

**MINNESOTA VALLEY UNITARIAN
UNIVERSALIST FELLOWSHIP**

***POLICIES, PROCEDURES,
GOVERNANCE HANDBOOK***

Approved by Board of Trustees, FEBRUARY 10, 2010

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INTRODUCTION

About This Handbook

The purpose of this handbook is to give members and friends of Minnesota Valley Unitarian Universalist Fellowship (MVUUF) information about governance, staffing, and operation of standing committees.

Questions about information in this handbook can be directed to a member of the Board of Trustees or appropriate committee chair.

About MVUUF

MVUUF was established in 1966 as a nonprofit corporation affiliated with the Unitarian Universalist Association (UUA). Its purpose is to provide opportunities to those seeking a liberal religion and in quest of spiritual and intellectual growth. Additionally it works to disseminate information about Unitarian Universalism and encourages members' involvement in the community and the world. We are also affiliated with the Prairie Star District of the UUA and MVUUF is a member of the Bloomington Area Clergy Association.

MVUUF was certified by the UUA as a Welcoming Congregation in 2003, became an International Peace Site, a program of the nonprofit organization World Citizen, in 2005 and recognized by the Unitarian Universalist Ministry for Earth as an official Green Sanctuary in 2008.

Mission Statement

MVUUF, a liberal religious congregation guided by democratic principles, engages its members in a shared quest for intellectual and spiritual growth, and encourages members' involvement in the community and the world.

Adopted 5/19/02

MVUUF Bylaws

These bylaws were approved May 2, 2007.

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The Minnesota Valley Unitarian Universalist Fellowship, having been established in 1966 as a non-profit corporation, adopts this document, pursuant to Minnesota Statutes, Chapter 317A, to regulate and manage its affairs.

ARTICLE I

Name

1.1 The name of this religious society is The Minnesota Valley Unitarian Universalist Fellowship (“the Fellowship”).

ARTICLE II

Purpose

2.1 The purpose of this Fellowship is to provide opportunities to liberal religious persons for the study and practice of religion together, to disseminate knowledge of Unitarian Universalism, and to further its principles.

ARTICLE III

Membership

3.1 **Members.** The membership of the Fellowship consists of one class of members, all members having equal voting rights, subject to section 3.2.

3.2 **Qualifications.** Any person at least fifteen (15) years old, or any person who has completed the Coming of Age program, who subscribes to this Fellowship’s purpose, can become a member by applying in writing, signing a financial pledge, and making the minimum contribution of record to the current operating budget by January 1st of each year, or the record date of any meeting of the members, whichever is later.

3.3 **Certification of Membership.** Each year in January, the Board of Trustees (Board) certifies the membership roll to the Unitarian Universalist Association and Prairie Star District. The Board determines whether a person meets and continues to meet the qualifications for membership.

3.4 **Liability.** A member of the Fellowship is not, as such, personally liable for the acts, debts, liabilities or obligations of the Fellowship.

3.5 Termination or Suspension. A member cannot be terminated or suspended unless the member is given:

A. At least fifteen (15) days prior written notice with the reason for the suspension or termination;

B. An opportunity to be heard orally or in writing, not less than five (5) days before the effective date of the suspension or termination. The hearing can be held by a person or persons authorized by the Board to decide that the proposed suspension or termination not take place. No hearing is required where the reason for termination or suspension is only for failure to continue timely contributions, but notice required by this section must be given.

3.6 Membership Privileges.

A. Any member of the Fellowship may attend Board and Program Council Meetings.

B. Members of the Fellowship may form ad hoc committees. The committee chair must inform the Board of the committee's purpose, its proposed duration, and the name of the chair.

C. Members are eligible to vote at duly called Fellowship meetings.

ARTICLE IV

Fellowship Meetings

4.1 Annual Meetings of Members. The Annual Meeting can be held any time in May at a time and place set by the Board. At the Annual Meeting of the members:

A. There must be an election of successors for officers and Board members whose terms have expired or whose terms expire at the end of the fiscal year;

B. There must be a report or reports on the activities and financial condition of the Fellowship;

C. The members must consider and act upon other matters as may be raised consistent with the notice of meeting requirements.

4.2 Special Meetings of Members. Special meetings can be called by the Board or at the written requests of ten (10) percent of the reported members. After receipt of a written request for a special meeting to any officer of the Board, the special meeting must be held within sixty

(60) days of such receipt. The notice for a special meeting shall state the purpose of the meeting. No other business may be transacted at such a meeting.

4.3 Notice. Written notice of any meeting must be given to each member entitled to vote by the Board at least twenty (20) days before the meeting. Additional notice is not required if the date, time and place of a meeting are announced at the time of the adjourned meeting.

4.4 Absentee Ballots. Absentee voting is not permitted unless authorized as provided in Article V, 5.4.J.

4.5 Quorums. Thirty (30) percent of members constitute a quorum to conduct business (other than calling a minister – see §10.1) at any meeting of members.

4.6 Record Date. The Board must set the record date before the date of a meeting of members. The record date is the date of the determination of the members entitled to notice of, and entitled to vote at, the meeting. After those entitled to vote have been established, any conditions under which members can vote must be applied to all members equally.

ARTICLE V

Board of Trustees

The powers of the Fellowship reside in the congregation and can be exercised at duly called meetings of its members. There is a Board of Trustees which can act for the membership of the Fellowship between annual or business meetings.

5.1 Management: The affairs of the Fellowship are managed by the Board of Trustees which is the highest administrative, policymaking, long-range planning and visioning body of the Fellowship.

5.2 Composition: The Board of Trustees consists of the Chair, Chair-Elect, Treasurer and four elected trustees. Each year two Board members and the Chair-Elect are elected for two-year terms. In addition, the Treasurer is elected in odd-numbered calendar years for a two-year term.

The Chair-Elect automatically becomes the Chair in the second year of his/her term. The Board will select

a Secretary each year from among its members. Board members are limited to three consecutive terms. The minister is a non-voting ex-officio member of the Board.

5.3 Meetings: The Board of Trustees meets monthly.

A. Regular meeting dates, times and places are established by resolution at the first meeting of the fiscal year but can be changed as determined by the Board. This information will be published and the meetings are open to all Fellowship members.

B. Special meetings of the Board can be called by any member of the Board by giving at least ten (10) days written notice to all Board members. If 51 percent of the members of the Board agree the ten-day notice provision can be waived.

C. Meetings shall require a quorum of 51 percent of members of the Board to conduct business. The meeting is governed by *Robert's Rules of Order* except as modified by these bylaws.

5.4 Responsibilities: The Board of Trustees shall:

- A. Oversee Fellowship programs and finances.
 - (1). Take general charge of the property of the Fellowship.
 - (2). Conduct Fellowship business, including approval of contracts and other documents required for Fellowship business.
 - (3). Control and direct the administration of the Fellowship and employ all persons necessary to fulfill its administration.
 - (4). Oversee the annual budget and overall finances of the Fellowship.
 - (5). Provide direction, oversight and support to committees and committee chairs.
- B. Conduct long-range planning and visioning.
- C. Set, review and revise policies and procedures.
- D. Delegate authority to make decisions, act, and define procedures, as appropriate.
- E. Monitor the effectiveness and performance of committees. To do this the Board shall:
 - (1). Approve the establishment and dissolution of committees.
 - (2). Approve the appointment of committee chairs nominated by the committees.
 - (3). Dismiss committee chairs for cause.
 - (4). Assign one Trustee per committee as a liaison and resource.
- F. Appoint interim members to fill vacancies on the Board and Program Council.

- H. Hire and terminate staff except for the minister whose hiring must be approved by the membership.
- I. Cultivate and oversee Fellowship leadership development processes and programs.
- J. Determine whether to authorize the use of absentee ballots at Fellowship business meetings.
- K. Approve applications of individuals into membership.
- L. Name one member to serve on the Nominating Committee

5.5 Compensation. Board members are not compensated for their service on the Board. An employee of the Fellowship cannot be a member of the Board. Board members may be reimbursed for expenses incurred on behalf of the Fellowship.

5.6 Liability. Members of the Board, being uncompensated, are immune from civil liability for acts or omissions made in good faith, if within the scope of their responsibility, and if the acts or omissions did not constitute willful or reckless misconduct.

5.7 Conflicts of Interest. A contract or other transaction between the Fellowship and a member of the Board or the member's family is not void or voidable if:

- A. The contract or transaction was fair and reasonable as to the Fellowship when it was approved.
- B. All material facts concerning the contract or transaction and the member's interest are fully disclosed and known to the other Board members and documented in the Board minutes.
- C. The contract or transaction is approved by a majority of the Board members, not counting the interested member.

5.8 Resignation. A Board member can resign at any time by giving written notice to the Chair or Chair-Elect. The resignation is effective without acceptance when the notice is given to the Chair or Chair-Elect unless a later effective time is specified in the notice.

5.9 Transition. The following special procedures will apply to the first election after these bylaws are approved. The Chair and two Trustees will be elected for one-year terms. The Chair-Elect will be elected for a two-year term, the first year to be served as Chair-Elect and the second as Chair. The Treasurer and two additional Trustees will be elected for two-year terms. The election procedures described in section 5.2 will be used in subsequent years.

ARTICLE VI

Officers

6.1 Fellowship Officers. The officers of The Fellowship are a Chair, a Chair-Elect, a Treasurer, and a Secretary who is elected by the Board from the Trustees, as set forth in Article V, 5.2, with the terms of office provided therein.

6.2 Duties of Officers.

A. Chair. The Chair:

- (1) has general active management of the business of the Fellowship;
- (2) when present, presides at the meetings of the Board and of the members;
- (3) is responsible for assuring that orders and resolutions of the Board are carried into effect;
- (4) signs and delivers in the name of the Fellowship deeds, mortgages, bonds, contracts, and other instruments pertaining to the business of the Fellowship, except in cases in which the authority to sign and deliver is required by law to be exercised by another person, or is expressly delegated by the articles, Bylaws or by resolution of the Board to another officer or agent of the Fellowship.
- (5) maintains records of and, when necessary, certifies proceedings of the Board and its members; and
- (6) performs other duties prescribed by the Board and set forth in the *Policies and Procedures Manual*.

B. Chair-Elect. The Chair-Elect:

- (1) is vested with all powers of and performs all duties of the Chair in the Chair's absence or inability to act, but only so long as such absence or inability continues;
- (2) serves as Chair in the second year of the term of the Chair-elect;
- (3) presides over the Program Council;
- (4) assists the Chair as needed;
- (5) performs other duties prescribed by the Board and set forth in the *Policies and Procedures Manual*.

C. Secretary. The Secretary:

(1) keeps minutes of meetings of the Board, special congregational meetings and the Annual Meeting, and preserves them for the Fellowship;

(2) is responsible for giving notices required by these bylaws or at the direction of the Board;

(3) prepares any necessary certified copies of records; and

(4) performs other duties prescribed by the Board and set forth in the *Policies and Procedures Manual*.

D. Treasurer. The Treasurer:

(1) keeps accurate financial records for the Fellowship;

(2) deposits money, drafts and checks in the name of and to the credit of the Fellowship in the banks and depositories designated by the Board;

(3) endorses for deposit notes, checks and drafts received by the Fellowship as ordered by the Board, making proper vouchers for the deposit;

(4) disburses Fellowship funds and issues checks and drafts in the name of the Fellowship, as ordered by the Board;

(5) upon request, provides to the Chair and the Board an account of transactions by the Treasurer and of the financial considerations of the Fellowship;

(6) submits its records to the audit committee in June of each year; and

(7) performs other duties prescribed by the Board and set forth in the *Policies and Procedures Manual*.

6.3 Bonds. The Board may require bonds of officers or other persons, as it deems necessary to protect The Fellowship.

6.4 Standard of Care. An officer must discharge the duties of his or her office in good faith in a manner the officer reasonably believes to be in the best interest of the Fellowship, and with the care an ordinarily prudent person in like position would exercise under similar circumstances. If the duties or functions of an officer are delegated to another person, that person is considered an officer for liability purposes.

Article VII

Program Council

The Program Council is composed of the committee chairs who implement the programs that enable the Fellowship to meet its mission and purpose. The purpose of Program Council meetings is to facilitate the coordination of Fellowship program activities. The meetings are to promote cooperation among program areas where multiple programs may be in a position to contribute and to avoid or resolve conflicts (such as in resources or scheduling) among program areas. Program Council meetings are open.

7.1 Composition: The Program Council shall consist of all chairs of Board approved committees of the Fellowship and any other interested members of the Fellowship as well as the Board of Trustees Chair-Elect. The minister and director of religious education are ex-officio members of the Program Council.

7.2 Meetings: The Program Council meets quarterly and is chaired by the Chair-Elect of the Board of Trustees. Meeting dates, times and places are established at the first meeting but can be changed as determined by the Program Council. Meeting information shall be posted to provide notice of the meetings to all Fellowship members.

7.3 Consensus: The standard operating mode for Program Council meetings is a group discussion, guided by a prepared agenda, led by a chair (the Chair-Elect), with intent to make decisions by consensus.

7.3.1. Consensus is defined as “a method of making decisions through which a group strives to reach substantial, though not necessarily unanimous, agreement which can be supported by all.”

7.3.2. When, in the judgment of the chair, no consensus can be reached, the Chair may temporarily impose *Robert’s Rules of Order* on the Council and call for a vote of the

committee chairs present. Any three committee chairs issuing a joint call may also compel the Chair to invoke *Robert's Rules of Order*. After the decision is reached, the chair may set aside *Robert's Rules of Order*.

7.3.3. Quorum. At least fifty (50) percent of the committee chairs must be present to have a quorum. The Chair counts towards a quorum.

7.3.4. The Program Council Chair may only vote at Program Council meetings to break a tie.

7.4 **Board Review.** The Board may review any decision of the Program Council. The Board has the authority to revise or overturn any decision of the Program Council. Program Council decisions that are within the scope of its authority shall be considered “approved and in effect” unless and until a Board review changes the decision.

7.5 **Responsibilities** - The Program Council shall:

- A. Lead and implement a variety of programs that enable the Fellowship to realize its purpose, vision and mission.
- B. Facilitate cooperation and coordination among program areas.
- C. Name one member to serve on the Nominating Committee.
- D. Recommend policies and procedures to the Board if appropriate.
- E. Plan and coordinate the yearly calendar and events.

ARTICLE VIII

Indemnification

8.1 **Mandatory.** The Fellowship must indemnify officers, Board members, employees, and members acting as agents for the Fellowship when they are made or threatened to be made parties in a lawsuit against judgments, penalties, fines, including without limitation, excise taxes assessed against any one or all of them with respect to an employee benefit plan, settlements, and reasonable expenses, including attorneys' fees and disbursements, incurred in connection with such proceedings.

8.2 **Standards.** To qualify for indemnification, the persons identified in 8.1 must meet the following standards:

- A. have not been indemnified by another organization or employee benefit plan for the same liability with respect to the same act or omissions;
- B. have acted in good faith;
- C. have received no improper personal benefit as a result of a conflict of interest;
- D. in the case of a criminal proceeding, did not have reasonable cause to believe the conduct was unlawful; and
- E. that the acts or omissions were reasonably believed to be in, or were not opposed to, the best interest of the Fellowship.

8.3 **Insurance.** The Fellowship can buy and maintain insurance on behalf of any person or persons in their official capacity against liability for any acts or omissions for which indemnification is required.

ARTICLE IX

Committees

9.1 **Nominating Committee.** The Nominating Committee consists of five (5) members. Three (3) members and two (2) alternates are nominated by the previous years' Nominating Committee and are elected at each Annual Meeting by a majority vote. One (1) additional member is appointed by the Board from among its membership by the time the Nominating Committee meets to discharge its duties, and one (1) additional member is appointed by the Program Council from its members. The Nominating Committee prepares and presents a slate of candidates at the Annual Meeting for election.

9.2 **Committee on Ministry.** The Committee on Ministry attends to all relations between the minister and the congregation, and performs other related duties as provided in the *Policies and Procedures Manual* and as prescribed by the Board. The Committee annually reviews the minister-congregation relationship and reports the results of the review to the Board. The review can be accomplished at any time during the year except when budget planning and contract negotiations are taking place. The Committee consists of at least three (3) members appointed by the Board with the

approval of the minister for two-year terms, which terms are overlapping. Normally the Committee will be selected from the Ministerial Search Committee for the first six months of a newly selected minister's term.

9.3 **Succession:** Each committee will nominate a member(s) in March or April for appointment by the Board of Trustees to be committee (co-)chair the following fiscal year.

9.4 **Other Duties.** Duties and responsibilities of these or other committees can be augmented or diminished as the Board determines.

ARTICLE X

Minister

10.1 **Selection.** The minister is selected by the members of The Fellowship on recommendation of the Ministerial Search Committee, at a meeting called for that purpose. Fifty percent (50%) of the members are required for a quorum. Approval by eighty percent (80%) of the members present is necessary to select the minister.

10.2 **Employment Contract.** The employment contract must be approved by the Board. All renewals, extensions and modifications of the employment contract are approved by the Board.

10.3. **Freedom of Expression.** The minister is free to speak from the pulpit without restrictions.

10.4. **Resignation, Dismissal or Suspension.** A minister's employment contract can be terminated by resignation or dismissal. The minister must give the Board at least ninety (90) days written notice before resignation. A minister can be dismissed on approval of the members with the same majority and quorum needed for selection, after recommendation by the Board. In any case of dismissal, the notice and hearing provisions in Article III 3.5, relating to termination of membership will apply to the minister. However, a minister can be suspended by the Board before termination is final, provided that the terms of the employment contract continue until the termination by dismissal is approved by the Fellowship members.

ARTICLE XI

Community Minister

11.1 **Association with the Fellowship.** The Fellowship, with approval of the Board and the assistance of the Minister, can associate with a Community Minister by written agreement. The agreement must comply with Unitarian Universalist Association Ministerial guidelines.

ARTICLE XII

Miscellaneous Provisions

- 12.1 **Fiscal Year.** The fiscal year begins July 1 and ends June 30 of the ensuing year.
- 12.2 **Rules of Order.** *Roberts Rules of Order Revised* govern the proceedings of all meetings of the members and of the Board, except as modified by these bylaws.
- 12.3 **Amendments.** The bylaws can be amended or repealed to the extent permitted by law, at any meeting of the congregation by a two-thirds (2/3) vote of those present and voting. A quorum for such a meeting is thirty percent (30%) of the membership. Notice of any proposed change(s) in these bylaws must be contained in the notice of meeting.
- 12.4 **Endowment Fund.** The Fellowship has established an Endowment Fund. Its purpose, governance, and operational procedures are defined by resolution(s) adopted by the congregation.

ARTICLE XIII

Dissolution

13.1. **Property Disposition.** If this Fellowship dissolves, all of its property and assets must be given in trust to the Unitarian Universalist Association for the benefit of any Unitarian Universalist church or fellowship that may be formed in the twin cities metropolitan area of Minnesota within twenty (20) years after the dissolution. If no church or fellowship is formed within the Twin Cities metropolitan area within twenty (20) years, all property and assets are given in trust for the benefit of any other Unitarian Universalist church or churches, fellowship or fellowships in the Prairie Star District; the property or assets held

in trust can be used for the furtherance of Unitarian Universalism in any place or manner as the trustee determines.

FELLOWSHIP GOVERNANCE AND ORGANIZATION

Board of Trustees

The powers of the Fellowship reside in the congregation and can be exercised at duly called meetings of its members. There is a Board of Trustees which can act for the membership of the Fellowship between annual or business meetings. (Bylaws Article V)

The Board of Trustees consists of four officers: chair, chair-elect, treasurer and secretary, and three trustees-at-large. Each year two board members and the chair-elect are elected at the annual congregational meeting in May. Terms are for two years and trustees are limited to three consecutive terms. The responsibilities of the officers and trustees are described in Article V of the bylaws. The Board of Trustees is the highest administrative, policy making, and visioning body of the Fellowship.

The minister and the director of religious education are ex-officio members of the Board of Trustees.

The Board of Trustees meets once a month; the agenda for each meeting is posted on the website and meetings are open to all Fellowship members. Members who wish to bring business before the Board should contact the chair. Fellowship members are notified by email when the minutes of Board meetings are available for download after they are approved by the Board. Hard copies are also available in the office.

Board of Trustees Covenant

MINNESOTA VALLEY UNITARIAN UNIVERSALIST FELLOWSHIP
BOARD COVENANT
APPROVED OCTOBER 14, 2009

To serve the congregational mission, the board at MVUUF will:

- Lead with vision and continue to learn;
- Openly and intentionally communicate with the congregation;
- Respect the work of committees, chairs, staff and minister; and,
- Presume good faith.

As board members we will respect our time together and will:

- Come regularly and on time to board meetings;
- Come prepared by reading board e-mails and relevant documents in advance;
- Seek and share appropriate knowledge so we all have information for wise decisions;
- Keep commitments to each other and to the congregation;
- Actively seek and listen to all points of views and share our own;
- Be brief;
- Share in the work of the board;

- If unable to fulfill responsibilities, resign so a new trustee can be named;
- Ensure that all board members are involved in decisions requiring a congregational vote;
- Stand by board decisions and speak to the congregation with one voice;
- Avoid triangulation;
- Stay connected to, and actively involved in, the church community; and,
- Maintain perspective and a sense of humor.

Program Council

The Program Council is composed of the committee chairs who implement the programs that enable the Fellowship to meet its mission and purpose. The purpose of Program Council meetings is to facilitate the coordination of Fellowship program activities. The meetings are to promote cooperation among program areas where multiple programs may be in a position to contribute and to avoid or resolve conflicts (such as in resources or scheduling) among program areas. Program Council meetings are open. (Bylaws Article VII)

The Program Council is facilitated by the chair-elect and meets quarterly. Meeting information is published and meetings are open.

Consensus: The standard operating mode for Program Council meetings is a group discussion, guided by a prepared agenda, led by a chair (the Chair-Elect), with intent to make decisions by consensus.(Bylaws Article VII, Section 7.3)

The Program Council may recommend policies or procedures to the Board if appropriate.

Committees

The Board may establish any number of committees, for the purpose of caring out the mission of the Fellowship, and may dissolve a committee for just cause. Committee chairs are nominated by their respective committee and these chairs are approved by the Board. Each committee has a trustee liaison, to assure open and appropriate communication between the Board and those carrying out activities on behalf of the Fellowship.

With the exception of Nominating Committee and Committee on Ministry, (which are stipulated in the Bylaws Article IX, Sections 9.1 and 9.2.), there is no required number of members on a committee or number of meetings. Some committees meet informally and have no set schedule and accomplish their work; others meet monthly and may be more structured. Committee chairs are expected to participate in the Program Council or designate an alternate from their committee.

Each committee is expected to write an annual report of its activities, to be included in packets available at the annual membership meeting.

Each committee chair should complete an annual budget form, available from the Finance Committee. Budget requests are incorporated into the Fellowship annual budget, which is approved at the annual membership meeting. Requests for additional funds must be submitted to the Finance Committee for approval. Financial policies of the Fellowship include instructions on fundraising by individual committees.

Minister

MVUUF is served by a full time minister who is trained and ordained as required by the Unitarian Universalist Association. The Minister is called by the congregation. The Board of Trustees approves the minister's employment contract.

The minister is free to speak from the pulpit without restrictions and is an ex-officio member of the Board of Trustees.

Staff

Staff at MVUUF includes part-time positions for office manager who reports to the minister, minister of music who reports to the music committee, director of religious education (DRE) who reports to the religious education committee, youth coordinator who reports to the DRE and custodian who reports to the operations committee.

ADMINISTRATION

Office Manager Guidelines

The Office Manager is key to the successful operation of the Fellowship and a valuable source of information to staff and congregation. We can help the Office Manager by following these guidelines:

Church calendar

All meetings at the Fellowship must be listed on the master calendar in the office. Requests for meeting times and rooms are emailed to the office manager (office@mnvalleyuu.org); the office manager assigns rooms and negotiates conflicts. The calendar is posted on the website (read-only at this time) for staff, Committee chairs or trustees to consult when deciding on meeting dates.

Building key

Only staff, current committee chairs, trustees, and designated members who require access to the building when there is not an event may have their own key. Building keys cannot be duplicated and are assigned by the office manager. Keys must be returned when members complete their term as chair or trustee.

Purchases and reimbursement

MVUUF is a nonprofit organization and has a sales tax exemption certificate on file with the Minnesota Department of Revenue. If you make purchases on behalf of the Fellowship, get a copy of the certificate from the office manager and show it to vendors. Retain the receipt, sign it, and give it to the treasurer or put it in the treasurer's folder in the office, requesting reimbursement.

MVUUF has accounts at some vendors. Contact the office manager for names and information on how to make purchases through these vendors.

Notices in the Sunday silent announcements

Silent announcements are due to the office manager on or before 10:00 AM on the Wednesday before the Sunday you'd like it to appear. Messages may be left in the office manager's work tray or emailed to office@mnvalleyuu.org. Silent announcements should be brief; announcements with more detail can appear on the website, in the newsletter (**Uni-Sun**) and downstairs on the communication counter or wall.











Assistance with clerical work

The office manager may be available to help with letters, duplicating, mailings, file searches, etcetera. Please check with her before assuming she's able to meet your deadline or schedule. Fridays are busy days, so plan accordingly.

COMMUNICATING AT THE FELLOWSHIP

There are 16 options for getting the word out at MVUUF plus 2 resources that can give you a great deal of information about the Fellowship. Each option serves a particular purpose and audience. Use as many of these options as necessary to reach the entire congregation.

Options have guidelines and gatekeepers. Gatekeepers interpret the guidelines and provide help. Get the names of gatekeepers from the Communication Coordinator or Office Manager.

- 1) **MVUUF Directory:** 
 - Serves members and friends of the Fellowship to provide basic information for communication.
- 2) **MVUUF Calendar:** 
 - Serves members and friends of the Fellowship to Provide basic information about MVUUF-sponsored meetings, activities, and events
- 3) **Silent Announcements:** 
 - Serves the congregation attending the Sunday service to communicate information and news to and from the MVUUF community.
- 4) **Community News:** 
 - Serves the congregation attending the Sunday service to announce committee events and special collections that include the whole congregation. Community News is used for the business of the church.
- 5) **Newsletter - UNI-SUN** 
 - ✓ Serves all members (print or download) and friends, visitors, and the Prairie Star District community (download only) to provide information about MVUUF, Prairie Star District (PSD) and the Unitarian Universalist Association (UUA) as well a brief notes about congregants' personal news.
- 6) **Website:** 
 - ✓ Serves the entire congregation, the Prairie Star District and the wider community to provide information about MVUUF, Prairie Star District (PSD), the Unitarian Universalist Association (UUA), Also provide links to information in the community that is related to MVUUF concerns and serves as an archive to make selected MVUUF information available to the congregation.
- 7) **Committee Display Space in Foyer** 
 - Serves members, friends, and visitors who are in the building by promoting committee projects to the congregation through displays.
- 8) **Community Newspaper Articles:** 
 - Serves the wider community outside MVUUF and promotes a greater MVUUF presence in the wider community through the media
- 9) **Sign-up Sheets:** 
 - Serves members and friends of the congregation to provide details of events, classes, and get sign-ups.
- 10) **E-Mail Lists:** 

- Serves the members of the particular list 1) to provide an forum for information and discussion of specific areas that are related to MVUUF or 2) to facilitate the business of MVUUF committees or 3) to facilitate communication from the staff, Board of Trustees, or webmaster about important business of the church



11) Mailboxes:

- Serves members and Friends of MVUUF for distribution of materials on a congregation-wide basis,



12) The Wall (Downstairs):

- Serves members, Friends, and visitors by posts of detailed information about meetings, activities, or events plus publicity about outside causes.



13) Sunday Flyers:

- Serves the congregation attending the Sunday service with Sunday morning publicity for items that are too long for Silent Announcements.



14) White Board in Foyer:

- Serves the congregation attending the Sunday service by listing activities on a particular Sunday morning or multiple events during the week.



15) The Want Ad Board (Downstairs):

- Serves members, friends, and visitors by posting personal items from members and friends (for sale, wanted, etc)..

16) MVUUF Facebook site. 

- Serves members, friends, and visitors by discussions and posts.

MVUUF Information Resources

1) Policies, Procedures and Governance Handbook:



Serves Officers and Committee Chairs by providing basic information about MVUUF governance and the duties of the standing committees..



2) MVUUF Archives:

Serves the MVUUF Congregation. The archives contain the history of MVUUF – a treasure trove of information on how we were established, where we came from, what we looked like, how we used to do things, how we developed through time.

Contact Beverly Schmidt, MVUUF Archivist, to find what you are looking for.

MVUUF STANDING COMMITTEES: PURPOSES AND RESPONSIBILITIES DOCUMENTS

Each Standing Committee maintains a *Purposes and Responsibilities* document which gives the scope of committee's responsibility- the broad ways in which the committee operates. These are guidelines by which the committee operates and makes decisions and would not be changed on a frequent basis.)

The document is an important part of the transition to a new committee chair. This document is approved by the Board of Trustees

ACTIVITIES COMMITTEE

Minnesota Valley Unitarian Universalist (MVUUF) Committee Purpose and Responsibilities

Date Last Revised:

Name of Committee Chair at Revision: Karen Schaub

This Purpose and Responsibilities document is approved by the Board of Trustees.

Date Revision Approved: August 12, 2009

Responsibilities of every MVUUF Committee:

1. Support the mission, vision, and strategies of the Fellowship.
2. Keeps the Board of Trustees informed of Committee activities through monthly reports submitted through the committee liaison.
3. Maintain a 'Procedures Document' that expands on the details of the responsibilities and explains how the committee does its work.
4. Maintain and Monitor the Committee Budget
 - Present a yearly budget request to the Finance Committee.
 - Submit bills to the treasurer.
 - Seek approval for funds needed beyond the budgeted amount.
 - Seek approval for fundraisers from the Finance Committee.

Purpose Of This Committee:

(This is the charge from the governing body to the committee.)

Provide opportunities for the congregation at little or no cost to participate in social events and activities designed to build and nurture community for all.

Responsibilities Of This Committee:

(This is the scope of committee's responsibility- the broad ways in which the committee operates. These are guidelines by which the committee operates and makes decisions and would not be changed on a frequent basis.)

- Recruit a kitchen coordinator, whose responsibilities include; purchasing and maintaining supplies for kitchen: coffee, etc. Maintain and monitor kitchen equipment and tools. Purchase more as necessary. Advise groups how to use the kitchen. Coordinate the social time after Sunday services. Yearly and periodic clean up. Have information and signage around on how kitchen should be run and used. Wash kitchen linens.
- Suggest and coordinate congregation-wide activities such as outings, events, annual year end picnic, meals in homes of members as well as in the church building.
- Coordinate events as requested by other groups e.g., Sonja's Big Event, holiday programs, special events, Adult Ed., RE, etc
- Seek ways to blend older and younger members, singles and families, long time members with newer ones to create a strong sense of community.
- Solicit input from the congregation regarding types and frequency of activities that appeal to members, using a variety of techniques and communications, so members feel included and respected.
- Involve members in planning and facilitation of activities and events.

Strategy:

- Periodically survey the congregation about their interests and ideas.
- Maintain regular communication about activities through the newsletter, e-mail, website, publicity chair, silent announcements community news, flyers, and bulletins
- Determine committee meeting schedule and procedure.

ADULT EDUCATION COMMITTEE

Minnesota Valley Unitarian Universalist (MVUUF) Committee Purpose and Responsibilities

Date Last Revised:

Name of Committee Chair at Revision: Ruth Keely

This Purpose and Responsibilities document is approved by the Board of Trustees.

Date Revision Approved: August 12, 2009

Responsibilities of every MVUUF Committee:

1. Support the mission, vision, and strategies of the Fellowship.
2. Keeps the Board of Trustees informed of Committee activities through monthly reports submitted through the committee liaison.
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 - Seek approval for fundraisers from the Finance Committee.

Purpose Of This Committee:

(This is the charge from the governing body to the committee.)

The Adult Education Committee facilitates spiritual, intellectual and educational opportunities for adults in MVUUF.

Responsibilities Of This Committee:

(This is the scope of committee's responsibility- the broad ways in which the committee operates. These are guidelines by which the committee operates and makes decisions and would not be changed on a frequent basis.)

- Write article for the newsletter once a month
- Inform office manager of announcements in the bulletin as needed
- Create and oversee annual budget of committee
- Prepare and annual report
- Attend Program Council meetings
- Hold committee meetings as often as needed
- Inform office manager dates, times and room needed for programs
- Members of committee share responsibilities in overseeing programs
- Oversee the library shelves in the social hall
- Meets with the Minister
- Receives suggestions from members and friends in the congregation

AESTHETICS COMMITTEE

Minnesota Valley Unitarian Universalist (MVUUF) Committee Purpose and Responsibilities

Date Last Revised:

Name of Committee Chair at Revision: Karen Olson

This Purpose and Responsibilities document is approved by the Board of Trustees.

Date Revision Approved: August 12, 2009

Responsibilities of every MVUUF Committee:

1. Support the mission, vision, and strategies of the Fellowship.
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Purpose Of This Committee:

(This is the charge from the governing body to the committee.)

Responsible for appearance and decoration of the interior spaces of MVUUF, excluding RE classrooms

Responsibilities Of This Committee:

(This is the scope of committee's responsibility- the broad ways in which the committee operates. These are guidelines by which the committee operates and makes decisions and would not be changed on a frequent basis.)

- Coordinate presentation of Fellowship's best image to guests, potential new members, and members.
- Recommend decisions regarding carpeting, furniture, lighting, wall and window treatments, and accessories such as art, ceremonial, and seasonal decorations.
- Be sure all public places such as lobby, fireside room, sanctuary, and hallways are "ready for company."
- Check flowers, music stands, chair for minister on dais, microphones, candles and lighter for Sunday services.
- Report any need for repairs, cleaning, or additional maintenance to the operations committee.

ARCHIVES COMMITTEE

Minnesota Valley Unitarian Universalist (MVUUF) Committee Purpose and Responsibilities

Date Last Revised:

Name of Committee Chair at Revision: Beverly Schmidt

This Purpose and Responsibilities document is approved by the Board of Trustees.

Date Revision Approved: August 12, 2009

Responsibilities of every MVUUF Committee:

1. Support the mission, vision, and strategies of the Fellowship.
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Purpose Of This Committee:

(This is the charge from the governing body to the committee.)

Preserve the image and essence of this Fellowship community and be its historical repository.

Responsibilities Of This Committee:

(This is the scope of committee's responsibility- the broad ways in which the committee operates. These are guidelines by which the committee operates and makes decisions and would not be changed on a frequent basis.)

Save collected and/or donated documents, artifacts, photographs, and memorabilia unique to our history.

- Record and/or file for safekeeping such materials with archival methods currently in practice, including electronic technology.
- Create and maintain books (Board of Trustees, ordinations, music, aesthetics, landscaping, building changes, event photo albums).
- Coordinate projects such as oral histories, member memorabilia files, ministers' recorded sermons, archival displays.
- Arrange for photographers when appropriate.
- Research and assist with Fellowship endeavors as requested.
- Organize archives for safe and easy access.
- Store newsletters, orders of service, phone directories, congregational documents, particular administrative and historical documents, photographs, historical records, annual committee summaries.

COMMITTEE ON MINISTRY

Note: Changes in the name and the responsibilities of this committee are being considered for congregational vote in May 2010. For more information, see Committee Chair, Dave Rosewall.

Minnesota Valley Unitarian Universalist (MVUUF) Committee Purpose and Responsibilities

Date Last Revised:

Name of Committee Chair at Revision: Dave Rosewall

This Purpose and Responsibilities document is approved by the Board of Trustees.

Date Revision Approved: August 12, 2009

Responsibilities of every MVUUF Committee:

1. Support the mission, vision, and strategies of the Fellowship.
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 - Seek approval for fundraisers from the Finance Committee.

Purpose Of This Committee:

(This is the charge from the governing body to the committee.)

Attend to all relations between the minister and the congregation and other duties as prescribed in bylaw.

Responsibilities Of This Committee:

(This is the scope of committee's responsibility- the broad ways in which the committee operates. These are guidelines by which the committee operates and makes decisions and would not be changed on a frequent basis.)

Meet regularly with the minister to discuss feedback from the congregation about the minister's performance; develop mechanism for soliciting appropriate feedback from members.

- Discuss with the minister any concerns he/she or the congregation may have about the congregational/minister relationship.
- •Hold an annual committee meeting without the minister and meet with the minister as soon as possible following that meeting to share findings.
- •Advise the minister of any meetings scheduled without his or her participation.
- •Annually evaluate the minister's performance as required by the UUA and MVUUF bylaws.
- •Periodically review the minister's contract, in consultation with the Finance Committee) and recommend any changes to the board of trustees.
- •Periodically review each aspect of the minister's responsibilities (pastoral care, religious education, membership, etcetera).
- •Report annual to the board of trustees and bring to the board any questions or concerns raised by the committee that may need appropriate attention.

COMMUNICATION COMMITTEE

Minnesota Valley Unitarian Universalist (MVUUF) Committee Purpose and Responsibilities

Date Last Revised:

Name of Committee Chair at Revision: Kathy Park

This Purpose and Responsibilities document is approved by the Board of Trustees.

Date Revision Approved: August 12, 2009

Responsibilities of every MVUUF Committee:

1. Support the mission, vision, and strategies of the Fellowship.
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4. Maintain and Monitor the Committee Budget
 - a. Present a yearly budget request to the Finance Committee.
 - b. Submit bills to the treasurer.
 - c. Seek approval for funds needed beyond the budgeted amount.
 - d. Seek approval for fundraisers from the Finance Committee.

Purpose Of This Committee:

(This is the charge from the governing body to the committee.)

The mission of the MVUUF Communication Committee is to facilitate communication among the congregation, the Board of Trustees, the staff, the committees and the activity groups and to facilitate communication between MVUUF and the wider community.

Responsibilities Of This Committee:

(This is the scope of committee's responsibility- the broad ways in which the committee operates. These are guidelines by which the committee operates and makes decisions and would not be changed on a frequent basis.)

1. Recruit and maintain a web coordinator, newsletter coordinator, and media coordinator for MVUUF from among the members/friends. These people are members of the Communication Committee.
2. Publish a monthly newsletter for the MVUUF community.
3. Maintain a dual-purpose website that serves the MVUUF community and promotes a presence in the wider community.
4. Coordinate publicity about MVUUF in the wider community. Work with Fellowship staff to coordinate publicity, and to coordinate staff functions that touch on communication issues
5. Create and maintain necessary email lists.
6. Educate committees and the congregation on the many ways to communicate at MVUUF
7. Monitor the non-advertising policy in MVUUF-produced materials.
8. In conjunctions with the Membership Committee produce a yearly directory of MVUUF Members and Friends.

ENDOWMENT COMMITTEE

Minnesota Valley Unitarian Universalist (MVUUF) Committee Purpose and Responsibilities

As of publication, the Board of Trustees is reviewing the Endowment Committee's responsibilities. For more information contact Bob Boucher, Chair.

FINANCE COMMITTEE

Minnesota Valley Unitarian Universalist (MVUUF) Committee Purpose and Responsibilities

Date Last Revised:

Name of Committee Chair at Revision: Dale Lewellyn

This Purpose and Responsibilities document is approved by the Board of Trustees.

Date Revision Approved: August 12, 2009

Responsibilities of every MVUUF Committee:

1. Support the mission, vision, and strategies of the Fellowship.
2. Keeps the Board of Trustees informed of Committee activities through monthly reports submitted through the committee liaison.
3. Maintain a 'Procedures Document' that expands on the details of the responsibilities and explains how the committee does its work.
4. Maintain and Monitor the Committee Budget
 - Present a yearly budget request to the Finance Committee.
 - Submit bills to the treasurer.
 - Seek approval for funds needed beyond the budgeted amount.
 - Seek approval for fundraisers from the Finance Committee.

Purpose Of This Committee:

(This is the charge from the governing body to the committee.)

To monitor the short and long-term financial health of the Fellowship.

Responsibilities Of This Committee:

(This is the scope of committee's responsibility- the broad ways in which the committee operates. These are guidelines by which the committee operates and makes decisions and would not be changed on a frequent basis.)

- Prepare a preliminary annual budget for review by the Board of Trustees. The final budget is voted on and approved at the annual membership meeting.
- Conduct the annual pledge drive; prepare materials necessary for the pledge drive; facilitate the pledge drive kick-off event.
- Recommend budget adjustments in response to pledges of support and submit this information to the Board of Trustees for approval.
- Conduct additional fundraising activities as necessary
- Prepare an annual report for the membership meeting.
- Collect budget information from committee chairs.
- Provide input on such things as loans and mortgage.
- Periodically review the financial policies of the Fellowship and present recommended changes to the Board of Trustees for approval.
- Work with the treasurer to resolve emergency or extraordinary financial situations and to assure adequate insurance coverage.
- Approve any financial solicitations of funds from Fellowship members.

GREEN SANCTUARY COMMITTEE

Minnesota Valley Unitarian Universalist (MVUUF) Committee Purpose and Responsibilities

Date Last Revised:

Name of Committee Chair at Revision: Mary Ann Dean

This Purpose and Responsibilities document is approved by the Board of Trustees.

Date Revision Approved: August 12, 2009

Responsibilities of every MVUUF Committee:

1. Support the mission, vision, and strategies of the Fellowship.
2. Keeps the Board of Trustees informed of Committee activities through monthly reports submitted through the committee liaison.
3. Maintain a 'Procedures Document' that expands on the details of the responsibilities and explains how the committee does its work.
4. Maintain and Monitor the Committee Budget
 - Present a yearly budget request to the Finance Committee.
 - Submit bills to the treasurer.
 - Seek approval for funds needed beyond the budgeted amount.
 - Seek approval for fundraisers from the Finance Committee.

Purpose Of This Committee:

(This is the charge from the governing body to the committee.)

To inform, educate and provide assistance to the Congregation in living our Seventh Principle and to provide methods and means to live our everyday lives in a manner which preserves rather than destroys our world

Responsibilities Of This Committee:

(This is the scope of committee's responsibility- the broad ways in which the committee operates. These are guidelines by which the committee operates and makes decisions and would not be changed on a frequent basis.)

- Seek help from our minister and leaders in providing pertinent information to our congregation.
- Educate our congregation in the ways of sustainability and conservation through information placed on the Green Sanctuary Table, and through the venues provided by our Communications Committee.
- Insure that our congregation is knowledgeable about the effects of using toxic cleaning products, pesticides, herbicides and other possibly harmful chemicals.
- Inform our congregation of Ethical Eating options via forums/classes and personal example as a part of our responsibility for this CSA/I.
- Keep Climate Change as a constant issue and remind and inform everyone as to how they can participate in lessening its effects.
- Work with other committees to seek their help in protecting our environment and living up to our commitment made by virtue of being a designated Green Sanctuary.
- Seek collaboration with the Operations Committee in setting an example and in keeping our own space as environmentally sound as is possible.
- Make a special effort to involve and educate our children and youth through collaboration with our Director of Religious Education.
- Reach out to other congregations, organizations and the greater community to both give and receive as we are able.
- Show by our own actions that we truly care for, respect and take responsibility for this planet Earth which we inhabit.

LAITY CARING COMMITTEE

Minnesota Valley Unitarian Universalist (MVUUF) Committee Purpose and Responsibilities

Date Last Revised:

Name of Committee Chair at Revision: Jan Wolff

This Purpose and Responsibilities document is approved by the Board of Trustees.

Date Revision Approved: August 12, 2009

Responsibilities of every MVUUF Committee:

1. Support the mission, vision, and strategies of the Fellowship.
2. Keeps the Board of Trustees informed of Committee activities through monthly reports submitted through the committee liaison.
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4. Maintain and Monitor the Committee Budget
 - a. Present a yearly budget request to the Finance Committee.
 - b. Submit bills to the treasurer.
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 - d. Seek approval for fundraisers from the Finance Committee.

Purpose Of This Committee:

(This is the charge from the governing body to the committee.)

The Laity Caring Network is comprised of all members and friends at MVUUF who reach out to each other in times of need, crisis, sadness or celebration. The Laity Caring Network Committee is responsible for connecting members and friends of the Fellowship who have a need or a request in such times with members and friends of the Fellowship who have volunteered to help fill those specific needs.

Responsibilities Of This Committee:

(This is the scope of committee's responsibility- the broad ways in which the committee operates. These are guidelines by which the committee operates and makes decisions and would not be changed on a frequent basis.)

- Notifies the minister of members and friends who have a need, crisis, etcetera.
- Communicates either in person, by phone, or email with the minister at least twice a month to provide updates on events happening in members and friends lives and/or to discuss other ways projects that may be helpful to members and friends.
- Maintains a list of members and friends willing to provide services.
- Updates the list every other year by means of a survey (see attached for the list of services).
- Sends cards, e.g. Get Well, Sympathy, Congratulations, Think of You, etcetera as needed and appropriate to members and friends.
- Makes phone calls to members and friends, as appropriate.
- Arranges for services, as needed and requested, i.e. meals, home visits, transportation, light housekeeping, etc.
- Submits a monthly article to the Uni-Sun updating the fellowship on deaths, illnesses, weddings, etc.
- Submits information as appropriate to the weekly silent announcements portion of the Sunday bulletin.
- Provides a monthly report to the Board liaison, if any information or requests need to be communicated.
- Attends the quarterly Program Council meeting.

- Sends information, as appropriate, to the webmaster for posting on the web site.
- Maintains a resource library of available community resources, e.g. VEAP, Meals on Wheels, Social Services, etcetera.
- Makes use of the Sunday community news to talk about the function of the Laity Caring Network and recruit volunteers.
- Works with the wedding and funeral coordinators, as requested.

LEADERSHIP DEVELOPMENT COMMITTEE

Minnesota Valley Unitarian Universalist (MVUUF) Committee Purpose and Responsibilities

Date Last Revised:

Name of Committee Chair at Revision:

This Purpose and Responsibilities document is approved by the Board of Trustees.

Date Revision Approved: August 12, 2009

Responsibilities of every MVUUF Committee:

1. Support the mission, vision, and strategies of the Fellowship.
2. Keeps the Board of Trustees informed of Committee activities through monthly reports submitted through the committee liaison.
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 - Seek approval for fundraisers from the Finance Committee.

Purpose Of This Committee:

(This is the charge from the governing body to the committee.)

Provide leadership concepts, tools, and training to elevate the leadership capacity of the Fellowship and its members.

Responsibilities Of This Committee:

(This is the scope of committee's responsibility- the broad ways in which the committee operates. These are guidelines by which the committee operates and makes decisions and would not be changed on a frequent basis.)

- Offer leadership training to members and MVUUF committees and groups.
- Identify and communicate other internal and external leadership resources available to the Fellowship.
- Respond to ad hoc questions about leadership and inquiries about specific training needs.
- Create and oversee annual leadership budget.
- Provide input on leadership components of strategic and operational plans.

MEMBERSHIP COMMITTEE

Minnesota Valley Unitarian Universalist (MVUUF) Committee Purpose and Responsibilities

Date Last Revised:

Name of Committee Chair at Revision: Kathy Allen

This Purpose and Responsibilities document is approved by the Board of Trustees.

Date Revision Approved: August 12, 2009

Responsibilities of every MVUUF Committee:

1. Support the mission, vision, and strategies of the Fellowship.
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 - Seek approval for fundraisers from the Finance Committee.

Purpose Of This Committee:

(This is the charge from the governing body to the committee.)

Welcome newcomers to the Fellowship; help them get to know about Unitarianism and Universalism and MVUUF; offer opportunity to become members; help integrate new members into the life of the congregation; work with other committees to strengthen the involvement of everyone in the Fellowship's community.

Responsibilities Of This Committee:

(This is the scope of committee's responsibility- the broad ways in which the committee operates. These are guidelines by which the committee operates and makes decisions and would not be changed on a frequent basis.)

- Welcome visitors to the Fellowship and follow up as appropriate.
- Coordinate hospitality activities: ushering, greeting and refreshments after services.
- Prepare and facilitate newcomer orientations to prepare individuals for membership.
- Organize in-gathering ceremony and first year breakfast.
- Write articles for silent announcements and Uni-Sun.
- Prepare reports for Program Council, Board of Trustees and annual report to the membership.
- Maintain complimentary flyers and information regarding Unitarian Universalism that are available in the entry rack.
- Work with the office to maintain updated membership lists and directory information.

MUSIC COMMITTEE

Minnesota Valley Unitarian Universalist (MVUUF) Committee Purpose and Responsibilities

Date Last Revised:

Name of Committee Chair at Revision: Betty Olson

This Purpose and Responsibilities document is approved by the Board of Trustees.

Date Revision Approved: August 12, 2009

Responsibilities of every MVUUF Committee:

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Purpose Of This Committee:

(This is the charge from the governing body to the committee.)

Assist the minister of music and advocate for the music program.

Responsibilities Of This Committee:

(This is the scope of committee's responsibility- the broad ways in which the committee operates. These are guidelines by which the committee operates and makes decisions and would not be changed on a frequent basis.)

- Offer support at music events; help plan music events.
- Act as liaison to the congregation.
- Lead the evaluation of the minister of music.
- Conduct a formal congregational survey every other year.
- Present two afternoon Sunday concerts for members, friends, the public.
- Assist the minister of music with MVUUF's two Sunday music programs.

NOMINATING COMMITTEE

Minnesota Valley Unitarian Universalist (MVUUF) Committee Purpose and Responsibilities

Nominating Committee is stipulated in the Bylaws Article IX, Sections 9.1 and 9.2.

Date Last Revised:

Name of Committee Chair at Revision:

This Purpose and Responsibilities document is approved by the Board of Trustees.

Date Revision Approved:

Responsibilities of every MVUUF Committee:

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Purpose Of This Committee:

(This is the charge from the governing body to the committee.)

Responsibilities Of This Committee:

(This is the scope of committee's responsibility- the broad ways in which the committee operates. These are guidelines by which the committee operates and makes decisions and would not be changed on a frequent basis.)

OPERATIONS COMMITTEE

Minnesota Valley Unitarian Universalist (MVUUF) Committee Purpose and Responsibilities

Date Last Revised:

Name of Committee Chair at Revision: Mark Clary

This Purpose and Responsibilities document is approved by the Board of Trustees.

Date Revision Approved: August 12, 2009

Responsibilities of every MVUUF Committee:

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 - Present a yearly budget request to the Finance Committee.
 - Submit bills to the treasurer.
 - Seek approval for funds needed beyond the budgeted amount.
 - Seek approval for fundraisers from the Finance Committee.

Purpose Of This Committee:

(This is the charge from the governing body to the committee.)

Responsibility for operation and maintenance of Fellowship building and grounds in compliance with city and other applicable ordinances, with priority on safety, security, and comfort for users.

Responsibilities Of This Committee:

(This is the scope of committee's responsibility- the broad ways in which the committee operates. These are guidelines by which the committee operates and makes decisions and would not be changed on a frequent basis.)

- Maintain inventory of all operational systems, such as heating and cooling, electrical, water, lawn and garden, etcetera.
- Periodically conduct evaluations of all operational systems and report on needed repairs, improvements, or replacements.
- Report to the board of trustees regarding recommended repairs, improvements, or replacements and secures cost estimates.
- Oversee repairs and improvements done by outside vendors.
- Hire and supervise custodian.
- Maintain adequate inventory of cleaning supplies, paper products for restrooms, and equipment needed to keep the building and grounds operational.
- Contract for snow removal, annual testing of sprinkler system and monitoring, conduct monthly elevator maintenance.
- Advises treasurer on requirements for property insurance.

PERSONNEL COMMITTEE

Minnesota Valley Unitarian Universalist (MVUUF) Committee Purpose and Responsibilities

Date Last Revised: November 2009

Name of Committee Chair at Revision: Tom Traub

This Purpose and Responsibilities document is approved by the Board of Trustees.

Date Revision Approved:

Responsibilities of every MVUUF Committee:

1. Support the mission, vision, and strategies of the Fellowship.
2. Keeps the Board of Trustees informed of Committee activities through monthly reports submitted through the committee liaison.
3. Maintain a 'Procedures Document' that expands on the details of the responsibilities and explains how the committee does its work.
4. Maintain and Monitor the Committee Budget
 - Present a yearly budget request to the Finance Committee.
 - Submit bills to the treasurer.
 - Seek approval for funds needed beyond the budgeted amount.
 - Seek approval for fundraisers from the Finance Committee.

Purpose Of This Committee:

(This is the charge from the governing body to the committee.)

To assist the Board of Trustees to:

1. Propose personnel policies
2. Make recommendations on compensation and benefits
3. Be available to mediate in situations where appropriate
4. Keep MVUUF in compliance with federal and state laws regarding non-discrimination, payment of social security and other taxes, worker's compensation insurance, and safe working conditions.

Responsibilities Of This Committee:

(This is the scope of committee's responsibility- the broad ways in which the committee operates. These are guidelines by which the committee operates and makes decisions and would not be changed on a frequent basis.)

Drafting detailed policies and guidelines covering:

1. Job descriptions
2. Hiring
3. Compensation
4. Insurance and other benefits
5. Vacation leave guidelines
6. Sick pay guidelines
7. Leave of absence
8. Evaluation process
9. Salary increases
10. Harassment

PROGRAM COMMITTEE

Minnesota Valley Unitarian Universalist (MVUUF) Committee Purpose and Responsibilities

Date Last Revised:

Name of Committee Chair at Revision:

This Purpose and Responsibilities document is approved by the Board of Trustees.

Date Revision Approved: August 12, 2009

Responsibilities of every MVUUF Committee:

1. Support the mission, vision, and strategies of the Fellowship.
2. Keeps the Board of Trustees informed of Committee activities through monthly reports submitted through the committee liaison.
3. Maintain a 'Procedures Document' that expands on the details of the responsibilities and explains how the committee does its work.
4. Maintain and Monitor the Committee Budget
 - Present a yearly budget request to the Finance Committee.
 - Submit bills to the treasurer.
 - Seek approval for funds needed beyond the budgeted amount.
 - Seek approval for fundraisers from the Finance Committee.

Purpose Of This Committee:

(This is the charge from the governing body to the committee.)

In consultation with the minister, organize, plan, and facilitate all non-minister Sunday morning adult programs

Responsibilities Of This Committee:

(This is the scope of committee's responsibility- the broad ways in which the committee operates. These are guidelines by which the committee operates and makes decisions and would not be changed on a frequent basis.)

- Consult with the minister in program planning concerns relating to themes, dates, and continuity over the course of the year.
- Recruit speakers for non-minister Sundays during the church year.
- Provide program information to the office manager for the Sunday order of service bulletin and to the newsletter editor and webmaster.
- In cooperation with the minister of music and the RE director, designate two Sundays as music Sunday and two as RE. Sundays
- Give consideration to other committees in the Fellowship who request a Sunday for their topic, while maintaining a balance between outside speakers and requests from individuals and committees within the Fellowship.
- Inform other committees that such requests should be made to the Program Committee by the second Sunday service in September.
- Monitor the program budget and authorize program expenditures.
- Prepare a report for presentation at the annual membership meeting.
- Attend Program Council meetings

RELIGIOUS EDUCATION COMMITTEE

Minnesota Valley Unitarian Universalist (MVUUF) Committee Purpose and Responsibilities

Date Last Revised:

Name of Committee Chair at Revision:

This Purpose and Responsibilities document is approved by the Board of Trustees.

Date Revision Approved: August 12, 2009

Responsibilities of every MVUUF Committee:

1. Support the mission, vision, and strategies of the Fellowship.
2. Keeps the Board of Trustees informed of Committee activities through monthly reports submitted through the committee liaison.
3. Maintain a 'Procedures Document' that expands on the details of the responsibilities and explains how the committee does its work.
4. Maintain and Monitor the Committee Budget
 - Present a yearly budget request to the Finance Committee.
 - Submit bills to the treasurer.
 - Seek approval for funds needed beyond the budgeted amount.
 - Seek approval for fundraisers from the Finance Committee.

Purpose Of This Committee:

(This is the charge from the governing body to the committee.)

Oversee religious education program for children and youth and advocate for their needs.

Responsibilities Of This Committee:

(This is the scope of committee's responsibility- the broad ways in which the committee operates. These are guidelines by which the committee operates and makes decisions and would not be changed on a frequent basis.)

- Evaluate performance of the director of religious education.
- Review and approve curriculum, keeping in line with goals.
- Sponsor junior and senior high school youth program.
- Share responsibility with the director of religious education for welcoming new families and for communicating with parents in general.
- Assume responsibility for the physical space and equipment of the program.

SOCIAL JUSTICE COMMITTEE

Minnesota Valley Unitarian Universalist (MVUUF) Committee Purpose and Responsibilities

Date Last Revised:

Name of Committee Chair at Revision:

This Purpose and Responsibilities document is approved by the Board of Trustees.

Date Revision Approved: August 12, 2009

Responsibilities of every MVUUF Committee:

1. Support the mission, vision, and strategies of the Fellowship.
2. Keeps the Board of Trustees informed of Committee activities through monthly reports submitted through the committee liaison.
3. Maintain a 'Procedures Document' that expands on the details of the responsibilities and explains how the committee does its work.
4. Maintain and Monitor the Committee Budget
 - Present a yearly budget request to the Finance Committee.
 - Submit bills to the treasurer.
 - Seek approval for funds needed beyond the budgeted amount.
 - Seek approval for fundraisers from the Finance Committee.

Purpose Of This Committee:

(This is the charge from the governing body to the committee.)

To create an awareness of social justice issues with different forms of education; create a partnership with other committees on the Program Council that want to incorporate social justice elements into their programs and activities; and create a culture of activism by developing social justice opportunities to participate in or be the vehicle for monetary donations that will make the world more just.

Responsibilities Of This Committee:

(This is the scope of committee's responsibility- the broad ways in which the committee operates. These are guidelines by which the committee operates and makes decisions and would not be changed on a frequent basis.)

- Bring to the attention of Fellowship members awareness and possible direction for action consistent with MVUUF's affirmation of values and statements of consciences.
- Determine and put into action the interests and concerns of Fellowship members with regard to social justice areas.
- Support outreach into the community by presenting opportunities for Fellowship members to engage with others in social justice areas by participation or monetary donations.

WELCOMING CONGREGATION

Minnesota Valley Unitarian Universalist (MVUUF) Committee Purpose and Responsibilities

Date Last Revised:

Name of Committee Chair at Revision: Nan Corliss

This Purpose and Responsibilities document is approved by the Board of Trustees.

Date Revision Approved: August 12, 2009

Responsibilities of every MVUUF Committee:

1. Support the mission, vision, and strategies of the Fellowship.
2. Keeps the Board of Trustees informed of Committee activities through monthly reports submitted through the committee liaison.
3. Maintain a 'Procedures Document' that expands on the details of the responsibilities and explains how the committee does its work.
4. Maintain and Monitor the Committee Budget
 - Present a yearly budget request to the Finance Committee.
 - Submit bills to the treasurer.
 - Seek approval for funds needed beyond the budgeted amount.
 - Seek approval for fundraisers from the Finance Committee.

Purpose Of This Committee:

(This is the charge from the governing body to the committee.)

Create a safe and welcoming space of acceptance for people of all sexual orientations; educate the congregation and the community about issues related to gender discrimination; be a venue for open and respectful discussions concerning fears and prejudices on issues of sexual identity.

Responsibilities Of This Committee:

(This is the scope of committee's responsibility- the broad ways in which the committee operates. These are guidelines by which the committee operates and makes decisions and would not be changed on a frequent basis.)

- Be inclusive and expressive of concerns of gay, lesbian, and bisexual persons at every level of congregational life in worship or social occasions, welcoming not only their presence, but the unique gifts and particularities of their lives as well. This means:
- Not assuming everyone is heterosexual, using a vocabulary of worship that reflects this perception and celebrates diversity by inclusivity of language and content.
- Understanding that the experience of lesbian, gay, and bisexual persons will be fully incorporated through all programs, including religious education.
- Engage in outreach into gay, lesbian, and bisexual communities, both by advertising and by supporting other gay, lesbian, and bisexual affirmative action groups.
- Offer congregational and ministerial support for services of union and memorials for gay, lesbian, and bisexual persons and celebrations of evolving definitions of family.
- Celebrate the lives of all people and welcoming same-sex couples, recognizing their committed relationships and equally affirming displays of caring and affection without regard for sexual orientation.
- Nurture ongoing dialogue between gay, lesbian, bisexual, and heterosexual persons to create deeper trust and sharing.
- Affirming and celebrating GLBT issues and history during the year and participation in the Joseph Priestly district UU lesbian and gay concerns group.
- Celebrate the lives of all people and their ways of expressing their love for each other.
- Present programs open to the wider community and the Fellowship to expand education about GLBT people and issues.

MVUUF POLICIES APPROVED BY BOARD OF TRUSTEES

These are official policies of the Fellowship that the Board of Trustees has approved.

Board policy: Procedures for Approving Policies

Name of Policy: Board policy: Procedures for Approving Policies

Board of Trustees Approval Date: August 15, 2007

This policy is: NEW

A policy is a course of action adopted by a governing body. It guides the activities and programs of an organization and helps provide consistency and accountability. For MVUUV, policies are the mechanism by which our mission and values are carried out and help measure our effectiveness. They should be flexible enough to represent the diverse needs of the organization, understood clearly enough by all to avoid controversy in interpretation, and give direction to the variety of activities and initiatives of MVUUF. Procedures for carrying out policies generally do not require Board of Trustees (BOT) approval and may be developed by committees, the Program Council (PC), and/or the BOT itself.

The Board of Trustees is the ultimate governing authority and fiscal agent for MVUUF and therefore should approve all policies that impact the entire membership or expose the organization to any statutory, denominational, or financial risk. Policies may arise out of bylaw interpretation, recommendations by committees, the PC, or recommendations of the BOT. The following procedures should be used when introducing a new policy or amending an existing one.

1. A first draft is written either by a trustee or his/her designee or a committee chair. E-mail distribution is recommended, for the sake of efficiency and to elicit initial comments. Distribution may vary, depending on the policy area and recommendations of the BOT or PC.
2. A second draft may incorporate proposed changes, suggest others, or request additional input from specific sources.
3. The chair of the committee from which the proposed policy/amendment arises or the trustee responsible for its creation should draft a final document for submission to the board of trustees for approval. In some cases it is helpful to attach or include support materials that may assist in the final decision-making by the board. In general, the line of communication should be through the BOT liaison to that committee if a proposal is generated by a committee or the PC.
4. This final draft should be prepared for consideration by the BOT, with a deadline for action indicated. BOT procedures for distribution should be followed.
5. The board agenda will include review of the proposed policy/amendment, with appropriate time for discussion and action. In some cases the policy may be sent back to a committee or task force for additional input. The board may also determine that the proposal may in fact be implemented directly by a committee and does not require board approval. Board action on a policy will be included in

BOT minutes (official record). All committee chairs will be informed of action taken. If appropriate, there may be brief discussion or review at the next meeting of the PC.

6. Committee policies and procedures that do not directly impact the entire church, are within the committee's approved budget, and enhance a committee's ability to complete its responsibilities effectively and efficiently may be handled entirely within the committee and do not require board of trustees action. The trustee liaison to that committee may, however, report on the action as an information item. If there is concern about impact of a policy or procedure under consideration by a committee, the committee chair may ask his/her trustee liaison to bring it to the board for possible action or recommendation.
7. More than one committee may collaboratively suggest a new policy or change in an existing one.
8. Once approved, all policies shall be codified for easy reference.

Board of Trustees Operations Policy

Purpose – To define the Board of Trustees operating structure, communications processes and the working relationship with the Program Council.

Meetings

❖ Policy

- Board of Trustee meetings will follow rules regarding meetings as specified in the bylaws.
 - ✓ The board meets monthly.
 - ✓ Regular times, dates, and places will be established.
 - ✓ Meetings are published and open.
 - ✓ Meetings are governed by Robert's Rules of Order.
- There will be a defined process for members of the congregation who want to present issues to the board.
- Minutes will be made available to all Fellowship members.

❖ Process

- Meetings will be held on the second Wednesday of the month at 7pm at the Fellowship.
- Minutes will be approved by the board at the first meeting following the one to which they apply.
- The agenda for the current meeting will be approved at the current meeting.
- The Chair will ensure that meetings are announced in the Uni-sun, on the website, in Silent Announcements, and placed on the office calendar.
- Members of the congregation who wish to bring business before the board should contact the Chair.

Communication to Fellowship

❖ Policy

- Since Board of Trustee meetings are open to all Fellowship members (bylaws, Article V.3.A), the agenda and minutes of the Board's meetings will be made available to members in a timely manner.
 - ✓ The agenda and the minutes of the board will be made available on the webserver and in a public area of the Fellowship.
 - ✓ Interested members will be notified when the agenda and minutes are available.
- The Archive Committee will archive the minutes for future reference after approval by the board.

❖ Process (2007-2008)

- Agenda and Minutes
 - ✓ At each meeting the board will approve the agenda for that meeting and approve the minutes for the previous meeting. Both will be
 - Posted on the webserver for download but not linked from the website.
 - Placed in a notebook on the tables near the downstairs wall.
 - ✓ Approved minutes and agenda will be available 5 days after approval.
 - ✓ Members who opt-in to a mail list will be notified by the webmaster when the agenda and minutes are available.
 - ✓ Within one day prior to a regularly scheduled meeting, the Chair will send the draft agenda for the upcoming meeting to the Webmaster for placement on the website, linked to the calendar.
- The Chair of the board will write a monthly article for the newsletter (Uni-Sun).
- The Communication Committee chair will write an article about this policy and process for the newsletter and the website at the beginning of the church year.
- The Communication Committee will work with the Archive Committee to electronically archive the minutes.

Communication Between Board Members

❖ Policy

- Board members shall establish a communication system.

❖ Process (2007-2008)

- Board members may use the board mail list for all-board communication
- Board members will gather monthly reports from the committees to which they serve as liaison (See Board and Council Working Relationship below).
- Board members will consolidate their committee reports electronically into a single document, and will submit them to the board secretary by the evening of the Sunday before a regularly scheduled board meeting. The action summary of the committee reports will identify any issues that need to be discussed by the board. It will not restate any committee reports.
- The secretary will consolidate the reports into a packet and distribute them to the board electronically. The intent of this process is to simplify the tracking of the reports and have a single packet instead of seven. The Chair will also submit an agenda for the meeting to be included in the packet.

Board of Trustees and Program Council Working Relationship

❖ Policy

- Per bylaws, the board will assign one trustee per committee as a liaison and resource. The liaison will establish communication as necessary to serve as an information conduit between the board and an individual committee.
- Regular reports (Committee Summary Reports) will be submitted by committees to their liaison. The Committee Summary Reports will be in a specific format (see Committee Summary Report document below). The purpose of the reports is to efficiently communicate issues that will potentially require board action. They are not intended to be a report of day-to-day committee activities.
- The liaison will be the primary conduit between the board and an individual committee. Questions regarding whether an issue will need board action will first be directed to the committee liaison. The liaison may seek counsel from the board Chair.
- To bring formal business before the board, outside of the committee-liaison process, the committee chairs should contact the board Chair.
- Committees and Program Council will use the Procedures for Approving Policies (see below).

❖ Process (2007-2008)

- The Committee Summary Reports will be submitted electronically by each committee chair to their respective liaison by the Sunday evening before the regularly scheduled board meeting.

Insert **Committee Summary Report**

Insert **Procedures for Approving Policies**

MVUUF Rental and Use Policy

See also Rental/Use Agreement, Release of Liability, Building Use Checklist.

Name of Policy: MVUUF Building and Grounds Rental and Use

Board of Trustees Approval Date: *October 8, 2008*

This policy is: REVISED

See Next Page

MINNESOTA VALLEY UNITARIAN UNIVERSALIST FELLOWSHIP
10715 ZENITH AVE. SOUTH
BLOOMINGTON, MN 55431
952-884-8956

RENTAL/USE POLICY

Priority: Use of the building/grounds will be granted first for MVUUF functions; next, member-sponsored functions; and then for non-member functions.

Approval: Use by non-members and by members for non-MVUUF purposes must be approved by the MVUUF Board of Trustees prior to the event.

Fees for Members:

1. Members are not charged a fee for use of the building unless they sponsor a for-profit group. For members and/or members' children using the building for a wedding and/or a reception, a \$75 custodial fee is required.
2. For members sponsoring a for-profit group a fee will be determined on an individual basis by the Board of Trustees.

Fees for Non-members:

1. Weddings: \$400 for Sanctuary, foyer and dressing room(s) up to 5 hours total with an additional \$20/hour for each hour over 5; this does not include Minister fee which is negotiated separately.
2. For use other than weddings, non-members will be charged \$300 for the use of either one or both floors. For use of the kitchen an additional charge of \$150 is required, plus a member of the kitchen committee must be in attendance.

Member and Non-Member User Responsibility:

1. **The person who signs the MVUUF Rental/Use Agreement shall be responsible for security and cleanup (User/Responsible Party).** The Responsible Party shall make certain that all lights and equipment shut off, all doors and windows closed and locked, and the Building Use Checklist completed and returned to the MVUUF office manager.
2. **The Responsible Party must immediately report all personal injury, property damage or other significant problems** that occur on MVUUF property to the Board of Trustees Chair and Treasurer **both by a personal telephone call (not recorded message) and e-mail message.**
3. The following is **prohibited on MVUUF property: smoking; the serving of any alcoholic beverages except beer and wine & serving of all food or beverages unless approved on the Building & Grounds Rental/Use Agreement; storage of anything unless approved in the Rental/Use Agreement.**
4. User agrees to respect the mission and values of the Minnesota Valley Unitarian Universalist and abide by all applicable Bloomington city ordinances and federal and state law.
5. MVUUF reserves the right to relocate **Member** User to a different room or to cancel use.
6. **Member** groups using the building on a scheduled long-term basis must use the building only at the scheduled time. Use will be reviewed every 6 months by the Operations Chair.
7. **Member** groups must do their own janitorial work before leaving the building. It is expected that building and grounds will be as clean when the group leaves as when the group arrived. Furniture is to be returned to original positions. If used, dishes and silverware must be washed and returned where found. Waste containers are to be emptied and bags taken to the Blue BFI container at the east corner of the building.
8. **Non-member** users must furnish their own consumable supplies (coffee, tea, paper plates, cups, paper, etc.)
9. **The Responsible Party shall return all forms and fees to the MVUUF Office Manager.**

Policy for Canceling Sunday Services

Name of Policy: Policy for Canceling Sunday Services

Board of Trustees Approval Date: *April 11, 2007*

This policy is: *NEW*

The chair of the board of trustees is designated as the person authorized to cancel a Sunday service, in most cases due to weather or other extenuating circumstances. He/she should consult with appropriate other leaders, depending on the nature of the service.

If the minister is speaking, he/she should be contacted. If not, the Program Committee chair or person coordinating that morning's program should be contacted. Additionally, the operations chair should be notified regarding access to the parking lot and building, as well as the custodian.

The decision to cancel a service should be made at least two hours prior to the start of the service, or earlier if possible. The membership will be informed of this decision to close via:

- Website notice on the home page.
- Email notices sent to members and friends email lists.
- Calls to the list of members and friends without email addresses.
- A message on the Fellowship telephone answering machine.
- The chair may ask others to assist with contacting everyone.

If the decision is to proceed with the Sunday service, nothing needs to be done. There will be no special notification to members and friends that the service will proceed as scheduled.

This policy will be communicated to members and friends at the start of the church year via the *Uni-Sun*, our website, and silent announcements. Reminders of the policy will be issued from time to time during the year, particularly at the beginning of winter.

Employment Policy

Name of Policy: Employment Policy

Board of Trustees Approval Date: *November 14, 2007*

See the MVUUF Personnel Manual

Financial Committee Policy

Name of Policy: Financial Committee Policy

Board of Trustees Approval Date:

Approved, February 12, 2008 by the Finance Committee

Addendum approved, February 14, 2008 by the Finance Committee

This policy is: REVISED.

1. The fiscal year is July 1 through June 30.
2. All applicable state and federal reporting requirements will be adhered to and records appropriately retained.
3. An annual pledge drive will be conducted by the Finance Committee chair or a delegated member of the committee.
4. Fellowship financial records will be audited annually.
5. Members may not designate part of their annual pledge to a specific fund. All fund drive pledges will go into the general fund.
6. Members who have not paid the minimum pledge in accordance with bylaw may not participate in any MVUUF membership vote.
7. When donated funds are earmarked for a specific purpose, the Board of Trustees may vote to borrow them for other purposes, but every effort shall be made to replenish the original fund.
8. Flow-through donations for members will be acceptable at the discretion of the Board of Trustees chair and the treasurer.
9. Sale of non-monetary donations must be approved by the treasurer or chair of the Board of Trustees and will be handled by a member of the Fellowship with knowledge about the type of item that has been donated.
10. Stocks or bonds will be sold as soon as feasible.
11. Reasonable, adequate insurance coverage shall be maintained to safeguard the assets of the Fellowship.
12. The treasurer and the Finance Committee will periodically review our insurance coverage.
13. The minimum pledge for membership shall be recommended by the Finance Committee and approved annually by the Board of Trustees. Currently, the minimum pledge is the amount we pay Prairie Star District and UUA for each active member.

14. Spending of designated savings items must be approved by the chair of the committee responsible for the item, and the treasurer.

15. Third-party contractor policy (does not apply to salaried members):

- a. For contracts under \$1000, no bids are required but preference must be given to known and interested member contractors qualified to perform the labor and provide any appropriate materials.
- b. For contracts between \$1000 and \$5000, two or three bids are required, written or verbal, with preference given to known and interested member contractors so long as the quality of their materials and labor justify their bid in relation to non-members' qualifying bids (i.e., the member may not be the low bidder and still be awarded the contract if he/she can qualitatively support any difference, again, whether verbally or in writing).
- c. For contracts over \$5000, no less than three written itemized bids are required, with preference to known and highly qualified members of that trade involved so long as their bid is either the lowest, or if outbid, are permitted to readjust and lower their bid before the contract is awarded, or permitted to describe the higher quality inherent in materials and labor practices proposed to be included.
- d. The underlying premise of these tiers and their stated preference for members is that members should be trusted more than non-members with the caveat that as necessary expertise and costs increase, the member can still justify such preferences with his/her trade(s).

Fundraising Activities By the Youth of MVUUF Policy

Name of Policy: FUNDRAISING ACTIVITIES BY THE YOUTH OF MVUUF

Board of Trustees Approval Date: October 14, 2009

This policy is: NEW

Fundraising activities by the youth of MVUUF is limited to children of pledging members.

Funeral Policy

Name of Policy: Funeral Policy

Board of Trustees Approval Date: *March 19, 1997*

This policy is: NEW

Funeral and memorial service coordination is part of the Laity Caring Network; that committee appoints the funeral coordinator.

- All funerals and services held at MVUUF must be arranged by the funeral coordinator. The family, minister of music, funeral director, minister, and caretaker must keep the funeral coordinator informed.
- Funerals of members and contributing friends, spouses/partners or children of the member/friend are without fee. MVUUF building use policy is applicable. Refreshments of coffee, bars, cookies will be provided and the family may provide additional refreshments or meal.
- Funerals of non-members/friends require a fee, to be established by the board of trustees. Use of the building and kitchen is according to the rent schedule established by the board of trustees.
- The funeral coordinator is the liaison from MVUUF to the family, funeral director, music director, custodian, and others. He/she is responsible for explaining to the family what MVUUF will provide, according to membership status; provides appropriate forms and collects appropriate fees; and may offer assistance identifying alternative locations if the MVUUF building is not feasible.
- The funeral coordinator will communicate with the minister about arrangements and notify the minister of any non-member funerals held at MVUUF where the minister does not officiate.
- The funeral coordinator will keep a record of each funeral or service.

See Rental/Use Agreement, Release of Liability, Building Use Checklist. if applicable.

Green Procurement Policy

Name of Policy: Green Procurement Policy

Board of Trustees Approval Date: *May 6, 2008*

This policy is: **NEW.**

MVUUF has been designated a Green Sanctuary and it is appropriate that we do everything in our power to make our Fellowship truly green and set the very best example for our congregation. In view of this, the following recommendations are made:

- We will strive to use **products that leave little or no imprint on our environment.** We understand that this may involve a bit more effort in a few areas, but we are willing to make that effort.
- We will minimize use of **petroleum-based products** when an alternative is available.
We will identify **qualifying green cleaning products** through reputable environmental organizations and certifications.
- We also recommend low toxic cleaners because **our children** are especially susceptible to the negative effects of chemicals. Pound for pound they drink more water and eat more food, and when they play they crawl and put things in their mouths.
- We will also look into using **simple cleaners:** common household materials such as baking soda, vinegar, and plant-based soaps and detergents can often do as good a cleaning job as commercial products that contain harmful chemicals.
- We will try to avoid using **antibacterial soaps.** Antibacterial agents, while not directly harmful, contribute to the growing problem we face when bacteria mutate and create drug-resistant bacterial strains.
- We will investigate use of **“The Free Market,”** which is a listing service for Twin Cities residents who want to get or give free reusable goods for the home, garage and garden. It is part of an effort to reduce the amount of reusable goods being thrown away.

We will use as many **local producers and retail outlets** as is practical in order to enhance sustainability.

- We will work with the **garden committee** to try to convert more of our lawn into a landscape that uses less water and fertilizer and does not need mowing (xeriscaping).
- We will look into the possibility of replacing our **lawnmower** with an electrical model.
- We will recommend that purchased appliances meet the **Energy Star label**, which is a voluntary labeling program sponsored by the EPA and the U.S. Department of Energy, designed to promote energy-efficient products. This will save energy and costs.
- We will review all **appliances and mechanicals** in the Fellowship and their impact on the environment and to provide recommendations for specific green/Energy Star replacements as needed.
- When **remodeling our Fellowship** (purchasing new carpet, roofing, windows, etcetera), we recommend that we purchase building materials that have minimal

amounts of formaldehyde and other volatile organic compounds. VOC's have been shown to cause cancer and developmental problems. Toxic vapor can emanate and de-gas from sources like new carpets and cabinets.

- When we **paint**, we recommend that we purchase no-VOC or low-VOC paints and varnishes when finishing walls, floors and furniture. We also recommend that major interior painting be done during the summer months when windows can be left open to allow for ample ventilation, drying, and off-gassing of Vic's from the paint.
- We have already addressed **compact fluorescent lighting** issues and are using and promoting use of CFL's. We will pursue converting more MVUUF lighting into CFL or low energy use lighting.

There are several specific recommendations we have listed below for four areas of the fellowship. These recommendations are goals and not absolutes. They are suggestions to minimize our environmental footprint. Some products may be difficult to find or be very expensive, but availability and prices may change over time.

Office

Equipment:

- Use Energy Star® computer, monitors and office equipment.
- Turn off computers, copiers, lights, etcetera, when not in use.

Ink, copiers, printers:

- Use soy, agri-ink, or water-based inks.
- Use remanufactured ink cartridges and recycle them when depleted.

Copier paper:

- Best: 100% recycled, w/ 100% post-consumer recycled content, PCF (processed chlorine-free).
- Mid-level: 100% recycled, w/ 30% post-consumer recycled content, PCF.
- Borderline level: 50% recycled, w/ 30% post-consumer recycled content, PCF.

Printing and copying/save paper by:

- Printing and copying on both sides when possible.
- Adjusting fonts and spacing to fit more on a sheet.
- Sharing materials by circulating single copies of documents.
- Using e-mail.
- Using an electronic filing system.
- Using a bulletin board in place of printing.

Cleaners:

- Use Restore, Ecover, and other green cleaners.

Batteries:

- Use rechargeable batteries if possible, and solar calculators.

Miscellaneous:

- A typical office worker uses 10,000 sheets of paper a year (that's one tree per year).
- Recycled paper is good, but even recycled paper requires water and energy, so it is best to use none at all.
- Paper decomposing in landfills is a major source of methane emissions.
- 3.7 million tons of copy paper are used annually in the U.S. That's 700 trillion sheets—enough to build a 12-foot high wall between New York and San Francisco.

Kitchen

Kitchen equipment:

- Use Energy Star® stoves, dish machine, refrigerators, etcetera.
- Turn off lights, dish machine, etcetera, when not in use.

Cleaners:

- Use Restore, Ecover and other green cleaners.

Supplies:

- Avoid petroleum-based products if possible by purchasing:
 - Paper plates -- compostable paper plates, bowls and cups, made of bagasse (sugarcane fibers).
 - Plastic ware—compostable plastic cutlery made from corn starch.
 - Plastic bags—compostable type

Dish machine – when to use:

There is a tradeoff on when to use the energy-using dish machine versus using disposable plates and utensils. Caveat: health codes require dishes/utensils be sanitized in either (A) a high-temperature dish machine, or (B) be submerged for seven seconds in 50 PPM bleach water. **Suggested policy:**

- **For small events—option A = paper (<20)** Use paper plates and disposable utensils.
- **For small events—option B = reusable (<20)** Use reusable dishes. After the event:
 - Handwash dishes/utensils in soapy water;
 - Rinse in clear water;
 - Submerge for 30 seconds in a sinkful of 50 PPM bleach water (one capful bleach/sinkful of water); and
 - Air dry dishes/utensils.
- **For large events--reusable (>20)** Use reusable plates and silverware and use the dish machine to clean/sanitize them.

Operations/Janitorial

Cleaners:

- Use Restore, Ecover and other green cleaners.
- Buy cleaners in concentrate form in reusable bulk containers.
- Use one general-purpose cleaner versus several different cleaners.
- Avoid unnecessary fragrances and dyes (may irritate allergies).
- Choose pump spray containers instead of aerosols.

Paints:

- Best in VOC's: water-based paint w/ no VOC's.
- Good in VOC's: water-based paint with low VOC's.
- Very poor in VOC's: solvent-based paints with high VOC's that also require clean-up chemicals with high VOC's (e.g. turpentine).
- Try to choose a paint that is **low in VOC's AND wears well**. The pros and cons of each paint job must be considered with this tradeoff in mind. For example, a paint that is low in VOC's and wears well may be a better choice than a no VOC paint that performs poorly. If a paint performs poorly, we may have to paint more frequently, or replace the wood siding more often, which would increase costs and waste resources (paint, wood, time, energy).

Building equipment:

When new equipment purchases are made, such as vacuums, stoves, dehumidifiers, lawnmowers, copiers, faxes, etcetera, carefully review each purchase with energy efficiency in mind. Buy energy efficient equipment, such as Energy Star®.

Review over time where we can replace inefficient incandescent lights with high-efficiency lamps in various rooms inside and outside the fellowship. Review with operations committee, minister, green sanctuary committee, and aesthetics, when needed.

Operations/Janitorial – Exterior

Walkways and sidewalks/winter de-icing:

- Best—Corn-based de-icers (may not work in very cold weather).
- Good—Potassium chloride and magnesium chloride.
- Bad—Sodium or calcium chloride (bad for plants).
-

Driveway maintenance:

- Use as little petroleum products as possible in the parking lot.
- Seal cracks as needed to prevent water damage.
- Do not coat entire driveway with topcoat sealer, as the topcoat pollutes and does not add to life of the driveway.

Yard and mowing:

We currently have a gas-powered, Lawn Boy lawnmower.

- Goal: test some electric-powered lawnmowers(s). If we find one that works, then we will obtain one for the Fellowship when the current model wears out.
- Look into mulching all our grass (instead of bagging/composting).
- Mow grass to height of 3.5 inches (minimize weeds & watering).
- Move toward environmental lawn chemicals/fertilizers.
- Test other gas-powered tools to determine if an electric model will suffice (weed whip, etcetera).

Garden:

- Purchase green lawn products when possible.
- Practice integrated pest management (IPM) when possible.
- Look into planting native plants of the type that reduce the need for watering (xeriscaping).
- Test a rain barrel to be used to water plants and adopt if it works.

Safe Congregations Policies and Procedures for Children Policy

Name of Policy: Safe Congregations Policies and Procedures for Children

Board of Trustees Approval Date: July 9, 2008

This policy is: NEW

As Unitarian Universalists, we affirm and promote the inherent worth and dignity of every person. This carries with it the obligation to protect and support the youngest and most vulnerable members of our congregation. As a caring community, we must assure that everyone who comes here feels valued, safe and secure.

As a spiritual community, MVUUF takes seriously its responsibility to provide a safe and nurturing environment. MVUUF recognizes the reality of child sexual and physical abuse in society, its impact on children and families, and the need for responsible means of addressing this issue. By overcoming secrecy and by providing a forum for any problems and concerns, we will provide protective care for all children, youth and volunteers who participate in church-sponsored activities. This policy will be implemented through:

1. Screening all church staff and volunteers who work with children.
2. Supervising our children and those who work with them.
3. Providing a specific process by which allegations of abuse are reported and investigated.
4. Treating all persons with dignity and respect.
5. Denying unsupervised access to our children and youth to known sex offenders.
6. Sharing the responsibility with every member of the church to create a safe congregation.

While the main focus of these policies is directed to those most involved in working with our young people, all members of MVUUF have responsibility to provide a safe and caring community in which children are respected, their self-worth affirmed and the spiritual, social and intellectual growth encouraged.

The congregation will have access to these policies and procedures, the screening process will be completed for every person working with our children and youth, training will be provided to staff and volunteers, and a statement about these policies will be included in the new member packet. We are committed to the care of our children and to the principles of fairness and forgiveness that have long been part of our religious tradition.

This policy applies to all members, friends and congregants for any event that is sponsored by MVUUF that occurs on the church grounds. It also applies to church sponsored events that take place offsite when children and youth are present. Certain requirements of this policy may also apply to anyone (members, friends and non-members) who use the building for activities other than those sponsored by MVUUF. These requirements will be specified in the Building Use Contract.

Specific Requirements for the Building

1. First aid kits and fire extinguishers must be readily available within the church building at all times. The Operations Committee must maintain these items.
2. The Director of Religious Education and Chair of the Operations Committee must develop and maintain a fire drill plan. At least one church wide fire drill, with alarm bell, will be held yearly. Evacuation plans must be posted by each exit and in each classroom and by the elevator.
3. Illicit drugs and weapons are not permitted at church events or on church grounds.

Training Staff and Volunteers

1. First Aid/CPR training from a certified first aid instructor is mandatory for the Director of Religious Education, paid Nursery CareGiver and optional for the Minister. The church will pay any fee required for this training and retraining to maintain current certification.
2. Staff and Volunteers must be informed of the location of first-aid kits and fire extinguishers.
3. Staff and volunteers must be trained on procedures required for fire drills and fire extinguishers.
4. Staff and volunteers are required to work with Religious Education classes on safety procedures.

Safety and Protection for Interactions with Children

Child abuse means the physical abuse, neglect or sexual abuse of a child by any person under circumstances which indicate that the child's health, welfare or safety are harmed. By reference, this definition includes but is not limited to the definition of child abuse as defined in Minnesota Statutes 626.556 and following. The Minnesota requirements of reporting and responding are in Section 5.

Selection and Screening of Staff and Volunteers

Each applicant for the following positions must submit the following prior to employment or appointment.

1. Paid staff (Minister, Church Staff, Religious Education Staff)
 - a. Employment Application Form
 - b. Personal interview by immediate supervisor or supervising committee
 - c. Minnesota Criminal Records Request and Authorization Form
 - d. Criminal Records check for the past 20 years, updated every two years
 - e. Code of Ethics Form.
2. Volunteers (Religious Education (RE) Teachers, RE Substitute Teachers, Nursery Assistants, people who drive youth to events, RE Committee Members)
 - a. Code of Ethics Form
 - b. Volunteer Information Form

- c. Criminal Records Request and Authorization Form
- d. Criminal Records Check every two years
- d. Must attend regular training sessions facilitated by the DRE
- e. In addition, drivers must have a Driving Record check and provide proof of insurance.

Implementation specifics:

1. The DRE will be responsible for overseeing the completion of the appropriate paperwork, except where noted, and for checking references. The immediate supervisor of the DRE will follow up to insure that the reference checks have been completed appropriately.
2. RE Teachers, RE substitute teachers, Nursery Assistants and Field Trip drivers will have been a involved in the congregation for at least six months, or have been a member of another Unitarian Universalist congregation and be able to supply references of a number and type acceptable to the Religious Education Committee and DRE.
3. The Office Staff will designate on the membership database who has completed a screening form.
4. When criminal records checks are performed, they will be initiated and reviewed by the DRE and kept confidential.
5. The Minister and DRE will make a best effort to check the updated list of Level 3 Sex Offenders against the MVUUF mailing list. Any known sex offender will not allowed unsupervised access to children.
6. Adults or Youth who have committed a felony or who are known to have felony charges pending or have been accused or convicted or pled guilty to child molestation will not be allowed to work with children or youth.
7. The Minister, DRE and Religious Education Committee will keep all information confidential.
8. The DRE, Minister and Religious Education Committee will have a discussion of these policies during teacher orientation of the Religious Education program.
9. Efforts will be made to provide education, awareness and support to all adults and young people during the year.

Training and Supervision of Staff and Volunteers

1. Every participant will receive a copy of the Safe Congregations Policy Statement
2. Staff and volunteers working with children and youth will be trained to understand the following:
 - a. the definition of abuse
 - b. sexual and physical abuse symptoms
 - c. what constitutes inappropriate conduct
 - d. church policies that govern working with children and youth
 - e. the civil and criminal consequences of misconduct
 - f. reporting procedures for observed or suspected misconduct
 - g. the rationale behind screening procedures

Supervision of Children and Youth

Generally parents or guardians of minor children must supervise their children at all church events unless children and youth are under the supervision of chaperones or teachers.

Particular Requirements

1. Implementation Specifics

- a. Building will not be open to children for any activity until there is one screened adult or two adults present. Parents are responsible for supervising their children until one screened adult or two adults are present in the church building for any church-sponsored activity. Parents are to walk into the building with their children or youth to determine if there is a screened adult or two supervising adults present.
- b. A roaming supervisor (like DRE) will be present during church school to provide supervision for children going to the lavatory or removed from class for disciplinary purposes.
- c. There should be two adults in every classroom
- d. Nursery, PreKindergarten/Kindergarten and first and second grade will not be dismissed from church school without an appropriate supervisory parent or guardian.
- e. Church functions providing childcare require one screened caregiver or two adults or two youth, an unlocked classroom door and the presence of adults in the building.
- f. All doors to church school classrooms will have windows.

2. Field trips, Youth Gatherings, Vehicle rides, Sleepovers

- a. Permission slips and medical release forms for each child or youth
- b. Leaders must have a list of names, emergency contacts, and medical conditions with them at all times
- c. Every person transported in a vehicle must wear a seat belt
- d. First Aid Kits at all church functions

Reporting and Responding Procedures

Child abuse includes neglect or physical or sexual abuse of a child by any one who by act or omission commits or attempts to commit an act against a child under their care that constitutes any of the following: egregious harm, sexual abuse or neglect. By reference this definition includes but is not limited to the definition of abuse as defined in Minnesota Statutes 626.556 and following.

1. What is reportable "abuse"?

- a. Sexual abuse by a person who has a significant relationship to the child, or a "person in a position of authority" (any person who is a parent or acting in the place of a parent, or a person who is charged with the responsibility for the health, welfare or

- supervision of a child either independently or through another, no matter how brief) at the time of the act. Sexual abuse includes threatened sexual abuse.
- b. Physical Abuse by “a person responsible for the child’s care” (an individual functioning within the family unit and having responsibilities for the care of the child such as a parent, guardian, or other person having similar care responsibilities, or an individual functioning outside the family unit and having responsibilities for the care of the child such as a teacher, school administrator, or other lawful custodian of a child either full-time or short-term care responsibilities including, but not limited to, day care, babysitting whether paid or unpaid, counseling, teaching or coaching) 626.556
3. Any MVUUF volunteer involved with children or youth is required to immediately report (within 24 hours) any suspected or known abuse to the Director of Religious Education or the minister.
 - a. Volunteer should provide the following: name of youth; name of abuser, if known; nature of abuse; dates and places, if known; how the information was learned
 - b. The name of the reporter is confidential except by court order
 - c. Reporter must keep the matter confidential
 4. Mandatory reporters: A person who knows or has reason to believe a child is being abused, or has been abused within the preceding three years, and who is (1) a professional who is engaged in the practice of healing arts, social services, psychology or psychiatric treatment, child care, education, or (2) “employed as a member of the clergy and received the information while engaged in ministerial duties, provided that a member of the clergy is not required by this subdivision to report that is otherwise privileged”.
 5. Where to report: The local welfare agency, agency responsible for assessing or investigating the report, police department or the county sheriff
 6. Clergy Privilege: “a member of the clergy is not required.... To report information that is otherwise privileged” 526.556

Monitoring of Policies and Procedures

While complete enforcement of policies may not always be possible, screening procedures, reference checks and initial training must always be enforced. The Board of the Trustees will conduct an annual review of the prevention program.

Policy On Hiring

Board of Trustees Approval Date: June 10, 2009

From this point forward, the policy of MVUUF is not to hire church members or members of their immediate family as employees of the Fellowship, and during their term of employment the employee may not become a member of the Fellowship.

Conflict Resolution Guidelines Policy

Name of Policy: CONFLICT RESOLUTION GUIDELINES

Board of Trustees Approval Date: November 11, 2009

This policy is: NEW

The covenant central to our U-U community is our promise to trust and support each other. Most disputes can be quickly and respectfully resolved by the parties themselves. The covenant gives us the right and responsibility in time of conflict to return to the promises we have made to each another.

To fulfill our promise of trust and mutual support, each MVUUF member agrees to adhere to the following conflict resolution guidelines.

STEP ONE – Parties to a conflict will:

- Examine their role in a disagreement and honestly assess their motives and contributions to the conflict;
- *Not* complain to a third party about the other party (triangulate);
- Talk directly with the other party at a mutually acceptable time and place as soon as possible after the conflict arises; and/or, invite a mutually-agreed-upon Neutral Observer* to meet with them if either party believes this would make the parties' meeting more respectful and productive. (*The minister will select and maintain a list of "Neutral Observers" whose sole role is to ensure that parties meeting to resolve a conflict are respectful and reasonable.);
- Use "I" statements ("I felt hurt, angry, etc. . . .") and listen actively and compassionately to each other.

A conflict that is more about job performance than personal interaction, how one person is treating another, should be referred to the proper supervisor of the volunteer leader, paid staff, etc. whose performance is being questioned.

STEP TWO – If the conflict is not resolved, the parties shall jointly meet with the minister who may:

- Recommend the parties attempt to resolve the conflict in the presence of a neutral observer if they have not done so;
- Counsel the parties and mediate the dispute;
- Refer the parties to the Conflict Resolution Team. **

Conflicts that involve the minister will be referred to the Committee on Ministry (COM) which will follow its own guidelines and procedures for conflict resolution. If, however, the minister or any party involved in the conflict with the minister objects to conflict resolution by the COM, the conflict will be referred to the Conflict Resolution Team.**

STEP THREE – If a conflict is unresolved by the previous steps, the minister shall convene the Conflict Resolution Team and refer the matter to them.

** The Conflict Resolution Team (CRT) is a standing committee appointed by consensus of the minister, Board of Trustees (BOT) and Committee on Ministry (COM) within the first month of each church year. Members will be selected for their mediation skills and knowledge of various aspects of Fellowship functioning, and will serve on an “as needed” basis for three-year terms. The minister, BOT and COM may recruit additional members as necessary. Team members will receive training, if necessary, which will be the expense of the Leadership committee budget. Members will excuse themselves from any conflict for which they have an inherent bias based on the individuals or the topics involved. A single member, the entire CRT, or any combination thereof can be employed to resolve a conflict. The CRT will report to the Committee on Ministry in a timely manner the nature and resolution of any conflict referred to the CRT. If the CRT has been unable to resolve a conflict, it shall report to both the Committee on Ministry and the Board of Trustees. The Committee on Ministry will determine a record-keeping format that provides an abstract of events while allowing for privacy considerations.

The Conflict Resolution Team is empowered to make judgments about the situation and make recommendations, including written agreements on acceptable behavior. It is not limited to achieving compromises. When the CRT believes that there exists a situation in which there are behaviors harmful to the Fellowship or incompatible with its collective values, the CRT may recommend counseling, limits to participation in Fellowship life, or other behavior changing strategies. Should one or both of the parties refuse to participate in the resolution process, the behavior is unchanged and/or the belief of the Conflict Resolution team is that the behavior is a threat to the Fellowship, the matter will go directly and immediately to the Board for consideration.

STEP FOUR -- The Board of Trustees will consider matters coming from the Conflict Resolution Team and take action as it deems appropriate. The Board may solicit assistance from Prairie Star district and the UUA and may:

- Endorse and enforce the CRT’s behavioral recommendations or set its own behavioral recommendations for enforcement.
- Take action to exclude a person from attending MVUUF for a period of time based on a refusal to honor our covenant with each other.
- Exclude a person for just cause from MVUUF and its premises and remove his/her name from MVUUF membership.
- Specify conditions for returning as a welcomed member of our community and set criteria for evaluation of compliance.

Assent of the Board of Trustees will be required for return to the MVUUF community.

The Board may call a congregational meeting to address the conflict with the collective compassion and shared wisdom of the entire body.

Steps Three and Four should be necessary only when behaviors are seen to be dangerous (threatening to people or property), disruptive (interfering with essential church functions), or significantly destructive to the peace and tranquility of the MVUUF community.

Before participating in steps two to four of this process every party to a conflict and all who participate in resolution of the conflict shall sign a joint “Conflict Resolution Pledge” which includes a pledge of confidentiality, a commitment to treat all participants with compassion and respect, and a vow to act in accord with Unitarian Universalist Principles.

Finally, if no resolution is possible, concern for the well-being, openness, safety and stability of the congregation as a whole will be given priority over the feelings or actions of any individual.

MVUUF OFFICIAL FORMS

MVUUF BUILDING & GROUNDS RENTAL/USE AGREEMENT

See Next Page for Rental/Use Agreement, Release of Liability, Building Use Checklist.

MINNESOTA VALLEY UNITARIAN UNIVERSALIST FELLOWSHIP
10715 ZENITH AVE. SOUTH
BLOOMINGTON, MN 55431
952-884-8956

RENTAL/USE AGREEMENT

Event _____

Date requested _____ from _____ am/pm _____ am/pm

MVUUF member yes no (Circle one)

User/Responsible Party Name _____ e-mail _____

Address _____

Phone H _____ Wk _____ Cell _____

Organization/Group Responsible Party represents _____

Address _____

Phone _____ e-mail _____

Fees

Rental \$ _____

Custodial _____

Kitchen _____

Cleaning/damage _____

Deposit 300.00

(refundable)

TOTAL \$ _____

Rooms

UPPER LEVEL

Sanctuary/foyer _____

Fireside Room _____

LOWER LEVEL

Social Hall _____

Kitchen _____

Classrooms (list) _____

Reservation Deposit \$ 100 (non-refundable)

Office use: Received by: _____

Date: _____

Balance \$ _____

(Due ten days before event)

Office use: Received by: _____

Date: _____

**The User agrees to comply with the MVUUF Rental/Use Policy
and Building Use Checklist.**

SIGNED:

DATE:

USER/RESPONSIBLE PARTY

FOR MVUUF
TITLE _____ PHONE _____

MINNESOTA VALLEY UNITARIAN UNIVERSALIST FELLOWSHIP
10715 ZENITH AVE. SOUTH
BLOOMINGTON, MN 55431
952-884-8956

RELEASE OF LIABILITY

In addition to this form, a Rental/Use Agreement has been signed between MVUUF and the undersigned User/Responsible Party. "User" includes everyone who participates in User-sponsored activities or programs including but not limited to employees, agents, participants, students, guests, and audiences.

In signing this Liability Release, the User assumes liability for loss, theft, accident or damage of User's property in the MVUUF building or on MVUUF grounds. The User also assumes liability for any personal injury to the User and/or any third party should an injury or injuries occur in or about MVUUF property unless the damage or injury results directly from the MVUUF's recklessness. User also assumes liability for damage to MVUUF property. User shall provide Workers Compensation Insurance for its paid employees.

This Release is signed with full knowledge and understanding of the MVUUF Rental/Use Policy and Building Use Checklist.

SIGNED BY:

DATE

USER/RESPONSIBLE PARTY

PRINT NAME OF USER/RESPONSIBLE PARTY

For: _____
PRINT NAME OF ORGANIZATION/GROUP

Office use: Received by: _____

Date: _____

MINNESOTA VALLEY UNITARIAN UNIVERSALIST FELLOWSHIP
10715 ZENITH AVE. SOUTH
BLOOMINGTON, MN 55431
952-884-8956

BUILDING USE CHECKLIST

Event _____ Date _____

Organization/Group _____

Responsible Party _____

PLEASE RETURN THIS CHECKLIST TO MVUUF OFFICE MANAGER WITHIN FIVE DAYS AFTER EVENT.

KITCHEN/SOCIAL HALL general information

1. Directions for use of dishwasher, ovens, microwave, etc., are posted in kitchen, sometimes inside cupboards.
2. Labels on cabinet doors indicate where items are stored.
3. Opened coffee is stored in refrigerator. Extra supply is in center island cabinet.
4. Sugar, creamer, tea bags, artificial sweetener are in clear canisters on coffee bar in social hall.
5. Paper towels, garbage can liners are in _____.
6. Carpet sweeper and vacuum cleaners are either in closet off kitchen or utility closed off social hall.

Non-members, and members hosting non-MVUUF events, must provide their own consumable supplies including coffee, tea, paper plates, cups, napkins, etc.

CHECKLIST

- _____ All appliances (oven, burners, dishwasher) off
- _____ Coffee makers unplugged
- _____ Kitchen counters washed
- _____ Kitchen and social hall hard floors swept (and washed, if necessary)
- _____ All carpeted rooms used are vacuumed
- _____ Dish towels hung up
- _____ All used items returned to original places
- _____ User's food removed from refrigerator
- _____ Cans, plastic bottles, glass rinsed and deposited in recycling bins
- _____ All rooms cleared of cups, food, etc.
- _____ All furniture returned to original place
- _____ Full garbage can liners tied and placed in garbage receptacle outside.
- _____ Garbage can liners replaced
- _____ All lights turned off
- _____ All doors and windows closed and locked

Please -- 1) lift, do not drag, tables across carpet; 2) do not tape or fasten anything to walls; and, 3) remove spilled coffee by brushing carpet with a dish detergent and warm water solution and rinse by wiping lightly with squeezed-out sponge.

COMMITTEE REPORT TO MVUUF BOARD OF TRUSTEES

COMMITTEE REPORT TO MVUUF BOARD OF TRUSTEES

TO:

(BOT Liaison)

FROM:

(Chair)

(Committee)

DATE:

REQUEST FOR BOARD APPROVAL. *Approval is usually not required unless the proposed action affects the fellowship as a whole or exceeds the committee's approved budget or its charge and guidelines in the current "MVUUF Policies/ Procedures Manual."*

Please describe action to be approved, purpose, and date BOT response needed.

BRIEF SUMMARY of Committee's monthly progress, plans, concerns, etc.:

Please discuss requests for action with liaison before drafting report. Confine answers to space provided and note "none" if appropriate. Limit report to one page and submit electronically to liaison by the first of each month.

10/25/07