



first unitarian church of providence

POLICY AND PROCEDURE MANUAL

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FIRST UNITARIAN CHURCH OF PROVIDENCE**

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1.1 BYLAWS

The First Unitarian Church of Providence is governed by the Prudential Committee as set forth in the Bylaws. See Bylaws document for further information.

1.2 PRUDENTIAL COMMITTEE JOB DESCRIPTIONS

1.2.1 President

As the chief lay leader of the congregation, the President guides the implementation of the mission of First Unitarian Church of Providence and the further development of its vision. Areas of responsibility include:

- **Communication:**
 - Communicate regularly with the Minister to provide and receive feedback regarding the operations and members of First Unitarian Church of Providence.
 - Maintain communication with staff members.
 - Monitor activities involving First Unitarian Church of Providence, particularly those using the name of First Unitarian Church of Providence, to ensure that they meet with generally acceptable standards.
 - Be the chief lay spokesperson with the press when necessary.
- **Fiscal areas:**
 - While monitoring expenses is a function of the Treasurer, the President maintains general awareness of how and whence funds come in and where they are going out.
 - Sign and review all contracts that involve a commitment of funds by First Unitarian Church of Providence.
- **Governance:**
 - Develop the agenda for, and preside at, all meetings of the Prudential Committee and the Executive Committee.
 - Attend other board and committee meetings as necessary.
 - Develop the agenda for, and preside at, all Congregational and special meetings.
 - Contribute to the monthly newsletter and, when required, send letters directly to all members.

1.2.2 President-Elect

The President-Elect assists the President and, in the President's absence, assumes the duties of the President. The President-Elect also assumes special tasks as directed by the Church or the Prudential Committee.

1.2.3 Past President

The Past President assists the President and performs such specific duties as are determined by the Church or the Prudential Committee. The Past-President acts as the

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liaison to the Nominating Committee, and serves as ex-officio member of the Annual Budget Drive.

1.2.4 Treasurer

The Treasurer is the Chief Financial Officer of the church. The duties of the Treasurer include (but are not limited to):

- Being responsible for the funds, moneys, deeds, policies of insurance, and other evidences of values belonging to the Church.
- Being responsible for the payment of all debts and obligations of the Church in the manner approved or directed by the Prudential Committee.
- Executing, under the direction of the Prudential Committee, all deeds, notes, assignments, transfers of stocks, bonds or other securities belonging to the Church, in trust or otherwise, or any other document of similar nature.
- Signing off on all disbursements of church funds and keeps accurate accounts of all money received and disbursed on account of the Church.
- Chairing the Budget Committee that develops the proposed Annual Operating Budget to be considered by the Prudential Committee.
- Presenting the proposed Annual Operating Budget recommended by the Prudential Committee to the Congregation at the Annual Financial Meeting for final approval.
- Presenting a statement of the financial condition of the Church at each Annual Financial Meeting.
- Being a member of the Finance Committee.
- Performing such other specific duties as shall be determined by the Church or the Prudential Committee.

1.2.5 Assistant Treasurer(s)

The Assistant Treasurer(s) assists the Treasurer and performs all the duties of the Treasurer in the absence of the Treasurer or the inability or failure of the Treasurer to act and perform(s) other specific duties as is determined by the Church or the Prudential Committee.

1.2.6 Clerk

The duties of the Clerk include (but are not limited to):

- Attending and recording proceedings of the Annual Meeting, Special Meetings, and meetings of the Prudential Committee.
- Distributing the meeting minutes, and making approved minutes publicly available.
- Depositing minutes in the church archives.
- Monitoring the membership list.
- Providing assistance in checking the list of names of all church members and certifying those eligible to vote at all meetings.
- Overseeing ballot-counting for all votes taken by the congregation to take a stand on an issue of public interest.

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1.2.7 PruComm Liaison to the Community Life and Heritage Ministry

- Serves as the liaison of the Prudential Committee to the various committees that contribute to the Community Life and Heritage programs of the church, including the Membership Committee, the Transylvania Partner Church, the All-Parish supper, the History Committee and the Women's Alliance.
- Attends, and may act as moderator for, the meetings of the Community Life and Heritage Ministry.
- Works with congregants who want to initiate a new committee related to the Ministry area by making sure the proposed committee has a mission statement, members, and an understanding of the church's budget process. Brings new proposed committee to the Prudential Committee for approval. Provides new information on the committee or task force to the church administrator.
- By the Prudential Committee's October meeting each church year, reports to the Prudential Committee president and church administrator on committee chairs (new and ongoing) as well as active, inactive and potential new committees.

1.2.8 PruComm Liaison to the Stewardship Ministry

- Serves as the liaison of the Prudential Committee to the various committees that contribute to the Development and Finances programs of the church, including the Finance and Investment, Annual Budget Drive, and Planned Giving Committees.
- Attends, and may act as moderator for, the meetings of the Stewardship Ministry.
- Works with congregants who want to initiate a new committee related to the Ministry area by making sure the proposed committee has a mission statement, members, and an understanding of the church's budget process. Brings new proposed committee to the Prudential Committee for approval. Provides new information on the committee or task force to the church administrator.
- By the Prudential Committee's October meeting each church year, reports to the Prudential Committee president and church administrator on committee chairs (new and ongoing) as well as active, inactive and potential new committees.

1.2.9 PruComm Liaison to the Spiritual Development Ministry

- Serves as the liaison of the Prudential Committee to the various committees that contribute to the Spiritual Development programs of the church, including the Worship, Ushers, Music, Religious Education, Chalice Circles, and Mindful Grieving Committees.
- Attends, and may act as moderator for, the meetings of the Spiritual Development Ministry.
- Acts as the liaison of the Prudential Committee to the Board of Deacons.
- Works with congregants who want to initiate a new committee related to the Ministry area by making sure the proposed committee has a mission statement, members, and an understanding of the church's budget process. Brings new proposed committee to the Prudential Committee for approval. Provides new information on the committee or task force to the church administrator.
- By the Prudential Committee's October meeting each church year, reports to the Prudential Committee president and church administrator on committee chairs (new and ongoing) as well as active, inactive and potential new committees.

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1.2.10 PruComm Liaison to the Social Justice Ministry

- Serves as the liaison of the Prudential Committee to the various committees that contribute to the Social Justice programs of the church, including Standing on the Side of Love, Neighborhood Social Justice, Community Food Share, World Affairs, The Girl Effect task force, the Peace Flag Project and Knitting for a Better World.
- Attends, and may act as moderator for, the meetings of the Social Justice Ministry.
- Works with congregants who want to initiate a new committee related to the Ministry area by making sure the proposed committee has a mission statement, members, and an understanding of the church's budget process. Brings new proposed committee to the Prudential Committee for approval. Provides new information on the committee or task force to the church administrator.
- By the Prudential Committee's October meeting each church year, reports to the Prudential Committee president and church administrator on committee chairs (new and ongoing) as well as active, inactive and potential new committees.

1.2.11 Coordinator of Strategic Planning

Coordinates the Prudential Committee's planning programs for the congregation, as well as Prudential Committee meetings and retreats oriented towards strategic planning.

1.2.12 Chair of the Personnel Committee

The Chair of the Personnel Committee facilitates the development of policies regarding church personnel such as employee benefit packages (health care plans, retirement plans, etc.). Responsibilities include:

- Chairs the Personnel Committee.
- Maintains the Human Resources portion of the Manual.
- Evaluates salary scales.

1.3 EXECUTIVE COMMITTEE

The Executive Committee consists of the President, President-Elect, Past President, Treasurer, and Clerk. The Minister, Director of Religious Education ("DRE") and the Church Administrator serve as non-voting members.

The Executive Committee assists the President in setting the agendas for Prudential Committee meetings and acts between Prudential Committee meetings on business referred to it, consistent with actions and policies established by the Prudential Committee. All Executive Committee meetings shall be at the call of the President.

1.4 MINISTRIES, COMMITTEES, TASK FORCES AND INTEREST GROUPS

The church relies on a structure of four ministries through which it pursues its mission. These four ministries are Spiritual Development, Social Justice, Community Life and Heritage, and Stewardship.

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1.4.1 Definitions

A Committee consists of a group within the Church which is ongoing, assigned to one of the four (4) ministries of the Church. The Chair attends any all-ministry gatherings and gives an annual, written report to the Prudential Committee Liaison to which their committee belongs.

A Task Force consists of a group appointed by the President of Prudential Committee to accomplish a specific task and which disbands after that task is completed and its report is given.

An Interest Group consists of groups of individuals that gather around a particular interest or project. They are assigned to one of the four (4) ministries of the Church and may have a Chair or less formal leadership. These leaders are not appointed by the Prudential Committee. They may attend all-ministry gathers and may submit an annual report to the liaison to which their group belongs. Activity groups will come and go as the interests of its members wax and wane.

1.4.2 How to Become a Committee

To become a sanctioned committee, a group must be associated with one of the four (4) ministries, identify a chair who is a member of the Church, and work with its Ministry Liaison to develop a statement of purpose. When these requirements have been met, the Ministry Liaison brings a motion to the Prudential Committee to create a new committee of the Church. Official recognition of a committee gives it the right to request a line item in the budget (or be a part of the line item for Social Justice) and to speak as a branch of the Church.

1.4.3 Ministry Liaison Responsibilities

Ministry Liaisons report to the Prudential Committee President on committees, committee chairs, and Interest Groups (active and inactive) by the Prudential Committee's October meeting. Ministry Liaisons report to the Prudential Committee President on proposed new Committees or Interest Groups at any time.

1.4.4 Prudential Committee

The Prudential Committee approves new committees and suspends inactive committees. The Prudential Committee suspends inactive committees no later than its October meeting.

1.5 PRUDENTIAL COMMITTEE ANNUAL CALENDAR

1.5.1 September

- Schedule spring Annual Meeting (June)
- Schedule Annual Financial Meeting (June)
- Schedule Congregational Conversations as needed
- Schedule Annual Budget Drive
- Schedule Strategic Planning meeting(s) as needed

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1.5.2 January

- Confirm the Annual Certification to the Unitarian Universalist Association of Church membership

1.5.3 February

- Schedule Budget Planning meetings (April)
- Request Annual Reports from committee chairs

1.5.4 March

- Start Annual Fund Drive

1.5.5 April

- Develop Annual Budget

1.5.6 May

- Provide notice of Annual Financial Meeting 10 days in advance with announcements from the pulpit on the two (2) Sundays preceding the meeting
- Finalize recommended budget for next year

1.5.7 June

- Hold Annual Business and Financial Meetings
- Review Annual Budget Drive and plan for following year.

1.6 PROCEDURE FOR THE CONGREGATION TO TAKE A STAND ON AN ISSUE OF PUBLIC INTEREST

1.6.1 Background

Article XVII of the church's bylaws states as follows:

Whenever it shall appear to the Prudential Committee, under such rules as it may from time to time adopt, that the congregation should be called upon to take a stand on an issue of public interest, it shall call a special meeting of the Church. If a majority of the members present at said special meeting shall so vote, notwithstanding Article XII, Section F., a plebiscite by mail on such issue shall be taken of the members entitled to vote, with provision made to insure secrecy in the plebiscite. If at least one-third of the total eligible voting members shall vote and if two-thirds or more of the ballots returned shall be in favor of the proposition stated in such issue or shall be against the proposition, then the consensus of the congregation shall be deemed to be in favor thereof or against it, as the case may be, and shall be published as the stand of the Church on such issue, with reference being made to the actual number of votes pro and con and the total number of members entitled to vote.

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1.6.2 First Phase (Getting to the Special Meeting)

Once the Prudential Committee determines that a legitimate interest has been expressed to ascertain whether the Congregation wants to take a stand on a particular issue of public interest, it will appoint a working group to develop a draft statement for the Prudential Committee's review that embodies the position being proposed. The working group will consist of no more than five (5) people who are in favor of the position being expressed.

Once the Prudential Committee approves of the draft statement, the President will issue a letter to the Congregation announcing that a special meeting of the church will be held to decide whether or not a mail plebiscite of all church members should be conducted to determine whether or not to take a public stand based on the draft statement that has been prepared. (The draft statement will accompany the letter). In addition, announcement of the special meeting shall be given from the pulpit of the Church on the two (2) Sundays preceding the meeting. The letter and announcements will include a statement that members will be allowed to make motions to change the language of the draft statement at the special meeting.

The primary purpose of the special meeting is to vote on whether or not to move forward with the mail plebiscite. If the majority of voting members present vote in favor of moving forward, then there could be additional votes to change the language of the draft statement.

1.6.3 Second Phase (Sending Out the Ballot)

If the vote at the special meeting is not to move forward with the mail plebiscite, then the President will send out a letter to the entire congregation, notifying them of that information.

If the vote at the special meeting is to move forward with the mail plebiscite, then the President will prepare a packet to be mailed by regular mail to all voting members. The packet will consist of a cover letter explaining the process (including by what date the ballot must be returned), the final wording of the proposed stand that was approved at the special meeting, a ballot indicating their vote (Approve, Disapprove, Abstain), and a return, self-addressed envelope for the ballot. Each ballot will be assigned a unique number so that duplicate returns can be checked. However, no record will be kept of which number was sent to which member. If there is more than one voting member at an individual address, then separate packets will be mailed to each individual.

1.6.4 Third Phase (Counting the Ballots)

All ballots that are received by mail or brought to the church in person will be kept by the Church Administrator in a secure file until the deadline has passed for their return. The Prudential Committee may decide to also collect completed ballots on Sunday mornings after church services through a controlled and secure process (only one ballot box will be used). Once the deadline has passed, all the ballots that have been received will be delivered to a sub-group of the Prudential Committee, chaired by the Clerk, which has been charged with counting the ballots.

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The first step will be to organize the ballots in numerical order to ascertain if any duplicate ballots have been sent in. If any duplicates are identified, then they will be destroyed and not included in the final count. Also, the group will identify any ballots that have duplicate votes (i.e., where more than one option is checked off). These ballots will also be destroyed and not included in the final count. All remaining ballots will be separated into three (3) categories (Approve, Disapprove, or Abstain) and then counted.

The sub-group should determine if there is a consensus or not on this issue using the criteria in the bylaws which is: (1) at least one-third (1/3) of all eligible voters must have voted, and (2) at least two-thirds (2/3) of the votes counted must be either in favor or against. If either one of these criterion is not met, then the determination will be that there is not a consensus of the congregation on this issue. If both criteria are met, then the determination will be that there is a consensus of the congregation on this issue (either for or against).

1.6.5 Fourth Phase (Getting the Word Out)

After the votes have been counted, the President will mail a letter to all voting members informing them of the results (including the actual number of votes pro and con and the total number of members entitled to vote) and any plans for moving forward. In addition, an e-mail announcement will be sent to all those in the congregation (voting members, non-voting members, and friends) with e-mail addresses, and a public announcement will also be made at the next church service.

If both criteria have been met, then the President will arrange for an official statement to be issued to the general public. This could consist of a letter that is published in the newspaper, an invitation to the media for a press conference, and/or any other mechanism for making the statement known to the general public.

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2.1 PERSONNEL POLICY MANUAL

2.1.1 Employment Policies and Practices

2.1.1.1 Statement of Purpose

We have prepared this Personnel Manual to help you to understand some of the policies and procedures of the First Unitarian Church of Providence (referred to herein as “The Church”). Employees should familiarize themselves with this Manual, as it will provide answers to some questions you may have about your employment. Nothing in this Manual or in any other written or unwritten policies and practices of the Church creates an express or implied contract, promise or representation between the Church and any employee.

The Church’s policies generally will be applied consistently. However, the Church reserves the right to deviate from normal policy in certain situations. Since every employment situation cannot be anticipated, this Manual provides a general overview only.

From time to time, changes in the Manual may become necessary. Therefore, the Church reserves the right to amend, supplement or rescind any provisions of this Manual as necessary. You will be notified of any changes in writing.

The Manual applies to all staff, whether full-time, part-time, exempt or nonexempt, except where otherwise stated. Generally speaking, this Manual does not apply to ordained ministers(s) called by vote of the congregation except where the policy outlines specific duties for the Minister and the evaluation process for the Minister. Employment “at-will” means that the Church, by the appropriate agent, may terminate the employment relationship at any time for any reason, with or without notice or cause or as set forth in their respective employment agreements(s).

This Manual supersedes all previous employment policies, whether written or oral, expressed or implied. If any provisions of this Manual are found to be invalid or unenforceable, the remaining provisions will remain in full force and effect.

Anyone who has questions at all about our policies or their application should feel free to discuss them with their supervisor.

2.1.1.2 Church History

First Unitarian Church of Providence is a member of the Unitarian-Universalist Association. Our church was gathered as a conservative Congregational group in 1720. It was considered quite undesirable by the more liberal Baptist and Quaker sects then organized in Rhode Island. It became Unitarian about 100 years later when many New England churches were converting from Congregationalism.

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The Unitarians basically denied the Trinitarian concept of God in three persons – Father, Son and Holy Spirit. Our belief favored salvation by character rather than by faith or divine selection. The Universalists favored “universal” salvation. The two denominations joined in 1961. Already existing local churches, like ours, generally kept their names but had the option of taking the “UU” designation. After 1961, newly formed congregations were called Unitarian-Universalist (“UU”).

First Unitarian Church of Providence is overseen by a rotating governing board, “The Prudential Committee,” which is elected by the membership, and is responsible for the running of the Church as outlined in the Church’s Bylaws.

Ministers may be of either sex and are subject to the Unitarian Universalist Association only as to accreditation and training.

While the Church’s traditions are strongly tied to our Judeo-Christian heritage, our members may be Christians, Buddhists, Agnostics, Humanists or even Atheists. A specific set of beliefs is not required for membership in this church. Each individual member has both the responsibility and the freedom to form his or her own moral and spiritual values.

2.1.1.3 Equal Employment Opportunity

The Church affirms its commitment to equal employment opportunity for all individuals. Decisions about recruiting, hiring, training, promotions, compensation, benefits, and all similar employment decisions must be made in compliance with all federal, state and local laws and without regard to race, color, sex, national origin, age, disability or any other classification protected by law. Any discrimination in the workplace based upon any protected classification against policy.

Employees who have questions about discrimination in the workplace, or who believe this policy has been violated, should report their concerns immediately to their supervisor. All reports will be promptly investigated. All supervisors receiving reports of discrimination are required to submit a written report of the concerns to the Personnel Committee. If the allegation of discrimination involves their supervisor, concerns should be reported directly to the Chair of the Personnel Committee. Retaliation against individuals who make a claim of discrimination or participate in the investigation of such a claim is prohibited by this policy and will not be tolerated. Any violation of this policy will be treated as a serious matter and will result in disciplinary action, up to and including termination.

2.1.1.4 Sexual Harassment

Sexual harassment of any member of the congregation or employee is prohibited and will not be tolerated. This policy applies to sexual harassment by members of the same gender as well as opposite genders. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to the conduct is made either explicitly or implicitly a term or condition of employment;

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- Submission to or rejection of the conduct is used as a factor in employment decisions affecting an individual; or
- The conduct unreasonably interferes with an individual's employment or creates an intimidating, hostile, or offensive employment environment.

Some examples of conduct, which may constitute sexual harassment, depending on the circumstances, include but are not limited to, the following:

- Repeated and unwelcome suggestions regarding, or invitations to, social engagements or social events; or
- Any indication, expressed or implied, that any aspect of employment conditions, depends or may depend on the granting of sexual favors or on a willingness to accept or tolerate conduct or communication of a sexual nature;
- Unwelcome or coerced physical proximity or physical contact which is of a sexual nature or sexually motivated; or
- The deliberate use of offensive or demeaning terms which have a sexual connotation; or inappropriate remarks of a sexual nature.

Any employee who believes they have been sexually harassed by another employee, a supervisor, or any other person encountered in the course of employment should report that conduct immediately to their supervisor. Supervisors are required to make a written report of the complaint to the Personnel Committee. If the report or complaint involves the supervisor, then the complaint should be addressed directly to the Chair of the Personnel Committee.

Every complaint or report of sexual harassment will be promptly investigated. Although investigations will be conducted with sensitivity to confidentiality issues, investigative information will be communicated as appropriate to those with a need to know. If the investigation indicates that a violation of this policy may have occurred, timely and appropriate action will be taken.

Retaliation or reprisal against employees who report sexual harassment claims is prohibited and will not be tolerated. Any violation of this policy will be treated as a serious matter and will result in disciplinary action, up to and including termination.

2.1.1.5 Harassment

The Church prohibits conduct that shows hostility or an aversion toward an individual because of their race, color, religion, sex, national origin, age, disability, sexual orientation or any other classification protected by law, and that:

- Has the purpose or effect of creating an intimidating, hostile, or offensive work environment; or
- Has the purpose or effect of unreasonably interfering with an individual's work performance; or
- Otherwise adversely affects an individual's employment opportunities.

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Some examples of conduct, which may constitute harassment, depending on the circumstances, include but are not limited to, the following:

- Epithets or slurs; or
- Threatening or intimidating acts; or
- Written or graphic material; or
- Written, verbal or physical acts that purport to be jokes or pranks.

Any employee who believes they have been harassed by another employee, a supervisor, an agent of the Church, or any other person who the employee encounters in the course of employment should report that conduct immediately to his or her supervisor. Supervisors are required to submit a written report of the complaint to the Personnel Committee. If the report or complaint involves the supervisor, the report or complaint should be directed to the Chair of the Personnel Committee.

Every complaint or report of harassment will be promptly investigated. If the investigation indicates that an act of harassment has occurred, timely and appropriate action will be taken. Retaliation or reprisal against employees who report harassment claims is prohibited and will not be tolerated. Any violation of this policy will be treated as a serious matter and will result in disciplinary action, up to and including termination.

2.1.1.6 Resolution of Employee Complaints

Effective communication is essential for productive working relationships. To that end, employees are encouraged to discuss any concerns about work or suggestions for improving operations in the following manner:

- The employee should present any complaint or grievance to their supervisor and together discuss the problem, applicable rules or policies, and possible resolution.
- If discussion with the supervisor does not resolve the matter to the employee's satisfaction, the employee should submit the complaint or grievance in writing to the Minister, who shall gather the evidence necessary to complete an investigation. The Minister may interview the employee, involve the Personnel Committee, or appoint an ad hoc committee to advise them.
- Should the complaint or grievance involve the Minister, the employee should submit the complaint or grievance in writing to the Chair of the Personnel Committee who shall, in similar fashion, gather the evidence necessary to complete an investigation.
- The Minister (or the Chair of the Personnel Committee) shall then recommend a resolution of the problem to the supervisor and employee within 30 days of receiving the report of the complaint.
- If the recommendation does not resolve the matter to the employee's satisfaction, the employee may then seek a review by the Prudential Committee. The resolution recommended by the Prudential Committee will be binding upon the congregation and employee.

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2.1.1.7 Internet Policy

The Church provides Internet access (including e-mail) to its staff members to assist and facilitate business communications and work-related research. These services are for legitimate business use only in the course of assigned duties. All materials, information and software created, transmitted, downloaded or stored on the Church's computer system are the property of the Church and may be accessed only by authorized personnel. Inappropriate Internet use includes, but is not limited to:

- Transmitting obscene, harassing, offensive or unprofessional messages; or
- Accessing, displaying, downloading, or distributing any offensive or inappropriate messages including those containing racial slurs, sexual connotations or offensive comments about race, color, religion, sex, national origin, age, disability or any other classification protected by law; or
- Transmitting any of the Church's confidential or proprietary information, including member/friend data or other materials covered by the Church's confidentiality policy.

The Church reserves the right to monitor employee use of the e-mail system or the Internet at any time. Employees should not consider their Internet usage or e-mail communications to be private. Personal passwords are not an assurance of confidentiality, and the Internet itself is not secure.

Any software or other material downloaded onto the Church's computers may be used only in ways consistent with the licenses and copyrights of the vendors, authors or owners of the material.

Only authorized staff members may communicate on the Internet on behalf of the Church. Employees may not express opinions or personal views that could be misconstrued as being those of the Church. Employees may not state their church affiliation on the Internet unless required as part of their assigned duties. Any violation of this policy will result in disciplinary action.

2.1.1.8 Media Inquiries

The Minister may, at their discretion, appoint a designated individual to assume responsibility for media relations. All requests for information about the Church from newspapers, television and radio media should be directed to the Minister or the Minister's designee. An appropriate response to a media inquiry would be, "I'm not the best person to answer that question. May I contact the appropriate person and have that individual get back to you?"

2.1.1.9 Confidentiality

Employees may have access to confidential information about the Church, including but not limited to information about Church members, friends or other staff members. Such information must remain confidential and may not be released, removed from the Church's premises, copied, transmitted or in any other way used for any purpose by employees outside the scope of their employment. All requests for information

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concerning past or present employees received from organizations or individuals should be directed to the Minister. This paragraph shall survive the termination of the Employee's employment for any reason.

2.1.1.10 Conflicts of Interest

Employees are expected to avoid conflicts of interest, defined as any situation where an employee may attain personal gain or which may serve as a detriment to the Church, either monetarily or to its public image, because of the use of information or personal contact which is not generally available except through employment with the Church.

Employees shall not engage in any business or transaction, and shall not have a financial or other personal interest which is incompatible with their employment duties or which would impair their judgment or actions in the performance of their duties for the Church. Employees who have questions about whether an activity violates this policy should discuss the matter with the Chair of the Personnel Committee.

2.1.1.11 Outside Employment

Employees shall not engage in any collateral employment or business activity that is incompatible or in conflict with their duties, functions or responsibilities as an employee of the Church. Activities that may constitute a conflict include use of the Church's time, facilities, equipment or supplies, or the use of the title, prestige or influence of the congregation for private gain or advantage. Additionally, an employee shall not engage in any outside work activity which, by its nature, hours or physical demands, would impair the employee's performance of Church duties; reflect discredit on the Church; or tend to increase the Church's payments for sick leave, worker's compensation benefits or long term disability benefits. Collateral employment should not result in outside telephone calls while on duty for the congregation.

2.1.1.12 Employment of Relatives

Other members of an employee's family may be considered for employment; however, relatives may not supervise one another. "Relative" means a spouse, domestic partner, parent, sibling, child, grandparent, or grandchild.

2.1.1.13 Personnel Record

It is very important that employees keep up-to-date all the information provided to the Church at the time of hire. This information is essential for many purposes, including benefit administration, mailing information to the employee's home, and contacting friends or family in case of emergency. The Minister or his or her designee should be promptly notified of any changes in:

- Address and telephone number;
- Marital status (including legal separation);
- Legal change in employee's name;
- Dependents;
- Changes in beneficiaries;
- Person to notify in case of emergency; and
- Any relevant changes in licensing or education.

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2.1.1.14 Background Check

The Church will use a qualified investigative service to provide a criminal background check for all prospective employees. A negative report will not in itself constitute grounds for rejecting an applicant.

2.1.1.15 Initial Review Period

New employees and employees who are transferred to another position may be required to complete an initial review period of ninety days, which may be shortened or lengthened in the Church's discretion, and which will be followed by a formal, written review by the employee's supervisor. Upon completion of this period, the employee will be considered a regular employee. Satisfactory completion of the initial review period does not alter the employment-at-will relationship. Employees must continue to perform satisfactorily even after the initial review period is completed. Although regular employees typically work on an ongoing basis, there is no guarantee that any job position will continue indefinitely. Any position may be eliminated at any time at the discretion of the Church.

2.1.1.16 Performance Evaluation

To be effective and happy in their work, people need to know how they are doing and how their accomplishments are viewed by others. Informal and formal evaluations should be a regular part of the interaction between the employee and their supervisor. In general, employees will receive a written performance evaluation once each year that will be maintained in the employee's permanent personnel file. The employee's supervisor annually will provide the employee with an opportunity to review achievements and to plan for future performance (Annual Evaluation). This also provides the employee with the opportunity to communicate any concerns about his/her job or future with the Church. Advancement, promotion and raises in salaries and benefits may in part be determined by this evaluation. Each employee will receive an evaluation form containing factors that will be assessed during the evaluation process. The minister will ensure that annual performance evaluations are given to the Personnel Committee.

2.1.2 Wage and Hour Administration

2.1.2.1 Employment Classifications

For purposes of determining the applicability of various policies, practices, and benefits, employees are classified by the nature of the position to which they are assigned and by their regular work schedule.

Employees who are subject to state or federal minimum wage and overtime laws are referred to as "non-exempt" employees. Those in administrative, management, or supervisory positions who are not subject to such regulations are referred to as "exempt" employees.

The status of all employees will be one of the following:

- Full-time: Works year round, at least 35 hours per week.
- Half-time: Works at least 20 hours per week at least 44 weeks of the year.

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- Part-time: Works less than 20 hours per week.

2.1.2.2 Break Periods

The time of meal and break periods will be at the discretion of the immediate supervisor. Generally, there will be one paid 5-minute break period for each hour work period. Employees working 6 hours or longer may receive a 30 minute unpaid meal break. Employees working 8 hours or longer may receive an hour unpaid meal break. Non-exempt employees should not perform any work during their meal period, except as otherwise directed by their supervisor.

2.1.2.3 Timekeeping and Overtime

Non-exempt employees must submit a written and signed record of their time worked at the end of each day. Any scheduled hours not worked or time worked in excess of their regular schedule must be noted. Where required by applicable law, overtime will be paid to non-exempt employees at the rate of one and one-half times the regular rate of pay for all hours worked in excess of forty hours in any one workweek. Holiday, vacation and sick leave are not counted for purposes of overtime compensation. Employees should not work overtime without authorization in advance.

2.1.2.4 Pay and Payroll Deductions

Pay adjustments generally will be considered for all employees once a year and any adjustments will normally begin at the beginning of the fiscal year. There is no guarantee of an annual pay adjustment. Pay is usually based upon such factors as individual performance, job responsibilities and other appropriate factors including the Church's financial ability and economic stability. Employees are generally paid biweekly.

Deductions made from employees' wages are reflected on the stubs of their paychecks. Federal law requires deductions from pay for income tax, Social Security and Medicare. Other deductions may include state and/or local taxes or wage garnishments. Some deductions are optional and are made only if the employee has authorized their deduction.

Employees are responsible for promptly notifying the Minister or their designee of any changes to or errors in their deductions. Any necessary adjustments usually are made and reflected in the employee's next paycheck.

2.1.3 Employee Benefits

The benefits outlined in this Manual represent significant additional compensation to eligible employees. Outlined below is a brief summary of the types of employee benefits currently available through the Church. This summary is not intended to and does not create an express or implied contract, promise or representation between the Church and the employee. These benefits are subject to change at any time at the discretion of Church. In the event of any discrepancy between the benefits outlined below and the plan itself, the plan will govern.

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2.1.3.1 Group Insurance Programs

2.1.3.1.1 Health Insurance Benefits

Full-time employees are eligible for 80% paid health care insurance, and family coverage, where applicable. For employees hired after 1/1/15, the Church will pay for 50% of family coverage. Employees who work between half and full time will be eligible for pro-rated paid health care (e.g., an employee working half time as noted in Section 2.1.2.1 above will be eligible to receive 50% of the church's 80% contribution). Part-time employees are not eligible for health care coverage.

Despite the increasing cost of buying health insurance, the Church is committed to ensuring that health insurance coverage is available for all its employees and their families. In order to achieve some savings on the cost of this benefit, while still maintaining our commitment to the staff, the Church will establish the following policy on health care insurance:

The Church will not pay for health care insurance when the employee is covered by another health insurance policy. In such cases, the employee will have two choices: either (1) keep the Church's coverage and drop the other coverage or (2) keep the other coverage and drop the Church's coverage.

Each subsequent year, at the beginning of the renewal period, the employee will again be given the choice to revert to the Church's coverage. Should family circumstances change, the employee may be given the option of adopting or dropping the Church coverage during the course of the year.

In cases where a spouse's health insurance does not cover the employee's dependent children, employees may choose to remove themselves from their spouse's coverage and choose to be covered as a family under the Church's group policy.

Because of budgetary constraints and because medical insurance costs are very changeable, the Prudential Committee may exercise the responsibility to place a ceiling on the percent increase in insurance premium costs the Church can absorb and require employees to pay any difference in premium.

A. 2.1.3.1.2 Medicare Eligible Employees

The Church is committed to ensuring that health coverage is available for its full time employees and their spouses while taking advantage of the lower cost for health coverage available when either employee or spouse are Medicare eligible. In general, employees and their spouses are no longer covered under the Church's group health policy plan once they are Medicare eligible. The Church still contributes for drug and supplemental coverage costs once employee and spouse are on Medicare as follows:

Eligible employee and spouse sign up for Medicare Parts A and B, paying the Part B premium direct to government agency. Medicare Part B premium is not reimbursed by church.

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Medicare eligible employee purchases Supplemental and Plan D coverage direct from a supplemental carrier, First Unitarian reimburses premiums upon receipt of paid invoice.

If “doughnut hole” insurer-paid drug coverage limit of \$2900 is reached by employee, Church will reimburse out of pocket expenses up to the \$4700 limit less appropriate drug co-pay amounts normally paid by insured for covered drug purchases.

If “doughnut hole” insurer paid drug coverage limit (presently \$2900) is reached by employee’s spouse, the first \$1500 of out-of-pocket doughnut hole expenses shall be paid by employee’s spouse and is not reimbursable. For spouses of employees hired before January 2015 and after the spousal payment of the \$1500 out-of-pocket doughnut hole expense, the Church will reimburse 100% of spouse’s remaining doughnut hole expenses submitted up to \$3200 less appropriate drug co-pay amounts normally paid for covered drug purchases. Spouses of employees hired after January 2015 will receive, after the spousal payment of the \$1500 out-of-pocket doughnut hole expense, 50% of remaining doughnut hole expenses submitted up to \$1600 less appropriate drug co-pay amounts.

B. 2.1.3.1.3 Employee Medicare eligible, Spouse not Medicare eligible

Once an employee activates Medicare coverage, the employee is no longer eligible for group health coverage under the Church’s policy. A spouse cannot be covered under the Church’s group insurance policy if the employed spouse is not covered. However, in the event the spouse is not eligible for Medicare due to age or other Medicare enrollment restrictions, the Church will choose to pay for coverage for the spouse only under the lower cost to the Church of the following two scenarios:

1. The Medicare eligible employee shall follow standard Church Medicare policy set forth in Section B above, and the employee’s spouse/family shall purchase individual health care coverage equal to that offered under the Church group policy, and the Church shall reimburse the employee spouse/family 80% of the coverage cost if the employee of the spouse was hired before January 1, 2015, and 50% of the coverage cost if the employee of the spouse was hired after January 1, 2015; or
2. The Medicare eligible employee does not activate Medicare coverage, and spouse/family shall remain enrolled in Church Group Policy plan until spouse becomes Medicare eligible.

Six months prior to employee’s Medicare enrollment date, the employee and spouse will price Scenario 1, the Church will price scenario two. The total-lower-cost scenario will be used as the basis for Church health insurance cost contribution until both employee and spouse are Medicare eligible.

2.1.3.1.4 Disability and Unemployment Insurance

Employees participate in R.I. Temporary Disability Insurance (“RITDI”). This is a mandatory state tax, which is deducted from each paycheck up to a maximum amount defined by the R.I. State Legislature. An employee who is unable to work for seven (7)

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consecutive days or longer due to their own illness or injury or to care for a seriously ill family member should apply for RITDI benefits.

All on-the-job injuries or illnesses, regardless of severity, should be reported immediately to the employee's immediate supervisor or the Minister. Employees may be required to provide a physician's statement in order to return to work.

Currently, the Church does not provide long-term Disability Insurance.

The Church reimburses the State Department of Employment and Training (DET) for unemployment claims. Employees who believe they may qualify for benefits should apply at their local DET office.

2.1.3.2 Retirement Benefits

The Church offers full-time and half-time employees a Unitarian-Universalist Association Pension Plan. It is a generous plan for which employees become eligible after one year of employment. The Church contributes 10% of the employee's salary to the Pension Plan and the employee may make additional contributions as provided by law.

2.1.3.3 Vacations

Full-time employees are eligible for paid vacation time at their regular rate of pay. After two months of continuous service, new employees begin to earn vacation time at the rate of ten days per calendar year. A day of vacation is accrued monthly during the first year. Beginning with the second year of employment, employees accrue vacation at the rate of 15 days per calendar year. After five (5) years of service, employees will accrue vacation at the rate of 20 workdays per calendar year. No vacation hours accrue during any unpaid leaves of absence – unpaid medical leave, personal leave of absence, etc.

Employees may carry over unused vacation days from one year to the next in an amount not to exceed 50% of the total allowed to be accrued in the previous year. (e.g., a five-year employee may carry over a maximum of 10 unused vacation days into the next year). Unless otherwise contracted, half-time employees shall accrue vacation time, at their regular rate of pay, at a rate that is equivalent to one-half the time granted to a full-time employee.

Vacation time for all employees must be approved by the employee's supervisor and will be subject to the needs of the Church.

Vacation time for the Minister, Director of Religious Education, and Music Director is separately arranged as provided in their individual contracts.

Staff who leave employment will receive payment for the accrued vacation days that have not been used. If any exiting employee has taken more vacation days than have been earned, he or she will repay the Church for those days.

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2.1.3.4 Holidays

All full-time and half-time Church employees will receive holiday benefits computed on the basis of the employee's regular hourly rate times their number of regularly scheduled hours. The following paid holidays are observed each year:

New Year's Day	January 1	Labor Day	September
Martin L. King Day	January	Columbus Day	October
Presidents' Day	February	Thanksgiving Day	November
Memorial Day	May	Day following Thanksgiving	November
Independence Day	July 4	Christmas Day	December 25
Victory Day	August		

If an observed holiday falls on a Saturday, the preceding Friday generally will be observed as the holiday. If an observed holiday falls on a Sunday, the following Monday generally will be observed as the holiday. If employees are required to work on an observed holiday, they will be granted another day off. If a holiday falls during the vacation of an employee, the time is paid as a holiday rather than as vacation time.

2.1.3.5 Leaves of Absence

2.1.3.5.1 General Provisions

The policies in this section describe various types of paid and unpaid leaves of absence provided by the Church. Leaves must be requested in advance in writing and require the approval of the employee's immediate supervisor. The exact nature of the leave and its anticipated length must be included in the written request. Employees are expected to return to work upon the expiration of the leave as granted. If prevented from returning as expected, the employee must immediately notify their supervisor.

Any employee who is absent for three (3) consecutive days without notifying his/her supervisor is considered to have voluntarily resigned.

2.1.3.5.2 Sick Leave With Pay

Full-time and half-time employees will accrue sick leave at the rate of one day per month for a total of ten (10) days per calendar year. A maximum of 30 days may be accrued. Sick leave does not accrue during an unpaid leave of absence. Sick leave is not considered to be a wage or benefit due the employee, and any unused sick days will be automatically cancelled upon termination of employment. Employees are expected to notify their supervisor as early as possible of any planned sick leave.

Employees may be required to furnish their supervisor with medical documentation of any illness lasting three days or more.

If any employee's illness requires more than the accrued sick benefit, sick leave will be counted against any accrued vacation time.

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2.1.3.5.3 Personal Leave

Full-time and half-time employees may use up to two (2) days of unused sick time per calendar year for personal time. Advance notice must be given in order to meet the needs of the Church, unless an emergency prevents notice.

An unpaid leave of absence may be granted to an employee at the discretion of the Church through its Prudential Committee. Requests must be submitted in writing to the employee's supervisor.

2.1.3.5.4 Military Leave Without Pay

Employees who are members of the uniformed services of the United States (including the National Guard or other reserve unit) will be granted unpaid leaves of absence in accordance with state or federal law, to perform military duties on a voluntary or involuntary basis. The employee should provide notice of intended leave in compliance with federal and state regulations.

Employees may choose to use any accumulated vacation time for all or part of the period of military service. Leaves of absence in excess of any available vacation time will be without pay. In accordance with applicable law, eligible employees will be re-employed in compliance with state and federal law upon returning from military leave of absence.

2.1.3.5.5 Funeral or Bereavement Leave With Pay

In cases of death of an immediate family member (i.e., spouse, child, parent or sibling), full-time and half-time employees may use three (3) business days for bereavement. For other relatives (e.g., grandchild, grandparent, aunt, uncle or close friend), one (1) business day for bereavement may be used. Bereavement days are not to be counted as vacation, sick, or personal time. Additional time may be granted at the discretion of the employee's supervisor, if it does not unduly affect Church business.

2.1.3.5.6 Jury Duty Leave With Pay

Employees called for jury duty, who are absent from scheduled work with the Church, shall receive the difference between what the employee would have earned at their regular salary/hourly rate of pay had they been at work and the payment received for such jury duty. Employees should appear for work upon being excused from jury duty on any day. Employees should notify their supervisor of their jury duty obligation as soon as it is practical.

2.1.3.5.7 Parental and Family Medical Leave

An unpaid leave of absence of up to 13 weeks in any two calendar years may be granted to an employee for reasons of:

- Personal illness or temporary disability (including pregnancy), if documentation addressing the nature and duration of the employee's medical inability to work is submitted by an attending physician;
- Parental care for a newly-adopted child – employee should provide advance notice;

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- Caring for a seriously ill family member, which includes a parent, spouse, child, mother-in-law or father-in-law. Documentation to validate the seriousness of the illness shall be required.

2.1.4 Other Employer Policies

2.1.4.1 Attendance and Punctuality

Each employee is expected to be prompt and regular in their attendance at work. Personal appointments should be scheduled before or after work hours, if possible.

All scheduled absences must be approved in advance by the supervisor. Employees who are unable to report to work at their scheduled time must call their supervisor as soon as possible to report the absence and the expected time of return to work. Employees must call in each day they are absent, unless otherwise authorized by their supervisor.

Unscheduled absences (such as returning late from lunch or leaving work before the end of the workday) must be approved by the employee's supervisor. If the employee expects to be absent the following day, they should inform the supervisor of that fact at the same time.

2.1.4.2 Work and Disciplinary Guidelines

Certain guidelines must be observed by all employees to protect the integrity of the congregation. Violations may result in disciplinary measures including verbal warnings, written warnings or termination.

Engaging in any of the following examples of unacceptable conduct may result in disciplinary actions. These examples are intended only as a guide and are not all-inclusive.

- Failure to perform work in an acceptable manner.
- Absenteeism or tardiness.
- Leaving work without permission.
- Failure to report absences as required.
- Sexual harassment or harassment described in this Manual.
- Inappropriate interaction with members of the congregation.
- The use, possession or sale, or being under the influence of alcohol or controlled substances (other than those used for bona fide medical purposes) while working or while on Church premises (including meal and other breaks).
- Unauthorized possession of weapons.
- Disclosure of confidential information.
- Smoking in unauthorized areas.
- Failure to report-on-the job injuries.
- Working another job while absent.
- Failure to accurately complete or permitting another person to complete the employee's timecard.
- Arrest and conviction for criminal offenses that are job related, including those that may affect the employee's ability to perform his or her job.
- Theft or dishonesty.

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- Falsifying records or information (or misuse or unauthorized manipulation of any computer or electronic data processing equipment or system).
- Discourteous treatment of others.
- Taking Church property without paying for it or without written permission.
- Reckless, careless or unauthorized use of Church property, equipment or materials.
- Improper or profane language.
- Violation of any other Church policy.

2.1.4.3 Separation from Employment

Employees who resign are requested to give at least two weeks' written notice in order for the congregation to find a suitable replacement unless a longer notice period is required by contract.

2.1.4.4 Safety and Accidents

The safety of employees, as well as members and visitors, is of paramount concern. All employees are expected to abide by accepted safety standards at all times. They should know the whereabouts of fire extinguishers and the first aid kit.

Any unsafe condition, equipment or practice observed by an employee should be reported immediately to the supervisor or the Minister. All on-the-job accidents or injuries to employees, no matter how minor, should be reported immediately to the Minister. In the event of a fire or other emergency, the fire department and/or police should be called immediately, and all staff and members of the congregation should leave the premises.

2.1.4.5 Personal Property

The Church cannot be responsible for damage to or loss of personal property, including loss or damage to vehicles or other property in or on Church property.

2.1.4.6 Workplace Threats and Violence

Threats, threatening behavior or acts of violence against persons by anyone on Church property will not be tolerated. Any employee who verbally or physically threatens another, exhibits threatening behavior or engages in violent acts on Church property may be removed and will remain off Church property pending the outcome of an investigation. If the Church determines that a violation of this policy has occurred, the Church may take appropriate disciplinary action that may include, but is not limited to, suspension and/or termination of employment, and/or legal action as appropriate.

All employees shall inform the Minister or their supervisor of any behavior that they have witnessed or experienced that they regard as threatening or violent, or when that behavior is job-related or is connected to employment.

2.1.4.7 Storage Facilities and Inspection Rights

Churches, like other organizations, are sometimes the victims of thieves. The Church has on its premises storage facilities such as desks, file cabinets, closets and storage areas for the use of employees; however, the Church can make no assurances that they will always be secure.

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The storage of any unauthorized alcohol, illegal drugs or drug-related paraphernalia is prohibited on Church premises. Therefore, the Church reserves the right to open and inspect any desk, file cabinet, storage closet or storage area at any time and without prior notice or consent. Employees may not use personal locks on Church owned desks, cabinets, closets or storage areas.

2.1.4.8 Employment Authorization

Federal law requires that prospective employees must show proof of eligibility to work in the United States in the position for which they are applying. When applicable, employees must usually provide an original document or documents to the employee's supervisor that establishes identity and employment eligibility from the date employment begins.

2.1.4.9 Loans and Advances against Salary

The Church recognizes that unusual circumstances may from time to time occur and will try to find sources of aid for its employees. The Church cannot provide loans or advances against salary to its employees.

2.2 MINISTER JOB EXPECTATIONS

2.2.1 Shared Leadership

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

The Church looks to its Minister for spiritual leadership and initiative, for assistance in setting and articulating its vision, and for professional and inspired performance and oversight of the Church's programs in collaboration with the Prudential Committee, the Board of Deacons, Church Staff and the Church's committees.

2.2.2 Leadership Goals

Within the first year of ministry, the Minister, Prudential Committee, and Committee on Ministry, will engage in a process for the purpose of arriving at specific understandings about the sharing of power of authority and responsibility, goals for the coming year, and a plan for reviewing and assessing the ministry of the congregation on an annual basis. This plan of work should be developed in conjunction with the staff.

2.2.3 Pulpit and Worship Services

It is a basic premise of this Church that the pulpit is free and untrammelled. The Minister is expected to express their values, views, and commitments without fear or favor.

The Minister will be directly responsible for worship services, including sermon, for at least thirty Sunday mornings annually. The Minister will not be required to prepare and deliver a sermon one Sunday per month.

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The Minister will work closely and in a collaborative fashion with the Director of Religious Education, the Music Director and the Worship Committee in preparing for all worship services. The Minister will have final responsibility and accountability for worship.

2.2.4 Services to Persons

The Minister will serve members in their needs for pastoral care, including crisis intervention and visitation of the homebound, sick, dying, and bereaved, both directly and with support from and in conjunction with the Board of Deacons and the Caring Network. The Minister will maintain awareness of their own limitations, and will refer members for professional counseling and other specialized services as appropriate.

The Minister will provide ceremonial services and counsel to members of the Church and members of their immediate families without fee. When services such as ceremonies, counsel, teaching or presentations are provided to others, such fees may be set by the Minister in accordance with those recommended by the Unitarian Universalist Ministers Association. All such fees are the property of the Minister.

2.2.5 Services to the Prudential Committee and Committees

The Prudential Committee expects the Minister to report monthly, bringing to its attention specific concerns as they arise. The minister will be an *ex officio* member without vote of the Prudential Committee.

The Minister will confer with committees, as needed. Attendance and participation by the Minister at most committee meetings is welcome but not expected. The Minister will act as an *ex officio* member without vote of all committees of the Church except the Nominating Committee, Committee on Ministry and Ministerial Search Committees.

2.2.6 Membership Growth

The Minister will assist the Church in the development and implementation of a plan for membership growth and retention.

2.2.7 Community Activities

The Minister is encouraged to act in the community beyond the Church on behalf of liberal religious values, and to inform the congregation of such action through periodic reports.

2.2.8 Relationship to Church Paid Staff

The Minister and the Prudential Committee will develop an organizational model for the relationship between the Minister and the church paid staff, based on an assessment of the model used during the interim period.

The Minister participates in staff evaluations and recommends personnel actions to the Prudential Committee. In consultation with the Minister, only the Prudential Committee or its delegates may hire, discharge, and change compensation of church staff.

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2.2.9 Office Hours and Days Off

The Minister will maintain regular and posted daytime or evening office hours at least three days per week, with other times available by appointment.

The Minister will maintain one day per week free of all Church responsibilities and one additional day devoted to study and writing wherein the Minister shall be available only for serious emergencies.

2.2.10 Committee on Ministry

The Minister will meet regularly with the Committee on Ministry, which exists to support and monitor the health of the ministry of the Church.

During the first six months of the Minister's tenure, the Ministerial Search Committee, or a part, thereof, will act as the Committee on Ministry. Thereafter, the membership of the Committee on Ministry will be determined through a process established by the Prudential Committee and the minister.

2.2.11 Minister's and Church's Conduct

The conduct of the Minister and the Congregation will be in accordance with the *Code of Professional Practice and Guidelines for the Conduct of Ministry* of the Unitarian Universalist Ministers Association.

2.2.12 Intellectual Property

All notes, research, sermons, and other products of the Minister's work shall be the sole property of the Minister.

2.3 MINISTER EVALUATION

2.3.1 Ministerial Evaluation Process

Work of the minister will be evaluated at least every three years as part of a periodic review and renewal of the ministry of the Church. A committee of three people, including at least one member of the Prudential Committee, shall be appointed by the Prudential committee for this purpose on an ad hoc basis.

2.4 STAFF DEVELOPMENT

2.4.1 Professional Development

If the Minister determines that it is desirable to have a staff member pursue professional development opportunities directly related to his or her position, the employee may be encouraged to pursue those opportunities during work hours. If such activities take place outside of normal work hours, the time spent traveling and in class will be considered a part of the employee's normal workweek.

Some employees have budgeted allowances for professional development. Employees who are not provided with such funds may request, through their supervisors, funding for those professional development activities that would provide a clear benefit to the performance of their jobs. Requests will be handled on a case-by-case basis.

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All professional development activities will be reviewed regularly by the Minister and the Prudential Committee to ensure that staffing needs are adequately met, in terms of both professional growth and the operation of the Church.

2.4.2 Education Leave

Employees who would like to pursue other educational opportunities that conflict with their work hours, but are not directly related to their positions, should consult with their supervisors, who will make a recommendation to the Minister. Generally, approval will be given if the employee's absence will not have a significant negative impact on the business of the Church. The employee will not be compensated for the hours missed. However, at the discretion of the Minister, the employee may be given the option to make up the hours to complete a normal workweek. Costs of the program will generally be the responsibility of the employee.

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3.1 STATEMENT OF POLICY

Among the goals of the First Unitarian Church of Providence (the “Church”) is the creation of a safe environment in which members of the Church can both explore and experience spiritual growth, as well as freely express their individual views and opinions. As Unitarian Universalists, we value the “inherent worth and dignity of every person.”

In order to fulfill our goals, it is important that the Church establish and reinforce behavioral norms on Church premises and at Church sponsored events, and that the Church identify and address actions, verbal or otherwise, that actually or potentially harm, degrade, intimidate, or violate the safety of members of the Church or visitors to Church premises and events.

Accordingly, the Church hereby establishes this “Safe and Civil Church” policy and procedures (“Policy”) in order to:

- Guide the activities that take place in our Church life; and
- Provide for a procedure to deal with conduct that leads to complaints, or which otherwise require that they be formally addressed by the Church.

This policy is provided for the benefit of, and is applicable to, all persons associated with the Church or are present on Church premises, or are social invitees of the Church or members thereof, and is intended to promote a “Safe and Civil Church” for every person whether a member, guest, employee or minister of the Church, or otherwise.

Nothing in this policy shall affect either the right of the Church to terminate as a member any person whose actions are inimical to the interests of the Church, as provided by Article V, Section B of the Church Bylaws, or the rights of a called minister to due process as provided in Article XIV, Section A of the Church Bylaws.

Additionally, the Church will endeavor to assure that the physical condition of the Church building(s) will allow for the safety of all persons, and the Church will institute reasonable safety procedures throughout the building(s).

3.2 SAFE AND CIVIL CHURCH PROCEDURES

Our Policy addresses “Abuse” in a broad context, and “Sexual Misconduct” as a form of Abuse.

3.2.1 Definitions

Where used in this Policy, the following terms shall have the meanings set forth below:

1. “Abuse” means:
 - a. Any intentional or reckless act which causes, or creates a substantial risk of serious physical or emotional injury, or that constitutes a criminal

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offense under the laws of the State of Rhode Island, or any intentional or reckless act which inappropriately or unfairly takes advantage of a person under the age of eighteen.

2. “Sexual Misconduct” means any:
 - a. Abuse which is sexual in nature, including but not limited to any sexual involvement or sexual contact by any adult with a person who is under the age of eighteen or who is legally incompetent;
 - b. Harassment, intimidation, or other inappropriate behavior of a sexual or prurient nature that takes place in an employment, mentor, counselor, teacher or similar relationship; harassment, intimidation, or other inappropriate behavior includes but is not limited to, undesired or inappropriate sexually oriented humor or language; unsolicited questions or comments about sexual behavior or preference; unsolicited or unwelcome physical contact or advances; undesired or inappropriate comments about clothing or physical appearance; and/or any communication which has the purpose or effect of creating an intimidating, hostile, or offensive environment; or
 - c. Sexual exploitation, including but not limited to, the development of or the attempt to develop a sexual relationship between ministers, counselors, youth leaders, Church religious education leaders, etc., with a person with whom they have a caretaking or confidential role, whether or not there is apparent consent.
3. “Disruptive Behavior” means any:
 - a. Disruptive behaviors are words or actions that impact the emotional or physical safety of any child, youth or adult or interfere with Church programs, business or activities. These words or behaviors may be offensive and possibly drive existing members and visitors away; or disruptive, interfering with Church activities; or dangerous or threatening to persons or property.

3.2.1 Creation of the “Right Relations Advisory Committee”

The “Right Relations Advisory Committee” (“RRAC”) is hereby created. The RRAC shall consist of the called Minister of the Church and the Church President, and another member of the Church. This third person should where possible be a former officer of the church, and will normally serve a three-year term: the position will be filled in the same manner as other elected positions in the church, through vote of the church body. This third member shall be the Chair of the Committee. The identities of the members of the RRAC shall be made public to the members of the Church by all communications channels, including in the Church’s website. The RRAC shall respond to allegations of Abuse and Sexual Misconduct in accordance with this Policy.

3.2.2 Religious Education Program (Spiritual Pathways) Policies and Procedures

Safety is the top priority in our community of children, youth, and adults. The Director of Religious Education (“DRE”) and the Religious Education Committee are committed to establishing Church best practices: they conduct annual evacuation drills with volunteer

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teachers, have instituted a code of ethics, background checks, and safety education for volunteer teachers and staff. UUA-identified safe-congregation and right-relations issues are a focus of concern for the DRE.

Arrival and Departure: It is required that parents remain on church property at all times when their children or youth participate in any church programs. Otherwise, special arrangements must be made ahead of time with the Director of Religious Education. Guidelines for each age group for drop off and pick-up on Sunday mornings are communicated with parents at registration and posted in all classrooms.

Guests: Guests of registered students are welcome, but must submit a guest slip to teachers before visiting.

Health Issues: In order to promote and maintain a healthy environment for our multigenerational community, people with a fever, active cough/cold symptoms, or any sign of infectious disease should remain at home. Basic first aid is provided for accidents. Parents are informed of any injury or illness. *There is a NO NUTS policy in all classrooms.* A Bathroom Policy for Assisting Young Children is posted in age-appropriate rooms.

Special Needs: The Church welcomes all children and youth, including those with special needs. The R.E. program makes every effort to accommodate people with special needs in our classes. It is important for all parents to share the strengths and weaknesses of their children with our volunteer teachers so that various learning styles can be honored. Parents of children with special needs should discuss arrangements for accommodations with the DRE. Please contact the DRE with your ideas about better serving the needs of the Church.

Childcare for Church Events: A goal is to have childcare available for most adult events. Information for the sponsoring committee, staff or Church leader regarding safety issues of sign-in, space, caregiver expectations, compensation and procedural support is presented to all those requesting childcare and is available in the church office, along with a list of caregivers.

Conduct: We recognize that people come to the Church with a variety of emotional, cognitive, medical, and social issues impacting their lives and involvement in our community. In this spirit, we recognize that people of all ages may present challenging behavior that could be disruptive to the community or pose a risk to the safety and security of themselves or others. We promote respectful and civil behavior among all participants in our programs. People of all ages are expected to behave in a safe and respectful manner toward others at all times. Behavioral guidelines and promises are explained, posted, and promoted in all classrooms and maintained at all R.E. events. Volunteer teachers, staff, and leaders are expected to communicate conduct expectations and consequences. Teachers and group leaders are asked to inform the DRE or Minister when they are concerned about a person's behavior or emotional state in the classroom and seek assistance immediately if the behavior is deemed to pose a safety risk to anyone. A series of steps and consequences that include discretion and confidentiality have been

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established in the comprehensive policy. Parents are expected to disclose knowledge of any circumstances that may impact their child's ability to conform to behavioral guidelines. We seek to provide volunteer teachers with appropriate training experiences and guidelines. The DRE and Minister abide by their professional codes of practice. All teachers and staff must sign and uphold the First Unitarian Church of Providence Code of Ethics and have an annual RI background check.

For the further protection of children and youth who attend the Church, those congregants or visitors with a history of confirmed Abuse or Sexual Misconduct may be subject to permanent or temporary restrictions as determined by the RRAC. Such restrictions may include, but are not limited to, being accompanied by an approved chaperone at all times while on Church premises, or being barred from Church premises and attendance at Church-sponsored events.

3.2 PROCEDURES REGARDING INCIDENTS INVOLVING ADULTS

Any called Minister, Church employee, or member who receives a report of Abuse or Sexual Misconduct toward an adult, or who believes an adult has been the subject of Abuse or Sexual Misconduct, either on Church property or at any Church-sponsored event, should immediately report the matter to any member of the RRAC. The person reporting the incident should not disclose to any other person that they are making such report, including the person(s) who are the object of a complaint.

As soon as reasonably possible after a report of Abuse, Sexual Misconduct, Disruptive Behavior has been received, the RRAC shall convene to review the report and be advised of all available information concerning the incident(s), including the names of the complainant and the accused party. The RRAC shall then establish an investigative plan to gather all relevant facts and determine an appropriate response to both the complainant and the accused party. Should the RRAC determine that any of its members should not participate in the process for any reason, such person shall be excused.

The RRAC may consider the following in determining an appropriate response:

Dangerous: Is the individual the source of a threat or perceived threat to persons or property, including themselves?

Disruptive: How much interference with Church functions is occurring?

Offensive: How likely is it that prospective or existing members will be driven away?

While the RRAC will, to the extent reasonably possible, preserve the confidentiality of individuals and the information it gathers, and release the same only on a need-to-know basis, the investigation of such an accusation should normally include a discussion with the accused party and speaking with individuals with knowledge of the circumstances of the complaint. Reasonable care shall be taken by the RRAC to preserve confidentiality of all persons connected to the investigation. Following the investigation, the RRAC shall present its findings to the affected parties. Such findings shall be in writing if requested by any party.

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At the conclusion of the investigation, the RRAC shall notify the Prudential Committee that a report of Abuse, Sexual Misconduct or Disruptive Behavior was received and investigated, and of the Committee's conclusion and recommended level of action, which may include no action, a warning, suspension, expulsion, and/or exclusion from the Church premises or Church sponsored events. In the event the RRAC recommends to the Prudential Committee that any action be taken with respect to the report, the Prudential Committee will be provided with such information necessary to consider such action. The Prudential Committee will first meet in executive session to review and discuss the findings of the RRAC, to vote to approve the Committee's finding in full or approve a less severe penalty, and to determine the scope of communication to individuals on a need-to-know basis to facilitate enforcement. The Prudential Committee will then make a final determination regarding the recommendations of the RRAC.

The accused party shall be given written notice of the Prudential Committee's decision of the matter and provided an opportunity to be heard, either in person or in writing, as the Prudential Committee shall deem appropriate. There is no appeal process. In the event the offending party is a member of the congregation, the RRAC recommends termination and the Prudential Committee approves that recommendation then in such event, the requirements of termination of members shall be followed per Article V of the Bylaws.

In the event the person or persons accused of Abuse, Sexual Misconduct or Disruptive Behavior is an employee of the Church, then in such event, the Policy and Procedures Manual of the Church shall govern the discipline, suspension or termination of the employee.

As an alternative to a specific recommendation regarding a complaint, the RRAC may recommend that the Prudential Committee adopt revised policies and procedures of general application. In that event, the identification of individuals may not be required. The final decision regarding the identification of individuals involved in a particular case, however, shall lie with the Prudential Committee.

Unless otherwise noted, all RRAC materials, including written findings/recommendations must be stored in a locked file in the Minister's office.

3.3 PROCEDURES REGARDING INCIDENTS INVOLVING CHILDREN AND YOUTH

The following additional procedures apply in the case of reported incidents involving children and youth (persons under eighteen years of age.)

Any Church member, friend, guest, teacher, youth advisor, chaperones or staff member of the Church having reasonable cause to believe that a child or youth has been subjected to Abuse shall have an obligation to report same immediately to a member of the Prudential Committee, the Minister, the DRE or the RRAC.

When considering whether an event is reportable, it is Church policy that anyone who has concerns is strongly encouraged to report them. Any behavior that potentially harms a

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child's health, welfare or safety or potentially puts a child's health, welfare or safety at risk should be reported, in keeping with Rhode Island State law: Title 40, Section 40-11-3.

The RRAC will handle all reports of Abuse or Sexual Misconduct regarding a child or youth according to the same procedures as those applicable to complaints involving adults, except that:

- a. The identity of the individuals involved shall be maintained as strictly confidential, and shall not be made publicly available except as required by applicable law, provided, however, that the child or youth's parent(s) or other legal guardians(s), and any other persons to whom disclosure of the information would be appropriate in order to provide supervision or care of such child or youth, for example, their religious education teacher, shall be informed unless, in the reasonable opinion of the RRAC, such disclosure would endanger the health or welfare of the child/youth;
- b. The RRAC, at the expense of the Church, may retain/obtain counsel regarding the Church's obligations and options in consultation with and approval of the Executive Committee of the Church;
- c. The matter shall be reported to the Rhode Island Division of Children, Youth and Families (DCYF), or law enforcement, in accordance with RIGL 40-11-3, which provides:

Any person who has reasonable cause to know or suspect that any child has been abused or neglected as defined in section 40-11-2 or has been a victim of sexual abuse by another child shall, within 24 hours, transfer that information to the department of children, youth and families or its agent who shall cause the report to be investigated immediately. The law is at

<http://webserver.rilin.state.ri.us/Statutes/TITLE40/40-11/INDEX.HTM>

During the pendency of an investigation, or if abusive behavior is substantiated following an investigation by the RRAC, the alleged offender may not continue to have responsibilities for children and youth in Church-related activities, except as set forth in this Policy.

- a. If a matter is referred to DCYF, the alleged offender must report the results of DCYF's investigation to the RRAC immediately upon receipt. The alleged offender will not be eligible for lifting of restrictions until such results are reported;
- b. If abusive behavior is suspected or substantiated, the perpetrator must not have any unsupervised contact with children or youth within the Church or in Church-related activities;
- c. During the pendency of an investigation, the alleged offender must agree (A) to forego unsupervised contact with children and youth, (B) not to function as a chaperone, mentor, advisor or teacher for children or youth events within the Church, and (C) if the investigation involves allegations of abusive or neglectful behavior, or if the RRAC otherwise requires, to sign and comply fully with a written agreement that has been approved by the Prudential

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Committee, governing the alleged offender's contact with children and youth. The offender's failure to comply with any of these requirements shall result in the offender being barred from Church premises and from all Church events, activities and programs; and

- d. If Abuse by the alleged offender is substantiated by DCYF, but the Prudential Committee nevertheless agrees to permit continued attendance and participation at Church, the alleged offender will also be required to sign and comply fully with a written agreement that has been approved by the Prudential Committee, governing the alleged offender's contact with children and youth. The alleged offender's failure strictly to comply with the terms of such agreement shall be grounds for the Prudential Committee to require their temporary exclusion from the Church, and from Church premises and events.
- e. If a Member is to be excluded temporarily from the Church for any period of time, the reasons shall be stated in writing, as well as any possible conditions for future return.

3.4 PROCEDURES IN THOSE CASES WHERE A MEMBER OF THE CHURCH, OR AN INDIVIDUAL WHO ATTENDS CHURCH EVENTS WITH A MEMBER, HAS A KNOWN RECORD OF SEXUAL MISCONDUCT AND/OR CRIMINAL RECORD INVOLVING ABUSE OF ANY KIND

Because we "affirm the inherent worth and dignity of every person," the Church does not believe any person should be automatically excluded from membership in the Church, or attendance at Church events, solely because of their prior actions. At the same time, the Church seeks to ensure the well-being and safety of all of our participants, especially the most vulnerable, recognizing that recidivism is not unknown for individuals with a history of engaging in certain kinds of Abusive behavior. We therefore will welcome him or her in our space and at our events, but his/her participation may be limited in ways to ensure the safety of all, and in particular children and youth.

Accordingly, prior to attending or participating, the RRAC will create a covenant with the individual to sign that will place appropriate restrictions on their access, including denial of access at certain events and places.

Those selected individuals, including members, who decline to accept the RRAC's conditions will be invited to leave Church sites and events, and/or denied access to current or future events. Such refusal may justify a call to the local police for assistance.

Any such agreement will be kept in a locked file by the Minister. Such information will be revealed to others on a need-to-know basis.

3.5 PROCEDURES IN THE EVENT OF DISRUPTIVE BEHAVIOR

Any Church member, friend, guest, teacher, youth advisor, chaperones or staff member of the Church may report an incident believed to potentially involve a Disruptive Behavior by a member, friend, youth advisor, chaperone, teacher, staff member or guest to a member of the Prudential Committee, the RRAC or the Minister.

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Reporting: The Church follows all applicable state laws and reporting mandates. In some situations, immediate action is warranted and should be taken. It is appropriate to call the police to remove any person exhibiting threatening or violent behavior. This policy should not restrict the rights of any individual on the premises who feels threatened, to call the police on her or his own behalf. Should any Church member, friend, guest, teacher, youth advisor, chaperones or staff members of the Church experience what she or he perceives as Disruptive Behavior, that person is urged to draw the disruptive person aside and explain how she or he finds specific behaviors unacceptable or uncomfortable.

When considering whether an event is reportable, it is Church policy that anyone who has concerns is strongly encouraged to report them. The RRAC will handle all reports of Disruptive Behavior.

3.6 OTHER MATTERS

All materials regarding an unsubstantiated complaint shall be destroyed three (3) years following the conclusion of the investigation unless the RRAC designates that they be maintained for an additional period of time.

Any complaint that involves the Minister, Prudential Committee member, or employee of the Church shall be reported to the Church's insurance agent or broker for a determination whether to place the Church's liability insurance carrier on notice of a possible claim or suit.

SECTION 4.0 FINANCIAL

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4.1 OVERVIEW

As of Fiscal Year 2017, the annual operating budget of First Unitarian Church Providence is funded 60% by congregational giving, 8% from Church property rentals and the remaining 32% from endowment income.

Congregational giving consists primarily of amounts pledged each year during the Annual Budget Drive, with a very small percentage contributed through fundraising, new membership pledges and Sunday collections.

No more than 5% of the total value of the Endowments is withdrawn to generate the income from this source each year. As of Fiscal Year 2017, endowment income is generated from 3 separate funds at the following percentages in relation to the total budget:

- Property Fund 17%
- Religious Education Fund 8%
- Consolidated Fund 6%

The percentage of endowment income in relation to the total budget changes as the value changes of the funds in which the endowments are invested.

The amount of funds that can be withdrawn from the endowments is determined by the bylaws. The purpose for the use of the funds is determined by the endowment gift's restrictions. For example, all property fund income is used to support the maintenance and, when excess is available, restoration of church property including utilities, building management and upkeep.

The Budget Committee develops the annual budget and adjust expenses to meet projected income. Once the projected budget is in balance, it is submitted to the Prudential Committee for approval to present for a congregational vote on acceptance. See Section 4.13.

The individual groups may request expense payments up to the amounts budgeted for the purposes designated. The Church Bookkeeper and Administrator keep track of monies collected and expended in order to ascertain whether the projected budget is in balance throughout the year. Reports produced by the bookkeeper allow the Treasurers to determine the overall financial operating expense health of the church on a monthly basis, with recommendations for adjustment to the budgeted amount made to the Prudential Committee for approval as the need arises.

Check signing authority is limited to the Church Administrator, Treasurer, and Assistant Treasurer for Church expenses. The minister also has check signing ability for the Pastor's Fund. (See section 4.1.3). In general, expenses not budgeted for must obtain Prudential Committee approval prior to expenditure.

4.2 BANK ACCOUNTS

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4.2.1 Bank of America

The operating budget checking account is currently with Bank of America. The President, Treasurer, Assistant Treasurer, and Church Administrator have signature authorization. The Church Administrator has a limit of \$250 per check.

4.2.2 Citizens Bank Women's Alliance Account

The Women's Alliance checking account is used to pay expenses for the Women's Alliance. The Church Administrator has authority to sign the checks. Checks are not to exceed \$1,000.

4.2.3 Citizens Bank Pastor's Account

The Citizens Bank Pastor's checking account is used at the Minister's discretion. It is funded by an annual drawdown from the Edith Ehrlenmeyer bequest, which is invested at Ocean State Charities. The Minister and Church Administrator have signature authorization. The Minister reports activity annually to the Prudential Committee.

4.2.4 Citizens Bank Community Food Share Food Pantry Account

The Citizens Bank Community Food Share Food Pantry checking account is used to pay expenses for the Food Pantry. The Church Administrator has authority to sign the checks. Checks are not to exceed \$1,000.

4.2.5 Ocean State Incubator

Ocean State Incubator is an investment account managed by Citizens Bank. The Treasurer can access these funds with a transfer to the Operating Budget checking account. The following Funds are part of this account.

- **Edith Ehrlenmeyer Pastor's Fund:** The annual payout can be up to 3% of the balance of the Fund at the beginning of the fiscal year in which monies are spent. The use of the payout shall be restricted to donations to individuals in need, as determined by the Minister. The annual payout goes directly to the Citizens Bank Pastor's checking account on August 1 of each year. The initial investment was \$105,587.
- **Brown University 100-year Lease Meeting House Improvement Fund:** Established on July 9, 2002. The total Brown payment was for \$75,000.
- **New Initiatives Fund:** Established on May 1, 2014 with approximately \$1,300. See section 4.3 for complete description
- **Community Food Share Food Pantry:** The CFS food pantry was funded by deceased parishioner Dino Germani. The initial investment was \$54,000 which was supplemented with subsequent investments. Income from the Dino Germani fund may be used for food expenditures exclusively. Quarterly drawdowns are transferred to the Citizens Bank Community Food Share Pantry Account.
- **Women's Alliance:** Funded by the Endowment of the Women's Alliance. The initial investment was \$31,991.

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- **Capital Campaign:** Established in 2015 for restoration to the Meeting House. Initial gift was \$10,000.
- **Capital Repairs:** Established in 2015 as part of the budget process based on the Race to 300 initiative. The initial investment was \$3,394.
- **Cemetery Fund:** Monies raised from sale of crematory plots in First Unitarian Property at Swan Point Cemetery. To be used to maintain anything needed at Swan Point First Unitarian owned property. In 2011, the Church paid Swan Point Cemetery for perpetual care for the property.

4.2.6 Lippitt Fund

This fund was established by the Lippitt Funds so that income from the funds for maintenance of or acquisitions for the church building or grounds. The principal is invested in the Rhode Island Foundation. The Foundation determines the amount of income based on how the financial markets perform. First Unitarian can never access the principal. As of FY 2017, all income from the fund is allocated to payoff the Washington Trust Loan for the new heating system. The loan payments are approximately \$20,000 per year. The loan will be paid off in August 2020

4.2.7 Osborne Annuity

A deed was signed on January 24, 1994 for the purchase of property owned by Roger Osborne at 309 Benefit St., Providence, RI. An Annuity was created to provide an annual income for Mr. Osborne and his wife Judy for their lifetime. – payable monthly (\$2,958.33) to Roger Osborne. Judy died in April, 2010.

4.3 NEW INITIATIVES FUND

4.3.1 Background

The New Initiatives Fund was established to provide monies for newly identified programmatic initiatives. The monies to establish this fund will come from two sources: gifts/bequests and unrestricted Church reserves.

4.3.2 Unrestricted Gifts/Bequests

All unrestricted gifts/bequests received by the Church will be split such that 70% of the gift/bequest shall go into the Consolidated Endowment Fund and 30% shall be placed in the New Initiatives Fund. This split allocation of gifts/bequests shall be in effect until the New Initiatives Fund reaches a market value of \$500,000. After the New Initiatives Fund reaches this value, only gifts/bequests specifically directed to the New Initiatives Fund by the donor shall be placed in the Fund.

Any unrestricted reserves that the Prudential Committee deems appropriate can also be placed in the Fund, such as proceeds from the Brown University lease or funds currently used to meet the Osborne annuity liability, once that obligation is fulfilled.

Aside from how the funds can be used, which is discussed in the next section, there are three (3) limitations on the level of spending from the Fund:

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- First, no withdrawals can be made from the Fund until it reaches a market value of \$500,000.
- Second, in any given year, the maximum withdrawal from the Fund cannot exceed five percent of a moving three-year average of the balance of the Fund. There is no required minimum annual withdrawal from the Fund.
- Third, a drawdown may never cause the market value of the Fund to drop below the original value of the total of all bequests in the Fund. In other words, if the Fund receives three bequests totaling \$100,000, no drawdown can be taken if doing so would cause the market value of the Fund to drop below \$100,000.

This restriction would apply only to the total value of bequests placed in the Fund. Other unrestricted funds designated by the Prudential Committee to be placed in the New Initiatives Fund would not be included in this restriction. Further, the Treasurer shall insure that a record is kept of the value of each bequest placed in the New Initiatives Fund and that this information will be reported to the Prudential Committee and the Finance and Investment Committee annually.

4.3.3 Use of New Initiatives Fund

Proposals for the use of money in the New Initiatives Fund will be made to the Finance Committee, which will review them and then make a recommendation to the Prudential Committee for their final consideration. An individual proposal for the use of the New Initiatives Fund will be deemed appropriate if it meets the following criteria:

- The funding would serve a new function or need-based expansion or change.
- The funding would serve a specific Church program (or programs), rather than existing, general operations of the Church.
- The funding will not be used for building maintenance.
- The funding would provide no more than a maximum of three (3) years of support for any particular initiative.

When applicable, the proposal for a new initiative must include a plan for acquiring ongoing funding after initial seeding by the New Initiatives Fund. Here are some examples of appropriate uses of the Fund:

- It would be appropriate to use these funds to purchase a van to be used by the Food Pantry if a new van would enable the Food Pantry to expand or improve its operations. However, when it becomes time to replace the van, the New Initiatives Fund could not be used.
- It would not be appropriate to use the Fund to replace our existing computers, since we already have them and they support overall Church activities. However, if we wanted to purchase a laptop computer that an individual Church program would utilize for some new purpose, then that would be appropriate.
- Finally, we could use money from the Fund to create a new staff position and fund it for up to three (3) years, but at the end of the three (3) years, the funding would have to come from the general operating budget or the position would have to be terminated.

4.4 ENDOWMENTS

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There are three separate endowment funds: The Property Endowment Fund, Consolidated Fund, and Sunday School Endowment Fund.

4.4.1 Property Endowment Fund

This Fund is to be used for the upkeep, insurance and preservation of the Church buildings and furnishings and the upkeep and improvement of the grounds.

4.4.2 Consolidated Fund

Bequests to the Church are to be used as designated. If there are no restrictions as to the use of the gift, it will be placed in the Consolidated Fund. The Finance and Investment Committee shall meet at least quarterly to review the status of Church endowments and their investment performance.

4.4.3 Sunday School Endowment Fund

This Fund was established to be used in maintaining and supporting a Sunday School as a part of its religious activities and in fostering Unitarian liberal teaching.

4.4.4 Unrestricted Endowment Fund

Per the Church Bylaws Article XIII.D, annual distributions of up to 5% of the 36-month rolling average of unrestricted endowment funds may be expended in the following year. Only in particular, temporary, extraordinary circumstances, and only where integrity of gift restrictions permit, may the Church, by a two-thirds vote of those present at a duly called meeting, use a portion of these unrestricted funds in excess of this guideline.

4.5 PLEDGE PAYMENT ANALYSIS

Discounting Pledge Totals for Fiscal Year budget preparation:

At the end of each budget year, the treasurer reviews the difference between the total amount of the congregational pledge and the actual amount collected. If there is a deficit, the treasurer will determine the % of deficit and review previous years' budget deficits to calculate a projected deficit % to use to discount the upcoming fiscal year's total pledge amount for budgeting purposes. The recommended discount % will be applied and made part of the budget proposal presented for Prudential Committee and Congregational approval.

4.6 FINANCIAL OVERSIGHT

4.6.1 Financial Reports

Monthly and annual reports are generated by the Church Bookkeeper. This is not the responsibility of the Treasurer. Monthly reports of income and expenses, along with a report on the finances of any ongoing capital projects shall be sent to the Treasurer, Assistant Treasurer and Chair of the Finance and Investment Committee. With these reports, the Treasurer writes a monthly report to the Prudential Committee.

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4.6.2 Outside Auditor

An outside accountant with no personal ties to the Church shall be retained to perform a quarterly review of the books to ensure that they are in order. The accountant shall also assist in quarterly and year-end bookkeeping entries and adjustments and the preparation of year-end reports.

An annual report on Church finances, including an income statement (or statement of activities) and a balance sheet, along with a report on gifts and bequests received during the year, shall be prepared by the outside accountant and presented by the Treasurer to the Prudential Committee and the Finance and Investment Committee.

4.6.3 Roll Call

The Church Bookkeeper records all pledges and pledge payments, along with other donations from individuals in the Church database. Excluded are bequests, major gifts and annual payments from trusts held by other institutions for the benefit of the Church.

Day-to-day management of the Church's accounts is done by the Church Bookkeeper, with quarterly adjusting entries done by an outside accountant.

4.6.4 Finance Committee

The Endowment Funds are monitored by a Financial Committee made up of a Prudential Committee appointed chairperson, the Treasurer, and any members who may be interested in participating in the process. The performance of the funds is monitored quarterly, with detailed fund reviews presentation by the Manager of the Fund, an outside financial organization representative. Performance expectation guidelines are laid out in Endowment Fund Policy Statements. Funds not meeting expectations are reviewed during quarterly meetings. Adjustments to portfolios, including potential stock/bond allocation and investment in different funds, are made based upon potential for improved rate of return with lowest possible risk of loss to the congregation's endowment base. The Treasurer reports on the fund performance as needed to the Prudential Committee.

4.7 PAYROLL PROCEDURE

The Church uses a payroll service. The payroll will be distributed on a biweekly basis with a Wednesday payday. Supervisor-approved time sheets must be received by the Church Administrator by Monday morning following the pay period ending date. The time sheet shall include the following information:

- Days and hours worked
- Holiday time taken
- Sick time taken
- Vacation time taken
- Personal time taken
- Employee's and supervisor's signatures

Any deduction in an employee's income, such as health insurance payments, will be itemized on the pay stub. Employees will receive on a quarterly basis a summary of the holiday, sick and personal time available to them.

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4.8 PURCHASING POLICY

The Church grants authorization to the Church Administrator and designated staff/volunteers to make purchases within budgetary limits, and defines the procedures for making purchases.

If purchases exceed budgetary limits, a purchase proposal must be brought to the Executive Committee. If the purchase is less than \$500, no competitive quotes are necessary. For purchases over \$500, and when it is practical, three price quotes are necessary. For purchases over \$2,000, three written quotes are necessary.

The Church will maintain a 501(c)(3) status and be exempt from paying Rhode Island state sales tax. It is expected that purchases will be made to take advantage of this status.

4.9 PETTY CASH

There is no “petty cash” account. Small purchases for Church use are reimbursed by the Church Administrator from the appropriate budget line; e.g., gas for the lawnmower is paid out of the maintenance budget.

4.10 COUNTING SUNDAY COLLECTIONS

Proceeds from the Sunday collection plate are given to the Sunday Stewards assigned for that service. The Sunday Stewards are a group of about twenty volunteers, including a coordinator, who, working in teams of two individuals, take turns during the year counting the Sunday Collection and preparing it for deposit. Effective September 1, 2011, the team counting the Sunday Collection must be comprised of two unrelated individuals.

4.11 POLICY FOR GIVING AWAY THE SUNDAY COLLECTION

4.11.1 Overview

The purpose of Community Collections at First Unitarian of Providence is to allow the Church community to practice generosity and to support good works in our larger community and globally. These are “pass through” collections. They replace the normal offering at a Sunday worship service, generally once a month during the official church year. The Prudential Committee may, from time to time, designate a Community Collection. Otherwise, the Community Collection Committee is responsible for designating a monthly Community Collection between October and May.

4.11.2 Community Collection Committee

The Community Collection Committee is responsible for publicizing to the Church at large the possibility of applying for a Community Collection at the beginning of April of each year. The Committee is then responsible for selecting the recipients for the following year.

The Community Collection Committee consists of three people: the Social Justice Ministry liaison to the Prudential Committee and two members from the Social Justice Ministry. The Social Justice Ministry liaison appoints the two other members for one two-year term on a staggered schedule. After one year off the Committee, a member of the Social Justice Ministry may be appointed again.

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4.11.3 Eligibility

Community Collections are limited to the support of programs sponsored by a committee of the Church or which involves active participation from a member of the Church. In any case, there must be a group of at least three members that is willing to be a sponsoring group for a proposed collection.

Collections are not intended to support ongoing programs, and no program should assume it would receive a collection for two years running. Members of the Community Collection Committee should recuse themselves when considering a collection for any project with which they are closely associated.

4.11.4 Process

Each spring, the Community Collection Committee will notify the congregation that it is accepting Community Collections proposals. Any interested party who meets the basic requirements as outlined in the Eligibility section should write up a proposal and submit it to the Community Collection Committee. The proposal deadline for these collections is at the end of May, in advance of the church year when the collection is to be made.

4.12 WORSHIP SERVICES: SPECIAL REQUEST FOR DONATIONS

In addition to Community Collections at the First Unitarian Church of Providence, there are occasional needs to ask for money during worship service announcements. It is important that, except in extraordinary situations, there are not multiple asks on any Sunday. Certain standing events have priority:

- The Annual Budget Drive: It has the widest possible discretion for announcing its program and deciding what may or may not be announced.
- Annual non-Budget Drive fundraiser(s)
- The monthly Friday Parish Supper program, which sometimes involves a monetary request for the program
- Children and youth activities

4.13 THE OPERATING BUDGET

Each year the operating budget is developed for presentation to the Prudential Committee by the Budget Committee. The Budget Committee is chaired by the Treasurer and consists of the Treasurer, Assistant Treasurer, Church Administrator, Minister, RE Director, and representatives of the four ministries. The ministry representatives may be the Prudential Committee liaison to that ministry or a representative of that ministry. In March, the liaisons will contact each group within that ministry to determine the group's financial needs for the upcoming fiscal year.

The Annual Budget Drive occurs in March and is run by the Budget Drive Committee. The Committee is chaired by 1 to 2 members.

The Budget Committee holds three meetings in April to develop a balanced budget which will be presented for approval by the Prudential Committee at the May Prudential Committee meeting.

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The Prudential Committee shall submit at the annual financial meeting in June a proposed balanced budget for the next fiscal year for such action as may be deemed appropriate by the Church. If, for any reason, the Church shall fail to adopt a budget prior to the commencement of any fiscal year, the budget for the prior fiscal year shall remain in effect until a new budget shall be properly adopted.

The amounts set forth in the budget adopted by the Church as expenditures shall be deemed to have been appropriated for such purposes. The Prudential Committee may, during any fiscal year, apply the unexpended balances from any appropriation for the payment of deficits that may occur in any other appropriations made during the same fiscal year. The Prudential Committee shall have the power and authority to secure such funds as necessary to balance the budget.

Except for unencumbered monies, unexpended monies at the end of the fiscal year shall not be carried over into the next fiscal year.

4.14 FUNDRAISING

4.14.1 Authorization and Scheduling

Fundraisers are an important part of active church life at First Unitarian Church of Providence. They provide opportunities for our members to strengthen their commitment to the Church and provide funds for the Church, its groups and programs and pre-approved charitable causes. The Prudential Committee determines the suitability of an event. The Church Administrator handles the scheduling.

4.14.2 Sales

Vendors must have a valid state sales permit, and if they do not, they can apply for a one-day permit. Any Church fundraiser in which proceeds go entirely to the Church does not need a permit as long as there are no outside vendors. If we have a 50-50 raffle or other games of chance, however, we must have written R.I. state police permission.

4.14.3 Liability

The Church has general liability coverage. However, if liquor is to be served or sold, the Church Administrator needs to secure a rider on the Church's insurance policy.

4.14.4 Alcohol Use

Church events where alcohol is served must conform to the Church's alcohol use policy.

4.14.5 Designated Purpose

Funds generated for a specific purpose shall only be used for the designated purpose.

4.14.6 Guidelines

The purpose of this policy is to establish guidelines for reviewing fundraising activities proposed by Church groups or individuals for any purpose, by any means and at any location. The purpose of the review is to ensure that fundraising activities are:

- Consistent with the approved Church budget
- Consistent with our not-for profit status

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- Not overburdening the congregation with requests for money
- Consistent with the Church's mission and goals
- Focused on the highest priority needs

This policy does not cover the Annual Budget Drive and the designated Sunday plates. Both are covered by separate policies and procedures.

4.14.7 Budgeted Fundraisers

Budgeted fundraisers are planned to raise a designated amount for the annual budget. Examples are the Church's small group dinners, "shredder" day, and the ongoing sales of books.

4.14.8 Non-Budgeted Fundraisers

Non-budgeted fundraisers require sponsorship from a Church committee(s) or staff member(s), and the completion and approval of the Fundraising Proposal Form ("Request"). The types of non-budgeted fundraisers (in priority order) are:

- Fundraisers that support the Church's related causes. Examples are the annual fundraising supper to support the Coming of Age class, the coffee sales to support the Women's Alliance and the annual craft sale to support designated non-profits.
- Fundraisers that support other UU-related causes. Examples are UUA Association Sunday, or assisting other UU congregations when a natural disaster strikes. Non-budgeted fundraisers will be held at the Minister's discretion, in consultation with others, as deemed necessary by the circumstances.
- Fundraisers for persons or other non-profit, non-church or non-UU related events. Examples would include, but are not limited to, public or private school or club fundraising sales, sales by individuals related to non-church groups or events such as Girl Scouts, fundraisers for other non-profit sponsored events for which the non-profit is not affiliated with the Church.

Non-Church related sales may not be solicited before or after services, at Church-related events or in the building without prior approval of the Executive Committee, or Minister and Church Administrator in consultation with others as necessary. As a rule, fundraising for non-Church related causes may not take place during the Annual Budget Drive or concurrent with other Church budgeted or Church related fund raising events.

4.14.9 Active or Passive Appeal

Active appeals occur when the fundraiser approaches a person directly for a sale or donation. Passive appeals require a person to choose whether or not to engage the fundraiser requesting a sale or donation.

In order to prevent a person from being placed in the position of having to fend off an unwanted solicitation, it shall be the policy of the Church to use active appeals only in the case of the Annual Budget Drive and Sunday offering. Exceptions will be allowed only with the approval of the Executive Committee, in consultation with others as necessary.

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4.14.10 Exemptions from the Policy

- Sales of books, CDs or other items by guest speakers, musicians and others whose appearance is approved by the Minister or Director of Music.
- Activities pursuant to a rental agreement where a rental fee is paid.
- Sales of art in the Atrium gallery. Artwork displayed in the Atrium may be listed for sale from time to time, and 25% of any proceeds from the sale should go to the Church. The Art in the Atrium Committee will manage the agreement with the artist(s) and ensure a waiver of liability is in place for the Church.

4.14.11 Requesting Permission for Non-Budgeted Fundraisers

- Obtain sponsorship from Church committee(s) or staff member(s) (“Sponsor”).
- The Sponsor should contact the Church Administrator prior to submitting a request to determine the availability of the desired space and date on the Church calendar for the proposed fundraising event.
- The sponsor needs to complete and submit a request to the Church Administrator a minimum of four (4) weeks prior to the date of the fundraising event. Approval must be obtained before any material expenses are incurred.
- The Executive Committee, in consultation with others as necessary, will approve or deny the request within 14 days of receiving the request. If the request is denied (i.e., does not meet the criteria in this policy), the reasons will be conveyed in writing or by email to the Sponsor. All denials will be reported to the Prudential Committee at its next regularly scheduled meeting.
- If any changes occur after submission or approval, the Sponsor should immediately notify the Church Administrator in writing or by email.
- Games of chance, raffles, gambling or similar activities involving risk must be conducted in accordance with Rhode Island Law. Raffles or other games of chance must have written R.I. state police permission.

4.14.12 Criteria for Evaluating a Proposal

- The request clearly defines the purpose of the fundraiser, the means by which the funds will be collected, the beneficiary of the raised funds and the time schedule.
- The activity supported by the fundraiser meets the principles of Unitarian Universalism, conforms to the mission, covenant and goals of the Church and is consistent with our not-for-profit status.
- The fundraiser does not overburden the congregation with requests for money.
- The fundraiser does not conflict or overlap with other Church fundraising activities or goals. The Executive Committee may provide an exception depending on the timeframe of the requested activity, who will be solicited in the activity and the anticipated amount of funds to be raised.

4.14.13 Procedure for Processing Funds

- Ministry committees and subcommittees of the Church raise funds, both solicited and unsolicited, for various projects. It is the recommendation of the Prudential Committee that any funds, whether cash or checks, collected in this manner be given to the Church Bookkeeper and deposited in the Church’s bank account. A Net Asset account is created so that there is accountability. The group may request the funds be withdrawn for its use

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at any time. The Church provides this service to secure the proceeds and to provide transparency on how things work. The group leader(s) bears responsibility for the security of funds collected.

- All proceeds collected will be deposited as soon as is feasible following the fundraising event. This applies to events held either on or off the Church premises. Cash received at the fundraising event should be counted and signed for by two unrelated church members. Checks should be made out to First Unitarian Church of Providence, and a notation should be made on the face of the check to indicate the purpose of the donation.
- Sponsors should be prepared to provide receipts to donors when requested. Such receipts should include language as follows: “The contribution to the First Unitarian Church of Providence is tax-deductible net of the value of any goods or services received in conjunction with the donation. Furthermore, it is understood that this contribution is offered apart from any pledge or other commitment by the donor to the church.” Note: the purchase price of a raffle ticket is not deductible.

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4.14.14 Fundraiser Proposal Form

Instructions: Before fundraiser, complete all applicable sections and obtain required signatures. Submit form to the Church office a minimum of 4 weeks prior to the fundraising event date.

Name of Fundraising Event:

Date(s) of Fundraising Event:

Brief Description of Fundraising Event – include what you intend to do and, if applicable, any resources needed, your publicity and communication plans, anticipated expenses, outside groups involved, etc.

Proposed Beneficiary:

Anticipated Gross Revenue (\$): _____ Anticipated Expenses (\$): _____

Primary Contact Name: _____ Phone: (____) _____

Sponsor/Sponsoring Committee: _____

Sponsor Signature: _____ Date: _____

For Internal Use Only:

Approver: _____ Date: _____

Approver Signature: _____

Approver Comments: _____

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4.14.15 Fundraiser Report

Instructions: Within 30 days after the fundraiser, complete this form and submit it to the Sponsor. For reimbursement of expenses, complete a voucher and attach receipts.

Sponsor: It is your responsibility to ensure that any vouchers submitted for fundraiser expenses do not exceed the actual amount collected. Please address any discrepancies before signing and submitting the voucher.

Name of Fundraiser: _____

Church Sponsor: _____

Describe any deviations from the Fundraiser Proposal: _____

Total Gross Revenue (\$): _____ Total Actual Expenses (\$): _____

Total value of donated materials/services (not including volunteer time) (\$): _____

Total Revenue Turned in (\$): _____ Date Turned In: _____

Expense Vouchers Turned in (\$): _____ Date Turned In: _____

For Office Use Only:

Revenue Received (\$): _____ Signature: _____

Expense Vouchers Received (\$): _____ Signature: _____

Reviewer Signature: _____ Date: _____

Comments: _____

SECTION 5.0 COMMUNICATIONS

5.1 COMMUNICATIONS POLICY

5.1.1 Purpose

The purpose of this document is to provide a policy for communications, media products and publicity for the First Unitarian Church of Providence (“the Church”). This policy provides guidance on actions that govern the Church’s use of all media. These policies guide staff and volunteers who are responsible for but not limited to:

- Informing the congregation and larger community about Church programs, events and activities.
- Producing and overseeing the website, newsletter, emails and other media, publicity and outreach products.
- Implementing the Communications policies.
- Maintaining the use of consistent logos, graphics and language where appropriate.
- Serving as the contact point with local media for publicity including announcements, calendar listings, articles, press releases and photographs.
- Following the UUA policies on obtaining permission for photographs, videos and copyrighted material.

5.1.2 Media and Publicity Materials

5.1.2.1 Overview

This policy applies to all current and future Church media and publicity including the website, newsletter, Facebook, email updates and notices, orders of service, brochures and publicity products, news articles, interviews, press releases and other electronic communications.

5.1.2.2 Content

The content of all media products shall be consistent with the seven UU Principles and the Church’s mission and covenant. In addition:

- The tone of Church print and electronically communicated materials, audio or video recordings and social media materials shall reflect the values of the congregation, whether the material is original content being posted or a comment about content created by someone else.
- Check with Church Administrator for available graphics, logos, etc.

5.1.2.3 Unsuitable Content

The Church website, newsletter, Facebook page, blogs, updates, orders of service, emails, publicity materials, etc. shall not be vehicles for personal advertisements, personal issues, demeaning critiques or senseless criticism, inflammatory or disparaging remarks, political statements or endorsements and advertisements or solicitations for events sponsored by organizations not affiliated with the Church.

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5.1.2.4 Contributors

Staff, members and friends are effectively representatives of the Church when they contribute articles, provide information, post on any Church-sponsored media such as our website or Facebook, and interact with external media as a member of the congregation.

5.1.2.5 Legal Issues

This policy and its derivative procedures shall be consistent with legal regulations and rights identified by the Unitarian Universalists Association, particularly with regard to photograph and video permissions, copyright requirements and privacy issues.

5.1.2.6 Privacy of Adults

Individuals shall not be identified by name or referenced in an obvious manner without their permission, except as specified later in this section.

Confidential information shall not be disclosed or discussed in any Church-sponsored printed or electronically published communications.

The following information may be published without prior written permission of the person depicted or described:

- Names of staff members, members of the Prudential Committee, committee chairs, guest speakers, presenters and worship service leaders or participants.
- Photographs of staff members leading or attending a Church event.
- Narrative descriptions of events that contain the names of staff persons.
- Staff-provided biographical information for publicity purposes.
- First and/or last names of adult members when those members are designated as the contact person for a Church event or activity.
- Photographs of adults attending a Church-sponsored event or activity without identification by name, provided that there is oral or written notification that photographs will be taken for use in the Church's media and that individuals may request that their photograph not be used.
- Photographs and full names of members of the Prudential Committee who are serving currently.
- Descriptive announcements of Church-sponsored events that contain the names of persons in a leadership role; for example, a visiting speaker, musician, author or local dignitary.

The following information shall not be made public without prior verbal permission of the individual described or depicted:

- Personal phone numbers, addresses and email addresses of Church staff persons, members, visitors, friends or anyone unrelated to the congregation.
- Narrative descriptions of events that include the names of adults (except as noted earlier in this section).
- Photographs of adults with accompanying names (except as noted earlier in this section).

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- Personal news of interest to the congregation but not to the public at large, such as “Joys and Sorrows,” shall not be posted on the website or in the newsletter or other public media.

5.1.2.7 Additional Privacy Policy for Minors

The Church shall follow the Unitarian Universalist Association guidelines for obtaining permissions for taking and posting photographs and videos of minors or providing names and identifying personal information about minors.

Permission shall be required for posting all photographs and videos of minors in all internal and external media. Written parent or guardian permission is required for minors under the age of 18 using the UUA Media Release Form.

5.1.2.8 Monitoring and Evaluation

The Church Administrator or his/her designee is responsible for monitoring and evaluating the appropriateness of all Church-controlled media products, outreach efforts, advertisements, etc.

5.1.3 Copyrighted Material

Copyrighted works, such as readings, prayers, quoted material, hymns and audio CDs may be used without permission in a Church worship service as long as it is in the Church’s worship space for the Church’s worshipping congregation. An exception is that permission is required to show a video during a worship service.

When copyrighted works, including print material, photographs, audio and video recordings and music, are used beyond the sanctuary on Sunday, they are considered to have been republished. Therefore, written permission or a license shall be obtained from the copyright holder. If permission for use is granted, a credit must be cited as directed by the copyright holder.

Permission is not required in order for the Church website to provide a link to another website.

5.1.4 Website Policies

5.1.4.1 Ownership

The Church’s website is owned and operated by the First Unitarian Church of Providence.

5.1.4.2 Information Accuracy

The Church shall make every effort to ensure that the information presented is correct and accurate. If inaccuracies occur, they shall be corrected in a timely manner. Any website inaccuracies may be reported by emailing the Church Administrator as listed on the website.

5.1.4.3 Links to Third Party Sites

The Church website contains some hyperlinks to websites operated by parties other than the First Unitarian Church of Providence. Such hyperlinks are provided only for reference and informational purposes. The Church does not control such websites and shall not be responsible for their contents or privacy policies. The inclusion of hyperlinks to other websites shall not imply any endorsement of the material on these websites or any association with their operator.

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5.1.5 Email Policies

5.1.5.1 Mass Emails

Church-wide broadcast emails to the entire congregation are carefully restricted to the monthly newsletter notifications and important non-routine announcements and communications. The Church Administrator and staff manage this email group. All non-routine messages require the approval of the Minister or Church Administrator before they can be sent.

The Church shall be held harmless of any liability should emails be forwarded beyond the original recipient, regardless of whether content has been added to the forwarded email.

5.1.5.2 Committee-Sponsored Groups

These are groups initiated by a Church committee, task force or similar entity to enhance communication amongst its members. The committee chair or their designee will serve as administrator of the group and be responsible for:

- Attending to the content of the messages in the group
- Ensuring that all messages follow Church communications policies and relate to the business of the committee.
- Managing the membership of the group (e.g., keeping membership/addresses current) and ensuring it is available to all appropriate members of the staff and congregation.

5.1.6 Indemnification

The Church shall be held harmless of liability for any social media postings, including blog posts, Facebook, Twitter or similar applications made by its leadership, staff or members of the congregation under their own names and beyond the formal postings of the website or email described previously.

5.1.7 Internet Policy

The Church provides Internet access (including e-mail) to its staff members to assist and facilitate business communications and work-related research. These services are for legitimate business use only in the course of assigned duties. All materials, information and software created, transmitted, downloaded or stored on the Church's computer system are the property of the Church and may be accessed only by authorized personnel. Inappropriate Internet use includes, but is not limited to:

- Transmitting obscene, harassing, offensive or unprofessional messages; or
- Accessing, displaying, downloading, or distributing any offensive or inappropriate messages including those containing racial slurs, sexual connotations or offensive comments about race, color, religion, sex, national origin, age, disability or any other classification protected by law; or
- Transmitting any of the Church's confidential or proprietary information, including member/friend data or other materials covered by the Church's confidentiality policy.

The Church reserves the right to monitor employee use of the e-mail system or the Internet at any time. Employees should not consider their Internet usage or e-mail communications to be private. Personal passwords are not an assurance of confidentiality, and the Internet itself is not secure.

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Any software or other material downloaded onto Church computers may be used only in ways consistent with the licenses and copyrights of the vendors, authors or owners of the material.

Only authorized staff members may communicate on the Internet on behalf of the Church. Employees may not express opinions or personal views that could be misconstrued as being those of the Church. Employees may not state their Church affiliation on the Internet unless required as part of their assigned duties. Any violation of this policy will result in disciplinary action.

5.3 COMPUTER USE

5.3.1 Guidelines for Use of the Computer

The Church computer may be used by Church staff and Church members. The priority order for use is:

- Staff use
- Trained office volunteer use
- Volunteer use
- Scheduled reserved use
- Convenience use

5.3.2 Log

Users will sign in and out on the log located on desk near computer. This journal may also be used for computer reservations.

5.3.3 Time Limits

Please respect reasonable time use of computer (approx. 10 minutes). Other office operations may take priority in use of office machines and space.

5.3.4 Monitoring

The Church staff has access to necessary codes and is responsible to monitor computer use. They will turn the computer on and off.

5.3.5 Privacy/Confidentiality

Users of all Church computers should respect the confidentiality of all files and documents on this and all other computers.

5.3.6 Internet Use

Inappropriate Internet use includes, but is not limited to:

- Transmitting obscene, harassing, offensive or unprofessional messages
- Accessing, displaying, downloading, including Instant Messenger, or distributing any offensive or inappropriate messages, including those containing racial slurs, sexual connotations or offensive comments about race, color, religion, sex, national origin, age, disability or any other classifications protected by law

5.4 WIRELESS NETWORK USE

SECTION 5.0 COMMUNICATIONS

5.4.1 Use of the Church Wireless Network

There is a church wireless network which is password protected. It is available for staff, members, and volunteers who have reviewed the policy on internet use (Section 5.3.6).

5.5 THIRD-PARTY AND CLOUD SOFTWARE POLICY

Cloud-based services (such as Google Docs and Dropbox) offer a convenient way for committees to share documents and information. When confidential information about members or Church operations needs to be shared, however, care must be taken to use appropriate privacy settings within these services.

Confidential personal information is defined as sensitive information that can be used on its own or with other information to (a) identify, contact, or locate a single person, (b) to identify an individual in context, or (c) reveal details about the lives and interests of individuals. Such information includes, but is not limited to, email addresses, phone numbers, postal addresses, photos, committee memberships, interests, and identification of family members.

The following guidelines indicate appropriate privacy settings:

- Documents that contain confidential personal information on members should have access limited only to those who need to share the information.
- Putting documents in password-protected folders or enabling access only for specifically-identified users are acceptable ways to limit access to documents with confidential personal information.
- A generic “anyone with link can access” setting is not appropriate for confidential personal information.
- Links to documents with confidential personal information must not be shared or posted in any publicly-accessible setting.
- Documents that contain information about church finances or operations can only be stored on church-owned computers or in password-protected third-party services.
Officers of the congregation and Prudential Committee appointees preparing financial reports, budget proposals, congregational gifting records and the like may download church financial information on their personal computer device as long as access is password protected.

5.6 ANNOUNCEMENT POLICY

5.6.1 Guidelines

Announcements are an important part of the life of the Church. However, too many announcements in the worship service distract from the primary focus of the service, and may disrupt the flow of the service. This policy attempts to harmonize these two realities.

Generally, announcements should be published in the Meeting House Times. Members are asked to meet deadlines for publication.

There should be few verbal announcements in the worship service. These verbal announcements should be limited to events that are of immediate concern to the congregation. Such

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announcements should be approved by the Minister or worship associate if the Minister is not available.

Generally, any verbal announcements should be made by the Worship Committee or Prudential Committee. Exceptions to this rule would include children and youth, who should have permission of the Director of Religious Education, or ongoing projects that have been approved by the Worship Committee. In the case of ongoing verbal announcements there should be a regular review of the announcement by the Worship Committee.

5.7 NEWSLETTER EDITING POLICY

5.7.1 Newsletter Editing

We welcome all contributions to the Church newsletter, that are connected with a program or committee of the Church, with the clear understanding that any and all materials may be edited for length, style and content. Placement of any material is not guaranteed.

SECTION 6.0 FACILITIES

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6.1 BUILDING USE

6.1.1 Mission and Principles

The facilities of the First Unitarian Church of Providence (“the Church”) will be used to advance the mission of our religious community and the principles of our denomination

6.1.2 Statement of Mission

The First Unitarian Church of Providence is a safe harbor that welcomes liberal religious seekers. With intention, energy, commitment and love, the people of this diverse faith community gather to:

- Replenish and expand the spirit and the mind throughout life’s journey,
- Honor each other’s gifts and minister to each other, and
- Transform shared values into action in the world.

6.1.3 Statement of Principles

As Unitarian Universalists we share a value system, which is expressed by a set of principles and purposes affirmed and promoted by the Unitarian Universalist Association, as follows:

- *We believe in the inherent worth and dignity of every person.*
- *We believe in justice, equity and compassion in human relations.*
- *We believe in acceptance of one another and encouragement of spiritual growth in our congregations.*
- *We believe in a free and responsible search for truth and meaning.*
- *We believe in the right of conscience and the use of the democratic process within our congregation and in society at large.*
- *We believe in the goal of world community with peace, liberty and justice for all.*
- *We believe in respect for the interdependent web of existence of which we are a part.*

6.1.4 Property Use Policy Guidelines

It is the policy of the First Unitarian Church of Providence to make its building facilities available to individuals and groups within the Church and within the community that seek to serve and enrich human life, whether through the arts, education, recreation, business, celebrations or other activities that are compatible with church policies.

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6.1.4.1 Property Use by Individuals and Groups in the Congregation

Use of the Church's property by individuals and groups in the Congregation for weddings, meetings, etc. shall sign a letter of understanding of the dates and fees, prior to building use. Building rental fees for Rites of Passage (child dedication, wedding, or memorial service) will be waived if the individual is a member of the Church, who has made a financial contribution during the current fiscal year.

Non-members who have both pledged in the current fiscal year and fulfilled their pledge in the previous fiscal year are entitled to free use of Church space up to the amount of financial support they have given in the previous fiscal year. Use by groups will be limited to two (2) hours and may be reduced to 50% for additional hours. A group of the Church must include at least one member who has made a financial contribution and fulfilled their pledge in the current fiscal year.

6.1.4.2 Property Use by Special Interest Groups

The Church's Prudential Committee may recognize as Special Interest or Good Neighbor Groups those organizations that include members of the First Unitarian Church of Providence and/or whose work and purpose is in sympathy with the principles and purposes of the Unitarian Universalist Association. The Prudential Committee may terminate such recognition upon finding that the organization no longer meets those qualifications.

Use of the Church's property by Special Interest or Good Neighbor Groups shall require a signed letter of understanding of the dates and fees, and attendance at each property use by at least one current member of the Church in the case of a Special Interest Group, or by an approved representative in the case of a Good Neighbor Group. The Prudential Committee will limit the building use by a Special Interest or Good Neighbor Group to a two (2) hour maximum, without charge. They may reduce the building use fee up to 50% if the requested usage time exceeds the two-hour limit.

Arrangements for any use of Church facilities must be made through the Church Administrator.

6.1.4.3 Property Use by Individuals and Groups outside the Congregation

Persons or groups not in opposition to our Unitarian Universalist principles, who wish to rent facilities within the Church, shall sign a letter of understanding of the dates and fees, along with any required deposit, at least one month in advance of the proposed event to permit a proper review of the application. Application shall also require proof of insurance with a minimum of \$1,000,000 in General Liability, and the First Unitarian Church of Providence shall be added as an Additional Insured. The Church Administrator will conduct an initial review and advise the applicant of any further information that may be required and of the potential availability of the requested facility on the proposed date. Final payments are due two weeks prior to the reserved date.

The Church Administrator shall approve or deny all applications according to this policy statement and the directives of the Prudential Committee. Matters about which the Church Administrator has questions shall be referred to the Minister or the Prudential Committee for resolution on a case-by-case-basis.

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External users shall clearly indicate in any promotional materials or media coverage that the First Unitarian Church of Providence is not a sponsor of the event. The Church's contact information (including telephone number, fax, email address or website) may not be used in association with the event or to obtain information about the event.

6.1.4.4 Master Calendar

The Church Administrator will keep a master calendar with initial scheduling for on-going Church activities to be determined each June, preceding the beginning of a new fiscal year. Requests for other use of the facilities by individuals or groups within the congregation shall be made to the Church Administrator with reasonable notice, generally, a minimum of 72 hours, but in the case of events requiring extensive planning, a minimum of 30 days (or more) is preferred.

Scheduling conflicts and requests for events outside of the normal Church operating hours will be submitted to the Church Administrator for review and approval. When necessary, on a case-by-case basis, scheduling conflicts or requests will be referred to the Building Use Policy Committee or the Prudential Committee for resolution.

Normal facility availability is between 9:00 AM and 5:00 PM on Monday and Friday, and between 9:00 AM and 9:00 PM on Tuesday, Wednesday, and Thursday. Office hours are normally from 9:00 AM to 5:00 PM, Monday through Friday. Summer office hours are from 9:00 AM to 4:00 PM.

Cancellations of scheduled congregational events should be communicated to the Church Administrator directly or by leaving a message on the office telephone (401-421-7970), fax (401-276-4291) or e-mail (admin@firstunitarianprov.org) as soon as possible. The person scheduling the facilities, usually a committee chairperson or group leader, is responsible for notifying their group members of the cancellation and assuring their group complies with the congregation's use, safety and security policies. The Church reserves the right to cancel events due to unforeseen circumstances that would preclude safe use of the facilities.

6.1.5 Rules and Regulations Applicable to all Users

6.1.5.1 Respect for the Facilities

It is always expected that only the space requested will be used, that all users of Church property will show the appropriate respect for the Church's facilities, furnishings and equipment, and that all users will demonstrate diligence in caring for Church property during its use. There will be no soliciting or sales unless directly connected to Church activities.

6.1.5.2 Peace and Privacy

The peace and privacy of all property users, including our neighbors, shall be respected at all times. Care shall be taken by everyone in attendance at an event so as to not interfere with or adversely affect the use of Church facilities by others. It is incumbent upon each person in attendance to be aware of other concurrent users so their peace and privacy may be respected and this policy observed.

6.1.5.3 Environmental Responsibility

The Church is committed to environmentally responsible use of all resources. We ask congregational and external users of our facilities to help fulfill this commitment, by following

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all recycling instructions and avoiding, whenever possible, the use of disposable, non-biodegradable materials such as Styrofoam and plastic, when planning and conducting events at the Church.

6.1.6 General Rules for Building Use

6.1.6.1 Alcoholic Beverages

Alcohol may be served within the buildings, but only with prior approval and under certain conditions, noted below. The host or group sponsoring the activity on the Church premises assumes all responsibility for observance and enforcement of the rules regarding the use of alcohol. The host, or host group, will provide proof of Insurance with Liquor Liability with the First Unitarian Church of Providence added as an Additional Insured.

Any alcoholic beverages to be served are to be provided only by the host and must be provided free of charge. Alternative non-alcoholic beverages must also be offered and displayed and served in a manner that is equally as prominent as the alcoholic beverages. Food must also be served when alcoholic beverages are served. Underage drinking, as defined by Rhode Island State Law, is prohibited and must be strictly enforced.

6.1.6.2 Animals

Animals, with the exception of guide dogs, are not permitted in any of the Church buildings due to safety and liability concerns. If animals are brought onto Church grounds outside the buildings, owners are expected to be in full control of their pets at all times and to clean up after them as necessary.

6.1.6.3 Care of Facilities

Building Managers, employed by the Church, are on duty through most days and evenings. Their services are available to Church and non-Church groups as specified in rental agreements or building use agreements. In most cases, they will be responsible for opening and closing the buildings, regulating heat and lighting, monitoring building security, and optionally setting up or taking down chairs and tables or other equipment as needed. Questions regarding their duties should be addressed to the Church Administrator.

All facility users should be particularly cautious with food and beverages to avoid spills on the carpets. If spills do occur, they are to be immediately wiped up. Disregard for care of carpets will subject a renter's deposit to forfeiture and may result in a cleaning charge for Church groups.

Birdseed or flower petals are the only allowable materials that may be thrown (in outside areas only) at weddings or other celebrations. Rice and spray confetti are not permitted.

Candles are to be used only with advance permission. The Building Manager or an authorized staff member must supervise all use of candles or other flame sources. Any decorations used near candles must be fireproof and protection must be used so as to prevent candle wax from spilling onto the carpets or floors.

Decorations or other materials may be placed on the walls, windows or pews. Only materials that do not damage or mark such surfaces are permitted. The Building Manager will remove all decorations at the conclusion of an event.

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6.1.6.4 Childcare and Supervision

Whenever children are present during either Church or non-Church sponsored activities, adult supervision must be provided. The adults in charge must assure that children remain in the spaces that have been designated for their use and do not wander into other areas of the Church or religious education building. An adult must accompany children under the age of 12 on the elevators at all times.

If childcare is to be provided during an activity, a separate room must be reserved for that purpose. Although teen-agers may assist in childcare, an adult must supervise at all times.

6.1.6.5 Emergencies

All emergencies should be immediately reported to the police and/or fire departments as appropriate by calling “911”. Telephones are located in the Church office, which must be accessed by a staff member. Fire extinguishers are located throughout the building. Emergency evacuation instructions are currently in development, and will be posted in each room of the Church buildings when approved.

6.1.6.6 Facilities and Equipment

Use of the Church premises is restricted to only those indoor and outdoor facilities and those times that are specified in a letter of understanding, in the case of Church groups, by arrangement with the Church Administrator. Users of the facilities must vacate the premises at the agreed-upon time. The Building Manager will then close and secure the building at the conclusion of the event.

Late departures will result in forfeiture of part or all of the deposit for renters, and in possible revocation of the space use agreement for Church users. Premises and equipment must be left in the same condition as when an event began. If the Building Manager has set up chairs and tables for an event, it is not necessary for the users to put them away. If users have otherwise moved equipment or furniture, it is expected they will return such items to their original location.

Renters must assume full responsibility for repairs required to restore premises or equipment to original condition. Church users may be expected to pay for damages incurred through careless or negligent use of the facilities or equipment as well. The Building Manager on duty will be responsible for determining if damage has occurred, or for bringing potential situations involving damage to the attention of the Church Administrator.

6.1.6.7 First Aid and AED Units

A basic first aid kit is available by contacting the building manager in the event of minor injuries. The kits are currently located in the kitchen and the Church office. There are two AED units located in the Meeting House and the Parish House.

6.1.6.8 Kitchen Use

Use by Renters

Use of the kitchen may include most equipment and appliances, excluding all dishes, glassware and utensils. Renters are also required to bring their own consumables, including coffee, tea, sugar, cream, etc., as well as providing their own tablecloths and napkins. The dishwasher in the kitchen is to be used only by the Building Manager or an authorized assistant. All garbage is to

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be removed from the premises or disposed of in appropriate receptacles outside, following posted instructions. Any food stored in the refrigerators must be removed. All countertops and tables are to be cleaned and spill wiped up from the floor.

Use by The Congregation

Use of the kitchen may include all equipment and appliances in the kitchen. All dishes, glassware and utensils belonging to the church are to be washed and put away. The dishwasher in the kitchen is to be used only by the Building Manager or an authorized assistant. All garbage is to be removed from the premises or disposed of in appropriate receptacles outside, following posted instructions. Any food stored in the refrigerators must be removed. All countertops and tables are to be cleaned and spills must be wiped up from the floor.

6.1.6.9 Smoking

Smoking is not permitted within any of the Church buildings or on Church grounds. Anyone who must smoke may do so only on the sidewalks surrounding the Church property. When this occurs, proper disposal of smoking materials is expected.

6.1.6.10 Staff Offices

Staff offices may not be used without prior approval from the Minister, the Church Administrator, or the Director of Religious Education. In addition, the Church copy machine and computers are not to be used without specific permission from one of those individuals.

6.1.6.11 Weapons and Illegal Drugs

Weapons (except for those carried by law enforcement officers while on-duty) and illegal drugs are not allowed on Church property at any time. The police will be notified immediately in the event this policy is violated.

Any questions or problems related to use of the buildings or equipment and the policies above should be directed to the Church Administrator. In the event the Church Administrator cannot resolve the problem, it will be directed to the attention of the Building Use Policy Committee or the Prudential Committee for resolution.

6.1.7 Facilities Available

6.1.7.1 Meeting House

The present Meeting House is located at the corner of Benefit and Benevolent Streets. It dates from 1816, and was designed by a distinguished local master-builder-architect, John Holden Greene. The exterior, which is of ashlar-laid white stone, belongs to the Federal period of architecture and combines both classical and Gothic features. The interior is very delicately scaled, with a coffered, shallow saucer dome supported by four colossal Corinthian columns and a beautifully executed center ceiling medallion. A chief feature is the handsome mahogany free-standing balcony pulpit supported on Ionic columns. Following a fire caused by a lightning strike in 1966, the original pipe organ was replaced and the Meeting House has since been restored with great care and integrity.

The Meeting House is connected to the Parish House by way of a covered but exterior walkway with both steps and ramp available. Entry is on Benefit Street via a series of steps, or via the Church parking lot or Benevolent Street entrance for handicapped access.

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Parish House:

- Basement: Senior High Youth Group Room
- First floor: Gloria Christensen Room (Front Parlor)
Ministers' Parlor
Hans and Charlotte Weimar Room (Paneled Parlor)
Kitchen
- Second floor: Hirst Auditorium
Stage Area
Web Room

Religious Education Building:

- First floor: Atrium
Haynes Room
Gengler Cheeseman Resource Room
- Second floor: Peace Room
Sky Room
Chalice Room
Ocean Room
Earth Room
- Third floor: Moon Room
Star Room
Unity Room
Diversity Room
Sun Room

Note that all rooms in both the Parish House and the Religious Education Building are accessible via the building elevators and that wheel chair accessible bathrooms are available on the first, second and third floors.

Limited parking is available in the Church lot, on Benefit Street and on the surrounding streets during the week. Parking is more readily available on the weekends.

6.1.8 Fee Schedule (see below for wedding rentals)

All building rental fees are payable to the First Unitarian Church of Providence. Our building manager's fee covers custodial services — opening and closing, helping with setup, insuring cleanliness, and turning on heat and lights. Additional services as requested are available at a rate of \$25/hour.

If you have any questions or concerns, please contact the Church Administrator at 401-421-7970.

Use of the Meeting House	\$150.00/hr.
Use of the Parish House for a reception (4 hrs. maximum)	\$250.00/hr.
Use of a Classroom/Parlor	\$25.00/hr.
Use of the Auditorium	\$75.00/hr.

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Any additional service of the Building Manager are billed at \$25.00/hr.
Deposit (non-refundable) reserves date on our calendar \$50.00 wedding/\$250.00 reception

6.1.9 Wedding Rental Fee

Meeting House \$ 400.00
(Includes the wedding rehearsal, the hour before the wedding for your florist and guests to arrive, and the hour of the wedding)

Minister \$ 450.00

Building Manager \$ 100.00
Our building manager's fee covers custodial services — opening and closing, helping with setup and cleanup and insuring security. Additional services are available at \$20.00/hr.

Reservation Fee (non-refundable) \$ 50.00
(secures time & date on our calendar) \$1,000.00

Optional Services:

Organist \$ 300.00
Organist with Soloist (vocal or instrumental) \$ 350.00
Auditorium \$ 75.00/hour
Parlors \$ 25.00/hour/parlor/\$50.00/hr. for both
Kitchen \$ 75.00/use

All building rental fees are payable to the First Unitarian Church of Providence. Payments to the Minister, Building Manager, and Organist should be made payable to the individual providing the service. All final payments are due two weeks prior to your reserved date.

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6.2 KEY POLICY

Keys are kept in the Church Administrator's office. The Church Administrator loans out keys to Church members under special circumstances when the Church is not otherwise open. Examples: Thanksgiving Dinner, Alliance Holiday Cooking, Fundraisers.

The President of the Prudential Committee has a master key and alarm code to the Parish House and offices.

6.3 RECORD STORAGE (PAPER AND ELECTRONIC)

All paper records such as bank statements and paid invoices are kept in boxes in the locked storage room off of the Haynes Room. Computer files and folders are backed up periodically on to zip drives that are kept in the safe in the Administrative Assistant's office.

Financial records are backed up electronically weekly or at least every other week. The zip drive is stored in the fireproof safe.

6.4 STORM CANCELLATION POLICY

In case of extreme weather, the minister and staff will determine if church will be held or cancelled. A cancellation decision will be made by 7:00am on Sunday and conveyed to media outlets: TV Channels ABC 6, NBC 10, WPRI 12, Fox Providence, RI PBS and radio stations 630WPRO, 920WHJJ, 1180CCNX news radio, 1290WRNI, Lite Rock105, B101, 94HJY, 92ProFM, 98.1Cat Country, 93.3Coast FM, 95.5 WBRU.

If the City of Providence announces a ban on street parking, church will be canceled. If the parking ban is lifted by 8:30am, there will be limited programming including Worship and Religious Education.

In case of changes to the morning plans, we will follow these steps:

- Music Director will be notified and will contact choir members as much as possible through email and phone.
- Sunday morning Building Manager will be contacted.
- DRE will alert Sunday morning RE staff, teachers and volunteers as much as possible through email and phone.
- Minister will contact service participants and the Prudential Committee as far as possible through email and phone. The Minister will also contact the Membership Coordinator.
- The Church Administrator will contact the radio and TV stations.
- Church Administrator will be responsible for contacting renters as needed.

This procedure will be followed in roughly the same way for any other days of the week when cancellation of events or closing the Church buildings or office may be necessary.

SECTION 7.0 RELIGIOUS EDUCATION

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7.1 CHILDCARE POLICIES & PROCEDURES

7.1.1 Intent

The Director of Religious Education (“DRE”) and the Religious Education Committee for Children & Youth at First Unitarian Church of Providence have developed this policy and other comprehensive safety policies to protect children, youths and adults in our Sunday morning program and for other congregational events.

7.1.2 Intended Audience

This information is intended for sponsoring committee, staff or congregational leader.

7.1.3 Procedures

Groups offering childcare for meetings or events are responsible for:

- **Coordinating and supervising childcare**

Recruiting childcare providers

Reserving space and

Paying childcare providers.

Identify an adult from event leadership to act as the childcare coordinator. That person checks in with the childcare team prior to the beginning of the event, and reviews sign-in, snack, activity and emergency contact plans. They check again during the event and return at the end to insure clean up and that all children have departed. The identified event leader returns attendance form to the RE Office following the event.

Event leader contacts the Church office to reserve space and set-up plan. Age of children drives decisions about appropriate classroom spaces.

Event leader determines and advertises childcare as drop-in or by advance reservation.

Event leader determines if snack and/or special programming is offered to children, informing parents and coordinating with care team. (Please note that there is a “no nuts” policy)

There must be at least two caregivers per room with a 5 (children) to 1 (adult) ratio for children 5 years and older. More adults may be needed for infants, toddlers or preschoolers.

A list of recommended childcare providers is available through the Church RE office.

Compensation is at a minimum rate of \$10.00 per hour. A predetermined minimum of one hour of payment is paid if no children arrive. It is understood that the sponsoring committee pays caregivers from their budget. Check requisition sheets are submitted to the Administrative Assistant who facilitates check mailing approximately every two weeks.

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7.1.4 Caregivers

- Arrive on time, at least 10 minutes prior to the event.
- Greet children and parents.
- Insure sign-in procedure on attendance form provided.
- Engage children in safe, appropriate play and activities.
- Caregivers must report any accidents, illnesses, injuries or behavior problems to the childcare coordinator and parents immediately.
- Record any accident on the attendance form provided.

7.1.5 Space

Please respect the classroom spaces and supplies and leave rooms as they were found, prior to childcare. Caregivers are expected to clean up rooms. The childcare coordinator checks and is ultimately responsible for room condition.

7.1.6 Safety Policies

An attendance record will be kept with all children signed in and out by a parent. Parents must notify caretakers of any allergies, special needs or medical conditions. Children must have a parent on the Church grounds in order to be in childcare.

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7.2 CHILD SAFETY POLICY

7.2.1 Safety

Safety is the top priority in our community of children, youths, and adults. The Religious Education Committee is committed to establishing congregational best practices. They conduct annual evacuation drills with volunteer teachers. They have instituted a code of ethics, background checks, and have continued safety education for volunteer teachers and staff. UUA-identified safe-congregations and right-relations issues continue to be a focus of concern for the DRE and the Committee. Complete policy information is given to families at registration and is available through the Church office.

7.2.2 Security

Teachers are required to sign a Code of Ethics form. RI Criminal background checks are done annually on all teachers and staff.

7.2.3 Building

Balcony: No furniture in the 2nd floor hallway. No leaning or shouting over the balcony.

Windows: In all rooms with younger children (2nd floor), windows open from top, only.

Elevator: Children, 5th grade and younger must be accompanied by an adult.

7.2.4 Evacuation Plan

Teacher Preparation & Procedure

Familiarize yourself with the evacuation route map and instructions posted in each classroom. There are emergency fire pull boxes at the end of each hallway and near the elevator.

Walk the route yourself, ending at the safe location chosen (up Benevolent Street on the right)

Have a conversation with the young people about the purpose of drills and review the evacuation procedure with the group periodically.

In the event of an evacuation or drill, help the children and youth follow posted instructions as quickly as possible, exiting the room quietly, walking, not running. Adults extinguish any lit chalices, shut off lights and close the door behind. Do not lock doors. Do not take or retrieve personal belongings.

BRING: Attendance Clipboard. It has a grade sign on the back. Be aware of daily attendance. If possible, alert a staff member or helper as you are exiting the building, if any young people are temporarily out of the classroom or missing from the group.

There are Red NEED HELP and Green ALL IS WELL signs attached to clipboards for your use.

Designated staff and committee leaders will report to the second floor to assist with babies and the youngest children.

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Class groups remain together along Benevolent St. until the Director of Religious Education or their designee has given the all clear signal to return to the building or move to another safe space. Recheck attendance once back in the classroom.

Evacuation Drills will be treated as if they are real emergencies.

Procedure for Parents & Other Adults on the Church Campus

In the event of an emergency evaluation or drill

Please check the emergency signs/maps in classrooms to know the exit plan for your children. In the case of an emergency or drill, the children and youth will exit the building with their teachers. Please do not attempt to get your children. Keeping the stairways and halls clear will insure the rapid, safe evacuation of all. Meet your children and youth along the Benevolent St. hill, on the sidewalk.

7.2.5 Guests

Guests of registered students are welcome but must complete a guest slip before visiting.

7.2.6 Health Issues

In order to promote and maintain a healthy environment for our multigenerational community, children with a fever, active cough or cold symptoms, or any sign of infectious disease should remain at home. Basic first aid is provided for accidents. Parents are informed of any injury or illness. A Bathroom Guidelines for Helping Young Children is posted in age-appropriate rooms.

7.2.7 Vaccinations

Unless medically contraindicated, we expect that children and youth participating in the Spiritual Pathways Program at First Unitarian Church of Providence are vaccinated according to Center for Disease Control guidelines <https://www.cdc.gov/vaccines/schedules/index.html>. Questions or concerns about this expectation may be directed to the Director of Religious Education. Acknowledgement of this policy will be required by a parent/guardian.

7.2.8 Nuts

To protect children, youths and adults, no food containing nuts is allowed in classrooms.

7.2.9 Special Needs

The First Unitarian Church of Providence welcomes all children and youth, including those with special needs. The Religious Education program makes every effort to accommodate people with special needs in our classes. It is helpful for all parents to share the strengths and weaknesses of their children with our volunteer teachers so that various learning styles can be honored. Parents of children with special needs should discuss arrangements for accommodations with the DRE. Please contact the DRE with your ideas about better serving the needs of our congregation.

7.2.10 Bathroom Guidelines for Helping Young Children

- Encourage parents to take their child to the bathroom prior to leaving the child in the classroom. Take children to the bathroom one at a time.
- Tell co-teacher when you are leaving the classroom with a child to use the bathroom.

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- Respect the child's independence and needs.
- Ask child if they need help and help as needed with clothing. Take your lead from the child. Observe their behavior particularly for the little ones with fewer verbal skills. Children who are using the potty should be independent enough to take care of their own wiping needs.
- Encourage use of the "little potty" or sitting down on the big potty. Little boys are not tall enough to stand at the big potty and reach their target! If the little potty is used, empty the bowl and rinse it out before leaving the bathroom.
- Give the child enough privacy but maintain supervision. Never close the door when you are in the bathroom with a child. Use gloves, located in 2nd floor bathroom.

Younger (2-3 Year Old)

- Stay in the bathroom and use a doorstop to keep door propped open.
- Help with hand washing and clothing if needed.

Older (3-5 Year Old)

- Stay outside the bathroom with the door closed.
- Monitor child by listening.
- Knock or briefly open the door to check on the child if needed.
- Remind/reinforce hand washing before child leaves the bathroom.

Kindergarten – First Grade

- Maintain visual contact as child enters and leaves the bathroom to be certain he or she gets there and back to the classroom.
- Reinforce hand washing when they return.
- Always wash own hands before returning to or upon entering the classroom.

7.2.11 Arrival and Departure Policy

Written and endorsed by the Religious Education Committee, this policy is in place to insure a safe, comfortable atmosphere for all. It is required that parents can be located on Church property at all times, or special arrangements must be made in writing with the DRE.

Specific guidelines for each age group for drop off and pick-up on Sunday mornings are communicated with parents at registration and posted in all classrooms.

Children in the Nursery - 1st Grade

- One teacher in each group is designated by the teacher team, weekly, as responsible for the greeter/attendance procedures.
- The adult bringing the child to class will verbally communicate with the teacher before leaving the space at drop off & pick up.
- There will be a sign in/sign out sheet to be initialed by the adult upon entry and exit each week.
- In the event that someone other than the parent is to pick up a child, the parent must notify the teacher that this will be the case ahead of time. At pickup, the non-parent adult must show identification and know the child's birth date. If a sibling is authorized to pick up a brother/sister, parents must inform the teacher ahead of time.

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- Teachers will not accept or release children unless the above procedures are followed. If a teacher or parent is not comfortable with any drop off or pick up situation they will inform the DRE who will deal with the matter.

Young People in Grades 2 – 5

Young people are released from their classes at 12:00 PM when they are called for by a parent or designated adult or family member.

Youth in Grades 6 – 12

The same policy as for grades 2 - 5 is in place for this age group. If parents choose, they may sign the waiver on our registration form allowing their youth to leave the classroom unaccompanied.

7.2.12 Promises, A Behavior Covenant

In the Spiritual Pathways Program of the Church, we make promises about how we will treat each other and what we will do to create and maintain a safe and sacred space. Our covenant is based on the Principles of the Unitarian Universalist Association that our congregation affirms and promotes. Examples of behaviors that model our promises follow each Unitarian Universalist Principle in adult and child versions.

1. The inherent worth & dignity of every person.
Each & every person is important.

**We take turns so that all have a chance to speak and participate in activities.
We listen to one another.
We don't call people names or interrupt when someone else is talking.**

2. Justice, equity & compassion in human relations.
All people should be treated fairly.

**We speak up and get help when we notice someone being treated unfairly.
We take turns and share snack and supplies, leaving something for the next person.
We show that we care when someone is hurt.**

3. Acceptance of one another and encouragement of spiritual growth in our congregations.
Encourage each other and learn together.

**We listen to each other.
We are patient and take the time to help others learn.
We participate in group activities to the best of our abilities.
We help new people.
We apologize when we have not treated someone the way we would like to be treated.**

4. A free and responsible search for truth and meaning
Each person must be free to search for what is true and right in life.

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We encourage everyone to share their thoughts and feelings.

We listen to others and ask questions to help discover what is true and right.

We support asking questions and exploring the things that have meaning for each person, without judging or making fun.

5. The right of conscience and the use of the democratic process within our congregations and in society at large

Everyone should have a vote about things that concern him or her.

Church members vote for leaders and on important decisions, including what social justice community projects to work on and how the Church's budget money is spent.

6. The goal of world community with peace liberty and justice for all

Working together for a peaceful, fair and free world.

We settle our disagreements in honest, caring, peaceful ways.

We do not bring dangerous items to Church, or play in violent ways, like fighting or pushing.

Using hurtful words or talking in a mean way about others is not allowed.

We respect what belongs to the Church or other people and don't destroy or damage anything.

7. Respect for the interdependent web of existence of which we are a part

We believe in caring for our planet earth.

We recycle all possible products, reuse supplies and reduce energy consumption.

We do not waste food or supplies.

We help keep our classrooms and Church clean and safe.

7.2.13 Conduct Policy

The Religious Education Committee for Children & Youth of the First Unitarian Church of Providence is committed to providing a nurturing and safe experience for all who participate in our Spiritual Pathways Program. We recognize that people come to our congregation with a variety of emotional, cognitive, medical, and social issues that impact their lives and involvement in our community. In this spirit, we recognize that people of all ages may present challenging behavior that could be disruptive to the community or pose a risk to the safety and security of themselves or others.

The Committee promotes respectful and civil behavior among all who participate in our programs. People of all ages are expected to behave in a safe and respectful manner towards all others at all times. Behavioral guidelines and promises will be explained, posted and promoted in all classrooms and maintained at all Religious Education events. Volunteer teachers, staff and leaders are expected to communicate conduct expectations and consequences.

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Teachers and group leaders are asked to inform the DRE anytime they have concern about a child's behavior or emotional state in the classroom. If a child's behavior is deemed to pose a safety risk to that child or others, volunteer teachers should seek assistance from the DRE immediately.

The following process will be followed:

- The responsible adult communicates directly with the student, reminding them that the behavior is inappropriate and informs the other team teachers. The DRE, with the support of the Committee and the Minister, as needed, can help teachers clarify the issues.
- If the situation persists, the teacher and/or DRE will communicate with the child/youth and parent/guardian about the issue/s of concern. The DRE, parents and teachers will create an intervention plan that addresses the behaviors of concern. It is expected that communication will continue until the issue is deemed to be resolved.
- The DRE will maintain a record of the issues, communications, interventions and outcomes in their files.
- If the behavior continues, the DRE, in consultation with the Minister will determine whether the behavior is so disruptive to the class or poses an unacceptable risk to the student or other members of the community that a child may be withdrawn/excluded from class until such time the DRE determines it is appropriate for the youth to reengage in the program. If a child or youth is excluded from their class, alternative means for the youth to be successfully involved in the RE program or Church community will be considered.

The Committee also recognizes that for effective implementation of behavior policies:

- It is important for parents to disclose to the DRE knowledge of their child's circumstances as they may impact the child's ability to conform to behavioral expectations. The DRE will handle this information as discretely as possible. Volunteer teachers who are informed of sensitive information by parents or the DRE are expected to respect the privacy of the family.
- It is important that teachers communicate to the DRE, concerns about the conduct of their students during the course of the year.
- The DRE & Committee will seek to provide our volunteer teachers with appropriate training experiences and guidelines.
- The Director of Religious Education and Minister must abide by their professional codes of practice.
- All teachers and staff must sign and uphold the Church's Code of Ethics.