

Congregational Policies

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I. How We Care for Ourselves

A. Care for Congregants

1. Welcoming Congregation

We are pleased to be designated a Welcoming Congregation by the Unitarian Universalist Association of Congregations, and as such honor and value the racial, cultural, economic, religious, physical ability, sexual orientation and gender diversity of our members and visitors, young and old.

2. Our Covenant

Chalice Congregation voted to adopt this Covenant in the early 2000s.

Mindful of our diversity and our need for greater understanding, we promise to open our hearts and minds to foster a safe, inviting and loving community.

We will treat one another genuinely and respectfully as together we share life's journey toward wholeness.

3. Living our Covenant Policy – Adopted, Board of Trustees, October 2012, Revised June 12, 2018

Because of our congregational vote, this Policy and its pledges apply to all who participate in the life of Chalice Congregation.

The well-being, strength, and reputation of our church depend on a sense of fellowship among the members, friends, and staff, a fellowship that thrives in an atmosphere of trust, respect, and cooperation. Within such an atmosphere, differences of opinion and their resolution through compromise or consensus can enhance a sense of community. However, differences or misunderstandings that go unresolved and descend into prolonged conflict can threaten the social fabric of our congregation. We expect that conflict will arise from time to time and that, when it does, its management and resolution are paramount. Therefore, in order to uphold our covenant with one another, we pledge to follow these practices when we find ourselves in disagreement:

- We agree to approach our resolution of differences, not with preconceived outcomes or specific demands, but with open minds and open hearts.
- We agree to talk directly with the person with whom there are concerns, and not to seek to involve others in "gossip" or "alliance building."
- We agree to make a sincere commitment to listen to one another, to try to understand the other person's point of view.
- We agree to focus on the issues, and not to attack the person with whom we disagree.
- We agree to communicate face-to-face (best) or over the phone (if necessary), and not through email when there is a conflict or concern.
- We agree that if we find ourselves in conflict that we are unable to resolve on our own, we will follow our congregation's Conflict Resolution Policy in order to maintain the health of our community. This should be followed when the conflict is with another congregant, the Minister, or staff member.

- We agree that we will strive to preserve our congregation's health by meeting with the Good Relations Team if requested by the Good Relations Team to do so.

4. Conflict Resolution Policy – Revised, Board of Trustees, June 12, 2018

Note: There is a separate Employee Grievance Policy in the "Care for Staff" section. The process below is intended for congregants.

When you have an interpersonal conflict with another individual, including with another congregant, the Senior Minister or a staff member, you are asked to:

- First, talk directly to the other individual about your conflict and see if your issues can be adequately addressed.
- If this does not work, request a more formal meeting with the individual and request that you both use the "Ground Rules" and "Preparation Suggestions for Successful Resolution" described below so that you both may participate in the Congregation without conflict.
- If you are uncomfortable meeting directly with the person with whom you are in conflict, or the individual refuses to meet or use the ground rules, or if such a meeting does not resolve the conflict, follow the steps below in resolving your conflict:
 - For conflict with another congregant, do the following:
 - Take your conflict to the Good Relations Team for their confidential help in resolving the conflict.
 - If, for any reason, you are not comfortable with bringing your issues to the Good Relations Team, then talk to the Senior Minister, who will determine how best to proceed.
 - If the initial steps taken by the Good Relations Team or the Senior Minister are not able to resolve the conflict, the Good Relations Team will consider other methodologies of conflict resolution, including denominational resources, and/or declaring an impasse as laid out in 5. Conflict Impasse Policy.
 - For conflict with the Senior Minister, if the conflict is of an interpersonal nature or deals with a matter of preference how something is done at Chalice, do the following:
 - Take your conflict to the Good Relations Team.
 - If they are not able to resolve the conflict, the Good Relations Team will consider other methodologies of conflict resolution, including denominational resources, and/or declaring an impasse as laid out in 5. Conflict Impasse Policy.
 - If the conflict with the Senior Minister involves ethical issues such as honesty, integrity or professional conduct or violation of Chalice's Bylaws or Policies, refer to Policy "7. Complaints about the Senior Minister's Performance or Bylaws or Policy Violation".
 - If the conflict with a staff member is of an interpersonal nature, the next step is to take your conflict to the Good Relations Team, or if that is not acceptable or successful, take your conflict to the Senior Minister
 - For conflict with a staff member that is about performance, ethical issues or policy matters, the next step is to take your issue to the Senior Minister who in their role as Chief of Staff is the supervisor of the staff member.

Please feel free to call any Good Relations Team member to discuss utilizing this process.

If your conflict is not with an individual, but is a concern about a Committee, Program, Board, or their Policies, see Policy 6. Contacts for Bringing Forth Concerns about Committees, Programs and the Board.

Ground Rules to be Used by the People in Conflict

- We agree one person speaks at a time.
- We will make a sincere commitment to listen to one another, to try to understand the other person's point of view before responding.
- We will provide time and space to say what needs to be said, listening quietly without interruption.
- What we discuss together will be kept in confidence, unless there is explicit agreement regarding who needs to know further information.
- We agree to talk directly with the person with whom there are concerns, and not seek to involve others in "gossip" or "alliance building."
- We agree to try our hardest and trust that the other person is doing the same.
- We agree to focus on the issues, and not to attack the person with whom we disagree.

Preparation Suggestions for Successful Resolution

Step one: Before you begin, ask yourself, "What exactly is bothering me? What do I want the other person to do or not do? Are my feelings in proportion to the issue or are they amplified by some other situation or condition?"

Step two: Reflect on the possible outcomes that would bring resolution.

Step three: Remember that the idea is not to "win" or "be right" but to come to a better understanding of each other and a mutually satisfying and peaceful solution to the problem. We all come to the table with the total of our life's experience. This includes all our wounds as well as our inherent worth. Our perceptions and therefore our truths may be very different. Trust that we all are telling "the truth" as best as we are able.

Step four: State the problem clearly. At first, try to stick to the facts; then, once you've stated the facts, state your feelings. What are the "hurts". Use "I" messages to describe feelings of anger, hurt, or disappointment. Avoid "you" messages such as "you make me angry...."

Step five: Use active listening skills: Be careful not to interrupt, and genuinely try to hear the other's concerns and feelings. Try to restate what you have heard in a way that lets the other know you have fully understood.

Step six: Try to see the problem through the other's eyes. The "opposing" viewpoint can make sense even if you don't agree.

Step seven: Propose specific solutions, and invite the other person to propose solutions, too. What do we need to make it right? Whose responsibility is it?

Step eight: Be ready for some compromise. Allowing the other person only one course of action will

likely hinder resolution. When there is agreement on a proposal for change, celebrate! Set a trial period for the new behavior. At the end of the trial period, you can discuss the possibility of modifying or continuing the change.

If no solution has been reached regarding the original problem, consider implementing the Conflict Impasse Policy.

5. Conflict Impasse Policy – Revised, Board of Trustees, June 12, 2018

There may be times in our congregational life when parties seeking conflict resolution find that they are at an impasse. An impasse will be declared when the following criteria in conflict resolution have been met:

- The congregation’s Conflict Resolution Policy has been followed.
- The parties in conflict have met face-to-face to attempt resolution.
- Each party involved feels that they have said what needs to be said to the other party.
- The Good Relations Team has been involved in the attempts toward resolution.
- The Senior Minister is aware of the conflict and the attempts toward resolution, either through direct involvement or through consultation with the Good Relations Team.
- The parties in conflict, the Good Relations Team, and the Senior Minister all agree that an impasse has been reached.
- If the conflict is with the Senior Minister, the Good Relations Team is in charge of declaring an impasse.

When an impasse is declared, further attempts at conflict resolution are recognized as futile. However, it is still possible for the involved parties to uphold our Chalice Covenant, remaining in right relationship with each other and with the congregation.

To that end, the parties in conflict shall agree to treat each other with respect in all public settings. This includes not speaking, writing, or otherwise communicating thoughts about each other within the Chalice community for three years following the declaration of impasse. It is understood that commiseration with a confidante is not a violation of this agreement unless that commiseration devolves into gossip or alliance building.

Finally, both parties shall resolve to uphold the spirit of the agreement in addition to its specific terms. This agreement, called a Commitment to Covenant, shall be made in writing, signed by the parties in conflict and witnessed by members of the Good Relations Team. The Senior Minister will keep the original document on file.

From the time of the meeting forward, any e-mails or other written or verbal communications that contain references to the other by either party, or that violate the spirit of their agreement, shall be deemed as a failure to adhere to the signed Commitment to Covenant and may lead to termination of membership.

6. Contacts for Bringing Forth Concerns about Committees, Programs and the Board – Adopted, Board of Trustees, June 12, 2018

Concern Regarding:

Contact:

A Chalice program, committee, or affiliated group or their procedures

The appropriate paid Staff Member, Chair of the Committee, the Coordinating Team or the Good Relations Team

The Coordinating Team or their procedures

The Coordinating Team chair, Senior Minister or Good Relations Team

The Board or Board Policies

The Board President or the Good Relations Team

Administrative Procedures
(Facilities, Parking Lot, Maintenance, etc.)

The Office Administrator

Calendar/Scheduling

The Office Administrator

7. Complaints about the Senior Minister’s Performance or Bylaws or Policy Violation – Adopted, Board of Trustees, June 12, 2018

Note: If your complaint is about an interpersonal interaction or preference in matters related to the congregation, utilize “4. Conflict Resolution Policy”.

Definitions

1. *Performance matters* include ethical issues related to the honesty and integrity of the Senior Minister, and professional conduct in accordance with the Code of Professional Practices and Guidelines for the Conduct of Ministry of the Unitarian Universalist Ministers Association.
2. *Policy matters* are issues about violations of Chalice’s Bylaws, Governance Policies or Congregational Policies.

Chalice’s President, Vice-President and Past President will manage complaints about *performance matters* and *policy matters*. Any complaint brought to the Board under this Policy will be kept in strict confidence, and shared only with those Board Members with a specific need to know. If you have conflict with the Senior Minister regarding *performance matters* or *policy matters*, you are asked to:

- Submit a signed complaint in writing to the Congregation’s President, Vice President, and Past President.
- The Board will acknowledge the complaint in writing.
- The Board will advise you in writing as to the outcome of the review and the Board’s actions.

8. Dangerous and Disruptive Behavior Policy – Adopted, Board of Trustees, November 2012

Chalice Unitarian Universalist Congregation, Escondido, CA, (hereinafter called Chalice) unites to foster spiritual and personal growth and to promote principles of community, dignity, and the right of individual conviction and truth regardless of source.

As a community, we uphold the following Covenant:

Mindful of our diversity and our need for greater understanding, we promise to open our hearts and minds to foster a safe, inviting and loving community.

We will treat one another genuinely and respectfully, as together we share life's journey toward wholeness.

Chalice strives to be an inclusive community, affirming our differences in beliefs, opinions and life experiences. However, concern for the safety and well being of the congregation as a whole must be given priority over the privileges and inclusion of the individual. When any person's physical and/or emotional well being or freedom to safely express his or her beliefs or opinions is threatened, the source of this threat must be addressed firmly and promptly. The following procedures are designed to ensure fairness to all, and will be implemented in a sensitive and confidential manner.

Dangerous Behavior Defined

Dangerous behavior can be defined as behavior that is perceived as a threat to persons or property.

Response to Dangerous Behavior

In dangerous situations immediate action is warranted and should be taken. If the behavior occurs in a meeting or other gathering, the minister(s) and/or the leader of the group involved will undertake an immediate response to such behavior. This may include asking the offending person or persons to leave, or suspending the meeting or activity until such time as it can safely be resumed. The police department may be called if further assistance is required. For example, it is appropriate to call the police to remove a person exhibiting violent or threatening behavior.

Any time any of these actions is taken, the Good Relations Team and the minister(s) must be notified. If required by law, ordinance or similar regulation, the senior minister will immediately report the incident to the proper authorities. The Good Relations Team and minister(s) will consult with the President of the Board of Trustees to determine what steps must be taken before the offending person or persons may be allowed to return to the activities involved. A letter detailing these steps will be sent to the offending party or parties. A copy will be retained in the minister's files.

Individuals who feel threatened by the behavior of others on the premises are free to call for needed assistance immediately.

Disruptive Behavior Defined

Disruptive behavior can be defined as behavior that is not immediately threatening but that actively disrupts church activities, or is likely to drive away existing members or visitors, or that repeatedly fails to adhere to congregational policies.

Reporting Disruptive Behavior

Since it is a serious business to bring a formal complaint against a fellow member, doing so should never be taken lightly. Every attempt should be made to resolve disruptive situations by addressing them directly, with compassion and concern, before resorting to the use of this policy.

Nonetheless, there will be times when personal intervention is not possible or advisable, or when direct attempts have not succeeded. Any person who believes that they have witnessed or experienced disruptive behavior should contact the Good Relations Team. If they are uncomfortable contacting the Good Relations Team they may contact the Minister.

The leadership will strive to maintain confidentiality of the individuals involved, who will only be identified as needed to investigate and resolve the complaint.

In all cases involving reports of disruptive behavior, it is important that the Good Relations Team and minister(s) are diligent in keeping accurate and timely records while approaching a problem and resolution. Written records provide context and continuity should similar issues arise again either involving the same individual or someone different.

Responses to Disruptive Behavior

The Good Relations Team will assess the situation and consult with the minister to determine how to proceed. The following levels of response are possible:

- **No Action:** It may be determined that the complaint does not warrant further action. A brief summary of the meeting will be written by the Good Relations Team or the Minister (whoever has met with the concerned individual), and shared with the other. The Minister will retain a copy.
- **Level One:** If the complaint involves a conflict between persons or groups, the Good Relations Team will meet with the person(s) and other related parties to implement the Conflict Resolution Process as set forth in our policies. If the incident does not involve a conflict per se, the minister(s) shall meet with the offending individual to communicate the concern and expectations for future behavior. At this time the individual will also be provided a copy of this policy and have the opportunity to ask questions.

If records indicate that the individual has been in a significant number of resolutions before, or has shown a repeated pattern of disruptive behavior, then the Committee may infer that repeated visits have not worked, and may move the matter to Level Two.

- **Level Two:** If Level One efforts to resolve the situation are not successful, the full Board of Trustees will become involved. The Board will determine a limited period of time during which the offending individual(s) needs to be excluded either from Chalice or from specific Chalice activities, with the reasons for such action and the conditions of return made clear in a written notification to the individual(s). If the conditions of return are not met, the matter will move to Level Three.
- **Level Three:** The Board of Trustees, after careful consideration, may determine that the offending individual(s) should be removed from membership and, if appropriate, excluded from the Chalice premises and all Chalice activities. Per the Chalice Bylaws, (Article III, Section F) a $\frac{3}{4}$ majority vote of the Board is required to remove someone from membership. Notification of such a decision will be made in writing, and will explain the individual's rights and possible recourse.

Process of Appeal

Any action taken under Level Three may be appealed, in writing, to the Board of Trustees within thirty days of the letter of notification. If this happens, the Board of Trustees shall form an *ad hoc* appeal committee. The appeal committee shall be composed of two members of the executive team of the Board of Trustees, two members selected by the Good Relations Team who are not members of the Good Relations Team nor members of the Board of Trustees, and a fifth church member who is an active member of the church, chosen by the removed person. In a case where the individual does not have a member to propose, the other four members of this appeal committee would select the fifth member. The majority decision of the appeal committee shall be final and not subject to further appeal.

Possible Reinstatement of Removed Individual

The individual who was removed from membership, and only that individual, may make a request for reinstatement, no sooner than one year following the removal. The request must contain information concerning the rationale for the reinstatement, including: 1) a statement of understanding the reasons for which s/he was removed from membership and 2) an explanation that details how circumstances and conditions have changed, such that a reinstatement would be justified. The request shall go to the Board of Trustees. The Board will review the request and respond within thirty days as to whether or not to reinstate the removed member. A $\frac{3}{4}$ majority vote of the Board is required for reinstatement. The decision of the Board shall be effective for one year and not subject to further appeal during that year. In the event that a reinstatement request is not granted, any subsequent reinstatement requests may be made no sooner than one year following the member being informed of a negative decision on the previous request.

9. Safe Congregation Policy: Integration into the Church of a Person Charged or Convicted of Child Sexual Abuse – Adopted, Board of Trustees, January 2011

We are committed to maintaining the safest atmosphere possible for the children, youth and adults at Chalice Unitarian Universalist Congregation (Chalice). We are committed to being a religious community open to those who are in need of worshipping with us, especially in times of serious personal troubles. We believe in the worth and dignity of all people, even those who may have made serious mistakes in their lives. When someone has broken trust with our congregation and its principles, and that person wants to regain trust with us, we will work toward reconciliation under these rules.

When someone who has been officially charged or convicted of sexual abuse, including someone who remains under legal obligation to a state sex offender's registry due to a prior conviction, seeks to attend our services or participate in our church activities, we must address both our responsibility as a welcoming congregation and the need to maintain as safe an environment as is possible. We require the charged, convicted, or registered person to take precautions intended to avoid the possibility of any actions or accusations of improper behavior with children or adults.

These precautions will make it evident that we are acting at all times with the safety of our congregation in mind. Thus, the charged, convicted, or registered person will agree to:

- Make no attempt at any time to interact with our children and youth anywhere either on or off church property;

- Have an adult companion, approved by the Board of Trustees of Chalice, with him or her at all times on church property and at church sponsored events;
- Notify the Religious Educator and the Congregational Minister of any intention to attend a church activity, and the name of the companion for such activity, at least 48 hours before the event;
- Make no attempt to use church computers; and
- Inform the Board of Trustees of Chalice of the final disposition of his or her criminal case.

If charges have been dropped or the charged person has been exonerated, or if the person's legal obligation to register as a sex offender has ended, the restrictions of this policy would no longer apply concerning that particular person's incident.

The Board of Trustees of Chalice may inform the congregation in its newsletter that someone charged or convicted of child abuse will be attending services or activities. That person will always be accompanied by a responsible adult companion and will have no personal contact with any of our children or youth.

The Board will appoint a church member to form and coordinate a group willing to serve in the capacity of responsible adult companions. These companions will accompany the person while he or she is participating in Chalice events. The person coordinating the companions will have the responsibility to report on the implementation of this policy to the Board at its monthly business meetings. This policy will be in effect for six months from its date of adoption and then reviewed by the Board.

These safety procedures join existing safety procedures and conditions which Chalice has adopted over the years. We ask our Religious Education leaders and child care providers to sign a code of ethics concerning sexual behavior and our children. We only allow leaders who have been coming to Chalice for at least six months, and we conduct a background check that includes employment information and personal references. We have at least two leaders teaching in each classroom each Sunday morning. Our RE Coordinator verifies each teacher and child care provider's name and address by reviewing their driver's license, and conducts a search of each name on national and statewide sex offender websites.

The Congregational Minister and Religious Educator are available to hear anyone who is experiencing, knows of, or suspects child abuse or sexual abuse. The Congregational Minister and/or Religious Educator will be available to meet with anyone who might have questions about this policy.

B. Care for Minister(s)

The following policies are quoted from the Minister's original contract (March 18, 2012) and will remain in force throughout the life of the contract.

1. Senior Minister's Office Hours and Days Off

- a) Maintain regular and posted daytime or evening office hours at least three days per week, with other times available by appointment.
- b) Maintain one day per week free of all Congregation responsibilities and one additional day devoted to study and writing wherein the Minister shall be available only for emergencies.

2. Senior Minister's Annual Vacation and Study Leave

- a) Vacation: The Minister will be relieved of all responsibilities and may be absent from the area for a total of four weeks per year. These four weeks will be taken as vacation, and shall accrue throughout the year at a rate of one (1) week per every three (3) months. This may not be carried over to another year. During vacation, should an emergency arise requiring the Minister's return, all costs of such return will be borne by the Congregation.
- b) Study Leave: Additionally, the Minister will be entitled to four weeks of study leave. During this time the Minister will be relieved of all responsibilities, with the exception of those associated with the Coordinating Team. During this time the Minister is generally expected to not be absent from the area. However, with the specific approval of the Board of Trustees, the Minister may be absent from the area for a portion of this time. Should an emergency arise requiring the Minister's return, all costs of such return will be borne by the Minister. In accordance with the needs of the Coordinating Team, the minister shall be available for consultation during any study absences.
- c) The Minister shall provide the President and Treasurer at least two months notice as to when the Minister is on vacation and when the Minister is on study leave.

3. Senior Minister's Sabbatical Leave

- a) The Minister shall use sabbatical leave for study, education, writing, meditation, and other forms of professional and religious growth. Sabbatical leave accrues at the rate of one month per year of service, with leave to be taken after four but before seven years of service. No more than six months of sabbatical leave may be used within any twelve-month period. The dates of the sabbatical plan must be approved by the Board of Trustees at least one year in advance.
- b) The Congregation will continue full salary, housing allowance, and benefits during sabbatical leave. Professional expenses may be adjusted.
- c) Every fiscal year, the Congregation will consider sequestering funds for use in funding the Congregation's additional expenses during the Minister's sabbatical. This sabbatical fund is the property of the Congregation.
- d) In the event of the Minister's resignation, termination, or retirement, unused sabbatical leave is not compensable.
- e) The Congregation agrees to take no action on ministerial tenure during a sabbatical leave.
- f) The Minister agrees not to resign from full-time service to the Congregation for a minimum of one year following the end of each sabbatical leave.

C. Care for Staff

1. Employee Sick Leave Policy – Adopted, Board of Trustees, August 2014

Sick leave is a form of insurance that employees accumulate in order to provide a cushion for incapacitation due to illness. It is intended to be used only when actually required to recover from illness or injury; sick leave is not to be used for "personal" absences. Time off for medical and dental

appointments may be treated as sick leave. Chalice UUC expects that sick leave privilege will not be abused or misused.

Chalice UUC offers sick leave to employees who work an average of 20 hours a week or more. Employees accrue paid sick leave at the rate of one hour for every 26 hours worked. Accrued sick leave carries over from year to year, not to exceed the equivalent of two weeks of pay. Sick leave is paid in lieu of regular pay, not in addition to regular pay. Chalice UUC does not pay employees in lieu of unused sick leave.

Employees who require more than one scheduled Sunday off due to illness are required to provide medical evidence of illness satisfactory to the Chief of Staff before Chalice UUC honors any sick pay requests. Chalice UUC may withhold sick pay if it suspects that sick leave has been misused.

2. Employee Grievance Procedure – Adopted, Board of Trustees, June 2015

Application: All Chalice [Chalice Unitarian Universalist Congregation] employees

Definitions:

- The Chief of Staff is the Senior Minister
- Employees are all people who receive regular pay from Chalice
- Management is the Chief of Staff and the Board of Trustees, working in coordination

Purpose: It is Chalice's intent to provide all paid employees with the means to bring unfair or unreasonable supervisory behavior to the attention of the Chief of Staff and/or the Board of Trustees, and to seek redress while being assured of freedom from reprisal, restraint, interference, coercion, or discrimination.

Policy: This policy and its procedures ensure:

- Employees have a means of presenting grievances and seeking redress.
- Management affords full and fair consideration of grievances.
- Employees and management seek reasonable and timely resolution of grievance in the atmosphere of mutual cooperation.

Matters Excluded from this Grievance Procedure:

- Content of church policies
- Critical elements of job and job performance standards
- Disciplinary action
- Determination of merit pay, cash or honorary recognition—a determination of pay increase or lack of pay increase based on merit or decision to grant cash or honorary recognition
- Termination of temporary promotion- an action that terminates temporary promotion and returns the employee to a similar position from which employee was temporarily promoted.

- Termination of probationary appointment for a new employee or return of an employee from initial probationary appointment to her/his regular position or a similar position

Resolving Conflict through Informal Discussion

An employee should try to resolve job-related conflicts/issues through informal discussions with his/her supervisor whenever possible. The supervisor should discuss the matter fully with the employee in a private meeting. The supervisor should conduct an investigation, as appropriate, and reply to the employee, either orally or in writing.

If the employee feels unable to discuss the matter with the immediate supervisor, she/he may consult the Chief of Staff. If the employee feels unable to discuss the matter with the immediate supervisor, and the immediate supervisor is the Chief of Staff, a grievance should be filed.

Filing a Grievance with the Supervisor (Level One)

In the event the supervisor and employee cannot reach a satisfactory resolution through informal discussions, the employee may initiate a formal grievance by:

1. Completing the attached **Employee Grievance Form (EGF-1)**.
2. Submitting the grievance form to his/her immediate supervisor within **fourteen (14) calendar days** following the occurrence on which the grievance is based.
3. The immediate supervisor has a maximum of **seven (7) calendar days** after receipt of the grievance to investigate and respond.
4. If the immediate supervisor is the Chief of Staff, the Chief of Staff will provide a copy of the grievance and the response to the Board President.

Filing a Grievance with the Board (Level Two)

If the grievant is not satisfied with the supervisor's Level One response, he/she, using the EGF-I form must provide within **five (5) calendar days** of receipt of the supervisor's response the following:

1. Specific reasons why the Level One response was unsatisfactory.
2. Additional information to clarify issues.
3. List actions needed to clarify issues.

Upon receipt of the employee's response, the supervisor will immediately forward the grievance (**EGF-1**) to the Chief of Staff (if the Chief of Staff is not the supervisor) and to the Board President.

- A. A Grievance Task Force will be appointed by the Board President to address the grievance. Two members of the Board and one at-large congregant will be appointed. One task force member shall be designated the Chair. All should not have a conflict of interest with the grievant employee.
- B. If desired, the grievant may invite a Good Officer from outside the congregation to accompany and advise the grievant. If available, a Good Officer will come from a professional organization the employee belongs to. In the absence of such a person from a professional organization, a Good Officer may be found in a comparable position at a

local UU congregation.

The grievant should discuss any potential costs for Good Officer services with the Board President. The Board President may disallow the employee's choice in cases of conflict of interest, conflict of work priorities, or unreasonable cost to the church.

- C. The Grievance Task Force will review the EGF-1 form and schedule a meeting with the grievant. Reasonable and earnest effort will be made by the committee and the grievant to engage in meaningful dialogue and to settle the grievance in a manner satisfactory to both management and the employee.

Fact Finding and Final Decision (Level Three)

- A. If efforts to settle the grievance are not successful, the Chair of the Grievance Task Force will discuss with the grievant the possibility of fact finding.
- B. Using the EGF-1 form, the grievant will inform the Grievance Task Force what information has not been adequately developed or other essential/crucial facts that remain in the dispute.
- C. Upon review of the grievant's response, the task force will review all collected information with the Board President and, within five (5) calendar days of receipt of the response, either:
 - a. Render a final and non-appealable decision or
 - b. Recommend a new grievance task force be appointed and Level Two procedures be re-visited.

See in Appendix: Employee Grievance Form (EGF-1)

D. Care for Resources

1. Applying for Grants -- Revised, Board of Trustees, February 2013

It is the policy at Chalice for all grant requests for moneys from outside organizations be reviewed before application by the Board, the Finance Committee, and any affected committee, e.g. Music, Building & Grounds, Pastoral Care, etc., before the application is sent.

Finance Committee: To review the grant proposal to determine financial obligations to Chalice that would be accrued by accepting the grant and to account for the moneys.

Board: To review the grant proposal to determine if the focus of the grant is in alignment with Chalice's stated goals and directions.

Affected Committee: To review the grant proposal to determine if the focus of the grant is in alignment with that Committee's stated goals and directions.

Chalice Unitarian Universalist Congregation cannot accept any grant that has not been through this process.

Any one of the affected Boards or Committees may turn down the application or grant.

Adopted, Board of Trustees, November 2010

2. Document retention & Destruction Policy -- Adopted, Board of Trustees, April 2013

“One cannot overemphasize the importance of maintaining adequate records for the congregation or fellowship. The minutes of meetings, financial records, and membership records comprise the ongoing story of the life of a congregation. . . . Moreover, the records contain the basic information vital to composing a history of the congregation. Failure to maintain congregation records endangers the harmony of the congregation by resulting in a lack of information on which to base decisions and a consequent confusion over methods and goals. Maintaining congregation records, therefore, should be a priority.” [*UUA Congregational Handbook*]

Purpose

The purpose of this policy is to ensure that necessary records and documents are adequately protected and maintained and to ensure that records that are no longer needed or are of no value are discarded at the proper time. This policy is part of document management, rather than simply document retention. Also, some documents may be worth saving for the congregation's sake.

Compliance with Federal and State Law

This policy will provide compliance with federal and California laws and regulations relating to records retention. Sarbanes-Oxley requires that nonprofits have a records retention and destruction policy and the Department of the Treasury, Internal Revenue Service (“IRS”), requires reporting of such a policy on Form 990 annually (Return of Organization Exempt from Income Tax). IRS

guidelines require a seven (7) year statute of limitation on tax-related documents. Also this policy is designed to conform to the laws of California for public benefit corporations where the Attorney General has an unusually long statute of limitations (10 years) within which to bring an action for breach of charitable trust (California Government Code Section 12596).

California Government Code Section 12596

"Any action brought by the Attorney General against trustees or other persons holding property in trust for charitable purposes or against any charitable corporation or any director or officer thereof to enforce a charitable trust or to impress property with a trust for charitable purposes or to recover property or the proceeds thereof for and on behalf of any charitable trust or corporation, may be brought at any time within ten (10) years after the cause of action shall have accrued."

What should be retained

- Legal documents (e.g., deeds, bylaws, insurance papers)
- Financial statements and annual reports
- Minutes of Board meetings, Congregational meetings, and other formal committees
- Membership records, as well as dedication, marriage and funeral records
- A list of ministers and/or chaplains
- A list of former officers and trustees
- Reports issued by boards or staff relating to surveys, activities, or plans
- Personnel records
- Newsletters

What should also be retained if space allows

- Orders of Service from regular services and from special events such as installations, funerals, ground-breakings, cornerstone layings, dedications, anniversaries, etc.
- Audio and visual materials from services and special events
- Photographs
- Official correspondence dealing with policies, functions, personnel, plans and programs
- Personal records of members, relating to the congregation and its activities

Records Retention Schedules

Record Type

Minimum Retention Period

A. Business Records

Permanent

- Annual audit report, year-end financial statements, and general ledgers
- Checks for important payments and purchases
- Contracts, leases, and notes in effect
- Corporate records: minutes of Board meetings, Congregational meetings, and other formal committees and by-laws
- Correspondence for legal and important matters
- Donation records of endowment funds, restricted funds, and legacy gifts
- Historical materials such as a list of ministers and/or chaplains and a list of former officers and trustees
- Legal documents: court orders, lawsuits, correspondence and internal memoranda relating to important legal matters

- Licenses and permits
- Membership records, as well as dedication, marriage and funeral records
- Newsletters
- Property records: deeds, rights of way, mortgages, and depreciation schedules
- Reports issued by boards or staff relating to surveys, activities, or plans
- Tax returns and worksheets: income, franchise, property

B. Business Records

10 years

- Accounts ledgers and schedules (payables, including credit card records, and receivables)
- Grant records: proposals, agreements, and modifications
- Contracts, leases, and notes (expired)
- Depreciation schedules
- Donations other than endowment funds, restricted funds, and legacy gifts
- Investment records

C. Business Records

3 years

- Bank statements, reconciliations, duplicate deposit slips
- Unrestricted contributions and pledges
- Correspondence: general and with members and vendors
- Insurance records: accident reports, claims, policies, including expired policies
- Volunteer records

D. Personnel Records

Permanent

- Employee handbooks
- Retirement and pension records with supporting employee data

E. Personnel Records

7 years after separation

- Advertisements for job openings
- Employees' personnel records, including application forms, performance evaluations, disciplinary warnings and actions, and awards
- Employee withholding and deductions
- Employment contracts (individual)
- Job descriptions
- Payroll records and summaries

F. Personnel Records

3 years

- Employment application

II. How We Operate

A. Programs

It is understood and expected that the committees and teams listed below may come and go as the congregation evolves. The only committees that are required by the congregational bylaws (as of June 2015) are the Nominating Committee and the Good Relations Team.

1. Committees and teams

a) Family Ministries

- (1) Child and Youth Protection Policy – Adopted, Board of Trustees, April 2014; Revised July 2014; Revised August 2015

General Purpose Statement

Chalice Unitarian Universalist Congregation (hereinafter referred to as “Chalice”) seeks to provide a safe and secure environment for the children and youth who participate in our programs and activities. By implementing the below practices, our goal is to protect the children and youth of Chalice from incidents of misconduct or inappropriate behavior while also protecting our staff and volunteers (workers) from false accusations.

While Chalice is a loving community, parents/guardians should be aware that the campus is open to the general public and the safety of unsupervised minors cannot be ensured. Therefore, Chalice expects all parents/guardians to be responsible for the safety of their children and youth (under the age of 18) on the Chalice campus when they are not under the care of designated workers, such as teachers or childcare providers. Specifically, parents/guardians should keep children through middle-school age within sight. Parents/guardians of older minors should remain attentive to their safety and actions.

Definitions

- For purposes of this policy, the terms “child” or “children” include all persons who are not yet in high school (9th-12th grades).
- The term “youth” includes those in grades 9 through 12.
- The term “worker” includes both paid and volunteer persons who work with children.
- The term “incident report” refers to reports that are forwarded to the insurance company.
- The term “injury report” refers to reports that will only be kept on file at Chalice.

(2) Selection of Workers

All persons who desire to work with the children participating in our programs and activities will be screened. This screening includes the following:

- **Six Month Rule**
 - No applicant will be considered for any position involving contact with minors until she/he has been involved with Chalice for a minimum of six (6) months. This time of interaction between our leadership and the applicant allows for better evaluation and suitability of the applicant for working with children.

- **Written Application**
 - All persons seeking to work with children must complete and sign a written application in a form to be supplied by us. The application will request basic information from the applicant and will inquire into previous experience with children, previous church affiliation, reference and employment information, as well as disclosure of any previous criminal convictions. The application form will be maintained in confidence on file at Chalice.
- **Personal Interview**
 - Upon completion of the application, a face-to-face interview may be scheduled with the applicant to discuss his/her suitability for the position.
- **Reference Checks**
 - Before an applicant is permitted to work with children, at least two of the applicants' references will be checked. These references should ideally be of an institutional nature as opposed to personal or family references, preferably from organizations where the applicant has worked with children in the past. Documentation of the reference checks will be maintained in confidence on file at Chalice.
- **Criminal Background Check**
 - A national criminal background check is required for all employees (regardless of position) and for the following categories of volunteers:
 - Those who will be involved in our Religious Education program;
 - Those who will be involved in overnight activities with children;
 - Those counseling children;
 - Those involved in one-on-one mentorship of children; and
 - Those having occasional one-on-one contact with children (such as, church-sponsored athletic team coaches and vehicle drivers).
 - Before a background check is run, prospective workers will be asked to sign an authorization form allowing the church to run the check. If an individual declines to sign the authorization form, s/he will be unable to work with children.
 - What constitutes a disqualifying offense that will keep an individual from working with children will be determined by the Minister on a case-by-case basis in light of all the surrounding circumstances. Generally, convictions for an offense involving children and/or for offenses involving violence, dishonesty, illegal substances, indecency and any conduct contrary to our mission will preclude someone from being permitted to work with children. Failure to disclose a criminal conviction on the application form will also be a disqualifying event.
 - The background check authorization form and results will be maintained in confidence on file at Chalice.

Two Adult Rule

It is our goal that a minimum of two unrelated adult workers will be in attendance at all times when children are being supervised during our programs and activities. Some youth classes may have only one adult teacher in attendance during the class session; in these instances, doors to the classroom should remain open and there should be no fewer than three students with the adult teacher. We do not allow minors to be alone with one adult on our premises or in any sponsored activity unless in a parent-approved mentoring situation with adults whose backgrounds we have thoroughly checked. A

married or partnered couple cannot serve together as the only two adults in the classroom to protect them in case of a complaint.

Responding to Allegations of Child Abuse

For purposes of this policy, “child abuse” is any action (or lack of action) that endangers or harms a child’s physical, psychological or emotional health and development. Child abuse occurs in different ways and includes the following:

- **Physical abuse** – any physical injury to a child that is not accidental, such as beating, shaking, burns, and biting.
- **Emotional abuse** – emotional injury when the child is not nurtured or provided with love and security, such as an environment of constant criticism, belittling and persistent teasing.
- **Sexual abuse** – any sexual activity between a child and an adult or between a child and another child at least four years older than the victim, including activities such as fondling, exhibitionism, intercourse, incest, and pornography.
- **Neglect** – depriving a child of his or her essential needs, such as adequate food, water, shelter, and medical care.

Childcare workers may have the opportunity to become aware of abuse or neglect of the children under our care. In the event that an individual involved in the care of children at this congregation becomes aware of suspected abuse or neglect of a child under his/her care, this should be reported immediately to the Minister or the Board President for further action including reporting to authorities as may be mandated by state law.

In the event that an incident of abuse or neglect is alleged to have occurred at Chalice or during our sponsored programs or activities, the following procedure shall be followed:

- The parent or guardian of the child will be notified.
- The worker alleged to be the perpetrator of the abuse or misconduct will immediately be placed on leave from working with children pending an investigation and instructed to remain away from the premises during the investigation. The Chalice leadership and involved congregants will strive to maintain confidentiality, and individuals will only be identified as needed to investigate and resolve the complaint.
- Civil authorities will be notified, and Chalice will comply with the state’s requirements regarding mandatory reporting of abuse as the law then exists. Chalice will fully cooperate with the investigation of the incident by civil authorities.
- Our insurance company will be notified, and we will complete an incident report. Any documents received relating to the incident and/or allegations will immediately be forwarded to the insurance company.
- The Minister will be our spokesperson to the media concerning incidents of abuse or neglect, unless s/he is alleged to be involved. We will seek the advice of legal counsel before responding to media inquiries or releasing information to the congregation. All other representatives of the church should refrain from speaking to the media.
- A pastoral visit will be arranged for those who desire it.
- Any person who is not found innocent of the alleged abuse or misconduct will be removed from their position working with children or youth.

Open Door Policy

Classroom doors should remain open unless there is a window in the door or a side window beside it. Doors should never be locked while persons are inside the room.

Teenage Workers

We recognize that there may be times when it is necessary or desirable for babysitters (paid or volunteer) who are themselves under age 18 to assist in caring for children during programs or activities. The following guidelines apply to teenage workers:

- Must be at least age 14.
- Must always work with at least one other teen or adult when providing childcare (that is, the “Two Adult Rule” applies to teenage workers, as well).
- Must be screened as specified above.
- Must be under the supervision of an unrelated adult and must have ready access to the adult at all times. Adults will check in on teenage workers at unspecified intervals throughout the childcare time.

(3) Check-in/Check-out Procedure

For children in nursery, a security check-in/check-out procedure will be followed. The child will be signed in and out by a parent or guardian. After children are released from Religious Education classes (no check-in/check-out), they will be expected to meet their parents at a pre-arranged location, and their supervision becomes the responsibility of their parents. Parents with special circumstances needing other arrangements for the release of their children should see the Director of Family Ministries ahead of time.

At congregation-wide events when childcare is available, a security check-in/check-out procedure will be followed.

(4) Sick Child Policy

It is our desire to provide a healthy and safe environment for all of the children at Chalice. Parents are encouraged to be considerate of other children when deciding whether to place a child under our care. In general, children with the following symptoms should NOT be dropped off:

- Fever, diarrhea, or vomiting within the last 48 hours
- Green or yellow nasal discharge
- Eye or skin infections
- Other symptoms of communicable or infectious disease

Children who are observed by our workers to be ill will be separated from other children and the parent or guardian will be contacted to request that the child be picked up for the day.

(5) Medications Policy

It is the policy of Chalice not to administer either prescription or non-prescription medications to the children under our care. Medications should be administered by a parent at home. Parents are reminded of our sick child policy.

Exceptions to the medications policy may be granted to parents of children with potentially life-threatening conditions (such as asthma or severe allergic reactions). Parents of such children should address their situation with the Director of Family Ministries to develop a plan of action.

For youth on a field trip or overnight activity, special parental permission can be granted to Chalice adult workers to administer medication as directed. Permission, directions, and medication in its original packaging must be given in a labeled clear plastic bag to the designated adult volunteer at the beginning of any event in which medication might be necessary. It will be sent home with parents at the end of the event.

A first aid kit will be available in each classroom, and additional first aid kits will be available to take on field trips. In case of injury (causing bruising or bleeding), an injury report form will be completed.

(6) Discipline Policy

It is the policy of Chalice not to administer corporal punishment, even if parents have suggested or given permission for it. There should be no spanking, grabbing, hitting, or other physical discipline of children. Workers should consult with the Director of Family Ministries or the Minister if assistance is needed with disciplinary issues.

(7) Restroom Guidelines

A worker should escort children to the bathroom. The worker should check the bathroom first to make sure that it is empty, and then allow the child inside. The worker should then remain outside the bathroom door and escort the child back to the classroom. If a child is taking longer than seems necessary, the worker should call the child's name. If a child requires assistance, the worker should prop open the bathroom door, and leave the door open as they assist the child.

For the protection of all, workers should *never* be alone with a child in a bathroom with the door closed and never be in a closed bathroom stall with a child. Parents are strongly encouraged to have their children visit the bathroom prior to each class.

Childcare workers are never to change a diaper. Workers will notify parents in the event that their child needs a diaper change.

(8) Accidental Injuries to Children

In the event that a child or youth is injured while under our care, the following steps should be followed:

- For minor injuries, scrapes, and bruises, workers will provide First Aid (Band-Aids, etc.) as appropriate and will notify the child's parent or guardian of the injury at the time the child is picked up from our care.
- For injuries requiring medical treatment beyond simple First Aid, the parent and/or guardian will immediately be summoned in addition to the worker's supervisor. If warranted by circumstances, an ambulance will be called (**911**).
- Once the child has received appropriate medical attention, an injury report will be completed by those volunteers or witnesses who were present for the incident, and will be signed by the

parent or guardian of the child in question. A copy of the injury report form will go home with the parent/guardian, and a copy will be kept securely in the Chalice office.

Training

Chalice will provide training on this child protection policy on an annual basis and will strive to provide opportunities for additional training classes or events periodically. All workers are strongly encouraged to attend these training events.

Revised, Board of Trustees, May 2014
Revised, Board of Trustees, July 2014
Revised, Board of Trustees, August 2015

(9) Fire Safety Guidelines for RE, Revised, Board of Trustees,
[pending revision by Family Ministries Team]

Fire Safety

We occasionally use candles in our classrooms and in the sanctuary. This requires vigilance on the part of our members and particularly our adult RE Leaders. Be aware of who is lighting the chalice and how. Long, loose hair presents a real fire danger. Make a point to place the lighters and matches in a safe place and return them to the cabinet after use. Only allow the chalice to be lit with a tapered candle. Do not allow children to use matches. Do not leave candles burning unattended.

In Case of Fire

For children in the common room:

Have an adult assistant guide children through the safest exit and walk them to the lawn area near the sanctuary if safe.

For children in an upstairs classroom:

Each Sunday, the awning underneath the music director's office window will be retracted in case of fire. If you observe that this has not been done, contact the Director of Family Ministries immediately.

If it is unsafe to exit the building using the stairs, there is an escape ladder located in the music director's closet. Become familiar with its location and how to use it. Attach to the music director's office window and carefully have children climb down.

Fire extinguishers are located in the hallway upstairs. Familiarize yourself ahead of time on how to use them properly. Do not risk personal injury. Use your best judgment and call 911 if necessary. Enlist help from the congregation. Always notify the Director of Family Ministries even if the fire has been adequately extinguished.

In Case of Fire in the Common Room

Guide children through the safest exit and walk them to the basketball court. One assistant should notify the congregation. Do not risk personal injury. Use your best judgment and call 911 if necessary. Enlist help from the congregation. Always notify the Director of Family Ministries even if the fire has been adequately extinguished.

(10) Permission slips

Permission slips are required for events such as field trips, sleepovers, and for any photographs or videos in which children or youth appear.

b) Hospitality

(1) Kitchen Use Guidelines [needed]

c) Lay Chaplains [needs to be updated]

- Assistance is given on a short-term basis. If long-term assistance is needed, the Committee may help find a long-term solution.
- The Team works with the minister and members outside the Committee to identify those members needing assistance.

d) Music - Updated March 2019

(1) General Policies

Music Committee

The Music Program will have a Music Committee with a Chairperson, a Secretary and other officers as needed elected from the membership of the Committee.

Sheet Music and Records

The music program will maintain files at Chalice that include vocal and instrumental sheet music, minutes of meetings, account receipts, and other relevant documentation.

Finances

The Music Director and the Chairperson of the Music Committee will together coordinate with Chalice's bookkeeper the payment of receipts for music related materials. The Music Director and Chalice's bookkeeper will coordinate the payment of the choir accompanist and the substitute worship pianists.

(2) Borrowing Sheet Music

Sheet music may be borrowed for limited periods of time by contacting the Music Director or the Chairperson of the Music Committee for approval. The Sheet Music Borrowing form is found in the appendix to this book.

(3) Gloria Angelo Arts Education Scholarship Fund

The Gloria Angelo Arts Education Scholarship Fund provides scholarships to Chalice Members and Friends and their families for music lessons, art lessons and other arts education activities. To request funds complete the Gloria Angelo Arts Education Scholarship Fund request-form found in the appendix to this book.

(4) Chancel Choir

Membership in the Chancel Choir is open to all who are interested. Numbered folders and sheet music will be provided to each choir member. Replacement of damaged or lost folders or music will be the responsibility of the individual. A paid accompanist will accompany the choir at weekly rehearsals and at services, and will be paid on an hourly basis. Applicants for the accompanist position will be reviewed and approved by the Music Director. The choir will typically sing at worship services on two Sundays each month during the months of September through June (hereinafter referred to as choir season), except as noted below. The choir will participate in two music worship services each choir season, with dates arranged by the Music Director in consultation with the Senior Minister. During the months when the music worship services are held, the choir will perform only on that one Sunday. There will be weekly choir rehearsals during choir season, with occasional special rehearsals.

(5) Small Group Ensembles

Any musicians in the congregation may form ad hoc vocal and instrumental ensembles. Any such ensembles may perform in worship services and other church events at the discretion of the Music Director.

(6) Spirit of Chalice Behavior Agreement

Spirit of Chalice is the Chalice Children's Choir open to all children in Kindergarten through 6th Grade. All members of this ensemble are required to sign a behavior agreement, co-signed by a parent or guardian. The Spirit of Chalice Behavior Agreement form is found in the appendix to this book.

e) Nominating Committee

(1) Bylaws Definition:

The Nominating Committee, a standing committee, shall consist of three Voting Members, who shall serve three-year staggered terms with one new member elected at the Annual Meeting. The Committee shall elect one of its members chair. No member of the Nominating Committee may serve more than one term. A Nominating Committee member may serve again after a one-year interval.

The Board shall fill any vacancy by a majority vote within thirty (30) days. The Board appointee shall complete the term of the person whom he/she is replacing. If there is less than half of the term remaining, the appointee is eligible to serve a complete three-year term.

The Nominating Committee shall prepare a slate of candidates to be voted on at the Annual Meeting. This slate shall include candidates for the Officer and Trustee vacancies to be filled according to Article VI, Section A. The Nominating Committee shall nominate at least one candidate for each position to be filled and may not nominate any of its members to be Officers or Trustees. It shall also include a candidate for the open position on the next year's Nominating Committee.

In November of the fiscal year, the Nominating Committee shall announce, at regular services and via the newsletter, the opening of nominations. The slate of candidates to be voted on shall be disseminated as follows: In the April newsletter, the Committee shall report the candidates' names and their positions which will need to be voted upon. This report shall also state that nominations may be made by petition, which must be signed by at least ten (10) Voting Members and submitted to the Nominating Committee no later than 30 days prior to the Annual Meeting. No nominations will be accepted after that date.

The Committee shall provide to the Secretary in time for mailing with the notice of the Annual Meeting, the slate of candidates for Officers and Trustees proposed by the Committee, the nominee for the Nominating Committee, and any person(s) nominated for any office(s) by petition.

(2) Nominating Committee Process Guidelines - Adopted, Board of Trustees, February 12, 2013

The Nominating Committee (NC) is one of the most important committees of Chalice UU Congregation since it selects the new generations of Chalice leaders. At the suggestion of a collective meeting of past presidents of Chalice held in January 2013, the Board created the following guidelines and timeline to aid the NC in its work:

- The Nominating Committee should elect its own chair by September. Members should familiarize themselves with Article X, Section B of the Bylaws, which defines the work of the Nominating Committee.
- At least one member of the committee should visit the September Council of Chairs meeting, distribute the attached list of qualities for the various Board offices & NC, and request each chair to contribute 3 suggested names for VP and any other offices on which the NC wishes to receive input. The Board of Trustees should also be requested to contribute 3 names for VP. The deadline for contributed names is left to the discretion of the NC, but it is suggested that it be no later than the end of November.
- The open call for nominations should be made in November through the newsletter, the weekly e-Nuus, and the Orders of Service. People who volunteer themselves should be thanked and welcomed, and sent the list of desired qualities (attached). A follow-up should confirm whether they still wish to be considered.
- Once the Nominating Committee has established a “long list” of candidates for available positions, and prior to the January Board meeting, the Nominating Committee should meet with the minister to receive feedback about the list.
- At the January Board meeting, the Nominating Committee should provide a “long list” of candidates to the Board for input. It is understood that the NC is autonomous, but also that the Board can be a valuable source of feedback.
- In February & March, the NC should contact potential candidates for the various Board positions as well as the new NC position. It would be helpful to send and discuss the desired qualities and expectations for each position with each candidate. Candidates should also be made aware of the Board Retreat date and the expectation that they attend.

- When the slate is complete with one candidate per office, it should be presented to the Board for informational purposes only.
- Per the bylaws, “The Committee should provide to the Secretary in time for mailing with the notice of the Annual Meeting, the slate of candidates for Officers and Trustees proposed by the Committee, the nominee for the open position on the Nominating Committee, and any person(s) nominated for any office(s) by petition.”

(3) Qualities for Leadership Roles at Chalice – Adopted, Board of Trustees, January 2013

VP/President

- Minimum 5-year membership at Chalice
- Able to commit 5 hours/month as VP and 20-25 hours/month as President
- Willing to attend monthly Executive Team meetings in addition to Board meetings
- Requires the qualities for trustees (Proactive, not reactive; Team player; Open-minded; Broad knowledge of congregation; Ability to “network” across areas of congregation; Willing ear; Energetic/enthusiastic) plus:
 - Experience in at least two of Chalice’s ministries
 - Ability to delegate
 - Ability to run a meeting
 - Good public speaking skills
 - Good writing skills
 - Broadly respected in congregation
 - Ability to distill consensus
 - Visionary leadership, evangelical
 - Demonstrated leadership skills at Chalice or elsewhere
 - Thick skin and sense of humor

Secretary

- Minimum 1-year membership at Chalice
- Able to dedicate 8-10 hours per month on average
- Willing to attend Executive Team meetings in addition to Board meetings
- Computer skills – word processing
- Knowledge of Chalice Wiki or willingness to learn
- Extremely organized
- Good writer/editor
- Proactive regarding organization of Chalice records
- Takes direction well
- Good team player
- Good communicator

Treasurer

- Minimum 3-year membership at Chalice
- Able to dedicate 20 hours per month on average
- Willing to attend Executive Team meetings in addition to Board meetings
- CFO-type
- Long-range vision of finances

- Scrupulously honest
- Trusted member of the congregation
- QuickBooks experience helpful, or fast and willing learner
- Computer skills – Excel, word processing
- Extremely organized
- Good communicator
- Comfortable with knowing people’s pledges and able to maintain confidentiality
- Breadth of knowledge about congregation
- Past experience a plus

Trustee

- Minimum 1-2 year membership at Chalice
- Able to commit 5-10 hours/month
- Experience in at least one of Chalice’s ministries
- Willing to serve on task forces
- Visionary/deep thinker (at least some portion of the candidates)
- Broad knowledge of congregation (at least some portion of the candidates)
- Invested in future of Chalice
- Proactive, not reactive
- Assertive
- Team player
- Open-minded
- Ability to “network” across areas of congregation
- Willing ear
- Energetic/enthusiastic

Nominating Committee Member:

- Actively engaged in life of congregation
- Broad knowledge of Chalice membership
- Knowledge of UU governance
- Experience on one or more Chalice committees/teams
- Past Presidents and past Coordinating Team members would be excellent candidates
- Excellent people skills
- Networker
- Persuasive, well-respected

(4) Job Descriptions of Leadership Roles at Chalice – Adopted,
Board of Trustees, April 2013

Vice President

- From the Bylaws: “The Vice President shall perform all duties of the President in the absence or incapacity of the President.”
- The Vice-President also attends and reports to the Board on meetings of the Council of Chairs, and attends monthly meetings of the Board, as well as monthly meetings of the officers and minister (Executive Team) to help set the agenda for Board meetings. The date of the meetings of officers is determined by consensus of those involved.

President

- From the Bylaws: “The President shall act as Chair of the Board. The President shall preside at Annual and Special Meetings of the Congregation. The President or his/her designee may represent the Congregation at District meetings and on all appropriate occasions.”
- The President will set an annual agenda for the Board, utilizing the Calendar of Assessments and Evaluations found in the Chalice Policy Book. The President presides at monthly Board meetings. Additional agenda items for monthly meetings will be determined in consultation with the other Board officers and the minister. The date of these meetings is determined by consensus of those involved.

Secretary

- From the Bylaws: “The Secretary is responsible for keeping accurate records of all Board meetings and Congregational meetings and posting copies of them in an appropriate place* or making them available at reasonable times. The Secretary is responsible for maintaining a roster of Voting Members. The Secretary shall prepare ballots for all elections. All records of the Secretary shall remain the property of the Congregation and shall be available for inspection by the membership at reasonable times. While overall responsibility for duties of the Secretary shall remain with the Secretary, the Secretary may, with Coordinating Team approval, delegate specific tasks to church staff and/or to specific individual Members.”
- Currently, minutes are to be posted on the members-only portion (wiki) of the Chalice website.
- The Secretary should be prepared to attend monthly meetings of the Board, as well as monthly meetings of the Board officers and minister to set the agenda for Board meetings. The date of these is determined by consensus of those involved.

Treasurer

- From the Bylaws: “The Treasurer is the chief budget and financial officer of the church. The Treasurer's duties include receiving and safely keeping all money and other financial assets of the church; making all disbursements of funds as directed by the Board; providing monthly statements of these receipts and disbursements; providing an annual financial statement; keeping accounts of the church; furnishing quarterly statements of pledge status to all those who pledge; and preparing and submitting all necessary tax reports. While overall responsibility for duties of the Treasurer shall remain with the Treasurer, the Treasurer may, with Coordinating Team approval, delegate specific tasks to church staff and/or to specific individual Members.”
- The Treasurer should be prepared to attend monthly meetings of the Board officers and minister to set the agenda for Board meetings. The date of these is determined by consensus of those involved.

Trustee

- From the Bylaws: “The Board shall have general charge of the property of the congregation and the conduct of all its business affairs, and the control of its administration including the appointment of such committees, as it may deem necessary. Board decisions involving personnel and/or non-budgeted expenditures require a vote, while other decisions may be made by consensus.”

- Trustees should expect to prepare for and attend regular and special meetings of the Board and the annual Board retreat. They should also expect to become involved periodically with special ad hoc committees or task forces.

f) Good Relations

Bylaws Definition:

The Good Relations Team, a standing committee, is responsible for receiving and responding to church-related complaints or conflicts between individuals, or within or between church groups. It helps to achieve equitable settlements according to the Congregation's Conflict Resolution Policy. It is responsible for updating and maintaining the Conflict Resolution Policy.

To the extent that Congregational or ministerial confidences are not breached, the Good Relations Team shall report its findings to the Board on a regular basis. Good Relations Team meetings are closed, except to those individuals who are presenting concerns.

The Good Relations Team shall consist of three members selected by the Board. Members serve three-year staggered terms. Each member shall be a Voting Member of the congregation for a period of at least two years previous to their selection. The Board shall not select one of its own members, paid staff, or Coordinating Team members to serve on the Committee.

No person shall serve on the Good Relations Team for more than two (2) consecutive terms. Any member may serve again on the Good Relations Team after a one-year interval.

Additional recommendation:

Due to the nature of their work, members of the Good Relations Team should reflect a diverse cross-section of our congregation in so far as gender, ethnicity, sexual orientation, age, socio-economic status, etc. Therefore, when it is time to appoint a new member, every effort should be made to identify candidates who represent a different cohort of the congregation than those already serving on the committee.

Good Relations Candidate:

- Offers demonstrated interpersonal skills that ideally include:
 - Discretion
 - Verbal Communication
 - Non-Verbal Communication
 - Listening Skills
 - Reflecting
 - Clarifying
 - Building Rapport
 - Communicating in Difficult Situations
 - Has a Sense of Stewardship toward Chalice
- Is an active Chalice UU member for three (3) years, or longer. Although not required, ideally he/she has served as a Board Trustee or a member of a committee, particularly:
 - Ministerial Support Team
 - Finance
 - Social Justice
 - Membership
 - Religious Education/Family Ministries Team

- Has the ability to, and is available for monthly Good Relations Team meetings, as well as other meetings with congregants on an *ad hoc* basis.

Newly-Appointed Good Relations Member

- Attends a Conflict Resolution Seminar as suggested by the Minister or Board President.
- Reads conflict resolution material or books (*Antagonist in the Church*, etc.) to be provided by Minister, Board President and/or Good Relations Team.
 - Discuss material with Minister, Board President and/or Good Relations Team.
- Analyzes a conflict resolution case study, as provided by the Minister.
 - Discuss with Minister and Good Relations Team “applicable resolutions” to same.
- Reads & becomes familiar with the following Chalice policies on Healthy Congregations: Living our Covenant, Conflict Resolution Policy, Conflict Impasse Policy, Dangerous and Disruptive Behavior Policy.

g) Pathways [needed]

- (1) Outreach
- (2) Inreach
- (3) Greeters

h) Social Justice

- (1) Political sign policy – as of January 2013

Per IRS Guidelines, a 501(c)(3) organization "may not participate in, or intervene in (including the publishing or distributing of statements), any political campaign on behalf of (or in opposition to) any candidate for public office." [IRS Revenue Ruling 2007-41, 2007-25 I.R.B. (June 18, 2007), p. 1.]

Section 501(c)(3) organizations may take positions on public policy issues, including issues that divide candidates in an election for public office. However, section 501(c)(3) organizations must avoid any issue advocacy that functions as political campaign intervention.

For further guidance see the UUA website: “The Real Rules: Congregations and the IRS Guidelines On Advocacy, Lobbying, and Elections.”

- (2) 501(c)(3) Status – as of January 2013

Congregations and religious organizations, like many other charitable organizations, qualify for exemption from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3) and are generally eligible to receive tax-deductible contributions. In order to qualify for tax exemption, an organization must meet the following requirements:

- The organization must be organized and operated exclusively for religious, educational, scientific, or other charitable purposes,
- Net earnings may not inure to the benefit of any private individual or shareholder,
- No substantial part of its activity may be attempting to influence legislation,
- The organization may not intervene in political campaigns, and

- The organization's purposes and activities may not be illegal or violate fundamental public policy.

(3) Disposable Plastic Water Bottle Policy – Adopted, Board of Trustees, November 2011

In keeping with our commitment to our 7th principle: "Respect for the interdependent web of all existence of which we are a part," the Chalice Unitarian Universalist Congregation of Escondido discourages use of disposable plastic water bottles for church related activities and events. Further, we strongly advise against the purchase and use of such bottles by persons and groups renting our facilities. Nothing in this policy shall be construed to apply to individuals who bring their individually purchased disposable water bottles into our facilities.

(4) See also Congregational Policy II.B.7. Taking a Public Position on a Social Justice Issue

i) Stewardship -- Revised 2018

Mission: The Stewardship Team ensures Chalice's financial stability and future by nurturing a congregation of generous people.

Purpose: The Stewardship Team studies current trends in non-profit fundraising in order to advise and support the Coordinating Team on matters pertaining to stewardship, generosity, and fiscal responsibility.

In support of Coordinating Team, the Stewardship Team ensures coordination among and cohesion of Chalice's fundraising efforts by providing vision, oversight, advice, and support to our various income streams, such as (but not limited to):

- Pledge drive
- Pledge collection
- Auction
- Capital Campaign(s)
- Fundraisers that benefit the operating budget
- Sunday morning offering and special collections
- Legacy Committee (reports to Board, but will coordinate its activities with those of Stewardship)

(1) Annual Pledge Drive - Policy

A Pledge Drive shall be held annually to raise funds sufficient to support the operating budget, including but not limited to: facilities upkeep, utilities, salaries, and committee/team budgets.

Pledges and receipt statements will be sent quarterly.

(2) Fundraising - Policy

Fund-raising activities that benefit the operating budget shall be proposed, along with a date, to the Stewardship Team (e.g., rummage sale, craft fair, book sale). The Stewardship Team will notify the Coordinating Team of approved events.

Fund-raising activities that will not benefit the operating budget shall be proposed to the Coordinating Team for approval. The Coordinating Team oversees the annual budgeting request and approval process and will review most committee/team needs during that process. Therefore, proposed fundraisers must have a specific purpose beyond meeting the ongoing needs of a particular Chalice committee, team, or group. They might, for example, benefit: 1) a special project within Chalice such as a new sound system or other specific, tangible goal, or 2) an external 501(c)3 organization whose work is in accord with UU Principles. The Coordinating Team will notify the Stewardship Team of approved events.

j) Finance Policies – Revised 2018

(1) Special Funds: Creation & management -- Policy

The Coordinating Team will approve creation of any Special Funds, accounted for separately from general operating funds, which become necessary to the Church's functioning. The Congregation's Treasurer shall maintain a list of active Special Funds and the individuals authorized to approve expenditures for each.

(2) Funding Requests for External Groups -- Policy

To protect our tax-exempt status, any request for the direct donation of Church funds to outside individuals or organizations shall be brought to the Coordinating Team for approval. This required review is not meant to prevent congregational groups/teams from spending their annual budgets as they deem appropriate.

The Coordinating Team may, at its discretion, prohibit the solicitation of funds from Church members by individuals or groups.

(3) Paying Non-staff Members for Services -- Policy

The congregation relies on the generosity of its members in volunteering their time. If congregants perform services that could be volunteered, but they wish to be paid, arrangements must be approved in advance by the Coordinating Team. Refer to the Coordinating Team's Compensating Congregants Procedure.

(4) Congregants Paying Staff Members – Policy

When a Congregant hires a Staff Member to work at Chalice within the scope of their normal responsibilities but outside of their regular work schedule, the Congregant must pay a fee. (As an example, a congregant would pay this fee when hiring childcare providers or an A/V technician for a special event or meeting.) The fee will be determined by the Chief of Staff (Senior Minister), which will be roughly equivalent to the Staff Member's usual hourly rate plus taxes and fees. The

Congregant will contact the Chief of Staff (Senior Minister) for current rates and to confirm the hours involved. The Staff Member will add the hours for this extra work to their usual Chalice time card and the Congregant will make a donation to Chalice for the agreed-upon amount.

(5) Donations -- Policy

Undesignated monetary gifts (non-testamentary) shall benefit the operating budget. Undesignated testamentary gifts are addressed in the Chalice Bylaws.

Anyone wishing to make a significant donation of property or money designated for a specific purpose will do so by asking the Coordinating Team to accept the gift. Forms for this purpose are located in the Chalice Office.

All such donations will be made with the understanding that donated property becomes Church property and the Coordinating Team may use or dispose of the property as it believes is in the best interest of the Church.

(6) Staff Credit Cards -- Policy

It is the policy of Chalice UU Congregation to provide Executive Staff with credit cards, if needed, for the purpose of conducting congregation business.

(7) Discretionary Fund -- Policy

The minister's discretionary fund is available to the Minister to distribute to individuals who are facing an urgent need. It exists because only the Minister knows some needs, and the Minister shall have the discretion to make immediate decisions concerning financial assistance.

The Board of Trustees requires that monies from the fund are to be distributed by the Minister only for needs that are consistent with the congregation's covenant and mission statement, and with Unitarian Universalist principles. In order that the Board may oversee the fund, the Minister will include mention of monies spent in a monthly report to the Board.

Income tax regulations define "charitable" to include relief of the poor and distressed or of the underprivileged. The regulations define "needy" as being a person who lacks the necessities of life, involving physical, mental, or emotional well being, as a result of poverty or temporary distress. Examples of needy persons include a person who is financially impoverished as a result of low income and lack of financial resources, a person who temporarily lacks food or shelter (and the means to provide for it), a person who is the victim of a natural disaster (such as fire or flood), a person who is the victim of a civil disaster (such as civil disturbance), and a person who is temporarily not self-sufficient as a result of a sudden and severe personal or family crisis (such as a person who is the victim of a crime of violence or who has been physically abused).

(8) Bidding Process -- Policy

For any repairs, maintenance or additions to Chalice's physical plant or grounds that will likely cost over \$500, 3 written bids will be obtained. Price will be only one of several factors considered in the bidding process. Other factors such as schedule, quality of materials, and workmanship will be

considered. Care will be taken to ensure that vendors are appropriately licensed and insured, and that they will provide warranty for their work.

The Chalice administrator will maintain a file of vendors who have completed satisfactory work at Chalice, and the dates of their work.

For work under \$500, if a satisfactory vendor has been used at Chalice within 3 years, they may be contracted without a bid process. For work under \$500 of a type not done before, 3 bids are optimal, but discretion may be used.

The Coordinating Team may override this policy in cases of emergency. They may also approve a lower number of bids, even sole source, on specific request.

Annual renewal of existing contracts with vendors does not fall under this policy. However, periodic review of such contracts is encouraged.

(9) *Construction Projects -- Policy*

Per the Bylaws, Article XI, Section I, “No land or buildings shall be purchased or permanent buildings erected or torn down, nor shall the property of the Congregation be mortgaged, sold, or otherwise disposed of unless approved at a Congregational Meeting by a two-thirds (2/3) majority of votes cast.”

(10) *Electronic Payments -- Policy*

The Treasurer or his/her designee may pay routine and recurring expenses electronically.

Bank verification of the payment and supporting documents such as invoices will be retained for seven years. Such payments will be appropriately tracked in QuickBooks or similar software.

k) Finance Procedures – Revised 2019

(1) *Sunday Patio Fundraisers – Procedure*

Occasionally, youth and adults who are part of the Chalice community wish to ask other congregants for support for schools, youth organizations, and charitable organizations that are in keeping with our UU principles. Anyone who wishes to solicit support for such a cause should notify our Office Administrator one week in advance to receive permission to use a patio table for the purpose. If more than one person wants to solicit for a fundraiser on the same date, they will be asked to share a table. If the Administrator has any concerns about the request, they will consult with other members of the CT.

We ask those who are fundraising to remain at the table (rather than circulating) so that congregants and visitors who want to donate will approach the table and others will not feel pressured to donate.

Fundraisers will be listed in the Order of Service. In addition, a Worship Associate will make a brief announcement that there will be a fundraising table on the patio that people can seek out if they wish.

(2) Credit Cards -- Procedure

Credit card user and credit limit approvals are at the discretion of the Treasurer or his/her designee.

- Credit cards are the property of Chalice UU Congregation and authorized users shall take the necessary precautions to ensure the safekeeping of the card.
- Each cardholder must read and sign a statement (see Appendix) agreeing to adhere to the Chalice credit card policy.
- The Treasurer is responsible for assuring that the cardholder receives and reads a copy of this card policy prior to issuance of a card.
- Chalice credit cards may not be used for personal expenditures of any kind.
- No cash advances are allowed.
- The congregation Treasurer must oversee payments on a Chalice credit card account. Payments from the personal funds of the cardholder are not allowed.
- Receipts are required for any expense. Confirmation statements, shipping receipts or similar reports may be used to document orders. Any exception shall be explained in writing and signed.
- The Treasurer or his/her designee will review reports for validity and accuracy prior to paying them.

(3) Committee/Team Expenses Review -- Procedure

A. Purpose

Chalice Unitarian Universalist Congregation (Chalice) has many committees and teams that receive a budget to accomplish their work. The Coordinating Team (CT) is responsible to ensure that those funds are appropriately used and accounted for each fiscal year. Currently, the CT reviews expenditures in a general way each month during their financial review. During those reviews, only items that are over budget are examined more thoroughly with the help of the Chalice bookkeeper. This procedure provides a way to review the expenditures in more detail with the appropriate committee or team lead.

B. Review Procedure

1. Committees and/or teams submit budget requests to the CT during the annual budgeting cycle (typically January through April each year).
2. The CT reviews the budget requests as the Chalice Operations Fund budget is being created. Committees and teams may be asked to modify requests based on the expected amount of pledges.
3. The Operations Fund budget is approved by the congregation at the annual Congregational meeting toward the end of the fiscal year (typically in June).
4. Committees and/or teams are then free to spend their budgets as needed.
5. Three times a year—October, January, and April—the bookkeeper distributes a list of expenditures to each budgeted committee or team and to the Coordinating Team.
6. The committee or team chair reviews the expenditures for accuracy.
7. The committee or team chair meets with an appropriate staff or CT member and the expenditures are verified as accurate.

- a. The Minister, as Chief of Staff, reviews the expenditures of Music Committee and Family Ministries Team with the appropriate executive staff person.
 - b. The entire Coordinating Team at a regularly scheduled meeting will review expenditures by programs that are overseen by a Coordinating Team member.
 - c. The CT will divide among its members the expenditures of the various Ways and Means teams and meet with them as needed.
8. Both parties sign the expenditures list and return it to the bookkeeper.

(4) Reimbursement of Members and Staff -- Procedure

Chalice both wants and needs to pay for all authorized expenses involved in operating our Church. Anyone who purchases goods or a service on behalf of the church may request reimbursement. Forms for this purpose are located in the Chalice Office. Receipts (or copies of receipts) shall accompany each request for reimbursement.

Asking for reimbursement helps inform the Board and Coordinating Team of the actual costs involved in operating our Church.

(5) Bookkeeping -- Procedure

- The position of bookkeeper as the Treasurer's designee will be clearly defined, including access to checking accounts online and signature authority at the bank.
- Accounting records will be kept in QuickBooks (or similar software) and pledges tracked in an electronic database accessible by both the bookkeeper and the administrator.
- Counting of cash on Sunday and at fundraising events is to be done by two unrelated individuals, placed in an envelope, and the envelope signed and secured in the lockbox at Chalice. Bank deposits of these funds and checks are to be made by the administrator.
- The Bookkeeper will record all online donations. The Administrator and/or the Bookkeeper will track the pledges in the online database and in QuickBooks or similar software.
- Accounts will be reconciled monthly and reconciliation documentation retained for seven years.
- The Bookkeeper is responsible for maintaining documents such as check stubs and supporting documents. These will be retained for seven years, either at Chalice or a designated location, such as the office of the Bookkeeper.
- Pledge statements will be sent to congregants quarterly, either electronically or, if requested, by mail.
- All donations will be acknowledged for the previous calendar year by January 31 for congregants to file tax deductions.
- Committees can request that the bookkeeper send accounting information about their budgeted funds when needed.
- The bookkeeper shall notify committees if their expenditure levels are within \$100 of exceeding their annual budget.
- Checks will be available to an authorized officer for signatures in a timely manner.
- Two signatures are required for checks over \$2500.

(6) Payroll -- Procedure

- Each Executive Staff member has an online time card shared with the Chief of Staff. Staff members enter their time for each two-week period ending on a Saturday.
- Support staff members fill out hours on a card that they sign at the end of the pay period and deposit in the Senior Minister's mailbox.
- Intuit sends a reminder to the Bookkeeper, who in turn sends it to the Senior Minister. The Senior Minister provides the information about staff hours to the Bookkeeper, who then fills out the checks. Intuit asks for checks by Wednesday at 5 p.m., so the Bookkeeper needs staff hours by Tuesday at 4 p.m. for the Friday payday. Holidays may alter the date requirements.
- The Bookkeeper records the hours in Intuit and QuickBooks or similar software.
- Each employee has their own Intuit account with access to pay stubs. Each employee or contractor with email has an access. Intuit sends new employees a username and temporary password for their account. The Bookkeeper can ask Intuit to reset the password when needed.
- Intuit sends an email to employees when the hours are entered into the system.
- In the Minister's absence, the Office Administrator submits hours for Support Staff, and Executive Staff submits their hours directly to the Bookkeeper via email.
- The Chief of Staff files all copies of Staff time cards.
- The Bookkeeper sends a copy of the payroll report to the Chief of Staff.
- The regular Sunday worship pianists are set up as contractors in the payroll system. These contractors have accounts as well. The Music Director sends the Bookkeeper a schedule of Sunday worship pianists for a six-month period.
- Music Director or Music Committee Chair sends an email to the Bookkeeper for guest or other special musicians by Thursday prior to their playing in a Sunday service. These musicians receive a check at the time of service. The Bookkeeper needs enough notice to cut the check and have it ready for signature on Sunday and to make sure that an officer is available to sign on Sunday. Generally, an email with the musician's name and the amount is all that is needed.
- Chief of Staff or Worship Associate sends an email to the Bookkeeper for speakers. Speakers receive a check at the time of service. The Bookkeeper needs enough notice to cut the check and have it ready for signature on Sunday and to make sure that an officer is available to sign on Sunday. Generally, an email with the speaker's name and the amount is all that is needed. However, if a speaker or guest musician is paid \$600 or more in a calendar year, the Bookkeeper needs a Social Security number and mailing address for a 1099 at the end of the year.

Entire section reviewed and revised, Winter/Spring/Fall 2017/2018

Many individual policies within this section were originally created by Chalice Boards of Trustees between 2000 and 2013

1) Worship

- (1) Sunday Morning Announcements Policy-- Adopted, Board of Trustees, February 12, 2013

Sunday morning worship is the shared spiritual practice of the Chalice community, the central event in our communal life. There are three types of spoken announcements that may be included as part of worship:

- Announcements pertaining to worship (for example, a change in worship times) may be included during the welcoming words.
- Announcements that correspond to the theme of the day's worship may be incorporated as part of the service (for example, a personal reflection about winter shelter).
- All other announcements may occur after the postlude.

In all cases, announcements must be approved by the minister and coordinated with her in advance of Sunday morning. In the minister's absence due to vacation or study leave, announcements must be approved by the worship associate and coordinated in advance of Sunday morning.

Written announcements are included in the order of service under direction and coordination of the Chalice Administrator.

Written announcements from Chalice committees in the form of "flyers" may be handed out on Sunday morning with the order of service, but they may not be inserted into the order of service.

(2) Close-up Checklist after Sunday worship

m) Association/Denominational Affairs

This function is generally handled by a single representative rather than a team or committee. The Association/Denominational Affairs Representative (ADR) is the liaison between the congregation and the larger UU community. The ADR receives and disseminates information about the district, region, and Association.

B. Communications

1. Sharing and Use of Member Information – Adopted, Board of Trustees, January 2000; Revised April 2014

The information that members provide the Congregation (i.e., address, phone number, email address, etc.) is given for the sole use and benefit of the Congregation. This information will not be given to anyone outside of the Congregation. Further, members will not use it for personal purposes. An example of the inappropriate use of member information might include mailing, phoning, or emailing members to provide unsolicited political or social action information.

2. E-mail policy – Adopted, Board of Trustees, March 2010

Email is an efficient tool for coordinating within a group. It is the fastest, easiest method for planning an event or reviewing a document and is the preferred method for such coordination within Chalice.

Email is a fun way to stay in touch with friends and family. Like Facebook and Instant Messaging, email allows us to trade little snippets that amuse or connect us (though we should consider before we hit "send" how many people really care about a funny cat video).

Email is an inappropriate method for communications regarding personal relationships or personal feelings. Humans have evolved many non-written methods of communicating. Those methods become increasingly important as the stress level increases and they do not translate well to email. Moreover, email offers a sometime-irresistible temptation to make hurtful statements. We feel safe behind our email walls and do not consider the damage that our words may cause.

With these observations in mind, please observe the following guidelines when exchanging email within the Chalice community:

- Assume that all email will become public. Do not put anything into an email that you would not be willing to post on the church bulletin board.
- Never forward email in a manner that was not anticipated by the original author. If you are not sure whether the original author intended that you further distribute their material then either ask their permission or copy them on the forwarded email.
- Do not use email to discuss your relationships with other persons. Talk about relationships face-to-face (best) or over the phone (if necessary).
- Do not use email if you have negative emotions about a situation you believe needs to be addressed. Often the negative emotions are misunderstood in the email medium, even if the emotions are not expressly stated, and such emails often spiral out of control. If you have negative emotions about a situation then talk with the person face-to-face or over the phone.

If you receive an email that violates #3 or #4, respond with the simple statement: “I do not think that this situation can be handled well using email. When can we meet for a discussion?”

3. Congregation-Wide Emails Policy – Adopted by the Board of Trustees, January 8, 2018 (Replaces previous policy dated October 13, 2015.)

Email communications utilizing the congregation database may be used to announce major activities or news relevant to a majority of the congregation. Congregation-wide emails are to be sent only by the Senior Minister or the Office Administrator.

4. Newsletter Policy – Adopted, Board of Trustees, May 2012; Amended December 2012

a) Purpose

The church newsletter is the primary medium the church uses to share information among our members. The newsletter also promotes membership to our visitors. Our newsletter presents the church in an attractive, exciting manner and provides necessary information that encourages participation in church activities. The guiding mission of the newsletter is to advertise our church as a lively, positive, and influential spiritual community.

The name of our church newsletter is PrevUUs. The Coordinating Team appoints the Newsletter Editor.

b) Editorial Content:

- Highest priority:

- Publisher's box (including church name, address, email, minister's name and email and link to submission guidelines on website)
 - Communications from the minister
 - Information about Sunday services
 - Information about religious education programs and classes (all ages)
 - A church calendar listing events in the life of the church for the coming month
 - Information about congregation-wide functions, e.g., pledge drive, congregational meetings
 - Communications from the Board (including major actions and decisions that arise out of Board meetings)
 - Communications from the Coordinating Team
 - Communications from the Director of Family Ministries
 - Communications from the Music Director
 - Communications from other staff
- If space permits:
 - Communications from church teams and committees
 - Positive news of church members' special events and achievements
 - Cluster, district and denominational news
 - News and announcements concerning activities of organizations of particular interest to the church or its members
 - News reports and pictures of recent events in the life of the church

Commercial advertising is currently not accepted for the newsletter.

Contact information is an important part of any article announcing church events. Church created e-mail aliases will be used when possible, or a member's personal address, phone number or email addresses with that person's permission.

Persons appearing in pictures will be identified at the discretion of the editor with special care concerning children's privacy issues.

The Newsletter Editor (alone or in cooperation with an editorial board) has the right to set submissions deadlines, edit material that is too long or that contains incorrect grammar or spelling, and to decline material that is not in keeping with this policy.

The editor will work with the article submitters to clarify content when necessary.

Every effort will be made to be inclusive. In addition to the Minister, any of the following may submit story articles directly to the Newsletter Editor: the Board President, RE Coordinator and Music Director, committee chairs, or their designees.

c) Distribution:

- The newsletter is distributed monthly electronically to all church members, to church visitors, and to the PSWD District office. UU churches and any other person or organizations may request to be on our distribution list. There is no charge for an electronic subscription.

- Church visitors who do not provide an email address will receive by mail a complimentary printed copy of the newsletter for 6 months.
- Printed copies of the newsletter can be mailed to any church member who requests this service, free of charge. For non-church members, after the initial six months, there is a small charge, set by the Coordinating Team, to cover costs.
 - Newsletter subscribers may unsubscribe at any time through a contact printed in the newsletter.
 - Printed copies of the current edition are available at the welcome table and posted on the bulletin board available Sunday mornings.
 - An electronic copy of the current newsletter is posted on our website and is available for download.

Questions about the newsletter should be referred to the Newsletter Editor.

Questions about this newsletter policy should be referred to the Board of Trustees.

d) Putting Newsletters on the Web – Sensitive Information:

- Unlike the email form, which, like the printed version, is sent to selected groups of people like members, friends and other Unitarian Universalists (UUs), the web newsletter is accessible to the entire world and open to scrutiny from all. For this reason, it is often inappropriate to put certain sensitive information there.
- It is advisable that an editor goes through the content of the newsletter with an eye toward protecting the privacy of those served by the congregation. The following guidelines relate to privacy issues:
 - No last names of minors should be published.
 - No phone numbers, addresses or email addresses should be published except for those of church staff members.
 - Phone numbers and email addresses of contact persons for special events or interest groups may be published with their permission.
- Personal news of interest to the congregation only but not to the entire world should not be placed on the web. Examples would include items such as "Among Ourselves", "Joys and Concerns," or other columns, which serve similar functions.

5. Publicity

6. Media Policy – Adopted, Board of Trustees, March 2014

a) Preface

This policy describes the ways in which we expect our members and friends to use media (including social media) when representing Chalice Unitarian Universalist Congregation (Chalice). Chalice's presence on social media should be socially responsible, respectful of our community, and in keeping with our Unitarian Universalist principles. This policy is also designed to help provide a safe environment within which to express ourselves.

Even when engaging in social media for personal use, the comments of a member of the Chalice community may reflect on Chalice if the congregation's name appears. Users should exercise their best judgment when engaging in social media activities and should be on guard against

actions and discussions that could harm the interests of our community. When using social media, officers and staff of the congregation should explicitly distinguish between personal opinion and official communications.

b) The Scope and Intent of this Policy

This Media Policy applies to any medium in which Chalice members are representing or may appear to the public to be representing the views or programs of Chalice, are organizing or advertising Chalice events, or are commenting on Chalice or its events or members.

Some examples of media include: Chalice publications (including newsletters, public emails, and Sunday orders of service), Chalice bulletin boards (physical and electronic), Chalice website or internet, members-only Wiki, and all online or mobile-based tools for sharing content and discussing information, whether controlled by Chalice or hosted on other platforms (such as Facebook).

In areas where this policy does not provide a direct answer for how members of our community should answer communications questions, members should consult the Minister or a member of the Coordinating Team, bearing in mind the need to preserve accountability for the use of Chalice's name in all media.

This policy applies to Chalice, but should be congruent with UUA guidelines found at: <http://www.uua.org/communications/index.shtml>

c) Definitions

- **Social media** - are those that integrate technology, telecommunications and social interaction through the use of words, images, video or audio tools. Examples of social media include, but are not limited to, social websites, blogs, message boards, wikis, podcasts, image and video sharing sites, live webcasting and real time web communities. Because this is a constantly evolving area, this policy applies to all new media platforms whether or not they are specifically mentioned in this policy.
- **Traditional media** - include the bulletin boards at Miller Ave., books, newsletters, and directories.
- **Official vs. Personal Communications**
 - Official communications are used by Chalice staff and laypeople to communicate with members, friends, and the general public. They represent the voice of the congregation and are subject at all times to this policy.
 - Personal communications are the day-to-day interactions between the members of our community and may include e-mails, Facebook posts, Twitter Tweets, comments on a website, or casual conversation. This policy, while not binding for personal communications, should be considered a guideline for such interactions when they take place on a site that bears Chalice's name or logo.
- **Moderator, Producer** – is a person who takes on a supervisory role for a publication, fan page, message board, or other communication channel; someone who has the authority to rule on policy and make decisions regarding online content.

- **Internal vs. External Communications**

- Internal communications are those intended only for Friends and Members of Chalice, and therefore involve a higher level of trust and openness. Personal information such as e-mail addresses and phone numbers may be included in internal communications. Examples include:
 - The weekly E-nuus
 - The PrevUUs newsletter emailed in .pdf format or mailed hard copy
 - The Sunday Order of Service
 - The Chalice Photo Directory
 - The members-only Wiki: members.chaliceuucongregation.org
- External communications are those intended for a public audience, and therefore require more caution with information that might be misused. Examples include:
 - The Chalice website: www.chaliceuucongregation.org
 - The Chalice Facebook Fan Page- www.facebook.com/chaliceuu
 - Online version of the PrevUUs, stripped of identifying information
 - Articles prepared for publication in local newspapers on behalf of Chalice

d) Specific Policies

(1) Use of Official Name and Logo(s)

Outside of official communications, any use of the Chalice UU Congregation name or logo(s) for branding or titling pages, blogs, or other similar elements of social media or publications must be approved in writing prior to use. Requests for prior consent to use such names or logos should be made to the Chalice Minister or Coordinating Team. Any uses in existence at the time of adoption of this policy are not grandfathered and should be authorized pursuant to this policy. Permission to use the name or logo of the congregation may be revoked at any time at the sole discretion of the Board of Trustees or its designee. This policy, however, should fully preserve free expression. It should not, for example, be interpreted to limit the ability of members of the Chalice community from using the name of Chalice to identify themselves in profiles, discuss matters relating to Chalice, or other similar uses.

(2) Duties of Moderators for Chalice sites

Moderators of official Chalice media are responsible for ensuring compliance with this Media/Publication Policy and for consulting staff or Board members when appropriate. They are not responsible for personal comments made by members of the Chalice community. All Chalice sites must have a moderator team consisting of at least one member of the Coordinating Team and at least one member of the board or a designated layperson.

Moderators' duties:

- All Chalice comment and blog response areas must be moderated with site reviews occurring at least weekly.
- Those responsible for such areas will remove posts that violate our standards for civility, that misrepresent the position of the congregation or Chalice Board of Trustees, or that include profanity, defamatory language or speech that is otherwise inappropriate or off-topic.
- Moderators will not permit anonymous comments.
- All moderators reserve the right to ban repeat offenders.

- Moderators will ensure that all photographs will comply with the Photography/Video Permission Policy outlined herein. Moderators will regularly review and revisit the rules for their sites with subscribers/members/participants.

(3) Login Credentials

Master Login credentials for all official Chalice sites, blogs, and accounts will be given to and kept by the Chalice Office Administrator.

(4) Photography/Video Permission

This section of the policy is intended for the governance of individuals acting on behalf of Chalice. The Congregation recognizes that it has no legal control over the behavior of individuals acting at their own discretion, but Members and Friends should understand that the goal of this policy is to ensure the safety and privacy of all.

Minors - In any Chalice publications, Chalice bulletin board, or Chalice-sponsored website, Producers or Moderators must have written parental permission to publish any photographic or video content in which minors appear. No personally identifiable information will be used in any external publication except when express consent is given by that minor's parent or guardian. For internal publications (offered only to Chalice Members and Friends), only the minor's first name and last initial should be used. A group photo caption might refer to the class group (1-4th graders) or to another general title, e.g., "Students in our Chalice RE program."

Adults - Participation in internal or external media including photographs or video or audio recordings are entirely at the discretion of the individual. A good faith effort will be made to notify event attendees through all possible channels in advance if photography, recording, and/or videotaping are to occur. In some circumstances, blanket/broad permission for photography will be requested. If the congregation receives a request from someone featured in a photograph or video segment to have that photograph or video segment removed from a congregational website, et cetera, we will do our best to honor that request.

Opt Out - Any congregant who does not wish to be photographed under any circumstances may fill out the Photography/Video Opt-Out Form, available from the Office Administrator or found in the Appendix to this book. The Office Administrator will regularly provide to relevant Chalice moderators and Producers a list of those congregants who have chosen to Opt Out.

(5) Transparency

The following message should appear conspicuously on any social media page bearing Chalice UU Congregation's name: "Statements made by individual members of the Chalice community should not be taken as expressing the formal position of Chalice. Only the Minister and the Board of Trustees are authorized to speak on behalf of the congregation."

(6) Copyright Laws

Users must comply fully with copyright law when posting and uploading copyrighted materials. Any posting of materials to official Chalice social media must be limited to materials in which the party seeking to post the information owns the copyright, or materials for which permission for use has been obtained from the author/publisher. Note that the minister or other speaker holds copyright to all sermons/lectures written by them. Chalice pays yearly for the permission to perform a wide variety of music at Chalice events; however, this permission does not extend to the recording of these events for public use.

Images and other materials from the Chalice websites shall not be copied and uploaded to other forums. This policy should not be construed to limit discussion of matters using the Chalice name, and it should not be interpreted to limit users' ability to link to Chalice sites.

(7) Privacy

All users of social media within the Chalice community should take care to safeguard the privacy interests of other community members. In particular, personally identifiable information (that is, information that can identify a particular person, including name, phone number, address or email address) should not be disclosed publicly without the prior consent of the person identified. And in all cases, respect the confidentiality of matters that are told to you in private or which by their nature are meant to be confidential.

(8) Minors

Social media maintained by Chalice are not intended for the use of minors. Users of such a site may not post images of minors without the prior written consent of a parent or legal guardian of any minor depicted and must conform to the Photography/Video Permission Policy above.

(9) Compliance Concerns

Any use of social media that does not comply with this policy should be brought to the attention of the Coordinating Team, Minister, or Board of Trustees.

(10) Updates

We recognize that technology and electronic communication are constantly changing; therefore, the Coordinating Team will frequently review this policy and suggest revisions to the Board of Trustees. Concerns or suggestions should be directed to the Coordinating Team or the Board of Trustees.

Related Policies: E-mail Policy; Newsletter Policy

7. Taking a Public Position on a Social Justice Issue – Approved, Board of Trustees, April 11, 2016

Introduction

This policy defines the process of how the Chalice UU Congregation takes public stands on important social justice issues. The process typically engages the congregation in multiple ways to assess its support for a proposed position. The final step is Board approval. Under this policy and where time is of the essence, and where the Board of Trustees believes broad congregational support is already well known, the Board has the authority to waive the process and vote immediately on the request. The Minister(s) are also empowered to take public stands at their own discretion, as defined within this policy.

Principles and Background

Chalice is a religious and spiritual community for which social action is a fundamental expression of our core values and principles. The health and vitality of our congregation depends on creating opportunities for our members to take strong and effective social action. One of the most effective ways is for the Chalice UU Congregation to take a public stand on important social issues. This can take a number of forms, such as:

- Producing a written statement that is intended to be released publicly such as to a newspaper, posted on social media, or read into the public record at a hearing;

- Having our Minister or Board President sign a petition on behalf of the congregation, or sign a joint statement sponsored by an organization we support; or
- Allowing members of our congregation to carry a banner at a demonstration, vigil or parade that states the Chalice UU Congregation supports the social justice action.

Given our principles of honoring independent thought and diverse beliefs, it is anticipated that not all congregants will necessarily agree with a particular request. It is also understood that no congregant would be bound to agree with or act on a public statement by the congregation. Every voice matters and should be heard, while respecting our congregation's Covenant and any related policies.

The Request

Any Chalice Member(s) or groups may prepare a written request for the Chalice UU congregation to take a public position on an important social justice issue. The request shall include the following:

- Name(s) of the Chalice member(s) or group preparing the request;
- A description of the position the Chalice congregation is to consider taking on the social justice issue;
- How this request is consistent:
 - with the Principles and Purposes of our UU faith,
 - with the Mission and Vision of the Chalice UU Congregation, and
 - with the regulations governing 501(c)(3) organizations;
- List of any Statements of Conscience, Resolutions or Actions of Immediate Witness passed by the UUA that support this request (refer to a separate section of this policy that describes these documents); and
- Names of at least five (5) Chalice members that support this request, including the preparer(s).

The Request shall be submitted to the Social Justice Team.

Assessing the Support of the Congregation

The Social Justice Team (SJT) shall work with the preparers to develop a strategy to assess whether the Chalice UU Congregation will broadly support this request. At a minimum this assessment shall include the following:

- The preparers with the support of the SJT shall conduct a forum where friends and members of Chalice can discuss and debate the request. The forum shall be announced to the congregation at least 14 days before it takes place. At the end of the forum a straw vote may be taken. Meeting minutes shall be prepared overviewing the forum and noting the number of people who took part, the results of the straw poll and any disagreement that was expressed.
- The preparers and the SJT shall make copies of the request available to all members and friends of Chalice, inviting comments to be sent to the SJT especially from those who could not attend the forum.
- The SJT shall meet with one or more ministers for discussion and theological reflection on the topic.

When the assessment is complete, the SJT and the preparers shall complete a written report detailing the result of the assessment. If in the opinion of the SJT and the Minister(s) there is broad support from the congregation for the request, the request and the report shall be submitted to the Board.

Vote on the Request by the Board

The Board shall take up the Request at their next scheduled Board Meeting. If they approve the request, then it shall become the official position of the Chalice UU Congregation on that social justice issue. If Board approval cannot be achieved, a $\frac{3}{4}$ vote of the congregation would be needed to approve the request.

Action of Immediate Witness for the Chalice UU Congregation

If time is of the essence, the preparer(s) can ask the SJT to handle the Request as an Action of Immediate Witness and waive the congregational assessment. If the SJT and the Minister(s) concur that the likelihood of congregational support is almost assured, SJT may submit it to the Board for approval on an expedited basis. If the Board approves the request, then it shall become the official position of the Chalice UU Congregation on that social justice issue. Approval of the Action of Immediate Witness shall then be announced in the next monthly newsletter and for two weeks via the weekly electronic newsletter.

Minister(s)

As an essential aspect of their work, the Minister(s) may wish to associate themselves in their ministerial role with a particular activity, policy statement or call to action. While the Minister(s) may wish to discuss the matter with the appropriate social justice task force in advance, the Minister(s) are not required to do so and may identify themselves in their official capacity as Minister of Chalice UU Congregation. We defer to each Minister's discretion whether or not a disclaimer or qualifying language is appropriate. For example, it may sometimes be appropriate to state that the reference to an official position with Chalice is for identification purposes only and/or does not necessarily represent an official position of the Church. The Minister(s) should ordinarily advise the relevant social justice task forces and/or the Board promptly following their decision to take an action in Chalice's name.

Unitarian Universalist Association of Congregations (UUA)

Statements of Conscience, Resolutions and Actions of Immediate Witness

As a Unitarian Universalist congregation, Chalice is part of a national movement of UU congregations seeking justice in the world through our Unitarian Universalist Association (UUA). At our national meeting known as General Assembly, representatives from our congregations develop, debate and pass Statements of Conscience and Resolutions that inform and support our work for justice globally. Because these go through a rigorous democratic process over a number of years, they represent official positions we have taken as a faith on important social justice issues.

On pressing social justice issues that demand our immediate attention, Actions of Immediate Witness (AIW) are developed and passed at a single General Assembly and represent the sentiments of the congregational representatives present that year.

Chalice members and friends who seek to have Chalice take a public position on a social justice issue are encouraged to review UUA statements, resolutions and Actions of Immediate Witness and use them in support of their request. These can be found on the UUA website at <http://www.uua.org/justice>.

C. Facilities

1. Smoke-free Campus – Adopted, Board of Trustee, May 2015

Chalice UU Congregation is a smoke-free campus. As such, smoking is not allowed on its grounds or in its buildings.

2. Key Policy – Adopted, Board of Trustees, July 2013

This policy is for Church volunteers and staff using the building for Church sponsored events. Other uses of the building will be subject to key usage defined in the Church's building use policy and rental agreement.

In order to provide adequate security for our buildings while allowing access for members and friends, those who need access to the building or the cottage are encouraged to do so during regular office hours. Only those individuals with ongoing volunteer responsibilities requiring access to those spaces may keep keys in their possession.

Key issuance is overseen by the Chalice Coordinating Team. The Chalice Coordinating Team reserves the right to decline key requests.

The Board president, Board vice president, Coordinating Team members, executive staff, and the custodian are entitled to keys to all Church facilities.

There are three kinds of keys.

- The building key opens the doors to the chapel and the kitchen building.
- The cottage key opens the doors to our meeting room building.
- The office key opens the doors to staff offices.

Members, friends, and support staff who need access to conduct Church business during non-office hours should submit a written request for a key to the Administrator. The Administrator will bring key requests to the Coordinating Team for approval. The Administrator will then be responsible for issuing and tracking keys.

- Each person who holds a key or keys will complete a Key Receipt Form, which will be kept on file with the Administrator.
- In addition to completion of the Key Receipt Form, short-term key loans will be tracked in a log that will note the borrower's name, date of issuance, reason for the access, which key(s) are being provided, and return date.
- At the beginning of each fiscal year, the Administrator will contact all key holders; key holders will then either turn in their key(s) if no longer needed or will re-sign for the key(s) for the coming year.
- All keys shall be returned when no longer needed.

All keys are "do not duplicate" keys. Keys may not be passed from one member to another.

All persons holding a key will be responsible for closing and locking the building when their business/activity is completed. Loss of keys should be reported immediately. A fee will be assessed for lost keys or to replace locks, if necessary.

3. **Borrowing Chalice Property [needed]**
4. **Universal Access – ADA Accessibility [needed]**
5. **Security**
6. **Building Use Policy – Revised June 2005, June 2015**

a) General Policy

As a valuable community asset, the Chalice Unitarian Universalist Congregation (Chalice) facilities and site are widely available to groups whose activities are consistent with Chalice's mission as stated above.

b) Requesting Use of Church Property

Memorials and Weddings: Requests for use of Chalice property for memorials and weddings are addressed under separate policies. For these events, please notify the Minister or the Office Administrator of your interest.

Room Use Request Forms: To request use of Chalice property, which includes reserving rooms and/or patio space, complete a Room Use Request form. These forms are available in the church office, by e-mail via office@chaliceuucongregation.org, and on the Chalice website. Completed Room Use Request forms may be left at the church office, sent via e-mail to office@chaliceuucongregation.org, or mailed to the church address, c/o Office Administrator.

Confirmation of Room Use Request or Notice that Request Cannot be Met: A Room Use Request form received by e-mail will receive an initial response that ONLY confirms the request has been received, but not yet acted upon. Completion and submission of this form does NOT ensure granting of space. When the request has been approved and placed on the Church calendar, a confirmation email will be sent stating the request has been fulfilled or notice that the requested facilities are not available. If a confirmation or notice is not received within seven days, please call the church office to speak to the Office Administrator.

Disclaimers: No non-church organization may claim, either explicitly or implicitly, that their organization is endorsed or supported by Chalice. Permission to use the facilities may be revoked at any time that the use will be in conflict with the congregation's mission. Groups using the facilities will observe, obey, and comply with all applicable city, county, state, and federal laws, rules, and regulations.

c) General Requirements and Conditions

Facility Use Fees: Fees for use of the facility are contained in a separate handout (Facility Use Fee Schedule) available from the church office and on the Chalice website.

If the user wishes to hold an event (such as a concert) at which fees will be collected from attendees, please note that under the church's IRS exemption, groups may only suggest a

donation to attend events. If someone wishes to attend an event without making a donation, they must be allowed to do so.

Cancellation of Use: If Chalice UU Congregation, due to unforeseen circumstances, makes a cancellation because the facility is unusable or unsafe, a full refund shall be made.

Any notice of cancellation for meeting rooms by the prospective user must be given to the Office Administrator at least one (1) week before the intended use.

Insurance: Insurance shall be required for use not covered by the Church's liability insurance policy or for additional coverage. On-going rental to organized groups must provide proof of insurance and name Chalice as an additional insured. Small groups without insurance are required to sign a Release, Hold Harmless and Indemnification Agreement stating that the group and individuals will not hold Chalice responsible for any injuries or other losses they might incur while on our property.

Equipment: Chalice has a number of chairs and tables that may be reserved for use on site at no additional cost. If the event requires a special room set-up, the hourly custodial fee may be charged. Any other needed equipment is the responsibility of the user. Delivery and pickup scheduling must be cleared through the Office Administrator. The Chalice facilities must be returned to the original setup at the conclusion of the event in accordance with the posted diagrams.

Overnight storage of equipment and supplies either before or after the event must be specifically negotiated in advance.

Use of electrical equipment is limited to, and must be compatible with, the existing 20-ampere circuits available. No special hookups are permitted or authorized.

Food and beverages: Set-up time in the kitchen (in addition to prep time) must be reserved for any events that require its use. Guidelines posted in the kitchen must be followed. Use of the kitchen has special requirements and needs to be approved by the Office Administrator in advance.

Alcoholic beverages may not be sold but may be served in exchange for a free will donation. The group or individual user is solely responsible for compliance with laws pertaining to alcoholic beverages and the sobriety of their guests. Non-alcoholic beverages must also be offered. If alcohol will be served at the event, a plan for keeping minors from using alcohol must be submitted in writing and approved by the Office Administrator. All groups and individuals using the facility must remove all alcoholic beverages or store them in a secured, designated area approved by the Office Administrator. Failure to do so may result in denial of future use.

Litter and debris: No confetti, potpourri, seeds, or rice may be used on the property. If candles are used, an extra cleanup fee will be charged (held back from the damage deposit) for any drippings on surfaces or carpeting.

Noise: Facility users will be expected to abide by the *San Diego County Noise Ordinance*. Between the hours from 10:00 p.m. to 7:00 a.m., sound levels may not exceed 55 decibels, and shall not exceed 60 decibels at any other time. Music must cease by 10:00 PM. The church's staff person on duty has authority to require users to keep noise at a reasonable level within the above requirements.

Smoke-free Campus: Smoking is not allowed in the Chalice buildings or on the grounds.

Behavior: Users will extend full courtesy and consideration to others in the building. Users will be responsible for behavior of their children and shall not leave any child(ren) unattended or unsupervised. There shall be no deliberate abuse of facilities or equipment.

No children under the age of 12 are allowed upstairs for any organized activity. No more than 10 (ten) people are allowed upstairs at the same time.

Youth activities held outside on the Chalice campus must be limited to groups of 25 persons or less. Additionally, if the Chalice facilities will be used for an event where a large number of teenagers will be attending independent of their parents (such as Bat Mitzvah, Bar Mitzvah, Quinciera, teen dance, etc.), two unrelated supervisors should be assigned. Additionally, a plan for keeping the youth from wandering unsupervised around the grounds must be submitted in writing and approved by the Office Administrator.

Animals: No animals other than service animals are allowed on church property. See our Service Animal Policy for further detail.

Closing: All parties must follow the Security Checklist and instructions for locking up at the conclusion of each event.

d) Parking

A map of Parking and NO PARKING zones will be provided to all groups that use the Chalice facility. Parking of vehicles should be contained within the Chalice campus or specifically designated areas outside of Chalice. Absolutely NO PARKING is allowed on either side of Miller Avenue directly in front of the church. NO PARKING is allowed on the North side of Hamilton. Parking is allowed on Miller Avenue south of Hamilton. Violation of the parking zones by attendees may result in suspension of that group's privileges at Chalice for future rentals.

Parking Attendants: If a group expects attendance that cannot be accommodated within the Chalice campus (about 38 spaces in the lower lot and approximately 15 in the upper, overflow lot), they must make arrangements for parking attendants. Parking assistance will not be provided by Chalice.

See in Appendix: Room Use Request Form

Related Policies or Guidelines: Building Use Policy Administration Guidelines

Revision approved, Board of Trustees, June 2015

Revision approved, Board of Trustees, June 2005

e) Policy on Memorial Services for the Community at Large – Adopted, Board of Trustees, March 2016

A. Purpose

Chalice Unitarian Universalist Congregation (Chalice) offers the support and guidance of religious professionals to all families who seek to remember and honor the lives of their departed loved one.

B. Officiant

All memorial services must be scheduled in consultation with Chalice's Senior Minister. If the Senior Minister is unable to serve as Officiant, the Senior Minister will select a qualified alternate.

C. Music

Memorial Services at Chalice require a pianist. Chalice's Music Director has the right of first refusal for all memorial services held at Chalice, followed by Chalice's Sunday worship musicians. If additional musicians or a soloist is requested, Chalice personnel will make such arrangements. If the family requests a musical piece be offered by a friend or family member, Chalice personnel will accommodate this request when possible. These arrangements are not customary, and any additional costs will be borne by the family.

D. Reception

If refreshments are desired, the family or other responsible party shall make the arrangements and pay the cost of any refreshments, as well as be responsible for setup and cleanup. Alcohol is prohibited at memorial services.

E. Flowers and Memorabilia

- Florists' deliveries must be made during office hours unless other arrangements have been made.
- Sanctuary flowers and centerpieces for the reception are the responsibility of the family.
- Personal pictures and mementos may be displayed in the Chapel and on the patio.
- The guest book is the responsibility of the family to provide.
- The church will provide a simple order of service to be handed out at the service.

F. Facility Use

Facility use shall be in accordance with the Building Use Policy.

G. Fees

Memorial Service fees are \$1000 plus \$80 (refundable) damage and cleaning deposit. These fees include rental of the facility, an honorarium for the Officiant, and pay for the audio technician, pianist, and a facilities liaison.

H. Senior Minister's Discretion

Chalice's Senior Minister has the authority to change and waive details of this policy on a case-by-case basis.

*f) Policy on Memorial Services for Members and Friends – Adopted,
Board of Trustees, March 2016*

A. Purpose

Chalice Unitarian Universalist Congregation (Chalice) offers the support and guidance of religious professionals to all families who seek to remember and honor the lives of their departed loved one. This policy pertains to Chalice Members and Friends, as defined in our bylaws.

B. Officiant

All memorial services must be scheduled in consultation with Chalice's Senior Minister. If the Senior Minister is unable to serve as Officiant, the Senior Minister will select a qualified alternate.

C. Music

Memorial Services at Chalice require a pianist. Chalice's Music Director has the right of first refusal for all memorial services held at Chalice, followed by Chalice's Sunday worship musicians. If additional musicians or a soloist is requested, Chalice personnel will make such arrangements. If the

family requests a musical piece be offered by a friend or family member, Chalice personnel will accommodate this request when possible. These arrangements are not customary, and any additional costs will be borne by the family.

D. Alcohol

The Building Use Policy must be followed with regards to serving alcoholic beverages.

E. Flowers and Memorabilia

- Florists' deliveries must be made during office hours unless other arrangements have been made.
- Sanctuary flowers and centerpieces for the reception are the responsibility of the family.
- Personal pictures and mementos may be displayed in the Chapel and on the patio.
- The guest book is the responsibility of the family to provide.
- The church will provide a simple order of service to be handed out at the service.

F. Facility Use

Facility use shall be in accordance with the Building Use Policy.

G. Member and Friend Memorials

For memorials of Members, their spouses, and their minor children, as well as for memorials of Chalice Friends, Chalice shall provide at no cost:

- Services of the Officiant, pianist, and audio technician
- Three hours of facility rental
- Setup and basic cleanup
- Cookies, coffee, and tea (or similar)

If additional refreshments are desired, the family or other responsible party shall make the arrangements and pay the additional costs, as well as be responsible for setup and cleanup.

H. Member Immediate Family Memorials

For memorials of immediate family of Chalice Members (parents and adult children), Chalice shall provide at no cost:

- Three hours of facility rental
- Setup and basic cleanup

The family shall pay the Officiant an honorarium at the established rate and pay the costs of the audio technician and pianist. If refreshments are desired, the family or other responsible party shall make the arrangements and pay the cost of any refreshments, as well as be responsible for setup and cleanup.

I. Member Extended Family Memorials

For memorials for Members' extended family, Chalice shall provide the facility at the member donation rate for facility usage. The family shall pay the Officiant an honorarium at the rate established by the Unitarian Universalists Ministers Association and pay the costs of the audio technician, pianist, and facilities liaison. If refreshments are desired, the family or other responsible party shall make the arrangements and pay the cost of any refreshments, as well as be responsible for setup and cleanup.

J. Senior Minister's Discretion

Chalice's Senior Minister has the authority to change and waive details of this policy on a case-by-case basis.

*g) Wedding Policy – Adopted, Board of Trustees, May 2016***A. Purpose**

Chalice Unitarian Universalist Congregation (Chalice) offers the support and guidance of religious professionals to all couples who seek to solemnize their marriage with a religious ceremony.

B. Officiant

All wedding ceremonies must be scheduled in consultation with Chalice's Senior Minister. If the Senior Minister is unable to serve as Officiant, the Senior Minister will select a qualified alternate.

C. Premarital Consultation

When the Senior Minister serves as Officiant, she requires couples to complete a relationship inventory and to meet with her up to three times (60-90 minutes each meeting) in advance of the wedding to discuss the inventory and to plan the ceremony. If insufficient time is available for three meetings prior to the wedding day, the Senior Minister will work with the couple to create a compressed meeting schedule.

D. Chapel Use

The Chapel will be available for rehearsal and decoration for up to three hours before the day of the wedding. The Chapel will be unlocked 1½ hours before the ceremony is scheduled to begin. Wedding ceremonies that exceed one hour are unusual and may incur additional rental fees. Food and drink are not allowed in the Chapel.

E. Ceremony Music

If live piano music is desired, Chalice's Music Director has the right of first refusal for all weddings held at Chalice, followed by Chalice's Sunday worship musicians. See section G.4 for applicable fees. If additional musicians or a soloist is requested, Chalice personnel will make such arrangements. If the couple requests a musical piece be offered by a friend or family member, Chalice personnel will accommodate this request when possible. These arrangements are not customary, and any additional costs will be borne by the wedding party. When recorded music is desired, Chalice's audio technician will oversee this provision.

F. Flowers and Memorabilia

- Florists' deliveries must be made during office hours unless other arrangements have been made.
- Chapel flowers and decorations are the responsibility of the wedding party. Decorations must be temporary and able to be removed without damage.
- The guest book is the responsibility of the wedding party to provide.
- Photography services are not provided. Photographers are expected to work in a manner that does not disrupt the wedding ceremony. Flash photography is discouraged.

G. Fees for the Wedding Ceremony

1. For the community at large: fees are \$1000 plus \$80 (refundable) damage and cleaning deposit. These fees include rental of the Chapel, an honorarium for the Officiant, and pay for the services of an audio technician and a facilities liaison.
2. For friends and for the immediate family of Chalice Members (parents and adult children): fees are \$200 plus \$80 (refundable) damage and cleaning deposit. These fees include payment for the services of an audio technician and a facilities liaison. Fees for rental of the Chapel are waived. An honorarium for the Officiant is waived.
3. For members: The wedding ceremony is provided at no cost. This includes rental of the Chapel, an honorarium for the Officiant, and pay for the services of an audio technician and a facilities liaison.
4. If live piano music is desired at the wedding ceremony, there will be a \$200 fee for the pianist.

H. Reception

Use of the facility for the wedding reception and the corresponding fees shall be in accordance with the Building Use Policy. Particular attention is called to requirements for the serving of alcoholic beverages. Food, beverages, dishes, flatware, and paper products are not provided. The wedding party may bring in their own refreshments for the reception or may choose to have the reception catered. All leftover food and drinks must be removed at the end of the event. Music for the reception is not provided.

I. Senior Minister's Discretion

Chalice's Senior Minister has the authority to change and waive details of this policy on a case-by-case basis.

7. Building Use Policy Administration Guidelines – Adopted, Board of Trustees, June 2015

a) For use by the Coordinating Team in conjunction with the Building Use Policy

As a valuable community asset, and in keeping with our mission, the Chalice Unitarian Universalist Congregation (Chalice) facilities and site are widely available to groups whose activities are consistent with the church's mission. Except as noted, the execution of the Building Use Policy is the responsibility of the Office Administrator in conjunction with the Coordinating Team.

b) Priority

Church activities and groups have priority over outside groups, and all-church activities have priority over activities of specific church groups. Funeral or memorial services for congregants who have made annual contributions and their immediate family are given priority at the discretion of the Minister or the Coordinating Team.

Groups that require privacy have priority use of rooms that accommodate privacy.

Chalice committees and interest groups shall have free use of church facilities during regularly scheduled custodial and/or staff hours for regular meetings, social events and fundraising activities which benefit the church as a whole. Church use outside of regularly scheduled

custodial/staff hours will also be free if the committee or interest group provides a trained volunteer to be responsible for security, setup and cleanup. The Office Administrator shall give the volunteer keys and receive training on entry and closing procedures as stated in this policy. Designation of the volunteer shall be specified on the Room Use Request.

The leader or chair of committees and groups that meet regularly must review the Security Checklist annually. Annual or one-time events must identify a Responsible Key Person who completes the Room Use Contract prior to the event and the Security Checklist afterwards.

Members and Chalice Friends (as defined in our bylaws) shall have free use of church facilities for up to three hours for weddings, ceremonies (such milestones as 50th anniversary or retirement) and memorial services. Fees may be charged for rental in excess of three hours and any staff time needed.

Members and Friends may rent the facilities at 25% of the rates set forth in the Building Use Fee Schedule for events other than those listed above that are in accordance with UU principles, the MUP, San Diego County noise ordinances and general neighborhood and member courtesy. Compliance with other Building Use Policies regarding number of attendees, parking, clean-up, damage deposit, etc. all apply.

c) Requests for Use of Chalice Property

Room Use Request Forms: To request use of Chalice property, which includes reserving rooms and/or patio space, potential users must complete a Room Use Request form. These forms are available in the church office, by e-mail via office@chaliceuucongregation.org, and on the Chalice website. Completed Room Use Request forms may be left at the church office, sent via e-mail to office@chaliceuucongregation.org, or mailed to the church address, c/o Office Administrator.

Confirmation of Room Use Request or Notice that Request Cannot be Met: A submitted Room Use Request form will receive an initial response that ONLY confirms the request has been received, but not yet acted upon. Completion and submission of this form does NOT insure granting of space. The Office Administrator will place an approved request on the Chalice calendar and notify the applicant within 7 days that the request has been fulfilled or that the requested facilities are not available.

Refusal or Cancellation of Use: Chalice UU Congregation has the right to refuse or cancel any application/use. The Office Administrator will give written or verbal notice of refusal and cancellation with an appropriate explanation. Applications for use may be denied or use cancelled for the following reasons, including but not limited to:

- Unsatisfactory prior use
- Applicant has not given proper cancellation notice in the past
- Hazardous conditions exist
- Application submitted too late for consideration
- Non-payment of fees/deposit before due date
- Facility or staff not available
- Insurance or Security requirement not met

If the Church, due to unforeseen circumstances, makes a cancellation because the facility is unusable or unsafe, a full refund shall be made.

Any notice of cancellation for meeting rooms by the prospective user must be given to the Office Administrator at least one (1) week before the intended use.

d) Fees

The Coordinating Team sets fees after consultation with the church staff. Fees are reviewed every two years, and shall be based on costs to own, staff, operate and maintain the Church facilities, as well as comparable fees charged by other churches. (Note: Tax law discourages fees intended to make a profit and the rental of space to any activity which is for-profit, commercial or business oriented.)

Non-church, not-for-profit organizations whose purpose is not in conflict with Chalice and UU principles may pay 50% of the regular rental fees.

These fees for use of the facility should be contained in a separate handout (Facility Use Fee Schedule) and should be available from the church office and on the Chalice website.

e) Pianos

The piano in the Chapel is available for use during events. This piano is not to be moved without permission and is to be moved only by church personnel or under their supervision.

f) Room Use Request

A Room Use Request shall be completed and signed by every building user before the first use. A copy shall be provided to the user prior to the event, along with any relevant room layouts. The request form, if approved, shall serve as a binding agreement between the user and Chalice, and shall be subject to annual renewal.

g) Insurance

Insurance shall be required for use not covered by Chalice's liability insurance policy or for additional coverage. On-going rental to organized groups must provide proof of insurance and name Chalice as an additional insured. Small groups without insurance are required to sign a Release, Hold Harmless and Indemnification Agreement stating that the group and individuals will not hold Chalice responsible for any injuries or other losses they might incur while on our property.

h) Security Checklist

A Security Checklist shall be supplied to all property users. All users shall be expected to complete all items on the Security Checklist after each use of room(s). Chalice committees and affiliated groups shall be provided a copy of the Security Checklist at least annually.

i) Responsible Key Person

A Chalice Member must be designated as a Responsible Key Person. If the user does not have a Chalice Member in their group, a Security Person will be assigned and a fee charged. The Office Administrator will provide the Responsible Key Person with appropriate keys, instructions for preprogramming the thermostat for the full run of the event, and a list of emergency contacts.

j) Release, Hold Harmless and Indemnification Agreement

This Agreement shall be completed and signed by every building user before the first use. A copy shall be provided to the user prior to the event.

k) Exceptions

Exceptions to the Building Use Policy may be made at the discretion of the Coordinating Team for certain groups (public service/interest groups, groups addressing social issues, and self-help and support groups) to pay only for extra custodial costs, and these costs may be waived if the group's presence does not result in any additional custodial work (that is, they should pay for special set-ups, or major rearranging of furniture, etc.). Non-profit groups may barter their services or talents in exchange for free use of the church.

l) Criteria for Granting Exceptions

- (a) The organization's mission (a written statement of their purpose) should be provided;
- (b) The organization's goals and principles should be compatible with Unitarian Universalist values and purposes;
- (c) The organization is trying to serve unmet social needs or address immediate social issues in an apolitical way (seeking to educate and inform, but not to lobby nor endorse political candidates or parties);
- (d) The organization has no other or few options of where to meet. A group that is generally accepted by the mainstream population may have a number of choices for meeting places, whereas a more controversial group may have few possibilities. Chalice has a responsibility in cases of this sort to provide space for public expression and/or service (self-help groups, for example);
- (e) Geographic appropriateness may also be a factor. If an organization is conducting other activities in the vicinity, or if its membership is primarily drawn from our area, even though it might have a variety of space opportunities, the decision to house at Chalice might be weighed more heavily in the group's favor.

m) Animals

No animals other than service animals are allowed on the church properties. Please see our Service Animal Policy. The Coordinating Team may make occasional exceptions for special events such as a Blessing of the Animals.

n) Parking

Be sure that the user is aware of our parking situation – about 38 parking spaces on the lower lot and about 15 on the upper lot. Someone will need to unlock the upper gate, or the user will need a code. As discussed in the Building Use Policy, if a group's parking cannot be accommodated within our lower and upper lots, they will need to enlist a parking attendant. Chalice is not responsible for providing parking attendants.

o) An approved room user should receive

Copies of all the attachments listed below, as well as room layouts and instruction on use of thermostats, as appropriate.

See in Appendix:

- Room Use Request Form
- Facility User Security Checklist
- Facility Use Fee Schedule
- Street Parking at Chalice
- Release, Hold Harmless and Indemnification Agreement

Related Policies: Building Use Policy; Key Policy

Adopted, Board of Trustees, June 2015

8. Service Animal Policy – Adopted, Board of Trustees, June 2015

In concert with the Americans with Disabilities Act (ADA), Chalice Unitarian Universalist Congregation defines service animals as dogs that are individually trained to do work or perform tasks for people with disabilities.

No animals other than service animals are allowed on the church properties. When it is not obvious what service an animal provides, Chalice staff or leaders may ask two questions of the handler: 1) is the dog a service animal required because of a disability, and (2) what work or task has the dog been trained to perform.

Chalice Unitarian Universalist Congregation expects service animals and their handlers to meet the following expectations:

- Service animals remain with their handlers while on campus.
- Service animals do not sit on church furniture.
- Service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls.
- Service animals do not whine, bark, grumble, growl or make other noises. An exception may be if the whining is an alert, such as to notify a handler who is experiencing a panic attack or a drop in blood sugar.

The Coordinating Team may make exceptions to this policy to accommodate unique events and situations.

D. Library and archives

1. Library Media Selection Policy -- Adopted April 2007

The Mission of the Media Selection Policy is to implement the objectives/mission and purposes of the Chalice UU Congregation Library, which are:

- to provide a well-selected collection of books, periodicals, videos, audios, multi-media, pamphlets, games, maps, pictures, etc. that reflect and support UU principles and purposes and the Purpose of Chalice UU Congregation and which aid in developing informed and knowledgeable members and friends of the congregation
- to offer research in religions and philosophies, especially UUism
- to serve all who come seeking development of their spiritual and intellectual capacities as a member/friend of this UU congregation
- to aid in developing a deeper understanding of one's self and one's role in the community and the world
- to preserve historical items of Chalice, the community, and UUism,

- to have items authored by Chalice members and friends and other UUs
- to furnish children and youth with library materials most meaningful for their Unitarian Universalist growth and development, for aiding in personal adjustments, and for developing desirable social attitudes.

a) Authority

The authority for the ultimate decision concerning the Statement of Media Selection Policy resides in the Library Committee.

b) Responsibility

The privilege and responsibility for media selection lies with the Library Committee, which operates within the framework of policies determined by the Board. Recommendations by individuals and groups are welcome, but the Library Committee exercises its judgment in following them.

c) Selection Criteria

- Materials should meet high standards of quality in content, expression, and format.
- In considering the inherent qualities of the material, the Library Committee must make a critical evaluation. At least two members of the Library Committee will decide.
- Materials need to be judged in relation to the existing collection and on their relative importance in comparison with media on the subject. Cost should be comparable to other items of similar quality and is it reasonable for this item and for Chalice's needs.
- Works of fiction will be included in the collection if they fall within the parameters of the Library's Mission Statement/Purpose and are, especially, within a UU context, well-done, and based on authentic human experiences.
- Quality of construction of an item is judged for durability--colors true, sound good, not tattered, not yellowed, etc.
- The collection will be periodically re-evaluated to meet the needs of the congregation.
- Systematic removal from the collection of material that is out-dated or no longer useful, weeding, is essential to maintaining the purposed and quality of resources.
- Materials are selected to reflect and promote UU principles and purposes and the Purpose of Chalice. To help in learning of the religious faiths of various people and/or to assist in the development/growth of an individual's religious faith, the collection includes the basic beliefs, practices, and sacred writings of various religions and philosophies of the world. Relevant areas that affect our UU lives include: social education and action, leadership development, death/grief, psychology, child development, parenting, family relationships, and human sexuality; as well as prayer and worship and UU history. In case of controversial areas, a variety of opinions, with as much authoritative background as possible, are sought whenever available. Presentations of the many areas include music, poetry, and biography.
- Although Chalice is not committed to follow the social pronouncements of the General Assembly of the UUA, it is pertinent that the congregation grow in its understanding of these controversial areas. Materials implementing these pronouncements are included in the collection for the thoughtful study and an impetus for social action.
- Media for children and youth are selected to aid in their UU growth and development, for personal adjustments, for developing desirable social attitudes, and, maybe, leisure-time reading.
- Donations to the library collection are accepted without commitment. The donor will be asked if the items should be returned if not selected for the library collection, otherwise the items may be sold to support the Library.

- Duplication of media may be made if demand increases.
- An item may not be selected for the library collection for one or more of the following reasons: it does not reflect the Library's Mission Statement/Purpose; it does not meet one or more of the Selection Criteria listed above; it does not measure up to the Library's standard; the Library already has adequate coverage in the subject; it will not be used enough to justify its purchase/processing/shelving; and/or there are budget and space limitations.
- The ability of any library to meet all demands from its own collection is limited. Smaller libraries cannot be all things to all people. Needs beyond the resources of the Chalice Library can be met by the public libraries.
- A Chalice member may challenge the appropriateness of library media by completing a "Request for Reconsideration of Library Material" form for each item (found in the Appendix of Forms in this policy book). However, if materials serve the purpose of the Library, are of required quality, and relate to an existing need or interest, they will not be removed due to pressure from groups or individuals.

d) Gifts to the Library

Gifts to the Library are welcomed and encouraged, and are subject to approval by the Library Committee and congregational leadership. A gift letter is given upon acceptance of gift items.

- The donor and Library Committee may determine specific needs of the Library regarding the choice of gift. For convenience, gifts may be selected from a Wish List. Individuals may be interested in purchasing items as honorariums or memorials.
- Gifts of equipment and furnishings are subject to approval by the Library Committee and congregational leadership.
- All gifts of pre-owned materials to the Library must meet the selection standards of the Library Committee and must be in good condition. Donations, such as used books and other media, may be added to our collection or sold to support the Library. Unless specified, these donations will not be returned to the donor. No provisional gifts will be accepted.

e) The Bookstore's Mission

The bookstore is a fund-raising activity supporting the Chalice Library. Donated bookstore-type items that are not selected for the Library (and are not designated for return to donor if not selected), may be offered for sale at the bookstore. Equal exchange of material is allowed. Volunteers are needed to assist in this project.

f) Lender's Shelf

The Library Committee may designate an area of the Library as a Lender's Shelf. After receiving approval from the LC that the item meets the selection criteria, individuals may leave items they are willing to lend for a while in this area. The LC will not process these items but may assist in applying identification of ownership and make use of a simple check-out system. The LC has no responsibility for reimbursement in case of loss or damage.

E. Service Group Projects – Revised, Board of Trustees, April 2013

To receive approval for Community Service Projects, a scout or member of another service group must confer with the minister, the appropriate committee must approve the project, and the Board must approve any signage related to the project.

F. Emergency Preparedness Policy – Approved, Board of Trustees, January 2017

Chalice Unitarian Universalist Congregation shall have Emergency Preparedness procedures in place. These procedures shall cover fire safety, earthquake safety, wildfire evacuation, CPR/AED readiness, and disrupted worship for our visitors, congregants, RE students, and for staff.