

**POLICY MANUAL**  
**Unitarian Universalist Congregation of Fort Wayne**  
**June 1999**  
Updated February 2005  
Updated January 12, 2015

**I. GENERAL POLICY: CHILDCARE**

**1.1 Childcare/Nursery**

Childcare for any church event will be provided if the Church Administrator is notified at least two weeks before the event. There may be no last minute scheduling, nor use of non-approved childcare providers.

**1.2 Ratio of childcare providers to children**

No more than five children per adult provider will be accepted for childcare for all ages under Eighth Grade and for High School, it is one adult to ten youth.

**1.2 Ages of children**

Care will be provided for children up to 4 years of old. Older children will be the responsibility of their parents or guardians.

**1.4 Limit on childcare**

Childcare will be provided for a set time. After that time, children will be the responsibility of parents or guardians. Sunday morning nursery care extends to 15 minutes after the end of the service.

**1.5 Scheduling childcare for events**

Groups requiring childcare for events should give the Congregational Administrator two weeks' notice.

**1.6 Payment**

Paid providers will be paid for the entire time hired. If no children are present, provider will be asked to stay for one hour after the announced start time to accommodate late arrivals. The scheduler will be responsible for time sheets.

**1.7 Announcement of care.**

When childcare is being provided for a church event immediately following Sunday Service, the DRE shall cause an oral announcement to be made, telling where it will take place and the name of the person who will be in charge. The announcement should include notice that care is not provided for children over 13. For events at other times, the meeting notice should include availability of childcare and the room(s) where it will be provided.

**1.8 Accidents and illnesses.**

## **II. GENERAL POLICY: COMMUNICATIONS**

### **2.1 Newsletter**

The primary function of the newsletter is to inform the congregation of Church programs and activities. Space and emphasis will be allocated according to the following priorities:

- Information about Sunday services
- Communications from the minister
- Information about religious education programs and classes (all ages)
- Information about all church functions, e.g. annual canvass, congregational meetings, etc.
- Communications from the Board, the staff, and church committees
- News of church members/friends; brief announcements of members' special needs
- District and denominational news
- As space permits, community news and announcements of activities of organizations of particular interest to the church or its members
  
- All newsletter items must be turned into the office, or placed in the letter box on the outside of the church building, by the end of the 20<sup>th</sup> day of the month. Articles received after the 20<sup>th</sup> will appear in the next month's issue.
  
- The Congregational Administrator is responsible for the production of the newsletter and for implementing Board policies.

### **2.2 Use of congregation mailing list**

The church mailing list will not be given to outside organizations without the express consent of the Board of Trustees. If such use is granted, it will be limited to one-time use, and the organization will not be permitted to keep a copy of the list after using it.

### **2.3 Recognitions/celebrations**

Appropriate committees may organize recognition of individuals and celebrations of significant events.

### **III. GENERAL POLICY: PROPERTY**

#### **3.1 Loan of Church Property**

Church property may not be taken from the site without proper authorization. The Congregational Administrator is authorized to loan equipment valued at less than \$100 for a specified period. A set of procedures for loaning equipment shall be developed and administered by the ~~Building Committee~~ **Physical Operations Department chair** and the Congregational Administrator. Included in the loan procedures shall be a review of the condition of the item prior to and after the loan and a clause that specifies any charges to cover the cost of the item for repair or replacement.

#### **3.2 Scheduling Space and Activities**

A calendar of all activities scheduled at the Meeting House and on the grounds will be maintained by the Congregational Administrator. Individuals and groups must schedule activities and use of specific space with her/him. If conflicts arise, the group representing the greatest number of members and friends will be accommodated and alternate arrangements will be made for the smaller group.

#### **3.3 Building Security**

The Woodhurst Neighborhood Association employs a nightly patrol for the neighborhood that includes the church.

## **IV. GENERAL POLICY: DONATIONS**

### **4.1 Donations of Services**

Members and friends who donate their time to the church cannot expect payment.

### **4.2 Recognition of Major Contributors**

Contributions (other than pledges) will be recorded in the Unitarian Universalist Congregation of Fort Wayne's Book of Gifts and Bequests to provide the congregation with a permanent record of goods of durable value or cash gifts. The donor may be listed anonymously if desired. The Book of Gifts and Bequests shall include the name of the donor unless there are multiple donors, and a description of the gift. With multiple donors, the entry may read "From the family and friends of ...". In the case of memorial donations (whether in the sole name of a deceased or in combination with other memorial funds) the Book of Gifts and Bequests shall record a gift after the Board determines a use for the fund. In some cases, it may be appropriate to formally and permanently recognize significant contributions. This recommendation must be approved by the Board of Trustees following a review of committee input.

### **4.3 Receipt and Notification**

a.) Following approval of receipt of specified goods and/or cash, the Congregational Administrator will issue a letter acknowledging the Board's appreciation for tax purposes. The letter will also state a description of the gift and note the price if the gift was sold. The gift will be acknowledged in the year-end statement.

b.) The treasurer will inform the appropriate committee chairperson of the gift and any restrictions made by the donor or the board in accepting the gift.

## **V. GENERAL POLICY: LAY LEADERSHIP**

### **5.1 Committee and Council Organization** Committees

Councils: Two councils have been formed to address ideas, problems or complaints about the church. The councils are the appropriate forum to present plans for broader consideration and for communication to the membership. The Program council consists of the following:

Membership of the Resource council includes: Meetings generally are held every other month with Program Council meetings in February, April, June, August, October, and December. Resource Council meetings are scheduled for January, March, May, July, September, and November.

Upon occasion, the Council creates special committees of its own to demonstrate or activate program needs of the Church. Church members are always welcome.

The Council is particularly concerned with the program activities of the whole Church membership: the promotion, coordination and integration of such activities, and the prevention of duplication and confusion. Current and future plans are presented and discussed monthly in Council meetings in order to minimize overlapping of projects and to avoid calendar confusion. The Council assembles an Annual Report which includes the written reports of the current year's activities of each group and committee for presentation to the April Congregational meetings.

### **5.2 Affiliated Groups**

Affiliated groups of the Church are membership organizations with special interest which have been recognized and granted their affiliate status by the board. Each autonomous group must appoint a representative to the Program Council.

Autonomous groups include:

- ❖ ROMEOS
- ❖ Sisters Over Seventy
- ❖ Sisters in Good Company

**VI. GENERAL POLICY: STAFF LAPTOP COMPUTERS (and use of)****6.1 Employee**

As an employee, the Unitarian Universalist Congregation of Fort Wayne, Inc., is providing a laptop computer in order for you to do your job.

**6.2 Responsibility**

It is the responsibility of the employee to keep the laptop computer safe, keep the virus protection up-to-date, and to be judicious in what is downloaded on it (i.e., avoid downloading illegal software or images).

**6.3 Employer-provided**

Employee recognizes that the laptop computer provided by the Unitarian Universalist Congregation of Fort Wayne, Inc., is NOT their personal property and will be returned when their employment terminates or upon request of their supervisor.

(approved by the Board 12/22/14 under:

**UUCFW Staff Laptop Computers Use of Laptop Computers)**

## **VII. GENERAL POLICY: VOLUNTEER COMPUTER (and use of)**

### **7.1 Policy**

The Office of the Unitarian Universalist Congregation of Fort Wayne is supported by a vast array of volunteers. To assist volunteers to perform their UUCFW-related work, UUCFW has provided a desktop computer in the Admin Suite for their use, hereafter called the "Volunteer Computer".

### **7.2 Procedure**

The Office of the Unitarian Universalist Congregation of Fort Wayne is supported by **Procedures:**

- **Logging in:** A "guest" login will be available on this computer that doesn't require a password. The volunteer turns the computer on, and clicks on the "volunteer" icon on the login page which will provide use of the various programs and the Internet.
- **Oversight:** The Congregational Administrator manages use of this computer
- **Printer:** The Volunteer Computer is connected to both the printer and copier and may be used to print UUCFW-related documents.
- **Access:**
  - If a staff person or a volunteer needs extended access to the Volunteer Computer (for more than 30 minutes of work), s/he must contact the Congregational Administrator at least 24-hours in advance to reserve it. Shorter term uses (in blocks of 15 minute increments) are first come, first served and sign up is not necessary.
  - On Sunday mornings, the Volunteer Computer shall remain unused until 1 PM to allow easy access for necessary church business.
  - At all times, staff members' needs take precedence on this computer.
- **Uses of the computer:** The Volunteer Computer should be used for UUCFW-related work. This can include checking emails about UUCFW-related work, searching the Internet, working on documents, placing Scrip orders, and printing documents.

(approved by the Board 12/22/14 under:

**UUCFW Volunteer Computer Policy & Procedures)**

## **VIII. GENERAL POLICY: KEY POLICIES & PROCEDURES**

### **8.1 Policy**

Access to the UUCFW building is limited to staff, lay leadership, and outside groups or persons under the direction of the Congregational Administrator.

### **8.2 Procedures:**

The Congregational Administrator manages keys and keypad entry data which is reviewed annually by the Buildings and Grounds Chairperson and the Minister.

#### **Outside Door Keys:**

- Outside keys to the building will be given only to the Minister and Building and Grounds Chairperson(s). The exception is for those with accessibility needs. This exception is to be determined by the Congregational Administrator.
- Outside door keys are not given to outside groups.

#### **Keypad Procedures:**

- Access to the building through the keypad will be given to members and nonmembers who have a valid need and are approved by the Congregational Administrator.
- Those persons given access codes will be instructed not to share their code with anyone else. This is for their protection. Sharing of codes may result in loss of privilege.
- The Congregational Administrator will keep records of those persons who have access numbers.
- The Administrator will cancel access numbers as soon as possible when the person no longer needs or is entitled to access.
- The Building and Grounds Chairperson(s) and the Minister will be trained periodically in the use of the keypad module and have access to the folder with the module instructions.

#### **Inside Key Procedures:**

- Inside door keys will be given out by the Congregational Administrator as needed and are to be returned to the Congregational Administrator after use.
- There will be a \$25 key deposit for all outside groups who are given a key to inside doors. The \$25 deposit will be returned when the key has been returned to the Congregational Administrator.
- The following members by their position may be issued inside keys for the duration of their service:
  - The Minister and all other paid staff,
  - President of the Congregation
  - Building and Grounds Committee Chair(s)
  - Others who demonstrate need to the Congregational Administrator
- The Congregational Administrator will maintain a current list of inside key holders.
- Members who are given an inside key and loses it will pay \$25 for the replacement of the key.

(approved by the Board 02/18/14 under: **UUCFW Building Key Policy & Procedures**)



## **IX. GENERAL POLICY: INCLEMENT WEATHER CANCELLATIONS**

### **9.1 Safety**

The safety of staff and participants will be our first consideration when determining whether to cancel activities within our facility. If there is sufficient concern for risk while coming to or leaving the building, or while in the building, the activity will be cancelled by a decision of three of the following five persons – executive committee and minister.

### **9.2 Decision**

The decision to cancel will be made at least three hours before a scheduled activity. The Congregational Administrator will be contacted to communicate the closing in the following ways: Facebook, e-mail, television, radio, answering machine. Staff will be contacted by their Staff Supervisor. If the Congregational Administrator is unable to communicate the closing, the responsibility falls to the President. If there is a Guest Minister/Speaker for Sunday Worship, the Worship Associate or Chairperson of the Worship Committee will contact them directly.

### **9.3 City-declared emergencies**

Whenever the city declares an emergency that requires people to stay off the streets, church activities will be cancelled but this will not be communicated as described in the prior item.

### **9.4 School cancellations**

School cancellations will not dictate cancellations at the church. At these times, the person(s) responsible for activities will make the decision on whether to proceed and communicate with anticipated participants.

(approved by the Board 01/19/14 under:

**UUCFW Policy on Inclement Weather Cancellations)**