donate so we have an idea how much month is actually needed to keep RE running.

How are special donations and gifts handled?

We encourage teachers/assistants to request reimbursement for costs of materials purchased for general RE operation.

Some teachers/assistants wish to donate such materials. We appreciate these donations and record the value of such purchases in our notebook in order to gain an understanding of what it would cost to operate RE without the benefit of donation.

Occasionally, a congregant may wish to make a special gift to RE. (Furniture, books for the library, etc). Such purchases are not 'necessary' for the ongoing operation of RE, and therefore are excluded from the value being recorded as described above.

What are guidelines for the Facebook page?

The chair is the UUFW RE Facebook page moderator.

The page is set to "secret," and members must be invited by the moderator.

Members agree to keep posts appropriate, positive, and about RE. Even though it's set to "secret," members should still never post anything personal or sensitive. Inappropriate posts will be removed by the moderator.

We will post photos on the FB page, but in the yearly RE paperwork, parents can let us know if they don't want pictures of their children posted.

Who can babysit and what is the rate of pay?

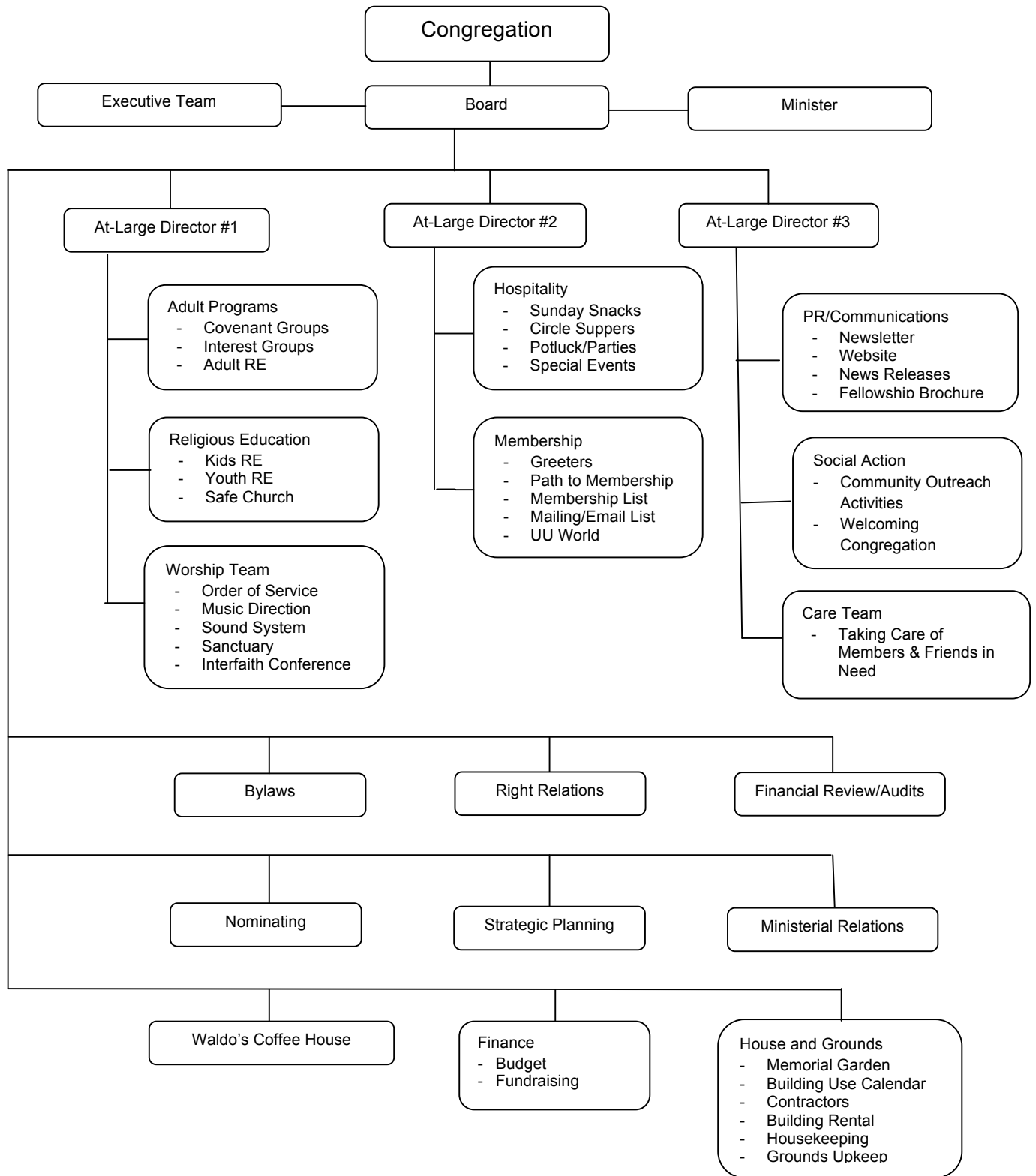
Because the entire Coordinating Team is comprised of people with children, it's helpful to offer babysitting sometimes.

Babysitting opportunities should be offered to all of the teens.

The pay is \$8 an hour. The babysitter should submit information about date and hours worked in writing or via e-mail to the chair, and the chair will relay it to the treasurer who will write the check from the RE budget.

There should be either two babysitters or one babysitter if in view of the parents.

## APPENDIX I: Organizational Chart of UUWaco



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## **APPENDIX J: Revocation Appeal Process**

1. Within 30 days of the written request for appeal, the former member shall write a letter to the Board explaining why he or she believes the revocation of membership was in error. This explanation should focus specifically on the actions defined as the grounds for revocation.
2. If there is a delay between the request for appeal and the appeal date, the board shall not engage in discussion of the revocation and appeal with outside parties during the delay period, except to the extent needed to collect evidence or seek professional advice regarding the appeal. It is recommended that the former member also not discuss the grievance with third parties. Revocation of membership is not lifted during this period. The delay shall not exceed 60 days from the date of the appeal request.
3. **The Appeal Meeting:** Within 60 days of the appeal request, the Board shall schedule a confidential meeting with the former member. The former member is allotted up to 20 minutes to address his or her concerns to the Board. The former member may bring one person as support, subject to Board approval. The former member's presentation will be followed by up to 20 minutes of time in which Board members may ask questions/seek clarification of the former member. At the conclusion of this time frame, the former member will exit and the Board will hold a closed session to discuss the appeal.
4. The Board's decision shall be communicated to the former member within 72 hours.
5. The result of the appeal is final.