



POLICIES AND PROCEDURES

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MEMBERSHIP

No member shall be removed without prior personal contact.

New members shall be informed about the requirement of participation in and contributions to the Fellowship.

A “pledge packet” shall be given to new members that provide financial information regarding the UUFBC and information to consider with regard to contributions.

The official member number shall be determined at the end of each fiscal year and whenever such a number is required by the UUA in Boston.

The New Member Ceremony is optional to new members wishing to join the Fellowship.

SAFETY

The following safety rules were established for children under 12:

1. No running or playing on the driveway.
2. No child shall be outside without an adult present.
3. No running or throwing indoors.

STAFF – PAID AND VOLUNTEER

All persons holding permanent volunteer or paid positions working with children shall have had a criminal check. The fellowship shall cover the cost of that check and the results shall be kept in a locked file.

In the case of a grievance or other need for clearance, employees shall first go to their regular contact person and then to the President to resolve problems.

Committee Chairs are limited to two consecutive, one-year terms. The Board may authorize exceptions on an individual basis. (See By Laws, Article 6, Section 3a).

The Board will be responsible for hiring, training, and supervising paid employees.

CODE OF ETHICS

The Unitarian Universalist Fellowship of Bay County embraces the ethical values and standards of professional personnel practices which uphold the organization's commitment to its members. All those affiliated with the Unitarian Universalist Fellowship of Bay County seek to inspire others through their own sense of dedication and high purpose. We ascribe to the following tenants:

- Foster cultural diversity and pluralistic values.
- Treat everyone with dignity and respect.
- Value the privacy, freedom of choice and interests of all those affected by your actions.
- Recognize that some matters are confidential and must be treated as such.
- Refrain from public criticism of the UUFBC's programs, its mission, philosophy, employees, and members.
- Adhere to the spirit as well as the letter of the UUFBC's Personnel Policies.
- Bring credit to the Unitarian Universalist Fellowship of Bay County by your demeanor.
- Actively encourage others to practice these ethical principles.

CONFLICT OF INTEREST POLICY

Volunteers, members of the Board of Directors, and employees of the Unitarian Universalist Fellowship of Bay County must conduct their personal affairs and their professional affairs in such a manner as to avoid any possible conflicts of interest with their duties and responsibilities.

Potential Conflicts of interest situations to be avoided are:

- Using information gained from affiliation with the Unitarian Universalist Fellowship of Bay County for personal advantage.
- Receiving benefits from another business or organization which furnishes or may in future furnish services, funds, or materials to Unitarian Universalist Fellowship of Bay County.

Everyone affiliated with the Unitarian Universalist Fellowship of Bay County has an ongoing obligation to immediately disclose any potential conflict of interest to the UUFBC Board of Directors.

Disclosure

Name & Address:

List below any business, organization or activity in which you, or an immediate member of your family, hold an interest: (Add a second page, if necessary.)

Organization

Position Held

CONFIDENTIALITY POLICY

All personnel information and records are to be kept in a locked file cabinet in the office of the Unitarian Universalist Fellowship of Bay County. Only persons with a specific need to know may access these files. Permission to access these files must be obtained from the President of the UUFBC or the President's designee.

ABUSE POLICY

Abuse of any kind is not tolerated by the Unitarian Universalist Fellowship of Bay County. If abuse is witnessed or experienced by an employee, the employee should take this information to their supervisor immediately. If the abuse is perpetrated by the supervisor, the employee should contact a member of the Executive Committee of the Board of Directors.

If a UUFBC member witnesses or experiences abuse, this information should be taken to a member of the UUFBC Executive Committee immediately.

Abuse is defined as:

- the use of threatening language or action
- sexual harassment
- discrimination of any kind

An employee who is found to be a perpetrator of abuse is subject to penalties documented in the UUFBC Personnel Policies, up to and including termination.

DRUG FREE WORKPLACE POLICY

The Unitarian Universalist Fellowship of Bay County is a drug-free workplace. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in this workplace. Penalties documented in the UUFBC Personnel Policies may be imposed upon an employee found to be in violation of this policy, up to and including termination. At the sole discretion of the Board of Directors, the employee may be required to participate in a rehabilitation program in conjunction with, in addition to, or instead of any penalties imposed.

PERSONNEL POLICIES AND PROCEDURES

I. Employment

A. Statement of Non-discrimination

The UUFBC is dedicated to the principle of Equal Opportunity for all people without regard to race, ethnicity, national origin, religion, gender, gender identity, age, or handicapping condition. The UUFBC will strive for excellence in the recruitment, employment, retention, development and promotional opportunities for employees by ensuring that all personnel

actions and employment practices are free from discrimination and are based solely upon merit.

B. Hiring and Salary Authority

The UUFBC Board of Directors maintains the authority for setting employees' and contractors' compensation levels. The Board maintains the authority to make the final determination regarding hiring decisions.

C. Recruitment

Each position will be advertised to the public for at least ten (10) days. At a minimum, positions will be advertised in the local newspaper. The Position Announcement will list a closing date for application, giving sufficient response time to potential applicants.

D. Member Applications

Any member of the UUFBC may apply for any paid position once it is posted. If a member is selected for the position and accepts employment, the new employee's UUFBC membership will be held in abeyance during the term of employment. The employee will forfeit their member voting rights during this term. Membership may be reactivated once the term of employment has ended and voting rights will be reinstated accordingly.

E. Candidate Screening and Interviewing

A minimum of two members of the UUFBC Board of Directors shall conduct all components of the selection process. One Board member shall take primary responsibility for ensuring completion of the requirements of the process. Additional persons may be invited by the aforementioned Board members to participate, when such participation would enhance the selection process.

F. Probationary Period

All persons hired in any capacity by the UUFBC shall be in a probationary status for the first three months in their new position, including those who are promoted or transferred to another position within the UUFBC. The UUFBC Board of Directors has the option to extend the probationary period to six months, by giving notice ten (10) days before the expiration of the initial probationary period. The probationary period may be extended only once. At the end of the three month or six month period, an employee's probationary status will be concluded or the employee will be terminated.

II. Employee Status

A. Exempt Employees

Exempt employees are those not covered by the Fair Labor Standards Act. Exempt employees do not receive overtime pay. Exempt employees work is administrative or professional in nature, requiring the exercise of discretion and independent judgment. This includes work which is managerial, artistic, or intellectual in scope.

B. Non-exempt employees

Non-exempt employees perform work which is not administrative or professional in nature, as defined by the Fair Labor Standards Act. Non-exempt employees receive additional pay for overtime work.

C. Determination of the exemption status of each position will be made by the Board of Directors.

D. Any UUFBC member who becomes employed by same shall suspend their membership until such time as they are no longer employed by the UUFBC.

III. Benefits Eligibility

A. Full-time employees

Full-time employees who work a schedule of at least 40 hours per week are considered eligible for full employee benefits.

B. Part-time employees

Part-time employees who work a schedule of less than 40 hours per week, and more than 20 hours per week, will be eligible for prorated sick leave and vacation benefits and shall receive full insured benefits. Part-time employees who work a regular schedule of 20 hours or less per week will be eligible for prorated sick and vacation leave, but no insured benefits will be offered.

C. Seasonal or contractual employees

Seasonal or contractual employees who are hired for a specific time period of twelve (12) months or less are not eligible for leave and insured benefits.

IV. Compensation

A. Work Week

Employees normal work week is forty (40) hours with a schedule of 8:30 AM to 4:30 PM Tuesday through Saturday with one hour for lunch each day. The work week will also include five (5) hours on Sunday with a schedule of 9:00 AM to 2:00 PM. The Board President has the authority to alter the work schedule as necessary to adjust to specific programming requirements.

B. Compensatory time

Compensatory time is time earned for work beyond the required 40 hour work week and is available only to exempt employees. Compensatory time may be earned, accrued and taken only with the permission of the Board President or, if the President is not available, the Vice-President.

C. Pay Period

The established pay period for UUFBC employees is based on a monthly pay schedule. Paychecks will be electronically deposited in employees bank accounts by 4:00 PM on the last working day of the month.

D. Deductions

The following deductions will be made from an employee's paycheck, as applicable:

1. Federal Withholding Taxes
2. State Withholding Taxes
3. Federal Insurance Contribution (FICA)
4. Employee's share of fringe benefits
5. Any legally required deductions, such as garnishments
6. Any deductions requested and authorized by the employee, upon approval of the Board President and the Board Treasurer.

E. Termination Pay

Employees who resign their employment with the UUFBC will be issued pay for hours worked, accrued annual leave and accrued sick leave, no later than the next regularly scheduled pay day following the effective date of termination.

1. An employee who owes any debt to UUFBC at the time of separation, shall have the debt deducted from the final paycheck in order to satisfy the debt.
2. An employee who is terminated by the UUFBC will receive immediate pay for all compensation due.

V. Employee Benefits

A. Sick Leave

1. Sick leave with pay is accumulated at a rate of 7 hours per month after 30 days of employment. Part-time employees earn sick leave at an equivalent rate proportionate to their monthly hours.
2. If accrued sick leave is exhausted while absent for illness, continued days off shall be charge to accrued vacation leave. When vacation leave is exhausted, the employee shall be placed on leave without pay.
3. Sick leave may be accrued up to 280 hours. Sick leave over this amount will be lost to the employee as sick leave, but may be converted to vacation leave at the rate of two (2) sick leave hours for each one (1) hour of vacation leave.

B. Annual (Vacation) Leave

1. Full time employees shall accrue annual leave at a rate of seven (7) hours per month. Part-time employees earn annual leave at an equivalent rate proportionate to their monthly hours.
2. There is no maximum amount of vacation leave which may be accrued.

3. Employees receive payment for accumulated annual leave upon termination of their employment.
4. Employees may not request the use of their annual leave until they have successfully completed their probationary period.
5. A request to use annual leave must be made a minimum of ten (10) days prior to the date the leave is to commence. The UUFBC Board President must approve the use of annual leave.

C. Military Leave

Military leave will be granted at a rate of up to ten (10) working days per calendar year. The employee must submit a copy of his/her orders when making a request for military leave.

D. Personal Leave

1. At the beginning of each year on the employee's anniversary date, the full-time employee will be granted twenty-eight (28) hours of personal leave time. Part-time employees will be granted personal leave at an equivalent rate proportionate to their monthly hours.
2. Personal leave must be requested in advance and approved by the UUFBC Board President, or Vice-President in absence of the President.
3. Unused personal leave may not be carried over to the next year at the end of the year in which it was granted.

E. Holidays

The following holidays shall be granted with pay to all UUFBC employees:

1. New Year's Day
2. Martin Luther King Day
3. President's Day
4. Memorial Day
5. Independence Day
6. Labor Day
7. Thanksgiving Day
8. Day following Thanksgiving
9. Christmas Day
10. Any additional day(s) designated by the Board of Directors.
11. When a holiday falls on a Saturday, the preceding Friday will be taken as a holiday. When a holiday falls on a Sunday, the following Monday will be taken.

VI. Employee Relations

A. Conduct

1. Dress must be consistent with and appropriate to the duties and responsibilities of the position the employee holds. Dress must not be distracting to the membership or other employees.

2. Employee work areas must be kept clean and well-organized.
3. Questions regarding appropriate conduct shall be referred to the UUFBC Board President for resolution.

B. Political Activity

The UUFBC is a tax-exempt nonprofit organization and therefore has limitations on political activity as an organization and as an employer. Paid employees also have limitations on their activities as representatives of the UUFBC.

1. An employee of UUFBC may not use influence as a representative of the UUFBC for the purpose of partisan activities affecting the result of an election.
2. An employee of the UUFBC may not be a candidate for elective public office in a partisan election.
3. The above restrictions do not prohibit employees from participating in the political process as private citizens during their off-duty hours.
4. Questions regarding the appropriateness of political activity shall be referred to the UUFBC Board President for resolution.

C. Use of UUFBC Property

1. Property, equipment, vehicles or anything else of value owned by the UUFBC may not be used for employees private activities or anything other than UUFBC business.
2. Property, equipment, vehicles or anything else of value owned by the UUFBC may not be loaned or otherwise given out for use by any other entity, contractor or private individual.

D. Criminal Activity

1. All employees shall have a criminal background check with a satisfactory result as a threshold condition of their employment. The UUFBC shall cover the cost of the background check and the results shall be kept in a locked file cabinet.
2. Filing of charges against a UUFBC employee shall be cause for indefinite suspension without pay. Suspension shall be terminated by restoration to service or by disciplinary action within five (5) days of a judgment by the court. The UUFBC may act sooner if it is determined that the employee has violated the terms of the UUFBC Personnel Policies. If the employee is not terminated from employment, s/he shall receive full compensation for the term of the suspension and the accrual of benefits shall be uninterrupted.

E. Disciplinary Action

It is the responsibility of UUFBC employees to observe the policies and procedures necessary for the ongoing operation of the UUFBC and its services to congregants and the community. The following categories of conduct describe just cause for disciplinary action when policies and procedures are violated. Just cause includes, but is not limited to the following:

1. Poor performance and failure to follow instructions
2. Insubordination
3. Conviction of a crime

4. Indulging in offensive or abusive conduct
5. Endangering the safety of employees, volunteers or congregants
6. Reporting to work under the influence of alcohol or a controlled substance
7. Improper use of UUFBC equipment or property
8. Abuse of sick leave or other employee benefits

Disciplinary action may consist of an oral reprimand, written reprimand, suspension or termination, depending upon the severity of the violation. The UUFBC Board President is responsible for taking action or insuring that disciplinary action is taken.

F. Performance Evaluation.

It is the policy of the UUFBC to use performance evaluation as a tool to assist with employee development.

1. Performance evaluation shall be conducted prior to the end of the employee's probationary period and then again prior to each anniversary date of the commencement of employment.
2. The employee will be evaluated only on those factors that have a direct bearing on the position that the employee holds. The evaluation will be reviewed by the employee and the employee will have an opportunity to document their comments as part of the evaluation format.
3. The UUFBC Board President is responsible for employee evaluation, or delegating evaluation to insure its completion.

G. Employee Grievances

The UUFBC requires that any problem be addressed between those who are a party to it, in an effort to resolve the problem directly. If an employee has a complaint that cannot be resolved in this manner, or this manner has been attempted but was unsuccessful, the employee may contact the UUFBC Board President in a final attempt to resolve the issue informally. If the problem cannot be resolved informally, the employee may submit a formal written grievance to the Board of Directors.

Subject to the discretion and approval of the Board, the parties may call witnesses and submit evidence to be considered by the Board. The subsequent determination of the Board of Directors is final.

In the event of a discrimination complaint, the employee may take the complaint directly to the UUFBC Board President and the Board of Directors, as described above.

VII. Severability

Each clause and provision herein is severable from every other clause and/or provision and any failure of any clause or provision by operation of law or otherwise, shall not affect the other provisions or clauses and the whole shall remain in full force and effect.

JOB DESCRIPTIONS

President: The president of the Board of Directors (BOD) is also a member of the Executive Committee and holds the key leadership role of the Fellowship. He/she is responsible for establishing direction, creating urgency and obtaining involvement from as many members as possible in fulfilling the Fellowship mission. Key responsibilities include but are not limited to:

- Ensure that the Board behaves consistently with its own rules and those legitimately imposed upon it from outside the organization
- Conduct effective and efficient monthly board of directors meetings utilizing “Robert’s Rules of Order”, providing an agenda prior to the meetings and ensuring that minutes are published afterwards
- Ensure that deliberations are fair, open and thorough but also timely, orderly and kept on task
- Identify concerns of the fellowship and its members as they arise and ensure that they are handled effectively through agreed channels
- Ensure that programs, policies and decisions of the Board and the Congregation are carried out and done so to the highest quality achievable
- Monitor the financial viability of the Fellowship and address any concerns as they arise
- Provide visibility in the wider Bay County community and act as a spokesperson both within and outside the Fellowship
- Arrange for and conduct annual congregational meetings
- Provide advice, exercise leadership and participate in the decision-making process of the board
- Sign all contracts as the authorized representative of the Board

Vice-President: The vice-president of the BOD is also a member of the Executive Committee. His/her key responsibility is to provide leadership in supporting the efforts of the president. He/she may accept assignments or lead projects as requested by the president and/or the board as needed and agreed to. In addition, he/she will fill in for the president when he/she is not available. The vice-president will attend monthly BOD meetings, provide advice, exercise leadership and participate in the decision-making process of the board.

Treasurer: The treasurer is a member of the BOD and also a member of the Executive Committee. The treasurer shall have fiduciary responsibility to oversee all financial aspects of the Fellowship. He/she will ensure that the assets of treasury are safeguarded and managed in order to maximize contribution to the fellowship’s mission. The treasurer will attend monthly BOD meetings, provide advice, exercise leadership and participate in the decision-making process of the board.

Other key responsibilities include:

- Organize and conduct the annual pledge drive
- Track pledge contributions to commitments confidentially
- Provide monthly financial reports to the BOD
- Report any emerging financial needs, concerns or policy issues that reflect on the financial integrity of the Fellowship

Secretary: The secretary is a member of the BOD and also a member of the Executive Committee. He/she will ensure that minutes of BOD meetings are recorded, distributed for review in a timely manner and posted to the website once approved by the Board. The secretary will attend monthly BOD meetings, provide advice, exercise leadership and participate in the decision-making process of the board.

Board of Director Members-at-Large: The members-at-large will attend monthly BOD meetings, provide advice, exercise leadership and participate in the decision-making process of the board.

They will represent the interests of the Fellowship as a whole in BOD deliberations. In addition, each member will serve as a liaison to one of the following teams: Faith Development, UU Environment, Vision & Growth and Social Justice. As such, they will ensure that the vision of the Board is represented at team meetings and conversely, that the vision of the team is represented at the BOD meetings.

Leadership Development Committee: The Leadership Development Committee is mandated in the By Laws, reports directly to the Congregation and has limited oversight by the BOD solely to ensure that it is functioning. Responsibilities include:

- Develop a slate of nominees for the BOD in accordance of the by laws with people who have agreed to serve if elected and who, according to the committee, provide the best skillset to fulfill the duties of the respective positions.
- Develop and make available to the Fellowship leadership development material which is required in the by laws for various positions.

Religious Exploration Coordinator: The REC is responsible for planning, researching, coordinating, implementing and evaluating the congregation's religious exploration and faith development programs in support of its members. The REC is responsible for coordinating childcare for all the activities that are part of the religious education program as well as developing and taking the lead on a campus outreach and ministry program. The REC reports to the President of the Board.

Team Leader: Resource Development, Faith Development, UU Environment, Vision & Growth, and Social Justice.

The team leader will be responsible for developing membership within their respective team. They will chair monthly meetings to ensure that the areas of concern outlined below are developed and managed as needed and in support of the 5-year plan.

FAITH DEVELOPMENT

Key Responsibilities:

- Sunday services
- Greeters, ushers, chalice lighters
- Program development
- Music
- Child care
- Snacks and beverages
- Religious Education
- Adult program
- Youth program
- Multi-generational program and activities development
- Small groups ministry
- Pastoral care
- Congregational social activity

VISION & GROWTH

Key Responsibilities:

- Semi-annual recommendations to update 5-year plan
- Advisory role to the board
- Provide mid and long-term direction
- Liaise with UUA and Mid-South District
- Membership development and process
- Identify areas of focus, upcoming needs and activities which other teams need to address

UU ENVIRONMENT

Key Responsibilities:

- Green Sanctuary Certification

- Maintain and improve building
- Assess needs and develop a financial plan
- Roof
- Air conditioning
- Plumbing
- Maintain and improve grounds
- Develop plans for gardens
- Plan for an outdoor worship center if feasible
- Maintain and update interior/décor as needed

SOCIAL JUSTICE

Key Responsibilities:

- Continued support of BYILD as the “primary local initiative” for the fellowship
- Develop “service days” during which the Fellowship donate a day of service to various causes in our community
- Maintain Welcoming Congregation status and activities
- Update UUFBC website with social justice activities
- Coordinate Social Justice causes

RESOURCE DEVELOPMENT

Key Responsibilities:

- Endowment fund and development
- Personnel policies
- Finance and Budget
- Fundraising
- Public relations
- Communications and social media
- Advertising
- Website
- Facebook
- Office management

UU BOARD DISCRETIONARY FUND—POLICY

The goal of a discretionary fund is to enable the board and/or appropriate committee to support members who might be experiencing significant life difficulties which can be alleviated by the gift of a sum of money.

Recipients of these gifts will remain anonymous except for the board’s knowledge. The board is not required to ask any other congregant how or when or if the discretionary fund will be used; rather,

judgments related to such gifts are solely in the board's control.

The goal of the Treasurer shall be to add a budget item to the Operating Fund budget each fiscal year for the discretionary fund. The budgeted amount for the fund will ideally be two percent (2%) of the total annual church -perating budget, or another amount approved by the board, but not less than \$800 for the year.

The fund's budget will be placed in the church operating account in the names of the officers who sign checks and/or of the Unitarian Universalist Church of Bay County, Fl. The treasurer will sign checks and will keep a record of the monies, including the bank statement's reconciliation each month. Bank statements will be sent to the board.

At the end of each church year, no later than June 15, the treasurer, and a member of the board selected by the board will review the account.

Understanding between the Board and the person disbursing the money:

1. Discretionary Fund monies are to be spent for members and participating friends in a crisis situation.
2. Discretionary Fund monies will not be given to the same person more than twice within a year.
3. The designated person will exercise due diligence and care in awarding gifts to individuals.
4. The designated person will make a report to the board in June of each year relating the amounts received and disbursed throughout the fiscal year, including how many people were helped and any appropriate anecdotal information about the gifts and their uses. Recipients' names will not be revealed.
5. The Discretionary Fund shall be included in the Operating Fund budget, with the amount of money set aside for each year determined by the board during the budget process.
6. Any unused funds remaining at the end of one budget year will roll over into the next year's budget for further discretionary funds.
7. If the gift to an individual is intended for the purpose of paying an outstanding bill or debt, the designated person will pay the bill or debt directly rather than giving the funds to the member or friend.
8. The maximum total of gifts that can be given to one person or family in a fiscal year is \$400.00.

POLICIES AND PROCEDURES FOR UTILISING UUFBC FACILITIES

The policies and procedures for reserving and using UUFBC facilities have been designed to support our mission and values in line with the 7 UUA principles.

The following process for securing reservations has been designed to ensure that UUFBC functions have been given priority consideration.

The granting of all reservations to use the UUFBC facility is done so under the authority of the Fellowship Board. The Board delegates this authority to the Fellowship office staff.

It is the intention of this policy to allow for multiple meetings simultaneously when able and as needed. Requests for small groups shall be accommodated in one of the meeting rooms. Should they be the only group meeting at the time, they may use the larger rooms.

The UU office is to be used only for UU business and is NOT available for any other use.

Single events will be confirmed on a first-come, first-serve basis. Series (multiple-date) events will be confirmed annually. If a potential conflict for access to the facilities should arise, access shall be given in the following priority:

1. UUFBC official functions and business
2. UUFBC social functions
3. personal use by UUFBC member(s)
4. non-profit groups with at least 1 UUFBC member
5. non-profit groups with no UUFBC members

Any of the “series” reservations may be subject to cancellation in the event that a one-time request for the facilities conflicts with the series reservation (based on the above priorities). All efforts to avoid said cancellations will be made and it is anticipated that these instances will be rare. A minimum of 15 days notice will be given in the event of a cancellation (with the exception of emergencies).

REQUIREMENTS FOR USING UUFBC FACILITIES

- \$150.00 security/cleaning deposit must be received within 7 days of confirmation or 14 days prior to the event; whichever comes first. The security deposit will be refunded in full provided the building is left clean and as it was found prior to the event. UUFBC members in good standing will be exempt from the security deposit requirement but will be responsible for returning the building in good order.
- Any vendors or businesses that provide service to the Fellowship building or grounds need to provide proof of liability and workmen's compensation insurance or a waiver from the state.

FEE SCHEDULE

- \$15.00 for up to 5 hours
- \$25.00 for more than 5 hours
- Reservations will state beginning and ending times including the time needed for preparation and set up, the actual function and clean-up.

PROCESS TO SECURE RESERVATIONS

One-time Event

The process to secure a reservation is as follows:

- Requests can be submitted any time up to 7 days prior to the event.
- Submit request via the website (www.uuofbaycounty.com), e-mail to info@uuofbaycounty.com or call the UUFBC at 850-763-7495.
- The administration committee will enter confirmed events onto the UU calendar.
- The administration committee will advise the requestor as to whether the request was confirmed or denied.

Series (multiple-use) Events

Requests for series events will be entertained on an annual basis based on the calendar year.

Submit requests via e-mail to info@uuofbaycounty.com or call the UUFBC at 850-763-7495.

- The fellowship office will advise the status of reservations to the appropriate parties.

GUIDELINES FOR USE OF THE FACILITY

For UUFBC sponsored events and for groups that do have at least one UUFBC member as an official part of their membership, a UUFBC member will be responsible for:

- opening and closing the building
- ensuring that furniture is replaced to where it was
- ensuring that the building is in clean condition, i.e., vacuumed if needed, dishes washed, dried, and put away, bathrooms are clean, garbage is bagged and taken to the dumpster, waste containers are relined
- ensuring that the thermostat is set at the suggested temperature.

For meetings and groups who rent the facility and do not have a member of UUFBC as part of their membership, the administration committee shall notify the Facilities Chair (_____)
to:

- open and close (lock) the facility. The code or key to the door will not be given to nonmembers.
- Determine if further cleaning is required after the event is finished.

GENERAL RULES

- Groups and individuals who use the facility are required to observe our “No Smoking” policy inside the buildings. A designated smoking area is available outside.
- No animals may be brought inside the buildings, with the exception of certified service animals.
- Disposable plates, cups, napkins, utensils and coffee, etc., are not provided by the UU Fellowship for outside groups to use. Rental clients are asked to provide these items for themselves.
- No adhesives shall be stuck to the walls and no thumbtacks may be used in the walls.
- DO NOT MOVE THE PIANO!
- The large garbage bin must be able to close completely (to avoid substantial additional costs from the garbage disposal company). Any overflow should be placed in smaller bins behind the large one and a cover used.
- Chairs and equipment may not be removed from the building for any non-UU functions. Tables may be “borrowed” by UU members on the condition that they are returned prior to any date that they are needed at the Fellowship. All borrowed tables must be either returned in good working condition or replaced by the UU member who borrowed them. The tables must be signed out by the UU member with the Fellowship office staff prior to removal from the building.

FINANCIAL POLICIES AND PROCEDURES

Approved by Board with amendments, October 18, 2006

1. All expenditures presented for reimbursement must have a receipt or written explanatory statement.
2. Any expenditure over the specified budgeted amount must have prior Board approval.
3. Income received at services shall be verified by two persons before being deposited.
4. The Treasurer is authorized to pay the minister’s salary monthly and speakers as service is rendered.
5. The Treasurer is authorized to pay dues to UUA and MSD in quarterly payments so as to pay in full before the end of the fiscal year.
6. All invited speakers coming from outside Bay County shall be offered \$50.00 for travel expenses.

7. The Treasurer must keep financial records for the previous seven years.
8. All fund raising ideas need to be approved by the Board.
9. Treasurer will send out reminder notices of pledges as necessary.
10. No member may be compensated for speaking at the Sunday service.

Informational Note

UUFBC Checking Account, Savings Account, CD, and Endowment Fund (Savings Acct.) are maintained with Hancock Bank. UUFBC Reserve Funds and PAX Investments are with Raymond James.

CASH HANDLING & DEPOSIT PREPARATION POLICY

(Effective 3-20-2012)

1. Counting cash and checks, preparing Unitarian Universalist Income Report For Sunday Collections and Other Income Producing Events (Fund Raisers, Concerts, Social Gatherings, etc.):

The cash and checks will be counted and listed on the Income Report by two people, who can be any two of a list of Congregational leaders/members pre-approved by the Board Of Directors. The approved list is as follows:

- a. Officers of the Board Of Directors (President, Vice President, Secretary, Treasurer)
- b. The four at large members of the Board
- c. The members of the Fellowship's Finance Committee

If the Treasurer is present, he/she will be one of the two people who count the cash/checks and prepare the Income Report. If the Treasurer cannot be present, it will be his/her responsibility to ensure that at least two of the approved list above will be present each Sunday and at each income producing event, and to assign the task to them.

To facilitate the process of ensuring that two qualified people will always be present to count the cash and checks and prepare the Income Report, the Treasurer will prepare a sign up sheet and ensure that two members from the approved list have signed up for each Sunday and for any other event where money will be collected.

The Income Report will be completed to include:

- the amount and check number of each check donated, as well as the donor.
- a list all cash gifts, along with names of donors if the names were provided.

The Income Report and all checks and cash will be placed in a bank bag and given to the Treasurer or his/her designee (who must be a member of the Fellowship).

2. Preparing the actual bank deposits and making the deposits at the bank:

- a. The Treasurer or his/her designee (who must be a member of the Fellowship) will prepare a bank deposit following normal banking procedures and using an official bank deposit slip pre-encoded with the fellowship's account number.
- b. The Treasurer or his/her designee (who must be a member of the Fellowship) will take the deposit to the bank and make the deposit on the next business day on which the bank is open.
- c. At the earliest opportunity, based on the information on the Income Report the Treasurer will update the Fellowship's pledge records and Income/Expense Budget Report.

FELLOWSHIP SOLICITATION POLICY

(Effective: 21 May 2013)

No guest, friend or member shall be allowed to use any contact information list(s) of the Fellowship for the solicitation of services, products or financial support.

If a violation of this policy has been reported, the Executive Board will be responsible for communicating the policy to the offender and will be charged with stopping such behavior.

OFFICE EQUIPMENT AND SOCIAL MEDIA POLICY

(Effective: 01 June 2013)

All office equipment in the UUFBC office is the sole property of the Fellowship and no private files or property may be stored on it. All files and communications which are stored or transmitted to and/or from this equipment is owned by the Fellowship, falls under the governance of the UUFBC board and must be in compliance with the Seven (7) Principles in content, tone and spirit.

The UUFBC website (www.uuofbaycounty.com) and the UUFBC Facebook page, including all content, are the sole property of the Fellowship. All communications and content is owned by the Fellowship, falls under the governance of the UUFBC board and must be in compliance with the Seven (7) Principles in content, tone and spirit. These sites will be monitored regularly by the Board to ensure compliance.

All board members, employees and any volunteers who edit the above sites are required to sign a document stating that they agree with the UUFBC Policies and Procedures and agree to comply with them.

The Members & Friends contact information shall be made available to UUFBC members via the Members Only section of the UUFBC website and made available upon request to members at the Fellowship office.

If any member does not want their contact information published or given out to members, they will need to make that request known to the Fellowship office and their information will not be made available to the UU membership.

Any UU member who does not want their picture posted on the UUFBC website will need to make this request known to the Fellowship office and their wishes will be respected.