UCF POLICY MANUAL
Section 2 – Administrative Policies and Procedures

Table of Contents

Membership Policies……3
How to Become a Member of UCF……3
How to Remain an Active Member of UCF……3
Membership Termination Policy……3
Changing a member's status from active to inactive……3
Termination of membership……3

Communication Policies……4
How we communicate……4
Monthly Newsletter……4
UCF Website……4
UCF Facebook Page……4
Bulletin Boards in the Social Hall……4
UCF Exchange……4
Church-wide Email……5
Local Newspaper……5
Weekly Orders of Service……5
Sunday Morning Announcements……5
Spoken Sunday Morning Announcements and Orders of Service Policy……5
Flowers and Cards……6
Annual Congregational Meeting……6

Constructive Communication Policy……7
Definition of Terms……7
Constructive Communication……7
Non-Constructive Communication……7
Destructive Communication……7
Constructive Communication between Individual Members and Friends……7
Constructive Communication between Church Leaders……7
Constructive Communication between Church Leaders and the Congregational Body……7
Coffees with the Board……7
Changes to Congregational Practices……8
Constructive Communication between Leadership and Individual Members/Friends……8
Constructive Communication between Individual Members/Friends and the Minister……8
General Statement about Non-Constructive Communication……9
Grievance and Conflict Resolution/Management……9
Policy for Addressing Destructive Communication……9

Pledge Campaign Management Policy…… 10
Pre-Kickoff Tasks……10
Kickoff and Post-Kickoff Tasks……11

Completion and Wrap-up……11
Introducing New Members to Pledging……..11

Building Use Policy……12
General Statement……12
Long Term Building Rental……12
Children and Youth……..12
Scheduling Building Use……..12
Group Types……12
UCF Member Groups……...13
Church Supported Groups……13
Church Affiliated Groups……13
Profit-Making Groups……...13
Designated Responsible Persons……...14
Building Use Checklist……..14
Single-Use Rental of the Church Facility……..14
Restrictions that Apply to Short-Term Renters……15
Long Term Rental Policy……...15

Policy for Handling Official Documents……15

Special Gifts to the Fellowship……16
Cash or Liquid Assets……16
Real Property……16

The UCF Circle Associates Fund……16

UCF Gift Program……...17

Bid Solicitation, Contractor Selection, and Contract Management for Renovation and New Construction Projects……17

Unitarian Coastal Fellowship (UCF) Child Care Policies and Procedures……18

Safety Policies
UCF Safety Procedures for Natural Disasters……...…22
UCF Guidelines for Gathering during the COVID-19 Pandemic…….……24

UCF POLICY MANUAL
Section 2 – Administrative Policies and Procedures

Membership Policies

HOW TO BECOME A MEMBER OF UCF (Bylaws, Sect. 5.1, 5.2): Any person may become a member of this Fellowship provided that person is in sympathy with the Fellowship's purpose and program, is at least 16 years of age, has met with the minister, membership chairperson, or the president of the Board of Trustees in order to discuss the rights and responsibilities of membership, and agrees to sign the Membership Book.

HOW TO REMAIN AN ACTIVE MEMBER OF UCF (Bylaws Article 5): The Fellowship expects Members to keep themselves informed about church affairs through formal and informal channels. Working with a committee, attending services, taking an adult RE class and reading the newsletter are excellent ways to keep current about the progress of our ministry. Active Members must notify the church office by phone or via email of any change of address, telephone number, or email address so that Fellowship communications will continue to be received in a timely manner. Active Members are expected to attend services, participate in some activity that stimulates their own spiritual growth, provide service (committee participation or other participation within the membership), and contribute monetarily, as possible, during each church fiscal year.

MEMBERSHIP TERMINATION POLICY (Bylaws, Sect. 5.3): Every January, the Membership Committee chair provides a list of active members to the secretary of the Board of Trustees. That number is reported to the UUA for dues assessment. The accuracy of this list is determined in consultation with the minister and/or another knowledgeable leader of the congregation. During this process, the Chair may identify the name(s) of inactive members and act on that knowledge. These actions include:

1. **Changing a member's status from active to inactive:** By virtue of no service, no attendance, or no financial involvement with UCF for a period of at least twelve (12) months, a member is considered inactive. It is assumed that efforts have been made during that period to invite the member into active participation. If one's membership is changed from active to inactive, the member is not officially notified of this change. Inactive members will not have a vote and will not be counted as part of a quorum required for voting.
2. **Termination of membership:** Members who have had inactive status for at least one (1) year will receive a letter, signed by the chair of the Membership Committee and a member of the Board of Trustees, informing him/her about the termination of their

membership. The member may request a continuation with a commitment to some level of participation. If no request for continuation is received within one month, the name is submitted to the Board of Trustees for formal termination of membership in UCF. Date of formal termination is recorded in the Fellowship's Membership Book. If membership is terminated due to inactivity under this provision, nothing restricts the person from becoming a member again in the future. (Updated 9-1-2020)

Communication Policies

HOW WE COMMUNICATE: The Unitarian Coastal Fellowship (UCF) encourages and supports constructive communication in all contexts within the church community. We endeavor to keep all members and friends informed about our church's activities and opportunities for service. Knowing what's going on, and where to sign-up to participate in events, encourages us to be involved and to get to know one another, thereby enriching ourselves and our church community. Various venues accomplish this task. They include:

MONTHLY NEWSLETTER: Our monthly newsletter, *The CoastLine*, is distributed to all members and friends via mail, email, and our website. Copies are also available at each Sunday service. *The Coastline*'s editor is the Office Assistant. The newsletter is the mainstay of UCF's communications network. Among other items of importance, it contains: a monthly calendar, descriptions of upcoming events, news of our members, messages from our minister and our Board president, descriptions of upcoming Sunday sermons, and updates on various committee activities. Any UCF member or friend may submit items to *The CoastLine*. The fourth Sunday of the month is the deadline for all submissions, unless the editor announces a different deadline.

UCF WEBSITE: The UCF website is accessible worldwide, to anyone with internet access. The web address is www.ucfnc.org. Anyone who visits the website can access the monthly calendar, the monthly newsletter, the minister's sermons, a list of officers and trustees, UCF's Bylaws and Policy Manuals, along with the minutes from past committee and Board meetings. The availability of these documents is in keeping with our policy of transparency between various leadership entities and the congregation. The website is updated weekly by designated volunteers.

UCF FACEBOOK PAGE: UCF's Facebook page offers information and photos about past and future events, and Sunday services. It is updated by designated volunteers. Anyone with access to the internet can visit the page and comment on postings. The address is www.facebook.com/Unitarian-Coastal-Fellowship.

BULLETIN BOARDS IN THE SOCIAL HALL: UCF's bulletin boards in the Social Hall display a wealth of information about our community. They are an essential element of "how we communicate". They contain announcements of programs and events, various calendars and sign-up sheets, information lists, introductions of new members, and community news of UCF members and friends. The Office Assistant assigns, monitors, and provides upkeep of the bulletin boards.

UCF EXCHANGE: The UCF Exchange is an email network, for which members and friends can subscribe. A designated volunteer moderates the network. Subscribers can submit offers or proposals to the network for free goods and/or services; then, once a week, the moderator emails them out to the network. For example, offers may include books, tools, or instructions on how to do something; extra seedlings in the spring, or surplus tomatoes in the fall. Senders may also inquire about getting something they need: borrowing a wheelbarrow, getting a recommendation for a plumber, or a referral for computer repair service. Items and/or services that are for sale may not be listed on the exchange.

CHURCH-WIDE EMAIL: When necessary, a mass email is transmitted to all members and friends.

LOCAL NEWSPAPER: The Wednesday edition of the Carteret News Times publishes a "church news" page, where events, speakers, and activities at UCF may be included. The Office Assistant submits these announcements to the newspaper and the newspaper determines whether those submissions are published.

WEEKLY ORDERS OF SERVICE: Orders of Service (OOS) are prepared weekly in coordination with the Worship Committee and distributed to all who attend Sunday services. The backside of the OOS displays important announcements to the congregation. Submissions for inclusion on the OOS must be made in writing to designated volunteers no later than the Sunday before the OOS in question is to be distributed. All members and friends can submit announcements for potential inclusion. The designated volunteers make the final decision about which announcements will be included.

SUNDAY MORNING ANNOUNCEMENTS: Sunday morning announcements are offered in the Order of Service and presented at the beginning of every service by a member of the Board of Trustees or a member of the Leadership Council. Their purpose is to inform the congregation about UCF events and programs in a clear, concise and inclusive manner, avoiding any insider terms or acronyms. These announcements may also briefly invite the congregation to see postings on the Bulletin Boards about events or programs that are community-wide, denominational, or offered by organizations affiliated with UCF.

SPOKEN SUNDAY MORNING ANNOUNCEMENTS AND ORDER OF SERVICE POLICY

In the spirit of our covenant and our commitment to welcome all who enter our doors and to honor the diversity of our experiences and ways of being, Sunday morning announcements, whether printed in the Order of Service (OOS) or spoken, are to inform the congregation about UCF events and programs. Information about events or programs that are community-wide, denominational, or offered by organizations affiliated with UCF may be posted on bulletin boards in the Social Hall, and a brief announcement may invite people to see the posting. This announcement can include a brief description of the event or program, the location of the posting, and a contact for more information. In writing announcements, insider terms or acronyms should be avoided to enable universal understanding of the announcement. For announcements that are to be printed in the OOS, the due date is on Sunday, one (1) week before

the date of desired publication (e.g. Sunday, May 1st for the May 8th OOS). Three (3) volunteers manage the OOS. Proposed announcements must be emailed to all 3 volunteers by the due date to facilitate publication. Spoken announcements during the service will be read by the person doing the "Welcome and Announcement" portion of the service. All announcements to be read during that time must be written legibly or typed exactly as they are to be read. Announcements must be dated and put into the blue "Welcome and Announcements folder no later than 10:20AM on the morning of the service.

FLOWERS AND CARDS: Ordering plants or flowers, or writing cards, is done by a designated member of the Membership Committee. Cards may be written and signed by the designated person, or may be brought to a Sunday Service and made available for all members and friends to sign. The distinction between active friends and more-distant friends, or a decision about when or how to send cards or flowers, may be a judgment call. We trust the judgment of the designated person. In order to maximize contact with members and friends and minimize cost, plants or flowers are sent to members, and active friends at the death of an immediate family member or at the birth/adoption into the immediate family. Cards are sent on numerous occasions, including but not limited to:

- A member or friend who is hospitalized.
- A member or friend when a more distant family member is hospitalized or died (brother or sister, in-law, grandparent of grandchild).
- A member or friend who is seen at the hospital Emergency Department and not admitted.
- A more-distant friend of the congregation who is hospitalized.
- A member or friend who is ill.
- An ex-member or ex-active friend when a member of the immediate family dies.

The trigger to send plants, flowers, or cards is from the Joys and Sorrows section of the Sunday service or from "word of mouth".

ANNUAL CONGREGATIONAL MEETING (Bylaws, Sect.7.2): The Fellowship's annual business meeting is held on the second Sunday in June. Members and friends have the opportunity to help shape the agenda for this meeting; therefore, a call to the congregation for agenda items is made using 3 instruments. (1) Publication in the April newsletter; (2) Posting on the UCF website throughout the month of April; and weekly announcements in the Orders of Service throughout the month of April. The deadline for receiving agenda items by the Board of Trustees is the first Monday in May.

CONSTRUCTIVE COMMUNICATION POLICY

Definition of Terms:

Constructive Communication: Community-building communication practices that are conducive to UCF's purposes and programs, and reflect Unitarian Universalist principles.

Non-Constructive Communication: Communication practices that cause (or attempt to cause) fissures in the church community and/or deride UCF's purposes and programs and/or Unitarian Universalist principles.

Destructive Communication: Communication practices that destroy community and violate UCF's purposes and programs. Destructive Communication behaviors include disruptive behaviors, but are not limited to: (a) systematically and/or publicly sowing dissent and division in the church community; (b) a verbal and/or physical attack on any member of the church community; and (c) destruction of church property.

UCF encourages and supports constructive communication in all contexts within the church community.

- **Constructive Communication between Individual Members and/or Friends:** UCF offers services, meetings, and events that are opportunities for community-building and for supporting UCF's purposes and programs.

- **Constructive Communication between Church Leaders:** Individual committees, the Leadership Council, and the Board of Trustees agree on written covenants for communicating constructively during meetings.

UCF's two-pronged Constructive Communication Policy addresses other contexts that occur within the church community, not designated above. Its procedures offer an alternative to non-constructive communication behaviors.

- **Constructive Communication between Church Leaders and the Congregational Body:** Members of UCF's leadership are committed to transparency and giving voice to every member and friend. Two examples follow:

  Coffees with the Board: The Board of Trustees regularly holds open meetings throughout the year, following Sunday Service. At these meetings, members and friends receive updates on issues of interest to the congregation and have opportunities for constructive feedback. Consensus may also be solicited in this venue.

Changes to Congregational Practices: When leadership decisions constitute a change to established practices that directly affect the congregation, one prong of the Constructive Communication Policy must be followed by the applicable leadership entities:

(1) The leadership entity will make an announcement to the congregation about the potential change, the reasons for the change and, if appropriate, the logistics of a trial period for the change.

(2) During the trial period, if instituted, feedback forms and a repository for those forms will be available to provide the leadership entity with written constructive feedback about the change. Diverse opinions are expected and valuable to the decision-making process. The leadership entity will use this feedback as part of assessing the change.

(3) After the trial period is complete, the leadership entity will once again solicit feedback from the congregation about the trial; then seek consensus about whether the change should become permanent.

(4) UCF subscribes to the efficiency and value of the democratic process. Therefore, if consensus is not achieved, the leadership entity will use the democratic process to reveal the opinion of a clear majority, if possible, with distribution of a written and/or online ballot. The goal is to account for all opinions, while enabling the leadership entity to conclude its decision-making process.

- **Constructive Communication between Leadership and Individual Members or Friends:** UCF is committed to an open-door policy between all leadership entities and all individuals in the church community. This policy is the basis for a procedure that not only enables individual members and friends to have a direct voice, it discourages non-constructive approaches to concerns that could be resolved. When an individual has a concern that requires the action of a leadership entity, the second prong of the Constructive Communication Policy should be followed:

  (1) The person with the concern will directly approach the applicable committee chair to begin a conversation. The Leadership Council Trustee or the Board of Trustees President can direct the person to the right committee chair, if necessary.

  (2) Once the conversation begins, the committee chair and the person with the concern can decide how best to proceed. The committee chair may decide to add the issue to the next meeting agenda and/or ask the person to attend the next meeting to be part of the discussion.

  (3) It is the responsibility of the committee chair to talk with the person to ascertain the success of the communication process.

  (4) If the individual requires further assistance, he or she can solicit assistance from, first, the Leadership Council and, second, the Board of Trustees.

- **Constructive Communication between Individual Members or Friends and the Minister:** The minister maintains office hours for private and personal consultation and counseling to individual members and friends. Appointments are suggested.

General Statement about Non-Constructive Communication: Non-constructive communication practices/behaviors cause (or attempt to cause) fissures in the church community and/or deride UCF's purposes and programs and/or Unitarian Universalist principles. Non-constructive communication is not helpful in any aspect of UCF's vision or mission. Furthermore, recognizing the insidious nature of non-constructive communication when it is introduced into an organization, it is UCF's policy that every member, friend and leader guard against using non-constructive communication or participating in it.

Grievances and Conflict Resolution/Management: When disagreements occur, UCF encourages all interested parties to maintain a climate of constructive communication in resolving them. The best first step is for the involved parties to confer one-on-one to discuss the problem; it is desirable that a resolution be reached before the disagreement turns into a grievance between the parties. However, if a resolution cannot be reached with this one-on-one discussion, UCF's Committee on Ministry (COM) offers confidential assistance with conflict resolution/management. The procedure is as follows:

(1) The person "the initiator" brings the grievance to the attention of the COM.
(2) An individual member of the COM will be selected to listen to the initiator's concerns.
(3) That member of the COM will suggest an in-person meeting between the parties and set up rules of confidentiality and mutual respect.
(4) If a meeting occurs, the parties will meet together with the same member of the COM. Reaching a satisfactory solution for both parties is the goal. If a satisfactory solution is not reached at this meeting, the COM member will suggest adjournment, and further reflection in preparation for a second meeting.
(5) If the grievance is not resolved in the second meeting, both parties will be encouraged to meet with the whole COM.
(6) If the grievance continues to be unresolved, the COM will ask the Board of Trustees to call in a mediator from the Southern Region. Note: The COM need not provide confidential details to the Board of Trustees to obtain a mediator.

Policy for Addressing Destructive Communication: Destructive Communication practices/behaviors (or disruptive behavior) destroy community and violate UCF's purposes and programs. Destructive communication includes, but is not limited to: (a) systematically and/or publicly sowing dissent and division in the church community; (b) a verbal and/or physical attack on any member of the church community; and (c) destruction of church property. If a UCF member, friend, or leader uses destructive communication behavior within or toward the church community, a response is warranted to avoid fractures and refocus on building community more constructively. This policy applies only to the church's response to the destructive communication behaviors; other legal actions by the church and/or affected individuals may also go into effect.

(1) Unless the nature and severity of the offense requires immediate intervention, the offender will be asked to meet with the minister and the Board of Trustees president as soon as possible. The offender will have the opportunity to present his/her case regarding the destructive communication behavior. The goal of the meeting is to resolve any grievance(s) that precipitated the offense and bring the offender back into harmony with the community. A 30-90 day cooling-off period might also be recommended, during which time the offender would voluntarily forgo attending UCF

services, meetings, and events. In addition, a recommendation for one or more follow-up meetings will be made to check in on the offender's reintegration into the congregation or potential reintegration into the congregation.

(2) If the offender's destructive communication behavior continues, despite counseling attempts and cooling-off periods, the offender will be told to permanently discontinue attending services, meetings, or events at UCF. Due to the drastic nature of this action, it would require an affirmative vote by a majority of the Board of Trustees. If the individual wants to appeal the Board's decision, the Board will call in a mediator from the Southern Region to offer consultation. If after one (1) calendar year minimum, the offender desires to return to UCF, a meeting with the minister and the Board president will be the first step. At this meeting, a determination will be made about the offender's readiness for returning to UCF.

(3) If destructive communication behavior includes physical threats to persons or property, whether or not weapons and/or other destructive devices are involved, police assistance will be summoned. The offender will not be allowed on church property in the future. If necessary, a restraining order will be sought.

PLEDGE CAMPAIGN MANAGEMENT POLICY

The Pledge Campaign is a primary segment of the fiscal stewardship of the Unitarian Coastal Fellowship (UCF) and falls under the purview of the Board Treasurer and the Finance Committee. That fiscal stewardship includes the budget development/approval, the pledge campaign, other fund-raising projects, investment management, salary administration, and expense administration for the fiscal year.

The Pledge Campaign is the four (4) week drive that begins on the last Sunday in January. Its goal is to obtain financial pledge commitments from UCF's members and friends for the upcoming fiscal year, which runs from July 1 through June 30. This Pledge Campaign should have a definite public launch and a public closing. It should last a maximum of four (4) weeks, be very focused, and no other fundraisers should be held concurrently. There can be some communication with the congregation prior to the opening announcement of the Pledge Campaign and a short congregational announcement at its finish. The Budget Advocate data collection portion of the budget cycle is scheduled to run coincident with the Pledge Campaign. The process is designed this way in order to provide the Finance Committee with all the expense and revenue data at the same time in order to facilitate the budget development for the upcoming fiscal year.

Pre-kickoff tasks:

1. Select a theme for the pledge campaign.
2. Draft, approve and print pledge letters and pledge cards
3. Draft a newsletter article for the Feb newsletter announcing the Pledge Campaign.
4. Prepare publicity materials (banners, posters, website, Facebook, etc.).
5. Copy, stuff and address all pledge packets (pledge letter, pledge card, return envelope, info sheet, etc.). Have them prepared for handout on the 1st Sunday of the campaign and mail any remaining packets on the following day.

6. Prepare individual tax letters for all donors from the previous calendar (not fiscal) year and have available for handout on the1st Sunday of the campaign and mail any remaining letters on the following day. This is a legal IRS requirement as well as a polite reminder to people that the pledge they are about to give is tax deductible.

Kickoff and post-Kickoff Tasks:

1. On the opening Sunday of the campaign, deliver a verbal announcement to the congregation signaling the grand opening of the Pledge Campaign and that stewardship packets and tax letters will be handed out by the Finance Committee following the service. This announcement should be done by the president or treasurer, not the regular scheduled announcer in order to emphasis its importance.
2. On opening Sunday send an email to all members and friends announcing the Pledge Campaign. Include details of how pledges can be paid (cash, check, direct bank payments, credit card, stock donation, etc.). Also include a pledge card in the email that can be completed and returned via email.
3. Deliver a brief verbal announcement from the pulpit each Sunday of the campaign giving a status update of pledges, in addition to providing a reminder.
4. On the 2nd Sunday of the Pledge Campaign, the minister leads a stewardship service.
5. Two weeks into the Pledge Campaign, send a reminder email to all members/friends that have pledged in prior years, but not yet in this campaign.
6. Three weeks into the campaign begin a phone reminder initiative to all members/friends who have pledged in prior years, but not yet in this campaign.
7. On the closing Sunday of the Pledge Campaign, announce the results.

Completion and Wrap-up: After the closing Sunday of the Pledge Campaign, the tasks to bring the campaign to a close are as follows:

1. Complete phone follow-up to anyone that has pledged in prior fiscal years and has not done so for this pledge campaign.
2. Remove all signs, announcements, result posters, etc.
3. Schedule a Finance Committee (FC) meeting for the coming week. The FC should have received all budget requests no later than the closing Sunday of the Pledge Campaign. Therefore, everything is in place to prepare the first preliminary budget for the upcoming fiscal year.
4. On the 1st Sunday after the close of the Pledge Campaign, a brief special thank you announcement should be made from the pulpit by the Treasurer or chair of the FC. This announcement should also include a brief evaluation of the success of the campaign plus an assessment of how it fulfills budget requirements (meets all budget requests, make minor adjustments, make major budget cuts, etc.).

Introducing new members to pledging:

- When a new member signs the membership book, the witness gives the new member a pledge package. The package includes a letter and pledge card customized for the non-pledge drive period (sample attached). The witness should provide any information from the last pledge campaign that s/he feels would be helpful to the new member. This process needs to be handled with tact and diplomacy.

- The minister sends an email to the Membership Committee informing them of every new signature in the Membership Book. A copy of that email is sent to the treasurer and assistant treasurer as well.

BUILDING USE POLICY (Bylaws, sect. 5.6(H)

Use of the Unitarian Coastal Fellowship (UCF) church property and functions offered in the Fellowship's name are under the authority of and subject to the approval of the Leadership Council and must be in keeping with UCF's vision and mission statements.

General Statement: All functions held in the church facility are open to everyone. The only limitation is if the purpose of the group requires a focus, such as a men's or women's support group, or confidentiality (i.e. NA group, PFLAG, Pastoral Care or Committee on Ministry). Liability insurance is provided by UCF for non-UCF functions and for single church-related events and functions.

Long-Term Building Rental: The Board of Trustees and the Leadership Council will share authority and approval responsibilities for fielding long-term building rental requests. The Board will assume authority and approval over legal and financial agreements, adherence to zoning issues and neighborhood citizenship, and equipment and logistical requirements. The Leadership Council will assume authority for determining how the particular agreement fits into UCF's vision and mission statement and how doing so will affect the Fellowship's ability for full use and enjoyment of the building. The Leadership Council's recommendation will be based on that determination.

Children and Youth

• Children must be supervised at all times. If childcare is needed during a function, facility users may reserve the appropriate space and arrange for care providers.
• No youth groups may use the facility without proper onsite supervision.

Prohibited Activities in the Church Facility

• UCF does not permit the use of alcohol or tobacco on church property.
• The church cannot be used as a shelter during catastrophic weather events because the building lacks the proper equipment to provide a safe harbor.

Scheduling Building Use

To schedule building use, post the function date and time on the monthly calendar in the Social Hall. The calendar is updated weekly. Scheduling conflicts are resolved by the Leadership Council.

Group Types

The use of church facilities and categories of church functions fall into the four (4) group types described below.

UCF Member Groups
These groups include worship services, committee meetings and functions carried out under the auspices of committees and groups or activities created or authorized by the Leadership Council. Church functions are responsible to the entire church and typically strive to represent a wide range of needs and interests. Church functions do not pay rent or damage deposits. UCF Member Group functions take precedence over all others in scheduling the use of the building. These groups are free to insert their events/meetings in available space on the Church Calendar.

Church Supported Groups
These groups are not under the control or auspices of a UCF committee. Typically, however, they have a strong significance for the church or are important community programs in which the church has a strong sponsorship interest as part of its vision and mission statements. Providing meeting space demonstrates UCF's support for Church Supported Groups and offers a sanctuary for the expression of the ideas of these groups. (Ex: Indivisible Carteret, Sierra Club) At the same time, enabling the work of Church Supported Groups increases our footprint in the community and specifically supports the Membership Committee's outreach efforts. Defining a group as a Church Supported Group is the responsibility of the Leadership Council. Additionally, individual Leadership Council members may vouch for a group's use of the building. It will be the responsibility of the individual to act as the Designated Responsible Person of the group's function. The duties and responsibilities of that person will be specified below under the heading of "Designated Responsible Persons". Church supported groups do not pay rent or damage deposits. These groups must contact the Office Assistant to establish space for their meetings/events on the Church Calendar.

Church Affiliated Groups
Initiating a Church Affiliated Group gives congregants the opportunity to initiate a wide range of functions. Each group must be open to all congregants, but may have a very specific focus and be of limited interest to some congregants. Any congregant may sponsor a church affiliated group with prior permission from the Leadership Council before the first meeting. The sponsor is responsible for all aspects of organizing and running the group. The sponsor is also considered the Designated Responsible Person. The duties and responsibilities for the Designated Responsible Person are specified below under the category of "Designated Responsible Persons". Church Affiliated Groups are not required to pay rent or damage deposits. These groups must contact the Office Assistant to establish space for their meetings/events on the Church Calendar.

Profit-Making Groups
In a limited number of situations, with a written agreement and prior permission from the Leadership Council, profit-making endeavors will be allowed to use the building for functions. The nature of these endeavors must be in keeping with the vision and mission statements of the church. Profit-Making Groups do not have to pay rent or damage deposits; however, they are required to pay 20% of their net profits as compensation for using the building. A Designated Responsible Person must be established in the written agreement and s/he will be expected to fulfill the specified duties and responsibilities outlined below in

"Designated Responsible Persons". These groups must contact the Office Assistant to establish space for their meetings/events on the Church Calendar.

Designated Responsible Persons

All groups that use the UCF facility must designate a responsible person. The duties of the "Designated Responsible Person" include:

- Scheduling the activity
- Opening the building
- Setting up for the activity
- Educating the group about expectations for the use of the building
- Remaining in attendance for the entire activity
- Being trained in all fire and safety requirements for the church building
- Being trained in the use of the sound system, if the sound system is to be used. No training, no sound system.
- Being trained in the use of the projector, if the projector is to be used. No training, no projector.
- Returning the building to its condition prior to the activity, according to the "Building-Use Checklist"
- Securing the building upon completion of the activity and turning off lights

The Designated Responsible Person accepts financial responsibility for any damage to the church that occurs as a result of the building use for that activity.

For UCF Member Groups, the Designated Responsible Person is the leader of the group function. For example, the committee chair is the Designated Responsible Person for a UCF committee function. For Church-Supported and Church-Affiliated Groups, the Designated Responsible Person must be a congregant.

Building-Use Checklist

1. Clean rooms and restore them to their original arrangement.
2. In the kitchen, recycle all refuse (see recycling instructions in the kitchen), and then remove the trash and deposit it in the outside garbage bin.
3. Lock all exit/entrance doors.
4. Observe fire and other safety regulations. Fire extinguishers are located outside the downstairs bathroom, inside the upstairs exit door, and inside the kitchen behind the refrigerator.
5. Observe the outdoor 9:00 PM curfew so that our neighbors will not be bothered by noise late at night.
6. Unless instructed otherwise, the programmable pre-set thermostat should remain as is.

SINGLE-USE RENTAL OF THE CHURCH FACILITY: The rental contract is found in Appendix VII. UCF requires that outside parties, such as wedding parties, who want to rent our facility sign a rental contract that covers the following:

1. Rental is contingent on making a donation to the Fellowship for the use of the facility ($250.00 per use).
2. Fees to cover the costs of utilities and cleaning will be assessed depending on the extent and duration of facility use.

3. Renters will be billed for any damage to furniture, property, or facilities for repair or replacement.
4. All groups must vacate the premises completely by the agreed-upon time. A charge may be levied for occupancy that exceeds the agreed-upon rental time. In general, 9:00 PM is the latest time for vacating the premises.

Restrictions that Apply to Short-Term Renters:

1. No food or beverages in the sanctuary.
2. No food preparation in the building, but prepared refreshments may be brought into the church and served.
3. Renters are to provide their own plates, cups, utensils, etc
4. Chairs, tables and furniture may be moved but must be returned to the original location.
5. Renters are to provide any garbage bags required, and place refuse in the garbage can located outside.
6. All lights must be turned off and doors locked at departure.

LONG TERM RENTAL POLICY: As stated in the Building Use Policy, the Board of Trustees and the Leadership Council share authority and approval responsibilities for fielding long-term building rental requests. The Board will assume authority and approval over legal and financial agreements, adherence to zoning issues and neighborhood citizenship, and equipment and logistical requirements. The Leadership Council will assume authority for determining how the particular agreement fits into UCF's vision and mission statement and how doing so will affect the Fellowship's ability for full use and enjoyment of the building. The Leadership Council's recommendation will be based on that determination. The rental agreement can be found in Appendix VII.

POLICY FOR HANDLING OFFICIAL DOCUMENTS

Official documents fall into two (2) categories: 1) Legal and Confidential Documents; 2) and Support Documents. A detailed list of all Official Documents is maintained by the Office Assistant. The documents can be accessed and checked out through the Office Assistant.

Legal and Confidential Documents are kept under lock and key. Examples include: deeds and surveys; confidential employee files; Incorporation papers; financial agreements and spreadsheets; incident and injury reports; mortgages; insurance policies; and investment records. **Support Documents** are kept in file cabinets and/or Dropbox. Examples include: warranties; the Building Maintenance Log; the Policy Manual; the Bylaws; Inventory of valuables; membership list; and serial and model numbers of appliances; and manuals or webpage addresses for manuals.

SPECIAL GIFTS TO THE FELLOWSHIP

Cash or Liquid Assets

1. If the gift is cash or a liquid asset and is not given for a specific purpose, the gift will be added to the Contingency Fund.
2. If the gift is not in the form of cash or securities, it tis the responsibility of the donor to assess the value of the gift.
3. If the cash or liquid asset is given for a specific purpose, the Finance Committee, the Board of Trustees or an appropriate committee of the church should review it to determine if the purpose is appropriate. If so, the gift can be accepted. If not. the Finance Committee or the Board of Trustees will contact the donor and ask that the gift be channeled for another purpose.
4. If the gift is a tangible item, the donor must realize that the gift will pass to the church unencumbered. The church cannot incur any liability for future damage, destruction, or loss. The church retains proprietary rights to tangible gifts as to placement, use, storage, and possible disposition.

Real Property

1. If the gift is real estate, the donor must, at a minimum, provide, at his/her own expense proof that the title is clear and unencumbered.
2. The Finance Committee or a committee designated by the Board of Trustees will determine the salability of the property before accepting it.
3. Consultation with a realtor before acceptance of gifts of real estate is recommended.
4. The church shall be held blameless in any conflict between a donor and the IRS as to the declared tax value of a gift.

THE UCF CIRCLE ASSOCIATES FUND

The Circle Associates Fund is a revolving loan fund of $3000 established years ago by founding members of the Unitarian Coastal Fellowship. It was started to help members of the congregation who face financial emergencies such as job loss, emergency medical bills, or emergency family situation.

Persons needing such assistance who have been UCF members for a minimum of six (6) months may apply to the minister or the treasurer. Their identities are known only to the minister and the treasurer. Recipients of Circle Associates Loans are expected to sign a promissory note without interest, which is destroyed when the loan has been repaid. The Circle Associates Fund is held in UCF's Contingency Fun and is accessible only to the treasurer.

UCF GIFT PROGRAM

The UCF Gift Program provides financial assistance in situations where repayment of a loan is not feasible. The Gift Program is available to UCF members who have been members for at least six (6) months.

If a member needs financial help from the Gift Program, he/she contacts the Pastoral Care Team. With no questions asked, that Pastoral Care Team member gives the person requests up to $50.

The money and a current list of members are kept under lock and key at UCF. Each Pastoral Care Team member has access to the money at all times. A confidential record is kept stating who made the disbursement, the date, the dollar amount, and who received the disbursement.

BID SOLICITATION, CONTRACTOR SELECTION, AND CONTRACT MANAGEMENT FOR RENOVATION AND NEW CONSTRUCTION PROJECTS (approved by the Board, 1/28/2020)

The Board of Trustees (BOT) and the chairperson of the Facilities committee (or the Building Team) oversees and implement the Unitarian Coastal Fellowship's (UCF's) renovation and new construction contract policy and procedures.

UCF follows a formal policy when entering into a construction contract that exceeds $5,000 in value. The goal is to protect UCF's economic and liability interests and ensure that construction projects are performed in a professional and timely manner.

Bid Solicitation—All bids should be in writing and itemize all work to be performed. A minimum of three (3) bids should be obtained for any project in excess of $5,000. **If three bids are not possible, there must be two (2) bids and the BOT must approve this approach.**

Contractor Selection—Each contractor under consideration for new construction projects is required to provide details of their valid North Carolina contractor's licenses. Depending on the size and scale of the project, the Board of Trustees may require bonding in addition to the contractor's license. For renovation work not requiring a contractor's license, contractors or tradespeople may provide their Federal ID information. **TAKE NOTE:** Morehead City Department of Planning and Inspection advises that it be consulted as to what licenses, if any, are required for permitting, when work is to be done using experienced local tradespeople, including experienced church members. Contractors and tradespeople are to provide references. At the discretion of the UCF liaison handling the bid process, references may be contacted either by phone or in writing, or letters of reference supplied by the contractor or tradesperson may be considered.

The Contract— A written contract is mandatory for all renovation and new construction projects in excess of $5,000. The contract should clearly outline the scope of the work and a payment schedule. The contract should also contain the bond agreement, if applicable. When possible, a proposed timetable for the project from beginning to completion should be included. The contract should specify payment terms including any advance payments, payments due upon

commencement of the project, any payments expected throughout and at the end of the project. The contractor or tradesperson must also provide statutory workers' compensation coverage as required by the State of North Carolina. Furthermore, the contract and a separate Contractor Acknowledgement Agreement, will be signed by UCF and the contractor or tradesperson. This agreement delineates the responsibilities of both UCF and the contractor or tradesperson, and specifies that the contractor or tradesperson is required to carry General Liability Insurance and agree to hold harmless UCF from either financial or physical liability should an accident occur on the job. (Copy of Independent Contractor Acknowledgement agreement in Appendix III)

Contract Management: The BOT will designate a UCF liaison to the contractor or tradesperson. The liaison will meet with the contractor or tradesperson and inspect the work as required, and authorize the Treasurer to make payments. The liaison will make progress reports to the BOT. Overruns of more than 10% or $2,000 (whichever is less) will notify the President of the BOT before completion of the work and final payment is issued for the project.

UNITARIAN COASTAL FELLOWSHIP (UCF)
CHILD CARE POLICIES AND PROCEDURES

Re: Child care for worship services and other church events and meetings

Introduction:

To encourage participation at UCF by families with young children, we strive to provide safe, capable, enriching and dependable child care for all services, meetings, and events as requested.

Policy #1: Coordination of child care is a task of the Religious Education Administrator (REA).

Procedures:

a. The REA will ensure that there is child care for the nursery every Sunday.
b. Any church group or committee chairperson can make a request for child care through the REA. This request should be made at least one (1) week before the event or meeting. If the group cancels the meeting and doesn't inform the REA 48 hours before scheduled event or meeting, the group will pay for the child care services.

Policy #2: Parents, grandparents, foster parents, guardian parents are responsible for signing their child/children in and out of the Nursery.

Procedures:

a. Parents, grandparents, foster parents, or guardian parents will sign the UCF Nursery Registration and Parent Contract, which notes their responsibilities and the needs of their child/children while in the Nursery (document located in Appendix V).
b. The parents, grandparents, foster parents, guardian parents are required to provide for the individual needs of the child: such as diapers, special foods, etc., that the child may need during their time in the nursery.

c. Parents, grandparents, foster parents, guardian parents are to be aware of the ending time for the activity or event they are attending and pick up their child/ children promptly.
d. If any of the child care workers are unable to be present, it is the parents, grandparents, foster parents, or guardian parents' responsibility to work ½ shifts to care for the children. If this occurs the parents will sign the log-in sheet of the recording time worked.
e. If any parent, grandparent, foster parent, guardian parent has a concern about care, facilities, etc., they will contact the REA.

Policy #3: Nannies or child care providers will adhere to any special instructions given by the parents, grandparents, foster parents, or guardian parents.

Procedure:

a. Parents will inform the nanny or child care provider as well as fill out a Special Care Card if there are any special instructions for the care of their child/children.

Policy #4: The nursery will have toys, music, books, and hands-on arts and crafts to engage infants and children in positive enrichment play and activities.

Procedure:

a. The REA will ensure that financial line items are in the annual budget for child care salary. Additional line items will be for books, music CD's, toys, and activity supplies, etc. The salary line item is to be used to pay either a contracted agency or the individual child care provider for services provided during church events, programs and meetings. Compensation rates shall be approved by the Board of Trustees with input from the Finance Committee.

Policy #5: The REA will oversee the operations of the Nursery.

Procedures:

a. The REA will recruit nanny/child care providers from outside professional child care provider companies, church youth (high school over 16 years of age or college), parents, adult church members or friends, to provide child care for the Nursery during scheduled services, meetings, and events.
b. The REA will have all providers complete a background check prior to consideration of employment.
c. The REA will request and check references for all child care providers.
d. The REA will develop and conduct orientation for all child care providers.
e. The REA will receive requests for child care from ministry leaders, committee leaders, or groups.
f. The REA will keep sign-in and sign-out sheets, parent and committee volunteer time.
g. The REA will communicate with parents, grandparents, foster parents, guardian parents and address any concerns brought up by them.

Policy #6: Nannies and child care providers will provide certification of babysitting class.

Procedures:

a. Child care providers under 18 years of age will have, on record, proof of completing an accredited babysitting class such as offered by the Red Cross or Carteret Health Care.
b. Child care providers over 18 must have, on record, proof of completing an accredited babysitting class such as offered by the Red Cross or Carteret Health Care OR provide at least two (2) references.
c. Nanny service agency will keep on file all certifications at their office to be available at any time to the REA.

Policy #7: All nannies and child care providers will attend an orientation given by the REA prior to providing services in the nursery.

Procedure:

a. Nannies and child care providers will be required to attend an orientation given by the REA and will be expected to follow the Child Care Policy and Guidelines set by UCF.

Policy #8: All nannies and child care providers will remain on site during the whole contracted time.
Procedures:

a. All nannies and child care providers will report and sign-in in the nursery binder on Sunday by 10:00 a.m. and remain on site until 12:00 p.m. or unless the REA or a Religious Education Committee member gives authorization for leaving earlier. Nannies or child care providers will check in with the REA for any updates within the program upon arrival.
b. All nannies and child care providers will report fifteen (15) minutes prior to the assigned and agreed upon time for other group or committee meeting requests and stay fifteen (15) minutes after to clean toys and room. Nanny and child care providers will sign in to the nursery binder and identify what group they are providing services for, and sign-out with time and initials when duties are completed.

Policy #9: Nannies and child care providers will not be paid if church services, events, or meetings are cancelled.

Procedure:

a. The REA will contact the nanny and the nanny service or child care provider if a church service, event, or meeting is cancelled.

Policy #10: Nannies and child care providers will notify the REA if they cannot fulfill their assigned time in the Nursery.

Procedure:

a. The nanny agency or child care provider will call the REA by phone immediately upon knowing they will not be able to fulfill their assigned time in the Nursery due to illness or another emergency.

Policy #11: Nannies or child care providers will clean the Nursery after each session.

Procedure:

a. Nannies or child care providers will leave the Nursery neat and clean with tables, chairs, door knobs, gates, and toys wiped down with Clorox wipes. Trash cans will be emptied and trash bags placed into the trash receptacle outside of the church building. Nannies and child care providers will notify the Religious Education Administrator if cleaning supplies are running low.

Policy #12: The Unitarian Coastal Fellowship (UCF) will make payment to nanny agencies or child care providers.

Procedure:

a. The UCF Treasurer will pay nanny agencies and child care providers after approval by the REA.
b. Nanny agencies will submit invoices directly to the UCF Treasurer and be paid according to the terms of the agreement.
c. Child care providers will fill out the payment form in the binder and the REA will sign-off and give payment form to the Treasurer for payment.

Approved by The Board of Trustees
Melva J. Kearney, President
Date: July 1, 2020

UCF Safety Procedures for Natural Disasters

Effective: August, 2022
Approved by: Board of Trustees
Responsible Church staff: Minister, RE Administrator, Music Director, Office Assistant
Responsible Church Boards/Committees: Board of Trustees as Safety Committee, Facilities Committee, Pastoral Care Team, Care Circles
Approval Authority: Board of Trustees
Supersedes: May, 2022
Last Reviewed/Updated: August, 2022

Hurricanes: Hurricanes can occur at any time during the hurricane season (June-November), but the peak period of occurrence is August – October.

Each year, during May: The Board of Trustees will consult the Facilities Chair and Staff to ensure that the hurricane checklist is up-to-date, that required procedures exist, and that supplies are in place and readily available. Any preventative maintenance, such as tree-trimming, will be scheduled.

When a hurricane warning has been issued: The Board of Trustees, acting as the Safe Congregations Committee, will perform the hurricane checklist.

Hurricane Checklist:

Each of these items should have personnel (committees, volunteers, etc.) associated with carrying out the function. We identify in parentheses the personnel associated with each function; SCC refers to Safe Congregations Committee.

- Secure or store vulnerable outside equipment (volunteers)
- Secure doors and windows (volunteers)
- Disconnect electronic equipment (Charge Point System, water heaters, watering timers, etc.) that could be damaged by lightning/power fluctuations (volunteers)
- Protect HVAC equipment (volunteers)
- Protect musical instruments (Music Staff)
- Protect computer and office equipment (Minister and Office Staff)
- Secure contact information/insurance policy information, utilities phone numbers, and critical account numbers (SCC)
- Identify damage assessment team and volunteers for prevention of further damage (SCC)
- Identify community resources—National Hurricane Center, National Weather Service, local emergency responders (SCC)
- Plan for communication and response after the storm in case of no power/no phones (SCC)
- Secure cash for immediate needs to secure damage after storm (Minister and SCC)
- Work with Care Circle Chairs and Pastoral Care Team to plan for post-storm communications (Minister and SCC)
- Contact resources inside and outside congregation for securing damage (SCC and Facilities Committee):
  - volunteers who have signed a release form
  - chainsaws and operators
  - pickup trucks and drivers

- tools and supplies for securing damages to roof/windows/water damage including shop vacs and dehumidifiers, cleanup kits including gloves, eye protection, masks
- first aid kits and water for volunteers after the storm

Tornadoes: Tornadoes are often associated with hurricanes, but may occur during severe thunderstorms, making the season from March through November. When a tornado watch is issued, updates will be provided by local radio and television stations and weather sources for cell phones. A tornado watch means that conditions for tornado formation are favorable, whereas a warning means that a tornado has been sighted.

Staff and members of the Leadership Council will review tornado safety guidelines annually.

If there is an imminent tornado, all those in the building should take cover in an interior room or hallway away from windows and wait 15-30 minutes after the storm has passed. Secure doors if possible, and do not open windows. After the storm has passed, personal injury and damage to church property and to private vehicles can be assessed and local emergency response called as needed, being careful of downed power lines. A phone call to the President of the Board will be made to report status of anyone in the buildings and any damage to the buildings.

After the Hurricane or Tornado: The Board of Trustees, acting as the Safe Congregations Committee, working with the Facilities Chair, will oversee any immediate actions that can be taken to prevent further damage—such as putting a tarp on a roof, boarding up a broken window, removal of water and water-damaged materials, and cleanup of grounds. Permission for the assessment team to enter disaster zones may be required before any assessment can be started. Any costs for labor or materials will need to be approved by the Board of Trustees. Volunteers will sign release forms before beginning work. The Safe Congregations Team will prioritize tasks and match tasks with volunteers' skills and abilities. The Team will also determine tasks that will require a contractor.

The Treasurer, or a designee, will make the initial contact with the insurance company; the President of the Board is the legal representative of the congregation for any claims.

Communication with the congregation and the community will be the responsibility of the Minister and the President of the Board of Trustees in collaboration. The Board will communicate the status of the buildings, requests for volunteers to help with buildings and grounds cleanup, status of any insurance claims and plans for repairs, the status of repairs, and re-dedication of the buildings after repairs are completed.

The Safe Congregations Committee will make decisions regarding use of the building after the storm for worship services and meetings, plan for virtual worship or meetings, and determine participation in community outreach such as serving meals or coordinating relief. The Committee will communicate these decisions to the congregation.

Members may have trauma if there is damage to the buildings. The Board and the Minister will collaborate for contact with the Pastoral Care Team, the Care Circle Chairs, and with the Trauma Resources of the Southern Region and the UUA.

UCF Guidelines for Gathering during the COVID-19 Pandemic

Description: This policy sets forth guidelines for gathering for the purposes of worship and community in the buildings and on the grounds of the Unitarian Coastal Fellowship for the duration of the COVID-19 pandemic. Recognizing the changes in guidelines from both health agencies such as the Centers for Disease Control and from government entities, the Board of Trustees will review and revise the policy as needed at least every 2 months.

Effective:	**November 2022**
Approved by:	**Board of Trustees**
Responsible Church staff:	**Minister, RE Administrator, Music Director, Office Assistant**
Approval Authority:	**Board of Trustees**
Supersedes:	**July 2022**
Last Reviewed/Updated:	**July 2022**

I. INTRODUCTION

Purpose

Gathering in person is integral to the Unitarian Coastal Fellowship mission and is essential to nurturing, building, and engaging community. We also understand that this activity must be balanced with ensuring the physical safety of UCF members, staff, and the surrounding community. This policy intends to strike this balance, reflecting Unitarian Universalist values and those of our community.

Guiding Principles

UU Principles guide this policy. We prioritize the safety and health of people over our desire to engage in worship and social activities. Both online and in person, members of the Unitarian Coastal Fellowship strive to inspire one another, to care for each other and the world around us, and to act in accordance with the principles of our faith while continually working to create a more just and equitable world.

1. We are committed to full inclusion. Therefore, we will make every effort to provide a way for everyone to be included in worship services and other whole-church events, moving forward with in-person events only when there is a plan for how those who cannot physically attend can participate remotely.
2. We seek to protect the health of all who use the building, recognizing that viral spread is a threat to community health. Therefore, we require all people using UCF facilities, and who are eligible for vaccination, be fully vaccinated, but we do not require people to show proof of vaccination. Requests for religious or medical exemptions must be approved by the Board of Trustees. Signage outside and inside UCF buildings will clearly state the Fellowship's vaccination policy. The signage will be respectful and positive, and will mention the Zoom alternative for those wishing to attend services without having vaccination.
3. Decisions will be based upon vetted, up-to-date medical and public health information available for Carteret County at covidactnow.org. Any change will be announced as updates to this policy.

4. We will obey the laws and guidelines set by the State of North Carolina, Carteret County, and Morehead City, but we may exceed them in accordance with our religious principles.
5. We will be transparent with the congregation and consider their input.
6. We will apply recommendations consistently, not making exceptions (other than those explicitly covered in this policy) for individual desires, renters, status in the church, or financial impact.
7. Anyone attending an event at UCF who then tests positive for COVID-19 within 3 days of the event at the Fellowship will be asked to notify the UCF Office Assistant by email. This request will be published widely.

B. **DEFINITIONS**

I. Persons/family unit - A group that shares a household and therefore exists in a state of shared risk and shared germs is considered one "family unit" and members of a family unit do not have to socially distance from one another while on the grounds or in buildings of the Unitarian Coastal Fellowship.

II. Masks - Masks must fit securely to the face, and they must fully cover both mouth and nose at all times. N95, KN95, or a more protective medical grade masks are preferred. Fabric masks are also acceptable; however, lace, crochet, or other open weave options are not sufficient unless paired with a medical or tight-weave fabric mask. Face shields alone are not acceptable.

III. Essential worker - Any UCF staff member whose physical presence is required to do their work, e.g., a minister who must be present in person to lead a worship service, a choir director who must be present in person in order to lead the choir, or nursery/childcare workers.

IV. Risk Levels - UCF decisions will be based upon the Carteret County risk level data from the Covid Act Now webpage. Community risk levels are defined on the covidactnow.org web site. There are three Community Risk Levels: Orange = high, Yellow = medium, and Green = Low. The minister or the minister's designee will check the risk level weekly on Thursday so that decisions about activities and worship can be made and communicated in the weekly email and other communications. Definitions and derivations of these levels can be found here.[1] However, to facilitate planning and to maintain clarity, we have developed what we believe is a sound general policy that is independent of the specific risk level at any particular moment.

V. Small Group Meetings - Any meeting, on or off the UCF Bridges Street Campus, involving fewer than 20 persons.

VI. Large Group Meeting - Any meeting, on or off the UCF Bridges Street Campus, involving 20 or more persons.

III. STAFF

[1] Covid Act Now uses three key metrics to assess Community Risk Levels across U.S. states, metros, and counties. These three metrics—daily new cases (incidence), COVID admissions to hospitals, and the percentage of inpatient beds filled with COVID patients—assess a location's overall risk level.
Available at https://covidactnow.org/covid-risk-levels-metrics

All staff, including temporary and contract staff, are required to be fully vaccinated against COVID-19. Requests for medical or religious exemptions may be discussed with their supervisor and must be approved by the Board of Trustees.

No staff member will be required to organize, enable, or attend an event if the procedures and planning are not adequate for that staff member's health and safety. Decisions will be made by the staff member's supervisor.

IV. POLICY STATEMENT

Our policies apply to all UCF members and friends participating in UCF-sponsored events on and off the 2900 Bridges Street campus. These policies also apply to guests and renters of UCF facilities.

Given the consistently low community risk level in our area, The Board of Trustees has adopted a mask-optional policy for all UCF-sponsored events, both on and off the 2900 Bridges Street campus.

All attendees of UCF-sponsored events will be expected to be fully vaccinated against COVID-19 if vaccines are available for them and must behave responsibly by staying home if ill or expect to be asked to go home if visibly ill. Individuals who have COVID-like symptoms must self-test or seek testing from a health provider. Individuals who have tested positive for COVID-19 must not participate in UCF-sponsored events until they have tested negative and have completed CDC-recommended isolation procedures. These isolation procedures may last for 5-10 days, depending on the severity of illness. Detailed information about CDC-recommended isolation procedures may be found at:

https://www.cdc.gov/coronavirus/2019-ncov/your-health/isolation.html?s_cid=11759:cdc%20covid%20guidelines:sem.ga:p:RG:GM:gen:PTN:FY22

In-person meetings of any size are allowed at Unitarian Coastal Fellowship. Food and beverages may be consumed. Masking is optional.

Positive COVID-19 results within 3 days of a meeting will be reported to the UCF Office Assistant at ucfofficeassistant@gmail.com.

The Board of Trustees may also make a decision to close the UCF campus buildings based on local metrics, the number of cases, and exposures in the buildings, and any recommendations by public health officials. This decision will be communicated promptly and widely. If the buildings are closed, no one shall enter the building during such an order except to carry out essential functions, such as fire and safety inspections or other essential functions as needed, such as urgent and necessary maintenance of the physical building, and cleaning to keep the building free of vermin, mold, or dust. Every attempt should be made to limit the building occupancy to one person. When this is not feasible, social distancing should be maintained at all times except for the very rare exception of safety issues during maintenance. All persons over the age of 2 entering the

building during a closure shall remain masked while in the building to minimize aerosol droplets.

V. RELATED POLICIES, PROCEDURES, FORMS, GUIDELINES, AND OTHER RESOURCES

Current Procedures

Procedures shall be created by the Minister and by the Leadership Council, to be empowered by the Board upon the approval of this policy. The Board will review and revise the policy as needed at least every 2 months.

Resources

UUA's Guidance for Gathering page and links found therein

Masking and Covenantal Consent https://www.uua.org/leaderlab/pandemics/masking-comics

Guidance on Gathering as the Pandemic Evolves

UUA COVID-19 Delta Variant Gathering Guidance

Vision, Mission and Covenant of the Unitarian Coastal Fellowship

www.covidactnow.org for Carteret County daily updates of the metrics

The most ardent thanks to Rev. Elizabeth Mount of the UU Church of Indiana, PA, for sharing their well-crafted and thoroughly researched policy with us. Rev. Mount in turn thanks the UU Church in Reston, VA, the Greenville UU Fellowship, SC, and the Unitarian Universalist Congregation of Duluth, IA.

VI. HISTORY:

This policy was created in February 2022 and revised in May, July, and November 2022 to give guidance for reopening UCF not only during a pandemic, but in the midst of a physical transition to a new building. It has been a long two years of online-only worship and class offerings, made longer by the absence of a building to gather in. We thank everyone for their patience and hope they can be patient with us.