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First Unitarian Church of Portland
Board of Trustees Meeting - March 7, 2019
Board Meeting - 7 - 9pm - Room B102

Board Meeting

6:00 Dinner
6:25 Informal check-in
6:40 Deepening

Board Roles:

Process Observer: Mindy
Timekeeper: Leila
Words: Barbara

7:00 **Convene**

Opening Words - Barbara
Determine Quorum
Process Observer Review
Review Agenda
Review & Approve previous meeting's minutes

7:10 Congregant Comment Period

Updates

7:20 ET Update

NOTE: Committee Updates - reports attached.
NOTE: Dates to calendar - Board Retreat May 31 & June 1;
RE Comm dialogue - Mar 12; Young Adult dialogue - April 14; Board PET Forum May 5;
Congregational Survey - Late Febr- Early March
First Connections - April 7, 14, or 28
Board Auction Item - Karaoke?

Consent Agenda

7:55 No consent agenda items

Break

Generative Discussion - change in topic

8:00 Discuss proposed Amendments for governing policies, specifically 4.10.1 Board Officer's Committee and 4.9 Assign of BOC responsibilities (see below and attachment from Governance)

8:35 Suggestion as time permits - Spend 15 minutes sharing our own anxiety over the ministerial transition.

Meeting Wrap-up

8:50 Communications Check and Process Observations

Closing Words - Barbara

9:00 Adjourn

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**Our Mission:**

The mission of First Unitarian Portland is to create a welcoming community of diverse individuals; to promote love, reason and freedom in religion; to foster lifelong spiritual growth; and to act for social justice.

**Our Vision:**

First Unitarian Portland is a beacon of hope for us and for our community, a spiritual center in the heart of our city that helps each of us to find our moral compass, calling and challenging us to build the beloved community with an ever deepening sense of spirit, diversity and inclusion.

**Goals for First Unitarian Church**

Five Year Church Goals are created in collaboration with the congregation and Executive Team and adopted by the Board. They reflect the mission and vision of our church. Church goals are primarily carried out by the Executive Team and staff, collaborating with the Board.

Board 1-3 Year Goals are created by the Board and Executive Team at our yearly Retreat. Board goals may draw from the 5 Year Church goals, yet reflect work within the purview of the Board.

**First Unitarian Church Five Year Goals**

At the Board meeting on May 6, 2016, the Board adopted five year goals for the church.

From 2016-2021, First Unitarian Church of Portland will:

- Focus on collaborative governance, revising policies for clarity and brevity and creating linkages between the Congregation, the Board, and the Executive Team.
- Increase church funding through enhanced giving, including goal to reduce or retire the Buchan Building mortgage.
- Make a cultural transition from program-focused church to mission-driven church, with priority to building beloved community between generations.
- Develop a long-term plan for development and sustainability of church campus given changing dynamics of West End and downtown Portland.

**Board Goals for 2018-19**

Recognize that adopted goals are 1-3 year goals. (Going forward, add a new goal when an old one is retired.)

1. Continued to work on issues of Power, Privilege and White Supremacy Culture by
  - a. Educating ourselves on the issues.
  - b. Examining the ways in which Power, Privilege and White Supremacy Culture affect our Church, including our Board work.
  - c. Taking steps to improve our practices.
  - d. Form a plan to educate congregation on white supremacy culture
2. Support ET to have an AFD and other income streams that meets the church's budgeted expenses by the 2020-2021 church year
3. Governance committee to review and possibly recommend changes to the bylaws as they relate to Ministerial Relations Committee, size of Board, and Nominating Committee.
4. Insure that current possibilities for development on the current campus receive thoughtful consideration and appropriate Board review.
5. Create a Senior Minister Transition Team to educate the Board, create a timeline, and an education plan.

First Unitarian Church Portland Oregon  
Board of Trustees  
February 7, 2019

Attending:

Board Members present: Alan Comnes, Theo Harper, Cindy Cumfer, Randy Russell, Evie Zaic, Kathy Ludlow and Andy Parker, Leila Wrathall, Mindy Clark, Ryan Deibert, Barbara Morrison. Absent: Randy Russell.

Ministers and staff present: Rev. Bill Sinkford, Rev. Tom Disrud and Mira Mickiewicz, Intern Minister

Note Taker: Dottie Chidester

Congregants present: Stan Jewett

The board meeting convened at 7 PM and a quorum was in attendance.

Opening words Mindy Clark, "Won't You Celebrate with Me", Lucille Clifton Lighting of the Chalice and reading of the vision.

Evie, process observer noted have red cards to note sense of discomfort.

Mindy last month's process observer. Noted hope that we will always use the standards noted in process observation in all of our interactions.

Last month's minutes accepted and approved unanimously

Stan Jewett indicated he came to encourage attendance at GA in Spokane, the 3rd week in June. Keynote speaker will be Lindy Ramsden from Starr King. Theme is the "The Power of We." Stan noted it can be fun and a spiritual experience. Please see him for forms to be a delegate for the church.

ET updates:

Bill reported there are quite a number of things to report. The annual fund Drive. The most recent numbers are better. We are \$10,000.00 ahead of last year's pledging, but well behind the 2019 AFD goal. We had individual pledges go up but total number of pledges reduced. Hope this is not a trend. Cindy asked about people who have not pledged. Calls are just starting for those who have not pledged. Mindy asked about whether this is people who had pledged before or people who have never pledged. Bill noted there are always people who take some time off from pledging. It may have to do with the fact that we have some folks who leave the congregation, some of whom died. Also we are not sure why we have not had more people join. Music program choirs are a bit smaller. RE is about the same as it has been. Church attendance is down. Kathy noted there were 40 new pledges and asked is that 40 new members? Mira noted young adult program has a number of people involved but are not necessarily becoming members. Leila wanted to know about Unitarians who fall away as adults but then come back with their kids. Also asked about people who are non UU in their own background. Bill noted it depends on who they marry or partner with. Tom noted young adults, people in their 20s move here from somewhere and some people retire and move to Portland. Bill noted for some the cost of living in Portland has gotten too much. Bill pointed out that about 15% of people who attend are virtual. This is not a big source of income for the church. They don't tend to donate or pledge when on line. Andy wanted to know what is happening in other large churches in

our denomination. The dynamic of slightly reduced membership and pledging is one that has been common lately. Bill noted he is committed to doing the best ministry and holding the belief that there are plenty who want to attend. Bill noted will have more data in about 2 weeks. The question becomes how we can do other things given that we have been doing what we do which is good and that is something to hold onto. "There are questions we are working on as a staff", Bill noted. Alan asked about other Portland area organizations (churches) that are growing and Bill noted these organizations tend to get behind a vibrant leader. The gap is not more than we can work with.

Development possibilities of the block. The City has received 13 applications for 5 slots and we will know their answer by the end of February.

Staff is beginning to prepare the budget for next year, which will be based on the results of the AFD. Search for ½ time minister up on UUA website. We'll be seeking a female identified voice. In discussion with Mary Gear and Cassandra about what support Cassandra needs.

Tom noted seminary for a day was successful. Sofia's talk will be available online.

Will be hosting Summer Camp this year for 2 weeks with 2 sessions. One week on the west side and one on the east. Based on curriculum from Oakland, CA church. Possibly west side to be held at the West Hills church and east side to be in a Portland park.

Will be starting the "First Connections" classes a week from Sunday. Will focus on community building and life in the church. This is based on a model of The Dalles Church. Will be enlisting some board members with this. This is a reshaping of the adults program, for new-comers and long-time members. 6 weeks scheduled out.

Day shelter will be closed for a couple of days. Have a plumbing problem.

Noted letter from Elle Parks request for sponsorship from our church, her home church, for path toward becoming a UU minister.

Finance committee, Leila noted in finance committee have been working on ending our dependence on reserves. Noted reconstituting the stewardship committee to focus on congregants and not money. Need to have this fleshed out more. More board involvement in the annual fund drive, meeting with congregants doing more presentations in forums providing congregants more info on costs, fair share pledging. Look at what is the reporting capability of razor edge funding software get more information about pledging.

Consent Agenda: Congregational sponsorship of Elle Parks was approved. Tom will get back to her about this.

Generative Discussion: How to carry out the board tasks for this year related to the Senior Minister Transition board goal. At the beginning of this discussion Kathy L read the Board Covenant. Various board members have asked about the 2 board meetings. BOC has felt like a super board. Tom noted with the generation of growth over the last few years the level of detail of the board meetings has changed. There has been a pattern of distrust between the board and BOC. There is a challenge with a board this large what is the Boards role and the BOC's? Leila noted different boards function with an executive committee and some do not. Has been acceptant of the BOC because she had prior experience in which there was this. Ryan noted has same type of response. Looking at what would

be the role of each. Mindy noted in another organization there was work to make sure the lines were not crossed. Noted the depth and experience of the people in the board. Tom noted concern about a committee getting out ahead of the board. At the end of our discussion it was determined the BOC will continue with transition work. The issue of creating another committee to shepherd the transition work will continue to be discussed in the BOC and others who are concerned are encouraged to attend especially the next BOC on February 20, 2019. Some of the non BOC board members indicated they will attend the meeting.

Closing Words: Mindy, "The Shambala Warriors," Margaret Wheatle

## Why We Gather

Crowds are fun, as many of us know from attending entertainment in large venues. When folks in the crowd share similar, deeply held values, we can move beyond fun to an uplifting spiritual experience. Try this: bring to mind a memorable worship service you've attended here. Broaden it. Deepen it. Imagine it impacting your life to a larger extent. That's what can happen at General Assembly.

Our next GA will take place June 19- 23 in Spokane.

At GA that feeling of oneness with everyone else starts dramatically Wednesday night with the banner parade. About 350 banners are carried by UUs from all across the US. They just keep coming, with closeups shown on large, live video screens. And our banner is among them.

That feeling of oneness comes up for me again during the other GA ceremonies. For instance, a well-known speaker, usually not a UU, whose public work reflects our values, presents the Ware Lecture. If you come to Spokane next June, you'll hear Richard Blanco, who served as inaugural poet for Barack Obama.

Another GA ceremony is the Service of the Living Tradition. Ministerial milestones are honored, and a memorable sermon is delivered. As you may know, last year's SLT sermon was delivered by Rev Sophia Betancourt. In 2016, it was Rev Bill Sinkford.

This year we'll hear from Rev Lindi Ramsden, who's on the staff at Starr King.

Then on Sunday morning you'll share worship with about 5000 of your closest friends. And you'll have an opportunity to sing with a very special choir.

We gather for bonding. At GA you can expect to make new friends. Your name badge, with its colorful attachments, is a great conversation-starter. Each GA offers well over a hundred workshops where people with similar interests come together.

We gather to learn firsthand about the immense variety of denominational activities UUs are involved in. You'll find workshops offered by ministers, lay leaders, like-minded social action groups, identity-based groups, and more. Imagine the challenge you'll face: which nine workshops shall I attend, from among the 160 offered?

We gather to share best practices. Whether you want to hone your skills in an area you have some experience with, or take on a new challenge in church work, you'll find a workshop or other event to meet your need.

We gather to make the world a better place. We'll stage a Public Witness event with local community and interfaith partners to address an issue of broad concern to UUs. We'll also work for social justice with a local organization whose impact will be felt long after we leave.

We gather to speak and act as One Strong Body. GA gets noticed. Big events draw the press. Our positive impact on local economies makes friends. And each attendee engages with local non-UUs every day. In all these ways our values are introduced into the public dialog.

We gather to govern. Historically the democratic process has worked best if representatives meet in person. Today we have embraced technology that enables delegates to participate in discussions, and to vote from home or from a meeting of remote delegates. Of course one result is to make GA

accessible and affordable for more of us. And by the way, a comprehensive summary of all GA events can reside on your mobile device.

I'm impressed with how our leaders handle the business meetings. They rarely get bogged down with Robert's Rules of Order, and they're good at managing the numerous vocal and sometimes unherdable cats who approach the microphones.

You can demonstrate your personal commitment to our governance process by volunteering to represent this congregation as a delegate to GA. (ad lib how to apply...)

Clearly, GA is a huge undertaking. Thousands of staff and volunteer hours are invested each year to make it happen. That work this year will focus on our theme, The Power of We.

I'll stick around to answer questions during your break. Thanks for your attention.

Feb 7, 2019

**Application to Act as Delegate to 2019 General Assembly for First Unitarian Church**

Name: \_\_\_\_\_

Email address: \_\_\_\_\_

Preferred Phone Number: \_\_\_\_\_ Alternative Phone Number: \_\_\_\_\_

How long have you been a member of First Church? \_\_\_\_\_

How long have you been affiliated with a UU congregation? \_\_\_\_\_

Which activities/committees within the church have you participated in?

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What leadership roles have you had in this or other UU congregations?

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What are your principal goals in attending this General/District Assembly?

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How many previous such assemblies have you attended? \_\_\_\_\_

Do you want to attend in person or participate on line? \_\_\_\_\_

Are you applying to be a youth delegate (grades 10-12)? \_\_\_\_\_

Funding for some delegate expenses is available by request from First Church and UUA sources.

Will you need financial assistance? \_\_\_\_\_

Will you carry out the responsibilities outlined in the Delegate Selection Guidelines? \_\_\_\_\_

Note that you must also register with the UUA to attend General Assembly. This form serves only as an application to be a delegate for First Unitarian Church.

## **Communication Committee Meeting Minutes February 12,, 2019**

Present: Randy Russell, Kathy Ludlow, Barbara Morrison, Theo Harper & Alan Comnes

Light chalice – Kathy

Reading –Theo

Approved January Minutes

February Moderator Letter

- Mention Finance forum,
- Report on board dialogues
- Refer to Connections gatherings

Board Dialogues -

- Dialogue at Alliance meeting went well. Notes from all dialogues are being kept in dropbox. Results will be share with the board.
- Upcoming dialogues with COHHO and young adults. Other groups to approach; Lay Ministers, RE Parents. Randy to keep entire Board abreast with the date/times and which Board members have volunteered to participate,

Board Winter Forum on Budget - get announcements in e-News and order of service.

Governance is finalizing this year's Congregational Survey. There is also a survey this year for the youth. CC will receive final drafts and load them into Survey Monkey for testing and approval.

Closing Words – Theo

Adjourn

## GOVERNANCE COMMITTEE MINUTES

Chair: Cindy Cumfer

DATE: February 14, 2019, 7:00-9:10 pm

COMMITTEE MEMBERS PRESENT: Cindy Cumfer, Chair; Mindy Clark, Ryan Deibert, Kathy Ludlow, Andy Parker

VISITORS: None

Opening Words: Kathy

Next Month Words: Mindy

TO DO: The Chair reported that she completed her tasks from the last meeting.

### AGENDA ITEMS:

1. The minutes of the last meeting were unanimously approved by the Committee.

2. **Amendment to Bylaws re: Nominating Committee.** The Chair reported that she spoke with the Co-Chairs of the Nominating Committee, Linda Craig and Steven Storla, about the potential amendment to the Bylaws that would allow the Board to veto a Nominating Committee recommendation for a Board position on the Nominating Committee slate. The Co-Chairs expressed concern and explained that the independence of the Nominating Committee was a deeply-held value on Nom Comm. The Chair felt that disturbing a very well-functioning Nom Comm with this amendment as we move toward transition would create unnecessary anxiety in the congregation and the Governance Committee agreed.

DECISION: The Governance Committee agreed unanimously to drop this proposal from its transition planning.

TO DO: Cindy will contact Linda and Steven to inform them about this decision.

**3. Review of the Youth Survey.** The Chair reported on her meetings with Nicole and Mira. The YRUU asked that the Chair attend its March 10 meeting when the group will talk about and then take the survey. YRUU is interested in why the Board is surveying them. Kathy asked about also attending the meeting and Cindy suggested she contact Nicole to see if this was appropriate.

The Committee considered some amendments to the gender identity question and the disability question on the Youth Survey and made some changes. The final draft of that Survey is attached.

**4. Review of the Congregational Survey.** The Committee discussed and reviewed the redraft of a proposed congregational survey and made improvements. The final draft of that Survey is attached.

TO DO: The Chair will incorporate the changes and send them to Comm Comm to prepare for distribution to the youth by March 10 and to the congregation.

TO DO: Ryan agreed that he will work with Randy on Comm Comm to ensure that the skip logic feature is incorporated into the survey and that Comm Comm eliminates language that is unnecessary with the use of this feature.

### **5. Potential Articles Change Related to the Transition.**

The Governance Committee notified the Board and Finance Committee about a provision in the 1999 Amended Articles IV, Section 2 that requires any single unbudgeted expenditure of more than \$20,000 to be approved by a vote of 2/3 of the members. Gov Comm questioned whether this provision was being followed and, if it was, proposed putting it into the board policies so that the ET and Finance Committee were aware of it or, if the provision is not appropriate, to amend the Articles. The Finance Committee wants to propose an Amendment to the 1999 Amended Articles to change Article IV, Section 2 to delete the current provision and substitute a provision that requires certain changes in the budget to be based on expenditures that exceed a % of the budget, rather than a flat sum.

DECISION: The Governance Committee supports such an amendment.

TO DO: The Finance Committee/ET needs to propose new language that will make such an amendment dependent on a % of the appropriate figure in the budget, rather than a flat sum. Cindy will write Leila to request this language.

**6. Board Policies Revisions.** Gov Comm completed its review of the Board policies. A proposed final version of the Board Policies Manual is attached.

TO DO: The Chair will send the revised policies to Gov Comm members for review and to the Board for consideration.

**7. Other Potential Changes to the Articles and Bylaws Related to the Transition.**

The Committee agreed that the Board should recommend that the members eliminate the requirement of the bylaws, Article VIII, Section 3, of a Ministerial Relations Committee. The Committee believes that this requirement is out of date and that ministers should be free to convene a ministerial relations committee if and as they want.

The Committee recommends that the Board recommend to the congregation an amendment to the Bylaws, Article IV, Section 2 that a vacancy on the Board “may” [instead of “shall”] be filled by election of the remaining trustees until the next annual meeting. The Board should have flexibility about this item.

The remainder of this agenda item on the Bylaws was postponed to the next Committee meeting:

- Article III, Section 3. Should we add to bylaws our policies’ new requirement that the Senior Minister get Board approval of all ET changes?
- Article IV, Section 9: check with Finance Committee?
- Article VI, Section 1(a): Should we change the particulars about the Annual Meeting?
- Article VI, Section 4: Any changes to Board meetings?
- Article VII, Section 1: Should we update this?
- Article VII, Section 2: Should we eliminate some or all of this from the bylaws?

Closing Words: Kathy

Next Meeting: Thursday, March 14, 7-9 pm, Room A-301. Everyone welcome!

## FIRST UNITARIAN CONGREGATIONAL SURVEY 2019

### Our Mission

“The mission of First Unitarian Portland is to create a welcoming community of diverse individuals; to promote love, reason and freedom in religion; to foster lifelong spiritual growth; and to act for social justice.”

### Creating a Welcoming Community of Diverse Individuals

How welcome do you feel at the church?

|             |   |                  |   |              |
|-------------|---|------------------|---|--------------|
| 1           | 2 | 3                | 4 | 5            |
| Not welcome |   | Somewhat welcome |   | Very welcome |

How connected do you feel to the church as a community?

|             |   |                    |   |                |
|-------------|---|--------------------|---|----------------|
| 1           | 2 | 3                  | 4 | 5              |
| Unconnected |   | Somewhat connected |   | Very connected |

How important is your connection to the church community to you?

|             |   |                    |   |                |
|-------------|---|--------------------|---|----------------|
| 1           | 2 | 3                  | 4 | 5              |
| Unimportant |   | Somewhat important |   | Very important |

Does your connection to the community help you deepen spiritually?

|            |   |          |   |           |
|------------|---|----------|---|-----------|
| 1          | 2 | 3        | 4 | 5         |
| Not at all |   | Somewhat |   | Very much |

Please check all the church programs/events/activities/actions that have helped you feel connected.

- Sunday services
- Efforts to address the culture of white supremacy within the church
- Social hour after services
- Art wall
- Bookstore
- Music/choir
- Volunteer activity for church or church committees
- Religious education program
- Young Adult Group
- Classes
- Retreats
- Covenant groups and similar group activities
- Alliance
- Social Justice groups
- Special programming for women's, men's, LGBTQ communities, Me Too follow-up groups
- Lay ministry involvement or assistance
- Participation in church auction
- Other. Please describe:

If you feel connected to the church as a community, please list all areas in your life where this connection has made a difference.

- Spiritual growth
- Sense of being part of a greater whole
- Helps me cope with the world
- Better awareness of how privilege/discrimination affects me/others in my life
- Relationship with family/friends
- Work/school

- Community/political/justice activities
- Dealing with illness, death, or other trauma
- Other. Please describe:

If you have experienced barriers to feeling welcome or connected in the church, what barriers did you experience? [Open-ended response]

### **Diverse Community**

First Unitarian was historically a church of largely white, middle, and upper-class congregants. In recent years, the church has made efforts to be more welcome to all. How important is it to you that the church be welcoming to diverse individuals from all racial and class backgrounds and to individuals with diverse gender identifications?

|            |   |          |   |           |
|------------|---|----------|---|-----------|
| 1          | 2 | 3        | 4 | 5         |
| Not at all |   | Somewhat |   | Very much |

### **Democratic Community**

Our church community uses a democratic governance model in which members call the minister, elect the Board and the Board's Nominating Committee, amend the church's Articles of Incorporation and bylaws, and approve the annual budget. With growth, the members voted to delegate the operation of the church to the Senior Minister and an Executive Team, subject to Board oversight.

The Board and the Senior Minister communicate with members and hear input from members via Q and A sessions, forums, FAQs on the website, quarterly financial meetings with congregants, Board Moderator letters, and other personal communications.

Please check all the methods you have used to follow and/or provide input about church governance and operations this year:



Attended at least one of Rev. Bill Sinkford's Q&A sessions

Attended at least one Board forum

Read the Board Moderator letter

Attended a Board meeting or a Board committee meeting

Attended a quarterly financial meeting

Communicated personally with a Board member, minister, or a staff member about a question/concern.

If you utilized any of the above, how informed did you feel?

|              |   |                   |   |               |
|--------------|---|-------------------|---|---------------|
| 1            | 2 | 3                 | 4 | 5             |
| Not informed |   | Somewhat informed |   | Very informed |

If you personally communicated in any of these venues or to any of the people described above, did you feel heard (whether or not you agreed with the outcome)?

|                  |   |                |   |            |
|------------------|---|----------------|---|------------|
| 1                | 2 | 3              | 4 | 5          |
| Not heard at all |   | Somewhat heard |   | Very heard |

### Lifelong Spiritual Growth

The church strives to promote love, reason, and freedom in religion. How well does the church promote these values?

|            |   |          |   |           |
|------------|---|----------|---|-----------|
| 1          | 2 | 3        | 4 | 5         |
| Not at all |   | Somewhat |   | Very much |

If you attend Sunday services in person, approximately how often do you attend?

- Weekly
- 2-3 times/ month
- Once/monthly
- Less than once a month

If you attend Sunday services on line, approximately how often do you attend?

- Weekly
- 2-3 times/ month
- Once/monthly
- Less than once a month

How meaningful are the Sunday worship services to your spiritual growth?

- |                       |   |                     |   |                 |
|-----------------------|---|---------------------|---|-----------------|
| 1                     | 2 | 3                   | 4 | 5               |
| Not meaningful at all |   | Somewhat meaningful |   | Very meaningful |

This year the church offered a greater diversity in styles of hymns. Have these changes broadened your worship experience?

- |            |   |          |   |           |
|------------|---|----------|---|-----------|
| 1          | 2 | 3        | 4 | 5         |
| Not at all |   | Somewhat |   | Very much |

The church offers a number of other opportunities for spiritual growth. Please check all on the list that you have ever participated in.

- Children/Youth Religious Education
- Adult educational programs
- Efforts to address the culture of white supremacy within the church
- Generous pledging
- Retreats

- Covenant groups
- Pastoral counseling
- Lay ministry
- Wellspring
- Music program
- Bookstore/Art Wall
- Bill's columns
- Labyrinth
- Social Justice and community programs
- Ushers, greeters, coffee service
- Volunteer leadership
- Representing the church in the world
- Other. Please describe:

During the time you have attended the church, how well has the church fostered your spiritual growth?

|             |   |          |   |           |
|-------------|---|----------|---|-----------|
| 1           | 2 | 3        | 4 | 5         |
| Very little |   | Somewhat |   | Very much |

Over the past year, how well has the church fostered your spiritual growth?

|             |   |          |   |           |
|-------------|---|----------|---|-----------|
| 1           | 2 | 3        | 4 | 5         |
| Very little |   | Somewhat |   | Very much |

If the church has ever helped you deepen spiritually, please list all areas in your life where this spiritual deepening has made a difference.

- Personal growth
- Relationship with family/friends
- Expressing myself creatively

- \_\_\_ Work/school
- \_\_\_ Social justice activities in the church
- \_\_\_ Community/social justice activities outside of the church
- \_\_\_ Dealing with illness, death, or other trauma
- \_\_\_ Financial generosity outside the church
- \_\_\_ Other. Please describe:

The church is working to create lifelong spirituality by encouraging different program staff and groups to work together toward our common mission of lifelong spiritual growth. For example, choir members may sing at social justice events or for people in hospice. Young people in the RE program and Youth Council work on Social Justice projects. The Social Justice Council provided training for the Religious Education leaders on issues related to white supremacy culture. The Alliance offers more programs reflecting diversity and inclusion.

Please rate how important this effort to integrate church programming/activities is to you.

|                       |   |                     |   |                 |
|-----------------------|---|---------------------|---|-----------------|
| 1                     | 2 | 3                   | 4 | 5               |
| Not meaningful at all |   | Somewhat meaningful |   | Very meaningful |

**Acting for Social Justice**

The church has 11 active social justice groups and several other service programs; offers the Marilyn Sewell Social Justice lecture and many programs and classes that support social justice efforts; partners with community justice advocates to advance social justice causes; this year added a monthly Social Justice newsletter; and provides opportunities for its young people to think about and act on social justice issues.

How important is the church's support for social justice to you?

|               |   |                    |   |                |
|---------------|---|--------------------|---|----------------|
| 1             | 2 | 3                  | 4 | 5              |
| Not important |   | Somewhat important |   | Very important |

Have you been involved in any of the church's social justice programs prior to this year?

Yes

No

I was not involved but I donated generously to the church in significant part to support its social justice work.

Were you involved in any of the church's social justice programs/events/activities this year?

Yes

No

I was not involved but I donated generously to the church in significant part to support its social justice work.

If you support the church's social justice program, please check all areas in your life where you carry these values into the world.

Talk to family and friends about social justice issues

Engage with people at work/school/community about social justice issues

Work for groups that promote social justice

Volunteer for, donate to, or otherwise support community group that promote social justice

Other. Please describe:

**Other**

How did you perceive the spirit/energy/health of the church this year?

1

2

3

4

5

Very poor

Somewhat positive

Very positive

What additional comments do you have regarding the church and our overall success in achieving our mission?

**Tell Us About Yourself**

We ask the following questions because we would like to understand the diversity of our congregation.

What is your age?

17 or younger

18-21

22-40

41-55

56-65

66 or older

How long have you been coming to First Unitarian on a consistent basis?

Less than one year

1-5 years

5-10 years

More than 10 years

What is your membership status?

Voting member

Member

I am not a member but I am an involved congregant (pledge, volunteer, participate in programs, etc)

Occasional or new congregant

Don't know

Do you have children in your family who participate in Religious Education on Sundays or other programs for children and youth?

Yes

No

How do you identify your race? (Select all that apply.)

African

American Indian/Alaska Native

Asian

Black/African American

Indian subcontinent

Latinx/Hispanic

Middle Eastern

Native Hawaiian/Other Pacific Islander

Slavic

White/Caucasian

Another racial identity. Please specify:

Below is a list of terms that people often use to describe their gender. How do you describe your gender? (Select all that apply.)

Cis female (gender identity at birth and now is female)

Cis male (gender identity at birth and now is male)

Trans female

Trans male

Non-binary (gender identity or identities that are not exclusively male or female)

Genderqueer (same as nonbinary; some people prefer this identification)

Genderfluid (person who does not identify self as having a fixed gender)

Agender (person who does not identify self as having a particular gender)

Other. Please specify if you wish:

What is the highest level of education you've completed?

Some grade or high school (no degree)

- High school degree/GED
- Bachelors
- Masters
- Doctorate
- Other post-high school degrees, certifications, etc.

Below is a list of terms that people often use to describe their sexuality or sexual orientation. How do you describe your sexuality or sexual orientation?

- Lesbian, Gay or Bisexual
- Heterosexual or straight
- Another sexual identity (Please specify if you wish) [Open-ended Response]

Do you have a disability? Select all that apply.

- Visible disability
- Invisible disability
- Currently no disability

How would you describe your class background? Select all that apply.

- Low income
- Working class
- Parents from different classes
- Upwardly mobile
- Middle class
- Upper class

How would you describe your current class status?

- Low income
- Working class
- Upwardly mobile
- Middle class
- Upper class



What is (approximately) your annual household income?

\$0 - \$24,000

\$24,001 - \$65,000

\$65,001 - \$120,000

\$120,001 - \$240,000

\$240,001 or more

Additional comments:

## FIRST UNITARIAN CONGREGATIONAL SURVEY 2019

### Our Mission

“The mission of First Unitarian Portland is to create a welcoming community of diverse individuals; to promote love, reason and freedom in religion; to foster lifelong spiritual growth; and to act for social justice.”

### Creating a Welcoming Community of Diverse Individuals

How welcome do you feel at the church?

|             |   |                  |   |              |
|-------------|---|------------------|---|--------------|
| 1           | 2 | 3                | 4 | 5            |
| Not welcome |   | Somewhat welcome |   | Very welcome |

How connected do you feel to the church as a community?

|             |   |                    |   |                |
|-------------|---|--------------------|---|----------------|
| 1           | 2 | 3                  | 4 | 5              |
| Unconnected |   | Somewhat connected |   | Very connected |

How important is your connection to the church community to you?

|             |   |                    |   |                |
|-------------|---|--------------------|---|----------------|
| 1           | 2 | 3                  | 4 | 5              |
| Unimportant |   | Somewhat important |   | Very important |

Does your connection to the community help you deepen spiritually?

|            |   |          |   |           |
|------------|---|----------|---|-----------|
| 1          | 2 | 3        | 4 | 5         |
| Not at all |   | Somewhat |   | Very much |

Please check all the church programs/events/activities/actions that have helped you feel connected.

- Sunday services
- Efforts to address the culture of white supremacy within the church
- Social hour after services
- Art wall
- Bookstore
- Music/choir
- Volunteer activity for church or church committees
- Religious education program
- Young Adult Group
- Classes
- Retreats
- Covenant groups and similar group activities
- Alliance
- Social Justice groups
- Special programming for women's, men's, LGBTQ communities, Me Too follow-up groups
- Lay ministry involvement or assistance
- Participation in church auction
- Other. Please describe:

If you feel connected to the church as a community, please list all areas in your life where this connection has made a difference.

- Spiritual growth
- Sense of being part of a greater whole
- Helps me cope with the world
- Better awareness of how privilege/discrimination affects me/others in my life
- Relationship with family/friends
- Work/school

- Community/political/justice activities
- Dealing with illness, death, or other trauma
- Other. Please describe:

If you have experienced barriers to feeling welcome or connected in the church, what barriers did you experience? [Open-ended response]

**Diverse Community**

First Unitarian was historically a church of largely white, middle, and upper-class congregants. In recent years, the church has made efforts to be more welcome to all. How important is it to you that the church be welcoming to diverse individuals from all racial and class backgrounds and to individuals with diverse gender identifications?

|            |   |          |   |           |
|------------|---|----------|---|-----------|
| 1          | 2 | 3        | 4 | 5         |
| Not at all |   | Somewhat |   | Very much |

**Democratic Community**

Our church community uses a democratic governance model in which members call the minister, elect the Board and the Board's Nominating Committee, amend the church's Articles of Incorporation and bylaws, and approve the annual budget. With growth, the members voted to delegate the operation of the church to the Senior Minister and an Executive Team, subject to Board oversight.

The Board and the Senior Minister communicate with members and hear input from members via Q and A sessions, forums, FAQs on the website, quarterly financial meetings with congregants, Board Moderator letters, and other personal communications.

Please check all the methods you have used to follow and/or provide input about church governance and operations this year:

- Attended at least one of Rev. Bill Sinkford's Q&A sessions

- Attended at least one Board forum
- Read the Board Moderator letter
- Attended a Board meeting or a Board committee meeting
- Attended a quarterly financial meeting
- Communicated personally with a Board member, minister, or a staff member about a question/concern.

If you utilized any of the above, how informed did you feel?

|              |   |                   |   |               |
|--------------|---|-------------------|---|---------------|
| 1            | 2 | 3                 | 4 | 5             |
| Not informed |   | Somewhat informed |   | Very informed |

If you personally communicated in any of these venues or to any of the people described above, did you feel heard (whether or not you agreed with the outcome)?

|                  |   |                |   |            |
|------------------|---|----------------|---|------------|
| 1                | 2 | 3              | 4 | 5          |
| Not heard at all |   | Somewhat heard |   | Very heard |

### Lifelong Spiritual Growth

The church strives to promote love, reason, and freedom in religion. How well does the church promote these values?

|            |   |          |   |           |
|------------|---|----------|---|-----------|
| 1          | 2 | 3        | 4 | 5         |
| Not at all |   | Somewhat |   | Very much |

If you attend Sunday services in person, approximately how often do you attend?

- Weekly
- 2-3 times/ month
- Once/monthly

Less than once a month

If you attend Sunday services on line, approximately how often do you attend?

Weekly

2-3 times/ month

Once/monthly

Less than once a month

How meaningful are the Sunday worship services to your spiritual growth?

|                       |   |                     |   |                 |
|-----------------------|---|---------------------|---|-----------------|
| 1                     | 2 | 3                   | 4 | 5               |
| Not meaningful at all |   | Somewhat meaningful |   | Very meaningful |

This year the church offered a greater diversity in styles of hymns. Have these changes broadened your worship experience?

|            |   |          |   |           |
|------------|---|----------|---|-----------|
| 1          | 2 | 3        | 4 | 5         |
| Not at all |   | Somewhat |   | Very much |

The church offers a number of other opportunities for spiritual growth. Please check all on the list that you have ever participated in.

- Children/Youth Religious Education
- Adult educational programs
- Efforts to address the culture of white supremacy within the church
- Generous pledging
- Retreats
- Covenant groups
- Pastoral counseling
- Lay ministry

- Wellspring
- Music program
- Bookstore/Art Wall
- Bill's columns
- Labyrinth
- Social Justice and community programs
- Ushers, greeters, coffee service
- Volunteer leadership
- Representing the church in the world
- Other. Please describe:

During the time you have attended the church, how well has the church fostered your spiritual growth?

|             |   |          |   |           |
|-------------|---|----------|---|-----------|
| 1           | 2 | 3        | 4 | 5         |
| Very little |   | Somewhat |   | Very much |

Over the past year, how well has the church fostered your spiritual growth?

|             |   |          |   |           |
|-------------|---|----------|---|-----------|
| 1           | 2 | 3        | 4 | 5         |
| Very little |   | Somewhat |   | Very much |

If the church has ever helped you deepen spiritually, please list all areas in your life where this spiritual deepening has made a difference.

- Personal growth
- Relationship with family/friends
- Expressing myself creatively
- Work/school
- Social justice activities in the church
- Community/social justice activities outside of the church

Dealing with illness, death, or other trauma

Financial generosity outside the church

Other. Please describe:

The church is working to create lifelong spirituality by encouraging different program staff and groups to work together toward our common mission of lifelong spiritual growth. For example, choir members may sing at social justice events or for people in hospice. Young people in the RE program and Youth Council work on Social Justice projects. The Social Justice Council provided training for the Religious Education leaders on issues related to white supremacy culture. The Alliance offers more programs reflecting diversity and inclusion.

Please rate how important this effort to integrate church programming/activities is to you.

|                       |   |                     |   |                 |
|-----------------------|---|---------------------|---|-----------------|
| 1                     | 2 | 3                   | 4 | 5               |
| Not meaningful at all |   | Somewhat meaningful |   | Very meaningful |

### Acting for Social Justice

The church has 11 active social justice groups and several other service programs; offers the Marilyn Sewell Social Justice lecture and many programs and classes that support social justice efforts; partners with community justice advocates to advance social justice causes; this year added a monthly Social Justice newsletter; and provides opportunities for its young people to think about and act on social justice issues.

How important is the church's support for social justice to you?

|               |   |                    |   |                |
|---------------|---|--------------------|---|----------------|
| 1             | 2 | 3                  | 4 | 5              |
| Not important |   | Somewhat important |   | Very important |

Have you been involved in any of the church's social justice programs prior to this year?

Yes

No



I was not involved but I donated generously to the church in significant part to support its social justice work.

Were you involved in any of the church's social justice programs/events/activities this year?

Yes

No

I was not involved but I donated generously to the church in significant part to support its social justice work.

If you support the church's social justice program, please check all areas in your life where you carry these values into the world.

Talk to family and friends about social justice issues

Engage with people at work/school/community about social justice issues

Work for groups that promote social justice

Volunteer for, donate to, or otherwise support community group that promote social justice

Other. Please describe:

**Other**

How did you perceive the spirit/energy/health of the church this year?

1

2

3

4

5

Very poor

Somewhat positive

Very positive

What additional comments do you have regarding the church and our overall success in achieving our mission?

### Tell Us About Yourself

We ask the following questions because we would like to understand the diversity of our congregation.

What is your age?

17 or younger

18-21

22-40

41-55

56-65

66 or older

How long have you been coming to First Unitarian on a consistent basis?

Less than one year

1-5 years

5-10 years

More than 10 years

What is your membership status?

Voting member

Member

I am not a member but I am an involved congregant (pledge, volunteer, participate in programs, etc)

Occasional or new congregant

Don't know

Do you have children in your family who participate in Religious Education on Sundays or other programs for children and youth?

Yes

No

How do you identify your race? (Select all that apply.)

African

American Indian/Alaska Native

Asian

Black/African American

Indian subcontinent

Latinx/Hispanic

Middle Eastern

Native Hawaiian/Other Pacific Islander

Slavic

White/Caucasian

Another racial identity. Please specify:

Below is a list of terms that people often use to describe their gender. How do you describe your gender? (Select all that apply.)

Cis female (gender identity at birth and now is female)

Cis male (gender identity at birth and now is male)

Trans female

Trans male

Non-binary (gender identity or identities that are not exclusively male or female)

Genderqueer (same as nonbinary; some people prefer this identification)

Genderfluid (person who does not identify self as having a fixed gender)

Agender (person who does not identify self as having a particular gender)

Other. Please specify if you wish:

What is the highest level of education you've completed?

- Some grade or high school (no degree)
- High school degree/GED
- Bachelors
- Masters
- Doctorate
- Other post-high school degrees, certifications, etc.

Below is a list of terms that people often use to describe their sexuality or sexual orientation. How do you describe your sexuality or sexual orientation?

- Lesbian, Gay or Bisexual
- Heterosexual or straight
- Another sexual identity (Please specify if you wish) [Open-ended Response]

Do you have a disability? Select all that apply.

- Visible disability
- Invisible disability
- Currently no disability

How would you describe your class background? Select all that apply.

- Low income
- Working class
- Parents from different classes
- Upwardly mobile
- Middle class
- Upper class

How would you describe your current class status?

- Low income
- Working class
- Upwardly mobile

Middle class

Upper class

What is (approximately) your annual household income?

\$0 - \$24,000

\$24,001 - \$65,000

\$65,001 - \$120,000

\$120,001 - \$240,000

\$240,001 or more

Additional comments:

**(No Financials – Meeting Rescheduled for Tuesday, Mar. 5)**

**GOVERNING POLICIES FOR  
FIRST UNITARIAN CHURCH OF PORTLAND, OREGON**

**with Proposed Amendments for 2018-19**

**Adopted by the Board of Trustees on March 1, 2018**

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## **PART 1. ORGANIZATIONAL MISSION AND VALUES**

After consultation with the Senior Minister and, as provided in the Bylaws, after consultation with the congregation, the Board of Directors has established these Ends policies that articulate the Mission and the long-range goals of the church.

**1.1 Mission and Long-Range Goals.** The mission of First Unitarian Church of Portland, Oregon is to create a welcoming community of diverse individuals; to promote love, reason and freedom in religion; to foster lifelong spiritual growth; and to act for social justice. To realize this mission, First Unitarian Church:

- Is a welcoming and loving community that provides a safe haven where a diverse people of various ages and cultures may gather to build nurturing relationships.
- Is a congregation that nurtures the human spirit, in its rich diversity, and creates the Beloved Community in which each person is safe to grow and serve.
- Enhances the capacity of congregants, of all ages, to engage the world and transform it, grounded in UU values.
- Uses policy-based governance and decision-making processes that are transparent, clear and easily accessible, offering opportunities for the voices of congregants to be respectfully heard.
- Maintains the ongoing health of the church community by recruiting, developing, supporting, and providing a meaningful experience for a succession of new leaders.
- Is a sustainable church community in which congregants, Board, staff and ministers share stewardship of both our tangible and our human resources.
- The ministers and congregation develop and maintain relationships with other Unitarian Universalist congregations and institutions and the local interfaith community, providing leadership in the larger Unitarian Universalist movement.
- Witnesses as a voice of conscience in our community and beyond, collaborating with other justice-seeking institutions, encouraging congregants to join others in building a more equitable, sustainable, and peaceful future for all.

**1.2 Values.** The values that guide what we do are the principles of the Unitarian Universalist Association.

## **PART 2. GOVERNANCE RELATIONSHIP AND DELEGATION OF MANAGEMENT TO THE EXECUTIVE TEAM**

**2.1 *Covenantal Relationship.*** The Board recognizes that the Board and Senior Minister govern the church in a covenantal relationship in which the parties work together to advance the mission of the church. The covenantal relationship means that the Board and Senior Minister see themselves in a collaborative relationship that operates on assumptions of respect and trust, with each party having an important role toward advancing the church's mission.

**2.2 *Formation of the Executive Team.*** As required by the Bylaws, the Board delegates the administration of the church to the Senior Minister who, after consultation with the Board, appoints an Executive Team to assist the Senior Minister in the church's administration. It is critical to the concept of delegation that the Board reasonably believes that the Executive Team is competent to handle the responsibilities that are delegated to it. The Board shall evaluate the Executive Team at such time it is constituted and when it changes personnel to ensure competency to manage the church. The Board, in consultation with the Senior Minister, will retain a consultant to coach the Board or to assist in the evaluation. If there are significant gaps in competency, the Board and Executive Team shall work together to address them within the limits of the financial resources of the church.

*2.3 Role of the Executive Team.* The Executive Team shall manage the church by implementing Board policies to advance the mission of the church within the limitations set by Part 3. Except as limited in these Governing Policies, the Board delegates all authority for management of the church and accountability of staff to the Executive Team.

No individual trustee, officer or committee chair has authority over the Executive Team without Board authorization. Information may be requested by any individual trustee, officer, or committee, but if such request, in the Executive Team's judgment, requires a material amount of staff time or funds, or is disruptive, the request may be refused with explanation.

*2.4 Emergency Actions.* In case of a time-critical emergency that requires action in violation of the Governing Policies and it is not possible or reasonable for the Executive Team to get the approval of the Board or Board Officers Committee, the Executive Team can act contrary to the Governing Policies. It shall inform the Board Moderator or another member of the Board Officers Committee, if the Moderator is not available, of its action as soon as possible.

*2.5 Evaluation of ~~Executive Team Performance~~ Church Ministry.* The Board shall oversee the ministry and management of the church to determine the progress being made toward the realization of the church's mission and to ensure that Board policies are being observed.

*2.5.1 Regular Oversight.* The Board shall maintain oversight by means of:

- annual joint evaluation of the ministry of the church with the Senior Minister and Executive Team as required by the bylaws;
- monthly financial reports as described in Part 3;
- monthly reports from the Executive Team at Board meetings;
- an annual Executive Team report covering the elements of the church's mission and progress toward the church's five-year goals, followed by an in-depth discussion of the church's progress toward its mission and goals by the Board;
- an annual review or audit of the church's financial condition; and
- every third year, in collaboration with the Executive Team, the Board shall engage an outside consultant to review the management of the church or some aspect of it.

*2.5.2 Critical Threats.* The Board shall investigate any critical threats to the life of the church that come to the Board's attention and shall act appropriately to address them.

### **PART 3: MANAGEMENT LIMITATIONS**

*3.1 Purpose.* The purpose of Part 3 of the Governing Policies is to describe the limitations on the scope of management authority delegated to the Executive Team as it works to accomplish the mission of the church.

*3.2 Management of Personnel.* The Executive Team shall retain the proper personnel to administer the church.

*3.2.1 Staff Retention and Compensation.* The Executive Team is expected to hire, train, compensate and terminate staff in a professional and respectful manner. The Executive Team shall compensate staff fairly in keeping with the elements of our mission and the principles of our church.

Any minister employed by First Unitarian Church shall be permitted to take the maximum amount legally allowable, up to the amount of 100% of the compensation of each minister, as a ministerial housing

allowance as described in 26 USC §107 of the Internal Revenue Code (or any corresponding future sections). This policy shall continue to be in effect from year to year until it is revoked by the Board of Trustees.

3.2.2 *Personnel Policies.* The Executive Team shall develop and maintain written personnel policies that clarify personnel rules for staff, that provide for effective handling of grievances and that acquaint staff with their rights and obligations. Employees who are not covered by the union and who have a grievance may bring their concerns to the Board Officers Committee if all previous steps enumerated in the personnel policies fail to satisfy the grievance. The personnel policies shall be provided to the staff, and reviewed periodically as recommended by competent legal counsel. The Executive Team shall ensure that key employees file the Disclosure and Acknowledgment form for the Conflicts of Interest and Executive Compensation policy (see Appendix).

3.2.3 *Volunteers.* Volunteers are an important resource for this church. Volunteers provide important services and carry the message about our mission to the larger community. As appropriate, the Executive Team shall recruit, train, supervise, appreciate and terminate volunteers in a professional and caring manner.

3.2.4 *Staff and Volunteer Treatment.* The Executive Team shall ensure that all staff members and volunteers are treated with dignity and fairness and shall ensure a safe working environment for staff and volunteers.

3.2.5 *Reports of Wrongdoing.* The church seeks to conduct all of its activities in a responsible, legal and ethical manner. All officers, trustees, ministers, staff and volunteers of this church must practice integrity and honesty in fulfilling their responsibilities and must comply with all applicable laws and regulations. In order to provide a mechanism to report irresponsible, illegal or unethical behavior, the Board adopted a Whistleblower Policy. (See Appendix.) The Executive Team shall ensure that staff is informed of the Whistleblower policy and that the Whistleblower policy is observed.

3.2.5-6 *Resolution of Conflict between Congregants and Ministers or Congregants and Staff.* If a congregant has a conflict with a minister, the congregant should talk to that minister first. If this step is insufficient in resolving the conflict, the congregant should talk to a member of that minister's Ministerial Relations Committee as outlined in Article VIII section 3 of the Bylaws. The Executive Team shall respond in a timely manner to conflict between congregants and staff or congregants and ministers in a manner that intends to resolve conflict with equanimity and with the awareness that longstanding and unaddressed conflicts work against the church's mission. The Executive Team will develop means of conflict resolution in such instances. If the process used does not resolve the conflict, the Executive Team will announce a decision intended to resolve the conflict. If the congregant ~~or staff member~~ is not satisfied with the Executive Team decision, they may use the Complaint and Inquiry Process Involving Congregants and the Church in Part 5. The decision of the Complaint and Inquiry Committee shall be considered as a final resolution of the conflict.

3.3 *Financial Parameters.* The Executive Team will ensure the financial viability of the church, will exercise proper care in the handling of funds, and will protect the assets of the church. The Executive Team will raise adequate funds to fund budgeted church programs and operations. In raising funds, the Executive Team will develop and communicate to the Board a plan to nurture the culture of generosity in the church. The Executive Team will obtain Board approval for all decisions resulting in naming rooms or other naming opportunities.

3.3.1 *Financial Planning and Budgeting.* Financial planning for any fiscal year or the remaining part of any fiscal year will comply with the church bylaws and the church mission, will be fiscally sound and will be derived from a multi-year financial outlook. The congregation has final authority to approve all annual budgets, as proposed by the Executive Team and adopted and recommended to the congregation by the Finance Committee and the Board. The Executive Team may vary actual expenditures from budgeted amounts insofar as

actual income varies from budgeted income. Any single unbudgeted expenditure of more than \$20,000 from non-restricted funds requires the approval of a vote of two-thirds of the members present at a membership meeting. The Executive Team will provide for a contingency reserve of 2% of net revenues (Total Operating Income plus Net Investment Income) unless modified by the Board. Expenditures from the contingency will require approval of the Board, or in the case of an emergency, approval of the board officer's committee (BOC). The Executive Team will:

- a. Ensure that the congregation has the means by which it can provide meaningful and timely input during the yearly budget development process.
- b. Provide a plan to the Board for resolving within the next fiscal year any budget deficit in excess of \$25,000.
- c. Budget funds for such annual dues payments to the UUA as the church can reasonably make.
- d. Provide for a major repairs and equipment (MR&E) reserve:
  - 1) Which will be used to fund one-time, emergency or unanticipated major maintenance expenditures that cannot be covered by the maintenance allocations in the yearly operating budget.
  - 2) With a current funding goal of \$150,000, which will be increased as needed by allocating to it, as appropriate, the following:
    - i. Any unused portion of the contingency reserve in the yearly operating budget as determined by the Board each year.
    - ii. Gifts and bequests designated for facilities maintenance;
  - 3) The Board may vote to increase the MR&E funding goal.
  - 4) When the MR&E drops below \$150,000, the Executive Team will include in the budget or present a plan to the Board for returning the MR&E to the \$150,000 level in subsequent years.

3.3.2 *Financial Condition and Activities.* With respect to the church's ongoing financial condition and activities, the Executive Team will operate using sound fiscal procedures and make actual expenditures based on Board priorities established in the church mission statement.

- a. To protect the church's financial condition the Executive Team will:
  - 1) Make available to the Finance Committee and the Board monthly written reports concerning actual budget revenues and expenditures and with comparisons. Such financial reports will be available for Finance Committee and Board review approximately three weeks after each month end. The extent and format of the reports will be determined by the Finance Committee in consultation with the Church Administrator.
  - 2) Expend or invest any funds restricted by the donor, the Board or the congregation in a manner consistent with the restriction.
  - 3) Purchase, encumber or dispose of real property only with advance authorization from the Board and the congregation when required in the Bylaws.
  - 4) Authorize a line of credit or indebtedness only with the approval of the Board.
  - 5) Indebt the church in an amount no greater than that, which can be repaid by definitely available and otherwise unencumbered revenues.
- b. The following guidelines will govern the Executive Team:
  - 1) Annual Balanced Budget Date: Draft to Finance Committee one week prior to the February Committee Meeting; Final to Board March Board Meeting.
  - 2) Board expenditures will be included in the Budget.
  - 3) Safety Reserve: \$ 100,000.

- 4) Allocation of Excess Maintenance Reserve by the Board: To be determined when excess occurs.
- 5) Debt Guideline: Temporary excess spending must be covered by otherwise unencumbered revenues or reserves. In no case will temporary excess spending exceed 5% of the total operating fund budget, not including designated reserves.
- 6) Award Limit for any Single Contract: \$ 10,000.
- 7) Bids for Contracts anticipated to be \$10,000 or greater: goal is to obtain 3 bids when feasible, unless there is a sole source justification.

3.3.3 *Asset Protection.* The Executive Team will ensure that the church's financial and physical assets are protected, adequately maintained and not unnecessarily put at risk. To protect the church's assets, the Executive Team will:

- a. Protect the church's nonprofit and tax-exempt status.
- b. Utilize reasonable financial controls sufficient to meet generally accepted accounting standards to receive, process and disburse funds. These standards will include complying with all reasonable standards recommended by the church's outside audit firm, requiring two signatures on all checks over \$2,000, including one Board Officer's signature on checks over \$6,000, and 2 Board Officers' signatures on all checks over \$10,000.
- c. Furnish monthly reports to the Board and the Finance Committee regarding the church's investments.
- d. Require reconciliation of the operating accounts monthly.
- e. The Executive Team will report to the Finance Committee and the Board on the state of the church's physical facilities and plans to address maintenance needs.
- f. Adhere to the church's Investment Policies (see Appendix for the investment policy).

3.3.4 *Execution of Contracts.* No one other than the Executive Team or its express designees will execute any contract on behalf of the Church. In entering into contracts on behalf of the church, the Executive Team will:

- a. Not execute any contract or any check in an amount greater than the 'Contract Limit' amount prior to obtaining Finance Committee approval, unless the expense for which the contract or check executed is included in the operating budget or in a detailed funds budget or is a contract or expenditure previously approved by the Finance Committee. The Finance Committee will report any such approvals to the Board.
- b. Make a single purchase or commitment greater than the "Contract Limit" amount (see the Executive Team Financial Guidelines in the Appendices) specified by the Board annually only after obtaining and considering at least three bids or offers, unless under the circumstances, in consultation with the Church Treasurer and/or Moderator, it would be unreasonable to obtain and consider multiple bids or offers.
- c. Seek legal advice, when necessary, to interpret and assess contractual terms.
- d. Arrange for legal review of any agreement under which the church plans to participate in a joint venture with another organization that is not exempt under §501(c)(3) to ensure that the agreement does not violate the church's §501(c)(3) status and report such agreement to the Board.

3.4 *Records.* The Executive Team shall ensure that the church is transparent in its operations and maintains records as required by good business practices and by law.

3.4.1 *Transparency*. The Executive Team shall promote transparency by posting the church's documents of general interest to members or the public on the church's website.

3.4.2 *Document Retention and Destruction*. In order to ensure that records are retained as appropriate and as required by law and that unlawful destruction of documents does not occur, the Executive Team shall adopt and follow a Document Retention and Destruction policy. At a minimum, the policy shall provide for the following:

- a. No officer, trustee, employee, or volunteer of this church shall knowingly destroy a document with the intent to obstruct or influence the investigation or proper administration of any matter within the jurisdiction of any department or agency of the United States or any state or its subdivisions.
- b. Disciplinary action for any employee found to have knowingly violated this policy.
- c. Archiving of documents important to the history of the church.

3.5 *Communication with and Support to the Board*. The Executive Team shall ensure that the Board is informed and supported in its work. The Executive Team shall:

- a. Submit evaluation data required by the Board in a timely, accurate, complete and understandable fashion, directly addressing provisions of the Governing Policies being evaluated.
- b. Keep the Board informed of all matters related to carrying out Board policies and monitoring duties, including relevant trends, anticipated adverse media coverage, lawsuits threatened or filed against the church, public policy initiatives, public events of the church and material external and internal changes, particularly changes in the assumptions upon which any Board policy has previously been established.
- c. Advise the Board if, in the Executive Team's opinion, the Board is not in compliance with its own policies on governance process and Board-Executive Team relationship, particularly in the case of Board behavior that is detrimental to the working relationship between the Board and the Executive Team.
- d. Provide to the Board as many staff and external points of view and options as needed for fully informed Board actions.
- e. Provide a process for official Board, officer or committee communications.
- f. Deal with the Board as a whole except when responding to officers or committees duly charged by the Board.
- g. Report in a timely manner an actual or anticipated significant non-compliance with any policy of the Board.
- h. Supply for the consent agenda all items delegated to the Executive Team, yet required by law or contract to be Board-approved.
- i. Recommend changes in Governing Policies, the need for which become known.

3.6 *Support of Church Leaders*. The Executive Team shall cultivate and nurture congregant leaders who serve and inspire the church community.

#### **PART 4. BOARD STRUCTURE AND PROCESSES**

The bylaws should be consulted for requirements about Board processes in governance. Provisions in the bylaws supersede any contrary provisions in these Governing Policies. The policies below supplement the provisions in the bylaws.

4.1 *Governing Style*. The Board will govern in the spirit set forth in our congregational covenant with an emphasis on vision, strategic leadership, oversight of the organization's affairs, clear distinction between Board and administrative roles, open communication and information sharing, encouragement of diversity in viewpoints, and collaborative decision making.

4.2 *Board Job Description*. The job of the Board is to work in collaboration with the Executive Team and congregation in leading the church to realize its mission. To perform its job, the Board shall:

- Honor the Board Covenant of Leadership and Congregational Covenant in creating linkage between the congregation, ministers, and board. (See Appendix ~~ces~~ added 6.24.10).
- Discern the major church goals every five years, in collaboration with the Executive Team and congregation, and hold the Executive Team responsible for developing a strategic plan based on these goals.
- Determine the management limitations within which the Executive Team is expected to achieve the goals, and monitor the church's progress in achieving them.
- Evaluate the ministry of the church annually as required by the bylaws.
- Set and realize annual Board goals related to fulfilling the Board's role in advancing the church's mission.
- Ensure financial solvency and compliance with the law and good practices.
- ~~• Provide for a variety of means for exchanging information with the congregation.~~
- ~~• Support Board decisions after subjects have been fully explored, discussed and decided. Trustees' interactions with the public, press or other entities must recognize the inability of any Board member to speak for the Board as a whole, other than to convey decisions which have been made. The Moderator has the authority to speak to the press in the event that the Board needs to communicate more than its Board decisions.~~
- ~~• The Moderator has the authority to speak to the press in the event that the Board needs to communicate more than its Board decisions.~~
- Act as required in compliance with the Governing Policies.
- Fulfill special responsibilities to encourage generosity by the congregation.
- Arrange for periodic reviews of the church's Articles, bylaws, policies, minutes and governance practices to ensure that the Board is properly governing the church.
- Provide trustees with trainings and resources adequate to perform their duties.

4.3 *Standards of Performance for Duties of Trustees*. The Board expects that its trustees will act responsibly and ethically in managing the church. To do this, trustees must act with due care and with loyalty to the church.

4.3.1 *Duty of Due Care*. Trustees should act with due care in carrying out their responsibilities and in making Board decisions. Trustees shall be attentive to the church by attending meetings and preparing themselves as

necessary to make informed decisions. Trustees will maintain confidentiality appropriate to issues of a sensitive nature.

4.3.2 *Duty of Loyalty*. Trustees have a duty to be loyal to the church—that is, to place the church’s interests above their own or those of their family or business in any transaction in which the two may come into conflict. A Trustee must disclose the existence of any conflict of interest to the Board. The Board must then follow the Conflicts of Interest and Executive Compensation Policy (see Appendix). Each year each Trustee shall sign a Disclosure and Acknowledgment form similar to the one in the Conflicts of Interest Policy (see Appendix) and file it with the Secretary of the church.

4.4. *Moderator’s Role*. The Moderator’s primary role is to manage the Board. The Moderator ensures that the Board follows its rules. The Moderator chairs the Board meetings, retreats, and Board Officers Committee and sits on all Board committees. The Moderator occasionally represents the Board to outside parties. The Moderator is expected to maintain close contact with and work collaboratively with the Executive Team but does not supervise or direct the Executive Team. The Moderator may delegate the authority described in this policy but remains accountable for its use. In accordance with the bylaws, the Moderator appoints the Committee Chairs, subject to confirmation by the Board.

4.5 *First Vice Moderator’s Role*. The First Vice Moderator participates in the work of the BOC and acts in the place of the Moderator whenever required due to absence or inability to perform the functions outlined above their duties. The First Vice Moderator shall also perform, or cause to be performed, the following duties:

~~communication with the Board of Stewards of the church Foundation regarding issues related to the annual membership meeting and election of the Board of Stewards of the Foundation; and~~

4.6 *Second Vice Moderator’s Role*. The Second Vice Moderator participates in the work of the BOC and acts in the place of the Moderator whenever required due to absence or inability of the Moderator and First Vice Moderator to perform their duties.

~~leads the orientation of new Board members, assigns a buddy for their first year, and handles the exit interview process when a member leaves the Board. The Second Vice Moderator also works with the Moderator and other Board members to ensure periodic training and development for Board members.~~

4.7 *Secretary’s Role*. The Secretary participates in the work of the BOC and has overall responsibility for all Board record keeping. The Secretary shall perform, or cause to be performed, the following duties:

- official recording of the written consent actions and minutes of all proceedings of the Board of Trustees meetings actions, of all actions and proceedings of any committee that exercises Board authority, of Board retreats, and of membership meetings;
- provision for notice of all special meetings of the Board of Trustees;
- ensuring that the agenda and accompanying background materials, reports and previous minutes shall be sent to all trustees prior to each regular or special Board meeting;
- provision for notice to members of the annual meeting of the members and ensuring that voting is properly carried out at that meeting;
- provision for notice of any special meetings of the members and ensuring that voting is properly carried out at that meeting; and
- provision for voting by mail (written ballot) in lieu of the annual or special meeting of the members and ensuring that the vote is properly carried out;
- maintenance of the Governing Policies as provided in Part 6 below; and
- obtaining the Acknowledgements signed by Board members required by the Conflicts of Interest and Executive Compensation policy (see Appendix).

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The Secretary may delegate performance of some or all of these duties but shall oversee the performance to ensure that it is satisfactory.

4.8 Treasurer's Role. The Treasurer participates in the work of the BOC and has overall responsibility for Board oversight of the corporate finances. The Treasurer shall act as chair of the Finance Committee. The Treasurer will report to the Board regarding the church's financial situation in an appropriate and timely manner.

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4.9 Assignment of Additional BOC Responsibilities. Each year the Moderator shall assume and/or assign these additional responsibilities to Officers qualified to handle them:

- Communicating with the Board of Stewards of the church Foundation regarding issues related to the annual membership meeting and election of the Board of Stewards of the Foundation;
- Collaborating with the Nominating Committee in reviewing candidates for Board and Nominating Committee positions;
- Orienting new Board members, assigning a buddy for their first year, and handling the exit interview process when a member leaves the Board;
- Periodic training and development for Board members.

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4.9-10 Board Meetings. The Board shall set a schedule for regular Board meetings. The Board Officers Committee shall set the Board agenda. The Secretary or the Secretary's designee shall ensure that the agenda and accompanying background materials, reports and previous minutes shall be sent to all trustees prior to the Board meeting. In addition to other business, the Board will regularly evaluate and discuss its own process and performance.

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In accordance with the bylaws, special Board meetings may be called by the Moderator at any time or at the request of three trustees. Notice of the date, time, place, and purpose of a special meeting must be delivered to each Board member not less than 48 hours prior to the special meeting.

4.10-11 Committees. The Board uses committees to carry out much of its work. The bylaws or the Board may create standing or ad hoc committees. Committees do not speak for the Board and do not exercise authority over the Executive Team or staff.

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4.10.1 Board Officers Committee. The Board Officers Committee is a standing committee of the Board. The BOC consists of the moderator, first and second vice moderators, secretary, and treasurer, with the senior minister and/or ministers designated by the senior minister serving ex-officio as nonvoting members. The moderator is elected by the Board at large. The chairs of the Finance, Communications, and Governance Committees and the chair of the Privilege Examination Team serve as the other members of the Board Officers Committee, with the chair of Finance serving as Treasurer. The BOC will propose the offices assigned to the BOC members other than the moderator, subject to confirmation by the Board.

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The BOC meets each month to plan the monthly Board agenda, which shall will consist primarily of:

- -generative conversation topics designed to stimulate thinking about issues of importance to the church;
- matters related to the church's mission, Board policies, and oversight of the church;
- matters raised by the Executive Team;
- matters that require Board action raised by Committees fulfilling their responsibilities; and
- issues related to Board policies and oversight of the church, and to deal with other matters that come before it.

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When the Board is not in session, the BOC has all powers of the Board to manage the affairs of the church in connection with matters that must be decided before the next regular Board meeting. When feasible on very important issues, the BOC will call a special meeting of the Board as provided in the bylaws and these policies to make decisions that must be decided before the next regular Board meeting. ~~The BOC meets each month to plan the monthly Board agenda, which shall consist primarily of issues related to Board policies and oversight of the church, and to deal with other matters that come before it.~~

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4.10.2 Finance Committee. The Finance Committee is a standing committee of the Board and is chaired by the Treasurer. The Board delegates to the Finance Committee responsibility for:

- varying actual expenditures from budgeted amounts insofar as actual income varies from budgeted income as provided by the bylaws;
- monitoring compliance with Part 3 of these policies in the areas of Financial Planning and Budgeting, Financial Condition and Activities, and Asset Protection;
- reviewing the annual budget and making recommendations to the Board about recommending its adoption to the congregation;
- meeting with the congregation to explain and take comments about the annual budget prior to its submission to the congregation for a vote;
- presenting financial reports to the Board of Trustees, along with a statement of any Board alerts related to the church's financial statements or conditions;
- reviewing the compensation of key employees in accordance with the Conflicts of Interest and Executive Compensation Policy (see Appendix) and making recommendations to the Board about such compensation;
- contracting for an external financial audit or review each year. When contracting for an external audit or review, the Finance Committee shall stipulate that the auditor must report to the Finance Committee:

- All critical accounting policies and practices used by the church that have been discussed with management.
- All alternative treatments of financial information, ramifications of such use, and the treatment preferred by the auditor.
- Other material communication between the auditor and management, such as the management letter or schedule of unadjusted differences.

The contract shall also provide that the auditor shall provide copies of the audit report and management letter directly to the Executive Team, the church administrator and the Finance Committee; and that members of the Finance Committee be present at the audit exit conference.

4.10.3 Communications Committee. The Communications Committee is a standing committee of the Board. The Communications Committee acts to implement the communication responsibilities of the Board to the congregation as defined in these Governing Policies. The Board shall use a variety of forums to engage in two-way communication with church members on issues of importance to members.

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4.10.4 Governance Committee. The Governance Committee is a standing committee of the Board. The Governance Committee shall:

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• Conduct the annual joint evaluation of the ministry of the church with the Senior Minister and Executive Team ~~the annual review of ministry~~ as called for in the church's bylaws for submission to the Board for approval or amendments;

~~As part of the annual evaluation of the ministry,~~ Evaluate the Executive Team performance as provided in Part 2 by:

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~~Reviewing~~ the Executive Team annual report for progress toward the realization of the church's mission and alerting the Board of any significant issues raised by the Executive Team report;

• As part of the oversight of church management, ensure that the management of the church is assessed every 3 years by a qualified professional as described in Part 2.

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~~Ensure that the administration of the church is assessed every 3 years by a qualified professional.~~

• Review the governance structures and processes of the church by:

- Conducting an annual self-evaluation of the Board with a report to the Board each church year. The annual self-evaluation shall be of both process and outcome/results with reference to governing policies in this Part and in Part 2 on the Delegation to Management and to the Board's annual goals; and-

- Reviewing the bylaws and governing policies and practices annually, and making recommendations, as needed, to the Board about proposed changes.

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4.10.5 Other Committees. The Board may establish other committees to help carry out its responsibilities.

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4.10.6 Guidelines for Non-Board Congregants Serving on Board Committees.

A non-Board congregant serves under the following terms:

- The non-Board member serves at the will of the Board, with the term to expire at the latest at the end of May of the church year during which the member is appointed to the committee.
- Non-Board members requesting to be on Board committees shall talk to the committee chair. The chair will consult with the committee and bring a recommendation to the Board for its approval.
- In the event that the chair wants to remove a non-Board member prior to the expiration of their term, the chair shall notify the member, and bring the rationale and recommendation to the Board for approval.
- In order to comply with Oregon law, the non-Board member on any committee that exercises Board authority shall not be allowed to vote.

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4.11. Board Internal Communications. Communications from Board leadership to Board members and among Board members will be clear and timely. Care will be taken to ensure that Board members are not excluded or disadvantaged by internal communications policies. With reference to email communications, Board members shall ensure that the email addresses used for Board business are confidential and not shared with another person.

4.12 *Conflict Resolution Process Involving Board Members and Ministers.* Conflicts between and among two or more Board members, or between Board member(s) and minister(s) shall be resolved in a timely manner by the Board members not involved in the conflict.

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4.13 *Filling vacancies of unexpired terms.* The bylaws (Art. 4 §2 and Art. 5 §1) state that the Board fills a mid-term vacancy in the Board, and the Moderator fills a mid-term vacancy in the Nominating Committee. The Board desires to work collaboratively with the Nominating Committee in filling these vacancies. The Board/Moderator will consider names vetted for this purpose by the Nominating Committee during the tripartite process. The Board/Moderator may use these names as a pool of qualified candidates should a mid-term vacancy arise. The Board/Moderator will be responsible for all discussions with potential candidates (added 6.24.10).

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## PART 5. MEMBERS AND FRIENDS

5.1 *Purpose.* Members and friends are vital to the realization of the church's mission. The church relies on members and congregants to contribute time, talents, ideas and resources to support the church. We are a congregational church and voting members call or elect all parties to the church governance.

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In order to support congregational involvement in the church mission, the Board shall engage in systematic two-way communication with congregants, establish a financial commitment from voting members that invites members to grow in generosity while supporting the church, provide avenues for resolving conflicts involving congregants, and promote a church that is welcoming and safe for all congregants.

5.2 *Communication.* As described in Part 4, the Board shall use a variety of forums to engage in two-way communication with church members and congregants.

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5.3 *Minimum Pledge for Voting Members.* The Bylaws require that each voting member make a contribution during the preceding 12 months and charge the Board to establish the minimum amount of the contribution. Members seeking to be voting members are making an important commitment to the church which includes the commitment to be financially responsible for the church. The decision about a financial pledge is a spiritual decision about generosity that each congregant is called to make for him or herself.

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Accordingly, the Board has determined that, to be a voting member, a member must first make a pledge that is generous within their means to the annual operating fund of the church each year. Each member shall determine what pledge meets the minimum amount to be generous within their means and shall pledge at least that amount to the church. The church shall provide a suggested giving guide to all members that provides descriptive categories of giving based on the member's commitment to the church. Members who are ready to make the commitment to the church to be voting members but who are unable to make a financial pledge can obtain a waiver of the pledge from a minister. In accordance with the bylaws, the member must have made a payment on the pledge within the preceding 12 months before a vote is taken to be a voting member of the church.

5.4 *Conflict Resolution Process Involving Congregants and Board Members.* A Board member who receives a complaint from a congregant about a Board member or Board members will assist that congregant in pursuing their issue in a timely manner by bringing the concern to the entire Board for resolution.

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5.5 *Complaint and Inquiry Process Involving Congregants and the Church.* A Board member who receives an inquiry or complaint from a congregant will refer the congregant to the ~~Treatment of Members and Friends policy and the Resolution of Conflicts policy in Part 3~~ and to the ~~church's grievance procedure as set forth in the First Unitarian Church Member's Handbook~~ Resolution of Conflict policy described in 3.2.6 of the Board Policy Manual. If the congregant has already taken this path and feels the congregant has not been reasonably

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accorded their rights under the Board's policies, the congregant will be invited to forward the grievance in writing to the Moderator, who will notify the Board at the next regular Board meeting.

An ad hoc Board committee will take the matter under consideration and render a decision. This ad hoc committee will consist of the Moderator and four other Board members chosen by the Board.

5.6 Safe Church Policy. The Board is committed to creating and supporting a welcoming and safe community of diverse individuals. The Board welcomes all who support the principles and purposes of our church. In the spirit of love and reason the Board has developed a policy in accordance with Article II, Section 5 of the bylaws to help frame behavioral limits for members of First Church that respect the worth, dignity, and safety of all members of the community. Reference to and use of the congregational covenant is highly recommended. (See Safe Church Policy in the Appendix)

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## PART 6. PURPOSE AND FUNCTION OF GOVERNING POLICIES

The Governing Policies contain all the current policies adopted by the Board since the initial approval of this version of the Governing Policies on March 25, 2010.

6.1 Purpose of the Governing Policies. The Board adopted the Governing Policies in order to collect all of its policies in one location. This allows current and future Trustees and other interested parties to know what the Board policies are.

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6.2 Relationship to Other Governance Documents. The Articles of Incorporation and the bylaws have precedence over all Board policies. In the event of a conflict between the Articles or bylaws and a Board policy, the provision in the Articles or bylaws prevails over the Board policy.

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6.3 Relationship of Board Policies to Older Board Policies. The most currently adopted Board policy has precedence over older Board policies with which it conflicts. The Secretary shall remove the older policy, or the sections of it changed by the newer policy, from the Governing Policies. The Secretary shall insert a note into the Governing Policies after the amended policy indicating that the Board amended the policy and the date it was amended.

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6.4 Maintenance of Policies. The Secretary shall ensure that the church records and publishes all current Governance Policies correctly. Policies that are too lengthy or for other reasons do not fit well within the Governance Policies are contained in the Appendices. Such policies should be referenced in the body of the Governance Policies as well. The Secretary shall maintain a copy of former Governance Policies.

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6.5 Effect of Policies. Board policies are intended to be guidelines, not legal standards or regulations, for the Board. Except to the extent that a policy complies with a law or governmental regulation or the Articles or bylaws of the church, the Board is not legally bound to follow its policies. The Board's failure to follow a Board policy shall not give rise to an arbitration, suit, action, administrative hearing or any other legal proceeding against the Board nor shall such failure be evidence in an arbitration, suit, action, administrative hearing or any other legal proceeding against the Board. The policies are binding on the Executive Team and staff.

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## PART 7. AMENDMENT OF POLICIES

The Board may authorize a deviation from a policy or amend a policy in the same manner in which it is authorized to act on other regular corporate matters. If the Board's action deviates from or amends a provision in the Articles of Incorporation or bylaws, the Board must follow the procedure for amendment with reference to the document being amended.

## APPENDICES

(Appendices are listed in alphabetical order. New Appendices should be placed alphabetically.)

## APPENDIX

### BOARD COVENANT OF LEADERSHIP

#### *Our promises of spirit*

We promise to

- pray and be mindful of Spirit, alone and together
- be thankful for and continue to strive to deepen our spiritual lives
- look within our hearts for help and listen to the answers that come to us.

#### *Our promises to our church community*

We promise to

- demonstrate our leadership and commitment to our church by our example
- support our church ministers and the staff so that their efforts can be most productive
- try to discover what is best for our church as a whole, not what may be best for us or for some small group of the church
- listen with an open mind and heart to the words and ideas of the members of our church community
- communicate openly, acknowledge and appreciate others, act with heart and integrity, and cultivate relationships within our church community

#### *Our promises to the ministers and to each other on the board of trustees*

We promise to

- respect and care for each other
- honor the fact that our ministers are called, not hired
- treat our time on the board as an opportunity to make an important gift to our church
- listen with an open, nonjudgmental mind to the words and ideas of the ministers and each other on the board
- discuss, debate, and disagree openly in board meetings, expressing ourselves as clearly, honestly, and courteously as possible so that we are certain that the board understands our point of view
- support the final decision of the board, whether it reflects our view or not.

We pledge to observe these promises, to do our best to trust that others are also observing them, and to be forgiving when we inevitably make mistakes. We accept the accountability implied in these promises.”



## **APPENDIX**

### **CONFLICTS OF INTEREST AND EXECUTIVE COMPENSATION POLICY**

#### **Purpose**

The Board of Trustees shall monitor the transactions between the church and insiders to ensure that any transaction between the church and an insider that is a conflict of interest is fair to the church and does not grant excessive benefit to the insider. The purposes of this policy are to ensure that trustees and officers act loyally to the church and that trustees, officers and those who exercise substantial influence over the church do not use their influence to obtain benefits in excess of fair market value in transactions with the church. This policy seeks to ensure that the church observes state and federal taxation and funding laws concerning conflicts and excess benefits transactions.

#### **SECTION 1: DEFINITION OF INSIDER**

For purposes of this policy, “insider” has the same meaning as “disqualified person” under the Internal Revenue Code, 26 USC §4958. The current IRS definition is explained in §§1.1 through 1.4 below and will need to be updated if the IRS definition changes. In addition, the individuals and entities described in §§1.5 and 1.6 below are also considered insiders.

1. An insider is any person who is in a position of authority over the church or who exerts substantial influence over the church, including trustees, officers, the top management official, the top financial official, other key employees, the founders and major donors.
2. Family members of insiders are also insiders. Family members include the spouse or partner in a civil union recognized by state law; children, grandchildren, great-grandchildren, whole and half-blooded brothers and sisters, and spouses of any of these people; and any ancestors (parents, grandparents, etc.)
3. Corporations and limited liability companies in which an insider owns more than 35% of the voting power, partnerships in which the insider owns more than 35% of the profits and trusts or estates in which the insider owns more than 35% of the beneficial interest are insiders.
4. An insider who becomes an insider by virtue of §§1.1 through 1.3 above remains an insider for five years after their influence over the church ends.
5. An entity in which a trustee has a material interest or is a general partner, trustee, officer, top management official, top financial official or other key employee is an insider.
6. An insider is any other for-profit or nonprofit entity in which a trustee of this church is a trustee or officer and the entity and this church are parties to a transaction that is or should be considered by the Boards of both organizations.

#### **SECTION 2: DEFINITION OF CONFLICTS OF INTEREST**

For purposes of this policy, a conflict of interest arises when an insider described above may benefit financially from a decision they could make in their capacity as an insider, including indirect benefits to family members or

businesses with which the insider is closely associated. A conflict of interest arises in any such transaction between the church and an insider, except for (1) transactions in the normal course of operations that are available to the general public under similar terms and circumstances, and (2) expense reimbursements to an insider made pursuant to an accountable plan under IRS Reg. 1.62-2(c)(2).

### **SECTION 3: PROCEDURE**

In order to ensure that transactions with insiders are fair to the church and comply with state and federal laws:

1. All insiders must promptly and fully disclose all material facts of every actual or potential conflict of interest to the Board of Trustees at the time such conflict arises.
2. When the church engages in a transaction with an insider that constitutes a conflict of interest, the Board shall handle the transaction as follows:
  - (a) If a trustee is offered employment by the church as an employee and wants to accept the employment, the Board shall follow the procedure in this Section for insiders to ensure that the compensation is reasonable. If the Board determines that the compensation is reasonable, the trustee must resign from the Board of Trustees before accepting such employment.
  - (b) The Board shall exclude any insider that has a conflict of interest with respect to the transaction from all discussion and from voting on the transaction. The Board may ask questions of the insider prior to beginning its discussion.
  - (c) The Board shall gather appropriate data to ensure that the compensation for each insider is reasonable. In the case of employee compensation packages, the Board shall utilize reliable surveys of compensation for comparable positions or shall utilize data for at least three similarly situated employees in comparable positions. The Board shall not use the employee whose compensation is under consideration to collect comparability data.
  - (d) The Board shall document its decision by keeping written records that state the terms of the transaction and date approved, the trustees present and who voted on it, the comparability data and how the data were obtained, and any actions taken with respect to trustees who had a conflict of interest with respect to the transaction. The records must be prepared before the latter of the next Board meeting or 60 days after the final action is taken. Once prepared, the records must be reviewed and approved by the Board within a reasonable time.
3. When employee compensation packages are established each year, the Board shall identify those employees who are insiders. The Board shall monitor the compensation packages of insiders in accordance with the procedure in §3.2 above.
4. When the church provides an economic benefit to an insider for the insider's services as an employee or an independent contractor, the church shall contemporaneously document the transaction as required by the IRS (generally on an original Form W-2, Form 1990, or Form 1099 or with a written employment contract).

### **SECTION 4: COMPLIANCE WITH THIS POLICY**

In order to ensure compliance with this policy:

1. On an annual basis, the Secretary of the church or the Secretary's designee shall develop and maintain a list of insiders who engage in or are reasonably likely to engage in transactions that constitute conflicts of interest with the church during the year.

2. The officers, trustees and key employees shall each year disclose interests that could give rise to a conflict of interest under this policy. Such disclosure shall be made on a Disclosure and Acknowledgment form similar to the one attached to this policy and shall be filed with the Secretary or the Secretary's designee.

3. The Secretary or the Secretary's designee shall monitor and enforce compliance with this policy by reviewing the list of insiders and the Disclosure and Acknowledgment forms each year and by bringing potential or actual conflicts to the attention of the Moderator of the Board. The Moderator shall disclose conflicts to the Board as they arise and ensure that the procedures in this policy are followed.

4. The Secretary or the Secretary's designee shall convey the list of insiders identified above to the Executive Team and shall instruct the Executive Team to notify the Board if the Executive Team or any employee plans to engage in a transaction with an insider that constitutes a conflict of interest, including payment or reimbursement for business or travel expenses of the insider and/or members of the insider's family not made pursuant to an accountable plan under IRS Reg. 1.62-2(c)(2). If so, the Board shall monitor the transaction to ensure that it complies with the procedure in Section 3 above.

#### **SECTION 5: DELEGATION TO COMMITTEE**

The Board may delegate its responsibilities under this policy to a committee of the Board. The committee shall comply with this policy and shall report its decision to the Board in a timely fashion.

**CONFLICTS OF INTEREST DISCLOSURE AND ACKNOWLEDGMENT STATEMENT**

**[Each Trustee and Officer should sign and submit this form annually.]**

**Disclosure**

Please report below any direct or indirect conflicts of interest you have or may have in connection with the church.

You have an ongoing obligation to notify the Board promptly of any direct or indirect conflict of interest as it arises.

**List of Conflicts**

Please list any direct or indirect conflicts here:

**Acknowledgment**

I have received and read and will comply with the Conflicts of Interest Policy of this church. I affirm that, other than the interests reported, I am aware of no direct or indirect conflicts of interest that I have or may have within the meaning of the Conflicts of Interest Policy.

Signature: \_\_\_\_\_ Date Adopted: \_\_\_\_\_

\_\_\_\_\_  
Title

Please submit this form to the Secretary of the church and retain a copy for your records.

**APPENDIX**  
**CONGREGATIONAL COVENANT**

*I promise to cultivate in myself:*

- Appreciation of our commonalities and differences,
- Joy and a sense of humor,
- Trust that others have good intentions,
- Generosity of spirit and substance,
- Willingness to forgive and seek forgiveness,
- Ownership of my actions and their consequences,
- Gratitude for those who helped build our church community, and
- Commitment to sustaining this church for those who will follow after.

*In accordance with these values and intentions, I promise to:*

- Give generously of my time, talents and resources,
- Be kind and compassionate,
- Listen to understand rather than to judge or prove a point,
- Support and nurture others,
- Express appreciation of others' efforts,
- Talk with rather than about others,
- Be mindful and considerate in my communications and interactions,
- Respond to anger with gentleness, and
- Forgive myself and others when we fail to keep these promises and begin again in love and faith.

This covenant is a touchstone that guides us in nurturing our selves and our church community and supporting its work in the world. Through it we will enrich our relationships with one another and serve others in accordance with our principles. Together we pledge to revisit and renew our promises to one another to foster our spiritual growth and sustain the vitality of our congregation and its larger mission in the world.

**APPENDIX**

**EXECUTIVE TEAM FINANCIAL GUIDELINES**

BALANCED BUDGET DATE Annually--Draft to Finance Committee one week prior to the February Committee Meeting; Final to Board March Board Meeting

COST OF GOVERNANCE \$ 10,000

SAFETY RESERVE \$ 100,000

ALLOCATION OF EXCESS MAINTENANCE RESERVE BY BOARD (to be determined when excess occurs)

DEBT GUIDELINE Temporary excess spending must be covered by certain, otherwise unencumbered revenues. In no case shall temporary excess spending exceed 5% of the total operating fund budget, not including designated reserves.

CONTRACT AWARD LIMIT \$ 10,000

BID LIMIT \$ 10,000

**APPENDIX**

**FINANCIAL MONITORING POLICIES**

| <u><b>POLICY</b></u>                                                                                                       | <u><b>METHOD</b></u> | <u><b>FREQUENCY</b></u>                                                                                |
|----------------------------------------------------------------------------------------------------------------------------|----------------------|--------------------------------------------------------------------------------------------------------|
| <b>Financial Planning and Budgeting,<br/>Part 3.3.1</b>                                                                    |                      |                                                                                                        |
| Balanced Operating, Funds and Properties Budgets                                                                           | Internal             | Annually--Draft to Finance Ctte one week prior to Feb Ctte mtg. Final to Board at the March Board mtg. |
| Report Certifying Adherence to All Financial Policies, Identifying Deviations and Corrective Action                        | Internal             | Annually—Submitted prior to April Finance Ctte mtg.                                                    |
| Multi-Year Financial Outlook                                                                                               | Internal             | Annually—Draft to Finance Ctte and Board by Feb. mtgs.                                                 |
| <b>Financial Condition and Activities,<br/>Part 3.3.2</b>                                                                  |                      |                                                                                                        |
| State of the Budget (Balanced or Unbalanced), Reserves, Contingency, and Major Maintenance                                 | Internal             | Monthly to Finance Ctte. Monthly to Board.                                                             |
| Report Certifying Adherence to all Financial Policies, Identifying Deviations and Corrective Action                        | Internal             | Annually – submitted prior to April Finance Ctte mtg.                                                  |
| Acceptance of restricted gifts                                                                                             | Internal             | Annually                                                                                               |
| <b>Asset Protection, Part 3.3.3</b>                                                                                        |                      |                                                                                                        |
| Report to Board Regarding Any Problems Identified in the Audit Management Letter or Any Other Areas of the Financial Audit | Internal             | Thirty days from receipt of the Audit Report and/or Management Letter                                  |
| Report Certifying Adherence to Financial Policies, Identifying Deviations and Corrective Action                            | Internal             | Annually - Prior to April Finance Ctte mtg.                                                            |





## APPENDIX

### FIRST UNITARIAN FOUNDATION GIFT ACCEPTANCE POLICY

- I. **Bequests and Gifts.** All undesignated bequests shall be considered gifts to the Foundation. All undesignated gifts up to \$1,500 will be considered gifts to the Church. When undesignated gifts over \$1,500 are received by the Church, the donor will be contacted if possible and asked whether the donor wants the donation to go to the Church or the Foundation. If no contact is possible the donation will go to the Church. Gifts and bequests with a specific purpose designated (other than a designation to the Foundation), payments on pledges for current year church expenses, payments on capital campaign pledges, and all moneys received in worship service collection plates (except moneys designated to the Foundation) shall go to the Church.
- II. **Gift Acceptance Committee.** The Gift Acceptance Committee shall be composed of the Foundation Board of Stewards sitting as a committee of the whole. When deemed necessary the Committee shall consult legal counsel or other appropriate professionals.

### III. General Provisions

- A. Gift acceptance. Gifts may be solicited and accepted from individuals, corporations, foundations, and federal, state and local governments. Gifts may be accepted, however, only for programs consistent with the mission of the Foundation.
- B. Legal and tax advice for donors. The information provided in this policy is presented for general information and discussion purposes only and should not be considered or used as legal advice. Donors and prospective donors should always confer with their own legal counsel or tax advisors for opinions about the tax or other legal consequences of their proposed donation.
- C. Securing appraisals and legal fees for gifts to the Foundation. It shall be the responsibility of the donor to secure an appraisal (when required) independent legal counsel for all gifts made to the Foundation.
- D. Valuation of Gifts for development purposes. The Foundation shall record a gift received by the Foundation at its valuation for gift purposes on the date of the gift.
- E. Responsibility for IRS filings upon sale of gift item. The Foundation is responsible for filing IRS Form 8282 upon the sale or disposition of any asset sold within two years of receipt by the Foundation where the charitable deduction value of the item was \$5,000 or greater. The Foundation must file this form within 125 days of the date of sale or disposition of the asset.
- F. Acknowledgment of Gifts. All gifts made to the Foundation and compliance with the current IRS requirements in acknowledgment of such gifts shall be the responsibility of the Gift Acceptance Committee.

### IV. Types of Gifts.

The following criteria govern the acceptance of each gift type.

- A. Cash is acceptable in any form. Checks shall be made payable to the Foundation or the Church.
- B. Tangible Personal Property gifts shall be examined in light of the following questions:
1. Does the property fulfill the mission of the Foundation?
  2. Is the property marketable?
  3. Are there any undue restrictions on the use, display, or sale of the property?
  4. Are there any carrying costs for the property?

- C. Publicly Traded Securities. As a general rule, all marketable securities shall be sold upon receipt unless otherwise decided by the Gift Acceptance Committee.
- D. Closely Held Securities. Gifts must be reviewed prior to acceptance by the Gift Acceptance Committee to determine that:
1. There are no restrictions on the security that would prevent the Foundation from converting these assets to cash.
  2. The security is marketable.
  3. The security will not generate any undesirable tax consequences for the Foundation.
- E. Real Estate. Gifts may include developed property, undeveloped Property, or gifts subject to a prior life interest. Prior to acceptance of real estate the Foundation shall require an environmental review at the expense of the donor. The Foundation shall take any action determined to be necessary as a result of this review.

Where appropriate, a title binder shall be obtained by the Foundation prior to the acceptance of the real estate gift. The cost shall generally be paid by the donor. Criteria to be considered by the Gift Acceptance Committee for acceptance of the property shall include:

1. Is the property useful for the purposes of the Foundation?
  2. Is the property marketable?
  3. Is the value of the property, net of any mortgages or other encumbrances, at least \$20,000?
  4. Are there any restrictions, reservations, easements, or other limitations associated with the property?
  5. Are there carrying costs, which may include insurance, property taxes, mortgages, or notes etc., associated with the property?
  6. Does the environmental audit reflect that the property is not damaged?
- F. Remainder Interest In Property. The Foundation will accept a remainder interest in a personal residence, farm or vacation property subject to the provisions of “**E. Real Estate**” above. The donor or other occupants may continue to occupy the real property for the duration of their life. At the death of the donor, the Foundation may use the property or reduce it to cash. Where the Foundation receives a gift of a remainder interest, expenses for maintenance, real estate taxes, and any property indebtedness are to be paid by the donor or primary beneficiary until such time as the property passes irrevocably to the Foundation.
- G. Oil, Gas and Mineral Interests. The Foundation may accept oil and gas property interests, where appropriate. Prior to acceptance of an oil or gas interest the gift shall be approved by the Gift Acceptance Committee, and if necessary, by the Foundation’s legal counsel. Criteria for acceptance of the property shall include:
1. Gifts of surface rights should have a value of \$20,000 or greater.
  2. Gifts of oil, gas and mineral interests should generate at least \$3,000 per year in royalties or other income (as determined by the average of three years prior to the gift).
  3. The property should not have extended liabilities or other considerations that make receipt of the gift inappropriate.

4. If the interest is a working interest, the organization should determine the impact on the Foundation so that it may develop a plan to minimize that impact if accepted.
  5. The property should undergo an environmental review to ensure that the Foundation has no current or potential exposure to environmental liability.
- H. Bargain Sales. The Foundation will enter into a bargain sale arrangement in instances in which the bargain sale furthers the mission and purpose of the Foundation. All bargain sales must be reviewed and recommended by the Gift Acceptance Committee. Factors used in determining the appropriateness of the transaction include:
1. The Foundation must obtain independent appraisal substantiating the value of the property.
  2. If the Foundation assumes debt with the property, the debt ratio must be less than 50% of the appraised market value.
  3. The Foundation must determine that it will use the property, or that there is a market for sale of the property allowing sale within 12 months.
  4. The Foundation must calculate the costs to safeguard, insure and expense the property (including property tax, if applicable) during the holding period.
- I. Life Insurance. The Foundation must be named as both beneficiary and irrevocable owner of an insurance policy before a life insurance policy can be recorded as a gift. The gift is valued at its interpolated terminal reserve value, or cash surrender value, upon receipt. If the donor contributes future premium payments, the Foundation will include the entire amount of the additional premium payments as a gift in the year that it is made.

If the donor does not elect to continue to make gifts to cover premium payments on the life insurance policy, the Foundation may:

1. Continue to pay the premiums.
  2. Convert the policy to paid up insurance, or
  3. Surrender the policy for its current cash value.
- J. Charitable Gift Annuities. The Foundation may offer charitable gift annuities. The minimum gift for funding shall be \$10,000. The minimum age for life income beneficiaries shall be 55. Where a deferred gift annuity is offered, the minimum age for life income beneficiaries shall be 45. No more than two life income beneficiaries will be permitted for any gift annuity.

Annuity payments may be made on a quarterly, semi-annual or annual schedule. The Chair of the Gift Acceptance Committee may approve exceptions to this payment schedule.

The Foundation will not accept real estate, tangible personal property, or any other illiquid asset in exchange for deferred gift annuities unless there is at least a 5 year period before the commencement of the annuity payment date, the value of the property is reasonably certain and the Chair of the Gift Acceptance Committee approves the arrangement.

Funds contributed in exchange for a gift annuity shall be set aside and invested during the term of the annuity payments. Once those payments have terminated, the funds representing the remaining principal contributed in exchange for the gift annuity shall be transferred to the Foundation's general investment funds.

- K. Charitable Remainder Trusts. The Foundation may accept designation as remainder beneficiary of a charitable remainder trust with the approval of the Gift Acceptance committee of the Foundation. The recommended gift minimum shall be \$100,000.
- L. Charitable Lead Trusts. The Foundation may accept a designation as income beneficiary of a charitable lead trust. The Board of the Foundation will not accept an appointment as Trustee of a charitable lead trust. The recommended gift minimum shall be \$100,000.
- M. Retirement Plan Beneficiary. Donors and supporters of the Foundation shall be encouraged to name the Foundation as beneficiary of their retirement plans. Such designations shall not be recorded as gifts to the Foundation until such time as the gift is irrevocable. Where the gift is received, but is not due until a future date, the present value of that gift may be recorded at the time the gift becomes irrevocable.
- N. Bequests. Donors and supporters of the Foundation shall be encouraged to name the Foundation in their wills and trusts. Such bequests shall not be received on the books of the Foundation until such time as the gift is irrevocable. When the gift is irrevocable, but is not due until a future date, the present value of that gift may be recorded at the time the gift becomes irrevocable.
- V. **Changes to Policies**. These policies and guidelines have been reviewed by the Church's Investment and Stewardship Committees, reviewed and approved by the Church's Board, reviewed by the Foundation's legal counsel and approved by the Board of the Foundation. The Board of the Foundation must approve any changes to or deviations from these policies.

Approved by Church Board on the 19th day of December, 2002.

Approved by Foundation Board on the 12th day of December, 2002.

**APPENDIX**  
**INVESTMENT POLICIES**

**Investment Guidelines**

These investment guidelines apply to the investment portfolio of all church funds, except those managed by the Foundation.

The Executive Team will at all times embrace investment strategies that are in harmony with the Mission Statement and the Ends Policies of the First Unitarian Church.

The overall objective for management of the church investments shall be to:

1. Manage operating funds to provide for necessary liquidity and safety of principal;
2. Manage all other funds to provide for safety of principal and a growing income stream.

Investment objectives in order of importance are:

1. Safety—preservation of capital
2. Liquidity—timed availability of funds
3. Rate of return—yield

Investments in the stocks and bonds of individual companies and government organizations will be avoided whenever possible:

1. Securities received from congregants will be sold as soon as possible.
2. Investments will be in mutual funds that satisfy the criteria specified in these policies.

**Investment Choices**

A socially and environmentally conscious framework will be utilized when evaluating investment choices.

**Unauthorized Investments**

Prohibited investments include, but are not limited to:

- Commodities and Futures Contracts
- Private Placements
- Options, Including Puts and Calls
- Limited Partnerships
- Derivatives

## APPENDIX

### SAFE CHURCH POLICY

Behavior that is dangerous, disruptive or disrespectful fails to respect the worth, dignity and safety of the members of our church community and results in a community that does not feel welcoming. The Board defines these terms as follows,

**DANGEROUS** – an individual threatens, through words or actions, the safety of a person, persons, church property or property of a church member or friend

**DISRUPTIVE** – actions of an individual which significantly interfere with a worship service, meeting, church event or similar church gathering

**DISRESPECTFUL** – behavior that fails in a significant way to recognize the inherent worth and dignity of each individual, for example, is harmful or abusive to others or to the community, including but not limited to racist, sexist, or homophobic comments or actions or the malicious spreading of untruths.

The content of one's beliefs and the exercise of the right of responsible dissent shall not be considered dangerous, disruptive or disrespectful.

If an individual exhibits behavior(s) as defined above, the following four factors will be considered in order to determine an appropriate response:

**SEVERITY** – How serious is this issue or situation?

**CAUSES** – Why is this situation occurring? Is it a conflict between an individual and others in the church?

What other factors need to be considered (mental health, drugs/alcohol)?

**HISTORY** – What has been the frequency and severity of this behavior in the past? Has this situation been addressed previously, and if so, how was it handled?

**PROBABILITY OF CHANGE** – How likely is it that the problem behavior will diminish or cease if the individual is offered feedback and the opportunity to demonstrate changed behavior?

The Board shall endeavor to treat any individual who is found to have engaged dangerous, disruptive or disrespectful behavior with love and respect as it determines how to respond to that person's behavior. All efforts to maintain confidentiality will be observed. The following process provides guidelines to deal with dangerous, disruptive or disrespectful behavior. The appropriate level of intervention will be determined by the severity of the situation. Reasonable efforts will be made to resolve any perceived conflict or differences using available church resources.

**STEP 1:** Dangerous, disruptive or disrespectful behavior will not be tolerated. When it is observed, the minister, program director, committee chair, or other church leader will initiate necessary action.

If the behavior is threatening or dangerous, the individual will be asked to stop immediately or leave the area.

The police may be called if the individual does not comply with the request. If the minister, program director, committee chair or church leader believes that the behavior is so dangerous that further action is required, the minister, program director, committee chair, or church leader shall move to Step 2.

If the behavior is disruptive or disrespectful but not dangerous, the minister, program director, chair or church leader may ask the individual to immediately stop the behavior and/or will speak with the individual privately following the incident or complaint. The individual will be given feedback about the disruptive or disrespectful behavior and its effect on the meeting, event, gathering, or church community. The individual will be informed that the behavior is unacceptable and must stop; they will be offered appropriate support to make these changes.

**STEP 2:** If the above interventions are not effective in stopping the dangerous, disruptive or disrespectful behavior, the program director, committee chair, or church leader will seek counsel from the senior or associate minister. The individual will be offered feedback and assistance as needed to help with understanding the issue and changing the offensive behavior.

STEP 3: If the interventions under Steps 1 and 2 above do not resolve the problem, the minister, program director, chair, or church leader will report the situation to the Moderator of the Board. The Moderator will consider available options for dealing with the situation and may appoint an Ombuds group, comprised of three or four objective and unbiased congregants, able to maintain confidentiality, devoted to the well-being of the church, and who would advocate for reason and kindness. These individuals would have particular skills or knowledge useful in the assessment of the current situation. They would interview the individual, gather data in a non-judgmental way and offer support as needed (for example, referring the individual to the lay ministers or appropriate counselors or other professionals as indicated). Called by the Moderator only when needed for a specific incident or situation, they would be provided a brief training in their role including such areas as confidentiality, data gathering process, and available resources. They would be instructed by the Moderator with clear delineation of their charge. Their task would be completed after their deliberations and presentation of information to the Board Officers Committee offering suggestions for resolution. The Moderator will set forth a timeframe for the Ombuds findings when they are appointed.

STEP 4: Based on the Ombuds findings, the Board Officers Committee may refer the issue to the Board of Trustees for consideration. The Board may deny the individual access to Board or committee meetings, events, congregational gatherings, and/or the church property for a period of time. The Board may exclude the individual from membership in the church in accordance with church bylaws or may take other appropriate action to remedy the problem. The Board shall clearly communicate their concern for the individual as a person of worth and dignity and offer ongoing community support consistent with the individual's preference.

STEP 5: If the individual requests reinstatement as a church member at a later date, a meeting with the ministers and Board Officers Committee shall be necessary to determine that changes in behavior have occurred. If satisfactory changes have occurred, the BOC and ministers will offer support for the individual's efforts to rejoin the church and shall outline conditions for reinstatement of the individual.

## APPENDIX

### WHISTLEBLOWER POLICY

This church seeks to conduct all of its activities in a responsible, legal and ethical manner. All officers, trustees, employees and volunteers of this church must practice integrity and honesty in fulfilling their responsibilities and must comply with all applicable laws and regulations. The purpose of this Whistleblower Policy is to provide a mechanism to report irresponsible, illegal or unethical behavior.

#### **Whistleblower Complaints**

If an officer, trustee, employee or volunteer should discover information leading them to believe that a serious wrongdoing or illegal or unethical behavior has occurred in this church, that person is encouraged to report this information to the Moderator of the Board. If the Moderator of the Board is not available or is implicated in the wrongdoing, that person is encouraged to report the information to another Board officer.

The Moderator, Board officer, or designee shall conduct an investigation. Reports of violations will be kept confidential to the extent possible, consistent with the needs of an investigation. Appropriate corrective action will be taken, if warranted by the investigation.

#### **No Retaliation**

1. The church's policy is to protect from retaliation any person who in good faith:

- (a) provided to law enforcement or other official any information that the person believes to be evidence relating to the commission or possible commission of any federal, state or local offense;
- (b) initiated or aided in criminal or civil proceedings;
- (c) testified at a governmental adjudicatory hearing;
- (d) reported a health or safety violation; or
- (e) reported information about wrongdoing, illegal or unethical behavior pursuant to this Policy.

No officer, trustee, employee, or volunteer of this church shall take any action detrimental to any person described above, including interference with the lawful employment or livelihood of any such person, except as permitted in 2. below.

2. In the event that an officer, trustee, employee, or volunteer intends, for any reason, to take any action harmful to any person who has acted as described in 1. above, the officer, trustee, employee, or volunteer must obtain the approval for such action from the Board of Trustees prior to taking action. Such approvals must be obtained even if the officer, trustee, employee, or volunteer believes that the person who provided information to the law enforcement officer provided untruthful information.



