

## Process for UCF Statements of Conscience, 11 Nov. 2013

### 1. **Advocating for an Issue**

Any member or friend of the Fellowship may bring a social justice issue to the Social Outreach Committee if they feel the church should issue a public statement of conscience on that issue. The advocate should present information about the issue and why they feel it is important to take a stand on it. The committee will determine if the issue meets our vision and mission.

Voting Yes or No--The Social Outreach Committee discusses it, and either asks the advocate to return with more information or decides to bring it to a vote. 75% of those present at the meeting must vote yes to send the issue on to the next step in the process. If there is a time constraint, the Social Action Committee will be canvassed by email.

### 2. **Appointing an Issue Task Force**

The Social Outreach Committee will appoint an Issue Task Force, including the original issue advocate, to plan and schedule an educational forum on the issue.

### 3. **Presenting an Issue Forum**

The forum will include a speaker(s) with comprehensive knowledge of the subject and will allow time for discussion. The Leadership Council and the Board of Trustees will be informed of the plans for the forum and be encouraged to attend.

Voting Yes or No—At the conclusion of the forum, a “straw vote” will be taken to determine if a Statement of Conscience should be prepared. Ballots will include a “yes, no, abstain” vote, as well as space for comments. Based on the discussion and the straw vote, the Social Outreach Committee will decide whether or not to proceed with a Statement of Conscience.

### 4. **The Issue Task Force will write a proposed Statement of Conscience.**

### 5. **Leadership Council Review**

The proposed SOC will be presented to the Leadership Council for their review at their next meeting if time allows. If there is a time constraint, the Leadership Council will be canvassed by email.

Voting Yes or No—75% of the members present at the LC meeting must vote yes for the SOC to proceed.

### 6. **Publicizing and Voting on the SOC**

The proposed Statement of Conscience and a brief description of why it is important to release it to the public will be:

- i. Placed on the UCF website

- ii. Published in the UCF newsletter
- iii. Sent out via a UCF-wide email
- iv. All the above will be linked to an electronic ballot on UCF's website where members and friends can vote to release the statement. The ballot will include a space for comments. Orders of Service and our Facebook page will also reference a link to the electronic ballot on the UCF website. The ballot will be available online for two weeks. Paper ballots will be issued to those who do not use a computer.

#### Voting Yes or No

At the conclusion of the ballot time period, the proposed SOC must receive a 75% "yes" vote from the congregation to continue to the next step.

#### 7. **Ballot Results and Board Approval**

The approved SOC will be presented at the next available UCF Board of Trustees meeting for approval. A majority of the Board must approve the SOC. Upon approval by the Board, the Statement of Conscience can be released to appropriate organizations and media outlets.