

UNITARIAN UNIVERSALIST CHURCH OF LAS CRUCES, NEW MEXICO

BOARD OF TRUSTEES

Policy & Procedures Manual



Our Mission

To be a transformational Force for Love and Justice in Our Community.

Adopted by the Congregation July 2019

Our Vision

To gather to inspire spiritual growth, care for each other and our community, seek truth, and work for justice in the world.

Adopted by the Congregation July 2019

Our Covenant

Love is the doctrine of this church,

The quest for truth is our sacrament and service is our prayer.

To dwell together in peace,

To seek knowledge in freedom,

To serve others in community,

To the end that all souls shall grow into harmony with creation.

Thus do we covenant with one another.

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Introduction

These policies and procedures are deliberate guides to decisions made by past or present church administrations; e.g., the Board of Directors. Policies and procedures are well-thought out decisions and plans of action intended to achieve rational problem solutions or avoid problems altogether. The board believes that these policies and procedures are prudent and advantageous to the church and are an excellent means of guiding current and future leaders of the church when they need to deal with tricky points of congregational conduct and administration.

This manual was created to ensure that Unitarian Universalist Church of Las Cruces staff, leaders, and volunteers have a written resource that contains the policies and procedures for conducting the business of the church. The board believes that all of the policies and procedures contained in these documents are consistent with the bylaws of the church and the principles of Unitarian Universalism. Each policy and procedure is approved and periodically reviewed by the board.

1. Governance (1-2018)

1.1. Philosophy of Governance

Adopted by the Board of Trustees, January 2018.

1.1.1. Role of the Board

The Membership of the Unitarian Universalist Church of Las Cruces (UUCLC) elects a Board of Trustees (BOT) to function as its governing body, and it calls a Minister to serve as UUCLC's spiritual, programmatic, and administrative leader. Together the BOT and the Minister work to help the Church follow its mission and vision. The BOT, led by the President, is responsible for the long-term mission and well-being of the congregation, as well as accountable for its performance.

1.1.2. Role of the Minister

The paid and volunteer staff, led by the Minister, are responsible for operational decisions, adopting ministerial policies and procedures, and allocating resources except as specifically limited by other Board policies.

1.2. Annual Board Work Products

In concert with the Lead Minister, staff, and congregation, the Board will produce and adopt within the first quarter of each year:

- A list of Open Questions about the Church's future, as the basis for ongoing planning conversation in the Board, with the Lead Minister and staff, and with the congregation at large.
- A Vision of Ministry identifying top-priority areas where the Church will advance its work in the coming year.

- A Ministry Evaluation of the Church's successes or difficulties in achieving the prior year's Vision of Ministry.
- A mutual Performance Evaluation of the Lead Minister's and Board's effectiveness in their respective roles.

1.3. Less Frequent Board Work Products

In concert with the Lead Minister, staff, and congregation, the Board will produce and adopt:

- A Board Strategic Plan, to be updated every three to five years, consisting of a short list of the most important results the Board intends to achieve through the Church's ministry and the Board's strategic choices (regarding program, membership, capital and operating budgets, and staffing).
- The Core Values, Vision Statement, and Mission Statement, to be reviewed and updated as described in Section 4 - Discernment.

1.4. Board Officers

In addition to the duties defined by the bylaws, the officers have the following responsibilities:

1.4.1. Board President

Prepares the Board's agenda, facilitates or arranges for facilitation of Board meetings and Membership Business Meetings, and works in partnership with the Lead Minister to ensure productive partnership between the Board and staff.

1.4.2. Vice President

Assists and substitutes for the Board President upon request. The Vice President is responsible for overseeing the Board's Work Products.

1.4.3. Secretary

Ensures the safety and accuracy of Board records, including the minutes and these policies. In cooperation with the staff, the Secretary sees that minutes and Board policies are accessible to the staff and members.

1.4.4. Treasurer

Supports fulfillment of the Board's financial oversight responsibilities by working with the staff to ensure that appropriate financial reports are made available to Board members on a timely basis. The Treasurer serves as an ex-officio voting member of the Finance Committee.

1.5. Board Committees

These Committees exist to help the Board govern. They do not act as administrators, manage programs, or make decisions on the Board's behalf. The

standing Board committees are:

1.5.1. Finance Committee

Assists the Board in its oversight of the congregation's finances and ensures that routine financial reports are clear and helpful. In the first and third quarter of each year, they educate Board members on the congregation's financial status and goals. The committee has no management authority and does not participate in day-to-day financial decision-making.

1.5.2. Human Resources Committee

Assists the Board and Lead Minister in developing personnel policies, writing employment contracts, and ensuring compliance with applicable laws and that the staff-grievance process is carried out as defined by these policies. The Committee has no staff management authority and does not participate in supervision or personnel decision-making.

1.5.3. Stewardship Committee

Is responsible for the duties outlined in the Bylaws Article X Section 3.

1.6. Expectations of Board Members

1.6.1. Board Job Description

The Board of Trustees serves in trust for the congregation and speaks with one voice. Staying in close touch with the congregation, the BOT articulates the church's vision through its governing policies and, referring to those policies, monitors the work of the executive team. The BOT speaks through its written policies (decided by discussion and voting). The BOT's powers and responsibilities are subject to the corporate charter, the Unitarian Universalist Church of Las Cruces (UUCLC) Bylaws, and Federal and New Mexico laws.

1.6.2. Responsibilities of Board Members

The members of the BOT agree to accept and abide by the following responsibilities:

- Live and model commitment to the church with an annual financial pledge and time and talent.
- Live and model shared ministry in the Board's relationships with the Minister, staff, other leaders, and the congregation.
- Become familiar with the Board of Trustees Job Description.
- Become familiar with official documents such as Bylaws, policies and financial reports available on the church website and circulated before Board meetings.
- Prepare for Board meetings by studying the agenda and related materials

provided before meetings.

- Attend and participate in Board meetings as scheduled. Meetings are usually about two hours long. The Board will operate under mutually agreed meeting norms.
- Articulate the Church's mission as needed and demand accomplishment of the mission from the BOT and staff.
- Mentor and educate Board candidates and new Board members to ensure they understand the Board's policy governance responsibilities.

1.6.3. Expectations of Board Members

Each member of the Board of Trustees is expected to:

- Treat one another with respect and courtesy. When we have disagreements or conflicts, we will address those directly with the persons concerned, seeking assistance from others as necessary to sustain a positive working atmosphere at the Board table.
- Study the book *Governance and Ministry: Rethinking Board Leadership* by Dan Hotchkiss.
- Possess basic email skills and regular access to email.
- Participate in Board and leadership mentoring and education.
- Ask questions when information is needed.
- Volunteer to assist in projects within the purview of the Board.
- Appropriately accept and respond to questions from church members and friends, referring them to the Lead Minister when appropriate. Questions which require a Board decision should be brought to the Board.
- Attend congregational meetings and special leadership sessions and retreats.
- Make a special effort to welcome guests and new members during the fellowship time after Sunday worship.
- Serve on a Board committee or task force as needed.
- Serve as an officer of the Board.
- Respect Board decisions once a vote is taken.

1.7. Conflicts of Interest

The Board expects all of its members to carry out their duties with undivided loyalty to the Church and its mission. A conflict of interest exists whenever a Board member has interests or duties that may hinder or appear to hinder the Board member from fulfilling this duty.

1.7.1. Definition.

Conflicts of interest arise when the Board member:

- Stands to gain or lose financially because of an action of the Church in which he or she has a decision-making role.
- Cannot set aside his or her personal preferences as an individual consumer of the Church's services to act in behalf of the whole Church and its mission.
- Faces any other situation that impairs or reasonably appears to impair his or her independence of judgment.
- Has a close relationship with someone who has a conflict of interest, as defined here. A close relation includes any person, corporation, or other business entity with which the Board member has a close personal, family, or business relationship.

1.7.2. Conflict-of-Interest Disclosure.

The Board will annually require its members to disclose all existing or foreseeable conflicts of interest.

1.7.3. Conflict-of-Interest Process.

When a Board member reports a potential conflict of interest related to a matter before the Board, the Board (minus the affected member) will determine how to handle the situation.

1.8. Affiliate Organizations

Affiliate organizations are established with approval from the Board to further the mission and goals of the Church. Their bylaws, including any amendments, must be approved by the Board, and their officers must promptly file all of their official minutes and financial reports with the Church office and make other disclosures or reports as the Board or staff may require in order to ensure compliance with the Church's nonprofit and tax-exemption status. The current auxiliaries are:

- The Covenant of Unitarian Universalist Pagans (CUUPs) is an integral part of the Church, functioning as an unincorporated association with its own bylaws and elected leadership.
- The New Mexico State University Unitarian Universalists (NMSU-UUs) is an integral part of the Church, functioning as an unincorporated association with its own bylaws and elected leadership.

2. Management (1-2018)

2.1. Delegation to Staff

Adopted by the Board of Trustees, January 2018.

2.1.1. Delegation to Lead Minister

- The Lead Minister will lead and guide the spiritual, programmatic, administrative and caring ministry of the Church, and is delegated authority and responsibility to make operational decisions, adopt administrative policies, and allocate congregational resources except as specifically limited by the Bylaws or policies.
- The Lead Minister is authorized by the Board to establish additional policies, make decisions, take actions, and develop activities using a reasonable interpretation of the Church Bylaws and the Board and committee policies and directions.

2.1.2. Senior Staff

The Lead Minister manages the work of the Church in collaboration with the senior staff. The senior staff includes the Congregational Administrator, the Director of Religious Education, the Director of Music, and any other ministers. All of these, report directly to the Lead Minister. The Board expects the senior staff, individually and jointly:

- To collaborate with and unify other paid staff and volunteers toward the fulfillment of the Church's mission and goals.
- To ensure compliance with the Bylaws, Board policies, and applicable laws and regulations.
- To uphold high standards of ethical and professional conduct as outlined by the UU professional associations.

2.1.3. Staff and Volunteer Accountability

All staff members and volunteers are accountable to the Lead Minister, who is accountable to the Board for their performances.

2.1.4. Other Delegations

- Other Committees and Task Forces (Bylaws, Article VI, Section 10),
- Board Committees (Bylaws, Article VII, Section 1),
- Congregational Committees (Bylaws, Article VII, Section 2),
- Committee on Ministry (Bylaws, Article VII, Section 3),
- Communications Outreach Committee (Board Policy Manual)

2.2. Care for Members and Guests

Staff and volunteers must take reasonable care to prevent harm to members, guests, program participants, and other people taking part in activities on the church campus.

2.2.1. Health and Safety

2.2.1.1. Responsibilities

- The staff and volunteers must ensure that Church activities are safe for participants. Volunteers are responsible for promptly alerting staff to any unsafe conditions.
- The staff are responsible for ensuring that facilities are maintained in a safe, sanitary, and secure condition; that required licenses and inspections are kept up to date; and that hazards are corrected promptly as funding allows. The staff will inform the board of any repairs or hazards that require funding beyond the current budget.

2.2.1.2. Alcohol.

It is the position of the Church that alcoholic beverages are acceptable in moderation and at appropriate times for certain activities such as wedding receptions, dinners, and other social events, subject to applicable laws, regulations, and UUCLC Alcohol Policy (see page 22).

2.2.1.3. Smoking.

Smoking is permitted only in designated areas.

2.3. Emergency Planning

The staff must create and maintain a written plan for responding to reasonably foreseeable emergencies, including accident, illness, fire, toxic conditions, weather problems, threatening situations, power outages, and natural disasters.

2.4. Child Protection

See the Child and Youth Safety Policy on page 32.

2.5. Disruptive Behavior

See the Disruptive Behavior Policy on page 35.

2.6. Harassment

Employees, volunteers, and agents of the Church are specifically prohibited from acts of harassment, including but not limited to racial, sexual, religious, or age-related harassment, against any member or participant in Church activities or any employee, independent contractor, or applicant for employment.

2.7. Firearms

The Church prohibits anyone other than on-duty law enforcement officials or off-duty law enforcement officials hired by the Church from carrying a firearm on Church property.

2.8. Universal Access

The Church intends to make its premises and activities safely and conveniently accessible to persons with disabilities. The staff must ensure that Church facilities, programs, and policies meet or exceed all applicable legal requirements as funding allows. The staff will inform the board of any access needs that require funding beyond the current budget.

2.9. Care for Staff

2.9.1. Personnel Manual

The Lead Minister will be responsible for ensuring a Personnel Manual is developed and maintained. The Personnel Manual will outline employee's rights, responsibilities, and benefits. The Personnel Manual must provide, at a minimum, adequate policies to give practical effect to the following principles: nondiscrimination, confidentiality, harassment, grievances, and whistleblowers protection.

2.9.2. Supervision and Evaluation

Each employee will be assigned an immediate supervisor, who will provide an up-to-date job description and complete an annual process of goal-setting and performance review. Individual staff goals and performance reviews are confidential, to be shared only as necessary to support Church decision-making and as required by law.

2.9.3. Compensation and Benefits

The Church intends to be a Fair Compensation Employer as defined by the UUA. As part of the annual budget process, the Lead Minister, in cooperation with the Human Resources Committee, will review compensation and benefits for all paid staff and recommend adjustments for the coming year.

2.10. Personnel Decisions

2.10.1. Hiring Senior Staff.

Before filling Senior Staff positions, the Lead Minister and the Board will appoint a Search Committee. The Lead Minister will head the Search Committee and present a final candidate to the Board for approval.

2.10.2. Hiring Other Staff.

Before filling other staff positions, the Lead Minister must consult with the direct supervisor for the position before making a selection.

2.10.3. New Positions.

New positions are normally created through the budget process. The Lead Minister may create and fill temporary positions, provided that they can be funded within established budgetary limits.

2.10.4. Employment at Will.

All paid staff are employees at will, unless the Board approves the terms of a contract that states otherwise.

2.10.5. Termination.

Because the termination of an employee is so potentially damaging to the congregation, the Lead Minister will work in consultation with the Board on all proposed terminations. Prior to discharging a paid staff member, the Lead Minister, in consultation with the Board, must ensure that the decision complies with applicable laws, Board policies, contracts, and the Personnel Manual. The Lead Minister must promptly inform the Board when an employee has been terminated.

2.11. Care for Resources

The staff and members must take all reasonable care to prevent harm to the Church's financial assets, property, credit, and tax exemption. The Finance and Facilities Committees, in collaboration with the staff, should develop administrative practices and procedures designed to prevent such harm and must report promptly to the Board on any significant shortcomings in their implementation.

2.11.1. Operating and Capital Budgets

The proposed operating budget will be created as outlined in the Bylaws, Article X, Section 2. Proposed budgets must be based on the current Vision of Ministry and the latest strategic plan.

2.11.2. Spending Authority

The Treasurer controls and is responsible for all spending out of Church accounts, subject to the limitations set out in the Bylaws, Article X, Section 2. Donor-restricted funds may not be used in violation of donor restrictions or Board-restricted funds in violation of Board-imposed restrictions.

2.11.3. Gift Policy

See the Gift Policy on page 6.

2.11.4. Special Funds

The Board may establish long- and short-term special funds to be used for designated purposes. These funds operate solely at the discretion of the Board.

2.11.5. Accounting and Financial Standards

It is the Board's intent that we adopt the Unitarian Universalist Association Accounting Policies and Procedures Manual, as modified to accommodate Church operations. The Finance Committee is responsible for modifying and implementing the manual.

2.11.6. Asset Protection

The Lead Minister and staff are responsible for ensuring that Church assets are protected from loss or theft, including:

2.11.6.1. Insurance

Adequate insurance to protect against property losses, liability for injuries to others, corporate liability, personal liability of Board members and staff, and honesty bonds for all personnel with access to material amounts of funds.

2.11.6.2. Maintenance

Maintenance of Church property and equipment to keep it in working order, subject to reasonable wear and tear.

2.11.6.3. Intangible property

Reasonable steps to protect the Church's intangible property, including intellectual property, electronic data, and paper files from significant damage or loss.

2.12. Document Retention

The Lead Minister and staff, in collaboration with relevant committees, must maintain written procedures to govern the backup, retention, and destruction of the Church's documents, giving definite retention periods for classes of financial, business, pastoral, personnel, and corporate records in both paper and electronic forms.

3. Oversight (1-2018)

Oversight is the Board's authority to hold the paid and volunteer staff accountable. The Board is exercising oversight when it reviews a financial audit, evaluates the congregation's progress toward its annual goals, or talks to the Lead Minister about performance. In oversight, more than any other aspect of its work, the Board holds itself a critical distance from the staff in order to give feedback from an independent standpoint.

Adopted by the Board of Trustees, January 2018.

3.1. Monitoring

3.1.1. Financial Reports

A report of the current financial performance compared to the annual budget will be emailed to the board in advance of each monthly meeting. Detailed statements will be filed and made available to congregation members who request them.

3.1.2. Work Reports

The board may request reports on the church's work in given areas. At the Board's discretion, these reports will address how this work is relevant to the church mission.

3.1.3. Board Inquiries

The board will inquire into policy compliance at least every five years to assess organizational functioning.

3.1.4. Financial Review

An Annual Financial Review will be completed as described in the Bylaws, Article X, Section 9.

3.2. Evaluations

3.2.1. Program Evaluations

The Vice President is responsible for ensuring the Board's Work Products are created as outlined in Board Governance Policy 1.2 and 1.3.

3.2.2. Staff Evaluations

The Lead Minister is responsible for ensuring that a written evaluation is conducted annually for each staff member as outlined in Board Management Policy 3.2.

4. Alcohol Use (12-1999)

4.1. Purpose

This policy, approved by the Board of Trustees in December 1999, holds the position that alcoholic beverages are acceptable in moderation and at appropriate times for certain activities, such as: wedding receptions, dinners, and other social events. The purpose of this policy is to ensure that alcohol is used on church property wisely and only with the knowledge of church leadership. Moreover, it ensures that the church and anyone using the church property strictly follows all Federal and state laws regarding alcohol use.

4.2. Responsibility

The host of host group sponsoring the activity on the Church premises assumes all

responsibility for observance and enforcement of the alcohol use policies.

4.3. Acceptable Beverages

Only beer or wine, including champagne, may be served. Beer may not be dispensed from kegs.

Alternative non-alcoholic beverages must also be offered and served with equal prominence and attractiveness as the alcoholic beverages.

4.4. Beverage Service

Alcoholic beverages must be served by a bartender or other responsible person who will monitor responsible drinking. A responsible person will be assigned to monitor guests during the event to insure that no one is intoxicated.

4.5. Underage Drinking

Underage drinking as defined by New Mexico law, is prohibited and must be strictly enforced.

5. Church Equipment (5-16-2007)

The purpose of this policy is to describe who may borrow church equipment and under what conditions and restrictions it may be removed from church property.

It is the intent of this policy to aide church members in support of activities that improve the church. Any unforeseen exception that may come in conflict with this policy can be reconsidered by joint action of the Minister, the President, and Office Manager.

Adopted by the Board of Trustees May 16, 2007.

5.1. Off-site Use of Equipment

It will be the policy of the Board of Trustees that the use of certain church equipment away from the Church Grounds will be permitted when that event is in support of church functions, or otherwise benefits the well-being of the UUCLC socially or financially.

5.2. Restrictions

Electronic equipment will not be removed from the church premises. This will include, but is not restricted to: computers, computer periphery, projectors, screens, microphones, amplifying equipment and portable telephones.

5.3. Equipment Checkout

Tables and chairs, portable tripods and white boards, should be checked out through office personnel. Check out times will be limited to established office hours, Monday through Friday. Exceptions to these hours must be made through

Office Management in advance.

5.4. Returning Equipment

All facility away from the church will be returned cleaned and in time for the next church activity. Equipment should be returned to the area of the church from which it was obtained. Any defects or maintenance that is required should be reported to Office Management. That information will be passed on to the Director of Facilities or those persons appointed by the Director to manage storage and equipment care.

6. Communications (in revision)

Policy currently being rewritten, 8/2019

6.1. Website

This website is owned and operated by the Unitarian Universalist Church of Las Cruces, New Mexico, referred to in this policy as “we” or “UUCLC.”

6.1.1. Privacy

The first principle of Unitarian Universalism is to promise to affirm and promote the inherent worth and dignity of every person. This principle encourages us to protect the privacy of visitors.

We recognize that visitors to our site may be concerned about the information they provide to us, and how we treat that information. This privacy policy addresses those concerns. This policy may be changed or updated from time to time.

If you have any questions about our Privacy Policy, you can contact us at: CommunicationsOutreach@uuchurchlc.org or call 575-522-9781. We are available to answer your questions or hear your concerns.

6.1.2. Personal Information

We collect personal information from our website visitors only on a voluntary basis. Visitor refers to anyone accessing our website, including church members.

Personal information may include name, home address, email, and telephone numbers, and credit card number if a visitor is registering for an event or wishes to donate to the church. We do not require this information to obtain access our site, however if a visitor attempts to access certain areas of the website that are secured for use by church members, then we may need to some or all of the information mentioned above before granting access.

We do not sell or rent any personal information to other organizations.

The personal information we collect is only used to process a request placed by the visitor. We never sell email addresses and if one is provided to us we will use it only for the purpose for which it was intended. If we pass along an email address, it

would only be to the congregation or person who has the information sought by the visitor.

6.1.3. Pictures or Images of Children

We sometimes use stock pictures of children on our website. When we post pictures of the children of our members, we require a written parental waiver.

If a child/youth from our congregation ever posts something that is alarming, implies abuse or suicidal thoughts, **immediately** bring attention of the post to the **Director of Religious Education** and the **minister**.

6.1.4. Statistical Information

We collect information on visitor browsing habits while they are in our website. Companies that provide web services to the site also have access to that information, for example Google, Firefox, Chrome and other browsers. This site collects information using cookies and JavaScript, so if they are enabled in your browser, we will collect information such as your browser type, operating system, IP address, and location. This information is only used for statistical purposes to help us manage our website and cannot be used to identify you as an individual.

6.1.5. Information Accuracy

We will work hard to ensure that the information in our website is correct and accurate. When we identify errors, we correct them as fast as we can.

If you find an error on our website or have questions about our Privacy Policy, please send an email to CommunicationsOutreach@uuchurchlc.org.

6.1.6. Links to Third Party Sites

Our web site contains some hyperlinks to web sites operated by parties other than our church. These hyperlinks are provided for your convenience. We do not control the other web sites and are not responsible for their contents or privacy policies. Including hyperlinks to other web sites does not mean we endorse the material on these sites or mean we have any association with the sites' operators.

6.1.7. Universal Social Media Policies

Social media is often the first impression our congregation presents to newcomers, questioners, and visitors. We are always mindful of how we present our congregation through these social media channels when posting and publishing under the UUCLC name. All communication we send out must comply with the Covenant of Healthy Relationships and our Mission and Vision. These should always be on our mind as we communicate under the UUCLC name: we aren't speaking for ourselves; we're speaking as the congregation.

6.1.8. Affinity Groups

Affinity Groups are welcome to start their own web-based communication tools,

but as a congregation we do have some guidelines.

6.1.9. Disclaimer

On all websites, Facebook pages, social media platforms, make it clear that you are an affinity group within UUCA and do not speak for the entire congregation.

Please add this disclaimer to your sites:

“Anything posted here is the sole opinion of the <group name here>, not the Unitarian Universalist Congregation of Atlanta.”

Let the website team know if you start a website. Only officially recognized affinity groups will have a link to their site posted on the UUCA Website.

6.1.10. Social Media as a Shared Endeavor

Communications Outreach wants to make sure everyone in the church has a chance to be heard. To that end, the UUCLC Facebook page will “Like” any officially recognized church program or affinity group and will repost events when asked to do so (up to one posting per week).

Communications Outreach moderators will retweet/re-blog information on Twitter and Tumblr when asked to do so by one of the church’s recognized programs, church partners or affinity groups.

6.1.11. Right Relations

Communications must comply with the Covenant of Healthy Relationships; Communications Outreach will always lead by example. If someone believes or perceives that a post from a congregant/visitor violates our Covenant of Healthy Relationships, that person should bring it to the attention the minister or Communications Outreach. If the minister or Communications Outreach agrees that it is violation of the Covenant of Healthy Relationships, delete the comment/post in question and send a private message to the person who posted the comment calling their attention to the Covenant of Healthy Relationships, and informing commenter that repeat offenses could result in being banned.

6.1.12. Logo and branding

Communications Outreach will use common Unitarian Universalist Association logos and brandings, such as the new Unitarian Universalist Association logo, Unitarian Universalist Association chalice images, and consistent colors, throughout UUCLC’s website, Facebook page, and Tumblr.

Unitarian Universalist Association logos and images may be cropped or resized as necessary but they may not be changed in any other way without the prior approval of Communications Outreach.

6.1.13. Addressing Social Justice Issues in Social Media

Only social justice issues that are initially posted by the Unitarian Universalist

Association, an official Unitarian Universalist Association social justice campaign, or pre-approved by the minister or Communications Outreach will be addressed in any UUCLC social media. When we post something as UUCLC, it appears to be the official stance of the entire congregation. If UUCLC hasn't taken a stance on an issue that's addressed on our website, you need to get approval before posting. For example, if we address a Unitarian Universalist Association social justice initiative issue on the website but the congregation has not voted to adopt the initiative, then anyone who addresses that issue in UUCLC's social media must be clear that the ideas put forth in the post represent those of the individual, not the congregation.

6.1.14. Addressing Private Businesses or Political Candidates in Social Media

Social media posts that advertise private businesses or political candidates are forbidden when using *official congregational accounts*.

6.1.15. Addressing Partner Non-profits in Social Media

Events/posts from partner non-profits are allowed if we have worked with them in the past or if they further our mission, vision, and principles, unless those events/posts conflict with any other policy in this document.

6.1.16. Programs of the Church, Including Affinity Groups

Church programs and affinity groups that are approved by UUCLC may ask to have events posted on their behalf. There is a limit of one posting per week.

6.2. Social Media

Social media are computer-mediated technologies that facilitate the creation and sharing of information, ideas, common interests and other forms of expression using virtual communities and networks. UUCLC currently makes use of a website and Facebook.

6.2.1. Social Media Updates

Social media outlets need to be updated regularly if they are going to be an effective means of communications and outreach. Daily, or at least weekly, relevant content updates are a very desirable goal for Facebook and Twitter. Content should look professional, be free from typographical and grammatical mistakes. All words, pictures, videos, music, and any other media must be the original work of the poster or copyright laws and appropriate attribution must be followed.

Changes made to page or post themes, profile pictures, or color schemes must be approved by Communications Outreach.

Facebook is a popular free social networking website that allows registered users to create profiles, upload photos and video, send messages and keep in touch with friends, and colleagues. It includes public features such as:

- Marketplace - allows members to post, read and respond to advertisements (for example: buy a great UUCLC t-shirt).
- Groups - allows members who have common interests to find each other and interact. (Useful is we encourage our Affinity Groups to build Facebook pages)
- Events - allows members to publicize an event, invite guests and track who plans to attend.
- Pages - allows members to create and promote a public page built around a specific topic. (Black Lives Matter)
- Presence technology - allows members to see which contacts are online and chat.

UUCLC's Facebook page is one of our primary means of social media communication. Facebook serves three main purposes:

1. Community building, inspiration, and announcements for current members/friends
2. Information for Visitors/Newcomers/Seekers/Questioners
3. Outreach/Connection to greater community and denomination.

6.2.2. Facebook

Regular daily posts in each of these three areas is a very desirable goal.

Unlike other social media platforms, if someone visits the UUCLC Facebook page, they will see posts that we have not directly approved. Other people can post to the UUCLC Facebook wall under their own names, although this does not show up in Facebook feed of people who follow the church.

We will moderate all posts because Facebook is the main social media platform for UUCLC. If anyone posts to the UUCLC Facebook wall, an email will be sent to a member of Communications Outreach who will moderate the new posting as soon as possible. A desirable goal is to moderate emails and posts on a daily basis – if something is posted that violates our Covenant of Health Communications, the moderator will act immediately to [what?].

6.2.2.1. Sharing Information between Our Website and Facebook Page

Communications Outreach will pass events, special events, and other relevant material from the UUCLC website to the UUCLC Facebook page. These items will be created on Facebook under the UUCLC name.

We will avoid flooding UUCLC Facebook followers' news feeds by creating no more than six (6) Facebook posts in a single day. We accept that there may be circumstances outside of our control that violate the six-post limit, for example: The death of a church member, a last-minute call for a vigil, etc.

6.2.2.2. Editing Our Facebook Page

Communications Outreach is responsible for approving all edits to the UUCLC Facebook page or the addition of any Facebook applications to the page.

6.2.2.3. Other (Non-UUCLC) Facebook Pages

Communications Outreach or other designated social media moderators will not comment on other pages as representatives of UUCLC. Comments identified as "UUCLC – Unitarian Universalist Church of Las Cruces" will only be made on UUCLC's Facebook page. Follow up comments must be relevant to the initial post/comment, provide accurate information, and have a calm, nonviolent tone. If there is a discussion that forms over a post, do not participate in or elevate any kind of argument as a representative of UUCLC or representing the stance or point of view of UUCLC.

Church members and friends will not comment on other pages as representatives of UUCLC. Comments identified as "UUCLC – Unitarian Universalist Church of Las Cruces" will only be made on UUCLC's Facebook page. Follow up comments must be relevant to the initial post/comment, provide accurate information, and have a calm, nonviolent tone. If there is a discussion that forms over a post, do not participate in or elevate any kind of argument as a representative of UUCLC or representing the stance or point of view of UUCLC.

6.2.2.4. "Liking" Someone Else's Facebook Page

People who are authorized to add content, edit, or moderate UUCLC's Facebook page will limit "Like" to denomination-wide pages, district-wide pages, our interfaith partners, and church programs and affinity groups within UUCLC.

People acting as an authorized UUCLC content providers, editors, or moderators, must ensure that when they "Like" a page from their personal Facebook account that they don't accidentally like it from the UUCLC page. As a congregation, our content providers, editors, or moderators can like official Unitarian Universalist Association affiliates (MDD, UUUNO, UUSC) and other congregations with which we have a current, clearly established partnership.

Twitter is a conversational medium more instantaneous than Facebook. Unlike Facebook where a single-post approach works, twitter often involves multiple tweets back and forth with other people who use Twitter. Therefore, we must pay close attention to follow-up replies and direct messages.

Twitter is used for:

1. Outreach in our local community and evangelism
2. Conversations with other Unitarian Universalists, congregations, and Unitarian Universalist Association affiliates

6.2.3. Twitter

These policies are directed toward people who are authorized to use Twitter on behalf of UUCLC

Communications Outreach determines which Facebook posts should be forwarded to Twitter.

UUCLC's Twitter moderators are free to re-Tweet messages from community partners, Unitarian Universalist Association programs, other congregations, but only if they align with policies laid out in "Universal Social Media Policies."

Communications Outreach or UUCLC's authorized Twitter moderators will use a tweet scheduler program, like Hootsuite or Tweetdeck, to make sure tweets go out throughout the day rather than all at once. When we use these services, we will be careful to post from @lascrucesuu and not a personal account. If a personal tweet is accidentally sent through UUCLC's name, it will be deleted right away.

It's both common and popular to post inspirational quotes. Content providers, editors, and moderators will ensure that all quotes are attributed.

6.2.3.1. Relevant Twitter conversations

Moderators will make sure that all twitter conversations are relevant to our Mission, Vision, and Principles. Moderators will not get pulled into heated theological arguments or political rhetoric.

6.2.3.2. Information requests in Twitter

If someone asks for information that the moderator is unable to provide, then requestor will be referred to our website or to the appropriate staff members in a Direct Message.

6.2.3.3. "Following"

Moderators will not "follow" everyone who follows UUCLC because some followers may be spammers. "Follow" back other UU congregations and organizations,

community organizations in our area, and members/friends of the congregation.

Use tags as often as possible, especially #lascrucesuu and #uu.

6.2.4. Tumblr

Tumblr lets you effortlessly share anything. Post text, photos, quotes, links, music, and videos from your browser, phone, desktop, email or wherever you happen to be. It is a cross between a social networking site (like Facebook and Twitter) and a standard website (blog). It is often described as ‘microblog’ as people usually post short snippets of text and quick snaps as opposed to longer diary style entries found in more traditional blogs.

Tumblr appears to have a younger user demographic in comparison with other social networks. To register for a Tumblr blog, you must be over thirteen years of age.

Tumblr is used primarily for:

1. Graphic arts, photographs, animated .gifs, and videos
2. Outreach in our local community and evangelism, especially to youth and young adults

Tumblr is most popular with under-25 year olds, especially early college and high school youth. It is primarily a graphic arts medium with short blog posts. Our Tumblr account posts to the UU Blog aggregator uupdates.net

UUCLC Tumblr moderators will not flood the UUCLC Facebook wall with Tumblr posts. If there is something posted on Tumblr that’s not quite appropriate for Facebook (like answering someone’s question) pull up the Facebook page and delete the Tumblr post. Additionally, use Tumblr as a tool to schedule posts to our Facebook wall.

Content providers and moderators will tag all UUCLC posts on Tumblr with “Las Cruces Unitarian Universalism,” among other relevant tags for the post.

6.2.4.1. “Liking” and re-blogging

Content providers and moderators are free to “Like” posts relevant to UUCLC’s Mission, Vision, and Principles. “Liking” posts is a way to advance our name without it posting to our Facebook wall.

Re-blogging posts relevant to UUCLC’s Mission, Vision or Principles is acceptable, but each of these posts will show up in UUCLC’s Tumblr feed and on UUCLC’s Facebook wall, so use sparingly. Use “Like” more than re-blogging posts.

6.2.4.2. Alarms!!!

Tumblr is a likely platform where teens will express personal pain (much more so than Facebook or twitter.) If moderators see anything alarming from one of the

youth in our congregation, alert the minister and Director of Religious Education immediately. When these feelings are expressed by someone who is not a member of the congregation, then, as appropriate, offer them links to resources with helpful information; for example: The New Mexico crisis hotline, Al-Anon, the National Alliance on Mental Illness, etc.).

6.2.4.3. Youth under 18 years of age

Of moderators recognize that a Tumblr account is clearly a youth under the age of 18, they will not initiate “following” that person. You can only “follow” them back.

6.2.4.4. Short content and pictures

Content providers and moderators will not post text-heavy items on Tumblr. Posting three paragraphs or fewer will encourage the recipients to read the material. Whenever possible, include a picture with the text.

Content providers and moderators will ensure that all pictures initially posted by them are either in the public domain, a picture taken/created by the content provider or moderator or another member in the congregation, or used according to its Creative Commons license.

All pictures will be PG rated or lower.

6.2.4.5. “Following”

Moderators will not “follow” everyone who follows UUCLC because some followers may be spammers. “Follow” back other UU congregations and organizations, community organizations in our area, and members/friends of the congregation.

Communications Outreach considers it a desirable goal to auto-post the prior week’s sermon topic and snippet to UUCLC’s Tumblr account.

6.2.4.6. Tumblr posting suggestions

On Mondays, post the Monday Meditation from the Unitarian Universalist Association.

On Wednesdays post a graphic wishing people a Wonderful Wednesday.

On Friday or Saturday post the topic of Sunday’s sermon. Auto-posting the upcoming service topic and a snippet is a desirable Communications Outreach goal.

6.2.4.7. Age-appropriate posting language

Content providers and moderators will attempt to frame all UUCLC Tumblr posts using words and phrases that are suitable and engaging for a younger audience. The majority of Tumblr users are 15-25.

7. Child and Youth Safety (3-26-2014)

7.1. Coverage

This policy, approved by the board on March 26, 2014, covers the safety of children and youth through age 18 at all congregational events and activities, whether they occur on or off the campus of the Unitarian Universalist Church of Las Cruces (UUCLC). Our intention is to provide a safe and nurturing environment that respects the worth and dignity of every person.

7.2. Definitions

The word parents, as used in this document, may include any of the following:

- Parent(s): one or more adults related by blood or law to a specific child.
- Guardian(s): one or more adults legally responsible for the health and well-being of a specific child
- Responsible Adult: a member or friend of the congregation who brings a child to any UUCLC event or activity, remains at the event or activity for its duration, and who is responsible for the well-being of the child who is involved in the activity/event.

7.3. Staff and Volunteers Working with Children and Youth

- Create covenants with all staff, parents, children and youth, emphasizing our shared accountability for safety and comfort for all.
- Share responsibility for the safety and supervision of children and youth participating in UUCLC events and activities with parents, with the understanding that parents are their children's primary caregivers on and off the church campus.
- Make every effort to provide adequate, age appropriate supervision by screened adults for children and youth, at all specified times during church activities.
- Provide screened professional and volunteer staff to work with children and youth.
- Provide training for all volunteer and professional staff including:
 - Behavioral management procedures that reflect our UU Principles
 - Safety procedures
 - Identification and reporting of abuse and neglect
- Maintain safe facilities and grounds.
- Report any suspicions of abuse and/or neglect of minors in accordance with New Mexico law.

8. Child Health and Illness (2015)

This policy was adopted in 2015.

For the protection of all, please make sure to keep this policy in mind when deciding to bring your family to UUCLC.

8.1. Guide for children

- In the event that a child becomes sick, the family will be notified and prompt pick up arrangements will be made.
- If a child is sick, unable to play outdoors, and/or unable to participate in regular daily activities, please keep them home

8.2. Guide for Adults and Children

8.2.1. When to stay home:

- Fever 99.9 degrees and higher
- Rash ~ Unexplained rash
- Vomiting or/and Diarrhea ~ All symptoms should be gone for 24 hours before attending.
- Strep Throat
- Flu/Bronchitis/Pneumonia/Uncontrolled coughing
- Ear Infection
- Conjunctivitis (red eyes with yellow discharge)/Pink Eye ~
- Head Lice ~ Usually takes 24 hours to treat head and house

8.3. Common Cold Policy

- For young children and vulnerable adults; it is difficult to keep the spread of germs down.
- For example: hand to face contact, mouthing of toys, uncontrolled nasal discharge, uncovered sneezing and coughing etc.
- A person should return when he or she is free from symptoms and no longer infectious. You should also be well enough to actively participate in the events at UUCLC.

Please let the Director of Religious Education or the office administrator know if you or your child has symptoms of chickenpox, measles or other highly infectious disease. Names of the children will be kept in confidence. If you have any questions concerning this policy and whether you or your family should attend, please ask.

9. Disruptive Behavior (May 2006)

Openness to a diverse collective of individuals is one of the prime values held by our congregation. We affirm the belief that our congregation must maintain a secure atmosphere where such openness can exist. If any persons' physical and/or emotional well-being, safety, or freedom to express his or her beliefs or opinions is threatened, the source of the threat will be addressed firmly and promptly, even if this ultimately requires the expulsion of the offending person or persons.

The purpose of this policy is to provide guidance when church members or visitors engage in disruptive behavior.

9.1. What is Disruptive Behavior?

Disruptive behavior is defined as one or more of the following conditions:

- Perceived threats to the safety of any adult or child;
- The disruption of church activities;
- Diminishment of right relations and our regard for one another.

9.2. Dealing with Disruptive Behavior

The following shall be the policy of the Unitarian Universalist Church of Las Cruces in dealing with these issues:

1. If an immediate response is required, the Minister(s) or if appropriate, the Director of Religious Education (DRE), and/or the leader of the group involved will undertake this. This may include asking the offending person or persons to leave, or suspending the meeting or activity until such a time as it can safely be resumed. If further assistance is required, the Police Department may be called. The Minister(s) and/or DRE shall be notified if any of these actions are undertaken in their absence. **A follow-up letter detailing what steps must be taken before returning to the activities involved will be sent by the Minister(s) and/or the DRE to the offending party or parties.**
2. In situations not requiring immediate response the Minister(s), Director of Religious Education if appropriate, and/or the Committee on Ministry will refer the issue to an ad hoc committee appointed by the Board of Trustees. The committee will respond in terms of their own judgment observing the following:
 - a. The committee will respond to problems as they arise. There will be no attempt to define "acceptable" behavior in advance.

- b. Persons identified as disruptive will be dealt with as individuals; stereotypes will be avoided.
- c. The committee will collect all necessary information.
- d. To aid in evaluating the problem, the following points will be considered:
 - **DANGEROUSNESS** – Is the individual a source of a threat or perceived threat to persons or property?
 - **DISRUPTIVENESS** – How much interference with church functions is going on?
 - **OFFENSIVENESS** – How likely is it that prospective or existing members will be driven away.
- e. To determine the necessary response, the following points will be considered:
 - **CAUSES** – Why is the disruption occurring? Is it a conflict between the individual and others in the church? Is it due to a professionally diagnosed condition of mental illness?
 - **HISTORY** – What is the frequency and degree of disruption caused in the past?
 - **PROBABILITY OF CHANGE** – How likely is it that the problem behavior will diminish in the future?
 - The committee will decide on the necessary response on a case-by-case basis. However, the following three levels of response are recommended:
 - **LEVEL ONE** – The committee will inform the Minister(s) and if appropriate, the Director of Religious Education of the problem and either the Minister(s), the Director of Religious Education or a member of the committee will meet with the offending individual to communicate the concern.
 - **LEVEL TWO** – The offending individual is excluded from the church and/or specific church activities for a limited period, with reasons and conditions of return made clear.
- f. Any action taken under item f. (above) may be appealed to the Executive Committee of the Board of Trustees and/or the Minister(s).
 - **LEVEL THREE** – The offending individual is permanently excluded from the church premises and all church activities. Before this is carried out, the committee will consult with the

Board of Trustees, the Minister(s) and, if appropriate, the Director of Religious Education. If it is decided, by consensus that expulsion will take place, the Minister(s), the Chair of the Board of Trustees, the Chair of this committee will send a letter explaining the expulsion and the individual's rights and possible recourse.

Regarding rights of individuals who feel threatened by behavior of other individuals: No heretofore stated policy of the church restricts the rights of an individual (on the premises) who feels threatened and calls the police on his/her own behalf.

10. Endowments and Investments (04-03, amended 2007)

10.1. Committee

The Endowment and Investment Committee will recommend investment of the endowments of the church. At this time there are three endowment funds: religious education, music, and general.

10.1.1. Committee Composition

The establishment of this subcommittee was proposed at a regular meeting of the Finance Committee on April 15, 2003 and approved by the Board April 16, 2003. The original subcommittee members were David Carlson, Bill Guither & Clyde Eastman.

This is a subcommittee of the Finance Committee of the church and will be composed of at least three members.

10.2. Endowments

10.2.1. General Endowment

The income is to be used for betterment of the church. The Board recommends that the interest be used for leadership development.

10.2.2. Music Endowment

The income is to be used to support music in the church. Requests for this income will be made by the Music Committee Chair to the board as part of the budget process.

10.2.3. The Benjamin W. and Ingrid Luchini Endowment for Religious Education

The income will be used for training, student scholarships to conferences or other out of town events. It may also be used to purchase special equipment or reference

materials. Income not applied to these purposes will augment the principal. Decisions on application of the income will be the responsibility of a committee composed of the Chair of Religious Education, the Director of Religious Education and the Church Treasurer. (See the guidelines suggested by the original donors and approved by the Board October 17, 2001.)

10.2.3.1. Original Luchini gift

This endowment is established by the gift of 4400 pounds of shelled pecans currently held in the Coldway Storage & Warehousing Co. in El Paso.

1. The nuts are to be sold as soon as practical with the proceeds intended by the donors primarily for the use and benefit of the Religious Education Program. An Amount not to exceed 200 pounds may be used for the Chocoholic cooking and/or sold at the Fall Auction.
2. An amount not to exceed \$2,500 may be spent on training of religious education teachers.
3. The remaining amounts, +\$14,000, will be invested with only the interest earned each year being available to spend.
4. The income will be used for training, student scholarships to conferences or other out of town events. It may also be used to purchase special equipment or reference materials. Income not applied to these purposes will augment the principal.
5. These funds will not be used for salaries, to purchase supplies or to pay other routine expenses.
6. Decisions on applications of the income from this endowment will be the responsibility of a committee composed of the Religious Education Committee chair, the Director of Religious Education and the church treasurer.

By approval of a unanimous vote of the Board of Trustees, October 17, 2001

Signed, Clyde Eastman, President

10.3. Investment Procedures

- These monies will be invested as one integrated endowment. The income earned will be disbursed to the separate endowment components according to the percentage of their contribution to the whole fund.
- It is assumed that additional contributions will be made to these endowments and/or that endowments for new purposes may be established and will become part of this integrated fund.
- The subcommittee will make recommendations to the Board through the Finance Committee and receive authorization for the type and amount of

investment to be made.

- The funds will be invested through AG Edwards or another designated broker which will hold them in the church account. Periodic statements issued by the broker will go to the Church Treasurer.

10.4. Recordkeeping

The subcommittee will keep records of all its transactions.

11. Facilities Use (7-17-2019)

Approved by the Board of Trustees, July 17, 2019

Our intention in offering the use of our space is to live our Unitarian Universalist values by being an open and welcoming venue to our church members and the wider community. Congregational business and activities receive preference when there are competing requests to use our space, after which, if space is available, it may be scheduled.

11.1. Non-discrimination

In keeping with Unitarian Universalist principles, no individual or group will be denied use of space on the basis of religion, race, sex, national origin, disability, familial status, sexual orientation, sexual/gender identity, age, or public assistance status. User agrees to likewise comply.

11.2. Who May Use Our Facilities

- **Member** – an individual who is considered an active member of the Unitarian Universalist Church of Las Cruces as defined by the Church bylaws.
- **Friend** – a non-member who is active in congregational life for more than a year and who regularly makes a pledge or donation of record. Friends will be charged the same as Members.
- **Not for profit** – community organizations whose goals are consistent with UUA principles and not in business to make a profit.
- **For-profit** – commercial enterprise operating to make a profit. Does not include fundraisers where a private company would be invited in to sell something on behalf of a church committee.
- **Government organization** – an organization that has governmental or quasi-governmental status.

11.3. Precedence

Whenever possible, church members' events will take precedence over non-member requests for space. When necessary, the minister will make the final determination.

- **The church board, committees and programs** may use the building for properly scheduled activities.
- **Members and staff** may use the building without charge for religious ceremonies or rites of passage ceremonies (e.g., wedding, memorial service, child dedication, commitment ceremonies). To hold a religious ceremony or rite of passage, the minister must be consulted.
- **Non-profit groups** may arrange to use our space on a regular or one-time event basis. Use for regularly recurring events is at the discretion of the Minister.

The church reserves the right to refuse to rent to any organization or individual.

11.4. Available Spaces

Only rooms reserved and paid for, exclusive of restrooms, may be used by the renter. NOTE: Standing and seating capacities were calculated using Banquet Tables Pro <https://www.banquettablespro.com/space-and-capacity-calculator> and adjusted for room features, such as a kitchen, that would not allow seating.

11.4.1. Sanctuary and Lobby and Kitchenette (size, people, description, and base cost)

- Basic cost: \$75 per hour plus fees
- 1,256 square feet for sanctuary, 528 square feet for lobby
- The sanctuary seats 150
- Additional seating can be setup in the lobby for large events
- Accessible men's and women's room
- Access to a small kitchenette: sink, faucet, small refrigerator, and a serving counter
- Sanctuary equipment includes: Baby grand piano, podium, sound system with podium mic and two hand-held mics, 2 large HD TVs for projections

11.4.2. Lobby and Kitchenette

- Basic cost: \$40 per hour plus fees
- Lobby is 528 square feet
- Seats 20 people in chairs or 16 seated at tables
- Accessible men's and women's restrooms
- Access to a small kitchenette: sink, faucet, small refrigerator, and a serving counter

11.4.3. Tombaugh Gallery

Reasonable effort will be made to accommodate small events.

- Basic cost: \$40 per hour plus fees
- 745 square feet
- Seats 20 people in chairs
- Accessible unisex restroom

11.4.3.1. Restrictions

Art may not be moved or removed from the space unless a member of the Gallery Committee is present.

Candles or other flames are not allowed in the Gallery.

11.4.4. Library

- Basic cost: \$40 per hour plus fees
- 576 square feet
- Seats 40 people in chairs or 20 seated at tables
- Accessible unisex restroom
- Library equipment includes: Sound system with one hand-held mic
- Large HD TV for projections

11.4.5. Grounds Between Library and Education Buildings

- Basic cost: \$40 per hour plus fees
- 3,944 square feet
- Seats 40 people in chairs or 20 seated at tables
- Accessible unisex restroom

11.4.6. Education Building

Renters are responsible for cleaning, disinfecting when necessary, and leaving all education spaces in the same condition in which they were initially rented.

Ongoing rentals will have a 3-month trial period with the option for the Director of Religious Education or the Board of Trustees to terminate the rental agreement at the end of the trial period. After that time, the rental agreement will be reviewed quarterly with the option to terminate.

11.4.7. Education Building (EdB) Great Room and Kitchen

- Basic cost: \$75 per hour plus fees
- 749 square feet (500 sq. ft. available for seating)

- 62 people both standing and seated, 50 seated at rectangular tables
- Access to men's and women's restrooms
- Access to a small kitchen: sink, faucet, microwave, home-sized stove and oven, and a serving counter
- Equipment includes: HD TV for projections

11.4.8. EdB Red Room

- Basic cost: \$20 per hour plus fees
- 237 Square feet
- 10 people seated
- Access to men's and women's restrooms

11.4.9. EdB Orange Room (sofa, arm chairs)

- Basic cost: \$20 per hour plus fees
- 237 Square feet
- 10 people seated
- Access to men's and women's restrooms

11.4.10. EdB Blue Room

- Basic cost: \$30 per hour plus fees
- 342 Square feet
- 25 seated at tables
- Access to men's and women's restrooms

11.4.11. EdB Green Room (for event child-care)

- Basic cost: \$20 per hour plus fees
- 232 Square feet
- Access to men's and women's restrooms

11.4.12. EdB Yellow Room

- Basic cost: \$30 per hour plus fees
- 346 Square feet
- 25 people seated
- Access to men's and women's restrooms

11.4.13. Outdoor shaded area

- Basic cost: \$30 per hour plus fees
- 346 Square feet
- 75 people seated
- Access to men's and women's restrooms

11.5. Reserving and Renting Space

The Congregational Administrator will:

1. Determine if the requested date is available.
2. Ask the purpose for the event and what services, furnishings, and equipment may be needed.
3. Determine what fees apply.
4. Collect 50% of the rental fee and the security deposit when the Facilities Use Contract is signed by the renter.
5. Place event in church calendar
6. Provide renter with a copy of the contract, including uses and restrictions.
7. Collect the remaining fee two weeks before the event.
8. Arrange for access to the building(s).
9. Arrange for setup, tear down, and other custodial needs.
10. Call renter after the event to find out how things worked, what they liked best, and what we could do better the next time.

11.6. Care and Restrictions

These care and restrictions guidelines apply to everyone: members, friends, and all others using church facilities.

11.6.1. Care of Facilities

Please use environmentally friendly products whenever possible.

Leave the space as you found it.

- Recycle event materials, if appropriate.
- Clean all countertops and tables and wipe up spills from the floor.
- Load church cooking gear, dishes, serving utensils and flatware in the dishwasher or wash by hand and leave in the drying rack; do not start the dishwasher.

- Bag food refuse and other trash and placed in the dumpster in the church's north parking lot.
- Remove all food brought onto the premises for the event unless a church representative is notified and the food is clearly labeled with origin (the group bringing the food into the facility), content, and date.
- Flush toilets and pick up refuse from bathroom floors.
- Return air systems to their original settings and turn off ceiling fans.
- Turn off all lights.
- Lock all doors.

11.6.2. Restrictions of Use

Legality

- Illegal activities will not be conducted in church buildings or on its grounds, including parking lots.
- Gambling is not permitted on the premises.
- Alcohol may not be served at an event unless approved in advance by the Board of Trustees and alcohol may not be served to minors under any circumstances.

Safety and Security

- A security detail will be hired and paid for by the renter, if the church believes that one is necessary.
- Candles must be used with care; surfaces on which they rest must be protected from heat and dripping wax and all candles must be extinguished as soon as they are no longer needed. Candles are not permitted in the Tombaugh Gallery.
- Keys are the property of the Unitarian Universalist Church of Las Cruces.
 - All church keys are assigned to individuals. The person applying for the key is responsible for the assigned key and is the only authorized user.
 - All keys must be returned upon request of the Office Manager.
 - One-time renters will not be given keys to the building.
- Doors must be kept locked at all times; a representative should be stationed at the main door to welcome guests.
- Items in parked cars are an attractive nuisance; guests should be alerted to remove them from their unattended cars.

Health

- Smoking is not allowed anywhere in church buildings or grounds.
- Guns are not permitted on the premises.
- Animals are not permitted in buildings unless they are trained service dogs.

Noise and Event Staging

- “DJ” or amplified music on church grounds must be approved prior to an event.
- Church music equipment or sound systems may not be used without prior approval by the church Music Director; sound systems must be run either by a trained church member or a professional company approved by the church.
- Additional equipment, staging, furniture, etc. may not be brought into buildings without prior approval by the Congregational Administrator and will be clearly stated in the Facilities Use Contract.

Other restrictions

- A Facility Use Contract must be signed for all rentals regardless of whether fees apply.
- Reservations more than 12 months in advance may not be made by non-members.
- Overnight use of the building will be permitted only for church sponsored groups.
- Artwork, bulletin board materials, or anything affixed to the walls may be removed only by an authorized person.
- Nails, thumbtacks, screws, or tapes may not be used to fasten decorations, posters, or other items to walls, ceilings, furniture, woodwork, equipment, or windows with prior approval from the Congregational Administrator.
- Confetti, rice, birdseed, or any similar material is prohibited inside all church buildings but may be used outside of the buildings.
- Church sponsorship may not be declared in non-Unitarian Universalist event advertising or promotional literature unless permission has been obtained from the Minister.
- Outside organizations not affiliated with the Unitarian Universalist Church of Las Cruces must include the following words in all event promotional materials, *“not a program or project of the Unitarian Universalist Church of Las Cruces.”*
- The church telephone number may not be published as the phone number

to call for further information about events that are not explicitly promoted by the Unitarian Church.

11.7. Damages

The renting party must notify the church about any damages to an item or property or a portion of the building structure or grounds. Notification must be submitted in writing to the church office as soon as possible after the event.

11.8. Liability and Indemnity Clause

The church will not be liable to Renter or Renter's employees, members, agents, guests, visitors, participants, licensees, concessionaires, or any other person entering or using the church premises or property under express or implied invitation of Renter or the conduct of Renter's business therein for any injury or damage to property or persons on or about the premises or any area owned by the church caused by the negligence or any other action or inaction of Renter, misconduct of Renter, or arising out of any breach or default by Renter in the performance of its obligations hereunder. Renter hereby agrees to indemnify the church and hold it harmless for any loss, expenses or claims arising out of such damage or injury.

Renter will not be liable for any injury or damage caused by the negligence or misconduct of the church, or its employees or agents, and the church agrees to indemnify Renter and hold it harmless from loss, expense or damage arising out of such damage or injury.

Renter agrees to provide proof of insurance to the church for activities carried out at the church if Renter serves alcohol or engages in other activities which the church Board of Trustees or its assigns deems insurance is required.

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Addendum 1. Rental Fees

Rental Space (1)	A Members (2)	B Not-for profit organizations	C Non- members or for-profit organization	D Non- profits (25% discount)	E Daily cost for <u>recurring</u> <u>events</u>	F Daily cost for recurring events non- profits	G Refundable deposit	H Custodial fee (fee may be waived for members)
	Hourly	Hourly	Hourly	Hourly	Per use	Per use	One-time	Hourly
Sanctuary, Lobby, Kitchenette (1855 sq. ft.)	37.50	37.50	\$75	\$56	\$8.00	\$6.00	\$100	\$15
Lobby and Kitchenette (599 sq. ft)	\$20.00	\$20.00	\$40	\$30	\$3.00	\$2.00	\$100	\$15
Tombaugh Gallery (1) (745 sq. ft.)	\$25.00	\$25.00	\$50	\$37.50	n/a		\$100	\$15
Library (576 sq. ft.)	\$20.00	\$20.00	\$40	\$30	\$3.00	\$2.00	\$100	\$15
Grounds (including access to Education Building rest rooms	\$25.00	\$25.00	\$50	\$37.50	n/a		\$100	\$15
Education Building Great Room, Kitchen (749 sq. ft.)	\$37.50	\$37.50	\$75	\$56	\$3.00	\$2.00	\$100	\$15
Education Building Red Room (237 sq. ft.)	\$10.00	\$10.00	\$20	\$15	\$1.00	\$1.00	\$100	\$15
Education Building Orange Room (sofa, arm chairs) (237 sq. ft.)	\$10.00	\$10.00	\$20	\$15	\$1.00	\$1.00	\$100	\$15
Education Building Blue Room (342 sq. ft)	\$15.00	\$15.00	\$30	\$22.50	\$2.00	\$1.00	\$100	\$15
Education Building Green Room (for event child- care) (342 sq. ft)	\$10.00	\$10.00	\$20	\$15	\$2.00	\$1.00	\$100	\$15
Education Building Yellow Room (346 sq. ft.)	\$15.00	\$15.00	\$30	\$22.50	\$2.00	\$1.00	\$100	\$15
Shaded Outdoor Area	\$37.50	\$37.50	\$75	\$56	n/a		\$100	\$15

(1) All renters will be charged a refundable \$25 key fee.

(2) Member fees for events other than rites of passage.

Rates for recurring monthly events are based on the utility costs listed below and rounded to nearest dollar.

El Paso Electric Company (monthly average):	\$ 685.99
City of Las Cruces (monthly average):	\$ 509.14
Total (monthly average):	\$ 1,195.12
Total Square Footage at UUCLC:	8,763
Utility cost per Square Foot per month:	\$ 0.136
Utility cost per Square Foot per day:	\$ 0.0045
Utility cost per Square Foot per hour:	\$ 0.0002

Facilities Use Contract

User's Name (Individual or Organization): _____

User's Address: _____

Email: _____

_____ Phone # _____

Authorized Responsible Party: _____

Church Sponsor (if applicable): _____

Event Description: _____

This event will occur (check only one):

☐ 1 time only, ☐ weekly, ☐ monthly, ☐ other:(describe): _____

Approximate Number of Attendees: _____

Start Date : _____ Start Time: _____

End Date: : _____ End Time: _____

Space(s) Requested:

☐ Sanctuary, Lobby, Kitchenette (748 sq. ft.)

☐ Lobby and Kitchenette

☐ Tombaugh Gallery (1)

☐ Library

☐ Grounds between library and RE Bldg.

☐ Education Building (EdB) Great Room, Kitchen
(749 sq. ft.)

☐ EdB Red Room (237 sq. ft.)

☐ EdB Orange Room (sofa, arm chairs) (237 sq.
ft.)

☐ EdB Blue Room (342 sq. ft)

☐ EdB Green Room (for event child-care) (342 sq.
ft)

☐ EdB Yellow Room (346 sq. ft.)

☐ Shaded Outdoor Area

☐ Tables and chairs

☐ Sound System P/A

☐ Flat-Screen TV

☐ A/V Set-up Assistance

☐ Piano

☐ Other (describe):

Will you serve alcohol? (see policy):

☐ YES ☐ NO

Will you use open flame? (see policy):

☐ YES ☐ NO

Equipment / Services Needed:

☐ None

In case of emergency call 911

Approved by the Board of Trustees, July 17, 2019

Our address is 2000 S. Solano Drive

Page 1

Church Policies & Procedures

Amount of Refundable Deposit: _____

Date Received: _____

Total Use Fees: _____

Date Received: _____

Notes or special instructions: _____

Signatures:

Authorized User: _____

Date: _____

Church Representative: _____

Date: _____

The church will not be liable to Renter or Renter's employees, members, agents, guests, visitors, participants, licensees, concessionaires, or any other person entering or using the church premises or property under express or implied invitation of Renter or the conduct of Renter's business therein for any other persons whomsoever for any injury or damage to property of persons on or about the premises or any area owned by the church caused by the negligence or any other action or inaction of Renter, misconduct of Renter, or arising out of any breach or default by Renter in the performance of its obligations hereunder.

Renter hereby agrees to indemnify the church and hold it harmless for any loss, expenses or claims arising out of such damage or injury. Renter will not be liable for any injury or damage caused by the negligence or misconduct of the church, or its employees or agents, and agrees to indemnify Renter and hold it harmless from loss, expense or damage arising out of such damage or injury. Renter agrees to provide proof of insurance to the church for activities carried out at the church if Renter serves alcohol or engages in other activities which the church Board of Trustees or its assigns deems insurance is required.

Renter agrees to all terms and conditions in this agreement including setting-up and cleaning-up, leaving the property in the same condition as was found prior to the above stated event. Renter also agrees to turn off all lights and secure all buildings when leaving. Smoking is not permitted in the church building at any time. The church reserves the unconditional right to appropriate any part of the building when needed for church use. An attempt will be made to make other space available if such appropriation is necessary, and Renter will receive only a refund of any fees paid and no other compensation. Renter agrees that this entire agreement will also apply to subsequent rentals with completion of a new facility use request.

Church Policies & Procedures

Facility Use Fee Worksheet

The following fees may be required for short term or single use. Long term (beyond 4 weeks) contracts are negotiated separately. A \$100.00 refundable custodial deposit must be received by the church office from ANY group planning to use the facilities unless waived by the Congregational Administrator or assignee. An additional refundable deposit of \$250 is required if A/V equipment will be used. If all is in order after the event, the deposit will be returned. Any group exempt from this requirement is noted:_____.

Basic rates: All hourly rates apply to the hour or any part of the hour. The church Board of Trustees reserves the right, based on the size of the event and wear on the facility, to increase or decrease the rental fees at any time:

Rental Space (1)	Members (2)	Not-for profit organizations	Non-members or for-profit organization	Non-profits (25% discount)	Daily cost for recurring events	Daily cost for recurring events non-profits	Refundable deposit	Custodial fee (fee may be waived for members)
	Hourly	Hourly	Hourly	Hourly	Per use	Per use	One-time	Hourly
Sanctuary, Lobby, Kitchenette (748 sq. ft.)	37.50	37.50	\$75	\$56			\$100	\$15
Lobby and Kitchenette	\$20.00	\$20.00	\$40	\$30			\$100	\$15
Tombaugh Gallery (1)	\$25.00	\$25.00	\$50	\$37.50	n/a		\$100	\$15
Library	\$20.00	\$20.00	\$40	\$30			\$100	\$15
Grounds	\$25.00	\$25.00	\$50	\$37.50	n/a		\$100	\$15
Education Building (EdB) Great Room, Kitchen (749 sq. ft.)	\$37.50	\$37.50	\$75	\$56	\$3.00	\$2.00	\$100	\$15
EdB Red Room (237 sq. ft.)	\$10.00	\$10.00	\$20	\$15	\$1.00	\$1.00	\$100	\$15
EdB Orange Room (sofa, arm chairs) (237 sq. ft.)	\$10.00	\$10.00	\$20	\$15	\$1.00	\$1.00	\$100	\$15
EdB Blue Room (342 sq. ft.)	\$15.00	\$15.00	\$30	\$22.50	\$2.00	\$1.00	\$100	\$15
EdB Green Room (for event child-care) (342 sq. ft.)	\$10.00	\$10.00	\$20	\$15	\$2.00	\$1.00	\$100	\$15
EdB Yellow Room (346 sq. ft.)	\$15.00	\$15.00	\$30	\$22.50	\$2.00	\$1.00	\$100	\$15
Shaded Outdoor Area	\$37.50	\$37.50	\$75	\$56	n/a		\$100	\$15

(1) All renters who receive a key will be charged a refundable \$25 key fee.

(2) Member fees for events other than rites of passage.

Church Policies & Procedures

Precedence

Whenever possible, church members' events will take precedence over non-member requests for space. When necessary, the minister will make the final determination.

- The church board, committees and programs may use the building for properly scheduled activities.
- Members and staff may use the building without charge for religious ceremonies or rites of passage ceremonies (e.g., wedding, memorial service, child dedication, commitment ceremonies). To hold a religious ceremony or rite of passage, the minister must be consulted.
- Non-profit groups may arrange to use our space on a regular or one-time event basis. Use for regularly recurring events is at the discretion of the Minister.

The church reserves the right to refuse to rent to any organization or individual.

Care of Facilities

Please use environmentally friendly products whenever possible. These care and restrictions guidelines apply to everyone: members, friends, and all others using church facilities.

Leave the space as you found it.

- Recycle event materials, if appropriate.
- Clean all countertops and tables and wipe up spills from the floor.
- Load church cooking gear, dishes, serving utensils and flatware in the dishwasher or wash by hand and leave in the drying rack; do not start the dishwasher.
- Bag food refuse and other trash and placed in the dumpster in the church's north parking lot.
- Remove all food brought onto the premises for the event unless a church representative is notified and the food is clearly labeled with origin (the group bringing the food into the facility), content, and date.
- Flush toilets and pick up refuse from bathroom floors.
- Return air systems to their original settings and turn off ceiling fans.
- Turn off all lights.
- Lock all doors.

Restrictions of Use

Legality

- Illegal activities will not be conducted in church buildings or on its grounds, including parking lots.

Church Policies & Procedures

- Gambling is not permitted on the premises.
- Alcohol may not be served at an event unless approved in advance by the Board of Trustees and alcohol may not be served to minors under any circumstances.

Safety and Security

- A security detail will be hired and paid for by the renter, if the church believes that one is necessary.
- Candles must be used with care; surfaces on which they rest must be protected from heat and dripping wax and all candles must be extinguished as soon as they are no longer needed. Candles are not permitted in the Tombaugh Gallery.
- Keys are the property of the Unitarian Universalist Church of Las Cruces.
 - All church keys are assigned to individuals. The person applying for the key is responsible for the assigned key and is the only authorized user.
 - All keys must be returned upon request of the Office Manager.
 - One-time renters will not be given keys to the building.
- Doors must be kept locked at all times; a representative should be stationed at the main door to welcome guests.
- Items in parked cars are an attractive nuisance; guests should be alerted to remove them from their unattended cars.

Health

- Smoking is not allowed anywhere in church buildings or grounds.
- Guns are not permitted on the premises.
- Animals are not permitted in buildings unless they are trained service dogs.

Noise and Event Staging

- “DJ” or amplified music on church grounds must be approved prior to an event.
- Church music equipment or sound systems may not be used without prior approval by the church Music Director; sound systems must be run either by a trained church member or a professional company approved by the church.
- Additional equipment, staging, furniture, etc. may not be brought into buildings without prior approval by the Congregational Administrator and will be clearly stated in the Facilities Use Contract.

Other restrictions

- A Facility Use Contract must be signed for all rentals regardless of whether fees apply.
- Reservations more than 12 months in advance may not be made by non-members.

Church Policies & Procedures

- Overnight use of the building will be permitted only for church sponsored groups.
- Artwork, bulletin board materials, or anything affixed to the walls may be removed only by an authorized person.
- Nails, thumbtacks, screws, or tapes may not be used to fasten decorations, posters, or other items to walls, ceilings, furniture, woodwork, equipment, or windows with prior approval from the Congregational Administrator.
- Confetti, rice, birdseed, or any similar material is prohibited inside all church buildings but may be used outside of the buildings.
- Church sponsorship may not be declared in non-Unitarian Universalist event advertising or promotional literature unless permission has been obtained from the Minister.
- Outside organizations not affiliated with the Unitarian Universalist Church of Las Cruces must include the following words in all event promotional materials, "not a program or project of the Unitarian Universalist Church of Las Cruces."
- The church telephone number may not be published as the phone number to call for further information about events that are not explicitly promoted by the Unitarian Church.

Damages

The renting party must notify the church about any damages to an item or property or a portion of the building structure or grounds. Notification must be submitted in writing to the church office as soon as possible after the event.

Liabilities

Any group using the building, rooms, and facilities of the Unitarian Universalist Church of Las Cruces by arrangement will hold the Board of Trustees and its employees free and harmless from any loss, damage, liability, cost or expense that may result from use of the church property by such group.

Authorized Signature of Responsible Party (typed signature is binding):

_____ Date: _____

Attached documents:

_____ Certificate of non-profit status

_____ Certificate of insurance

Other (describe)

Church Policies & Procedures

12. Gifts to the Church (10-21-2015)

12.1. Purpose

The Gift Policy, approved by the Board of Trustees on October 21, 2015, ensures that all gifts to the UUCLC, both solicited and unsolicited, serve the mission, vision, principles, and plans of the church. It further ensures that gifts are dispersed according to the wishes of the donor and are appropriately acknowledged.

12.2. Definitions

A gift is anything voluntarily transferred to the church by a donor. Gifts may include money, other financial instruments such as stocks and bonds, or tangible goods.

12.3. Responsibilities

12.3.1. The Board of Trustees

The Board of Trustees or its assigns is responsible for accepting or declining all gifts, upon recommendation from appropriate church committees.

12.3.2. Donors

Donors are responsible for discussing gift plans in advance with their own legal and financial advisors and for indicating to the Board of Trustees in advance their intention to give unsolicited gifts of any kind to the UUCLC.

12.4. Parent Policy: TBD.

Policy Statement: The UUCLC welcomes and encourages solicited and unsolicited gifts that align with the principles of the church and serve its mission, vision, principles, and plans, and that do not unduly restrict or obligate the church to any future administrative or financial action.

12.4.1. Form of Gifts

Gifts in the form of cash are preferred, though stocks and other types of securities that are readily convertible to cash are also acceptable. Gifts of tangible goods, real estate, the ownership of royalties, and art will be considered.

12.4.2. Designated and Undesignated Gifts

Designated gifts are made to support a specified purpose or activity that is approved by the Board of Trustees, such as the church's Endowment. Undesignated gifts are made for no specified purpose or activity.

12.4.3. Named Gifts

The UUCLC will consider accepting Named gifts that are in keeping with this policy.

Church Policies & Procedures

12.4.4. Gift Management

TBD

13. Library (04-2006, amended 3-2010)

The purpose of this policy is to provide guidance in the management and operation of the church library.

13.1. Purpose

The Unitarian Universalist Church of Las Cruces Library is for the education and enjoyment of the members and friends of the church. An important part of the library will be dedicated to Unitarian Universalist history, organization and other matters relating directly to the denomination and our church. Many other subjects can be useful in that they help in our quest for inclusiveness, social justice and making informed decisions.

13.2. Donations

The collection will be based on donations approved by the Library Committee.

13.2.1. Criteria for Accepting Donations

The Library Committee will determine the appropriateness of donated materials and accept them as it sees fit. Decisions will be based primarily on the quality and appropriateness of the content; the condition of the material and available space may also be taken into consideration.

Appropriateness of content means materials that do not conflict with our Unitarian Universalist principles and values. The committee recognizes that a wide variety of subjects may open one's mind to a new perspective; humor and fiction often contain a message of morality. Political partisanship is not an acceptable basis for determining appropriateness of content.

If a book is rejected, the committee will inform the donor and suggest alternatives, such as donating the materials to the ongoing book sales. However, no alternative may be used except with the permission of the donor.

All donors will receive a written receipt and thank you acknowledging their donation.

13.3. The Library Committee

Library Committee will be made up of three or more persons, including the chair person, appointed by the Board.

The committee chair will be a member in good standing of the Unitarian Universalist Church of Las Cruces.

Church Policies & Procedures

13.3.1. Purpose

The purpose of the Library Committee is to:

1. Oversee the organization, cataloging and shelving of the UUCLC Library books and materials;
2. Devise and oversee a system for checking out and returning items in the collection;
3. Develop policies and procedures for receiving donations to the library while recognizing that not all offers are appropriate; and
4. Oversee the maintenance of books, materials and equipment related to the library.

13.3.2. Report to Congregation

The Committee will report to the congregation at the Annual Meeting and will communicate as needed to the Council and the Board.

14. NMSUU By-Laws (undated)

14.1. Article I- Name of Organization:

New Mexico State University Unitarian Universalists (NMSUUs)

14.2. Article II- Purpose

Share and promote UU values on the NMSU campus.

Provide spiritual support through alternative worship experiences, regular meetings, helping students in times of need, and through fun, frequent, spiritual and social fellowship for like-minded NMSU individuals, groups and our wider community

Support service opportunities through social justice activism

Promote inclusion among our diverse campus community through increasing awareness and understanding of a variety of needs and beliefs, both in our smaller group as well as the larger community.

Connect campus and community, while networking with campus groups (both secular and faith-based), and organize off-campus and out of state trips, teaming with other groups to promote common causes.

Have regular monthly meetings, maintain a chartered campus group, and always plan fun, social activities together.

Nurture both our spiritual and physical bodies and always keep in mind our UU

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values throughout all we do together.

14.3. Article III- Members and Membership

Active Voting Members will be defined as students of NMSU (full time or part time) having paid their annual dues, and faculty/staff advisors.

Community Members will be defined as affiliates of NMSU. Affiliates can be staff, alumni, family or friends of students, faculty and UNITARIAN UNIVERSALIST CHURCH OF LAS CRUCES members or friends.

Procedure for affiliation is agreement to be put on our "Members Mailing List"

14.4. Article IV- Officers

NMSUU will have "co-chairs"

Co-chairs will share responsibilities as they deem best between them and will assign duties to other members or advisors as necessary

Co-chairs will be charter-eligible members (FT students with current chartering criteria)

Co-chairs will be selected before re-chartering each fall semester, being nominated from current membership (as possible) and the decision will be made by consensus of the group, voted on with simple majority rule if consensus cannot be obtained

Co-chairs will serve the full school year and will be re-determined each fall before re-chartering, if there comes a time where a co-chair cannot complete the entire school term another can be nominated and appointed at any time.

14.5. Article V- University Advisor(s)

University Advisor (s) will be selected from membership in UNITARIAN UNIVERSALIST CHURCH OF LAS CRUCES

The one or two advisors will meet the criteria as laid out by NMSU procedures.

Duties- the advisors will ensure that the NMSUUs adhere to NMSU policies and procedures

Advisor(s) will serve the full school year and will be appointed through a consensus decision-making process with the voting members of the NMSUUs at the same time as the co-chairs are appointed

14.6. Article VI- Executive Board (n/a)

14.7. Article VII- Committees

Committees can be named through the group process at any time.

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At the time a committee is determined their powers and responsibilities will be named

Once committees are named, leadership will be determined and the by-laws will be modified to include standing/special committees if they are going to be on-going.

At this time there are no committees named under the umbrella of NMSUU^s

14.8. Article VIII- Meetings

NMSUU^s will meet at least monthly.

Special meetings can be called at any time for any reason.

To conduct business a one third of membership will be needed present.

Decision making will be done with the process of consensus. If issues raised by minority or dissenting opinions cannot be worked out to the agreement of all parties, the person/people with the issue will be allowed to “agree to disagree” or “abstain from blocking”. If consensus is unable to be obtained, with minority or dissenting positions being heard and worked through, yet that party being unwilling to abstain or agree to disagree, consensus will be named as blocked and a simple majority vote of “voting members” (by raising of hands) will be required, to move forward on the issue.

14.9. Article IX- Finances

Dues will be for voting members as defined in Article III and will consist of either a monetary or service contribution (i.e. bringing food to a meeting or active participation in events or activities)

The UNITARIAN UNIVERSALIST CHURCH OF LAS CRUCES will maintain a budget line and do all account keeping for NMSUU^s.

14.10. Article X- Parliamentary Authority

Questions about by-laws and meeting procedures will be answered according to process of consensus, as described in Article VII.

14.11. Article XI- Amendment of the By-Laws

If changes to by-laws are going to be discussed at a meeting, this agenda item will go out to all members of the group at least one week prior to the meeting.

By-laws may be changed at any time at a regular meeting with consensus of the group and/or following the procedures for meetings as described in Article VII, with simple majority vote as fallback if consensus is unable to be met.

Co-Chair signature/date

Co-Chair signature/date

Advisor signature/date

Advisor signature/date

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15. Personnel Screening (2001, 2003, amended 2007)

15.1. Screening Teachers and Caregivers

Proposed by the Religious Education Committee April 2010

Adopted by the Board of Trustees, 2001-2003, amended 2007

In an attempt to protect our children and keep them safe, while not discouraging persons from volunteering in the RE program, we suggest that a multi-level screening of RE volunteers be performed as follows:

15.1.1. Occasional or one-time volunteers

Occasional or one-time volunteers to the RE program may be allowed to assist an RE teacher or the DRE at the discretion of the DRE. The casual volunteer will help with specific projects and will not work with children without a teacher or DRE present.

15.1.2. Regular volunteers

Anyone interested in working with the children on a more regular basis will be required to fill out the RE Volunteer form which is currently used. They will not be allowed to apply to become an RE teacher until they have been associated with the church for at least 6 months and are approved as a potential teacher by the DRE.

15.1.3. Potential teachers

Any potential teacher that has passed the previous criteria will be subjected to a background check. That background check can be waived if the person can show that they are currently working with children and have had a background check. (Current teachers, parents volunteering in the public schools, or scout leaders are examples of persons that currently work with children and have had background checks run on them.)

15.1.4. Current teachers

Current teachers in the RE program with tenure of longer than 6 months will not be required to pass a background check. However, current teachers and regular RE volunteers are encouraged to apply for background checks or show that they have had a background check.

15.2. Background-check Procedures

The Human Resource Chair will develop the background check procedure for the RE teachers and will assist the DRE and RE committee with its implementation. Since

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the first year could require a large initial outlay and significant time, the HR Chair will handle background checks during year 1.

15.2.1. Implementation

Background checks are anticipated to cost approximately \$70/person. There are approximately 4-8 current teachers that could opt for a background check the first year.

- Year 1 at \$70/background check x 8 checks = \$560
- Subsequent year costs would likely be no more than \$210 annually

NOTE: This proposed policy has not been screened by the DRE and will need that approval prior to any formal consideration of this policy.

15.3. Original Draft Policy to be supplanted by above proposal

The leaders of the Unitarian Universalist Church of Las Cruces, NM, believe it is in the best interests of the Church and the children and youth of the church to protect the physical, mental and emotional well-being of the children and youth that participate in church sponsored activities of this church.

Because we are aware that child abuse occurs everywhere, and we recognize that incidents of abuse allegations are devastating to both the accuser and the accused we have enacted safety policies and procedures that will help reduce the risks and provide a safe environment for all.

All policies and procedures will be carried out tactfully, discreetly and without bias. We will maintain the confidentiality of all parties, to the extent allowed by law, with the exception of required reporting to parental, legal and social welfare authorities, and the church's insurance and legal counsel. The complete Child and Youth Safety Policy outlining the selection process and all policies and procedures is attached.

The purpose of this policy is to ensure that all persons who are responsible for teaching and caring for our children and youth are screened appropriately. There are three levels of screening for persons engaged in work with children and youth at our church. These levels are based on the amount of contact these people will have with children and youth involved in programming.

15.4. Types of Screening

15.4.1. Level 1 Screening

This level is required for all paid personnel, as referred to below, and volunteer personnel who are or will be engaged in contact with children and youth and will have opportunities to be unsupervised by staff. This may include persons who are

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unknown or non-members of the church, or current members of who apply to participate with children and youth at this level. This level includes:

1. All paid staff, i.e. Minister, Director of Religious Education, the Director of Music, nursery care givers, and custodial staff.
2. Any of the following types of volunteer personnel
 - a. Work trip leaders
 - b. Back-packing or canoe trip leaders
 - c. Interns or Student teachers

15.4.2. Level 1 Screening Procedures

1. Complete appropriate Level 1 forms. Adult and Youth forms are separate.
2. Conduct reference checks and DCI screening
3. Conduct personal interview(s) with committees, board, or responsible program staff.

15.4.3. Level 2 Screening

This level is required for all non-paid personnel who are engaged in extended contact with children and youth. Level 2 screening is appropriate for:

1. Sunday school teachers
2. Fellowship sponsors; for example, YRUU or other youth sponsors
3. Teacher aides
4. Chaperones for child and youth activities

15.4.4. Level 2 Screening Procedures

1. Complete appropriate Level 2 screening forms. Adult and youth forms are separate.
2. Director of Religious Education conducts informal reference checks.
3. Director of Religious Education or Chair of Religious Education Committee conducts personal interview if deemed necessary by the Director of Religious Education.

15.4.5. Level 3 Screening

This level is required for all persons engaged in one-time or short-term contact with children and youth.

1. Parent helpers involved in Church School experiences
2. Drivers for children and youth activities

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*Parental permission forms are completed prior to use of persons driving to and from activities.

15.4.6. Level 3 Screening Procedures

- All volunteer parents and drivers must:
 1. Complete the appropriate parent volunteer forms for the areas of participation.
 2. Understand the safety procedures necessary for participation in activities relating to children and youth. This information will be provided by program staff prior to participation.

15.5. Screening Forms

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15.5.1. Level 1 Screening Form for Adults Working with Children or Youth

It is the goal of the Unitarian Universalist Church of Las Cruces, NM, to create a safe and secure atmosphere for all children who participate in the activities of this church. To ensure that this is the case, it is necessary for us to gather certain information from individuals desiring employment or offering volunteer services to children and youths. This information will be used for the sole purpose of helping the church provide a safe and secure environment for those children who participate in our programs and use our facilities.

Personal Information

Name: _____ Date: _____

Date of Birth: _____ Social Security No. _____

Have you ever used another name(s) than the one above? If yes, please list:

Current address: _____

How long have you lived at that address: _____

Previous address: _____

Current phone number: Home: () _____ Work () _____

Please answer all questions that are particularly applicable to the position for which you are applying.

1. Please state the position or type of youth/child work for which you are applying or volunteering:

2. When are you available to work? _____

3. What is the minimum length of time commitment you can make?

4. If the position you are applying for will involve driving children/youths to activities off the church campus, do you have a valid Minnesota driver's license?

Please provide your driver's license number: _____

If you are applying for a paid position, you will be required to provide documentary proof of identity and employment eligibility pursuant to the U.S. Department of Justice, Immigration and Naturalization Service. This includes a photo identification (such as a passport or driver's license); original social security card, birth certificate, or valid INS employment authorization card.

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5. Are you currently employed? _____ Where? _____

How long have you been employed there? _____

Who is your supervisor? _____

6. Do you have any training/certification in first aid or CPR? Yes _____ No _____

7. Is there any reason why you should not work with children or youth? Yes _____ No _____

Please comment: _____

8. Have you ever been the subject of a child abuse investigation? Yes _____ No _____

If yes, was the allegation substantiated? Yes _____ No _____ Please comment: _____

9. Have you ever been abused? Yes _____ No _____ Was it reported? Yes _____ No _____

Please comment: _____

Answering yes or leaving question #9 unanswered will not automatically disqualify an applicant for work with children or youth. Would you like to talk with staff about counseling? Yes _____ No _____

10. Have you ever been convicted of or pleaded guilty to a criminal offense against a person?

Yes _____ No _____ If yes, please comment: _____

Church History and Prior Experience

1. What is your church affiliation, if any? _____

2. How long have you been a member of that church? _____ (years/months)

3. List any other churches which you may have been previously a member or attended on a regular basis:

4. Have you ever been a child/youth worker or volunteer before? Yes _____ No _____

If yes, when and in what capacity? _____

5. List all other childcare, teaching, or other child/youth work you have been involved in on

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either a paid or volunteer basis:

6. Please share why you have chosen to apply for this position, and any other factors that you believe prepares you for this position:

References

At least one of these references should be a Your Church member and one that knows of your work with youth or children.

Name: _____ Phone: _____

Address: _____

How long have you known this person: _____

Name: _____ Phone: _____

Address: _____

How long have you known this person: _____

Name: _____ Phone: _____

Address: _____

How long have you known this person: _____

Name: _____ Phone: _____

Address: _____

How long have you known this person: _____

Name: _____ Phone: _____

Address: _____

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How long have you known this person: _____

Applicant's Statement

The information contained in this application is accurate to the best of my knowledge. I authorize any references or churches listed in this application to give you any information that they may have regarding my character and fitness for children or youth work. In consideration of the receipt and evaluation of this application by Your Church, I hereby release any individual, church, youth organization, charity, employer, reference or any other person or organization, including record custodians, both collectively and individually, from any and all liability for damages of any kind or nature which may at anytime result to me, my heirs, or family, on account of compliance or any attempts to comply, with this authorization.

Should my application be accepted, I agree to be bound by the policies of the Unitarian Universalist Church of Las Cruces, NM, and to refrain from prohibited behaviors in the performance of my services on behalf of the church.

I further state that **I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF AND I SIGN THE RELEASE AS MY OWN FREE ACT.** This is a legally binding agreement, which I have read and understand.

Applicant's Signature: _____ Date _____

Witness: _____ Date _____

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15.5.2. Level 2 Screening Form for Adults Working with Children or Youth

It is the goal of the Unitarian Universalist Church of Las Cruces, NM, to create a safe and secure atmosphere for all children who participate in the activities of this church. To ensure that this is the case, it is necessary for us to gather certain information from individuals desiring employment or offering volunteer services to children and youths. This information will be used for the sole purpose of helping the church provide a safe and secure environment for those children who participate in our programs and use our facilities.

Personal Information

Name: _____ Date: _____

Date of Birth: _____ Social Security No. _____

Address: _____

Employer (if applicable) _____

Phone (work) _____ OK to call here?
(home) _____

1. Are you a member of Your Church? Yes _____ No _____

If No, what is your church affiliation _____

2. Have you worked with children at Your Church before? Yes _____ No _____

Other places? Yes _____ No _____

What/Where? _____

3. What special skills/talents do you have? Please explain:

4. Are you currently active in other church ministries (i.e. boards, committees, etc.) or where have you served? _____

5. Do you have training/certification in first aid or CPR? Yes _____ No _____

6. What concerns do you have in working with children or youth (about yourself -- about children)? _____

7. Is there any reason why you should not work with children or youth? Yes _____ No _____

Please comment: _____

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8. Have you ever been the subject of a child abuse investigation? Yes _____ No _____

If yes, was the allegation substantiated? Yes _____ No _____ Please comment: _____

9. Have you ever been abused? Yes _____ No _____ Was it reported? Yes _____ No _____
Please comment: _____

Answering yes or leaving question #9 unanswered will not automatically disqualify an applicant for work with children or youth. Would you like to talk with staff about counseling? Yes _____ No _____

10. Have you ever been convicted of or pleaded guilty to a criminal offense against a person?

Yes _____ No _____ If yes, please comment: _____

References

Please supply 3 references, one reference must be a Your Church member.

Name: _____ Phone: _____

Address: _____

How long have you known this person: _____

Name: _____ Phone: _____

Address: _____

How long have you known this person: _____

Name: _____ Phone: _____

Address: _____

How long have you known this person: _____

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Applicant's Statement

The information contained in this application is accurate to the best of my knowledge. I authorize any references or churches listed in this application to give you any information that they may have regarding my character and fitness for children or youth work.

Applicant's Signature: _____ Date _____

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15.5.3. Level 2 Screening Form for Youth Working with Children or Other Youth

It is the goal of the Unitarian Universalist Church of Las Cruces, NM, to create a safe and secure atmosphere for all children who participate in the activities of this church. To ensure that this is the case, it is necessary for us to gather certain information from individuals desiring employment or offering volunteer services to children and youths. This information will be used for the sole purpose of helping the church provide a safe and secure environment for those children who participate in our programs and use our facilities.

Personal Information

Name: _____ Date: _____

Date of Birth: _____ Social Security No. _____

Address: _____

Employer (if applicable) _____

Phone (work) _____ OK to call here?

(home) _____

1. Are you a member of Your Church? Yes _____ No _____

If No, what is your church
affiliation _____

2. Have you worked with children at Your Church before? Yes _____ No _____

Other places? Yes _____ No _____

What/Where? _____

3. What special skills/talents do you have? Please explain: _____

4. What activities have you been involved with at Your Church? _____

5. Do you have training/certification in first aid or CPR? Yes _____ No _____

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6. What concerns do you have in working with children or youth (about yourself -- about children)? _____

7. Is there any reason why you should not work with children or youth? Yes _____ No _____

Please comment: _____

8. Have you ever been the subject of a child abuse investigation? Yes _____ No _____

If yes, was the allegation substantiated? Yes _____ No _____ Please comment: _____

9. Have you ever been abused? Yes _____ No _____ Was it reported? Yes _____ No _____

Please comment: _____

Answering yes or leaving question #9 unanswered will not automatically disqualify an applicant for work with children or youth. Would you like to talk with staff about counseling? Yes _____ No _____

10. Have you ever been convicted of or pleaded guilty to a criminal offense against a person?

Yes _____ No _____ If yes, please comment: _____

References

Please supply 3 references, one reference must be a Your Church member.

Name: _____ Phone: _____

Address: _____

How long have you known this person: _____

Name: _____ Phone: _____

Address: _____

How long have you known this person: _____

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Name: _____ Phone: _____

Address: _____

How long have you known this person: _____

Applicant's Statement

The information contained in this application is accurate to the best of my knowledge. I authorize any references or churches listed in this application to give you any information that they may have regarding my character and fitness for children or youth work.

Applicant's Signature: _____ Date

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15.5.4. Personnel Selection Criteria

If a history of abuse/molestation of children, or criminal record is found. These individuals may be offered opportunities to volunteer services in other areas of the church, and pastoral guidance and counseling should be offered to assist them to understand the church's responsibility to provide the highest level of protection to its children and to the members of the church. Contact with children and youth may be allowed if deemed appropriate by administration with direct supervision.

15.5.4.1. Positive personal references.

Has had experience working with children, or demonstrates ability to learn, and understand position applied for.

Participant in church activities for six months or more or has suitable references.

Personal interview does not reveal information of concern to interviewer(s).

15.5.4.2. Persons responsible for selecting people who work with our children and youth

- Program Staff
- Board-approved Search Committees
- Other personnel in consultation with program staff

16. Political Activity (undated)

The purpose of this policy is to ensure that the church and its members follow all Federal and state laws with respect to 501(c)(3) charitable organizations and political activities.

16.1. General Policy

Written for the Unitarian Universalist Association by Bob Cavanaugh

As another election season approaches, many of us are getting involved-and thinking about getting our congregations involved-in the political process. It is a myth that churches cannot play any role in elections! Indeed, these and other elections are too important for *Unitarian Universalists not to play a role*. Consider what's at stake: Congress, the Presidency, and the Supreme Court! There are many ways your congregation can inject Unitarian Universalist concerns into the electoral arena without risking your tax-exempt status. *You cannot do everything, but it shouldn't stop you from doing something!*

Americans United for Separation of Church and State, a public policy organization that advocates for religious freedom by supporting the separation of church and state, has developed guidelines for congregations to follow. Generally speaking, congregations can support issues, but not candidates. Supporting candidates risks

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the loss of tax-exempt status from the Internal Revenue Service. Here are some of the AU guidelines.

16.2. Permitted Activities

16.2.1. Moral and political issues

Churches may speak out on political issues such as abortion, the death penalty, environmentalism, poverty, etc. They may pass resolutions and communicate those views to politicians and the public.

16.2.2. Voter registration drives

Religious groups may register people to vote and encourage them to vote.

16.2.3. Candidate forums

Forums where all legally qualified candidates for office are invited to speak may be sponsored by religious groups.

Questionnaires determining where candidates stand on the issues must be sent to all candidates and cover a broad range of issues. The information gathered must be presented to the public in an unbiased fashion.

16.3. Partisan Activities

- Churches should not engage in political activity with partisan overtones Including:
- Endorsing/opposing candidates: Religious groups may not advise congregants or the public at large to vote for or against specific candidates or political parties.
- Making financial contributions to candidates: If religious groups collect money on behalf of or send checks to, or provide in-kind services to a candidate, they have violated the IRS code.
- Setting up a political action committee: Churches may not contribute to or set up political action committees or use a church letterhead to solicit contributions for candidates.
- Distributing partisan campaign literature: Distribution of biased voter guides or partisan campaign literature violates the IRS code.

For more information, see the Americans United for Separation of Church and State website at www.au.org, or call 202-466-3234.

Rob Cavanaugh is Legislative Director in the "UUA Washington Office of Faith in Action. Rob is the Faith in Action Department's liaison to the Commission on Social Witness.

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17. Right Relations (1-8-2011)

17.1. Congregational Covenant

Adopted by the congregation, January 2011.

We, the Members and Friends of the Unitarian Universalist Church of Las Cruces, endeavor to foster a community of loving kindness which enhances personal and collective growth while promoting the dignity and self-worth of all individuals. We covenant with each other to interact with openness, honesty, respect, patience, sensitivity and compassion. Toward this end, we agree to:

- Listen with an open mind, seeking to understand and empathize with each other while embracing our diversity and differences.
- Be clear in communications, reflecting before responding, and requesting and providing clarification when needed.
- Remain engaged even during times of conflict.
- Keep the well-being of the community foremost.
- Endeavor to understand and be responsive to the behaviors, needs, and limitations of others, while being responsible for our own.
- Acknowledge the right to express opinions freely, seeking to be constructive by making sure our communications are honest and expressed in a kind and helpful manner.
- Give and receive forgiveness.
- Respect the confidentiality of personal information shared with us.
- Inform ourselves of church processes and communications, as one of our responsibilities for participation in this community.

By committing ourselves to this covenant we will build an environment of trust that promotes free and responsible discussion of ideas while cultivating an atmosphere of understanding, acceptance, joy and celebration in our church community.

18. Safe Congregation (Undated)

This policy is intended to provide guidelines to the Unitarian Universalist Church of Las Cruces to assure our congregation is a safe and sacred space for all of our children, youth and adults. Such policies are recommended by our Unitarian Universalist Association to protect our most vulnerable members as well as the organization itself.

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18.1. Policy and procedures:

Our association recommends that we consider three major components:

- Develop policies and procedures that assure our congregation is a safe space for all,
- Implement policies and procedures for the same, and
- Develop and implement policies and procedures for responding to a person who has been convicted or accused of sexual offenses against children, youth or adults.

This congregation has already established a Safety policy for the participants of our religious education program and a Disruptive Person's policy. The Safe Congregations policy is intended to be an addition to those policies.

18.2. The Sexual Misconduct and Response Team

The team shall consist of the Minister, the Director of Religious Education (DRE), a Board member and two other members of the congregation (selected by the board with input by the Minister and the DRE). This committee will report annually to the congregation and to the Board of Trustees as necessary.

The Team has the following responsibilities to:

- Know about community resources for child abuse, treatment for sex offenders and support groups for survivors
- Know about state laws regarding reporting
- Be a resource for people to share their concerns
- Evaluate applications for religious education teachers and youth leaders that are flagged by the religious professionals in the congregation as needing more information or follow-up.
- Help facilitate annual training for the volunteers in Religious Education on issues, policies and procedures relevant to sexual/physical abuse when needed
- Meet with sex offenders to develop a Limited Access Agreement for safe participation in church activities
- Be able and willing to receive allegations of possible abuse and develop a process for expedient handling of such allegations.

For further information, please visit

www.uua.org/leaders/safecongregations/balancingacts

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19. Sale of Merchandise (2004)

The purpose of this policy is to ensure that any merchandise sold within church property or elsewhere under the auspices of the Unitarian Universalist Church of Las Cruces will meet the goals, ideals, and principles of the church.

Adopted by the Board of Trustees in 2004.

19.1. Appropriateness of Items

All merchandise sold on the church property should fall within the goals and ideals of the church. For example, sale of materials about the Nazi Party is permissible, but merchandise *sold to promote the Nazi party* would not be permissible.

19.2. Oversight

Sale of merchandise should generally be done as an activity of a committee, such as the Gallery or Social Action committees.

19.3. Sales Associated with Church Programs

When a person presents a free program to the church, and immediately afterward sells merchandise such as books, CDs, etc. they can do so free of charge.

If the person is paid to make the presentation, the gratuity should be discounted, or a percentage of the sales should go to the church.

19.4. Community Service Sales

Sale of merchandise as a community service, such as sale of wares of women of Juarez, or sales where all proceeds go to a community service, should be coordinated through the Social Action Committee. If all proceeds go to a community service, it can be done without collecting a fee from the church.

If the person or organization selling merchandise is making a profit while also performing a community service, the church should generally charge a fee. The social Action Committee has the authority to determine whether a fee should be charged, and to negotiate the amount if any.

19.5. For Profit Sales

Sales where the person or organization selling merchandise will make a profit should only be done as part of a church function, and the church should receive a fee for the sales. The committee running the church function, such as the Gallery committee, has the authority to negotiate the fee.

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20. Our Youth and the Unitarian Universalist United Nations Office (UU-UNO) (2010)

Policy for Youth and the UU UNO spring seminar, Approved by the Board of Trustees, 2010

Virginia and Oscar Butler left this congregation a lasting tie to the UN UNO. It was Virginia's long time wish to send our youth to the annual spring seminar in New York and this was achieved beginning in 2010. Jane Asche established the Virginia Butler Memorial fund for this purpose and together with the members of the Religious Education committee has worked to keep an active interest in both engaging youth to attend and in seeding the fund. This policy is in response to the success of the program.

20.1. Using the Fund

In an effort to have as many youth as possible participate in the annual conference, the following guidelines for the Virginia Butler Memorial Fund are recommended by the members of the Religious Education committee.

- Youth must be regular participants in the Youth program of the UUCLC (attendance at least $\frac{1}{3}$ of our Sunday program)
- All attendees are expected to demonstrate some knowledge of the issues to be presented at the seminar and a basic understanding of the UU UNO office. The Director of Religious Education, Youth Advisor or chair of the Social Action Committee are responsible for communicating this with the interested youth.
- First time participants will be funded as fully as possible through the Virginia Butler Fund.
- Youth who wish to attend multiple times may ask for financial assistance however priority will be given to first time attendees. Exceptions to this can be made in cases of true financial need on the part of the youth. This will be determined in confidence by either the Director of Religious Education or the chair of the Social Action committee.
- Participating Youth will commit to at least two fundraisers with all proceeds to be returned to the Virginia Butler Fund.
- Participating Youth will be expected to make a presentation about the seminar following their return. This may be done as a Social Action committee open meeting and/or during a worship service.