

Unitarian Universalist Church of Bloomington-Normal

Policies and Procedures Handbook

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Table of Contents

CHAPTER 1 INTRODUCTION	5
1.1 Purpose and Use of UUBN Church Policies.....	7
1.2 Policy Approval Process.....	7
1.3 Policy Review Process.....	7
1.4 Policy Maintenance.....	8
1.5 Historical Information on Board of Directors Handbook: Policies and Procedures.....	8
CHAPTER 2 - BOARD LEADERSHIP ROLES AND CHURCH GOVERNANCE OPERATIONS..	13
2.1 Role of Board President Policy.....	14
2.2 Role of the Board Vice President Policy.....	15
2.3 Role of the Board Secretary Policy.....	16
2.4 Role of the Board Treasurer Policy.....	16
2.5 Role of the Board Director Policy.....	18
2.6 Executive Council Policy.....	19
2.7 Board of Directors Executive Session Policy.....	19
2.8 Policy on Role of the Finance Committee.....	20
2.9 Policy on the Role of the Personnel Committee.....	20
2.10 Policy on the Role of the Nominating Committee.....	20
2.11 Open Meetings Policy.....	21
2.12 Board Membership, Voting, and Rules of Order Policy.....	21
2.13 Board Orientation Policy.....	22
Church Governance Policies	23
2.14 Congregational Meeting Policy.....	23
2.15 Contributions to Charitable Organizations Policy.....	24
2.16 Church Fundraising Policy.....	24
2.17 Policy on Yearly Work Products of the Board of Directors.....	25
2.18 Delegates to Denominational Assemblies Policy.....	26
2.19 Sponsorship of Candidates for UUA Educational Programs Policy.....	26
CHURCH FINANCIAL POLICIES	27
2.20 Financial Policies - 2.20.1 through 2.20.16.....	27
CHAPTER 3 - MINISTERIAL STAFF OPERATIONS	30
3.1 Role of Senior Minister.....	31
3.2 Staffing.....	32
3.3 Ministry Teams.....	33
3.4 Ministers' Discretionary Fund.....	33
3.5 Persons Charged with or Convicted of Sexual Abuse or Harassment.....	34
3.6 Wedding/Union.....	35
3.7 Religious Exploration Scholarship Fund Policy.....	35

CHAPTER FOUR - GENERAL OPERATIONS OF THE CHURCH.....	37
4.1 Alcohol Policy for Church-Sponsored/Church-Affiliated Event.....	38
4.2 Alcohol Policy at a Non-Church-Sponsored Event.....	39
4.3 UUBN Food Allergen Policy.....	39
4.4 Tobacco & Vaping Policy.....	40
4.5 Recreational Use of Cannabis on Church Premises Policy.....	40
Communications Policies.....	40
4.6 Annual Report Policy.....	41
4.7 Directory for Information Usage Policy.....	42
4.8 Print and Electronic Announcements Policy.....	43
4.9 UUBN Website and Social Media Policy.....	44
Facilities Management and Oversight Policies.....	44
4.10.1 Securing Use of Facility Policy.....	45
4.10.2 Policy on Rental Fees and Deposits.....	45
4.10.3 Tobacco, Alcohol, Cannabis, & Food Consumption Policy.....	46
4.10.4 Renters' Responsibilities Policy.....	47
4.10.5 Use of Church for Weddings Policy.....	48
4.11 Memorial Gardens Policy.....	48
4.12 Sunday Morning Fellowship Room Fundraising and Sales Policy.....	49
4.13 Sunday Attendance Count Policy.....	50
4.14 Weather Days Policy.....	51
4.15 Policy on Offers of Donated Objects and Purchases or Donations.....	51
4.16 UUBN Historical Documents/Safety Deposit Box Policy.....	52
Political and Social Justice Policies.....	52
4.17 Policy on Votes Pertaining to Public Issues.....	53
4.18 Policy Regarding Political Activities.....	53
4.19 Policy on Pathway to Social Justice at UUBN.....	56
4.20 Social Justice Grant Policy.....	57
CHAPTER 5 - UUBN SAFETY POLICIES.....	60
5.1 Unproductive Conflict Policy.....	60
5.2 Active Shooter Policy.....	63
5.3 Fire Protection and Readiness Policy.....	64
5.4 Safety Team Policy.....	67
5.5 Tornado/Severe Weather Policy.....	68
5.6 Emergency Preparedness Training Policy.....	69
5.7 Service Dog Policy.....	70
5.8 Building Access Policy.....	71
5.9 Building and Grounds Policy.....	75
5.10 Public Health Threats Policy.....	76
5.11 Responding to Medical Emergencies Policy.....	77

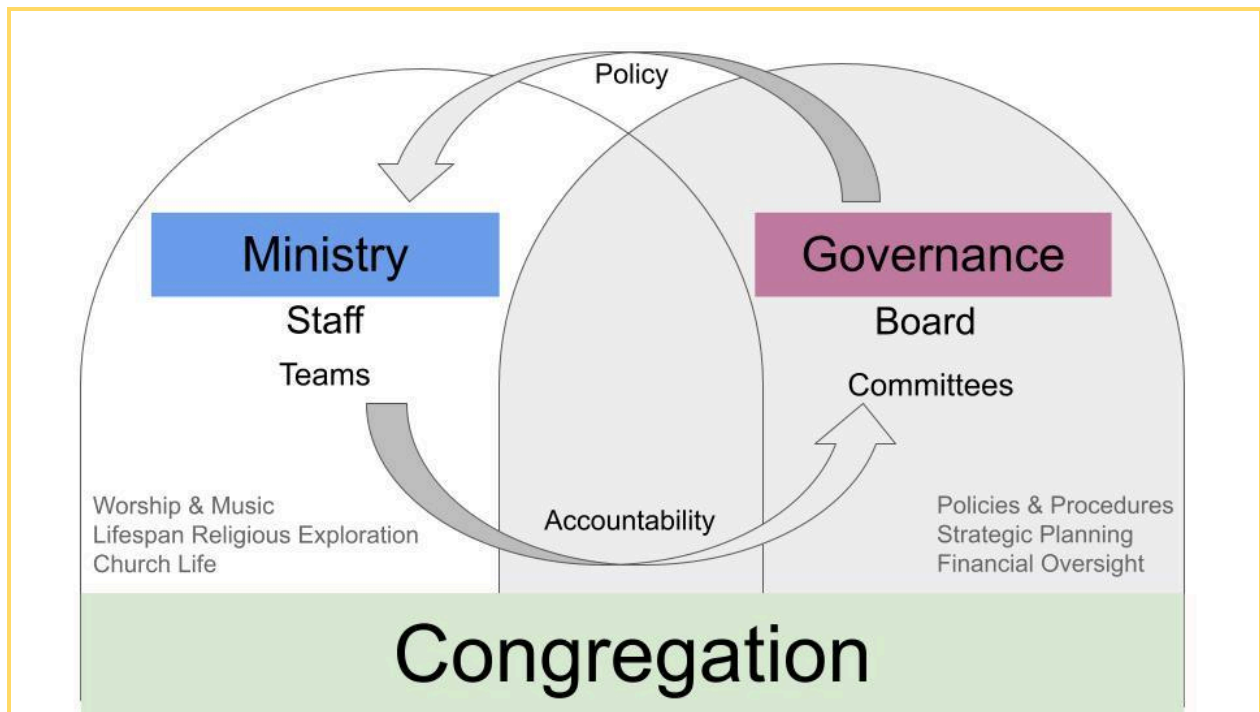
5.12 Emergency Response Team Policy.....	78
CHAPTER 6 - POLICIES RELATING TO MINORS (UNDER 18 YO).....	82
6.1 Parent/Guardian.....	83
6.2 Childcare Provisions.....	84
6.3 Fellowship Events for Minors.....	84
6.4 Ratios.....	85
6.5 Child Supervision.....	85
6.6 Screening of Volunteers, Employees, and Clergy.....	86
6.7 Transportation to, from, and during Church or District Events.....	88
6.8 UUBN Code of Ethics for Working with Children and Youth Form.....	89
APPENDICES.....	90
Appendix A -- Code of Ethics Form (see 3.5.8).....	90
Appendix B -- Release Form.....	91
Appendix C -- Service Dog Registration Form.....	92
Appendix D -- Medical Emergency Policy & Procedure Guide.....	94
Appendix E - Facility Rental Release Document.....	111
Appendix F - Church Rental Contract.....	112

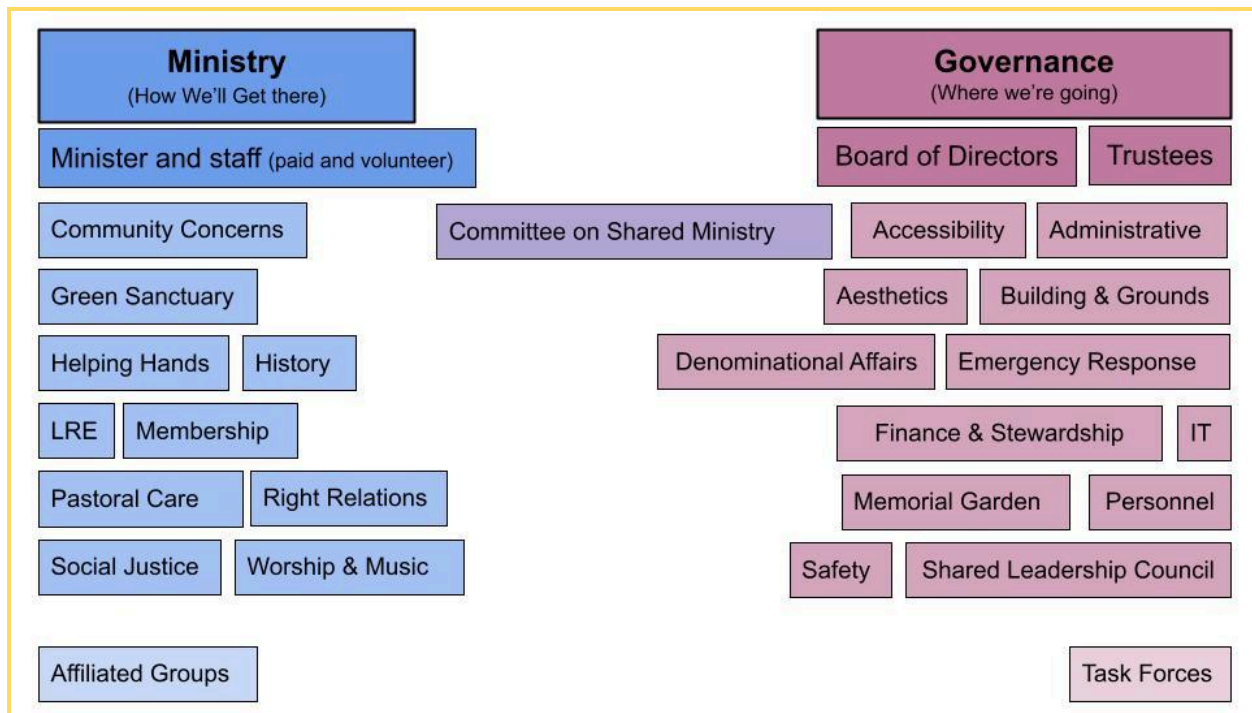
CHAPTER 1 INTRODUCTION

This Policy and Procedure Manual is one of the primary work products of the UUBN Board of Directors. The Board has responsibility for maintaining all Church policies and procedures. The Church's Ministerial Staff (Senior Minister, Director of Lifespan Religious Education, Office Manager, and other paid staff) enact these policies and procedures as they relate to the ministerial functions of the Church. Church members and/or Church groups also need to consider applicable Church policies and procedures when conducting various activities (social, committee-related, project-related, etc.) that are related to the Church.

More broadly, we can think about congregational life in terms of how various sectors within the Church (Ministry, Board of Directors, Committees, etc.) make decisions regarding the health, safety, and well-being of the Church, its members, and its friends. In doing so, we can refer to our Church's organizational structure as having two main functional responsibilities: Governance and Ministry.

This chart illustrates the separate, but interrelated functions of Governance and Ministry:





Governance involves setting policies and procedures, overseeing strategic planning, and ensuring the governing board of the Church effectively ensures the financial stability of the Church. The key entities involved in enacting governance-related work are the Board of Directors, the Trustees of the Church and the committees acting as extensions of the Board: Accessibility, Administrative, Aesthetics, Building & Grounds, Denominational Affairs, Emergency Response, Finance & Stewardship, IT, Memorial Garden, Personnel, Safety, Shared Leadership Council, and any Task Forces. Governance Committees are necessary and constantly active, follow Church Bylaws, have chairs appointed by the Board of Directors, and report to the Board of Directors.

Ministry functions of the Church are guided by the Church Mission and led by the Senior Minister, Staff, and Ministry Teams. This work involves all of the functions that contribute to the spiritual well-being and growth of our Church community. Ministry Teams are formed, adjusted, and dissolved as needed. Ministry Teams include; Community Concerns, Green Sanctuary, Helping Hands, History, Lifespan Religious Exploration, Membership, Pastoral Care, Right Relations, Social Justice, Worship & Music, and any Affiliated Groups.

The Governance structure works in concert with the Ministry structure to ensure the policies, procedures, strategic plans and financial goals of the Church support the Church's overall Vision and Mission as carried out through the Ministry work of the Church.

1.1 Purpose and Use of UUBN Church Policies

The UUBN Board of Directors has the responsibility for publishing and maintaining all Church policies and procedures. The purpose of these policies and procedures is to provide direction to church members, friends, and staff in the following areas:

- Church Governance and General Operations of the Board of Directors
- Church Staff Operations
- General Operations of the Church
- UUBN Safety Policies, particularly those relating to:
 - Right relationships among church members and friends

○ Use of the church's facilities, including relevant emergency-related policies. All members of the church and church staff are required to adhere to these policies and procedures.

Access to these policies and procedures is open to all church members, church staff, and friends of the church.

1.2 Policy Approval Process

New church policies or changes to existing ones must be approved by the UUBN Board of Directors (through a vote) and documented in the Board of Director meeting minutes associated with the meeting where such approval was voted upon. New policies or changes to existing ones may be written and submitted by multiple sources, (e.g., task forces, church committees, board members, staff members, etc.), but they must be approved by the Board of Directors at a monthly Board Meeting.

1.3 Policy Review Process

All church policies should be fully reviewed in accordance with the review schedules noted in the Abstract sections of the Church Policies and Procedures Handbook. These review schedules are set by the Board of Directors and can be changed as necessary by the Board. Entirely new policies will have a one-year review date, and after a full year in operation, will be reviewed by the board for possible changes. Thereafter, a new policy will revert to the review schedule noted in the Abstract (e.g., 2 years, 3 years, 5 years).

The nature and context of all suggested revisions should be noted in Board Meeting minutes. Once approved, the board members charged with reviewing new or existing policies should relay findings as documented above to the Office Manager for inclusion in the Church Policies and Procedures Handbook.

1.4 Policy Maintenance

As indicated above, the Board shall determine a rotating review schedule for all church policies and designate one or more Board members as having responsibility for reviewing church policies identified for review in each fiscal year.

If changes are to be made to specific policies, the individuals assigned to the policy being changed should present the proposed change and rationale for the change to the full board of directors. The board of directors will then vote on whether or not to accept the change.

The proposed change and associated rationale for the change should be documented in the Board's meeting minutes.

The review cycle shall be implemented by the Board of Directors beginning in 2019. Once each policy has an assigned review date, (i.e., every two, three, or five years), succeeding Boards shall follow this review cycle as established.

The Board of Directors has the flexibility to assign a policy to be reviewed outside of its established review date, as it deems necessary.

1.5 Historical Information on Board of Directors Handbook: Policies and Procedures

In 2019 the Board of Directors retired the "Board of Directors Handbook: Policies and Procedures" and replaced it with a five-chapter document, "Church Policies and Procedures Handbook." The information shown below tracks how the Board of Director's Handbook was organized, along with the dates it was revised prior to 2019.

Unitarian Universalist Church of Bloomington-Normal Board of Directors Handbook

Policies and Procedures

First Edition 2006

Modified November 21, 2007

Modified April 7, 2009

Modified March 13, 2012

Modified June 11, 2014

Revised May 2015

Revised March 2016

Modified June 2017

Modified June 2018

Content History:

General Operation of the Board of Directors

Adopted by the Board of Directors – 3 October 2006; Last Modified January, 2015

Yearly Calendar for the Board of Directors and Church

Adopted by the Board of Directors - 3 October 2006, modified January, 2015

Annual Board Members Orientation

Adopted by the Board of Directors– 3 October 2006, Modified January, 2015

Officers' Responsibilities:

Responsibilities of the President of the Congregation

Adopted by the Board of Directors – 3 October 2006; amended April 7, 2009

Responsibilities of the Secretary of the Congregation

Adopted by the Board of Directors – 3 October 2006; Amended April 7, 2009; Modified January 2015

Responsibilities of the Vice President of the Congregation

Adopted by the Board of Directors – 3 October 2006, Modified January, 2015

Responsibilities of the Treasurer of the Congregation

Adopted by the Board of Directors – 3 October 2006, modified January 2015

Executive Council

Approved by the Board of Directors –3 October 2006

Directors' Responsibilities

Adopted by the Board of Directors – 3 October 2006

Board of Directors Executive Session Policy

Adopted 2 May 2006

Policy on Disruptive Behavior (retired 2019, Replacement: Unproductive Conflict Policy, 2019)

Adopted by the Board of Directors –1 May 2007; Amended April 7, 2009

History Safety Deposit Box Access

Approved by the Board of Directors – 6 November 2007

Childcare Policy

Adopted by the Board of Directors 1 August 2006; modified April 7, 2009; modified June 5, 2018

Print and Electronic Announcement Policy

Newsletter, Facebook page, Listserv and Website Approved by Board of Directors 6 March 2012, Amended 2015

Annual Reports Procedure

Adopted by the Board of Directors 1 August 2006; Modified 6 March 2007; Amended April 7, 2009

Directory Information Usage Policy

Approved by the Board of Directors - 1 May 2007

Conflicts between Members of the Congregation and Church Staff. (Grievance Procedure) Retired 2019; Replaced by Unproductive Conflict Policy 2019

Personnel Committee - October 2005 Adopted as Board Policy 1 August 2006

Delegates to the Denominational Assemblies

Approved by Board of Directors 17 April 1998 Amended by the Board of Directors 2 May 2006, January 2015

Welcoming Congregation Resolution

Adopted by the Congregation 7 October 1997 Synopsis adopted by the Board of Directors 3 October 2006

Board Policy – Building Emergency Plan (Retired 2019; replaced by Church Safety Policies, Chapter 5)

Approved by the Board of Directors 30 May 2006 Amended by the Board of Directors 1 August

2006, January 2015

Weather Days Procedure

Adopted by the Board of Directors 1 August 2006; Last modified April 7, 2009, Amended 2015

Responding to Church Medical Emergencies - The Consent to Inform Policy

Approved by Board of Directors 6 June 2017

Memorial Garden Policy and Procedures

Approved by the Board of Directors 03 May 2005, amended January 2015

Building Security Policy

Approved by the Board of Directors – August 2006

Maintenance Policy for Intern Trailer

Adopted by the Board 11 July 2006; Retired upon sale of trailer, 2017 (?)

Policy for Use of Church Facilities

Adopted by the Board of Directors 3 October 2006; Modified 4 September 2007; New policy approved by the Board August 5, 2008

Wedding/Union Checklist

Adopted 3 October 2006

UUBN Sunday Morning Fell Room Fundraising & Sales Policy

Adopted by Board of Directors, December 2013

Sunday Attendance Count Procedure

Adopted 9 January 2006

Policy on Offers of Donated Objects and Purchases or Donations

Adopted by Board of Directors on June 7, 2016

UUBN Financial Policies

Adopted by Board of Directors 2016

Lay Ministers for Weddings Program

Adopted by the Congregation December 1987

Synopsis adopted by the Board of Directors – 3 October 2006, Amended 2015

Ministers' Discretionary Fund

Note: There was no date of adoption noted in the former Director's Handbook; this policy was fully revised by the UUBN Transition team in 2019 and accepted by the Board of Directors.

Staff Recommendation Procedure

Addendum by Board of Directors – 26 June 2007, 7 August 2007; last modified April 7, 2009

Policy on Votes Pertaining to Public Issues

Adopted by the Congregation May 7, 1976

Policy Regarding Political Activities

Approved by the Board of Directors 30 May, 2006

Policy Regarding Political Activities

Approved by the Board of Directors 30 May 2006

Pathways to Social Justice Advocacy at UUBN

Note: There was no date of adoption noted in the former Director's Handbook; this policy was reviewed and revised in 2019 by the Board of Directors.

Board of Directors Duties and Procedures related to the Trust

Refer to Trust Bylaws for complete reference

CHAPTER 2 - BOARD LEADERSHIP ROLES AND CHURCH GOVERNANCE OPERATIONS

Policies Relating To Church Board Leadership Roles

Abstract:

Title: Policies Relating to Church Board Leadership Roles: 2.1 through 2.13

Date Approved:

December 20, 2023

Revision Dates:

October 1, 2019, December 20, 2022

Responsible Parties:

Board Members, Senior Minister, Director of Lifespan Religious Education (DLRE)
Ad-Hoc committees appointed by the Board

Key Action Dates:

As needs arise, new board member orientation reading list\

Suggested Review Date:

Every 3 years, by 2026

Suggested Reviewer:

Board of Directors, Senior Minister, DLRE

Supporting Documents and Location:

Church Constitution, Trust By-Laws

Statement of Purpose:

The purpose of Sections 2.1 through 2.13 is to outline Church governance policies and procedures with particular emphasis on the role of UUBN's Board of Directors. The Board is primarily responsible for overseeing church governance practices in close partnership with the Senior Minister/ministerial staff. This work includes creating and maintaining policies and

procedures relating to the operations of the Board, the committees reporting to the board, as well as policies and procedures relating to all operations of the Church, e.g., safety policies, use of facilities policies, financial policies, administrative policies, etc.

2.1 Role of Board President Policy

The President serves as the chief executive of the Board of Directors and presides at monthly board meetings, congregational meetings, and other duly called meetings (Article VII Church Constitution). The President of the Board of Directors has congregationally granted authority to conduct the congregation's business and authorizes both expenditures and planning. The President is a non-voting member of the committees reporting to the board, except for Nominating Committee, and votes at the Board only in cases of a tie.

Related Procedures Pertaining President's Role:

- Conducts Goal Setting activities: Works with Board Officers and Directors to organize board retreats devoted to reviewing past goals and setting new ones. Recruits members of the board and others to carry them out. Works with members of the Board and Congregation to establish and implement congregation-wide strategic goals. Strategic goals should include both short- and long-term goals covering a period of not longer than five years. Works with successor (incoming President) to provide background and status of pending actions, issues, and concerns.
- Conducts Board Meetings: Conducts monthly board meetings, including preparing consent agenda and compiling other information necessary to meet the objectives of the monthly agenda. Consults with other key constituencies ahead of the board meeting to prepare the monthly agenda, including a monthly meeting with the Senior Minister.
- Appoints members of Task Forces (ad hoc committees) authorized by the Board of Directors. Relative to such Task Forces, the Board of Directors shall create and designate the functions by writing their charge, term, and reporting requirements, and the President shall appoint the members of such committees, subject to the approval of the other members of the Board (Article IX Church Constitution).
- Conducts Congregational Meetings: Conducts (at minimum) two yearly Congregational meetings in accordance with the parameters set forth in the Church Constitution, as well as others as necessary. Works with the Board and/or other key constituencies to prepare and publish an Agenda for the Congregational Meeting.

- Submits Annual Report: Writes and submits a narrative Annual Report highlighting the achievements of the work of the Church and/or the Board of Directors as appropriate.
- Other duties and responsibilities: The President may be called upon to perform a wide array of additional duties and responsibilities as necessary including (but not limited to) the following:
 - Replies to communications from congregation members and visitors
 - Participates in conflict resolution duties (See Chapter Five, Church Safety Policies)
 - Works with Membership Committee on new member activities
 - Greets visiting representatives from UU societies
 - Acts as a voice of UUBN in social settings sponsored by the Church
 - Signs as signatory for checks on the UUBN account
 - Obtains access to the Church's safety deposit box
 - Assures Board of Directors review/revise all Church policies and procedures on their annual review dates as established by the board (See Chapter 1 of this Handbook)
 - Submits Board and Congregational records to the Church Archivist each year

2.2 Role of the Board Vice President Policy

The Vice President presides in the absence of the President (e.g., at Board or Congregational meetings, sponsored UUBN social activities, etc.), and assists the President in executing Church policy, implementing Church programs as outlined in Article VII, Church Constitution). The Vice-President is a voting member of the Board.

Related Procedures Pertaining to Vice President's Role:

- Assists the President in securing committee chairs and assists the committee chairs in securing committee volunteers, promoting opportunities for laity to participate in Church organizational activity, with an awareness of finding roles for members.
- Calls for annual reports in December from Governance Committee Chairs.
- Member of Safety Committee.

2.3 Role of the Board Secretary Policy

The Secretary primarily acts as the recording secretary at all Board-sponsored meetings requiring documentation, i.e., board meetings, congregational meetings, executive council meetings, executive session meetings. The Secretary is a voting member of the Board.

Related Procedures Pertaining to Secretary's Role:

- Calls the two constitutionally scheduled Congregational meetings each year, in December and February. “The call shall state the purpose of the meeting and shall be made at least ten (10) days prior to the meeting through proper notice from the Church pulpit and in the Church calendar and by U.S. mail or electronic notification to voting members.” (Article V, Church Constitution)
- Maintains a written record of the minutes of all meetings of the Board of Directors, and provides a typed or email copy to the president a week before the next board meeting.
- Maintains a written record of all Congregational meetings and provides a typed copy of the minutes from previous Congregational meetings prior to each Congregational meeting.
- Provides copies of minutes for all Congregational meetings for the annual report.
- Works with the UUBN staff to answer the questionnaires sent each year by the Mid America Region and the Unitarian Universalist Association.
- Helps the congregation to stay abreast of Board activity by posting a summary of Board minutes in the Parish News or on the Church Website, including votes taken by the Board.
- Ensures approved minutes are available in the church office and online.
- Maintains a record of “Board Minutes” and the charges to task forces in the Church Office and updates the Policies and Procedure Handbook.
- Submits a record of Board proceedings to the Church Archivist each year.

2.4 Role of the Board Treasurer Policy

The Treasurer of the Board serves as the chief financial officer of the Church (Article VII, Church Constitution). In this capacity, the Treasurer handles income, expenditures including payroll, pledge tracking, and financial reporting. The Treasurer is a voting member of the

Church.

Related Procedures Pertaining to Treasurer's Role:

- Ensures Church income is accurately documented by adhering to the following practices:
 - During the week, the Office Manager or Minister places checks in the Treasurer's mailbox in the office and cash is placed in the office safe.
 - On Sundays, the Office Manager and one usher count the collection and places it in the safe. The Office Manager and the usher countersign a form stating the amount that is given to the Treasurer along with the money.
 - The Treasurer picks up the money in the safe, at her/his convenience each week, records and identifies the person making the contribution, and either deposits the money in the Church account, or delegates the responsibility.
 - The Treasurer and Office Manager coordinate contribution income (checks, cash, electronic) entry into the Breeze database.
 - The Treasurer and/or her/his helper send out periodic statements to contributors regarding their pledge progress.
- Ensures Church expenditures are accurately documented and paid by ensuring "Payment of bills" is prepared by the office manager and presented to the Treasurer for review and signature on a timely basis.
- Ensures all Timesheets are verified and signed by the Senior Minister and are turned over to the payroll service.
- Oversees special payroll items as follows:
 - Whenever the Treasurer is notified of changes that affect withholding, those changes are sent to the payroll service
 - Monthly payments are made to eligible employee retirement plans
- Responsible for Cash flow and Trust Fund by adhering to following practices:
 - Ensures account balances are monitored and the Board is notified when funds need to be requested from the Trustees.
 - Confers with Trustees on restricted trust funds
 - Attends trustee meetings when appropriate

- Maintains proper Signature Authority for the bank account.
- Provides appropriate communications as follows:
 - Provides monthly financial statements to the Board regarding the operating fund and special needs.
 - At the annual congregational meeting in February, provides a written financial status of the Church for the previous year, and a budget for the current year.
- Serves as a member of the finance committee.
- Provides an annual tax receipt to all contributors.
- Conducts a financial audit, and voting membership by initiating a financial audit periodically, using knowledgeable people in Church membership. Also, (sometimes working with the Secretary, Office, membership chair, and Senior minister when needed), prepares a list of voting members prior to the Congregational meetings.
- The Treasurer will cooperate with the Membership Committee to determine the total number of members each year.

2.5 Role of the Board Director Policy

Collectively and individually, the five Directors elected to this role direct all policies of the Church by exercising its legal authority in conducting Church business affairs, managing church property, and controlling Church administration.

Related Procedures Pertaining to Directors' Role:

- Hold a clear understanding of the congregation's religious purpose and its mission.
- Uphold responsibility to keep the congregation's programs and relationships aligned with the key priorities of the church's mission and vision.
- Lead the congregation in a positive focus on creative ministry opportunities, rather than reactively, i.e., solving problems.
- Make, review, and approve Church policies.
- As agents of the Board, as necessary, perform background preparation relating to new proposals and/or recommendations originating with the Board.
- Encourage and support the Ministry Teams, providing leadership in all Church activities
- Advise Church Officers in their duties.
- Provide individual and personal liaison with Church Committees and Congregants.
- Form and dissolve special committees, standing committees, or task forces as deemed necessary and approve committee personnel when deemed necessary.
- Recommend approval of the operating budget to the congregation.

- Approve use of outside counsel when necessary, providing complete documentation concerning the need to do so and expenditures incurred for the Church's records.

2.6 Executive Council Policy

The Executive Council consists of the elected Officers of the Board of Directors (President, Vice-President, Treasurer, and Secretary) along with the Senior Minister who is a non-voting member of the Council. It is charged with conducting fact-finding investigations prior to reporting to the Board of Directors and acting for the entire Board in the case of emergencies when the full Board is not available. The Executive Council has no authority to take actions that have a major impact on the Church or Board, e.g., dissolution of the Church or Board, electing or removing Board members, hiring or firing staff, amending the Constitution, approving or changing the budget, or adding/eliminating major programs.

Related Procedure:

- When acting in cases of emergency, the action(s) undertaken by the Executive Council must be reported to the full Board within 24 hours and ratified at the next Board Meeting.

2.7 Board of Directors Executive Session Policy

The full Board of Directors has the authority to meet in private and seclusion when necessary. The following are examples of situations that could lead to the need to convene an Executive Session of the Board of Directors. This is not meant to be an all-inclusive list.

- Investigating alleged improper behavior (Board members, Church staff, Church members, etc.)
- Discussing financial matters with the auditor
- Planning for major endeavors such as mergers or real estate transactions
- Handling matters where personal or organizational confidentiality is requested or prudent
- Managing/discussing personnel issues such as compensation, performance, and/or disciplinary matters

Related Procedures:

- Executive Sessions may be convened during a regularly scheduled Board meeting or at a separately scheduled time.
- Executive sessions of the Board are closed to all but the Board members and/or others who the Board requests to attend.
- A majority vote of the Board is required to convene an Executive Session.

- The act of moving into and out of Executive Session must be recorded in the minutes of the Board Meeting, but the proceedings within the Executive Session are confidential to the Executive Session.
- Board minutes should only reflect the topic of the Executive Session (e.g., Personnel Issue).
- The secretary should take notes on the Executive Session, but they can only be made available to the Board and others who were invited to participate in the session.
- The confidential notes taken during the meeting should be kept in an Executive Session binder and stored in a locked location.

2.8 Policy on Role of the Finance Committee

The Finance Committee is primarily responsible for overseeing the finances of the Church to help assure that sufficient funds are available to support church programs and property. They are also responsible for coordinating and implementing appropriate stewardship programs and practices with input from the Senior Minister and governing board. The Finance Committee is responsible for authorizing all church fundraising activities (see 2.16 below).

2.9 Policy on the Role of the Personnel Committee

The primary responsibility of the Personnel Committee is to create appropriate personnel policies and procedures. They oversee the Church's Personnel Policy Handbook, by regularly reviewing and revising it to ensure the Church is following all applicable employment laws and regulations. They are involved in activities relating to the hiring of church staff (e.g., posting job openings, interviewing candidates), but the Senior Minister has final decision rights over all hiring decisions. This committee also works in concert with the Senior Minister/ministerial staff to create and maintain current job descriptions for all paid staff members.

2.10 Policy on the Role of the Nominating Committee

The Nominating Committee recruits members to fill all elected positions within the Church as set forth in the Church Constitution (e.g., Board of Directors/Officers, Trustees, members of the Nominating Committee). They should regularly consult with the Board to understand the unique needs/duties/ responsibilities relating to all Board positions.

2.11 Open Meetings Policy

All meetings of the Board of Directors are open to Congregants, invited guests, except for Executive sessions when only Officers and directors may be present, except those specifically invited, (e.g., Senior Minister, DLRE, etc.).

Related Procedures:

- The regular meeting of the Board of Directors is the second Tuesday of each month at 6:30pm in the Fell Room and/or held virtually..
- The Board may change the meeting date/time if necessary, and must give notice in the Sunday announcements and in the Parish News preceding the change.
- In certain emergency situations (illness, weather), a virtual meeting may be arranged.
- As needed, the Board may be asked to vote on motions via email outside of a regularly scheduled Board meeting. The motion, vote, and outcome are to be added to the Consent Agenda and minutes of the Board meeting immediately following the vote.
- Members of the Board alternate volunteering to provide opening and closing readings of Board meetings.
- Particular items and sequencing of the Agenda can change depending on need, including the use of the Consent Agenda.

2.12 Board Membership, Voting, and Rules of Order Policy

The Board consists of Officers and Directors as follows: Four Officers: President, Secretary, Treasurer, and Vice President, and Five Directors. The Secretary, Treasurer, and Vice- President (except when presiding), and all of the five Directors are voting members of the Board. The (presiding) President is a non-voting member, except in the case of tied votes. Robert's Rules of Order, Newly Revised, will govern meetings of the Board of Directors, except as otherwise specified here and in the Church Constitution.

All officers and Directors shall be voting members of the Church.

Related Procedures:

- Staff Representatives (e.g., Senior Minister, DLRE, or other guests as necessary) are invited to all Board meetings, but are non-voting members.
- The required Quorum for a meeting of the Board of Directors is two-thirds (2/3) of the voting Board membership or (5) voting members, whichever number is smaller.

2.13 Board Orientation Policy

All new members of the Board (Officers and Directors) are to receive a Board Orientation to apprise them of their duties and responsibilities. The organization of this Orientation is the joint responsibility of the Board President (existing or outgoing) and the Senior Minister. Members of the Shared Leadership Council will also participate in planning/developing/delivering the orientation as necessary.

Topics can be added or deleted as needs dictate. The following are topics are likely to be included in most cases as follows:

- Policies and Procedures Handbook Review
- Review of the Church Constitution
- Review of Personnel Policies Handbook
- Review of Governance Committees, Task Forces, Ad-Hoc Projects underway
- Review of current year's Budget; review of monthly Treasurer reports (purpose and use)
- Review of purpose, scope, and use of Consent Agenda for Board meetings
- Educational topics as supplied by or suggested by Shared Leadership Council including items such as: Church Governance, Meetings with Governance Committee chairs, applicable educational resources available through Mid-America UUA.

Related Procedure:

Pertinent materials should be supplied to new Board members, such as the following:

- Copy of Policies and Procedures Handbook
- Copy of Church Constitution
- Copy of actively pursued Church Goals/Strategic Plans
- Listing of current Board members with contact information
- Calendar year Church and Board Calendars
- Current listing of all Governance Committees, Task Forces, Ministry Teams, and Chairs of each with contact information
- Current Year Budget
- Copy of the Trust Bylaws and Listing of Trustees with contact information
- Other materials as deemed necessary by the organizers of the Orientation
- Document from Membership about where to find important information on the website
- Cheat sheet on *Robert's Rules of Order*

Church Governance Policies

Abstract:

Title: Church Governance Policies: 2.14 through 2.20

Date Approved: Revision Dates:

October 1, 2019, December 20, 2022

Responsible Parties:

Board Members, Senior Minister, Ad-Hoc committees appointed by the Board

Key Action Dates:

As needs arise, new board member orientation reading list

Suggested Review Date:

Every 3 years, by 2027

Suggested Reviewer:

Board of Directors, Senior Minister, DLRE

Supporting Documents and Location:

Church Constitution, Trust By-Laws

Statement of Purpose:

Sections 2.14 through 2.20 relate to work products generated by the governing board and practices overseen by the Board and/or its aligned committees. The committees reporting directly to the Board (Accessibility, Administrative, Aesthetics, Building and Grounds, Denominational Affairs, Emergency Response, Finance and Stewardship, IT, Memorial Gardens, Nominating, Personnel, Safety, and Shared Leadership Council) are considered extensions of the Board of Directors as their work is integral to effectively executing on all of the ongoing church governance policies overseen by the Board of the Directors. The following policies are all Governance-related in their nature and scope.

2.14 Congregational Meeting Policy

There must be at least two annual meetings of the congregation conducted by the Board of Directors. The Board shall execute this policy in alignment with Article VI of the Church Constitution. At the Board's discretion, additional congregational meetings may be held in addition to the two constitutionally mandated meetings.

Related Procedures:

- An Agenda must be published ahead of the congregational meeting, at minimum, ten days prior to the meeting.
- Typically, the Board President prepares the Agenda, but this duty may be delegated to other Board members as needed.
- Members of the Board of Directors shall do Chalice lighting, opening and closing readings, and extinguishing of the Chalice.
- Board members will handle microphones for Q&A, member participation as needed.
- The President shall conduct the meeting, and in his or her absence, the Vice President shall conduct the meeting
- The Secretary of the Board of Directors will take minutes of the meeting.
- Minutes of each Congregational Meeting are to be published to the congregation for review prior to the next Congregational Meeting, ideally with a copy of the Agenda.
- Any Officer or member of the Board of Directors as designated will work with the Office Manager to secure childcare arrangements. The person charged with securing childcare arrangements will be identified at a Board Meeting prior to publication of the Agenda.
- All congregational meetings shall be conducted using Robert's Rules of Order and, if possible, the Board should secure a parliamentarian to assist the President at the meeting.
- The Treasurer, or a designated Board member, shall establish if there is a quorum of members required to conduct the meeting.

2.15 Contributions to Charitable Organizations Policy

To ensure the Church's continued charitable contribution status with the IRS, Sunday Service Offerings will be allocated only to charitable organizations with 501c3 and 501c4 status. Private fundraising conducted for individuals is not tax deductible and therefore, not appropriate for general designated gifts. The Board may approve other forms of fundraising for individuals.

2.16 Church Fundraising Policy

The Finance Committee has the responsibility to screen the scheduling of fundraising to minimize the impact on Church giving by curtailing the concentration of fundraisers at particular times during the Church year.

Procedure:

This policy will be published in the Parish Newsletter at least once in each Church year.

2.17 Policy on Yearly Work Products of the Board of Directors

On an annual basis, the Board of Directors will review and revise the existing policies and procedures relating to all operations of the Church based upon the established review dates for each policy, create new policies and related procedures as deemed necessary by the Board, conduct monthly meetings of the Board of Directors, hold two Congregational Meetings as set forth in the Church Constitution and additional Congregational Meetings as deemed necessary by the Board, and convene Task Forces as deemed necessary by the Board.

In addition to this work, the Board maintains responsibility for working in alignment with the Trustees on a wide array of matters relating to the Trust over the course of each year.

(For a full delineation of this work, including procedures related to the duties enumerated below; refer to the Trust By-Laws. The Board's duties related to the Trust/Trustees are as follows:

- Create new restricted funds in the Trust.
- Dissolve restricted funds in the Trust.
- Move to have Trustees disburse funds from the Trust.
- Approve any revisions of the "Trust Investment Policy"
- Develop a general liability policy, which bonds all church officials, including the Trustees
- Request reports from Trustees about the transactions for the Trust that are in addition to the annual Trustees' report to the Congregation
- Request periodic audits of the Trust
- Approve the nomination by the Nominating Committee of an Interim Trustee to complete the term of a Trustee who cannot complete his or her term.
- Borrow both principal and earned income from the Endowment Fund, subject to restrictions outlined in the Trust By-Laws.
- Dispose of the Trust's funds in the event the Congregation dissolves the Trust.

2.18 Delegates to Denominational Assemblies Policy

The Board will select the delegates to represent the Church at the General Assembly and to the Mid America Regional Assemblies from a list of persons presented by the Board President. Consideration for selection of delegates will be based primarily on the criteria of progressive church leadership and candidates' commitment to attending and voting at the plenary sessions of the Assemblies.

The Church will pay the registration fees as approved by the Board for each selected delegate. The Church will consider providing scholarship funds as needed to assist with lodging and transportation costs for delegate(s) to the General Assembly and Mid America Regional Assemblies.

Related Procedures:

- Candidate(s) may self-select to be considered as a delegate by making a request to the Board President indicating their desire to be a delegate.
- Individuals may attend these assemblies at their own expense if they are not attending as Delegates.

2.19 Sponsorship of Candidates for UUA Educational Programs Policy

The UUA offers numerous educational opportunities, both online and in person, for UUs. The Shared Leadership Council and/or the Senior Minister, may publicize these opportunities to the congregation and identify and vet prospective UUBN candidates for them. All prospective candidates are submitted to the Senior Minister, who has final approval over all proposed candidates. Special consideration should be given to newly elected/assigned lay leaders within the church.

Depending on the nature and scope of the opportunity provided, candidates under consideration should indicate their willingness to serve in a visible leadership position within UUBN upon completion of programs they attend. Examples include (but are not limited to): become a worship associate actively involved in worship services, become a member of a ministry team, serve as a Trustee or on the Board of Directors or any of the governance committees, become a leader of any other church-sponsored committee/task force/project team.

Related Procedures:

Shared Leadership Council generates a list of candidates for possible participation in educational programs made available through the UUA

Self-nomination by candidates is permitted by individuals identifying educational programs they feel would benefit themselves in and the church. Lay leaders at all levels within the congregation should be given every opportunity to avail themselves of pertinent educational opportunities

CHURCH FINANCIAL POLICIES

Abstract:

Church Financial Policies: 2.20.1 through 2.20.16 Date Approved: November 12, 2019

Revision Dates:

October 2019, December 20, 2022

Responsible Parties:

UUBN Treasurer, Board of Directors, Senior Minister, Ad-Hoc committees appointed by the Board

Key Action Dates:

As needs arise, new board member orientation reading list

Suggested Review Date:

Every three years; by 2026

Supporting Documents and Location:

Church Constitution, Trust By-Laws, Treasurer Records

Statement of Purpose:

In order to maintain its tax-exempt status as a church, and to effectively maintain financial strength and stability, UUBN enacts and maintains the following financial policies and related procedures. It is the responsibility of the Board of Directors to ensure these policies are regularly reviewed, maintained, and enacted.

2.20 Financial Policies - 2.20.1 through 2.20.16

2.20.1 In order to maintain tax-exempt status as a church, UUBN will comply with all provisions of the Internal Revenue Code section 501c(3).

2.20.2 Except under extraordinary circumstances (with Board concurrence) the operating budget and/or any budget excess funds may not be used for costs unrelated to the operation budget.

2.20.3 All federal and state payroll taxes will be withheld, deposited, and reported on a timely basis in accordance with applicable regulations.

2.20.4 The Treasurer will assure that all filings are made in order to preserve the church's exemption from property and sales taxes.

2.20.5 The Finance Committee will submit an annual budget for the Board and congregational approval. A draft budget proposal will be made available to UUBN members with the call for a congregation meeting regarding the budget.

2.20.6 Expenses placed in the proposed annual budget must not be committed prior to a congregational vote. If a budget expense is being committed for multiple years, the term and details of the commitment must be explained prior to the vote for its initial inclusion in the budget.

2.20.7 The Treasurer, with Board concurrence, may make periodic budget adjustments between line items as long as the adjustments do not increase total budget expenses.

2.20.8 All expenditures from the Trust Special Projects fund must be approved by the Board. The Treasurer will provide to the Board an annual report of all transactions of the Trust Special Projects Fund for its review.

2.20.9 When engaging in any cost-producing activity that might exceed 5% of the annual operating budget, at least two estimates must be secured in advance of the activity and an agreement or contract, stating price, must be in place prior to the activity beginning. All such agreements or contracts must be approved by the Board and signed by an Officer of the Church.

2.20.10 No accounts may be opened using the church's name or tax ID without a Board resolution. The Board may request reporting and/or a review of such accounts at any time.

2.20.11 Designated gifts will be recorded in the fund indicated (operating, endowment, etc.).

2.20.12 Undesignated gifts or checks or cash will be deposited in the operating account. **2.20.13** Non-financial gifts of property must be accepted by the Board.

2.20.14 Gifts in kind will not be credited toward pledges, but may be receipted by the Treasurer.

2.20.15 Undesignated bequests, insurance proceeds, etc. will be credited to the Trust Endowment Fund.

2.20.16 If in the judgment of the Treasurer, there is excess cash in the checking account that is not needed for the current operating budget, the funds may be transferred to an interest bearing account specified by the Treasurer (with Board concurrence.)

Related Procedures:

- Insurance coverage will be reviewed annually by the designated Insurance member of the Finance Committee.
- The Board will review monthly Treasurer's reports and take such action as may be necessary to address budget variances.
- The Finance Committee will perform an annual Financial Review of financial records, to be conducted by someone not on the Finance Committee if possible.
- Bank accounts will be reconciled in a timely manner by a person other than the Treasurer.
- All cash and checks will be kept in the office safe.
- The Finance Committee has the responsibility to review, approve, and advise scheduling of all fundraising.
- Special collections will be:
 - Recommended by the Community Concerns committee and/or the Social Justice Committee
 - Recorded as both revenue and expense, in order to fully account for and report the church's contributions to community organizations.
 - Allocated only to charitable organizations with 501c3 or 501c4 status.
- Salaries will be paid as authorized in the budget; hourly employees' time cards will be approved by supervisors and they are paid at the hourly rate authorized by the Board.
- Bills paid online will be reviewed upon bank account reconciliation.
- Expenses paid using the church debit card must be preapproved by the Treasurer. Receipts must be promptly submitted along with a check request form.
- Persons incurring budgeted expenses on behalf of the church should comply with the following procedures:
 - A check form must be completed and signed.
 - Payments must be authorized by the person responsible for the budget line item or the Treasurer.
 - Payments must be supported by receipts or invoices.
 - Payments in excess of budgeted amounts must have prior approval of the Board or the Treasurer.
 - Purchases (except those involving Personnel budget lines) over \$1,000 require obtaining and documenting two price quotes from two separate vendors. Price quotes may be evidenced by written bids or vendor ads.

- Any written contract in an amount greater than \$1,000, or for a period that exceeds one month, to which the Church is a party, shall be signed by the Board President or other designated Board member. Committee Chairs may sign for temporary agreements that fall within their budgets and above restrictions to facilitate committee activities. All contracts must be provided to the Treasurer for implementation and recordkeeping. If the Treasurer is aware that a contract has been signed, a copy should be requested for the church files.

CHAPTER 3 - MINISTERIAL STAFF OPERATIONS

Policies Relating to Ministerial Staff Roles

Abstract:

Title: Policies Relating to Ministerial Staff Roles: 3.1 through 3.4

Date Approved: April 11, 2023

Revision Dates:

October 1, 2019, April 4, 2023, December 12, 2023

Responsible Parties:

Minister, DRE, Office Manager, Musicians, Personnel Committee

Key Action Dates:

As needs arise, new board member orientation reading list

Suggested Review Date:

Review in 2026, and every 3 years thereafter.

Suggested Reviewer:

Senior Minister, DRE, Personnel Committee

Supporting Documents and Location:

Personnel Policy Handbook, Job Descriptions, Contracts, Church Constitution

Statement of Purpose:

Sections 3.1 through 3.4 relate to the Senior Minister and ministerial staff members. The Senior Minister/ministerial staff is ultimately responsible for all church activities that support and enact the goals and mission of the Church. They work in concert with various governance committees, ministry teams, and volunteers to accomplish the work necessary to provide a strong and caring spiritual community for UUBN's members and friends. These policies are Ministry- related in nature and scope.

3.1 Role of Senior Minister

The Senior Minister's role at the Church shall be governed by the Minister's current Letter of Agreement (LOA). The Letter of Agreement shall be reviewed and reaffirmed by the Minister and the Board at least once every three years.

The Senior Minister serves as Chief of Staff over all members of the Church Staff. This role requires the Senior Minister to conduct annual salary and performance reviews with staff members. The Senior Minister has decision rights over all retention, resignation, and replacement of Church Staff.

The Senior Minister is ultimately in charge of all functions of the church relating to its enactment of the Church's mission and related ministry, e.g. Sunday church services, religious exploration programs, weddings, rituals, and the governance committees and ministry teams that support the mission/ministry of the church.

Procedures Related to Senior Minister:

- Leads and unifies the paid and volunteer staff in directing their efforts toward the fulfillment of the Church's mission.
- Ensures compliance with the Church Constitution, Board policies, and policies and procedures relating to all operations of the Church
- Provides final sign-off on key communications of the Church, e.g., Parish News, letters to all congregants, etc.
- Works in partnership with the Board of Directors on church governance practices and procedures
- Upholds a high standard of ethical and professional conduct

3.2 Staffing

The congregation may employ staff to administer and carry out the mission and the ministries of the congregation. The Minister, as Chief of Staff, in collaboration with the Personnel Committee, will develop job descriptions for staff, and the Board will review and approve them.

All policies related to the church as an employer may be found in the Personnel Policy Manual.

There are two full-time paid staff positions: Director of Religious Exploration and Office Manager. Both roles report to the Senior Minister. Their duties and responsibilities are fully documented in their job descriptions.

Role of the Director of Religious Exploration (DRE):

The DRE and the congregation share responsibility for the leadership and the work of religious exploration. Achievement and maintenance of this collaborative relationship must likewise be shared. It is a relationship of discovery, of both self and other, in a context of mutuality.

The congregation looks to its DRE for spiritual leadership, for assistance in developing clear vision and goals related to religious exploration, for assistance in clearly articulating core values related to development, for assistance in keeping current with developments in the field of RE, and in the cultural, political, and social context in which church members need to function with highest maturity, and to oversee a consistently outstanding caliber program which will attract and serve participants of all ages.

Role of the Office Manager:

The Office Manager role is a key, multi-faceted one that is critical to the day-to-day functioning of UUBN operations. This role is largely facilitative in nature. The Office Manager provides church members and friends key information, offers constructive feedback, and connects individuals to the people and/or resources they need to conduct business at or within the various committees/interest groups within the Church.

Key duties of the Office Manager include the following functions:

- Serves as hub for all Church-related documentation (except for archival material). This includes the Parish News, weekly Order of Service, maintenance of important Church documents such as Policies and Procedures Manual, Church Constitution, and any communications sent to church friends/membership in special mailings (email or through the Post Office).
- Handles accounting-related matters such as taking in money as necessary (e.g., facility rental fees, church key fees, etc.); works in conjunction with Church Treasurer on fiscal

matters outside of duties performed by Trustees, e.g., purchases supplies, office materials, etc.

- Compiles and contributes to various church reports (e.g., Annual Report, Annual Church Accreditation Report, weekly/monthly Church attendance reports, etc.)
- Is the official keeper of the Church Calendar; is responsible for booking all church events.
- Acts as an assistant to the Senior Minister and Director of Religious Exploration and functions as Volunteer Coordinator (by sending appropriate notices to ushers, greeters, chalice lighters, etc.)
- Handles all facility rental coordination or usage of church property by church members, friends, allied groups, or non-members who rent church facilities.

There are several part-time paid staff positions: Musicians (Music Director, Adult Choir Director, Children's Choir Director, Pianists), Childcare Provider, and AV Technicians. Ultimately, all of these roles report to the Senior Minister, although they may receive direction in some cases from other staff (e.g., as in the case of the Childcare Provider, who is supervised by the DRE).

3.3 Ministry Teams

Ministry teams may be formed to carry out the mission and ministry of the church. Teams are open to members and friends, and the Senior Minister serves as ex-officio member of all teams. Teams may be disbanded when there is no longer a need. Teams are encouraged to submit annual reports to contribute to the historical record of the congregation and to assist future members of the team.

3.4 Ministers' Discretionary Fund

In accordance with the second principle of Unitarian Universalism and the mission of this church, the purpose of the UUBN Ministers' Discretionary Fund is to enable our minister(s) to provide confidential, financial assistance to UUBN members and others who may be experiencing a crisis or have an immediate, short-term living need.

With the exception of the following restrictions, the Senior Minister shall have sole discretion in determining how the funds are used. Some examples for which the fund may be used include shelter, food, medical, utility, and transportation expenses.

- The funds may not be used for the personal benefit of a minister or their family. Nor shall the fund be used for business or professional expenses.

- Any distribution to a church employee must be paid through payroll and is taxable.

Related Procedures:

- Funding: UUBN welcomes voluntary and group contributions to the fund. Other sources of funding may include a special annual offering, a Social Justice Fund grant, and contributions from the church operating budget. Any unused funds at the end of the church year will remain in the Ministers' Discretionary Fund. To preserve tax deductibility of contributions, donors may not specify that their contributions are to be used for a specific individual.
- Fund Ownership: The Ministers' Discretionary Fund belongs to the Congregation and not the ministers. The UUBN Treasurer shall have secondary signature authority for the checking account. Reporting: The Senior Minister shall prepare an annual report to the congregation showing the balance at the beginning of the year, the balance at the end of the year, the total amount of contributions, the total amount of distributions, number of disbursements and the types and amounts of expenditures.

3.5 Persons Charged with or Convicted of Sexual Abuse or Harassment

This church community is committed to maintaining a safe and nurturing atmosphere for all members of the Congregation. We are committed to being a religious community that is open to those who are in need, especially in times of personal troubles. We believe in the inherent worth and dignity of all persons, including those who may have made serious mistakes in their lives. When someone has broken trust with our congregation and its principles, and that person wishes to regain trust with us, we will work toward reconciliation under these procedures. When someone who has been officially charged with, or convicted of sexual abuse crimes, desires to attend services or to participate in Church activities, it is our first responsibility to ensure the safety of all members of the congregation. It is also our duty to ensure a safe environment without violating our principle of recognizing the inherent worth and dignity of every human being.

Related Procedures:

In order to assess risks, the individual will be asked to sign a release form (See Appendix B) so that the Senior Minister can contact their sex offender treatment provider and/or current therapist, and if applicable, parole officer. Following such an assessment it is the policy of the

Church that before any such person is allowed to attend Church services or activities, they must agree to abide by the following restrictions and procedures:

- Whenever the person attends Church services or activities, they must be accompanied at all times by a monitor that has been trained and approved by the Senior Minister.
- At least 48 hours before attending any Church service or activity, the person must notify the Senior Minister or their designee that they intend to participate in a specified Church activity and must inform the Senior Minister or their designee of the name of the approved monitor who will be with the person at the activity.
- The person must provide to the Senior Minister or their designee, if requested, any documents related to the charges or convictions, or prior charges or convictions, if any, including, but not limited to: police reports, indictments, Grand Jury proceedings, pleas, pre-sentence investigations and reports, psychological or psychiatric reports or evaluations, transcripts of sentencing hearings, and records pertaining to any incarceration, parole, or probation;
- The Board of Directors may inform the Congregation of the implementation of this policy in particular instances in a manner and to the extent it deems appropriate;
- The Board of Directors of the Unitarian Universalist Church of Bloomington Normal has the right to amend the implementation of this policy in particular instances in the manner and to the extent it deems appropriate.

3.6 Wedding/Union

The Senior Minister has the authority to approve officiants for all weddings held in the building. All weddings must have a Wedding Coordinator present, scheduled by the Office Manager, paid for by the couple (exceptions may be made by the Senior Minister on a case-by-case basis). Wedding Coordinators are congregation members who are trained and appointed by the Senior Minister. The purpose of the Wedding Coordinator is to provide hospitality for the wedding party and ensure that the building is cared for. The Senior Minister has wedding/union procedural documents to guide the work of the Office Manager and the Wedding Coordinator.

3.7 Religious Exploration Scholarship Fund Policy

In accordance with the second principle of Unitarian Universalism and the mission of this church, the purpose of the Religious Exploration Scholarship Fund is to enable our Director of Religious Exploration (DRE) and Senior Minister to provide confidential, financial assistance to members and others who would not otherwise be able to participate in a Religious Exploration program or event.

With the exception of the following restrictions, the DRE and Senior Minister shall have sole discretion in determining how the funds are used.

- The funds may not be used for the personal benefit of a DRE, minister, or their families. Nor shall the fund be used for business or professional expenses.
- Any distribution to a church employee must be paid through payroll, and is taxable. Some examples for which the fund may be used include summer camp fees, group overnight, common read book expenses.

Related Procedures:

- **Funding:** UUBN welcomes voluntary and group contributions to the fund. Other sources of funding may include a special annual offering, a Social Justice Fund grant, and contributions from the church operating budget. Any unused funds at the end of the church year will remain in the Religious Exploration Scholarship Fund. To preserve tax deductibility of contributions, donors may not specify that their contributions are to be used for a specific individual.
- **Fund Ownership:** The Religious Exploration Scholarship Fund belongs to the Congregation. The UUBN Treasurer shall have primary signature authority for the account.

Reporting: The Director of Religious Exploration shall prepare an annual report to the congregation showing the balance at the beginning of the year, the balance at the end of the year, the total amount of contributions, the total amount of distributions, number of disbursements and the types and amounts of expenditures.

CHAPTER FOUR - GENERAL OPERATIONS OF THE CHURCH

Policies Relating to Care for Members and Friends

Abstract:

Title: Policies Relating to Care for Members and Friends: 4.1 through 4.5

Date Approved: November 1, 2019, September 12, 2023

Revision Dates:

October 1, 2019, September 12, 2023

Responsible Parties:

Board Members, Ad-Hoc committees appointed by the Board

Key Action Dates:

As needs arise, new board member orientation reading list

Suggested Review Date:

Every 5 years, by 2028

Suggested Reviewer:

Board of Directors, Senior Minister, DRE

Supporting Documents and Location:

N/A

Statement of Purpose: These policies cover basic care of members, members' families, and friends of the church relative to food and substance consumption.

4.1 Alcohol Policy for Church-Sponsored/Church-Affiliated Event

UUBN does allow alcohol to be consumed on its premises in alignment with the following principles and procedures. We are committed to promoting a culture of moderation around the consumption of alcohol in keeping with UU principles of affirming the inherent worth and dignity of every person and promoting justice, equity and compassion in human relations.

We will make events comfortable for drinkers and nondrinkers and not use alcohol as a main feature of the activity in advertisements and announcements for church-sponsored events unless it is the main feature (e.g., a wine tasting).

This policy and the following procedures apply to church-sponsored events as well as events sponsored by church-affiliated groups (e.g., Humanists, CUUPS, etc.).

Related Procedures:

The following procedures are to be followed when serving alcohol at church-sponsored events in order to ensure the Church follows all state, city, and county laws and regulations, and to minimize UUBN's liability and the possibility of alcohol-related injuries.

- Non-alcoholic drinks are to be served attractively, prominently, and separately (a separate table and area) from alcoholic drinks.
- Make members aware that alcohol may not be served prior to or during meetings where official church business is conducted.
- Written notices and invitations, if any, issued in advance of an event at which alcohol will be served should indicate that alcohol will be served.
- No alcoholic beverages or the empty beverage containers may be stored in the church or left behind after the event. Because the Church does not have a recycling service, containers are to be removed immediately after the event.

- The alcoholic beverage serving area must be supervised by an adult at all times during the event to ensure that no alcohol is served to any under-aged participants.
- Alcoholic drinks may not be consumed in the sanctuary without the permission of the senior minister or the Board of Directors.
- Event host(s) should be aware of behavior at the event. If someone becomes intoxicated, that person will be asked to leave and will not be allowed to drive. The person will be offered a safe ride home (designated driver, taxi, Uber).
- If all attempts to stop an intoxicated person from driving fail, that person should be informed that the police will be called if they drive away. If the person drives away, the call should be made, and the police provided with the person's name and license number.

4.2 Alcohol Policy at a Non-Church-Sponsored Event

UUBN allows groups renting its facilities to serve alcohol with the requirement that renters adhere to the following procedures.

Related Procedures:

- At the time the event is being booked, the group should be asked if alcohol will be served, and if yes, they must produce a paid-in-full Social Host Liability Insurance Policy to UUBN prior to the event.
- No alcohol may be served in the sanctuary at any time during the event unless associated with a religious service, e.g., as per wine for communion.
- No alcoholic beverages or the empty beverage containers may be stored in the church or left behind after the event. Because the Church does not have a recycling service, containers are to be removed immediately after the event.
- Renters of the facility must sign a statement that they have received, read and understand the alcohol-related Policies and Procedures.

4.3 UUBN Food Allergen Policy

UUBN seeks to ensure a safe environment for individuals with food allergens. It is the shared responsibility of all Church members and friends to give people the information they need to make healthy choices. Further, it is the parents' responsibility to use this information to help their children avoid problem foods. The following procedures apply to ALL foods donated to our community events, coffee hours, and as a gesture of support in difficult times.

Related Procedures:

- Label your food contribution with an ingredient list so that others can decide if your treat is safe. Especially note if the dish contains any of the eight common food allergens: Milk, Eggs, Peanuts, Tree nuts (e.g., almonds, cashews, walnuts), Fish (such as bass, cod, flounder), Shellfish (such as crab, lobster, shrimp), Soy, or Wheat.
- If you forget the label, a Food Allergen laminated label is available in the church office and kitchen for you to complete.
- Any food donated for snacks during Religious Education sessions must NOT contain any of these eight common food allergens. When snacks are requested, the DRE or RE Teacher will provide a copy of this policy.
- Unlabeled food will be identified with a sign reading, “May contain food allergens.”
- Event organizers are responsible for making sure all foods served are labeled. Coffee servers will be asked to ensure donated food is labeled for Coffee Hour as outlined in these procedures (use of church-provided laminated labels, label provided by donor, or “may contain allergens signage).
- Parents are responsible for noting their child’s allergies on the RE Registration Form. RE Teachers will use this information when planning snacks or activities that may involve an allergen (e.g., PlayDoh contains wheat).
- RE Classrooms, including those also used as meeting rooms, are nut free at all times. This designation is indicated on the classroom door(s).

4.4 Tobacco & Vaping Policy

The entire UUBN physical facility and outdoor property is a tobacco & vape-free environment.

4.5 Recreational Use of Cannabis on Church Premises Policy

The recreational use of cannabis is not permitted on the church property and in accordance with [410 ILCS 130/30](#) and [410 ILCS 705](#).

Communications Policies

Abstract:

Title: Policies Relating to Communications: 4.6 through 4.9

Date Approved: November 1, 2019, September 12, 2023

Revision Dates:

October 1, 2019, September 12, 2023

Responsible Parties:

Board Members, Ad-Hoc committees appointed by the Board, IT Committee

Key Action Dates:

As needs arise, new board member orientation reading list

Suggested Review Date:

Every 5 years; by 2028

Suggested Reviewer:

Board of Directors, IT Committee, Sr. Minister, Office Manager, DRE

Supporting Documents and Location:

Church Constitution

Statement of Purpose: These policies cover communications-related policies and procedures relative to the Church's website and social media presence, its membership Directory, various electronic and print announcements, and content contained in the Church's Annual Report.

4.6 Annual Report Policy

The Annual Report is a collection of reports submitted by Church leadership, Church staff, Church committees and teams, Task Forces, and Affiliated groups and is presented at the annual February meeting of the Congregation.

Related Procedures:

- Content required in the Annual Report should be finalized and electronically submitted to the Office Manager for compilation by at least three weeks prior to the February Congregational Meeting to ensure the Office Manager has adequate time for formatting, compiling, and printing sufficient copies.
- The Office Manager will oversee compilation of the Annual Report and will ensure consistent formatting of the report.
- The Office Manager will also maintain a master checklist of required reports so that timely reminders can be sent.
- The completed Annual Report is available for viewing at least one Sunday before the February meeting of the Congregation
- Officers of the Board of Directors and Trustees should submit the following information:
 - President: State of the Church Summary
 - Secretary: Minutes of all Congregational Meetings
 - Treasurer: Church Budget and other reports as deemed necessary by the Treasurer

- Trustees: Report of the Trust
- Church Staff should submit the following information:
 - Senior Minister: Any information deemed necessary by the Sr. Minister as Chief of Staff
 - Director of Religious Exploration: Summary of RE programs and accomplishments
 - Office Manager: Submits an “Office Manager Yearly Report” for inclusion.
- Each current Church Committee and Team (standing and ad hoc, including Task Forces) should submit a report detailing priorities, activities and important accomplishments
- UU-Affiliated Organizations should submit a report detailing their priorities, activities, and accomplishments
- Where appropriate (e.g., Committee Reports), submitted reports are most easily read and appreciated as one-page bulleted outlines, highlighting the committee successes and challenges in meeting the Strategic Plan (where applicable) and should include the names of the chair and all members of the committee. Reports should also reference the part(s) of the Strategic Plan most closely related to Committee activity.
- The Membership Committee’s report should additionally include information on number of new members, lost members, voting members, and total membership.

4.7 Directory for Information Usage Policy

Information provided for inclusion in the Directory of Members and Friends is intended for official Church use and to enable communication among individuals in the Congregation. Any other use of the information must first receive approval from the Board of Directors.

Prohibited use of the information includes, but is not limited to mass mailing for purposes of:

- Commercial or individual sales
- Political campaigns
- Solicitations not previously approved by the Board
- Advertisements not previously approved by the Board

Related Procedure:

This policy is to be included on the face page of the Directory and will be published in the Parish News at least once each year

4.8 Print and Electronic Announcements Policy

All announcement content published is to be in alignment with the written mission and vision of the Church. All submitted content is subject to editing for clarity, accuracy and timeliness, and will be accepted as space allows. Items of importance to the full congregation, especially those requiring timely response, may be sent to the church by email blast on whatever bulk mail server we are currently using. Only those items approved by the Senior Minister (or designee) will be sent via email blast. The Senior Minister has final editorial authority over the content of the Church announcements.

Related Procedures:

- When substantive editorial changes are needed, an effort will be made to reach the author before publication, which may delay publication of non-time sensitive submissions.
- All content should be submitted via google form available on the church website by Tuesday at 9:00am to be included in the following Sunday's Parish News or worship service slides. Content that will be accepted include information such as:
 - Announcements/articles pertaining to activities sponsored by the Church and its organized groups, its affiliated groups, the Mid-America Region of the UUA and its successors (MAR), and the UUA.
 - Announcements/articles or links pertaining to organizations directly related to our function as a religious nonprofit group. This includes requests for donations to such organizations.
 - The newsletter will accept announcements/articles about non-profit activities in which church members participate provided such activities are not in conflict with the stated mission and vision of the Church, as space allows.
- Sunday worship service slides must be received by 9:00 am the Tuesday preceding the service
- Content that will not be accepted:
 - Personal ads including buying, selling, requests for personal donations, housing or employment
 - Editorial statements on issues of church life, theology, politics, or other matters other than those directly by the minister

4.9 UUBN Website and Social Media Policy

UUBN maintains a website and social media presence (Instagram, Facebook) to communicate its mission, vision, values, and information about opportunities and activities associated with the Unitarian Universalist Church of Bloomington-Normal. The website makes use of UUA-sponsored templates to display its content in a consistent manner. Most information is available to members and non-members alike, although some information such as the Church Directory is only available to UUBN members. The Minister, DLRE, Office Manager, IT Committee, and any hired contractors are responsible for the production, content, and upkeep of the UUBN website and social media.

Facilities Management and Oversight Policies

Abstract:

Title: Facilities Management and Oversight Policies: 4.10.1 through 4.16

Date Approved: November 1, 2019, September 12, 2023

Revision Dates:

October 1, 2019, September 12, 2023

Responsible Parties:

Board Members, Ad-Hoc committees appointed by the Board, IT Committee

Key Action Dates:

As needs arise, new board member orientation reading list

Suggested Review Date:

Every 5 years; by 2028

Suggested Reviewer:

Board of Directors, Sr. Minister, Office Manager, Treasurer

Supporting Documents and Location:

N/A

Statement of Purpose: *The Unitarian Universalist Church of Bloomington-Normal serves the community by sharing its resources, including physical facilities, with nonprofit organizations, service groups, and individuals whose activities are compatible with the goals and principles of Unitarian Universalism. The Facilities Use Policy is established and maintained by the Church's Board of Directors, and the implementation of the Facilities Use policy is conducted by the Church's Office Manager (in consultation with Church staff, i.e., Senior Minister and Director of Religious Exploration and the Treasurer of the Church). Additional policies relating to use of Church facilities include the Memorial Garden Policy and UUBN Morning Fell Room and Fundraising/Sale Policy.*

4.10 Facilities Use Policies - 4.10.1 through 4.10.5

4.10.1 Securing Use of Facility Policy

The congregation's programming needs have priority for building usage. Next in priority are groups with which the congregation has had long-term rental contracts. Following in priority are a) affiliated organizations and b) requests from other groups.

Related Procedure:

- Requests for use of space in the church must be in writing on a Facilities Usage Contract and signed by a responsible person who represents the requesting group. Applications may be waived for church-related activities.

Rental fees and deposits must be paid one week prior to the event by check or card through UUBN online software. Deposit returns and refunds are provided to renters by check.

4.10.2 Policy on Rental Fees and Deposits

Rental fees and deposit fees are established by the Board of Directors, with the consultation of Church Staff and the Treasurer. (See Rental Contract – Appendix F). Fees are determined according to the specific criteria as outlined in the procedures below.

Related Procedures

- Free of Charge: This applies to Church-Sponsored and Church-Affiliated Groups who may schedule events at no charge. (Such groups are listed in the front pages of the Church Directory or in the UUBN publication "Ways to Connect.")
- Certain service groups whose activities relate directly to the social concerns of our Church may be permitted free use of the facilities provided they do their own set-up and clean-up activities. A voting member of UUBN must be a participating member of the service group.
- There is no charge to voting members of the church for use of space for weddings or funerals.
- Discount Rates:
 - Available to current voting members of the church (as determined by current financial records).

- Discount Rates may also be made available to groups who contract to rent the church's facilities on a continuing, long-term basis (six months or longer). Such discount rates will require prior approval from the church's Board of Directors.
- Standard Rates apply for all other individuals and organizations.
- Additional fees are charged in addition to building rental fees as follows:
 - Audio-Visual Staff at their hourly rate
 - Cleaning/Custodial Fee
 - An additional fee is charged when special custodial and/or security services will be required. Such events may include, but are not limited to:
 - Meeting outside regular church office hours;
 - weddings; memorial services; and
 - workshops/conferences where food/drinks are served.
 - The Church requires Equipment Use Fees as follows:
 - Piano in Sanctuary or in Walker room
 - Dishes and Glassware
 - Audio-Visual Equipment
- Deposits are required. All renters will tender, in advance, a Security Deposit/Key Deposit, of \$100, paid by check. The deposit will be held by the Office Manager until after the event. This deposit is fully refundable, provided (1) that no damage has occurred; (2) that the building has been used in keeping with the space and time constraints specified in the signed contract; and (3) that the building key (if signed out) has been returned to the Office Manager. When the Office Manager releases a physical key to any renter/contractor, they should be given a written copy of the 5.8 Building Access Policy to ensure they understand their duties and responsibilities relative to their access to Church facilities.

4.10.3 Tobacco, Alcohol, Cannabis, & Food Consumption Policy

Tobacco & vaping is not allowed in any part of the church building or its grounds in accordance with Church Tobacco & Vaping Policy 4.4. Alcohol consumption is permitted in strict accordance with the Church Alcohol Policy 4.1. Recreational cannabis is not permitted in any part of the church building or its grounds in accordance with the Church Cannabis Policy 4.5. Included in the Church Alcohol Policy is the requirement that individuals renting the facility for non-Church-sponsored events secure a paid Social Host Liability Policy in advance of using the facility.

Related Procedure:

Food and drinks are not permitted in the Church Sanctuary when the church is being used by individuals/groups involved in a non-Church-sponsored event.

4.10.4 Renters' Responsibilities Policy

Individuals and/or groups renting UUBN facilities must comply with the following two Renter's Responsibility policies and adhere to all related procedures.

- Renters must sign a Release of Liability Form. This form is included on the Facilities Usage Contract. Signing of this form affirms the acceptance of the provisions of the Release. No person or group may occupy the church facilities without signing the Release. (See Appendix E for the Release of Liability Form.)
- Non-church groups may publicize the Church's name only to list the location of the event. Such advertising should be approved by the Office Manager, in consultation with the Senior Minister.)
- Renters must initial each applicable rental policy applying to their event on the Rental Form to indicate their understanding of the applicable rental policies relating to their event.

Related Procedures:

- Persons responsible for hosting an activity on the church premises will be given written information concerning the location of first aid kits and fire extinguishers, and instructions for responding to fire and other emergencies when they rent the facility. This information will be provided by the Office Manager.
- At no time is an affiliated or outside group to contract in the church's name for such equipment and services as porta-potties, tents, nanny or childcare services etc.
- The person who signs the contract acknowledges that they will be in attendance at the requested activity and will be responsible for building security.
- Access into the building must be through the main entrances only.
- Use of the building is limited to those rooms specified in the Facilities Usage Contract, plus hallways and restrooms.
- Before leaving, all interior lights must be turned off and the building secured.
- Special Rules & Exceptions:
 - Private parties for groups where the responsible officer is not a voting member of the Church are not permitted.
 - Use of church space for receptions associated with a wedding or union ceremony will be available only to those people who have been voting members for a period of 12 months prior to the request for the ceremony without charge. Reservations for the ceremony may be scheduled only 12 months in advance or less.
 - There is a limit of one musical recital rental per month for groups that are not Church sponsored. Reservations for all non-church-sponsored functions, other than weddings, may be scheduled only 3 months in advance or less: exceptions to this policy must be approved by the Board.

- Church property (chairs, etc.) used only by church members for private use will be by special arrangements with the Church Office Manager. For activities of groups that are not church-sponsored, some available equipment must be rented as listed on the rental agreement.
- Non-members who request use of the Church for a wedding or union ceremony and who are using a celebrant officiate other than a minister or lay-minister for weddings of the Church, must have approval for their officiator through the Senior Minister.

4.10.5 Use of Church for Weddings Policy

Members and/or non-members making use of Church facilities for weddings must adhere to the following procedures in order to maintain the Church's property in good order and ensure its resources are properly maintained.

Related Procedures:

- For pew decoration, use green florist putty or white craft store sticky-tac, which leaves no marks.
- Candles – Only drip-less tube candles from a wedding or party store are allowed.
- Confetti and rice are not allowed. No helium balloons are to be released. Bubbles or bird seed are allowed outside only.
- No food or drink in the sanctuary.
- The piano is only to be used by musicians playing in weddings.
- Alcoholic beverages are permitted outside the sanctuary, but not during the wedding ceremony or in the Sanctuary, other than as part of the liturgy as determined by the officiant.
- Anyone renting the church facilities for a wedding must sign that they have received and read the Church Alcohol Policy
- No posters or signs can be attached to the walls. Particular care should be made relative to any of the artworks that may be displayed in Church rooms. No removal or rearrangement of art objects is permitted without permission.

4.11 Memorial Gardens Policy

UUBN's Memorial Garden is a carefully maintained contemplative space for all. Those eligible for being memorialized shall include members and family.

The Board has established a Trust Fund to be used for the creation, operation, and maintenance of the Memorial Garden. Donations to the Memorial Garden Trust Fund may be used only for its creation, operation and maintenance.

The Memorial Garden Stewards will be responsible for disbursement of funds from the Memorial Garden Trust. Should expenses of \$1000.00 or more occur, the Stewards will seek advice from the UUBN Board.

Related Procedures:

- Memorial Garden Brick Request Forms may be obtained in the Church office. Anyone needing help completing the form may contact the Senior Minister or a Memorial Garden Steward. The Memorial Garden Chairperson files the original Brick Request Form with the Senior Minister and makes a copy to be kept in the Memorial Garden binder. This information is also stored in the Cloud.
- A granite brick may be purchased at any time with the name of the person to be memorialized. Year of birth and death will be added after the person passes. The suggested amount per brick is \$300, but if that is too high for the person making the request then a lesser amount may be donated. This purchase may be considered a tax-deductible donation. All funds accrued from the purchase of a granite brick will be given to the Church Trustees for deposit into the Memorial Garden Trust. Granite bricks will be placed around the perimeter of the central area of the Garden.
- The duration of the Memorial Garden's location and its design cannot be ensured in perpetuity. If the church moves, the boulder, the benches, Clarise Jefferson's sculpture and all granite bricks will be moved to the new location. A representative selection of plantings and soil may be moved to symbolize the site left behind.
- The Memorial Garden Stewards are responsible for obtaining volunteers for garden maintenance.

4.12 Sunday Morning Fell Room Fundraising and Sales Policy

UUBN allows members to engage in fundraisers, sales, or event ticket sales activities in the Fell Room following Sunday services. Members/church-sponsored groups must do so in accordance with the procedures associated with this policy in order to help better organize the scheduling of fundraising and sales events and to ensure these events are consistent with UUBN's mission.

Related Procedures:

- UUBN members may place an announcement to be included in the Sunday Slides by 9:00am the preceding Tuesday in the google form on the church website.
- One table is reserved each Sunday.

- A second table is available each Sunday to be used by any organization or event sponsored by UUBN or consistent with the church's mission.
- Free spaces at the tables can be reserved using the procedures listed below.

Prior to fundraiser or sale:

- A request for a fundraiser, special appeals, or event ticket sales must be submitted on the designated form to the Office Manager prior to the desired selling date for the event. The form is available in the church office and on the church website, www.uubn.org.
- The request will be forwarded to the appropriate parties (e.g. Senior Minister, DRE, Church Treasurer), who will decide whether or not the table is available to be reserved.
- The Office Manager will notify the applicant of the Administrative Committee's decision.

During the fundraiser/sale:

- Sales are to take place at the reserved table in the Fell Room only.
- Sales may take place only in the Fell Room during coffee hour after service.
- Groups or individuals should set up a table in the Fell Room before service begins.
- Tables are to be set up around the perimeter, away from the doorways.

Following the fundraiser/sale:

- Facilities must be left clean and neat. All tables/chairs returned and posters/notices removed.

4.13 Sunday Attendance Count Policy

A count of all individuals in attendance at Church Services/RE programs conducted on Sunday is required.

Related Procedures:

- The Ushers count adults and children in the sanctuary during the offering and tell the Office Manager as the offertory is turned into the office.
- After the Office Manager receives the worship attendance count, the Office Manager adds the number of online attendees, staff, teachers, and service assistants in the count (not including the children).
- RE Children counts are recorded separately.
- The UUA Annual Report requires the (RE) child count to be listed separately from building/service attendance count.

4.14 Weather Days Policy

The Senior Minister, Director of Religious Exploration, and Board President are to consult as to whether Sunday services are to be canceled due to extreme weather conditions, reaching a decision no later than 7:30 a.m. on Sunday, and preferably earlier.

If Church activities are canceled on a day other than Sunday, the person(s) hosting the activity will notify participants by email and update social media.

Related Procedures:

- A reminder of the Weather Day Procedure will be published in a December, January, February and March newsletter by the Office Manager.
- If the decision is to cancel services, the Office Manager and/or Senior Minister should notify local radio stations (for example, WGLT and WJBC), and the following people should be specifically notified: Music Director, Youth Choir Director, Childcare Provider, and RE teachers. The Office Manager will send via email blast to members a notification of cancellation. The Office Manager and DRE will put the notice of cancellation on the website and any church social media outlets (ex. Facebook).
- If any staff member is unable to be at services because of the weather in his/her area, the staff member should notify the Senior Minister/Chief of Staff or President of the Board of Directors, who will make arrangements to change the order of service or provide for coverage of the staff member's duties.
- The Church's plowing service will automatically plow the parking lot when we experience two or more inches of snow; the Office Manager may also call them if there is a perceived need and they have not arrived.
- Sidewalks are cleared by Church volunteers from the Building and Grounds Team. There is a schedule of who is on shoveling duty in the Custodian's Closet. This is maintained and updated by the Building and Grounds Committee.

4.15 Policy on Offers of Donated Objects and Purchases or Donations

The Aesthetics Committee has the responsibility to assess the viability of making use of donated objects and/or purchases of new objects to be placed in the Church's facilities that are of a decorative nature.

Related Procedures:

- Assess functionality of spaces including furniture, décor, art, stored items, and materials while working with appropriate congregants, staff, and committees as needed.
- Review and accept or decline all offers of donated objects for use in the building.
- Recommend purchases or donations for items needed in the building to fulfill the aesthetic vision.
- A standardized thank you note should be sent to individuals donating items to the church, and this note should indicate that as our church needs and resources change, the church reserves the right to not exhibit the donated item. Further, should this occur, the Church will take responsibility for disposal of the donated item.

4.16 UUBN Historical Documents/Safety Deposit Box Policy

The Church's safety deposit box, containing UUBN historical and/or significant documents and artifacts, is a water/fire proof minimal access safe located on the church property at 1613 E. Emerson Street in Bloomington. This safe box contains historical documents and artifacts dating back to 1859.

Individuals with authorized access to this safe box include:

- The Church Historian (usually the chair of History committee)
- The Church Board President or Treasurer (Board representation)
- A Church Trustee (Trustee representation)

Related Procedures:

- When an individual holding one of the above positions changes, access will be transferred to the new person in the position.
- Administration and perpetuation of this safe box lies with the UUBN Trustees.
- Only the Church Historian may authorize handling the historical documents or artifacts for purposes including archival research, copying, and preservation.

Political and Social Justice Policies

Abstract:

Title: Policies Relating to Politics and Political or Social Justice Activities: 4.17 through 4.20

Date Approved: November 1, 2019, September 12, 2023

Revision Dates:

October 1, 2019, September 12, 2023

Responsible Parties:

Board Members, Ad-Hoc committees appointed by the Board, Senior Minister

Key Action Dates:

As needs arise, new board member orientation reading list

Suggested Review Date:

Every 5 years; by 2028

Suggested Reviewer:

Board of Directors, Sr. Minister

Supporting Documents and Location:

N/A

Statement of Purpose: These policies cover the scope and procedures the Church must follow relative to voting on public policy issues, engaging in political activities, or Church members' activities relating to advocating for social justice-related issues or concerns.

4.17 Policy on Votes Pertaining to Public Issues

Any resolution which is presented to the congregation at a special meeting or at a congregational meeting, and which is to be publicized outside the confines of the local Unitarian Universalist Church or of the Unitarian Universalist Association, shall require the affirmative vote of two-thirds (2/3) of the members voting in order to pass. In addition, the notice released by the secretary shall include all pertinent information concerning the vote (e.g., the number of voting members in the Church, the number of voting members present at the meeting and the number voting for and against the motion).

4.18 Policy Regarding Political Activities

The Board of Directors will be guided in political participation by current Internal Revenue Service policies and Interfaith Alliance recommendations. However, the Board in regular meetings will consider each requested political activity. The Board will not engage in any political activity that would jeopardize the nonprofit status of the Church without Congregational approval. Moreover, this policy does not contravene established Church policy regarding votes on public issues (7 May 1976).

Related Procedures:

- Houses of worship are permitted by the IRS Tax Code Section 501 (c) (3), and encouraged by The Interfaith Alliance Foundation, to provide nonpartisan information to worshippers on a broad range of issues, to encourage and register them to vote, and even to invite candidates to address them. However, the following cautions should be observed.
 - Houses of worship may conduct a voter registration drive as long as it is open to anyone, regardless of political party.
 - Religious leaders may encourage people to vote in elections.
 - Religious leaders and other officials may take a stance on important issues facing their community, as long as they do not favor one candidate or party.
 - Houses of worship may invite candidates to a debate for your members. The event may not favor one candidate over another. You must invite all candidates (or at least all the major candidates) in the race, even those you disagree with. In addition, most of those invited candidates must agree to participate. If there are only two candidates in a race, and one declines to debate, you may not hold the event.
- Houses of worship may invite individual candidates and elected officials to speak; however, to avoid tax-code problems, take several precautionary steps.
 - If you invite one candidate, invite all candidates, under similar circumstances—provide the candidates with opportunities to address a similar audience, for a similar length of time, and in the same general time period relative to the election. During these events, it is also essential for the house of worship to state that they neither support nor endorse any candidate.
- Houses of worship may invite people who are running for office to events for reasons unrelated to their candidacy for office. In doing so observe the following guidelines:
 - Make sure it is clear that anyone you invite is not appearing in their role as a candidate: instruct your guest not to speak about their candidacy; and do not mention the upcoming election by publicizing the event or introducing your guest. Because your guest is not appearing as a candidate, you need not invite the other people running for the same public office.
- Religious leaders acting as individuals and not as representatives of their houses of worship may publicly endorse candidates.
- You may organize a “Get-Out-The-Vote” drive aimed at your congregation, but it may not be designed to benefit a political party or a particular candidate.
- If you regularly allow civic organizations to use your facilities for meetings, you may allow candidates to do the same.
 - But you must charge candidates the same fee, if any, that you charge other groups, and you must let all candidates know that they may use the space under the same terms

- Your house of worship may distribute unbiased candidate questionnaires that cover a range of issues and publicize the candidates' answers.
- UUBN refrains from the following [Prohibited Political Campaign Activities](#):
 - You may not allow candidates to raise funds for their campaigns on the house of worship property.
 - The house of worship, including its leaders speaking in their official capacity, may not explicitly or implicitly endorse a candidate, potential candidate, political party, third-party movement, or candidate draft effort.
 - A house of worship cannot make a donation or a loan to a candidate, political party, or political action committee.
 - A house of worship cannot focus its voter registration or other election-related activities in specific geographic areas that are selected because they are influential, crucial, or partisan districts or wards.
 - A house of worship cannot organize groups to work for a candidate.
 - A house of worship cannot ask a candidate to pledge support for its religious denomination's position on an issue.
 - A house of worship cannot provide anything of value including space, equipment, mailing lists, or staff time without charging full market value and allowing equal access to opposing candidates.
 - A house of worship cannot provide space for the distribution of partisan materials on its property, including voters' guides that are not truly nonpartisan.

NOTE: Consequences of engaging in prohibited political activities are as follows:

- The church's net income would be subject to federal and state income taxation.
- Donors may no longer deduct charitable contributions they make to the church.
- Loss of property tax exemption under state law.
- Adverse impact on zoning classification.

4.19 Policy on Pathway to Social Justice at UUBN

In order to further the mission of the Unitarian Universalist Church of Bloomington-Normal, it is important that members' voices be heard as a body on social justice issues. This policy empowers members of the congregation who want to raise awareness of social justice issues among the membership through several pathways to social justice advocacy as outlined in the following related procedures.

Related Procedures:

- When deciding how to proceed in raising congregational awareness of social justice issues, members are free to engage in the following activities:
 - Solicit signatures directly from church members
 - Request church members send letters or postcards to legislators or administrators

 - Request member participation in community activities planned to raise community awareness
 - Facilitate small discussion groups to raise awareness of the issue
 - Approach the relevant committee within the church to help advocate for the social justice issue.

- In cases where the options listed above are not practical because of a time constraint or appropriateness, such as when an institutional endorsement is needed, then an endorsement of the UUBN Board may be sought to issue a public statement. Issues that fit this description may include those that require advocacy for governmental administrative policies or specific legislative bills at the city, county, state, or federal level such as:
 - Sending a letter to the Federal Land Management Bureau, which regulates which areas are wilderness areas, to urge them to keep Utah Red Rock as a wilderness area;

 - Issuing public statement that our church supports a city ordinance prohibiting payday loan establishments from locating within the city limits;
 - Enrolling our church as a co-sponsor of a bill establishing a state-run health insurance market.
 - Supporting federal legislation called the "Dream Act".

- In order to bring an issue such as this before the UUBN Board the member needs to first obtain the consensus of the relevant committee, i.e. Community Concerns, Green Sanctuary, or the Program Council, by addressing the following questions:
 - How does this issue relate to the UU Values?

- What is the stance of the following institutions on this issue: Unitarian Universalist Advocacy Network of Illinois (UUANI), Illinois People’s Action, the UUA Statements of Conscience (SOC), Congregational Study/Action Items (CSAI) and Actions of Immediate Witness (AIW), UU Service Committee, or Side with Love
- What forums or other events have already been held at our church to inform our congregation about this issue?
- For a bill being considered at local, state, or federal level: What rival bills on the same subject have been introduced? What arguments have been made against as well as in favor of the bill?
- For bills or administrative policies: what non-profit or non-partisan agencies are on record as supporting or opposing it?
- What moved you to take action on this issue?
- Why do you think it is important for the UUBN Board and/or the congregation to present a public statement on this issue at this time?
- If the relevant committee decides to support the issue, a committee representative will make a presentation to the UUBN Board at a regular meeting. It is then up to the Board to vote on whether to issue a public statement.
- If the Board decides against issuing a public statement, they may then vote whether to bring it before the congregation for support at a Congregational Meeting.
- General advocacy of principles such as marriage equality, solidarity with immigrant families, or opposition to fracking and similar issues may require a vote at a Congregational Meeting before a public statement is made to the community or organization, as described in our constitution. This process is outlined in the UUBN’s Church Policies and Procedures Handbook. (See: 4.17 “Policy on Votes Pertaining to Public Issues” and the 4.18 “Policy Regarding Political Activities.”)

4.20 Social Justice Grant Policy

UUBN has established a grant fund for the purpose of providing funding for social justice-related projects or events. More specifically, such projects or events should involve service, education, advocacy and/or public witness connected to one or more of the following areas:

- Economic Justice
- Racial Justice
- Environmental Justice
- Immigrant Justice,

- LGBTQ Justice
- Reproductive Justice
- Voting Rights
- Community Service
- UUA study/action Issue

Related Procedures:

- Significant involvement of UUBN members/friends is expected. This can be accomplished by the number of people planning and actively involved as well as the number of people who will come to see and hear a presentation or event. Community impact beyond our church can also be a consideration.
- Participation component: Projects that involve only lectures heard passively by an audience are not the purpose of Social Justice Grants. Projects or events need to have some active component, such as small group discussion/interaction; workshop format; service activity for those experiencing disadvantage.
- UUANI, UUPMI, or UUA workshops dealing with social justice are eligible for transportation and housing reimbursement not to exceed \$1000. Meal costs are not eligible for grant money unless it is for workshop participants during an event hosted at UUBN. Events connected to organizations outside those above are also welcome if sponsored by a standing team/committee.
- Limits on Grant Money: Grants will not completely fund a project. For any given calendar year, the committee may grant no more than \$3,000 (total) and not more than \$1000 per grant request unless by October of a given year, there is more than \$1000 left in the fund. First time applicants will be given priority consideration. Receipts are required for expenses and any prepaid expenses without a final receipt will be refunded to the Social Justice Fund. Grants are not to provide compensation for the time of members and friends but outside speakers/facilitators can be paid their speaker's fee.
- Submission of Grants: Grant requests will be submitted to the Office Manager, at least one month before the event if funding is needed in advance of the project. The Office Manager will forward requests to the Senior Minister, lead of the Social Justice Team, and lead of Community Concerns Team. Otherwise, one can apply for grant money to reimburse any social justice expenses after the project is complete/ the event has already taken place. Social Justice grants will be evaluated by the Senior Minister, a member of the Social Justice Team, and a member of Community Concerns. This group will recommend to the Board whether the grant should be funded or not.
- Projects involving travel expenses: Help with transportation costs or housing can be requested, but not both. Meal costs are not eligible for grant money unless it is for workshop participants during an event hosted at UUBN.

- Advertising: All advertising for grant-funded events must include the Justice Fund logo and the following statement: This project is sponsored in part by the Social Justice Fund of the Unitarian Universalist Church of Bloomington-Normal Illinois, a Welcoming Congregation and a Green Sanctuary Church. The logo will be provided by the ad-hoc committee.
- Recordkeeping: A file of all the funded Social Justice Grant applications and final reports will be maintained by the Program Council Chair and will be available on request. A version of the Final Report will appear in the Parish News.

Appendices:

UUBN Justice Grant Application Form (Adopted 9/10/16)

Final Report of Project Template

CHAPTER 5 - UUBN SAFETY POLICIES

Policies Relating to Enacting Safety Measures for Church Members and Friends

Abstract:

Title: Safety Measures for Church Members and Friends: 5.1 through 5.12

Date Approved: October 1, 2019

Revision Dates:

October 1, 2020

Responsible Parties:

Board Members, Senior Minister, Director of Lifespan Religious Education (DLRE)
Ad-Hoc committees appointed by the Board

Key Action Dates:

As needs arise, new board member orientation reading list, orientation/training of greeters, ushers, LRE faculty members

Suggested Review Date:

Every 2 years; first review date October 2020, (see Abstract below)

Suggested Reviewer:

Board of Directors, Senior Minister, DLRE

Supporting Documents and Location:

Church Constitution

Statement of Purpose: *The purpose of this chapter is to identify UUBN's safety policies across a broad spectrum, beginning with safeguarding the physical and emotional well-being of members and friends involved in unproductive conflict situations, as well as the following safety concerns: presence of dogs within facilities, particularly relating to service dogs, use of keys to UUBN facilities, and safety measures relating to external threats: tornadoes, fire, and active shooter situations. These measures have been substantially revised and/or created new based upon the Safety Task Force initiated in 2019. It is recommended a review of all measures in Chapter 5 be reassessed for possible revision one year after their initiation, and this entire chapter will revert to a two-year review cycle thereafter.*

5.1 Unproductive Conflict Policy

Policy:

The Congregation must maintain a safe and welcoming atmosphere for differing points of view and experiences. Congregational members and friends are expected to respect and encourage freedom of expression by handling disagreement as acceptable and necessary to move the congregation forward.

Disagreement becomes “unproductive conflict” when people diverge from our shared Behavioral Covenant, whether in groups, meetings, written communications, or conversations. If a conflict makes someone feel threatened—physically, emotionally, or both—by the behavior of another person, this policy empowers all members to assist in addressing conflict when it happens in their presence while maintaining confidentiality. In the case of any conflict, members must focus on creating safety, welcoming diversity, and accepting disagreement, with the goal of resolution.

This policy expects all members and friends to be aware and protective of vulnerable people while respecting the individual rights of all. This policy does not accept any type of bullying and manipulation and will address their manifestations as quickly as possible through channels described below.

If there is illegal activity of any kind, or if someone is threatening another person physically or has a weapon, witnesses should immediately call the police and inform the Senior Minister or Board President.

If a conflict between individuals happens because of actions or circumstances beyond the boundary of the Congregation, Congregational leaders might be able to help facilitate a resolution but cannot be involved in matters appropriate to the police or the courts. In other words, Congregational leaders are not able to mediate conflicts that stem from personal relationships, business interactions, political actions, and other activities that take place outside the life of the Congregation.

If anyone refuses to or is unable to follow our shared Behavioral Covenant, church leadership is empowered to restrict access to people or places at the church or even to ask a person to leave the property.

This policy recognizes that no policy is capable of avoiding conflict. We seek to resolve conflict with integrity and compassion, not to avoid it.

Related Procedures:

- Right Relations Team: The Right Relations Team consists of three church members who have the demonstrated understanding and support of the Behavioral Covenant, our church culture, and the Seven UUA Principles.

- These members are appointed by the Board and will serve renewable 3-year staggered terms. Training or background in conflict resolution is expected and/or provided.
- The Right Relations Team or the board may also add additional congregational members at their discretion. A staff member may act in an ex officio, consulting capacity if needed.
- Whenever the Right Relations Team is involved, documentation will be maintained by the Team, kept confidential, and secured in a locked box in the Senior Minister's office. (See 3.5 Right Relations Documentation Policy.)
- All plans or recommendations created by the Right Relations Team are ultimately at the discretion of the board to accept and/or administer. The board is the governing body of the church and the Right Relations Team makes recommendations for the board's consideration.
- Any conflict concerning the Minister should be directed to the President of the Board. Any conflict concerning ministerial staff member(s) should be directed to the Senior Minister and President of the Board.
- It is the goal of this Policy and Procedure to view unproductive conflict on a continuum of four Levels; it is anticipated the vast majority of conflicts will be resolved on Level 1 and 2.
- Level 3 and 4 will involve the development of a plan of action by people outside of the immediate conflict. Conflict resolution will begin at the level appropriate to the situation.
- Levels 1 through 4 are defined as follows:

Level 1: This conflict is addressed between individuals at the earliest point of interaction. Following the Congregational Behavioral Covenant will result in the quickest resolution and best outcome.

Level 2: This type of conflict occurs if a conflict is unresolved at the earliest point by individuals, or if an individual feels too uncomfortable or vulnerable to confront the situation personally, or an observer has witnessed a breach of the Behavioral Covenant and intervenes kindly and directly. The individuals directly involved in the conflict or the observer may ask for the assistance of the (1) Senior Minister, (2) Director of Lifelong Religious Education (DLRE) or (3) a member of the Right Relations Team to help mediate the conflict.

Level 3: This is a conflict that is unresolved at an earlier level or if the nature of the conflict is complex, potentially destructive emotionally or physically to an individual and/or the greater church community. In Level 3, the individuals involved, the Senior Minister, DLRE or observer may ask the Right Relations Team to assist in resolution of the conflict by developing an individual plan of action. Whenever the Right Relations Team is involved, the Board President is notified and kept informed of the process, plan, and resolution.

An individual plan of action may include:

- meeting with those involved and/or witnesses

- consulting with members with special skill sets to assist the team
- temporarily removing the person from a church leadership roll
- limiting an individual's access to certain activities of the church
- communication through a third party about involvement in church activities

Part of every individual plan of action includes an understanding that all communication is confidential.

Level 4: This level of conflict causes significant disruption to the church's members, activities or congregational sense of wellbeing. Level 4 calls for more serious intervention. This level of conflict will likely involve seeking any or all of the following: UUA Consultant assistance, legal advice from an attorney, and input or involvement from other consultants or agencies. The Right Relations Team, in consultation with the Senior Minister and Board President and any outside consultants, will develop a plan of action with the goal of keeping our church and community safe. The goal of the plan is resolution of the conflict with integrity.

- The UUBN Church community relies upon all parties to respect and uphold the outcomes of Level 3 and 4 with an eye to protecting the safety and well-being of our members, friends, and our community.

5.2 Active Shooter Policy

Those in a leadership capacity—minister, board members, greeters, ushers, worship associates, and staff— during an incident of an active shooter or threatening person will encourage others to run, hide, or fight as they themselves move to safety.

Related Procedures:

- If faced with an active shooter or other threatening incident, there are **THREE** things members and friends are asked to do that can make a difference. **RUN, HIDE, FIGHT.**
- **RUN** – When an active shooter is in the vicinity:
 - If there is a way out, and individuals can get out, GET OUT! This is the first and best option.
 - Get out whether others agree to or not.
 - Leave belongings behind.
 - Help prevent others from entering the danger zone.
 - Call police by dialing 911 when it is safe to do so.
- **HIDE** – If evacuation is not possible, find a place to hide.
 - Lock and/or barricade the door.

- Turn off lights and close window shades/blinds/curtains.
- Silence your cell phone, including the vibrate feature.
- Hide behind large objects if possible.
- Remain very quiet and do not leave until directed by law enforcement officers.
- Hiding places should:
 - ü Be out of the shooter's view.
 - ü Provide protection if shots are fired in one's direction.
 - ü Not trap or restrict one's options for movement
- **FIGHT – AS A LAST RESORT**, and only if your life is in danger:
 - Attempt to incapacitate the shooter.
 - Act with physical aggression.
 - Improvise weapons such as throwing objects at hand like hymnals.
 - Commit to your actions.
 - Once the shooter is incapacitated, call police at 911.
- **POLICE RESPONSE** – When law enforcement officers arrive members and friends should:
 - Keep EMPTY hands raised and visible, with fingers spread apart.
 - Remain calm and follow instructions.
 - Avoid pointing or yelling.
 - Understand the first police officers to arrive will not respond to or aid those who are injured. They will go directly to the shooter.
 - Know that help for the injured is on its way. Rescue team officers and emergency personnel will care for the injured as soon as possible.
 - Understand the area is a crime scene. Police officers may secure all witnesses until identified and questioned.
- After the incident is under control of authorities, gather in the back lawn, beyond the driveway, to reunite with family/friends.

5.3 Fire Protection and Readiness Policy

UUBN rehearses emergency evacuations by conducting a fire drill on a Sunday in the fall and spring each year. This is traditionally done toward the end of the service and involves everyone present in the building.

The UUBN Fire Marshal, designated by the Board of Directors, maintains overall responsibility for fire safety, including the planning and execution of fire drills. The UUBN Fire Marshal coordinates communications on the day of the drill.

The purpose of these fire preparedness drills are to ensure these procedures and protocols are understood and followed by all community members and friends in the event of an actual fire.

Related Procedures:

Exit routes are to be highlighted on floor plans posted in the sanctuary, classrooms, and meeting rooms. Upon leaving the building, everyone will assemble on the back lawn beyond the driveway and away from the building. Fire evacuation drills are to observe the following protocols and procedures.

- Fire Exit Protocol for RE drills:
 - Keep quiet! Everyone needs to hear instructions.
 - Keep calm! Excitement and panic are unhelpful.
 - Keep together. RE (religious education) teachers should count heads while still in class, and again at the outdoor assembly point—back lawn beyond the driveway.
 - Remind students of precautions:
 - § Before opening a closed door, feel the **BOTTOM** of the door with the **BACK** of the hand. Burned fingers cannot open doors.
 - § Smoke and noxious gases can build quickly; keep low for better air.
 - RE Teachers will move children to the designated assembly point on the back lawn beyond the driveway and away from the building, so emergency vehicles can get close if necessary.
 - Teachers will take a headcount at the assembly point. Parents and guardians will meet their children at the assembly point.
- Fall Fire Drill
 - In consultation with the Minister, DLRE (Director of Lifespan Religious Education), and UUBN Fire Marshal, the Board of Directors designates the dates and times of fire drills and ensures that these are added to the church calendars (office, website, RE).
- January, June, and September (the beginning of each RE session):
 - The LRE Committee briefs the RE teachers on their roles and distributes to the teachers the Emergency Evacuation Policy.
 - In turn, RE teachers review the Fire Exit Protocol with their class.
 - The DLRE briefs parents on parents' role: RE teachers will move the children to the designated assembly point in order to have a headcount.
 - Parents and guardians are to meet their children at the designated assembly point.
- On the 2nd Sunday in March and 1st Sunday in November:
 - The UUBN Fire Marshall inspects and ensures the physical aspects of the fire safety environment are in order as follows:
 - § current fire exit paths are posted in all rooms;
 - § fire exits (including exit door crash bars) are in good working order;

- § announcement system is tested and operating instructions are maintained in the office;
- § smoke alarms are in good working order, with fresh batteries;
- § emergency exit signs and auxiliary lighting fixtures are in good working order;
- § fire extinguishers are adequately placed throughout the premises and are inspected and maintained as required.

Fire Drill Protocols:

- Four weeks before the designated fire drill date: The UUBN Fire Marshal arranges for notifications of the upcoming fire drill to appear in the Parish Newsletter.
- Two weeks before the designated fire drill date:
 - The UUBN Fire Marshal arranges for notifications of the upcoming fire drill to appear in the Parish Newsletter, Words of Welcome, the Order of Service, and the narthex calendar.
 - The DLRE notifies RE teachers who will be teaching on the day of the drill.
- Two days before the designated fire drill date:
 - The Office Manager sets out a sign (easel pad, whiteboard) in the narthex, announcing the drill; posts announcements to both sides of the door at building entrances: kitchen, four front doors.
- On the designated fire drill date:
 - The UUBN Fire Marshal notifies each of the following of the scheduled time for the drill:
 - § Bloomington Fire Dept. (309) 434-2500
 - § Bloomington Police Department (309) 820-8888
 - § St. John's Lutheran Church (309) 827-6121
 - At the beginning of the service, the Minister or Lay Leader announces the impending drill and outlines the exit plan.
 - RE teachers prepare their students as necessary; a review of the above Fire Exit Protocol is recommended.
 - At the designated time, the UUBN Fire Marshal initiates the drill:
 - § Press a smoke detector to sound the alarm.
 - § Check time of day at the sound of the alarm.
 - § Office Manager makes an announcement over the PA system.
 - Building occupants evacuate to designated assembly point on the back lawn beyond the driveway and away from the building.
 - RE Teachers are responsible for the safe evacuation of their students to the assembly point.
 - As listed below, Ushers, Greeters, Board Members, Worship Associates, and DLRE ensure complete evacuation, close steel fire doors, and ease pedestrian traffic flow.
 - § Ushers – Rear of Sanctuary

- § Board Members/Worship Associate– Front of Sanctuary, Fell Room, Kitchen
- § Greeters – Hallway, Bradley/Irvin rooms, offices, libraries, Walker Room, restrooms
- § DLRE – Nursery, Lower Level
- The UUBN Fire Marshal and his/her designees will:
 - § Walk through the building to confirm that it is empty, that nobody remains upstairs or down.
 - § Make note of the time taken to evacuate the building.
 - § Visit the assembly point to contact ministers, Board Members, and DLRE; confirm headcounts; collect observations for lessons-learned communication (including time required to evacuate); and dismiss the participants (RE Teachers are responsible for the release of children to their parents at the drill’s conclusion).
- The UUBN Fire Marshal notifies each of the following of the drill’s completion:
 - § Bloomington Fire Dept. (309) 434-2500
 - § Bloomington Police Department (309) 820-8888
 - § St. John’s Lutheran Church (309) 827-6121
- The UUBN Fire Marshal removes signs from the doors and narthex.
- One week after the fire drill the UUBN Fire Marshall will:
 - Document the observations, circulate a draft Lessons-Learned email, and incorporate additional remarks.
 - Send the final email to Board of Directors and update Emergency Evacuation Policy & Procedures – Fire as appropriate.
 - Submit a notice to The Parish Newsletter, thanking participants for the successful drill and will ask RE teachers to pass the thank you to the classes.

5.4 Safety Team Policy

UUBN should maintain a Safety Team appointed by and reporting to the Board of Directors. The Safety Team is considered an adjunct to the Board and its activities should be conducted in alignment with the Board’s policy and governance duties and responsibilities.

The primary role of the Safety Team is to establish and maintain safety measures relating to the Church’s properties and grounds from external threats such as weather-related incidents, theft, intruders, fires, public health threats, etc. that are delineated in Chapter 5 of the UUBN Policies and Procedures Manual with the exception of section 5.1 that covers UUBN’s “Unproductive Conflict Policy.”

Its members should include - at minimum - one staff member (Minister and/or DLRE), and 4-6 church members and/or Board-approved friends of the church.

Related Procedures:

The Safety Team is responsible for:

- Identifying potential crisis events and establishing procedures and practices to address them.
- Training ushers, greeters, and the office manager as the first line of defense to detect potential threats involving people, packages, and vehicles.
- Training ushers, greeters, church staff, Board members, and RE faculty on the Church's fire prevention practices/protocols as well as their respective roles in conducting annual fire drills.
- Establishing a written security and violent response plan for our Church, including UUBN's position on onsite armed protection.
- Conducting periodic safety surveys of all building and grounds, keeping written records of conditions and corrective measures.
- Maintaining procedures for regularly patrolling exterior and interiors before/after services, and after activities have concluded in the building each evening.
- Calling the police if there is a suspicious person on our property and letting the police investigate the situation.

As needs dictate, additional duties and responsibilities may be added to the scope outlined herein, and additions will be approved by the Board of Directors.

5.5 Tornado/Severe Weather Policy

In the event of a tornado or severe weather conditions, UUBN has established the following Primary and Secondary Designated Shelter in Place locations.

The Primary locations are the Lower Level Classrooms and Restroom, but ***not the Youth Room due to its exterior windows***. The Secondary locations are the Main level (north) hallway and the single stall restroom. The secondary locations are intended to serve the needs only for those unable to use the stairs to the lower level.

When occupying these spaces, all classroom and Fire Doors should be closed to reduce flying glass and other debris.

Related Procedures:

- When tornado or severe weather danger is imminent (a warning has been issued for Bloomington-Normal / sirens are sounding), everyone within the facility should be notified as described below in a calm manner and provided with clear directions about moving into sheltering areas.
- On Sunday mornings, Ushers, Greeters, Board Members, Worship Associates, and DLRE ensure complete evacuation of the listed areas:
 - Ushers – Rear of Sanctuary
 - Board Members/Worship Associate– Front of Sanctuary, Fell Room, Kitchen
 - Greeters – Hallway, Bradley/Irvin rooms, offices, libraries, Walker Room, restrooms
 - DLRE – Nursery, Lower Level
- They will gather at the stairs to confirm all areas are evacuated then seek shelter themselves.
- At other times during the week:
 - Each meeting leader will usher their attendees to a sheltering area.
 - Minister and Staff will quickly ensure the main level is evacuated and proceed to shelter areas
- In the event of a tornado or severe weather event occurring when CHILDREN and YOUTH are on Church property:
 - Childcare staff and Religious Education (RE) Teachers will use sign-in sheets to ensure all children are accounted for.
 - Notify Director of Lifetime RE, or their substitute, if any child is missing.
- When it's necessary to call for EMERGENCY RESPONSE during or after an event:
 - A member of the Board of Directors, Minister, or Greeter should call 9-1-1 and notify the call taker of the type of emergency, location (1613 E Emerson, Bloomington and location inside the facility), and provide directions within the building
 - The caller will meet responders to bring them to the site.
- ALL CLEAR: After the threat has passed, the Board of Director(s), Minister, or Greeter may give an all clear and release the occupants from the shelter-in-place location.

5.6 Emergency Preparedness Training Policy

Volunteers serving in the following capacities should receive mandatory yearly training in emergency preparedness: Ushers, Greeters, Worship Associates, RE faculty, church staff members (Sr. Minister, DLRE, Office Manager), Safety Team members, and all members of the Board of Directors.

Related Procedures:

- Emergency Preparedness training will be offered on a yearly basis.

- UUBN should offer First Aid/AED equipment training to a cross-section of the individuals designated above on a yearly basis.

5.7 Service Dog Policy

UUBN's Service Dog Policy is consistent with the United States Department of Justice's Americans with Disabilities Act (ADA) even though religious organizations are exempt from ADA compliance. In doing so we follow our first UU Principle, "Respect the inherent worth and dignity of every person."

A Service Dog is individually trained to do work or perform tasks for a person with a disability. The work or task a Service Dog has been trained to provide must be directly related to the person's disability. Dogs whose sole function is to provide comfort or emotional support do not qualify as Service Dogs under the ADA. The presence of animals in the church building, other than Service Dogs as defined by the ADA, shall be limited to special occasions approved by the Minister or Board of Directors (e.g., blessing of family pets ceremony that is typically performed outdoors).

Under the ADA, when it is not obvious what service an animal provides, limited inquiries are allowed. Two questions can be asked: (1) Is the dog a service animal required because of a disability? and (2) What work or task has the dog been trained to perform?

Due to public health regulations, animals other than designated Service Dogs are never allowed in the kitchen where food is prepared or in the Fellowship Room when food is being served. Service Dogs in the Fellowship Room must be kept at a reasonable distance from food. Service Dogs should not enter the kitchen at busy times, such as during coffee hour.

Concerns about a Service Dog's behavior, such as a pattern of barking or growling, can be grounds for excluding the dog, but not the person, from the church building. Such concerns should be directed to the Minister or Board of Directors.

Related Procedures

- Service Dog Registration Responsibilities are to be undertaken by appropriate Church personnel.
- On Sunday mornings, Greeters will welcome new individuals with dogs to the Congregation and inquire, "I see you have a service dog. What is its name?"
- If the dog owner confirms this is his or her Service Dog" the Greeters will invite the dog owner to have a copy of the UUBN Service Dog Policy, present the Service Dog Registration Form, and assist the dog owner to complete the form.

- If the person is visiting during the week, they must contact a staff member who can assist in filling out the form. If the form cannot be completed as described below, the dog will not be allowed entry.
- *Congregational members and friends also have responsibilities relating to visiting service dogs, specifically,* since a Service Dog is a working dog, members of the congregation should not seek verbal or physical contact with the dog.
- *Service Dog Owners' responsibilities are as follows:*
 - The Service Dog shall be kept on a leash unless the handler is unable to use a tether because of a disability or the use of a tether would interfere with the service animal's ability to safely perform its work or tasks.
 - The Service Dog shall remain on the floor, adjacent to and under the control of the handler.
 - Consistent with ADA regulations, the Minister and/or Board President reserves the right, in cases of unresolved problems such as allergies or fear of dogs, to designate seating areas for people having the problem and for the dog and handler.
 - All persons bringing Service Dogs into the church shall be financially responsible for any damage caused by the dog.
 - It is requested that individuals with Service Dogs place Service Dog identification on the dog.
 - Service Dog owners must complete the registration form below and answer the first three questions in the affirmative. The completed form will be kept with the Office Manager.

Policy Exceptions:

Any person seeking an exception to this policy must schedule a personal interview with the Minister. The person will be asked to discuss liabilities or dangers the exception might pose to children or adults in our Congregation. Any exception must be approved by the Minister or the Board of Directors.

NOTE: Copy of Service Dog Form is contained in Appendix C.

5.8 Building Access Policy

Access to UUBN is offered with security and safety in mind. Therefore, it is necessary to: (1) know who has access to what areas of the church property; (2) ensure that those with access have a need to do so as defined by the Board of Directors and/or Senior Minister, and (3) optimize efficiency of staff supervision of building access.

Various individuals need the keypad access code for building access: all staff members and congregation members engaged in church-related activities or work. Keyed access to the Church's facilities (electronic or by physical key) include: entrances-two front doors, back door (kitchen), church office, staff offices, garage, and shed.

Note: In addition to staff offices/church office, a physical key is required for the garage and shed. Individuals who will have access to physical keys for the garage and shed are: team leads of Buildings and Grounds and Safety Committees, Senior Minister, DLRE, and Office Manager. Spare keys are kept in a lockbox in the Church Office.

There will be an annual review at the beginning of each fiscal year to clarify any issues relative to the Church's Building Access Policy (5.8 of Policies and Procedures Handbook). This review is to be done by the Senior Minister, Director of Lifespan Religious Education, Office Manager, and the heads of the Safety and Building and Grounds Committees.

Related Procedures:

Building Access via electronic Keypad—Church Staff and Church Members/Friends

The following individuals will be granted electronic access to the building:

- All Church staff members and the Officers and members of the Board of Directors
- Committee/Ministry Team Chairs as determined by need and validated by the Board President and/or Senior Minister.
- Friends of the Church who regularly meet on church premises, e.g. PFLAG, Humanists, etc. as determined by need and validated by the Board President/Senior Minister.
- All individuals granted electronic keypad access will be entered into an electronic listing maintained by the Office Manager (Name, email address, phone number, street address).
- When keypad access is no longer required, any/all individuals who have them are to submit notification to the Office Manager notifying they no longer require keypad access to the building.
- The keypad building access code will be changed on a quarterly basis for safety/security purposes. The changing of the keypad access code should occur on a published schedule, e.g., January 1, April 1, July 1, and October 1 or when deemed necessary by the Minister, DLRE, or the President of the Board.
- The Safety Team will audit the keypad listing twice a year to ensure it remains updated.
- When the Office Manager releases a keypad code to any church member or friend, they should be given a written copy of the 5.8 Building Access Policy to

ensure they understand their duties and responsibilities relative to their access to Church facilities.

- Under no circumstances should individuals granted keypad access provide the code to anyone else.

Physical keys—Church members, staff

Internal Offices, the back (kitchen) door, garage, and shed all require physical keys.

- Staff members are to be given keys to internal office space as necessitated by their job duties and responsibilities
- Physical keys to the exterior entrances to the building may be provided to the Senior Minister, DLRE, Office Manager, and the Chairs of the Safety and Building and Grounds Committees as requested and needed. Spare keys are to be kept in a lockbox in the Church Office.
- Other individuals who are Church members may require access to internal offices, primarily the Church Office, including the Church Treasurer, Trustees, Church Archivist, Board Officers, etc., and they may be granted this access to internal offices by the Board President and/or Senior Minister as necessary.
- The Office Manager will maintain a log of individuals who have been provided any physical keys to church facilities (internal or external). Extra physical keys will be maintained in the lock box in the Church Office.
- Each staff/church member will sign the Key Log maintained by the Office Manager for the receipt of keys they have need of relative to the kitchen, shed, garage, and internal offices. This receipt of the key, including date, name, and the physical key number, will be documented by the Office Manager and maintained by the Office Manager under the direction of the Senior Minister and/or Board President.
- Those individual church members/friends approved for a “one-time” need for building access should be given a physical key to the front door (versus access to keypad), and they should contact the Office Manager to ascertain how to be provided a key and their obligations relative to their return of the key.
- Church members/friends who have been approved for a “one-time” only request for use of a physical key to access to the Church properties will be asked to remit a check for \$20 to be held in the Church Office to defray costs necessitated due to the losing of their keys. The \$20 check will be returned to them when they return their key, and their key return to the Church Office should occur within 48 hours of the conclusion of their event and/or event series.
- When the Office Manager releases a physical key to any individual, they should be given a written copy of the 5.8 Building Access Policy to ensure they understand their duties and responsibilities relative to their access to Church facilities.

- Under no circumstances should individuals provided a physical key(s) share them with any other person.

Key Policy for Renters and Contractors:

- The Office Manager and/or Senior Minister has the discretion to issue a church keypad code for access to the building to individuals renting or contracted to work in our facilities.
- The primary way renters/contractors will access the building is through a physical key to the front door, as provided to them by the Office Manager.
- Renters/Contractors will be asked to submit a check in the amount of \$100.00 as a key deposit. This check will be held by the Office Manager until the key is returned, and the fee will be returned to the renter/contractor upon the conclusion of their event/event series.
- If the key is lost, it must be reported to the Office Manager or Senior Minister. Lost keys can result in forfeiture of the \$100 key deposit. (Only the Senior Minister or Board President are authorized to waive and/or reduce the financial penalty relating to this requirement.)
- **Returning Keys:** The Office Manager will handle the return of keys from renters/contractors at the conclusion of their event. Renters/Contractors are required to return their key within 48 hours of the conclusion of the renter’s event/event series.
- When the Office Manager releases a physical key to any renter/contractor, they should be given a written copy of the 5.8 Building Access Policy to ensure they understand their duties and responsibilities relative to their access to Church facilities.
- Under no circumstances should renters share their key with any other individual.

Locking Doors:

For safety and security purposes all doors to church facilities should remain locked from the inside for the duration of any/all church-related events/meetings held in the church’s facilities. See Safety Chapter 5.9 Church Building and Grounds Policy, “Door / Building Security Procedures” for full details.

This policy has the potential to be disrupted when multiple parties are using the facility at the same and overlapping times, leaving potential gaps in enforcing this policy.

Examples include covenant groups, musicians, bridge players, book clubs, church committees etc., all meeting during the same afternoon at overlapping times.

Members/friends who regularly meet in the building when other groups are also present, should attempt to keep the doors locked. However, the Church Safety Team recommends

church members/friends who regularly meet in the church should complete the *armed intruder training* available at UUBN.

Revision Date: December 13, 2021

5.9 Building and Grounds Policy

This policy addresses the upkeep and maintenance of the building and grounds through implementation of appropriate procedures to ensure the safety of all people who are either in the Church building or on the Church grounds.

Building Procedures:

- All equipment is on a maintenance schedule to maintain proper working order. This includes all kitchen and heating/ cooling equipment.
- The maintenance schedule indicates the date the listed, the person who checked the equipment, and maintenance timing, i.e., monthly or annually.
- An annual walkthrough (conducted between June and August) of the entire building and grounds will be made by the board and/or its designees on the Building and Grounds Team. A review of the maintenance schedule and checkups will also ensure the property is maintained in a safe manner and hazards are addressed.
- It is the responsibility of the Board of Directors to ensure the annual walkthrough is conducted and documented.

Grounds Procedures:

- Equipment for lawn care / snow removal will be kept in working order and stored properly.
- Trees and shrubs should be inspected to ensure that they are safe, and hazards are resolved. The church's grounds committee or professionals will do this work as appropriate.
- Sidewalks and parking lot will be maintained in good condition with holes and cracks repaired for safety.
- Playground equipment will be maintained, and the area around it kept safe.

Door / Building Security Procedures:

- Building doors will be locked most of the time.
- It is recommended at the start of church functions / meetings, the door will be unlocked for 15 minutes after the start of the scheduled meeting or until all participants of the event have arrived, and for up to 15 minutes at the end of an event in order to allow for event participants to exit the building.

- The person in charge of the function / meeting will be in charge of locking/unlocking the doors, or will designate someone else to lock/unlock the doors.
- For Sunday morning services, the Greeters will lock the doors and remain in the Narthex to open the doors for late arrivals.
- For events occurring on church premises where those involved do not have a key, someone with a key needs to be available to lock up. These needs should be documented at the time the event is scheduled. The individual scheduling the event should work with the Office Manager to either a) secure a key for the event, or b) arrange for someone to lock the building at the conclusion of the event.
- All meetings on Church premises must be scheduled through the Office Manager. When scheduling meetings, Start and End times of events will be registered with the Office Manager, including plans for who will unlock and lock doors.
- The Building and Grounds Committee conducts a security check of the Building each night at approximately 9:00 PM, but anyone in the Building after that check or during the day is responsible for Building Security.

5.10 Public Health Threats Policy

In situations involving threats to the health of UUBN community members (all staff members, Church members, friends of the Church) as a result of congregating in small or large groups on Church premises, the Safety Team will consult with all applicable local, state, federal public health resources/experts, along with appropriate UUA sources to document the nature and scope of the threat as well as the appropriate public health mitigation measures that should be undertaken by UUBN as necessitated by the nature and scope of the public health threat.

Related Procedures:

- The Safety Team conducts the research detailing the nature and scope of the public health threat along with appropriate and recommended mitigation steps.
- The Safety Team submits a recommendation to the Board of Directors detailing how UUBN should respond to the public health threat, including a thorough mitigation strategy.
- The Board has final authority on whether to implement the Safety Team's recommendation(s) in full, in part, or not at all. However, the Board should work with the Safety Team to finalize its decision in cases where it questions the need to fully implement the recommendations submitted by the Safety Team.

Note: In cases where there are questions/concerns raised by the Board relative to implementing any safety-related measure, and especially those involving public health issues,

it's recommended that further input be obtained from the Church's liability insurance carrier and/or legal representative depending on the nature/scope of the situation.

5.11 Responding to Medical Emergencies Policy

It is possible that a medical emergency may happen to someone while he or she is at a Unitarian Universalist Church of Bloomington-Normal event. When such situations are judged as needing medical attention, appropriate emergency medical services (i.e., 911) will be contacted.

Individuals at the Church responding to a medical emergency should handle such emergencies as described in the *UUBN Medical Emergency Review Guide* (see Appendix D).

Related Procedures:

- All UUBN members and friends will be asked to provide emergency contacts (if they desire), to be maintained in the Church's Servant Keeper database.
- This information will be used to notify contacts as designated in the database in the event of a medical emergency.
- *The UUBN Medical Emergency Review Guide* in Appendix D is to be used as the Church's guidelines by anyone designated to respond to a medical emergency.
- The individuals who should be trained on providing emergency medical assistance include: RE Instructors, Ushers, Greeters, Office Manager, or any volunteers who seek to be included as responders for medical emergencies.
- The first aid kits maintained by the Church should be monitored to ensure they are fully equipped and associated medical devices are in good working order (i.e., AED equipment). This inspection can be included in safety inspections conducted by the UUBN Fire Marshall in March and November each year (see 5.3 of this chapter).
- *The UUBN Medical Emergency Guide* (attached to this chapter) provides training and additional resources for use in the case of an on-site medical emergency. It contains information as follows and it is recommended that the Reports contained therein be completed in the event of a Medical Emergency.
 - Local Emergency Numbers
 - Emergency First Aid Action Steps
 - Basic First Aid Guidelines
 - First Aid Assessment Steps (from American Safety and Health Institute)
- After Event Reports
 - AED: What Does the Rescuer Need to do After the Event?
 - UUBN Incident Report
 - Sample AED Use Patient Record (completed immediately after AED is used)
 - Sample Post Incident Evaluation Form

- What About Legal Issues (Good Samaritan Act)

5.12 Emergency Response Team Policy

The purpose of the Emergency Response Task Force (ERT) is to provide leadership and guidance so the church operates in an effective manner under adverse emergency conditions and ensures we are prepared to respond to that emergency and to get the church building, its functions and mission back to normal, as quickly as possible. The primary role of the ERT is to assess, prepare for, respond to and mitigate disruption and/or damages as deemed necessary by the nature of the emergency. The policy ensures appropriate steps are taken to support the congregation and its facility during a disaster recovery period and has addressed the needs of all applicable parties, (i.e., Church staff, members/friends).

The Emergency Response Task Force will be activated by the Senior Minister and the President of the Congregation when the emergency interrupts and changes the way the building/grounds are used, including the way RE and Sunday services are conducted. It will be their responsibility to activate the ERT, participate in all decisions and terminate the activities of the ERT when the issues raised have been resolved. It is their joint responsibility to call upon the necessary individuals/entities needed based upon the unique nature and scope of the emergency. Examples of an emergency include, but are not limited to:

- Damage to the facility due to a severe weather incident causing interruptions in function
- A fire impacting the building and its functions
- Criminal disruptions, such as an active shooter, that may impact security and the way services are held
- Large scale medical issues, such as an epidemic/pandemic
- An act of war, civil unrest, or another catastrophic event

Related Procedures:

The ERT shall include a Core planning group which would consist of seven individuals:

1. Senior Minister
2. President of the Board
3. Director of Religious Exploration
4. Church Treasurer
5. Chair of the Building & Grounds Committee
6. Chair of the Safety Committee
7. Chair of the Information Technology Committee

Additional adjunct members shall be added, should their experience/expertise be deemed beneficial to the decisions being addressed by the Core members of the ERT considering the unique issues that arise from any given emergency.

The Senior Minister and President of the Board will call a meeting of the ERT Core planning group in January of each calendar year to review the policy. Should any of these positions be open at the ERT annual meeting, ERT will contact the Board of Directors to fill these important positions.

Throughout the declared emergency, the Emergency Response Task Force would address these concerns among others:

- How worship services are affected and how to provide these services most effectively
- How RE is affected and can best be served
- How the activities/programs/service groups are affected
- How the emergency has created an ongoing impact on members of the congregation
- How membership activities are impacted
- The necessary steps needed to reopen the Church and communicate those steps to everyone involved, if needed
- Evaluate the process and offer feedback, once the emergency has been resolved

Role of each member of the Emergency Response Task Force:

Senior Minister:

- Partner with the Board President to activate & terminate the ERT when needed and be ready to call forward individuals/entities needed to address the situation
- Provide Church leadership and membership guidance
 - Identify how worship service will take place during the emergency
 - Provide spiritual guidance to Church members/friends as needed
 - Provide leadership to Church staff members
 - Be a leadership voice at the table

Board President:

- Partner with the Senior Minister to activate and terminate the ERT when needed and be ready to call forward the individuals/entities needed to address the situation
- Provide leadership to the Board of Directors throughout the emergency
- Consult with, and collaborate with, the Board of Directors regarding any decisions that
 - are being recommended by the ERT to mitigate the emergency
- Work with committee leadership to learn about their needs during the emergency and to
 - bring this information forward to the ERT
- Communicate with the congregation to keep them updated on progress throughout the
 - emergency.

Director of Religious Exploration:

- Help assess and mitigate the impact on RE programs and activities throughout the emergency

- Communicate with groups and individuals impacted by changes made to RE programs and activities throughout the emergency
- Consult with other Core members of the ERT regarding the impact to RE due to the emergency

Treasurer:

- Provide financial advice concerning expenditures undertaken to handle the emergency
- Keep records of all financial transactions relating to the handling of the emergency
- Work with Church staff to ensure appropriate supplies, equipment, cleaning materials,
- etc., are purchased, as necessitated by the nature of the emergency

Building & Grounds Chair:

- Work with other Core members of the ERT regarding the impact to the building & grounds throughout the emergency
- Create a comprehensive plan for needed repairs, clean-up, or other possible needs that would impact the safety of the building for Church staff and congregation.
- Consult with ERT regarding the use of any outside businesses needed to make necessary repairs, reconstruction or clean-up.

Safety Committee Chair:

- Provide advice and information on safety policies and guidelines, as applicable, to the ERT
- Ensure the Church follows applicable guidance as directed from outside entities, such as: CDC, FEMA, UUA, Church's Liability Insurance carrier, or other agencies

Information Technology Chair:

- Identify and assess the condition of the communication media available during the emergency (i.e., computers & associated programs, video recording, video conferencing, etc.)
- Consult with ERT regarding interruptions to IT services and plans to mitigate any needed emergency repairs to make communications function effectively

Board of Directors (all members):

- Be prepared to assist the ERT, when called upon, as they make decisions during the duration of the emergency
- Be prepared to keep in contact with committee leadership to learn about their needs during the emergency and to bring this information to the ERT
- Assist with implementing all necessary communication plans as directed by the ERT
- Be ready to create, approve and implement any comprehensive plan needed to resolve
- the emergency situation, as directed by the ERT.

Members of the Congregation:

- As dictated by the nature of the emergency, some members of the Congregation would be asked, by the Senior Minister or the President of the Board, to serve on the ERT.

Be ready to offer assistance and expertise when called upon by the ERT

CHAPTER 6 - POLICIES RELATING TO MINORS (UNDER 18 YO)

Abstract:

Title: Minor Policies 6.1 through 6.8

Date Approved:

April 11, 2023

Revision Dates:

January 1, 2023, April 11, 2023

Responsible Parties:

Minister, DRE, Board of Directors

Key Action Dates:

As needs arise, new board member orientation reading list

Suggested Review Date:

Every 3 years; by: 2026

Suggested Reviewer:

DRE, Minister, Board, Ad-Hoc Committee appointed by Ministerial Staff

Supporting Documents and Location: Food Allergen Policy 4.3, Active Shooter Policy 5.2, Fire Protection 5.3, Tornado Policy 5.5, Medical Emergencies 5.11, Code of Ethics Appendix A, Medical Emergency Appendix D

Statement of Purpose:

UUBN aims to provide a safe, nurturing environment for children of all ages. This includes having a regular paid childcare provider in the childcare room for babies and toddlers. We recognize the importance of maintaining the childcare room to support families of young children in becoming more engaged in congregational life. UUBN also provides safe programming for older children and youth including but not limited to Sunday morning and other fellowship events.

The following policies and procedures outline the shared responsibilities of UUBN staff, clergy and the parents/guardians of children relative to enacting a safe and secure Policies Relating to Minors at UUBN.

6.1 Parent/Guardian

A Parent or Guardian must be on-site while their children ages 0-11 (5th grade) are participating in church activities.

Related Procedures

- All children must be signed in on an attendance sheet with their first and last names and special instructions. Emergency contact and allergy information must be on file or listed on the sign in sheet. Children under 11 must be signed in and out by their caregiver. All regular attendees must complete an RE registration form, and all visitors are requested to fill out a visitor form. Children, childcare providers, and advisors must wear nametags.

- Children 0-11 will only be released to a parent/guardian or designated adult. Children will not be allowed to leave the room on their own to look for or meet their families.

6.2 Childcare Provisions

Childcare is provided for infants to 5 year olds at all Worship services. Childcare and supervision for infants to 12 year olds is provided at Congregational meetings. Childcare and supervision is provided to UUBN groups and UUBN-affiliated groups for infants to 12 year olds by request.

Related Procedures:

- UUBN groups and UUBN-affiliated groups must submit a request to the UUBN Office Manager at least two weeks before the event/meeting and must include a list of names and ages of children who are expected to attend. An RSVP and commitment is needed to ensure a safe ratio of children to adults.
- UUBN will supply a paid childcare provider when requested for an UUBN or UUBN-affiliated event/meeting. The event sponsor/coordinator is responsible for providing a congregation volunteer as the second adult to meet Safe Congregation guidelines. Adult in this instance is anyone over 18 years of age or 16 years old with DRE approval.
- Any request for childcare for children 6-12 years of age will need to include a room reservation for a space other than the childcare room. UUBN will supply a paid childcare provider. The event sponsor/coordinator is responsible for providing a congregation volunteer as the second adult to meet Safe Congregation guidelines. Adult in this instance is anyone over 18 years of age or 16 years old with DRE approval.
- Activities during childcare must be planned and provided by the event sponsor/coordinator.
- The Office Manager contacts the staff Childcare Provider and DRE to request services.
- If the group cancels the event/meeting or finds that childcare is not needed, the event sponsor/coordinator will inform the Office Manager or the Director of Religious Exploration as soon as possible. If the event is canceled less than 48 hours before the scheduled start time, the UUBN Childcare Provider will be paid for 2 hours.

6.3 Fellowship Events for Minors

Events for children other than Sunday mornings and children's choir.

Related Procedures:

- Fellowship events for minors will be supervised by at least one background checked adult and a second non-related adult.

- All children must be signed in and out on an attendance sheet which includes first and last name, emergency contact number, and special instructions. Children under 11 must be signed in and out by their caregiver.
- Alcohol will not be present at any event designed for youth fellowship.

6.4 Ratios

While UUBN is exempt from Illinois licensing standards, staffing guidelines allow us to see at a glance whether there are more children present than we can safely care for.

Guidelines vary depending on the age of the youngest child present. All children who are in childcare room care should have their age be part of the sign-in process so that the following ratios can be observed closely.

- When any baby younger than 14 months is present, the total ratio of children to adults should never exceed 4:1.
- If a toddler 15-23 months old is the youngest child present, the ratio should not exceed 5:1.
- If a child of two years is the youngest child present, the ratio should not exceed 8:1.
- If a child of three years old is the youngest child present, the ratio should not exceed 9:1.
- At no time, regardless of the age of the youngest child, should the ratio exceed 9:1.

6.5 Child Supervision

The Board of Directors acknowledges that parents/guardians are ultimately responsible for their minor children at all times. UUBN assumes supervision for children during Religious Exploration classes, choir rehearsals, any time the child is checked into childcare, or signed into a youth fellowship event. Parents are expected to sign their children out immediately after worship services and any other meetings for which childcare has been provided. At all other times, a parent or designated adult is expected to be responsible for their children and youth.

Related Procedures:

Based on the age and maturity of the child, adults should exercise reasonable judgment about the extent of direct supervision necessary. To ensure the safety of everyone, children, youth, and their parents are asked to abide by the following guidelines:

- All children on the playground and church lawn should be under direct adult supervision. Older children are expected to be mindful and considerate of younger children at all

times. Violence or bullying, either in words or actions, is unacceptable, and will result in the child being asked to leave the playground.

- In compliance with fire codes, no stairs or exits may be blocked at any time.
- Children should not use the fire exits or be in any parking area, unless they are under the direct supervision of an adult.
- Inside the building, children are expected to use appropriate and safe behavior (i.e. walking feet, courteous language, indoor voices).
- All adults in the community accept the responsibility for the care and nurture of the children in our midst. Adults are encouraged to model respectful and safe behaviors.
- Any concerns should be reported to the Senior Minister, Director of Religious Exploration, or the Board President as soon as possible.

6.6 Screening of Volunteers, Employees, and Clergy

Screening: Employees and volunteers who provide direct care or supervision to children or youth at UUBN events or programs must be screened in order to provide direct care or supervision to children.

Related Procedures:

The following criteria must be adhered to in the screening process:

- Advisors for youth and volunteer Religious Exploration teachers must be active participants at the Unitarian Universalist Church of Bloomington Normal or another Unitarian Universalist Church for at least six months. Active participants are church members or friends who are involved with church services, committees, activities and/or events.
- Advisors for High School Youth must be at least 25 years old; advisors for Middle School Youth must be at least 21 years old; and all other volunteer religious exploration teachers, childcare room and childcare supervisors must be at least 18 years old, unless specifically approved by the Director of Religious Exploration (DRE).
- Volunteer religious exploration teachers and volunteer youth advisors and sponsors must read the policy and sign the Code of Ethics. They also must consent to reference and/or background checks, complete teacher orientation and mandated reporter certification as well as any appropriate applications and/or disclosure statements.
- Occasional volunteers, parents or church members who substitute in the classroom or program will, when possible, be asked by the DRE to read and sign the Unitarian Universalist Church of Bloomington Normal Code of Ethics before assuming their duties. (The DRE and volunteer religious exploration teachers will supervise these volunteers.)

- Exceptions to screening include adults assisting in their child's class on a temporary basis and other adults temporarily assisting in classroom and other activities when there are screened teachers and/or volunteers present.

All compensated workers must fulfill the requirements listed above, and also:

- Comply with the Unitarian Universalist Church of Bloomington Normal Personnel Policies.
- Supply two references who have known the applicant for at least three years, preferably in relation to previous work with children or youth.
- Provide a photo ID, such as a driver's license.
- Complete the appropriate forms and disclosure statements.
- Consent to reference and/or background checks.
- Read and sign the Code of Ethics.

Responsibilities for Screening

The following responsibilities for Screening must be adhered to:

- The DRE will approve potential advisors to youth and religious exploration teachers and is responsible for ensuring that they complete all necessary forms and background checks, using the appropriate resources.
- The Minister will approve potential employees and is responsible for ensuring that they complete all necessary forms and background checks, using the appropriate resources.
- The Ministerial Search Committee will approve potential ministerial candidates and is responsible for completing all necessary forms and background checks, using the appropriate resources.

Appropriate resources must be used for screening as follows:

- IL State Police Sex Offenders' Registration at www.isp.state.il.us/sor/sor.cfm ○ Lists by City or County of residence can be printed. Provides a list of those who have registered as the law requires; not all register. At this website: go to Search by Name and look for person you are screening.
- IL Dept. of Children and Family Services Child Abuse and Neglect Tracking System (CANTS). Use form provided by them; have potential worker fill it out; send to DCFS at address listed on form. This provides any history of child abuse and/or neglect that took place within the abuser's family or where the person was acting in lieu of family member, e.g. mother's live-in boyfriend.

- Authorization and Request for Criminal Records Check (through the McLean County Sheriff's Department)
- UUA Voluntary Disclosure Statement, UUA Application for Lay or Volunteer Employment

Related Procedures:

- There will be a minimum of two adults scheduled to supervise each classroom. The Director of Religious Exploration (DRE) or Senior Minister may make exceptions to this two-adult rule on a case-by-case basis.
- The DRE or a designated individual will supervise classrooms intermittently during class times.
- All volunteers must consent to reference and/or background checks.
- If any one adult is alone with a group of children or youth at the church, the window/door coverings will be open, or the door to the classroom will remain open, and the DRE or a designated representative will check in with the group.
- If an adult other than a child's parent or guardian has a private, one-on-one meeting with a child or youth at the church, the window/door coverings will be open, or the door to the classroom will remain open, and the DRE or a designated representative will be notified of the meeting. Such meetings are strongly discouraged.
- At off-site church sponsored events, no adult volunteer or compensated employee, other than the parent or guardian, is to be alone with a child or youth without prior parent arrangement approved by the DRE.
- Corporal punishment or abusive language will not be used under any circumstances. A covenant of confidentiality is maintained, meaning that advisors and youth should not repeat information told to them in confidence. However, as an exception, when the information is of major crisis, adults should encourage youth to seek help from a parent or other authority figure. The adult should also consult with the Senior Minister or the DRE about an appropriate course of action.

6.7 Transportation to, from, and during Church or District Events

It is the responsibility of the parent or guardian to provide safe transportation to and from the church for church and district events.

Related Procedures:

- Volunteers and compensated employees are not allowed to pick up or drive children and youth home from church, or be alone in a car with one child or youth, except by prior parent/guardian arrangement.

- All volunteer drivers and compensated employee drivers must be at least 21 years of age and must provide a valid driver's license, proof of insurance and driver's background check.
- Everyone must wear a seatbelt or child restraint in accordance with current Illinois law.

6.8 UUBN Code of Ethics for Working with Children and Youth Form

Code of Ethics Signature Policy

All leaders, religious exploration teachers, youth advisors, youth choir directors, or others working with children or youth should sign the Code of Ethics for Working with Children or Youth Form prior to assuming their responsibilities.

See Appendix A for copy of Code of Ethics for Working with Children and Youth Form

APPENDICES

Appendix A -- Code of Ethics Form (see 3.5.8)

Copy of the Code of Ethics for Working with Children or Form:

As leaders, religious education teachers, advisors, and others working with children and youth you are in a position of stewardship and play a key role in fostering the spiritual development of children, youth and the community. It is especially important that teachers, advisors and other leaders provide the special nurturing, care and support that will enable children and youth to develop a positive sense of self and a spirit of independence and responsibility. The relationship between young people and their leaders must be one of mutual respect.

Teachers, advisors, and other leaders are expected to maintain oversight and leadership of their group, encouraging active participation and promoting individual and group development. Teachers, advisors, and other leaders should maintain confidentiality about personal issues shared by children and youth except when such information is viewed as being hazardous to the youth's wellbeing.

If a teacher, adviser, or other leader witnesses or discovers that any children or youth have been engaging in unsafe or disrespectful behavior, then the leader will take immediate action as appropriate and necessary and, as soon as possible, inform the Minister of Religious Education (MRE) or Director of Religious Education (DRE).

Teachers, advisors and other leaders should model positive and respectful behaviors. Teachers, advisors, and other leaders will not smoke or drink alcoholic beverages while responsible for RE children and youth, nor will they engage in illegal activities or partake of illegal substances.

One of the most important areas of growth is the development of self-worth and a healthy identity as a sexual being. Teachers, advisors, and other leaders will not engage in any kind of sexual behavior with children or youth. Teachers, advisors, and other leaders will not sexually harass children nor engage in verbal, physical or emotional abuse.

Teachers, advisors, and other leaders shall be informed of the Code of Ethics and agree to it before assuming their roles. In cases of violation of the Code of Ethics, appropriate action will be taken by the MRE/DRE, the senior minister and/or board president.

I have read the above Code of Ethics and agree to abide by this Code while serving as a religious education teacher, advisor, or other in roles responsible for youth at the Unitarian Universalist Church of Bloomington Normal.

Signature _____

Print Name _____ Date _____

Appendix B -- Release Form

(See 3.5.9, concerning situations regarding persons charged with or convicted of sexual abuse or harassment)

AGREEMENT

This agreement is by and between the Unitarian Universalist Church of Bloomington Normal and _____ is effective on the date of its execution by both parties.

Whereas the Unitarian Universalist Church of Bloomington Normal has adopted a policy regarding persons charged with, or convicted of a sexual offense in a court of record, and whereas _____ wishes to be able to attend church services and to participate in church activities,

It is hereby agreed between the parties as follows:

- 1) _____ agrees not to attend church services or to participate in church activities except in accordance with the policy.
- 2) The church has named approved monitors pursuant to the policy.
- 3) _____ agrees to make arrangements with one of the approved monitors to accompany him/her to any church function.
- 4) _____ agrees to inform the Senior Minister or her/his designee of any church function he/she wishes to attend and of the name of the approved monitor at least 48 hours prior to the church activity.
- 5) _____ agrees not to make any attempt to interact with the children or youth of the church at any time and at any place.
- 6) _____ agrees to provide the church with any documents, materials, reports, records, or evaluations that are requested by the church.
- 7) The church may inform the congregation of the application of the policy to _____ in a manner and to the extent that the church, in its sole discretion, deems appropriate and prudent
- 8) The church agrees to allow _____ to attend church functions if all provisions of this agreement and the policy are followed.
- 9) The church may, at its discretion, terminate this agreement, with or without cause, by oral or written notification to _____

The Unitarian Universalist Church of Bloomington Normal

By: _____

Date: _____

Appendix C – Service Dog Registration Form

Service Dog Registration Form

Dog owner name: _____

Dog owner phone: _____

Name of your Service Dog: _____

1. Is your dog a service animal required because of a disability?

Yes _____ No _____

2. Is your Service Dog up to date on its Rabies vaccinations?

Yes _____ No _____

3. Do you have a liability insurance policy currently in force that covers injury or damage caused by your Service Dog?

Yes _____ No _____

I have read the UUBN Service Dog Policy and agree to abide by its provisions.

Name (please print): _____

Signature: _____

Date: _____

Name of UUBN member or staff member assisting with completion of this form (please print):

**Unitarian Universalist Church
of Bloomington-Normal**

**MEDICAL EMERGENCY
POLICY AND PROCEDURE GUIDE**

2019

EMERGENCY NUMBERS

EMERGENCY SERVICES – FIRE / POLICE: 911

LOCAL NON-EMERGENCY INFORMATION LINE: 309-888-5030

(Metcom Dispatch Center)

LOCAL POLICE DEPARTMENT – 309-434-2355

305 S. East Street

LOCAL FIRE DEPARTMENT – 309-434-2500

310 N. Lee

POISON CONTROL CONTACT NUMBER: 1-800-222-1222 (EMERGENCY)

LOCAL HOSPITALS:

Advocate BroMenn – 309-434-1400 – 1304 Franklin Avenue, Normal

OSF St. Joe's – 309-661-5111 – 2200 W. Washington, Bloomington

LOCAL FBI FIELD OFFICE: 217-522-9675

CHURCH ADDRESS: 1613 East Emerson Street, Bloomington, Illinois

MAIN CHURCH OFFICE PHONE: 309-828-0235

FIRST AID

EMERGENCY ACTION STEPS

1. ASSESS THE SCENE – IF THE SCENE IS UNSAFE OR AT ANYTIME BECOMES UNSAFE – GET OUT!

2. ASSESS THE VICTIM –
 1. IS THE VICTIM RESPONSIVE? IDENTIFY YOURSELF AND ASK IF IT OKAY TO HELP.

 2. IF THE VICTIM APPEARS WEAK, SERIOUSLY ILL OR INJURED:

3. ALERT THE EMS – CALL 911 – OR ACTIVATE EMERGENCY ACTION PLAN.

4. ATTEND TO THE ABCs
 - A = AIRWAY – OPEN AIRWAY. ASCERTAIN THE VICTIM IS FULLY RESPONSIVE, ABLE TO KEEP AIRWAY OPEN AND CLEAR.

 - B = BREATHING – ASCERTAIN THAT THE VICTIM IS BREATHING NORMALLY.

 - C = CIRCULATION – LOOK FOR BLOOD PUMPING OR POURING OUT OF A WOUND. CONTROL IT WITH DIRECT PRESSURE. LOOK FOR NORMAL TISSUE COLOR. USE YOUR EXPOSED WRIST TO FEEL FOR BODY TEMPERATURE.

5. LOOK FOR MEDICAL IDENTIFICATION JEWELRY.

6. CHECK FOR BLEEDING

Source: American Safety and Health Institute.

BASIC FIRST AID GUIDELINES

In the event you witness someone having one of the following problems, these simple guidelines may help you know what to do. If available, always allow a qualified medical person to check the person. It is best to not have a lot of people crowding around the person who needs assistance. There is a First Aid kit available in the kitchen and hallway near the Walker Room if needed. Ask one of the ushers or office manager to call 911 if an ambulance is needed.

BLEEDING:

Apply direct pressure on wound with dressing or clean covering. If bleeding from arm or leg, elevate limb. If person becomes faint, see "FAINTING". If bleeding does not stop or requires stitches, person should be taken to the emergency room.

BURNS:

Apply cool moist compress with clean towel or hankie over burned area. If blister forms and burned area is larger than 2x2 inches or involves hands, person should be seen by a doctor or taken to the emergency room

CHOKING:

If person can cough or speak – encourage person to keep coughing. If person cannot cough or speak – perform Heimlich maneuver or find someone who can. If person becomes unconscious – call 911. Get nurse or doctor to help.

ELECTRIC SHOCK

Cut off source of power. Check person's breathing and pulse. If no breathing or pulse, call 911 and get help to start CPR.

FAINTING

Keep the person safe. Elevate feet. Loosen clothing. Call 911 if person is blue or remains unresponsive. Check for breathing and pulse – if none, get help to start rescue breathing and/or CPR.

FALLS

Keep person safe by convincing them not to move until they have been checked for serious injury. If a serious injury is present, call 911. If no serious injury is present, assist person in getting up.

FOREIGN OBJECT IN EYE

Wash hands before assisting person. Warn person not to rub the eye. Tears sometimes wash the object out or, if it can be seen, it may be removed with a clean cloth or facial tissue. If object cannot be removed, person should be taken to the doctor or emergency room.

HEART ATTACK OR STROKE (SUSPECTED)

Check for breathing and pulse. Call for help and call 911. If no breathing or pulse, start CPR.

NOSEBLEED

Have person sit upright with head tilted slightly forward and chin toward chest. Have person squeeze nose from both sides for 3 minutes. If bleeding will not stop, person should be taken to the doctor or emergency room.

SEIZURES

Keep the person safe by protecting them from hitting something. Do NOT restrain. Gently turn the person to one side. Do not attempt to put anything in the mouth. Call for help. Ask if there is a doctor or nurse to help. Call 911 if the person is blue or remains unresponsive, or if this is the FIRST seizure the person has had.

VOMITING

Move people away from the area to give person more air. If the person faints, position on side to prevent aspiration. Assist person to restroom or outside if needed. Use bucket and supplies to clean up area.

DIABETIC CARE

If the person is a known diabetic and is awake and able to swallow, attempt to raise blood sugar as quickly as possible by giving 6 oz. of fruit juice. If the person does not behave normally within about 15 minutes, call 911.

DO NOT GIVE ANYTHING BY MOUTH

If the victim is unresponsive or semi-conscious and unable to swallow.

RECOMMENDATIONS FOR A BASIC FIRST AID KIT

- Two pairs of latex or other gloves
- Cleansing agent/soap and antibiotic towelettes to disinfect
- Sterile adhesive bandages/Band Aids (assorted sizes)
- Waterproof adhesive tape (1/2 inch)
- Sterile pads/dressing
- Triple antibiotic ointment
- Eye wash/contact solution
- Cotton swabs/Q-Tips
- Anti-bacterial hand sanitizer
- Elastic bandage (3 inch)
- Pocket Mask

Source: American Safety and Health Institute (ASHI)

FIRST AID

Assess head, neck, chest, abdomen, pelvis, and all four limbs.

D-O-T-S is helpful in remembering what to look for:

D = Deformities

O = Open injuries

T = Tenderness

S = Swelling

To gather information about the victim related to signs and symptoms and medical history, the word **S-A-M-P-L-E** can be helpful:

S = Signs and symptoms (signs of injury / symptoms of illness)

A = Allergies (to medication, food, environment)

M = Medications (ill or injured person is taking)

P = Pertinent past history of medical problems

L = Last oral intake of either liquid or solids

E = Events that may have led to the illness / injury.

Source: American Safety and Health Institute (ASHI)

AED

What Does the Rescuer Need to do After the Event?

Suggested Post-Use Procedures for the AED

Responder Post-Use Procedure:

Call: _____ (AED Coordinator's Name)

Type: _____ (Telephone / Cell / Pager Number)

The AED Coordinator will do the following after each use of the AED:

1. REVIEW INCIDENT AND PATIENT FORMS RELATED TO THE INCIDENT. IF NECESSARY, NOTIFY THE CONGREGATION'S INSURANCE COMPANY.
2. Conduct incident debriefing as needed.
3. Restock any used electrode pads, batteries, razors, or gloves.
4. Inspect unused supplies for any damage or old expiration dates.
5. Remove and replace battery following the recommendations of the AED manufacturer.
6. Clean the AED.

THE RESCUER SHOULD PROVIDE WRITTEN DOCUMENTATION OF THE EMERGENCY EVENT TO THE COORDINATOR. THIS MAY INCLUDE THE INFORMATION ON THE AED USE PATIENT RECORD AND THE INCIDENT REPORT FORMS YOUR CONGREGATION HAS DETERMINED ARE NECESSARY. A POLICY AND PROCEDURE MAY BE BENEFICIAL.

EACH TEAM SHOULD DEVELOP A POST-INCIDENT CHECK LIST. PART OF THE AED COORDINATOR'S RESPONSIBILITY, HOWEVER, IS TO CHECK / REVIEW THIS WITH YOUR CONGREGATION'S INSURANCE CARRIER.

THE RESCUER MAY HAVE DIFFICULTY PROCESING THIS TRAUMATIC EVENT. PROFESSIONAL AND SPIRITUAL SPPORT IS OFTEN NECESSARY.

PLEASE REFER TO THE SECTION ON "DEALING WITH STRESS AFTER A RESUSCITATION EFFORT" FOR MORE INFORMATION.

INCIDENT REPORT

UNITARIAN UNIVERSALIST CHURCH OF BLOOMINGTON-NORMAL

(Complete immediately after AED is used.)

Today's Date: _____ Time: _____

Patient's Name: _____

Patient's Age: _____ Patient's Phone Number: _____

Patient's Address: _____

(if known)

Please circle Yes (Y) or No (N) to the following:

.. Did someone witness the incident? Y N

If so, list witnesses names and phone numbers:

.. Time of incident:

.. Was CPR done before EMS arrived? Y N

.. List names and phone numbers of rescuers:

.. Did the patient have a history of heart trouble? Y N

.. Did the patient have a history of a previous heart attack? Y N

.. Is the patient on any heart medicines? Y N

If yes, please list medicines:

“ Did the patient ever become responsive:

Y

N

“ What was the outcome? _____

Form completed by:

(Print your name)

(Your Signature)

Please give this form directly to:

Minister _____ or AED Coordinator _____

Sample AED Use Patient Record

(Complete immediately after AED is used)

Date: _____ Time: _____ Location:

Patient Name: _____ DOB: _____ Age: _____
Female or Male

Address: _____ City: _____ ST: _____ Zip:

Telephone: _____ Apartment:

Did anyone witness the sudden cardiac arrest incident? Yes No

Name: _____ Address: _____ Unit # _____
Zip _____

City: _____ Telephone: _____ Alt Telephone:

Name: _____ Address: _____ Unit # _____
Zip _____

City: _____ Telephone: _____ Alt Telephone:

Situation information:

Did patient have a history of heart trouble? Yes No

Did patient ever respond?

Yes No

List Names of Rescuers:

Name: _____

Address: _____ City: _____ ST: _____

Zip: _____

Telephone: _____

Name: _____

Address: _____ City: _____ ST: _____

Zip: _____

Telephone: _____

Briefly describe what happened and any problems:

Please give this form directly to:

SAMPLE POST INCIDENT EVALUATION FORM

As the rescuer, please answer the following questions:

1. Were you able to find the equipment you needed rapidly?

Yes _____ No _____

Comments:

2. Did you have everything you needed with the incident – equipment, personnel to help, etc.?

Yes _____ No _____

Comments:

3. Did you have to use the AED?

Yes _____ No _____

Comments:

4. Did you need any additional equipment? If so, what?

5. Do you have any suggestions that will help us if another emergency incident OCCURS?

Return this form when completed to the AED Coordinator.

NOTE: Reports should be utilized ONLY if approved by the congregation's liability insurance provider.

WHAT ABOUT LEGAL ISSUES?

In Illinois, rescuers are protected under Illinois Statute: **CIVIL IMMUNITIES (745 ILCS 49/) Good Samaritan Act**. It authorizes performance of automated defibrillation and provides civil and criminal immunity. It is wise to check with denominations/states and your local governing agencies plus any insurance company that provides coverage to your congregation. It is prudent to have a written protocol specific to your congregation.

CIVIL IMMUNITIES

(745 ILCS 49/) Good Samaritan Act.

(745 ILCS 49/1)

Sec. 1. Short title. This Act may be cited as the Good Samaritan Act.

(Source: P.A. 89-607, eff. 1-1-97.)

(745 ILCS 49/2)

Sec. 2. Legislative purpose. The General Assembly has established numerous protections for the generous and compassionate acts of its citizens who volunteer their time and talents to help others. These protections or good samaritan provisions have been codified in many Acts of the Illinois Compiled Statutes. This Act recodifies existing good samaritan provisions. Further, without limitation the provisions of this Act shall be liberally construed to encourage persons to volunteer their time and talents.

(Source: P.A. 89-607, eff. 1-1-97.)

(745 ILCS 49/10)

Sec. 10. Cardiopulmonary resuscitation; exemption from civil liability for emergency care. Any person trained in basic cardiopulmonary resuscitation who has successfully completed training in accordance with the standards of the American Red Cross or the American Heart Association and who in good faith, not for compensation, provides emergency cardiopulmonary resuscitation in accordance with his or her training to a person who is an apparent victim of acute cardiopulmonary insufficiency shall not, as the result of his or her acts or omissions in providing resuscitation, be liable for civil damages, unless the acts or omissions constitute willful and wanton misconduct.

(Source: P.A. 97-150, eff. 7-18-11.)

(745 ILCS 49/12)

Sec. 12. Use of an automated external defibrillator; exemption from civil liability for emergency care. As provided in Section 30 of the Automated External Defibrillator Act, any automated external defibrillator user who in good faith and without fee or compensation renders emergency medical care involving the use of an automated external defibrillator in accordance with his or her training is not liable for any civil damages as a result of any act or omission, except for willful and wanton misconduct, by that person in rendering that care.

(Source: P.A. 95-447, eff. 8-27-07.)

(410 ILCS 4/30)

Sec. 30. Exemption from civil liability.

(a) A physician licensed in Illinois to practice medicine in all its branches who authorizes the purchase of an automated external defibrillator is not liable for civil damages as a result of any act or omission arising out of authorizing the purchase of an automated external defibrillator, except for willful or wanton misconduct, if the requirements of this Act are met.

(b) An individual or entity providing training in the use of automated external defibrillators is not liable for civil damages as a result of any act or omission involving the use of an automated external defibrillator, except for willful or wanton misconduct, if the requirements of this Act are met.

(c) A person, unit of State or local government, sheriff's office, municipal police department, or school district owning, occupying, or managing the premises where an automated external defibrillator is located is not liable for civil damages as a result of any act or omission involving the use of an automated external defibrillator, except for willful or wanton misconduct, if the requirements of this Act are met.

(d) An AED user is not liable for civil damages as a result of any act or omission involving the use of an automated external defibrillator in an emergency situation, except for willful or wanton misconduct, if the requirements of this Act are met.

Good Samaritan Principle and Laws

This legal principle is based on the biblical story of the good Samaritan. It prevents a rescuer who voluntarily helped a stranger in need from being sued for “wrongdoing”.

In most of North America, you have no legal obligation to help a person in need. However, since governments want to encourage people to help others, they passed good Samaritan laws.

You are generally protected from liability as long as:

1. You are reasonable careful;
2. You act in “good faith” (not for reward);
3. You do not provide care beyond your skill level.

If you decide to help an ill or injured person, you must not leave them until someone with equal or more emergency training takes over – unless it becomes a dangerous situation for you.

Appendix E - Facility Rental Release Document

Facility Rental Release Document

Unitarian Universalist Church

In consideration of the Unitarian Universalist Church (UUC) permitting the undersigned to use the above mentioned UUC property, the undersigned does hereby waive and release the UUC from any and all claims against the UUC, their officers, and employees arising out of the condition of the property provided to the undersigned and the undersigned's use of such property except for property damage or personal injury caused by the willful and wanton conduct of the UUC, their officers, and employees.

The undersigned further agrees to indemnify and hold the UUC harmless from any and all claims, losses, costs and liability for injury to any property arising out of the undersigned's exhibition and use of UUC property except for injury or damage caused by the willful and wanton conduct of the UUC, their officers, and employees.

The undersigned further agrees that amplified sound of any kind will NOT be used during the event.

_____Administrative Committee approval of space rental? ___Yes ___No

Renter Signature _____ Date _____

Renter Printed Name: _____

Church Official _____ Date _____

_____ Date(s) entered into church calendar by _____

Appendix F - Church Rental Contract

Church Rental Contract
Today's date _____

Renter _____
 Nature of Event _____
 (Group) _____
 Street _____
 City _____ State _____ Zip _____
 Home Phone _____
 Work Phone _____
 Email _____

**Unitarian Universalist Church
of Bloomington-Normal**
 1613 E. Emerson
 Bloomington, IL 61701
 Phone: 309 - 828-0235
 FAX: 309 - 828-6715
 Email: office@uubn.org

RENTAL FEE

Date: _____
 Fee per session: \$ _____

Equipment Use per Event

____ TV/VCR
 ____ Piano
 ____ Tables (how many)
 ____ Chairs (how many)
 ____ P.A. System—AV Booking
 form must be completed
 ____ Easel
 ____ Other _____

Are you charging money for the event? _____
 Will you be serving alcohol? _____
 Do you have social host liability insurance? _____
 If you are serving alcohol, and charging for the event, you **MUST** obtain social host liability insurance. Otherwise, you cannot serve alcohol on the UUBN premises.

Date(s) of Rental _____
 Event Set-Up Time _____
 Event Start Time _____
 Event End Time (Including Cleanup) _____
 Expected number of people attending _____
 Will this event be publicized in the Community? _____
 Will this event be covered by the media? _____
 Will a building key be needed? _____

The refundable front door key deposit is \$20

Rental Space Requested

____ Fell Room
 ____ Kitchen
 ____ Fell Room & Kitchen
 ____ Sanctuary (non-wedding)
 Classroom(s)
 ____ #1 (Stevenson Library)
 ____ #3 (Irvine Room)
 ____ #4 (Nursery)
 ____ #7 & #8 (Walker Room)
 ____ #9 (Children's Library)
 ____ #12 (Bradley Room)
 ____ Outside Lawn
 ____ Parking Lot
 ____ B1
 ____ B2
 ____ B3
 ____ B4
 ____ B5

Payment's Made

Jan. _____ Check #/cash _____
 Feb. _____ Check #/cash _____
 Mar. _____ Check #/cash _____
 Apr. _____ Check #/cash _____
 May _____ Check #/cash _____
 June _____ Check #/cash _____
 July _____ Check #/cash _____
 Aug. _____ Check #/cash _____
 Sept. _____ Check #/cash _____
 Oct. _____ Check #/cash _____
 Nov. _____ Check #/cash _____
 Dec. _____ Check #/cash _____

Extra rentals

CHECKLIST FOR SET-UP/CLEAN-UP

____ Clean rental space and leave it as you found it.
 ____ Place all garbage/trash in the outside dumpster by garage.
 ____ Close and lock all windows at the end of the event.
 ____ Thermostats should be returned to the "run program" setting.
 ____ Turn off all lights including the bathroom lights if you are the last group in the building.
 ____ Lock the outside doors if you are the last group to leave.
 ____ Report any problems such as breakage, rug stains, leaks, etc. to the office.
 ____ Return the front door key to the office to get deposit returned.

NO AMPLIFIED SOUND/MUSIC IS ALLOWED ON CHURCH GROUNDS.
 Acknowledged by: _____

NOTICE: IF ANY EVENT PUBLICITY IS TO BE DISSEMINATED—THE CHURCH'S ADDRESS MAY BE INCLUDED AS THE EVENT LOCATION. THE CHURCH'S NAME MAY NOT BE USED IN ANY FORM WITHIN THE PUBLICITY OR ADVERTISING. Acknowledged by: _____

IN THE EVENT OF A FUNERAL OR SCHEDULED UU CHURCH EVENT, YOU MAY BE REQUIRED TO RE-LOCATE TO ANOTHER ROOM, OR RE-SCHEDULE YOUR EVENT.

RENTAL GROUPS ARE RESPONSIBLE FOR THEIR DAMAGE TO THE UU CHURCH PROPERTY!

Revised 2018