

## UCF POLICY MANUAL

### Section 1 – *Governance and Structure*

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# Unitarian Coastal Fellowship Policy Manual

## Section 1: Governance and Structure (Org. Diagram in Appendices)

### WHO WE ARE

The Unitarian Coastal Fellowship (UCF) congregation is the basic governing unit of our church. Unitarian Universalist congregations practice “congregational polity”, or congregation-based governance. Congregational polity empowers each congregation to govern itself, to control its own funds and property, to determine the conditions for membership participation, to plan worship services, and to call ministers. **(Bylaws, Sect. 6.1)**

### OUR VISION

On January 27, 2013, the congregation adopted this vision statement:

*Our congregation’s vision is to be a visible presence in the community, growing a just world through spiritual enrichment, compassionate action, and free religious inquiry.*

### OUR MISSION

On June 16, 2024, the congregation adopted this mission statement:

*Centered in love, Unitarian Coastal Fellowship takes actions to:*

- *Live compassionately,*
- *Grow spiritually,*
- *Advance justice.*

### OUR COVENANT

*We, the members and friends of the Unitarian Coastal Fellowship reverently covenant to:*

- *Welcome with open minds and tender hearts all who come to this place.*
- *Encourage and affirm each other in our lifelong spiritual quest.*
- *Take responsibility for the growth of our Fellowship through active participation and generous support.*
- *Celebrate the gifts we bring and share.*
- *Hold one another in the face of challenge.*
- *Honor the diversity of our experiences and ways of being.*
- *Speak and listen with respect.*
- *Forgive ourselves and each other and begin again and again in love.*

## **OUR DEDICATION TO DIVERSITY**

### **Welcoming Congregation**

In 2006 the UCF participated in the Welcoming Congregation program, which is supported and encouraged by the Unitarian Universalist Association (UUA). After completing the program, the UCF congregation voted to become a Welcoming Congregation. We then developed the following statement, the first such promise in Carteret County.

UCF is a Welcoming Congregation. We are an intentionally diverse community, welcoming of and enriched by people of varying cultures, economic and ethnic backgrounds; people of varying sexual orientations, gender identities and family compositions; and by people of all races, ages and beliefs.

## **TWO COMMITTEES WHO REPORT TO THE CONGREGATION**

1. Committee on Ministry (**Bylaws, Section 9.2.1**): provides the congregation with these services:
  - Nurtures and sustains a shared collaboration between lay leadership and ordained leadership.
  - Provides perspective and vision to the Fellowship's minister.
  - Monitors congregational life and assesses a sense of the congregation regarding issues underlying or related to ministry.
  - Helps manage conflict management between members or between members and the minister.
  - Assesses the effectiveness of both lay-led ministry and ordained leadership. This duty is to be performed, beginning six months following the calling of a new minister.
  - Works with the Finance Committee in order to recommend to the Board of Trustees an annual compensation package for the Minister prior to adoption of the next year's budget.
  - Assists, counsels, and promotes ordained leadership relative to matters that may come before the Board of Trustees, the Unitarian Universalist Association (UUA) or the UUA Southern Region.

### **Choosing Members of the Committee on Ministry (Bylaws Section 9.2.1 )**

The President will appoint a committee of three (3) Board members to work with the Minister to identify candidates for the Committee on Ministry. Current members of the Board of Trustees are excluded from being members of the Committee on Ministry; however, the immediate past President of the Board of Trustees may serve. Members of the Committee on

Ministry serve for one (1) year. The Board of Trustees approves committee members no later than the regular October board meeting.

The Committee on Ministry is charged with the responsibility of assessing the ministry of UCF every year. The process is as follows:

1. In July and August, the Standing Committees, the Board of Trustees, and the Leadership Council set goals and objectives for the new church year congruent with UCF's Vision and Mission. In so doing, they also review the goals and information from the previous year's Assessing Our Ministry questionnaire.
  2. Committees, Leadership Council and Board of Trustees:
    - a. Maintain annual goals and objectives on agendas, perhaps as a recurring footer.
    - b. Review attainment of goals and objectives throughout the church year.
    - c. Respond to the Committee on Ministry's Assessing Our Ministry questionnaire at the beginning of April.
    - d. Attend assessment meeting in May
  3. In June, at UCF's annual business meeting, the Committee on Ministry reports on the results.
  4. Results help the formulation of goals and objectives for the new church year.
2. **Ministerial Search Committee [Bylaws Section 9.2.4 (a)]:** Selection and composition of search committees for settled Minister and other positions is covered in the referenced Bylaws section.

## **OUR MINISTER**

The position of Minister is full-time. The Minister's salary and professional expenses are shown in UCF's annual budget. The congregation shall provide a compensation package in an amount to be approved by the congregation at the annual meeting, by their approval of the annual budget. The congregation will offer pension, health and disability insurance coverage. Appendix I contains the complete letter of agreement between the Minister and congregation.

### **Shared Leadership**

The Minister of UCF and the congregation share responsibility for leadership and ministry. Achievement and maintenance of this collaborative relationship is likewise shared. It is the relationship of discovery, of both self and the other, in a context of mutuality. The congregation looks to its Minister for spiritual leadership and initiative, for assistance in setting and articulating its vision, and for professional and inspired performance and oversight of the congregation's programs in collaboration with the Board of Trustees and the congregation's committees.

### **Worship Services**

The Minister is responsible for all worship services, including seasonal celebrations and rites of passage, such as weddings, child dedications, and funeral and memorial services except those for which the worship committee assumes responsibility.

### **Services to Persons**

The Minister serves members in their needs for pastoral care, including crisis intervention and visitation of the homebound, sick, dying, and bereaved, both directly and in conjunction with the Pastoral Care Team. The Minister maintains awareness of his/her own limitations and will refer members for professional counseling and other specialized services as appropriate.

### **Services to the Board and Committees (Bylaws Sections 9.2.3 and 10.5)**

An *ex officio* member (without vote) of the Board of Trustees, the Minister reports to the Board at its regular meetings bringing to the Board’s attention specific concerns as they arise. The Minister is an *ex officio* member (without vote) of all committees and task forces except the Nominating and Ministerial Search committees.

### **Pastoral Care Team**

This team is comprised of UCF Members or Friends, approved by the Minister, with previous pastoral care experience and/or education. It works closely with the Minister allowing expanded pastoral services to our Fellowship. This team’s work is founded on the first Unitarian Universalist principle to “affirm the inherent worth and dignity of every person.” The goal is to complement the work of the UCF care circles and the work of the minister by providing longer-term pastoral support for individuals and families, or by referring them to community resources appropriate to their needs. The Pastoral Care Team:

- provides a caring but quiet ministry to individuals and families who request it.
- maintains absolute confidentiality in all activities.
- is available when needed in times of a life crisis, death or bereavement, serious or terminal illness, or other times when people may need information, someone to listen, or a caring companionship

While team members have training and experience in pastoral care, they do not offer formal counseling; however, they will provide information about other professional community resources when circumstances warrant. In particularly complex or difficult cases in which a member of the UCF community may need assistance, pastoral care members will do so only while protecting the identity of the person involved.

### **Unitarian Coastal Fellowship Grief Support Group**

This group is convened when the need arises. It is composed of the Minister and qualified facilitators.

- Purpose: To provide the larger community and the congregation an opportunity for emotional support, education, and social involvement. The group is not a therapy session.
- Structure: An open-ended group that allows individuals to come and go, as participants fulfill their individual needs
- Schedule: When operating, group meets at least once a month for an hour and a half.
- Participation: Individuals enter the group after an interview with one of the facilitators.
- Facilitators: two qualified persons, preferably one male and one female lead the group.

### **OUR STAFF**

UCF employs three part-time staff whose position descriptions are found in Appendix II of this Policy Manual:

1. Music Director/Choir Director
2. Children’s Spiritual Exploration Administrator
3. Lead Pianist
4. Office Assistant

### **THE BOARD OF TRUSTEES**

#### **COMPOSITION OF THE BOARD OF TRUSTEES (Bylaws Section 6.3)**

Unitarian Coastal Fellowship’s Board of Trustees (BOT or “the Board”) is composed of four (4) officers and one (1) Leadership Council Trustee. At the annual Fellowship business meeting in June, the congregation elects the Board members, in accordance with the Bylaws. Terms of board members begin July 1 following election.

All Board members are required to attend meetings. Each member is expected to be informed about the duties and responsibilities of his/her office. Each is responsible for briefing his successor and turning over to him/her any information pertinent to the new officer’s area of responsibility. At the annual Fellowship meeting, the President and the Treasurer submit year-end reports. Other Board members may do so as appropriate.

To raise visibility of leaders, Board members and Committee chairs will alternate the opening welcome and announcements at our Sunday services.

The Board:

1. Approves Fellowship policy.
2. Approves fundraising activities
3. Oversees expenditures through the adoption of a budget at the annual Fellowship meeting.

4. Monitors the financial viability of the Fellowship.
5. Selects delegates to the UUA General Assembly, UUA Southern Region meetings, and other gatherings as required.
6. Provides guidance to the standing committees through the Leadership Trustee.
7. Assures that the actions of all Fellowship committees are consistent with UUA principles and the mission of this Fellowship.
8. Develops and implements the long-range plan.

## **FORMAL VOTES BY THE BOARD OF TRUSTEES**

A formal vote by the Board of Trustees is required for certain policy issues, such as:

1. Expenditures that are more than \$750 greater than the amount in a previously adopted budget
2. Adoption of policies
3. Adoption of a UCF statement, e.g., vision, long-range planning
4. Proposed changes to bylaws
5. Adoption of annual budget.
6. Adoption of a congregational Statement of Conscience.

## **WHO SPEAKS FOR THE CONGREGATION?**

Official positions or statements must represent the will of the Fellowship. The President, with the advice of The Board of Trustees, will determine who speaks for the Fellowship and under what circumstances. The Statement of Conscience Process is one example of such a process.

Many UCF members and friends are active in advocacy activities through our community. Although well intentioned and passionate, it must be realized that not all Fellowship members and friends necessarily share their views. Therefore, individuals are reminded to be clear that they are presenting their personal opinions in such matters, not representing the organizational position of the Unitarian Coastal Fellowship

## **WHO MAY ATTEND BOARD MEETINGS? (Bylaws Sections 6.9 and 6.9.1)**

The Board meets regularly. Any UCF member or friend is invited to attend board meetings, and may express his/her opinion on board deliberations following policies established by the President of the Board of Trustees. However, The Board of Trustees may meet in closed session for purposes stated in the referenced Bylaws.

**OFFICERS (Bylaws, Section 6.6.1):** Officers' duties and responsibilities are as follows:

### **President**

1. Prepares Board of Trustee meeting agendas and presides over board meetings.



2. Tracks Board decisions and issues from month to month.
3. Serves as an ex-officio member of all standing committees.
4. Writes monthly President's column for church newsletter.
5. Represents UCF when needed at denominational and community functions.
6. Refers requests and problems to appropriate committee chairs or to the Leadership Council.
7. Consults with the Minister and Leadership Council Trustee regularly to discuss issues, problems, and opportunities.
8. Initiates and oversees strategic planning activities.
9. Is a signatory on church financial accounts.
10. Has the authority to act as signatory on behalf of the congregation for any real estate, deeds, mortgages, bonds, contracts or other legal instruments which the congregation or board has authorized.

### **Vice President**

1. Performs duties assigned by the President.
2. Assumes the duties of the President in his/her absence.
3. Maintains the UCF Policy Manual.
4. Manages hard copies of UCF's Official Documents held in the safe and in the file cabinet.

### **Secretary (See also Bylaws Sections 5.7 and 5.8)**

1. Records, with any pertinent attachments, minutes of Board meetings, the Annual Business meeting and any other called meetings of the Fellowship. Minutes and attachments will be maintained on the Fellowship computer and backed up on a separately maintained and stored on the hard drive.
2. Maintains an up-to-date official list of members and friends. This list will include, as a minimum, name, address, home phone number, email address, year joined.
3. Fills out the annual UUA questionnaire concerning officers, members, certification of members and other matters.
4. Informs the WORLD magazine of new members and those no longer on the UCF membership rolls.

### **Treasurer**

The Treasurer is responsible for maintaining records of all Fellowship financial assets. Specifically, the Treasurer:

1. Serves as the Fellowship's business agent.
2. Handles all financial accounts of the Fellowship.
3. Deposits all monies received in a timely manner and keeps proper accounting records of pledges, donations, memorials, and other gifts.
4. Pays all bills that are the responsibility of the Fellowship and keeps proper accounting records thereof.

5. Prepares financial reports (expense and investments) for the Board of Trustees quarterly or as requested by the Board. All financial reports are shared with the Leadership Council.
6. Provides pledging members and friends the status of their pledges.
7. Serves on the Finance Committee.
8. Provides reports of income and expenditures to the finance committee to aid in developing a budget for the following fiscal year.
9. Performs bookkeeping procedures to record and report payroll to federal and state agencies.
10. Maintains fellowship employee payroll records.
11. Prepares all tax and IRS forms (W-2, 1099 and 941). Also prepares and issues all donation letters for pledging members and friends.
12. Uses judgment in informing the Board in a timely manner of any unusual or concerning financial situations or results.

### **Assistant Treasurer**

The Assistant Treasurer(s) are recommended by the Treasurer and approved by the Board of Trustees. They must be a member or friend of UCF and shall serve on the Finance Committee. The Assistant Treasurer(s) are responsible for assisting the Treasurer in all duties and responsibilities, and for assuming all those duties and responsibilities in the event of the Treasurer's absence. The Assistant Treasurer(s) has authority to sign checks and to have password access to all of the financial websites used by the Treasurer. In case of an extended absence of the Treasurer, the Assistant Treasurer(s) will attend meetings of the Board of Trustees as a representative of the Treasurer and the Finance Committee and provide financial data to the Board.

### **Financial Reviews**

The Board of Trustees arranges for regular reviews of the Fellowship's financial records. The Treasurer and Assistant Treasurer(s) will participate in this process as required by the person(s) performing the review.

### **LEADERSHIP COUNCIL TRUSTEE (Bylaws Section 6.7)**

The Leadership Council (LC) is comprised of all standing committee chairs. One Leadership Council member is elected by members of the Fellowship at an annual meeting to sit on the Board of Trustees as the Leadership Council Trustee. The term of office is two years. The Leadership Council Trustee may serve two (2) consecutive terms and may be eligible for reelection after an absence from the Board of one (1) year.

#### **Duties:**

1. Serves as the Leadership Council liaison to the Board,-Presents issues of policy and finance that may arise in LC meetings, discusses LC reports with the Board, and presents updates and decision making about ongoing standing committee projects and proposed new ones.

2. Chairs the monthly LC meeting: prepares the agenda, collects all standing committee reports and minutes of the LC meeting and distributes them to council members and to the Board, posts reports and minutes on the UCF website, and assures that all LC members have the opportunity to be heard during the meeting.

## COMMITTEES REPORTING TO THE BOARD OF TRUSTEES

### **Finance Committee (Bylaws Section 16.3)**

The Finance Committee reports to the Board of Trustees for all Fellowship financial matters. The Finance Committee works with the Treasurer to develop UCF’s annual budget, including the budget call. It plans and conducts the fundraising pledge campaign. The Finance Committee is responsible for establishing and overseeing all other Fellowship fundraising events. The Committee is also responsible for financial management policy and the actual management of all Fellowship assets (Endowment Fund, Contingency Fund, savings accounts, buildings, checking accounts etc.) The Treasurer and Assistant Treasurer(s) are responsible for the routine management of those assets. The Finance Committee and Treasurer keep the Board of Trustees informed of financial matters at all times. Financial reports are also shared with the Leadership Council.

UCF fundraising is done at the congregational level by the Finance Committee and is primarily responsible for the operating income of the Fellowship, not to any individual committee budget.

The income from any fundraising project will be credited either to the accounts of major fundraising events (e.g., sea food festival, annual goods and services auction, yard sale) or to the account “other fund raising” for smaller or onetime fundraising projects.

The expenses related specifically to fundraising efforts will be charged to the programs other expense account with a note stating the specific fundraising project. Fundraising expenses will not be charged back to committees’ budgets.

The Finance Committee participates in the Leadership Council. The Finance Committee chair (or representative) will attend all Leadership Council meetings and will be involved in and supportive of all operational issues dealt with by the Council. The Finance Committee also supports and assists the Council in any budget matters.

### **Management of the Endowment Fund (Bylaws Article 16)**

The Finance Committee manages the Unitarian Coastal Fellowship Endowment Fund.

*Use of Principal (Bylaws Sections 16.2, 16.4).* Specific circumstances that allow for the use of principal include the following:

- The rebuilding of the church facility due to fire or other disaster.
- Acquiring land or a new facility.
- Acquiring equipment for use by the Fellowship.
- Startup of a day care facility for children or the elderly.
- Other needs consistent with the long-term preservation of the Fellowship.

*Liability of Finance Committee members.* Members of the Finance Committee shall not be personally liable for any investment losses that may be incurred upon the assets of the Endowment Fund except to the extent that such losses are caused by bad faith or gross negligence. No member shall be personally liable as long as she or he acts in good faith and with ordinary prudence. Each member shall be liable only for his/her own willful misconduct or omissions, and shall not be liable for the acts or omissions of any other member. No member shall engage in any self-dealing or transactions with the fund by an entity in which the member has direct or indirect financial interest. Finance Committee members shall at all times refrain from any conduct in which their personal interests would conflict with the interests of the Fellowship or the Endowment Fund.

*Disposition or Transfer of the Endowment Fund.* In the event the Unitarian Coastal Fellowship ceases to exist either through merger or dissolution, disposition or transfer of the Unitarian Coastal Fellowship Endowment Fund shall be in conformity with currently approved Fellowship Bylaws. Consultation with the Unitarian Universalist Association may be desirable for continuation of Endowment Fund obligations to grantors of gifts.

### **Staffing Committee Policy 3/23/24 Staffing Committee (Bylaws Sect. 9.2.3)**

#### **Staffing Committee Policy/Procedures**

The Staffing Committee is composed of the Minister, Treasurer, and the Vice President of the Board of Trustees and the Leadership Council Trustee. The Minister is an ex officio (non-voting) member. (Section 9.2.3, UCF Bylaws) The Staffing Committee reports to the Board of Trustees, and sends a member to the Leadership Council, as the Committee deems necessary. The Staffing Committee will make decisions that are resonant with Unitarian Universalist values and the church's stated vision and mission. The Staffing Committee will be accountable to the Board of Trustees. The Staffing Committee consults with others, both inside and outside of the congregation, for expert advice in areas such as human resource policies and employment law.

The Committee chooses its own chairperson annually, in September. Meeting minutes will be the responsibility of the chair or whomever the chair so appoints. All minutes will be promptly sent to the Board of Trustees as a matter of record.

The Committee meets on a schedule determined by the Committee chair. As personnel matters arise, ad hoc meetings are held to meet the need.

The minister or supervisor of the staff member has authority for hiring and firing. The minister is required to get input and approval in these decisions from the Staffing Committee whose members are on the Board of Trustees. Personnel matters that must be kept confidential will not be reported in the minutes sent to the Board of Trustees. Furthermore, such confidential matters shall not be discussed with others outside the committee except on a need-to-know basis. (The Committee has no authority or responsibility for employment issues related to the Minister's employment or performance, hence all duties noted below apply to all employees except the Minister.)

Principal duties and responsibilities are as follows:

1. Assists the Board in its role as an employer of paid staff, developing and updating personnel policies, including policies and procedures for staff grievances and conflicts. The Board of Trustees reserves the authority to form an ad-hoc task force to investigate any staff grievances.
2. Researches and makes recommendations for fair staff compensation (salary & benefits) for initial hires. The minister will recommend any annual salary increases for the budget in consultation with the Staffing Committee and the Finance Committee.
3. Assists in developing job descriptions.
4. Assists the board in keeping an up-to-date Staffing Handbook.
5. Conducts background checks.
6. Ensures that the congregation is in compliance with applicable laws as an employer.
7. Ensures that the congregation is in compliance with applicable rules for insurance and retirement plans.
8. Ensures that Employment Agreements are signed by the Board President, new hires, and other employees when agreement terms are updated.
9. Ensure that evaluations of each employee are completed at least annually.
10. Ensures that exit interviews are conducted by supervisors with all employees who leave UCF employment.
11. Prepare an Annual Report for the Board of Trustees appropriate for use at the Annual Meeting.

Staffing Committee Policy, 3/23/24

### **Nominating Committee (Bylaws Sections 7.4 and 9.2.2)**

At the annual Fellowship meeting the Nominating Committee shall present a slate of candidates for available positions to be filled for the next fiscal year. This slate is presented to the Board of Trustees at its regular May meeting in advance of the annual Fellowship meeting.

The Nominating Committee consists of at least three members elected at the annual Fellowship meeting; therefore the above-mentioned slate of candidates will include nominations for the Nominating Committee. Committee members serve for a term of two years, staggered in such a way that not all members are elected in the same year.

The current Nominating Committee will actively seek candidates from the Fellowship to sit on the subsequent Nominating Committee. Committee members will be UCF members and may not serve consecutive terms. Current members of the Board of Trustees may not serve on the Nominating Committee. The immediate outgoing President of the Board of Trustees may be considered as a candidate for year immediately following his or her Presidency.

## **LEADERSHIP COUNCIL**

### **ROLE OF THE LEADERSHIP COUNCIL (Bylaws Sections 6.7 and 6.11)**

The Leadership Council (LC or “the Council”) is composed of the chairs of the standing committees and is chaired by the Leadership Council Trustee.

The Council acts as a managerial board for UCF activities. It fosters communication among committees and encourages formation of new projects that marshal the resources of several committees (See UCF Decision Protocol below.) The Council keeps current of committees’ activities through the minutes of standing committees and by presentations of the Council’s members. The Leadership Council meets monthly, prior to Board of Trustees meetings for the purpose of coordinating the Fellowship’s operations and addressing cross-committee impacts of issues brought forward to the Council.

As a coordinating body the Leadership Council operates by consensus. During its first meeting following the annual Fellowship meeting, usually in June or July, The Council will determine its rules of operation to be followed for the next fiscal year. This will include, but not be limited to, such issues as Council and voting processes; alternate representation for principals unable to attend meetings; and inclusion of UCF staff, in addition to the Minister, in meeting.

### **UCF Decision Protocol**

This process is intended to broadly incorporate new ideas and advances as broadly and smoothly into the life and work of the Fellowship.

An idea arises from someone in the congregation and goes to the responsible committee.

**Role of the responsible committee.**

1. The committee evaluates:
  - whether the idea meets our mission and vision.
  - whether anyone else or some other committee working on this idea
  - possible consequences (intended or not)
2. The committee then determines whether it can/will handle the idea.

If YES, the committee proceeds according to its own processes and determines:

1. who is responsible for specific actions
2. who will “shepherd” (the individual responsible for moving the idea along) and the resources needed (time, money, space, labor)
3. a plan of communication with the congregation (to get buy in and input), however the congregation does not need to vote on or approve every idea.
4. a plan of communication with Leadership Council (to share information)

If NO the committee may submit the proposed idea to the Leadership Council for handling.

**Role of the Leadership Council**

1. The Leadership Council will evaluate the idea according to the above stated steps.
2. If the Council approves the proposed idea it will be presented to the Board of Trustees if deemed necessary by the Leadership Council or if funding in excess of \$750.00 is required.

**Role of the Board of Trustees:**

1. Board confirms that the idea/request fits with the vision and mission
2. Board reviews timeline, resources, plan for communication, shepherd, etc.
3. Board determines if more information is needed – if so, delegates who will research the information needed and specify when information should come back to the Board.
4. The Board of Trustees decides YES, NO or MAYBE

If YES:

1. Board communicates its decision in writing to the shepherd via Leadership Council.
2. Board requests regular reports as necessary.
3. Board then assesses/evaluates how well the process worked to include lessons learned, adequacy of resources, and communication about the project through the newsletter and an Annual Report from the committee

If MAYBE:

1. Board communicates decision in writing to the shepherd via the Leadership Council.
2. Board will specify clarification needed and when the information should come back to the Board.

If NO:

1. The Board will communicate the decision and reasons in writing to the shepherd via the Leadership Council.

### **Right of Appeal**

After a Board of Trustees decision has been rendered the person(s) who submitted the idea has the right to discuss the process and/or decisions with the Board of Trustees.

### **STANDING COMMITTEES (Bylaws Section 9.1)**

Each Unitarian Coastal Fellowship standing committee elects its chair. Standing committee chairs are members of the Leadership Council and are expected to attend the meetings of the Council

All standing committee chairs are responsible for developing a draft budget based on the annual budget call and overseeing expenditures made by their committees.

### **FINANCE**

Finance Committee duties and responsibilities are discussed under “Committees reporting to the Board of Trustees” above.

### **MEMBERSHIP**

The membership committee seeks to attract new members and help them feel at home. It encourages current members and friends to remain active in the Fellowship.

Specific activities include:

1. Ensures that Sunday service greeters are available and sends notes to new visitors on a weekly basis.
2. Handles UCF publicity and public relations
3. Plans a Welcoming Service for new members at least once each year.
4. Works closely with the Secretary in preparing the official Members List for submission to the UUA each January.
5. Obtains input, as possible, from departing members and friends for the purpose of advising UCF leadership on issues and activities that may better serve current and future congregants.



Additionally, the Membership Committee continually searches for innovative ways to increase and broaden UCF’s representation within our community.

### **Fellowship Care Circles**

UCF Care Circles were placed under the Membership Committee in 2009.

Care Circles are groups organized by geographical location. Their purpose is to attend to the needs of members and friends who need our help. When a Care Circle member is sick, injured, hospitalized or bereaved, the appropriate Care Circle responds with cards, visits, assistance and food.

New members and friends of the Fellowship are added to a particular care circle as they join the Fellowship. The Membership Committee chair informs the care circle coordinator when members should be added or when they have moved and should be removed from the list.

### **Responsibilities of Care Circle Co-chairs**

Care Circle co-chairs link circle members together. They take note of the joys and concerns within their own care circle that are shared during Sunday services and, if appropriate, follow-up with a phone call or a card. Circle members also keep aware of each other, ensuring that members who may need help receive it. The co-chairs are also responsible for responding to requests from the Care Circle Coordinator to make phone tree calls.

Circle co-chairs commit to a two-year terms with one commencing each year to ensure continuity.

#### *After-Service Coffee Hour*

Care Circles are scheduled to serve after-service coffee, supply snacks and provide clean up on a rotating basis throughout the year.

#### *Care Circle Cottage Meetings*

Occasionally care circles host discussions of Fellowship business in “cottage meetings.” This involves convening at the home of the care circle chairpersons or members of the care circle to express opinions about whatever subject is at hand. Cottage meetings are convened at the request of the Board of Trustees. Results of cottage meetings are reported to the Leadership Council.

### **Duties of the Care Circle Coordinator**

The coordinator notifies Care Circle co-chairs about pastoral care needs, serves as a clearing house for pastoral care needs, reminds co-chairs about the coffee-hour participation, and activates UCF’s phone tree when requested to do so by the Board President or the Minister.

The Care Circle Coordinator keeps up-to-date information on the social hall bulletin board regarding Care circle chairs; e-mail addresses, phone numbers and the months each Care Circle is responsible for coffee hour duties.

The Care circle coordinator follows up with appropriate Care Circle chairperson(s) to ensure contact has been made with each new member within two weeks of their joining the Fellowship.

### **Memorial Plaques**

The Membership Committee oversees Unitarian Coastal Fellowship's wishes to commemorate members and active friends who have been a valued part of our church community. The UCF memorial plaque is located at the sanctuary entrance.

#### *Process*

The names and years of birth and death of active members, active friends, and former active members will be added to the plaque in a timely fashion at the discretion of the Membership Committee. Family members or any UCF member or friend of the congregation can suggest to the Membership Committee names to be added.

The Membership Committee designates the person responsible for ensuring that families are contacted (if possible), and the plaque is ordered. The name plaques will be bronze, 7/8 inch by 6 inches, with two screw holes on either end, 1/4 inch from each side. Year of birth and death will follow the name.

Expenses are paid from a budget submitted each year. The plaques are included in the Joys and Concerns line of the budget for which the Membership Committee is the budget advocate. As it is impossible to predict the number of plaques needed in a give year any budget overrun will be taken from the Contingency Fund.

#### *Record Keeping*

The Membership Committee will keep a copy of each deceased person's obituary in a notebook. The Treasurer records a record of all memorial donations.

### **SOCIAL JUSTICE**

The role of the UCF Social Justice Committee is best described in its mission statement: "The UCF Social Justice Committee advocates for social and environment justice within the UCF community and in the larger community. We will facilitate the passions of our congregation with support, dollars and resources."

#### **Statements of Conscience (Bylaws Article 15)**

When it is deemed important for our Fellowship to make a public statement taking a stand on Social Justice issues Unitarian Coastal Fellowship will utilize the Statement of Conscience (SOC) process. The Social Justice Committee plays a major role in facilitating this process.

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

Any member or friend of the Fellowship may bring a Social Justice issue to the Social Justice Committee if they feel the Fellowship 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 Justice Committee discusses it, and either asks the advocate to return with more information or decides to bring it to a vote. 75% of those UCF members and friends 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 Justice Committee will be canvassed by email.

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

The Social Justice 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 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 Justice 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 Statement of Conscience will be presented to the Leadership Council for 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 voting members of Leadership Council or their representatives present at the LC meeting must vote yes for the SOC to proceed. On an annual basis, the Leadership Council determines what positions, in addition to committee chairs, are allowed to vote.

6. **Publicizing within the Fellowship and Voting on the Statement of Conscience:** The proposed Statement of Conscience and a brief description of why it is important to release it to the public will be:
- a) Placed on the UCF website
  - b) Published in the UCF newsletter
  - c) Sent out via a UCF-wide email
  - d) All the above will be linked to an electronic ballot on UCF’s website where members 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.

In order to continue to the next step, the proposed SOC must receive a 75% “yes” vote from the Unitarian Coastal Fellowship members who respond to the ballot by the end of the designated voting period.

7. **Ballot Results and Board Approval**

If approved by the Fellowship the Statement of Conscience will be presented at the next Board of Trustees meeting for approval or disapproval as written. Email will be used to solicit votes from any Board members who are not present at the meeting.

If approved by a majority of the Board the Statement of Conscience becomes a public declaration of witness of the Unitarian Coastal Fellowship for release to appropriate individuals, organizations and media outlets.

If disapproved, the Board, Leadership Council and Social Justice Committee will convene as soon as possible to review the issue.

## **Green Sanctuary**

UCF is a Green Sanctuary, a congregation that lives out its commitment to the Earth by creating a sustainable life style for its members as individuals and as a faith community. The Green Sanctuary Committee operates under the umbrella of the Social Justice Committee but meets independently.

## **Welcoming Congregation**

The welcoming congregation team ensures that people of varying cultures, economic and ethnic backgrounds; people of varying sexual orientations, gender identities and family compositions; and the people of all races, ages, and beliefs feel welcome at UCF.

## **WORSHIP**

The Worship Committee works with the Minister to plan and lead high-quality Sunday worship services that inspire and challenge the congregation. Together with the minister, the worship committee plans and implements Sunday services. It also ensures the conduct of the service one Sunday a month and whenever the Minister is absent.

## **CHILDREN’S SPIRITUAL EXPLORATION**

The Religious Education (RE) committee, in conjunction with the minister and the Children’s Spiritual Exploration Administrator, develops, implements and teaches religious education programs for children, and plans and implements youth RE activities.

## **ADULT SPIRITUAL ENRICHMENT**

The Adult Spiritual Enrichment Committee develops, plans, implements, facilitates, and/or teaches education programs for adults that reflect and support UCF’s vision and mission statements.

## **FACILITIES**

The facilities committee ensures a safe and attractive church building and grounds. To this end the committee, within the scope of expertise of Fellowship members, performs repairs, decorates the church building interior and maintains the churchyard.

The Committee manages major facility projects to a satisfactory conclusion. The policy for developing contractor proposals and reviewing their bids is in Appendix V.

### **Relationship to the Board of Trustees, other Committees and the Fellowship at large.**

The Facilities Committee has historically performed very efficiently through relatively informal means. The following guidelines have proven very successful and will be continued unless the Board of Trustees deems a change necessary.

For major projects, such as sanctuary remodeling and changes to the social hall, information is presented to the Fellowship for comment and buy-in. The Facilities Committee chair, in consultation with the Board of trustees and/or Leadership Council, determines when such presentations are required as well as which presentation is most appropriate.

Funding for most minor repairs and alterations is provided from the Facilities Committee budget line. Projects requiring funding exceeding this budget require consultation with Finance Committee and Treasurer for sourcing and approval by the Board of Trustees. Input from the Leadership Council should be solicited if the work is felt to have a major impact or involves a committee's activities.

Volunteer work parties organized by the Facilities Committee chair generally perform minor repairs.

Input on aesthetic issues are received from the informal “pretty committee”, which the Facility Committee chair organizes, to ensure all Fellowship members and friends have a voice in the visual impact of their environment.

### **HOW TO JOIN A COMMITTEE**

Any member or friend of Unitarian Coastal Fellowship can belong to a committee. If there is a committee that holds a particular interest, the Member or Friend should contact the chair or any member of that committee and express an interest in joining. Any Member or Friend may attend a scheduled meeting of a committee. (Exceptions are the Committee on Ministry, Search Committees, Negotiating Committee and Pastoral Care Committees to which Members are appointed by the Board of Trustees; and the Nominating Committee, whose members are elected by the Fellowship.)

Committee meetings are usually announced in the Order of Service, *The Coastline* and posted on the Fellowship calendar.

Approved by The Board of Trustees

**Susan Fetzer, President**

**Date: March 23, 2024**