

MICROSOFT

# Unitarian Universalist Community Church of Santa Monica

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## Church Policies

**UU Church Administrator**

**09/12/2017**

Amendments: November 8, 2005 C.3.1

Amendments: May 28, 2013 C.3.16

Amendments: November 12, 2013 C.4.5

Amendments: March 8, 2016 C.3.10

Amendments: September 25, 2016 C.2.5

New: C.3.17 approved September 12, 2017

New: C.3.18 approved September 12, 2017



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**MEMBERSHIP POLICIES**

**C1.1 Membership Policies: Levels of Standing**

*Approved by the Board of Directors May 10, 2005; revision approved July 11, 2006*

<b>Status</b>	<b>Requirements</b>	<b>Benefits</b>
Member	Has signed a membership application, which has been presented to the Board of Directors.	Is entitled to vote at all congregational business meetings (after a waiting period of 40 days).
	Is at least 16 years of age or has completed the Coming of Age program.	Receives preferred admission to limited-attendance Church activities.
	Resides within the Pacific Southwest District of the Unitarian Universalist Association. [Includes Southern California (San Luis Obispo and south), Arizona and Southern Nevada (Las Vegas).]	Is listed in the Church Directory.
	During the first calendar year of membership, has made a financial contribution of record, or a pledge to do so, within that year. In subsequent calendar years, has made a financial contribution of record during that year or prior to the January 21 of the following year.	Receives the Church Newsletter and other general mailings. Receives the UU World magazine. Receives a name tag.
Friend	(A non-member who) has made a contribution of record of at least \$100, or a pledge to do so, within the preceding 12 months.	Is listed in the Church Directory. Receives the Church Newsletter and other general mailings. May request a free name tag.
Subscriber	Has paid the established subscription fee.	Receives the Church Newsletter and other general mailings for a 12-month period.
Guest	Has entered name and address in the Guest Book or has otherwise indicated a desire to receive Church mailings.	Receives the Church Newsletter and announcements by e-mail.

C.1.1. – End

**C1.2: Membership Policies: Membership Financial Contribution**

*Approved by the Board of Directors August 8, 2006*

The "financial contribution of record" required by the Bylaws to establish or maintain membership in the Church or status as a Friend of the church shall be an unconditional tax-deductible contribution to the Church or a transfer of funds from the minister's discretionary fund in cases of extreme financial hardship.

C1.2 - End

**C1.3: Membership Policies: Continuing Pledge Policy**

*Approved at the annual meeting 5-16-99*

1. All pledges will be on a continuing basis (until changed by the pledger) instead of being for only a single year.
2. An annual solicitation of pledge increases will be held in the fall instead of a solicitation of pledges in the spring.
3. The pledge accounting year (and the year within which a contribution must be made to maintain membership) shall be the calendar year instead of the fiscal year.

C1.3 – End

## **CHURCH MANAGEMENT POLICIES**

**C2.1: Church Management Policies: Role of the Executive Committee**

*Approved by the Board of Directors August 8, 2006*

The Executive Committee shall consist of the officers and immediate past president and it shall serve as a subcommittee of the Board, charged with helping make the functioning of the Board as efficient as possible. The Executive Committee shall carry out that charge by performing the following functions:

1. Discussing matters brought to it or which it recognizes need attention, for the purpose of clarifying the pertinent issues and assessing their importance.
2. Establishing the agenda for each forthcoming Board meeting. That includes (a) determining which current issues require, or are of sufficient importance or sensitivity to warrant, full Board attention, and (b) determining if there are broader policy or forward-looking issues for which significant Board meeting time should be reserved.
3. Matters of an urgent nature placed before the Executive Committee may be resolved using board policy C2.5 (Board Decision Making Outside of Regular Meetings).

C2.1 – End

**C2.2: Church Management Policies: Board Relationship to Committees**

*Approved by the Board of Directors June 12, 2007*

All committees are to be made up of at least three members of the church. Friends of the church may serve on committees, but not chair them, unless otherwise stipulated by the bylaws or Board of Directors.

Complaints about the function of or decisions made by committees shall be referred to an Ombuds-group consisting of the president, the minister and the chair of the Nominating Committee.

Committees shall be operational or other. Operational committees have assignments that relate to the functioning of the church. They include the committees provided for in the bylaws (Finance, Personnel, Social Action, Religious Exploration and Nominating Committee), as well as committees established by the Board of Directors to deal with specific management issues, such as Membership & Leadership. Chairs of operational committees established by the Board shall serve a maximum of four consecutive years.

Activity groups are for the enjoyment of their members and have no membership restrictions or term limits.

## C2.2 – End

### C2.3: Church Management Policies: Use of Church Financial Resources

*Approved by the Board of Directors 10-12-10*

The financial resources of the Church are identified and described in the section "Structure of the Church's Financial Resources," below. Policies with regard to the maintenance and management of these resources, in addition to those inherent are as follows:

1. Budget for all classes of expenditure that recur with enough consistency to be meaningfully budgeted shall be included in the annual Operating Budget. This includes routine facility improvement and equipment acquisition expenditures, arbitrarily defined as such items or projects costing \$5,000 or less.
2. Major extraordinary expenditures, of either a capital or non-capital nature, but not warranting invasion of the Emergency Reserve, shall be included in the Operating Budget if anticipated in the development of that budget.
3. Expenditures that appropriately fall under one of the Operating Budget line items shall be charged to that line item, whether or not a budget deficit in that line item, or in the budget as a whole, will result. Operating Budget deficits are covered out of the Unrestricted Reserve.
4. The Church shall maintain an Emergency Reserve in the amount of 25% of the Operating Budget. This shall be adjusted at the beginning of each fiscal year by making transfers into or out of the Unrestricted Reserve. The Emergency Reserve funds are only to be used for major emergencies. Expenditures from the Emergency Reserve may be made only with the approval of 75% of the Board of Directors or a majority of church members present at a congregational business meeting.
5. Donations, by bequest or otherwise, shall be used in strict accordance with any instructions by the donor. If the Board should determine that the donor's instructions are not consistent with the principles or interests of the Church, the donation shall be declined.
6. All donations shall be recorded as income. Non-pledge contributions shall be characterized as ordinary or extraordinary contributions, based on Board determined guidelines that may be revised, as necessary. All donations other than toward the Operating Budget, Endowments or a Dedicated Fund shall be taken into Unrestricted Reserves.
7. The Board of Directors may make unbudgeted expenditures, including changes to a line item or reallocations of Church funds, in an amount not to exceed \$50,000. Multiple expenditures for the same item or project will be considered in the aggregate when calculating the \$50,000 limit. Unbudgeted expenditures, changes or reallocations in excess of \$50,000 shall be presented to the congregation for decision, unless time limitation or other acute constraint precludes calling a congregational meeting.
8. A balance sheet reporting all church liquid assets as well as reports of the income and expenses for Dedicated Funds and Endowments and the names of fund coordinators are to be presented, at least quarterly, to the Board and included in the Annual Report.
9. Fund raising by and/or for outside organizations requires Board of Directors approval. An exception is Generous Congregation donations from the offering, if the Board or the Congregation has authorized them. The Minister and the Board President have the authority to select non-profit entities to receive this donation.
10. Individuals, groups or committees who desire to raise money for church projects or needs

are asked to inform the board and administration personnel of intended plans by completing a form that provides information about the plan and submitting it at least one Board Meeting before the intended fundraising.

C2.3 – End

#### **C.2.4: Church Management Policies: Openness of Church Management Operations**

*Approved by the Board of Directors 12-14-04*

*Potential amendments agreed to by Bylaws & Policies Committee 5-3-05*

All Church boards, commissions, committees and task forces shall make all regular meeting dates available in the newsletter. Draft minutes, if prepared, shall be made available to Church members within a week of the time they are given to committee members. All meetings shall be open to other Church members except when sensitive matters such as personnel actions or litigation are discussed. Church members who wish to address a Church board, commission, committee or task force shall contact the chair to be placed on the agenda. Before any vote is taken, members in attendance shall be given an opportunity to address the issue. Board of Directors tentative agenda shall be posted in advance of the meeting.

C2.4 – End

#### **C2.5: Church Management Policies: Board Decision Making Outside of Regular Meetings**

*Approved by the Board of Directors 2-8-05*

*Amended by the Board of Directors 9-25-16*

From time to time, matters requiring Board approval are deemed to be too urgent to wait for the next regularly-scheduled Board meeting. Such matters may be handled in either of the following manners:

1. The President may call a special meeting of the Board to consider the matter. The usual quorum and voting approval requirements shall apply to such a meeting.
2. The President may authorize a vote by email or other written communication.
  - A. If no Board member objects to holding the vote by email or other written communication, the subject of the vote shall be deemed approved if a majority of the total membership of the Board vote in favor thereof.
  - B. If two or fewer Board members object to holding the vote by email or other written communication, the vote shall proceed and the subject of the vote shall be deemed approved if two-thirds of the total membership of the Board vote in favor thereof.
  - C. If three or more Board members object to holding the vote by email or other written communication, the vote shall not proceed, but the subject matter may be taken up at any subsequent face-to-face meeting of the Board.

Recording and publishing of the Board's Decision Making Vote Outside of Regular meetings: The Secretary of the Bard will record the initial vote to authorize a vote by email, then the subsequent vote on the item. The Minutes of the email exchange and vote shall be recorded in the Board's meeting Minutes section of the Website, which is the members' only section.

C2.5 – End

#### **C2.6 Church Management Policies: Requests for Congregational Sponsorship of Individuals**

## **Preparing for Fellowship as UU Ministers**

*Approved by the Board of Directors 11-11-14*

On behalf of the congregation, the Board of Directors will vote to grant or refuse a request for congregational sponsorship from an individual preparing for fellowship as a UU minister. The Board may wish to request a brief statement from the individual about why they are requesting sponsorship from the congregation prior to considering the request. Congregational sponsorship indicates:

- Confidence in the candidate's potential and suitability for UU ministry
- The candidate is actively committed to the Purposes and Principles of the UUA and the institutions which uphold them.

Sponsorship does not indicate that the candidate is presently ready for ministry when the congregation commits to sponsorship. The final decision to grant fellowship to a candidate is made by the Ministerial Fellowship Committee of the UUA after careful consideration of written materials, evaluations, and a personal interview.

CS.6 – End

## **C2.7 Letters to the Board Communications Policy**

*Approved by the Board of Directors 09-12-17*

1. Any communication directed at the Board, any member of the Board or regarding any employee of the Church shall be logged in to a spreadsheet kept by the Administrator of the Church. This log will be kept in a confidential manner and can only be viewed by the Minister, the personnel committee and the executive board. At no time will this log be made available on e mail and can only be reviewed by the above persons, upon reasonable request to the Administrator, in the office.

2. If the communication pertains to a personnel issue, not involving the minister, the minister will be promptly advised as will the executive committee. The personnel committee will review such letter and determine if further action is needed or warranted. Note: There are established procedures in the personnel policy for handling such concerns. Employees of the Church have certain rights and privileges regarding their privacy which should be protected.

3. If the communication pertains to any other matter, it shall be logged in per above, and then referred, initially to the executive committee for review. The Executive committee will make recommendations and/or decisions if the communication should be referred to one or more other groups, task forces or committees or if the executive committee should respond.

Example of issues which might be referred to other groups/task forces or committees;

1. A question about Religious education programming.  
Refer to LRE Committee and DRE
2. A concern about conflict.  
Refer to Right Relations
3. Financial concerns, including budget questions or concerns.  
Refer to Treasurer
4. Concern regarding building maintenance, equipment, facilities.  
Refer to FDC Co Chairs
5. A concern about Music, the choir or music content.  
Refer to the DOM/Music Committee

The Secretary of the board shall ensure that if the matter is referred to another committee, person or group that a) the inquiry is acknowledged immediately and that b) the group, task force or persons responds to the concern within 30 days of the date of receipt. Further that any response indicates to the person making the inquiry what the next step is , if any, if they are not satisfied with the response that they receive. A copy of any response will be given to the Board for review. A copy of any response shall also be given to the Administrator who will log the date and a one line statement of the response in the confidential log.

If the concern pertains to a church wide, or Board matter, then the Executive committee shall a) acknowledge the receipt of the concern b) bring such matter to the Board at the next Board meeting for Board review and/or input. c) the Secretary of the Board shall ensure that the Board timely responds to the inquiry within 30 days.

At times there may be a matter which is truly an urgent or emergency matter. At such times the executive committee may ask that the inquiry or concern be responded to in less than thirty days.

For every inquiry made it shall be logged and kept track of as stated above.

C2. 7 – End

### **C3.1: General Operations Policies: Participation in Church Governance Activities**

*Approved by the Board of Directors 11-11-97;  
Amended by the Board of Directors 11-8-05*

Church activities generally are open to Church members and non-members alike. However, activities relating to Church governance are limited to Church members. This includes congregational business meetings, meetings of the Board and its subcommittees, and meetings of the Nominating, Finance, Personnel and Stewardship Committees. Non-members may attend congregational business meetings as observers, but may not vote and may participate in the discussions only with specific approval of the presiding officer.

C3.1 – End

### **C3.2: General Operations Policy: Priority in Use of Facilities**

*Approved by the Board of Directors 7-13-04*

In general, Church activities will have priority over non-Church-sponsored events held in the building. Exceptions may be made at the discretion of the Minister or the Church Administrator.

C3.2 – End

### **C3.3: General Operations Policies: Use of Sanctuary Space**

*Approved by the Board of Directors 2-10-04*

Church groups or Church-affiliated groups (currently the Women's Alliance) may sponsor events in the sanctuary involving major rearrangement of the pews and the serving of food and beverages in the sanctuary, subject to the conditions that:

- A. Pews may be moved within the sanctuary or into Forbes Hall but under no circumstances may be stacked on top of each other. The sponsoring group is responsible for restoring the original arrangement of the pews as soon as the event is over.
- B. Food and beverages may be served and or consumed in the sanctuary for events of a social nature for which tables are provided for the food and beverages. This includes Pilgrim Feasts, coffeehouses, benefit night clubs, pledge drive dinners, and similar events. The sponsoring group is responsible for cleaning up any food or beverage spills on the floor, the pew cushions, or the pews themselves.
- C. Food and beverages shall not be brought into the sanctuary during religious events (worship services, weddings, memorial services, etc.) nor any other events not involving the interspersing of tables with the pews (meetings, conventional concerts, dramatic productions, etc.).
- D. Confirming long-standing Church policy, (1) alcoholic beverages other than wine and beer shall not be served or consumed on Church premises at any time or at Church functions held elsewhere, and (2) whenever an alcoholic beverage is served at a Church function, an attractive non-alcoholic beverage must be served also.
- E. Non-Church groups may not use the sanctuary for purposes involving major rearrangement of the pews nor the serving of food or beverages in the sanctuary, except under very unusual circumstances and with specific advance permission by the Board or the Church Administrator.
- F. For the purposes of this policy statement, "Church groups" means groups for which the

group leader, the event leader (if different from the group leader), and a majority of the people working on the event in question are Members of the Church.

C3.3 – End

**C3.4: General Operations Policies: Use of Church as Emergency Shelter**

Approved by the Board of Directors 3-9-04

**THIS UCCSM POLICY EXPIRED MARCH 31, 2009**

C3.4 – End

**C3.5: General Operations Policies: Scattering or Burial of Ashes**

*Approved by the Board of Directors 11-10-86*

It was moved, seconded and passed that the Church reject requests for delivering ashes of deceased persons to the Church for scattering or burial on the property.

C3.5 – End

**C3.6: General Operations Policies: Alcoholic Beverages**

*Approved by the Board of Directors 9-14-99*

Confirming long-standing Church policy,

- A. Alcoholic beverages other than wine and beer shall not be served or consumed on Church premises at any time or at Church functions held elsewhere.
- B. Whenever an alcoholic beverage is served at a Church function, an attractive nonalcoholic beverage must be served also.  
*(Adopted by the Board of Directors December 9, 1985)*
- C. No alcoholic beverage shall be stored in the refrigerators or cupboards or elsewhere on the premises except in a locked closet.

C3.6 – End

**C3.7: General Operations Policies: Use of UCCSM Facilities by Political Candidates**

*Approved by the Board of Directors June 12, 2007*

**I. Renting church facilities to political candidates**

Political candidates wishing to use the church's meeting facilities shall be charged for their use at the same rate they would were they using them for any other private purpose. Publicity for such events shall clearly show that the program is not sponsored by the church.

**II. Inviting a political candidate to speak in a non-candidate capacity**

Political candidates may be invited to speak at the church in a non-candidate capacity if:

- A. Neither the candidate nor any other person mentions the campaign, the election, or the person's status as a candidate
- B. No campaign activity occurs in connection with the candidate's attendance; and
- C. Promotional materials do not mention that the person is a candidate

**III. Inviting political candidates to speak as candidates**

Political candidates may be invited in their capacity as candidates if:

- A. The church provides an equal opportunity to all other candidates seeking the same office to speak at similar event.
- B. The church explicitly states it does not support or oppose the candidate in communications concerning the candidate's attendance and when the candidate is introduced;
- C. No one distributes literature on behalf of the candidate; and

D. No political fundraising occurs.

#### **IV. Presenting a public forum**

Several candidates may appear at the same event if:

- A. Nothing in the presentation suggests a bias toward any candidate or candidates;
- B. Questions for the candidate do not suggest a bias;
- C. Topics cover a broad range of issues relevant to the position the candidate is seeking;
- D. Each candidate receives an equal opportunity to present her or his views;
- E. The candidates are not asked to agree or disagree with positions taken by the church; and
- F. The moderator does not comment in a way that expresses approval or disapproval of a candidate.

#### **V. Individuals endorsing candidates**

No employee, trustee, or representative of the church shall mention their church affiliation in endorsing a candidate without making it clear that they are speaking as an individual and not in their church capacity.

No committee or individual in the church shall distribute at the church any printed materials suggesting support of any political candidate. The church shall not print any materials supporting a candidate.

#### **VI. Promoting a legislative issue**

Lobbying, or promoting legislative issues, may be done, but not as the primary activity of the church. Activities promoting legislation shall not suggest the endorsement of any political candidate.

The church may distribute brochures, sponsor speakers, and in general promote a position adopted by the church, the UUA, or the UU Legislative Ministry of California.

C3.7 – End

### **C3.8: General Operations Policies: Disruptive Behavior**

*Approved by the Board of Directors 12-13-05*

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

There have been times when the disruptive behavior of an individual within the church building has led members to voice their concerns about one or more of the following:

- Perceived threats to the safety of any adult or child;
- The disruption of church activities;
- Diminishment of the appeal of the church to its potential and existing membership.

The following shall be the policy of Unitarian Universalist Community Church of Santa Monica in dealing with these issues:

1. If an immediate response is required, this will be undertaken by the Minister(s), if available, and/or the leader of the group involved. This may include asking the offending person or persons to leave, or suspending the meeting or activity until such a time as it can safely be resumed. If further assistance is required the Police Department may be called. Anytime any of these actions are undertaken without the Minister(s) being present, the Minister(s) must be notified. A follow-up letter detailing what steps must be taken before returning to the activities involved will be sent by the Minister(s) to the offending party or parties.

2. Situations not requiring an immediate response will be referred to a standing committee consisting of the minister, president, and the vice-president - plus the DRE if a child is involved. The standing committee will respond in terms of their own judgment observing the following:

- A. The committee will respond to problems as they arise. There will be no attempt to define "acceptable" behavior in advance. Persons identified as disruptive will be dealt with as individuals; stereotypes will be avoided.
- B. The committee will collect all necessary information.
- C. To aid in evaluating the problem, the following points will be considered:  
 DANGEROUSNESS - Is the individual the source of a threat or perceived threat to persons or property?  
 DISRUPTIVENESS - How much interference with church functions is going on?  
 OFFENSIVENESS - How likely is it that prospective or existing members will be driven away?

3. To determine the necessary response, the following points will be considered:  
 CAUSES - Why is the disruption occurring? Is it a conflict between the individual and others in the church? Is it due to a professionally diagnosed condition of mental illness?  
 HISTORY - What is the frequency and degree of disruption caused in the past?  
 PROBABILITY OF CHANGE - How likely is it that the problem behavior will diminish in the future?

4. The committee will decide how to respond on a case-by-case basis. However, the following three levels of response are recommended:  
 LEVEL ONE - The committee shall inform the Minister(s) of the problem and either the Minister(s) or a member of the committee shall meet with the offending individual to communicate the concern.  
 LEVEL TWO -The offending individual is excluded from the church and/or specific church activities for a limited period of time, with reasons and the conditions of return made clear.  
 LEVEL THREE - The offending individual is permanently excluded from the church premises and all church activities. Before this is carried out, the committee will consult with the Board of Directors and the Minister(s).

5. If it is decided that expulsion will take place, a letter will be sent by the Minister(s) explaining the expulsion and the individual's rights and possible recourse. Any action taken under item 4 (above) may be appealed to the Board of Directors and/or the Minister(s).

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

C3.8 – End

**C3.9 General Operations Policies: Newsletter Policies**

*Created September 2001; revision approved by the Board of Directors on May 9, 2006  
 Revision approved by the board on May 14, 2013*

The Board of Directors is responsible for assuring that a Newsletter Committee is established and that it has appropriate policies and procedures. The Newsletter Committee is responsible for production of a monthly newsletter, including making reasonable discretionary decisions relating to content and design. The Newsletter Committee will choose its own chair, to be known as the editor-in-chief. The editor-in- chief will serve a two-year term, subject to approval by the Board of Directors. The editor-in-chief may serve multiple two-year terms, subject to continued approval by the Newsletter Committee and the Board of Directors.

The primary function of the newsletter is to inform the congregation and visitors of church issues, programs, and activities. Space and emphasis will be allocated according to the following priorities:

Every issue, when submitted:

- Sunday Services.
- Columns by minister, DRE, president, FIA and other major UUCCSM committees.
- Turning Points
- Calendar and UUpComing events
- You Are Invited
- Splinters (board meeting notes)
- Art Gallery Wall
- Sunday morning music
- New members
- Appreciations
- RE and Lifespan Religious Exploration activities
- Church meetings, programs, or party announcements
- Articles from committees
- Adult classes

Priority if there is room:

- Letters to the editor and opinion essays of relevance to the congregation
- Interviews and personal stories
- District, UUA, de Benneville, and UUSC events or announcements
- Church history
- Past events
- Photographs of church people and activities taken according to board policies on the use of photographs.

If room:

- Events in other congregations or districts
- UU biographies
- Filler

Articles published in one issue will not be reprinted in a subsequent issue. If an event is to be publicized for more than one month, it is asked that the wording be changed. We suggest focusing on some aspect of the story more thoroughly. Variety encourages people to read the newsletter.

Newsletter items should be emailed to newsletter@uusm.org. Items received by 12 noon on the 15th of the month prior to publication will be published, provided they are considered appropriate material for the newsletter. Articles received after this deadline may or may not be published, depending on available space and whether the material can be added to the issue without disrupting the newsletter publication schedule. Appropriate material that arrives too late for inclusion in any given issue may be considered for distribution as an insert in the newsletter, but this practice is discouraged because it unduly complicates and potentially delays the newsletter distribution process.

The editor-in-chief may edit material for length, style, grammar, etc., and refuse material that is not appropriate, such as classified advertisements and nonreligious literary material. Any questions or problems concerning the newsletter should be addressed to the editor-in-chief. Disagreements about what should be published will be resolved by the minister, the president, and the editor-in-chief.

All material is copyrighted and is the property of the church.

C3.9 - End

### **C3.10: General Operations Policies: Use of Church Facilities for Personal Financial Gain**

*Approved by the Board of Directors 12-13-05*

*Amended by the Board of Directors 3-8-16*

Church facilities may be rented for the sale of goods that are not inconsistent with church principles for the personal financial gain of the renter. Members and friends of the church may not

use church facilities for the sale of goods for their personal financial gain without approval by the Minister or the Board of Directors.

C3.10 – End

C3.10.1 Policy for Church Facility and Office Use by Members

Approved by the Board of Directors March 8, 2016

The Church Office, phones, computer and copier are for church staff and members for church related work only. If a member wishes to use the office space and equipment for personal work, they can do so for one hour at a time Monday through Wednesday but Church-related work always takes precedence. A sign-up sheet will be available in the church office. Members not permitted to conduct personal business or professional meetings at the church. Meetings among members for church or social purposes are welcomed.

C3.10.1 – End

C3.11: General Operations Policies: **Use of Photographs of Church Members and Friends**

*Approved by the Board of Directors 12-13-05*

Photographs of adult members or friends of the church may be used to support church activities and purposes unless prohibited in writing by the individual or individuals involved. Photographs of children identified by name will not be displayed or included in church documents or publications without written permission of the child's parent or guardian.

C3.11 – End

C3.12: General Operations Policies: **UUSM Good Neighbor Parking Impact Reduction Plan**

*Approved at the Annual Meeting, 5-15-2005*

The Unitarian Universalist Community Church of Santa Monica has operated at the corner of 18th and Arizona in Santa Monica since the sanctuary was built in 1930. The Social Hall on Arizona was built in 1961. Because both the church and social hall construction predated current parking requirements, current operations are considered "grandparented" uses, and are not required to provide parking on site.

The neighborhood surrounding the church has limited on-street parking because of the proximity of major hospitals and car dealerships with insufficient on-site parking for employees and visitors as well as many residential buildings lacking on-site parking. On street parking is limited to two hours without a resident permit.

Because the church is committed to being a good neighbor, we have prepared this Parking Impact Reduction Plan. In accordance with City of Santa Monica policies, the plan seeks both to manage parking demand and supply, and to decrease the number of auto trips generated as a result of church activities as well as impacts on the neighborhood.

This "Good Neighbor Parking Impact Reduction Plan" was adopted by the congregation at our May 15, 2005 general meeting. A plan to reduce parking impacts on the neighborhood was included by the Planning Commission as a condition of their March 3, 2004 approval of our plan to expand the sanctuary and build new religious education classrooms at 1253 17th Street. We are returning to the Planning Commission June 15, 2005 to request permission for a similar plan to build new RE classrooms at 1248 18th Street and using the old house for offices. We have now adopted and implemented this plan to reduce impacts on our neighbors.

PROPOSED PARKING IMPACT REDUCTION MEASURES

The UCCSM commits to take the following measures to encourage members, visitors and community members using its facilities to use alternatives to private auto use and to reduce parking demand on neighborhood streets:

1. Recognizing the need to provide parking for Sunday mornings, the period of highest use, the church has a longstanding agreement with UCLA Hospital to provide access to spaces in their garage at 16th and Arizona. The garage is less than two short blocks along Arizona from the church and social hall. Visitors and members simply pick up a blue "parking pass" from the office or Sunday morning greeters, and place it on their dashboard. Between 8:30 and 2:30 a parking attendant will admit all cars with the blue pass to the garage and open the gate for them to leave. These hours can be extended for special events on Sunday afternoons by prior arrangement with the church office.
2. Information on Big Blue Bus service to the church is posted in the lobby to the social hall near the Arizona Avenue entrance. Information on bike routes serving the church will also be provided at this location.
3. Members of church study groups and committees will be encouraged to carpool to meetings and activities. Carpool sign-up sheets for Sunday mornings and other regular activities will be provided on the bulletin board at Forbes Hall. For larger events, where feasible, carpooling or vanpooling should be encouraged.
4. Community groups renting church facilities will receive a copy of this "Good Neighbor" policy. They are requested to note in their event announcements that on-street parking is limited, to identify nearby bus lines in meeting announcements, and provide an email address or phone number for carpooling coordination. They are also requested to show consideration for neighbors by not lingering or talking loudly near residences after events, particularly after 10 pm. No noises should be heard from the street or neighbors near the church facilities after 10 pm. If the church office receives any complaints from neighbors or other church users about excessive noise, renters may be restricted in their use of church facilities.
5. Bike parking facilities will be provided for those bicycling to events at the church facilities. Currently, the bike rack is located in the rear yard of 1248 18th Street.
6. The church will conduct surveys of how people access the church at least every other year, as required in the Planning Commission's Statement of Official Action dated May 21, 2004. Articles in the Church newsletter, announcements in the order of service and periodic raffles and other incentive programs will encourage walking, biking, taking the bus and carpooling to church events to reduce neighborhood parking impacts. Articles and announcements in April 2005 documented an average garage use level of 40-50 cars from church visitors each Sunday.

#### PROPOSED PARKING MANAGEMENT MEASURES

7. The church has requested the City to post signs to identify a drop off location near the entry to Forbes Hall so that children and those with mobility problems can be dropped off and the driver can continue along Arizona to the UCLA garage. It is anticipated that this will be a single drop off parking space on the curb near the alleyway, and will be restricted only on Sundays from 8 am to 3 pm to encourage use of the garage, less than 2 short blocks from the social hall entrance.
8. An announcement in each Sunday order of service will encourage use of the UCLA parking garage or alternatives to driving, including walking, biking, taking the bus and carpooling.
9. In conjunction with construction of new religious education facilities and office space at 1248 18th Street, the church has proposed to provide three parking spaces with access off the alley for staff use and deliveries to church facilities.
10. In addition to the possible use of the UCLA garage on weekends, when it is not fully used by UCLA personnel, the church encourages groups using its facilities to make arrangements with other potential providers of off-site parking, such as the 7th Day Adventist Church at 19th and Arizona and various nearby businesses located along Wilshire Boulevard. The church will provide contact information for groups to arrange for such shared parking use.

As a renter of facilities at the Unitarian Universalist Church of Santa Monica, I hereby acknowledge that I have read and will abide by the Good Neighbor policy of the church. Specifically, I will encourage participants in events at the church to carpool, take the bus, walk, bike or ,where feasible, arrange for use of nearby parking facilities, in order to decrease the impact of our events on the neighborhood's limited on street parking supply.

C3.12 – End

### C3.13: General Operations Policies: Rules of the Meeting

*Adopted by the Congregation May 21, 2006*

#### Parliamentary Procedure:

In cases of questions on parliamentary procedure, the chair shall rule. If the ruling is contested, the assembly shall vote on whether or not to uphold the ruling of the chair.

#### The Handling of a Motion:

1. A member makes a motion. ("Member" means voting member of the Church.)
2. Another member seconds the motion.
3. The chair states the question on the motion.
  - Neither the making nor the seconding of a motion places it before the assembly; only the chair can do that by stating the question.
  - When the chair has stated the question, the motion is pending and is open to debate.
4. Members debate the motion (unless no member claims the floor to do so) by lining up at a designated microphone.
  - During debate no one shall speak more than two minutes (unless the assembly declares its desire to waive this rule for a specific speaker.)
  - No one is entitled to the floor a second time on the same motion as long as any other member who has not spoken on this motion desires the floor.
  - With the permission of the chair, a non-member may participate in debate (please identify yourself as a non-member when recognized by the chair, so there is no confusion).
5. The chair asks if there is any further discussion and, if there is not, puts the question (that is, puts it to a vote), calling for those in favor, those opposed, and those abstaining.
6. The chair announces the result of the vote.
7. During the debate on a motion, a member may join the line at a designated microphone to amend the motion.
  - If the amendment is complicated or unclear, the chair may require that the amendment be provided to the chair in writing.
  - If seconded, debate and a vote on the motion to amend take precedence over the original motion.
  - A motion to amend may also be amended, but only once. If seconded, debate and a vote on the motion to amend an amendment take precedence over the original motion to amend.
8. During the debate on a motion, a member may join the line at a designated microphone to "call for the question," which is a request to close debate and proceed to a vote.
  - The chair may observe that the question has been called and ask if there is any objection to closing debate. If there appears to be significant objection, the chair may allow the debate to proceed.
  - If a member nonetheless wishes to press for closure, she/he may seek recognition and "move the previous question." This is a priority-taking motion which, if seconded, must be voted on immediately. If it carries by a 2/3 majority, then debate on the previous motion is terminated and the chair proceeds immediately to put the previous question to a vote. Otherwise, debate on the previous motion continues.

C13.13 – End

### C3.14: General Operations Policies: Procurement

*Approved by the Board of Directors August, 2008*

We as a church community strive to follow UU principals and live in a sustainable manner, consciously lightening our footprint on the Earth and setting an example for others to follow. Church procurement decisions should be sensitive to environmental concerns, and consideration should be given to spending more money for products that will decrease our environmental footprint.

These guidelines will help us carry out this policy.

When procuring goods and services for church use, these guidelines will be considered:

- If a purchase is indeed necessary (the greenest buying is not buying at all). Consider repairing an existing item before replacing it with a new one.
- The greenest version that works satisfactorily will be purchased.
- If it is determined that a purchase must be made, then consider procuring a used item. (The Green Seal organization is a resource for purchasing - [www.greenseal.org](http://www.greenseal.org)) Energy Star appliances are also highly recommended.
- If recycled alternatives are available, judged to be satisfactory and cost within ten percent of equivalent non-recycled product, they will be preferred for purchase over products made from virgin materials.
- If locally produced food products are available and judged to be satisfactory, they will be preferred for purchase.
- A list of suggested resources for routinely purchased items is attached.

### **Reusable Policy for UCCSM**

In an effort to lighten our footprint on the earth and to set an example for others, we believe that single-use items, the so-called 'disposables', buy a small measure of short term convenience at the cost of tremendously increased use of raw materials, energy, increased pollution and toxics, and vastly increased waste disposal.

We will strive to use the following reusable items rather than single-use/disposable items at church activities:

- dishes
- bowls
- mugs
- drink ware
- flatware
- pitchers
- serving bowls
- storage containers
- ovenware
- baking pans
- casserole dishes
- cloth tablecloths
- cloth rags
- cloth dishtowels

We will strive to avoid using the following items: disposable cups, plates, bowls, forks, knives and spoons made of plastic, polystyrene, and paper; plastic wrap and bags, non-recycled paper napkins and paper towels (produced from live trees).

While we are in construction mode, we understand we will be using some disposable items for coffee hour and refreshments. Paper cups, plates and 100% recycled napkins are better than plastic ones. Some plastic is recyclable but plastic lasts forever and never degrades.

**Sustainable Food Service** - This means that when food is served as part of a meeting or a party, we are sensitive to the following:

1. Buy only what you can use.
2. Strive to purchase items in bulk in order to reduce packaging and waste.
3. Bring containers for leftover food for sending home with attendees or donate extras to a charitable organization.
4. Organic locally grown food is healthier fare for our members and the world.

5. Use reusables when serving food.

**Leftover food:**

These Santa Monica agencies will accept food donations after a church event.

Turning Point 1447 16th St., Santa Monica 90404

(310) 828-6717 will accept deliveries. Open 24 hrs. Call first.

Common Ground 2021 Lincoln Blvd., Santa Monica 90405

Call (310) 314-5480

If it is a big event call the day before and they will pick up the same day after the event.

Otherwise, the pick-up will be the next day. Leave food labeled in refrigerator or on the counter as appropriate.

**Routinely Purchased Good/Services**

cleaning products

dish washing and dishwasher soap

garbage bags

incandescent light bulbs

**Suggested Alternatives**

nontoxic cleaning products

nontoxic dish washing and dishwasher soap

recycled plastic garbage bags or bio-bags

compact fluorescent light bulbs (CFLs)

Using recycled products provides a market for recycling programs.

**Some Resources for Green Purchasing**

Harmony/Gaiam, Inc. - Nontoxic cleaning products, recycled household paper products and garbage bags, CFLs, (800) 869-3446

Whole Foods and Trader Joe's Markets - 100% recycled paper products and non-toxic cleaning supplies

Staples -100% recycled copy paper, 20 lb. \$47.99/ case, high post-consumer content recycled office paper products

New Life Recycled Paper ( 80% post-consumer waste)

Green Line Paper Co. - 100% recycled paper; chlorine-free multipurpose paper, Case \$45.95

EnergyStar - Energy saving appliances

Organic To Go - Local organic food catering company, (800) 304-4550

C13.14 – End

**C3.15: General Operations Policies: Website Policies**

*Approved by the Board of Directors August 8, 2006*

The responsibility for the editorial policies and practices of the church website ultimately rests with the board of directors. The webmaster is responsible for the production and maintenance of the site and for implementing board policies, including making reasonable discretionary decisions relating to the content and design.

The primary functions of the website are to inform the congregation and visitors of church issues, programs and activities, and to provide information for prospective members and visitors about the culture and philosophies of our church and denomination, as well as other basic information that will help them find and be comfortable visiting us.

Website content includes:

Monthly updates reformatted from the church newsletter, including:

Sunday Services

Columns by minister, DRE, president, FIA, stewardship, building, capital campaign

Calendar and UUpComing events

You Are Invited

Splinters (board meeting notes)

Gallery Wall

Sunday morning music

Appreciations

RE Star

Church meetings, programs, or party announcements

Articles from committees  
Adult classes  
Interviews and personal stories  
District, UUA, de Benneville, and UUSC events or announcements  
Church history  
Past events  
Letters to the editor  
Events in other congregations or districts  
UU biographies  
Filler

(Privacy Note: Newsletter items not used on the website include Turning Points, New Member bios and other features which may include personal information that should not be made available to the general public. We also do not include the names of children shown in photographs, or personal street addresses, phone numbers or e-mail addresses without permission from their owners. Any such information that is included in newsletter items is excised before the item is posted on our website.)

In addition, we have less-frequently updated sections outlining church policies and organizational information, location and contact information, our Music, Religious Exploration, Small Group Ministry and Faith in Action programs, and a Get Involved section listing various volunteer opportunities and social groups in which members and friends may participate. We also post a comprehensive list of all sermons delivered in our church (with full texts of sermons by the Rev. Judith Meyer), as well as Chalice Lighting texts, when available and approved by their authors. Finally, we provide a collection of links to other local, national and international UU institutions and programs.

Sunday Order of Service announcements are not usually included on the website, unless by special request. Classified ads and literary contributions are not accepted. Other appropriate items may be submitted to the webmaster for approval and inclusion.

The webmaster may edit material for length, style, grammar, etc., and refuse material that is not appropriate.

Any questions or problems concerning the website should be addressed to the webmaster at [webmaster@uusm.org](mailto:webmaster@uusm.org). Disagreements about what should be published will be resolved by the minister, the president, and the webmaster.

All material on the website is copyrighted and is the property of the church.

C13.15 – End

### C.3.16 General Operations Policy: **Engaging Independent Contractors**

Amended by the Board of Directors 5-13-08

Amended by the Board of Directors 5-28-13

This policy establishes the procedures to be followed when it may be necessary for UUCCSM (“Church”) to engage independent contractors.

This policy is applicable to contractors, whose anticipated fee is \$3000 or more in a 12-month period, including any contractors who are Church members and any contractors who have been hired in the past. It does not include consultants provided by the UUA.

1. The Board of Directors (“Board”) or a committee of the Church that sees a need for a contractor shall create a description of the project, which shall include: 1) the work to be done, 2) the approximate time frame, 3) the required budget, 4) the invoicing procedures, 5) the names of at least two people responsible for oversight (one of whom shall be a member of the permanent staff of the church), and 6) any specific qualifications or licensing requirements of the contractor.
2. With regards to facilities projects, the following will apply: The Board designates an ad hoc committee to monitor the project. Except in unusual circumstances three bids will be obtained.
3. The ad hoc committee shall submit the contract to the Board for approval. No contractor shall be engaged until the board has approved the contract.
5. Those designated to oversee the contractor shall exercise due diligence in their capacity as fiduciary designees of the Board of Directors in monitoring the performance, evaluation, scope of work, expenses and fees, and time limits of the work of the contractor. The contract and invoices shall be maintained in the office and available for inspection by members.

### C.3.16 General Operation Policy: **Garden of Eternity**

Established by the Board of Directors 12-8-15

#### **Overview**

The Garden of Eternity (GOE) is located in the Southwest corner of the lot. The Garden of Eternity was developed to offer a place for members to memorialize loved ones who have died by donating inscribed bricks to be placed in the Garden's hard-scape. The GOE also serves as a fundraising activity to generate money for the operating budget, these funds to go directly into the Operating Budget, into the line item named "GOE Income." Expenses directly related to the GOE and this Fundraising Activity will be paid from this line item. This would include engraving of bricks, installation of the bricks in the garden by qualified contractors to meet ADA accessibility standards, maintenance and repair, additional gardening tasks, additional water costs, and funding matching or full grants or waivers provided by decision of the GOE-FC (see below). The initial funds to build the GOE came from a generous donation of member Ray Goodman of \$10,000 and a matching grant from the Spirit Level Foundation in San Diego, CA, also of \$10,000. Ray Goodman requests that this be an ongoing fundraiser for UUSM to benefit our Operating Budget.

On November 10, The 2015-2016 Board of Directors amended this Tiered Fundraising Structure, proposed by the Garden of Eternity Task Forces, is as follows:

Tiered Donation Structure:

- \$500 per laser printed brick if paid and ordered before the end of January 2016
- \$1,000 per laser printed brick (TBD-This cost level will be decided upon by the Board of Directors at a later date)
- \$1,000 per brick if brass plaque on brick to be installed close to planter where no foot traffic would occur
- \$5,000 per teak bench with small brass plaque

#### **Ordering and Installation of Bricks**

We install these engraved bricks, plaques or benches two times per year, once on a date near The Day of the Dead, and another date in May. An order form must filled out, turned into the UUSM office and paid for in full before brick will be ordered and inscribed. An order is not complete until it is either paid in full or there has been a decision by the GOE Fundraising Committee regarding a matching grant or waiver of the donation fee by email or in writing. Anyone ordering a brick may have a payment plan of 6 months, but the brick will not be ordered until the donation is paid in full. Members who have purchased bricks will be notified when their brick is ready to be installed and can be present to witness the installation.

Engraving Format of Brick or plaque on brick/bench is 3 lines, and there is a maximum of 18 characters per line. A character is defined as: a letter, number, space, or punctuation mark -- please do not exceed this. Typically, the format is this the name of the departed (First Middle Last) and Date of birth and Date of death. Multiple family member names, spouses or a saying may be engraved. Saying or otherwise may not exceed the maximum as described above. There are approximately 1,200 bricks that may be inscribed in the GOE.

Who Can be Memorialized in the GOE:

The GOE is for Humans only. A friend of UUSM or Current or past Member of UUSM can donate a brick for a friend or family member or other member of the community. Donations for memorial brick could be accepted in lieu of flowers at memorial service, for example.

#### **Matching Grants or Waivers**

To those who submit an application form, UUCSSM will offer grants or waivers, over and above the hard cost of the brick. Hard cost of brick to be determined by the GOE Fundraising Committee. Beginning in April of 2016, interested members may submit a form for a waiver or discount of the price of brick inscription. The GOE Fundraising Committee, which shall be four people, will confidentially review these proposals and will consider these requests; three of the four committee members agreeing will either approve or deny a request.

The discount or waiver of the donation of the brick will be entirely needs- or means- based. The Committee will not disclose any of the information on these requests. Furthermore, matching grants will be available for long-time active members, members of 24 months or more, in good

standing, and who have financially contributed significantly in the past, but now face financial constraints. Note that limited grant money is available.

### **GOE Fundraising Committee Responsibilities**

The GOE Fundraising Committee will be made up of at least one Board Member, the Church Administrator and three other members of the Congregation to promote and handle the GOE fundraiser. This committee will respond to questions from the community and provide answers based on this policy. The Board of Directors will address any issues beyond the scope of this policy or the GOE Fundraising Committee. This committee will take responsibility for the ongoing fundraising and promotion of the brick inscriptions two times per year including announcements in the order of service, vertical response emails and table set-up during coffee hour.

The Committee will submit quarterly reports to the Board regarding their fundraising efforts, promotion, donations received, and bricks installed. Additionally, the Committee will advise the board of any waivers or reductions granted. In June of every year, the GOE Fundraising Committee will submit a final fiscal year-end report to the Board, which will include:

1. information regarding donations made for this GOE program during the past fiscal year;
2. the net dollar amount;
3. any directed donations that were made for the purchase of inscribed bricks;
4. waivers or reductions granted, and how many were put in the GOE as part of this reduction and waiver/matching grant program.
- 5.

Amendment: December 8, 2015. Motion: The Board of Directors of UUCCSM approves the Garden of Eternity minimum donation of \$500 for the basic engraved brick to continue indefinitely.

Motion approved 7-1.

End C.3.16

### **C.3.17 Operating Policy. Animal Policy**

*Approved by the Board of Directors on 09-12-17*

The Board in conjunction with several groups at our Church is working on drafting a permanent service animal policy. However, starting on February 1, 2016 only certified service animals that have proper documentation with the owner will be allowed on the premises. This means that we request and will require that anyone bringing an animal on to the premises present a copy of the medical certification for the service animal.

In addition the owner must keep the animal under their immediate control and restrained at all times. It cannot have offensive odors. Anyone who does enter the sanctuary with a bona fide and certified service animal during a time when the sanctuary is being used for a service is requested to sit in the North West corner of the sanctuary, close to the side door in the courtyard. The animal should not be on a lap, or on the pews, or next to another Church member.

At this time we cannot accommodate any "emotional support" animal, even if a medical certification designating the animal as an "emotional support" animal is provided. In addition, although we love our pets, we cannot allow pets, no matter how well behaved, on the premises.

The office personnel, the ushers and others will be provided with a copy of this policy and may request that an owner show medical certification that their animal is a certified service animal.

The above policy will be posted in the foyer of the Church and at the entrance on Arizona Ave. to Forbes Hall.

Any disputes will be directed to the Board of Directors to resolve at the next regular meeting of the Board. Until the Board can review such dispute, the animal may not be on the premises.

End 3-C-17

**C.3.18 Operating Policy. Protection of Musical Instruments and Organ Loft**

1. The Director of Music (DOM) in tandem with the Church Administrator (CA) shall control all use, access and movement of any Church musical instruments.
2. The Organ and the Steinway Piano shall not be played, used or touched by any member, outside contractor, vendor, employee, renter, or user of the property without the express written authorization form the DOM or the CA.
3. Other instruments may be used by the congregation but great care should be exercised when using any musical instrument.
4. In the case of a rental that involves the use of any musical instrument, the AD shall obtain a written acknowledgment of this policy in writing by the renting group or person. The AD shall review or supervise the review of the condition of the musical instrument before and after any rental to confirm that there is no damage.
5. The DOM and/or the CA shall determine who is authorized to access the Organ loft and who is authorized to touch or work on the Organ pipes. No member of the congregation, public or vendor shall access the organ loft without obtaining written permission from the DOM, AD or the President of the Board.
6. In addition to the concerns regarding the Organ, the Organ loft is not for public or member access. It contains potential and actual safety risks. It can only be accessed by a ladder.
7. At no time shall any materials of any kind be stored in the Organ loft area. Nothing may be stored in the Organ loft. If any use of power or other tools or equipment or other construction, repair and/or other related work is occurring in the Organ loft, the DOM and the AD must be notified in writing of the day, time and type of work to be done. The purpose of this is so the DOM and/or CA can provide instructions regarding protection of the Organ and the Organ loft against inadvertent damage or destruction.
8. The CA will ensure that the maintenance staff inspects the Organ loft visually at least one time per week. The CA will ensure that routine cleaning, including vacuuming of the Organ loft is done by the maintenance staff, after being trained by the DOM as to how to protect the Organ and Organ loft space. This cleaning shall start on March 1, 2016 and continue bi weekly.
9. If any outside contractor, vendor, worker or member of the UCCSM congregation needs to access the choir loft, they will advise the DOM/AD in writing at least 24 hours prior to that time in writing. They shall be given copy of this policy and ask to acknowledge reading same and agree to abide by it. They will initial a copy and return it to the CA.
10. After any work has been done by any contractor, vendor, worker, or member of UCCSM, the CA shall visually inspect or supervise the visual inspection of the organ loft to ensure that it is left in the same state as it was found.
11. The CA shall attach a laminated sign to the ladder of the Organ loft that requests that no one enter the loft, except in compliance with this policy. A copy of this policy will be kept available in the office and uploaded to the UCCSM website when finalized. It will be included in the policy manual.

12. If any outside group contracts for the use of the space and this includes the use of any musical instrument, they shall pay an additional \$500.00 refundable deposit against any damage to the musical instrument, including additional wear and/or tear of any kind. This refundable deposit will be held for no more than 30 days, after the DOM/CA confirms that there was no damage to the instrument. In addition any lessor of the premises shall agree that they will indemnify and pay for any damage or repair over the amount of \$500.00 as part of the rental contract.
13. If for any reason the DOM or the CA cannot be reached regarding the use, access to, playing of, moving, working with or use of any of the musical instruments, then a request can be made in writing to the President of the Board, with 72 hours' notice. If the President cannot be reached, then a request may be made with 72 hours' notice to the Vice President of the Board who is authorized to respond.

14. End 3-C-17

## **FINANCE POLICIES**

### **C4.1 Finance Policies: Budget Development Procedure**

*Approved by the Board of Directors 2-10-04*

1. In December, Finance Committee solicits (1) budget requests for the coming fiscal year from director-level staff and pertinent committees relative to all budget-supported functions and (2) Personnel Committee recommendations for size of non-ministerial salary adjustment pool and salary adjustment for the Minister for the coming fiscal year.
2. Prior to the Finance Committee February meeting, Personnel Committee recommends to Finance Committee size of non-ministerial salary adjustment pool (as a percent of current total salaries; may be zero) and size of salary adjustment for the Minister for the coming fiscal year.
3. Prior to the March Board meeting, Finance Committee, taking account of inputs from 1 and 2 above, develops detailed draft budget. Finance Committee sends pertinent portions of draft budget for comment to all staff members and committees who have submitted budget requests and to Personnel Committee if the budget does not fully reflect that committee's salary adjustment recommendations.
4. In cases where the draft budget differs from the Item 1 or 2 inputs, Finance Committee seeks to achieve agreement prior to item 5 below.
5. At its March meeting, Board considers draft budget and transmits comments thereon to Finance Committee.
6. Prior to the Finance Committee's last meeting before the April Board meeting, Personnel Committee, within the limits of the approved salary adjustment pool and considering staff evaluations prepared or assembled by the Minister, develops and transmits to Finance Committee individual salary adjustment figures for each paid staff member.
7. Taking account of inputs from 6 and 7 above and any additional inputs from other committees or staff members, Finance Committee develops final proposed budget.
8. At its April meeting, Board ratifies final proposed budget, either as presented or with modifications, for submittal to the congregation.
9. At the Annual Meeting, Finance Committee presents proposed budget for congregational approval.

C4.1 – End

#### **C4.2: Finance Policies Requests for Supplemental Appropriations**

*Approved by the Board of Directors 5-13-03*

Each year at the Annual Meeting, with input and advice from the Finance Committee, the congregation adopts a budget to manage the Church's funds for the next fiscal year. From time to time between Annual Meetings, there arise requests for funding which are in excess of, or outside the scope of, the specific items that make up the budget adopted by the congregation. The Board of Directors adopts the following procedures for dealing with such requests:

1. Each committee or paid staff member with budgetary responsibility has the authority to move funds among the set of accounts for which they are responsible, if the total budget for that set of accounts is not thereby increased. However, if that set of accounts includes appropriation for a paid staff position or any specific budget deviation, the use of those funds cannot be changed without approval pursuant to established budget policy.
2. All other requests for expenditures in excess or outside of existing budgets shall be submitted to the Treasurer or the Finance Committee. Requests of \$1,000 or less may be decided by the Treasurer and requests of \$2,500 or less may be decided by the Finance Committee. In either case, approval shall be granted only after exploring whether other budgeted appropriations might be reduced to cover the expenditure. On larger requests, the Finance Committee shall recommend action (positive or negative) to the Board, including how the request should be funded if approved.
3. The Finance Committee shall consider whether the possibility of an additional appropriation should be presented to the congregation or some segment thereof prior to action. (Note: This may be important, for example, with requests for conference or training program reimbursement, where other people might want to take advantage of the opportunity if only they knew it existed.)

4. Decisions of, or positions taken by, the Treasurer may be appealed to the Finance Committee, and decisions of the Finance Committee may be appealed to the Board.

C4.2 – End

#### C4.3: Finance Policies: **Investment of Church Liquid Assets**

*Approved by the Investment Committee 4-15-95*

##### **Investment Instruments**

The Church's liquid assets shall be invested in instruments with no risk of capital loss (Treasury bills or government-insured certificates of deposit) until an income stream equal to any projected operating budget shortfall has been attained. Certificates of deposit shall be purchased through brokerage houses rather than directly from banks, to make accessible the higher interest rates on maturities as long as five years while maintaining liquidity (no interest penalty for early withdrawal).

When the Church's liquid assets exceed the amount necessary to meet the above criterion, other classes of investment (e.g., stock funds intended to be held for relatively long periods) may be considered for the excess.

*Approved by Investment Committee 4-26-96*

##### **Investment Maturities**

The Church's endowments can be invested in long-term instruments, because the principal thereof should never be invaded.

If the emergency [and minister's equity-sharing] reserves are invested in instruments readily convertible to cash (albeit with some interest penalty), the maturities can again be long because of the low probability of an eventuality requiring such conversion.

Of the savings, we try to maintain \$25,000 - 30,000 in a money market account, immediately available via electronic transfer or by check, as a cushion for the primary and secondary checking accounts. Furthermore, some modest segment of the savings should always be invested short-term because of uncertainty as to what may come up unexpectedly.

Optimum investment strategy for the remainder of the savings and any other specified reserves depends on the anticipated needs for those resources. When no major needs are envisioned in the short term, then these resources can be invested with relatively long maturities because the short-term investments (previous paragraph) represent an alternative cover for any operating shortfall. When a near-term need is envisioned, however, the maturities must be selected to correspond.

C4.3 – End

#### Policy C4.4. Finance Policies: **Checking and Investment Accounts – Establishment and Signatories**

*Approved by the Board of Directors 11-13-12*

RESOLVED that the Treasurer is hereby authorized to establish and to terminate checking accounts in the name of the Unitarian Universalist Community Church of Santa Monica, in such banks or other financial institutions as she/he deems necessary or prudent, subject to policy

direction by the Finance Committee and/or the Board of Directors.

**For these accounts, which shall serve as the primary accounts for Church financial transactions or investments, the signatories at the time of establishment and at any subsequent time shall be the President, the Past President and the Treasurer.** Checks on this account under \$4,000 may be signed by any one of the specified signatories. Checks in amounts over \$4,000 shall be signed by any two of the specified signatories, even if a double signature is not required by the financial institution.

Any resolutions required by the bank or other financial institution involved, pertaining to the establishment of such accounts and the authorization of transactions therein, are hereby incorporated by reference into this resolution and are adopted verbatim as though they had been considered separately and individually.

This resolution supersedes the similar resolution adopted by the Board of Directors on 10/14/08

C4.4 – End

#### **C4.5: Finance Policies: Use of Will Wright Bequest**

*Approved by the Board of Directors 2-11-92*

Late in 1991, the Church received a check for \$15,752.06 from the UUA, proceeds from money deposited by Will and Greta Wright in the UUA Pooled Income Fund to benefit the Church on their death. The Wrights specified that the money was to be held by the Church as an endowment, the earnings to be used by the Minister to bring other speakers into the pulpit on Sunday mornings. The Board was given the option, during the first 30 days, to specify some other use of the funds, as long as they were not included in the general funds of the Church. The Finance Committee recommended, and the Board approved, that the funds be used just as the Wrights intended, to bring in outside speakers. The Board has the option to reconsider this decision every five years.

Amended by the Board of Directors 11-12-13

The Board of Directors will no longer hold the Will Wright Pulpit fund – established in or about 1980 and currently containing approximately \$14,000 – as an endowment fund. The principal will henceforth be used to pay guest Sunday pulpit speakers.

C4.5: End

#### **C4.6: Finance Policies: Reimbursement for Gallery Wall Losses**

*Approved by the Board of Directors 2-9-81*

In the case of theft or other loss to a painting or other art object on the Church's Gallery Wall, the Church will reimburse the artist for the full amount he/she would have gotten if the object had been sold. (This decision recognizes that reimbursement of the Church by its insurance policy is subject to a deductible chosen by the Church to minimize the premiums).

C4.6: End

**C4.7: Finance Policies: Finance Operations**

*Approved by the Board of Directors 4-14-09*

**Handling of Receipts and Expenditures**

1. All cash and checks received by the Church are placed in the Church safe immediately upon receipt. Receipts will be offered for all cash tendered, excluding the offerings. Monies from the weekly offerings are counted and verified by at least two persons, including one volunteer church member and one office staff member as early in the following week as possible. They are then recorded in the Church's accounting records and deposited in the appropriate bank account by the Finance Assistant each week.
2. Requests for payment or reimbursement should be in writing, preferably on a Request for Check form, stating the payee, purpose and amount, bearing an authorized approval signature (see 3. below; may be that of the preparer of the request), and accompanied by original receipts for monies spent.
3. Requests for payment or reimbursement require approval by one of the following persons
  - a. For expenditures against operating budget accounts, the staff member or committee chair responsible for the budget line item being charged. All Facility Maintenance and Equipment & Facility Improvement accounts are the responsibility of the Church Administrator.
  - b. For expenditures from the non-operating-budget Dedicated Funds, the fund coordinator for the applicable fund.
4. Expenditures are to be made by check drawn on the Church's checking account, in accordance with the policy "Checking Accounts – Establishment and Signatories."

**Accounting for Receipts and Expenditures**

1. The Church Administrator shall ensure that all income and expenditures by the Church, or in connection with programs administered by the Church, are entered in the Church's accounting records and that this includes allocating income or expenditures to the appropriate account(s) in accordance with the Chart of Accounts.
2. Expenses for routine supplies and administrative support provided by the Church office for activities that are an integral part of the Church operations are charged to the pertinent office accounts rather than to the budget of the particular activity involved. Such expenses incurred for Affiliated Organizations (currently the Women's Alliance) or outside organizations are charged to those organizations.

C4.7 – End

**C4.8: Finance Policies: Designation of Housing Allowance for Ministers**

By Warren Mathews 9/30/08

*Approved by the Board of Directors, 10/15/08*

**Background**

All ordained minister employees are entitled to receive a portion (or all) of their compensation as a Housing Allowance that is potentially exempt from income taxation (see the document

"Payroll and Payroll Tax Accounting for Ministers" by Warren Mathews dated August 22, 2008). This "allowance" is not additional compensation to the employee, but rather is simply a designation of a portion of what would otherwise be called salary. Such designation is made at least annually by Resolution of the Board of Directors.

The amount the Church designates as housing allowance is at the option of the employee, up to (but not exceeding) the Church-established total compensation for that employee, and it can be changed at any time at the option of the employee. The only limitation on such designation and subsequent modification is that the housing allowance cannot be applied retroactively. That is, allowable housing expenses incurred by the employee are tax-exempt only to the extent of the housing allowance that has been designated as of the time the expenses were incurred.

#### **Procedure**

Based on input from each ordained employee, the Board approves a resolution each December, establishing the amount of that employee's compensation for the following calendar year (tax year) to be designated as a housing allowance. The Board approves an amending resolution at any time the employee wants either to increase or decrease the housing allowance for that calendar year.

C4.8 - End

#### **C4.9 Finance Policies: Annual Financial Review**

*Adopted by the Board of Directors 11-13-12*

A Financial Review Committee shall conduct an Annual Financial Review. This committee shall consist of at least three people and is to be appointed by the Board of Directors. The Board President, the Past President, the Treasurer and Church employees are ineligible to serve on the Financial Review Committee. This committee should conduct the review in the first six months following the end of the fiscal year and complete a written report of their review in time for inclusion in the Church's Annual Report.

The Financial Review Committee shall review office procedures related to Church accounting to ensure that there is a division of duties to safeguard Church assets. The Financial Review Committee shall make recommendations in its annual report to correct or strengthen existing office financial-related procedures.

The committee uses as its basic operations resource guidelines developed by UUA entitled "INTERNAL FINANCIAL REVIEW FOR UU CONGREGATION"  
See <http://www.uua.org/documents/wujames/inreviewcongs.pdf>

This resolution supersedes the similar resolution adopted by the Board of Directors on 4-14-09

C4.9 – End

#### **C4.10 Finance Policies: Reporting Official Membership**

Approved by the Finance Committee 1/23/01

The official membership of UCCSM to be reported to UUA in the "Annual Society Certification Report", due each February 1, shall be the recorded membership as of the end of the January regular Board meeting less (1) any resignations between that meeting and January 21 and (2) the "zero-dollar" membership lapses effective January 21.

## Background for Above Instruction

Each year, the Church is required to report to UUA headquarters in Boston the number of its official (voting) members. This number is used by UUA (1) to calculate our Fair-Share contribution to the UUA Annual Program Fund for the following fiscal year and (2) to determine the number of delegates we may send to General Assembly. It also is used by PSWD to calculate our District dues and the number of delegates we may send to the PSWD Annual Meeting. The membership report is due on or prior to February 1 of each year.

UUA defines reportable members as those having "full or partial voting privileges". Our Bylaws prescribe that (1) a person's membership begins as of the adjournment of the Board meeting at which their application for membership is presented, and (2) a new member becomes a voting member 40 days after becoming a member. Therefore, people read into membership at the January Board meeting would not yet be voting members by January 21, and people submitting a membership application after the January Board meeting would not become members at all until the February Board meeting. For the purpose of the report to UUA, we choose to regard those read into membership at the January Board meeting as having "partial" voting status.

C4.10 - End