



Unitarian Universalist Congregation of Venice

Policy and Procedure Manual

UUCOV Policy and Procedure Manual

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POLICIES

I. Administration Policies

*** Check applicable procedures**

I.A. Facilities Use*

The facilities and grounds of UUCOV exist primarily for the support of its activities and programs. To support the public good, the facilities may also be used by other community organizations to the extent compatible with The By-Laws and in compliance with all policies, procedures, rules and regulations that have been established.

Priorities for use of facilities are:

1. Congregation sponsored activities
2. Denomination sponsored activities
3. Member use for special personal use such as weddings, memorial services, dedications, receptions and other similar functions.
4. Use by an organization of which a congregation member is a member and will be present.
5. Congregation member use for any other purpose authorized by The Board of Trustees.
6. Use by educational, religious, cultural, or other beneficial community oriented organizations.
7. Any other use authorized by the Board of Trustees

Once a “Facilities Use Request” form has been approved, required co-documents submitted and required deposit paid, this reservation cannot be replaced by a higher priority application. When conflicts exist, parties should be encouraged to accommodate each other’s needs and make adjustments, if possible.

The Board of Trustees may reserve days and/or parts of days for use of specified facilities by outside groups or by church groups to help minimize conflicts.

Usage by Non-Congregation Organizations or individuals

1. Use by other religious, charitable, scientific, educational and legal non-profit organizations may be permitted.

1. Facilities also may be used for non-member weddings, funerals or memorial services as arranged by the Minister or by the Facilities Scheduling Manager.
2. All requests by outside organizations or individuals must be accompanied by a completed "Facilities Use Request" form including the "hold harmless" statement signed by an authorized person.
3. A rental fee and a refundable cleaning and breakage deposit will be required for all non-Congregation events. Fees and deposits must be paid in advance of the event and shall conform to the "Fee Schedule." Only the Board of Trustees may modify fees.
4. Use by businesses or other profit-making organizations must be approved by the Board of Trustees.
5. UUCOV facilities are used by groups with a variety of objectives, philosophies, and attitudes. The fact that a group is permitted to meet at UUCOV does not constitute an endorsement by the Congregation of the group's policies or beliefs. Meeting publicity shall not imply such endorsement.
6. Because we are a 501(c)(3) organization, NO POLITICAL EVENTS, such as fundraising banquets for endorsing political candidates or lobbying groups, are allowed in the building.
7. UUCOV reserves the right to deny/revoke permission to use any meeting space.
8. The sale or provision of alcohol beverages by an individual or organization renting a UUCOV facility is available to them in conformity to local statutes and insurance guidelines of the individual or organization renting the facility. UUCOV does not assume any liability. A UUCOV sponsored event does not allow the sale or provision of alcohol by UUCOV without Board consent.
9. A "Facilities Use Request" by an individual or organization renting a UUCOV facility may include a request to sell merchandise. The sale of the work of the authorized renter does not require further approval.

9 & 10 Adopted 05-12-16

Special Considerations Regarding Usage of 2300 Edmondson (Waters Hal) and 2420 Edmondson (Asta Linder House)

Occupation of the facility during any function shall not exceed 49 individuals because a gathering of 50 or more would constitute an assembly – a usage for

which the Florida Building Code requires a structural design with which the building does not comply. (Florida Building Code Chapter 3, Section 304.2.2)

Adopted 03-11-2003. Revised 02-10-2015.

I.B. Committees*

All committees shall be established by the Board of Trustees in accordance with The Bylaws Article VII, Section 6. The Purpose and Responsibilities of each committee shall be specified at the time of establishment.

All Committees will be assigned to a specific Team within the Coordinating Council as defined in Policy I.D.

Committees may change procedures to accurately depict the work that is done by the committee. Any procedural change must comply with written Board policy, and be reported to the Board in a timely fashion.

Adopted 05-12-2009. Amended 08-11-2009. Revised 02-10-2015.

I.C. Safety

All those who are on UUCOV property shall be assured they are in safe surroundings. Responsibility for safety is a shared concern. The Board of Trustees must be informed about safety issues on a regular basis.

The Board of Trustees will ensure that appropriate committees have established necessary procedures to provide safe surroundings for all participants in UUCOV worship services and other UUCOV sponsored activities and approved programs.

Adopted 12-08-2009. Revised 02-10-2015.

I.D. Coordinating Council*

A Coordinating Council shall be established to support the work of the Board of Trustees by assisting with the implementation of policies that are established by

the Board. The Vice President of the Board of Trustees will chair the Coordinating Council.

The Coordinating Council will be comprised of Teams that are focused on a specific aspect of congregational life and that incorporate the work of established committees. The Board shall reorganize, create, or establish Teams as needed.

Adopted 05-11-2011. Amended 05-12-2012; 10-14-2014. Revised 02-10-2015.

I.E. Church Calendar *

A church calendar shall be established to schedule the use of all UUCOV facilities and grounds and to provide information about all UUCOV events. Events held off campus will be listed only if a Denomination event or sponsored by UUCOV. The master calendar will be maintained on the UUCOV website by the Office Manager.

Adopted 02-09-2012. Revised 02-10-2015.

I. F. Serving of Alcohol Beverages at UUCOV Functions

No alcohol will be sold or given away by UUCOV at any UUCOV sponsored event either on campus or at another venue. At appropriate social functions, if designated in the invitation, participants may elect to provide their own alcohol beverage. At an event held at a public restaurant the alcohol service license will prevail. The Board of Trustees reserves the right to waive this policy for special, non-recurring events designated and approved by the Board.

Adopted 05-12-16

II. Caring and Remembrance Policies

***Check applicable procedures.**

II.A. Internment of Cremated Remains.*

Created remains (i.e., cremains) of members/ friends may be interred at UUCOV.

Adopted 12-10-2013. Revised 02-10-2015.

II.B. Transportation of elderly or infirm.*

The congregation has a responsibility to those who no longer drive to offer transportation assistance to services on Sunday mornings.

Adopted 02-08-2011. Revised 02-10-2015.

II.C. Memorial Wall.*

A Memorial Wall will be constructed for the purpose of recognizing members of UUCOV in perpetuity, if they so choose. The wall could be constructed at the opposite end of the Spencer Lynch Memorial Garden or it could be built elsewhere on UUCOV property. The Helen Spencer Lynch Memorial Garden will remain exactly as it is.

Adopted 05-10-2011. Revised 02-10-2015.

II.D. Extension of Memorial Garden.*

A Memorial Garden will be established to include the Memorial Wall. The garden will be established in the area behind Asta Linder House, between the Helen Spencer Lynch Garden and the UUCOV pond behind the Sanctuary.

Adopted 08-21-2012. Revised 02-10-2015.

III. Communications Policies

***Check Applicable Procedures**

III.A. Political Statements and Activities.

Any political statement or activity representing UUCOV by the minister, any individual, team, committee, group, or website must be approved by the Board of Trustees and the members of the congregation must have input in reaching any decision to act.

Adopted 10-10-98. Revised 10-08-02, 12-08-02, 02-10-15.

III.B. Public Statements.

When the minister, any individual, team, committee, or UUCOV media representative is dealing with other than routine announcements and is confronted with an issue or a proposed announcement which raises a question as to whether it is appropriate and authorized to be released in the name of UUCOV, that person should refer the matter to the Congregational President, who in turn will decide if the matter should be referred to the Board of Trustees for a decision.

Adopted 10-08-02. Revised 12-18-02, 02-10-15.

III.C. Bulletin Board*

The bulletin board on the porch of the Sanctuary communicates UUCOV activities and information of general interest to the congregation.

Adopted 09-22-08. Revised 02-10-15.

III.D. Publications*

The Communications Team shall be responsible for the design and production of all communication and public relations materials.

Adopted 12-09-08. Revised 02-14-14. Revised 02-10-15.

III.E. Print Materials*

Print materials are available through the Communications Team for UUCOV sponsored programming and events only.

Adopted 12-09-2008 . Revised 02-10-15.

III.F. Email*

Email shall be for the purpose of conveying information in a positive way to others within and beyond the congregation.

Adopted 06-08-09. Revised 02-10-15.

III.G. Website*

The primary vehicle for communications will be the website, UUCOV.org.

Adopted 05-10-2011. Revised 02-10-2015.

IV. Fiscal Policies

***Check applicable procedure**

IV. A. Signature Requirement

Only one signature is needed on checks written for less than \$1,000.

Adopted 04-18-2001. Revised 02-10-2015.

IV. B. Gift Acceptance*

As a not-for-profit organization (501 3c), UUCOV encourages the solicitation and acceptance of gifts to further its mission and support its programs, operations, capital campaigns and growth.

Our responsibilities to donors:

1. Respect the wishes of the donor regarding confidentiality and/or anonymity
2. Assist donors in accomplishing their philanthropic objectives. In some cases this may involve the donor's professional advisors.
3. Adhere to ethical standards and accept gifts where there is title/ownership or competency to transfer an asset.

Our Legal considerations:

1. UUCOV will comply with all local, state and federal laws and regulations concerning charitable gifts it encourages, solicits or accepts.
2. We will not endorse any legal, tax or financial advisors of prospective donors and will not provide legal, tax or financial advice to prospective donors.
3. It will be the responsibility of the donor to secure an appraisal where required and to pay for independent advice secured for gifts made to UUCOV.
4. UUCOV may seek the advice of legal counsel in matters relating to the acceptance of gifts when appropriate.

Board of Trustee Approval:

1. It is the responsibility of the Board of Trustees to accept or decline gifts. UUCOV will not accept gifts that are too restrictive in purpose including those gifts which would jeopardize our tax exempt status, would be too difficult or expensive to administer, and/or would be designated for purposes inconsistent with UUCOV's mission
2. The following unrestricted gifts are accepted without prior approval by the Board of Trustees; cash, publicly traded securities, monetary bequests, and beneficiary designations under trusts, life insurance policies, annuities, retirement plans and other assets for which a beneficiary may be legally named.
3. If at any time in the judgment of the Board of Trustees it is deemed impracticable or impossible to carry out the donor wishes for a special interest or purpose, UUCOV reserves the right to determine a purpose as near as possible to the donor wishes or to expend the gift.

Unrestricted Gifts:

1. Unrestricted gifts generally become part of our operating budget, except as noted below
2. Memorial gifts and endowment gifts (restricted and not restricted) become part of the endowment fund and are invested according to the policies and procedures of the Endowment and Restricted Funds committee.

Designated/Restricted Funds:

1. Restricted Funds carry the wishes of the donor for a special interest or purpose and remain segregated for accounting purposes. Restricted gifts require the approval of the Board of Trustees. In general, for the sake of flexibility, it is preferred that restricted gifts be donated in one of the following categories:
 - a. Physical plant (capital improvements, landscaping)
 - b. Adult/youth education programs
 - c. Social action/social justice programs
 - d. Ministerial/worship discretionary funds

Types of Gifts:

1. Cash – always acceptable
2. Securities – Publicly-traded securities are accepted without Board approval. Closely -held securities along with options and other rights in securities may be accepted only with written approval of the Board of Trustees.
3. Life Insurance – A death benefit may be accepted if UUCOV is named both beneficiary and irrevocable owner of the policy.
4. Real property- Real estate and real estate interests may only be accepted with prior written approval of the Board.
5. Tangible personal property- may be accepted after a review by the Finance Committee. UUCOV reserves the right to sell, exchange or otherwise dispose of a gift of tangible personal property if it is deemed advisable or necessary.
6. Other Property and Gifts- Not otherwise described in this section may be accepted upon prior written approval of the Board.

Gifts by will or trust:

1. Donors are encouraged to designate UUCOV as a beneficiary of their wills, trusts, retirement plans, life insurance policies or other accounts where they can name a beneficiary.

Periodic Review:

1. Policy guidelines will be reviewed at three year intervals (or sooner if requested by the Board) to ensure that they accurately reflect the policies and procedures respecting gifts to UUCOV. Revisions or updates will be presented to the Board for approval.

Adopted 11-08-2002. Revised 04-14-2008. Revised 02-10-2015. (Replaced Gifts of Tangible Personal Property adopted 11-08-2002.)

IV. C. Special Projects

Any project proposal that is not specifically covered by the Annual Operating Budget or a Restricted Fund must be submitted to the Finance Committee prior to Board consideration.

1. The project must be planned in detail and the written plan presented to the Board of Trustees.
2. The plan must be accompanied by an itemized budget.
3. There must be funds available or a detailed plan to raise funds for the project.
4. The project may not be started until approved by the Board and funds are available.
5. Those proposing the plan may not exceed their budget without further approval of the Board.
6. Any project exceeding \$10,000 must be approved by a majority vote of the congregation at a called congregational meeting.

Exceptions to this policy may be made for essential emergency projects approved by the Board.

Adopted 09-22-2008. Revised 02-10-2015.

IV. D. Authorization to Spend Money

A member cannot spend money for any items or activities related to UUCOV without prior approval from the Board or a committee in charge.

Adopted 03-08-2009. Revised 02-10-2015.

IV.E. Commercial Activities

Commercial activity is defined as the act of selling or promoting goods or services for the gain of an individual or entity.

We provide a contemplative place for the free search for truth and meaning and for nurturing our individual and collective spiritual community. To this end commercial activities from any source are not sanctioned on the grounds of UUCOV or at any UUCOV sponsored event except as noted below.

This policy does not apply to:

- UUCOV Fund Raising Activities. UUCOV Fund Raisers are events sanctioned and operated under the Fiscal Team. See Policy IV. F. Fund Raising Authorization.
- An individual or organization that has rented a UUCOV facility. See Policy I.A.10 Facility Use.
- An invited guest by a Team who is doing a presentation and requests to market his/her book(s), video(s), etc. at the presentation.
- UUCOV event sponsored by a Team that has received Board of Trustee approval.

The Board of Trustees will endorse only commercial activities that are promoted by an individual or entity whose policies and/or procedures are consistent with UU principles.

UUCOV communications channels shall not be used for the endorsement or recommendation of any commercial product, service, establishment or activity, with the exceptions as noted the paragraphs above. UCCOV communications channels are interpreted to mean: emails, bulletin board, the Connection, the website, or other such means of communication as may be used now or in the future by UUCOV.

Adopted 09/15/2016

IV. F. Wish List

The Board may establish a Wish List comprised of specific and tangible items under the following conditions: no fund raising to be done to purchase such items; the items not to be included in the budget; the Board must approve each item on the list. Additionally, there will be a two year pilot test for the wish list before adopting the process permanently.

Adopted 01-10-2012. Revised 02-10-2015.

IV. G. Minister's Discretionary Fund*

The Board of Trustees established a Minister's Discretionary Fund.

Adopted 09-11-2012. Revised 02-10-2015.

IV. H. Contributions to Charitable Organizations.*

The offertory collection received on one Sunday of each month will be donated to a charitable cause identified by committees of the Social Justice Team and approved by the Congregation at the Annual Meeting. (See Social Justice Procedures, IX.B.)

Approved 03-18-14. Revised 02-10-15.

IV. I. Endowments

The Endowment Committee operates under Article VIII of The By Laws in order to enhance the mission of UUCOV apart from general operations. Bequests, gifts of money, securities and real or personal property may be held, invested, disbursed and administered either as a part of the Endowment fund or as a Restricted Fund, in accordance with the wishes of the donor(s).

Adopted 09-09-2014. Revised 02-10-2015.

IV. J. Investments

The investment of assets is to seek growth of principal over time accompanied by a low or moderate level of risk. Extreme positions and opportunistic styles are not acceptable in this philosophy.

Adopted 09-09-2014. Revised 02-10-2015.

V. Lifespan Education Policies

***Check applicable procedures**

V.A. Safety.*

All those who are on UUCOV property shall be assured they are in safe surroundings. Responsibility for safety is a shared concern. The Board of Trustees must be informed about safety issues on a regular basis.

Adopted 12-08-09. Revised 02-10-15.

V.B. Video Screening

Performance Viewing Licenses will be necessary for all video screenings on UUCOV premises or sponsored by UUCOV for which such licenses are required. These licenses will be presented at the time of rental or submittal of descriptive information to the Lifespan Team Leader.

Screenings for which a license is not required include videos in public domain, original videos by the presenter and videos screened as part of a multi-session class sponsored by UUCOV or one of its committees or interest groups. Such multi-session classes shall be conducted by a UUCOV member for individuals who have enrolled in the class. Publicity outside of the *Connection*, or the order of service may only refer to the title of the class. The video name may be listed in internal publications only. No fee may be charged for the screening of the video although a charge or donation for refreshments may be collected.

Adopted 10-12-2010. Revised 02-12-2013. Revised 02-10-2015.

V.C. Environmental Sustainability Practices.*

UUCOV shall honor our seventh principle, respect for the interdependent web of all existence, through its commitment to environmental sustainability practices and processes.

Adopted 12-13-11. Revised 02-10-15.

V.D. Right Relations: Bullying.*

Employees, volunteers, and all members of the congregation (including children) have the right to be free from bullying. Bullying of any type, among any individuals or groups will not be tolerated.

Adopted 11-12-13. Revised 02-10-15.

V.E. Right Relations: Abuse and Harrassment.

Employees, volunteers, and all members of the congregation (including children) are prohibited from all types of abuse and harassment against any member or participant in church activities or any employee or applicant for employment. In response to violations of this policy, the Board of Trustees, if necessary, shall take disciplinary action, which may include termination of employment or membership and/or exclusion from church property and programs. (See Membership Procedures, VI.D.)

Adopted 11-12-13. Amended 01-14-2014. Revised 02-10-15.

VI. Membership Policies

***Check applicable procedures**

VI.A. Annual Membership Count*

The Board of Trustees annually, during the month of January, must conduct a membership count, consistent with UUA requirements.

Adopted 12-08-2009. Revised 02-10-2015.

VI. B. Special Status Membership*

The Board of Trustees may elect an individual to special status membership, specifically: Dual Membership, Member Emeritus, Honorary Membership, or Friend.

Adopted 01-12-2010. Revised 02-19-2015.

VI.C. Right Relations: Bullying*

Employees, volunteers, and all members of the congregation (including children) have the right to be free from bullying. Bullying of any type, among any individuals or groups will not be tolerated.

Adopted 11-12-13. Revised 02-10-15.

VI.D. Right Relations: Abuse and Harassment*

Employees, volunteers, and all members of the congregation (including children) are prohibited from all types of abuse and harassment against any member or participant in church activities or any employee or applicant for employment. In response to violations of this policy, the Board of Trustees, if necessary, shall take

disciplinary action, which may include termination of employment or membership and/or exclusion from church property and programs.

Adopted 11-12-13. Amended 01-14-2014. Revised 02-10-15

VII. Physical Plant Policies

***Check applicable procedures**

VII.A. Smoking Ban.

There will be no smoking inside any UUCOV building.

Adopted 03-12-02. Revised 02-10-15.

VII.B. Safety. *

All those who are on UUCOV property shall be assured they are in safe surroundings. Responsibility for safety is a shared concern. The Board of Trustees must be informed about safety issues on a regular basis.

Adopted 12-08-09. Revised 02-10-15.

VII.C. Environmental Sustainability Practices. *

UUCOV shall honor our seventh principle, respect for the interdependent web of all existence, through its commitment to environmental sustainability practices and processes.

Adopted 11-28-11. Revised 02-10-15.

VII.D. Personal Use of Furniture and Equipment.*

Furniture and equipment, especially technical equipment, purchased on behalf of or donated to UUCOV is considered to be the property of the Congregation. As such, this equipment is reserved for the exclusive use of UUCOV activities.

Adopted 09-11-12. Revised 02-10-15.

VII. E. UUCOV Radio

UUCOV.org is to function as an internet radio station to provide information related to member stories, music and other creations previously recorded on digital audio.

Adopted 02-12-2013. Revised 02-10-2015. Moved from XI. Technology Policies 05-12-2016.

VIII. Social Activity Policies

VIII. A. Staff Complimentary Benefit

All Staff and one guest each shall be invited to attend congregational events at no charge.

Adopted 12-13-2011. Revised 02-10-2015.

IX. Social Justice Policies

***Check applicable procedures**

IX.A. Environmental Sustainability Practices.*

UUCOV shall honor our seventh principle, respect for the interdependent web of all existence, through its commitment to environmental sustainability practices and processes.

Adopted 12-13-11. Revised 02-10-15.

IX.B. Contributions to Charitable Organizations.*

The offertory collection received on one Sunday of each month will be donated to a charitable cause identified by committees of the Social Justice Team and approved by the Congregation at the Annual Meeting.

Adopted 03-18-14. Revised 02-10-15.

X. Sunday Morning Policies

***Check applicable procedures**

X. A. Safeguards during Worship Service *

Factors to be considered for the safety of all participants during Sunday service(s) will be the responsibility of the Sunday Morning Team.

A person shall be assigned each Sunday to assure that all safety precautions defined in the procedure manual are being addressed.

Adopted 12-08-2009. Revised 02-10-2015.

X. B. Sunday Coffee and Food*

Coffee, tea, and juice will be available after Worship services when one service is held, or between services when two services are held. During April through September only iced tea need be available.

All coffee served should be Fair Trade in keeping with the Principles of UUA.

Should any individual or group wish to provide a special treat they must do so consistent with the procedure manual.

Adopted 12-14-2010. Revised 02-10-2015.

X. C. Payment for Leading Worship Service

The Sunday Morning Team Leader may negotiate a fee for payment to persons conducting worship services in the absence of the Minister. The negotiations must follow the guidelines for this purpose specified by the UUA, the Southern Region and/or the Florida District.

Adopted 09-10-2013. Revised 02-10-2015.

PROCEDURES

I.A. Administration Procedures

I.A. Facilities Use

To reserve space:

1. Prospective renters will complete a “Facilities Use Request” form and submit it to the UUCOV Office Manager.
2. The Office Manager will give tentative approval within three days. Tentative approval means that the facility requested is available on the date in question. The Office Manager will date and initial the request form at the time of tentative notification.
3. The completed “Facilities Use Request” form shall be submitted to the Facilities Scheduling Manager for final approval. Subsequent to final approval, the rental fee and a refundable cleaning and breakage deposit will be established for all non-Congregation events. Fees and deposits must be paid in advance of the event and shall conform to a “Fee Schedule” set by the Board of Trustees.
4. The Facilities Scheduling manager and/or Office Manager will:
 - a. Assist applicants with the preparation of required documents. Once the event is submitted and required deposit paid, the event will be posted on the master calendar. This reservation cannot be replaced by a higher priority application.
 - b. Notify the Sexton to oversee the proper opening, cleanup and securing of the facility or facilities. (Sexton services cost to be included in the rental fee.)
 - c. Maintain a file of Facilities Use Request forms that covered agreements between the Congregation and non-Congregation members or other organizations.
5. Board of Trustees’ approval is required for:
 - a. Any modification of fees for non-members and organizations.
 - b. Any agreements involving facility use over a period longer than one month.

A Facilities Use Request Form is attached.

Adopted 03-11-2003. Revised 02-10-2015.

FACILITIES REQUEST FORM (FOR NON-UUCOV ORGANIZATIONS)

Check facility requested below and indicate number of people involved.



Asta Linder House
Max.= 50 people
Room A = 30 people
Room B = 35 people



UUCOV Sanctuary
Max 200 = people



Waters Hall
Max = 50 people
Living Room = 20 people
Board Room = 15 people

Event:

Requesting Organization:

Address
Telephone/e-mail
Dates/times requested
Requestor Name
Telephone/e-mail
(if different from above)

TERMS AND CONDITIONS:

- (1) The UUCOV Sexton will unlock and lock the facilities. A fee of \$50 will be assessed for this service
- (2) The requesting organization shall be responsible for leaving the facilities in the same condition as he/she found them. If not, a charge of \$100 will be assessed.
- (3) The user fee is \$250 for one-half day, or \$500 for an entire day for use of the Sanctuary.
- (4) The user fee for exclusive use of either Asta Linder House or Waters Hall is \$250 per day or \$150 per half day. Individual rooms may be used for \$75 per a two hour meeting.

I/we, the users, agree that I/we will be totally liable for all bodily injury and property damage that may occur. I/we agree to indemnify and hold harmless the Unitarian Universalist Congregation of Venice from and against all claims, suits, damage costs, losses and expenses in any manner resulting from, arising out of, or connected with the event listed above. Furthermore, I/we agree that no smoking or illegal drug use will be permitted on the premises.

Requestor signature:

Organization Title:

Date:

Approved by UUCOV official:

I.B. Committees

Each committee shall operate in accordance with a statement of its Purpose and Responsibilities approved and adopted by the Board of Trustees. The statement will include the committee name, purpose, responsibilities, structure, meeting schedule and term limits. The committee statement shall be reviewed annually by the committee chair, his/her Coordinating Council Team Leader and the Coordinating Council. All committee statements shall include the dates they were created and/or revised.

Committee Purpose and Responsibilities will be posted on the UUCOV website.

Changes in committee statement must be approved by the Board of Trustees. To facilitate communication with the Board of Trustees, the committee chair will supply minutes of all meetings to his/her appropriate Team leader on the Coordinating Council. The committee chair will meet regularly with the Team leader on the Coordinating Council to review expenses and projected expenditures. Each December the committee chair will submit to his/her Team Leader a budget and budget justification for the next fiscal year for inclusion in the annual budget of the congregation.

Adopted 05-12-2009. Amended 08-11-2009. Revised 02-10-2015.

I.D. Coordinating Council

The specific functions and responsibilities of the Coordinating Council shall be:

1. Improve coordination between committees.
2. Facilitate the strategic planning process and budget preparation.
3. Ensure integration of program planning and financial planning.
4. Ensure Board policies are implemented at the committee level
5. Identify issues or concerns that need Board attention.

The Coordinating Council shall meet monthly under the direction of the Vice President of the Board of Trustees who will report actions of the coordinating Council monthly to the Board. Each Team Leader shall be approved annually by the Board.

Responsibilities of the Team Leader include:

- Attending monthly meetings of Coordinating Council (CC) held on Third Monday of each month at 9:30 a.m. in Water's hall. If Team Leader cannot attend, they should send a representative (one of their committee chairs)
- Communicating frequently – at least monthly – with their committee chairs through meetings, phone calls, or emails, so they are familiar with their committees projects and needs.
- Present at monthly meetings a written report, of what their committee's needs, accomplishments and current projects are.
- Work with committee chairs to establish committee goals and budgetary needs.
- Work with committees and strategic planning on assigning measurements to proposed goals. The measurements will be reviewed and adjusted yearly during the budget development cycle.
- Prepare an annual report of the Team committee's activities. The reports are due at least three weeks prior to the Annual Meeting.
- Assist (involves entire CC) with planning of the yearly calendar of events.
- Assist Vice President and President in identifying candidates for committee chair vacancies.
- Promote congregational activities and volunteerism among the congregants.

Teams comprising the Coordinating Council will be: Administrative, Caring and Remembrance, Communications, Facilities, Lifespan Education, Membership, Social Activities, Social Justice, Stewardship, Sunday Morning Experience, and Technology.

Amended 05-12-2012. Amended 10-14-2014. Revised 02-10-2015.

I.E. Church Calendar

The master calendar is the calendar on the UUCOV website www.uucov.org and is updated as soon as possible after the request is made.

Please check the web calendar before submitting a calendar or Facility-Use Request to ensure that the time and space you need are available.

All events held at UUCOV are scheduled by sending a calendar request to office@uucov.org, or by obtaining an approved Facility-Use request.

Events held off campus will be listed on the church calendar only if they are a denomination event or sponsored by UUCOV.

Calendar requests must include the event's time, place, purpose, and contact person. Additional information, such as the committee or group submitting the request and whether it is an open or closed event should be posted.

Events held at UUCOV must appear on the web calendar before they can be publicized in *Happenings*, *Connection* or in print material.

For questions about the web calendar go to office@uucov.org or call the church office.

Adopted 02-09-2012. Revised 02-10-2015.

II. Caring and Remembrance Procedures

II.A. Internment of Cremated Remains.

Members (and friends) may purchase a Memorial Plaque to be installed on the Memorial Wall in the Garden of Remembrance. When such a plaque is purchased, cremains of the person so identified may be interred at UUCOV.

Cremains may be either scattered or interred:

- If scattered, this will be done in the Founders Grove, which is to the east of the Sanctuary. The scattering will be among the pines planted in honor of the six Founders of UUCOV.
- If interred, this will be done in the Garden of Remembrance, which is located between the Sanctuary and Asta Linder House, just southwest of the Helen Spencer Lynch Memorial Garden.

Interred cremains must be placed in a bio-degradable container. Cremains must be placed more than ten feet from the pond. Selection of a specific spot for the cremains can be arranged through dialog with the minister and the individual in charge of the garden.

Adopted 12-10-2013. Revised 02-10-2015.

II.B. Transportation of elderly or infirm.

Identify an individual to serve as “Transportation Coordinator” within the structure of the Caring and Remembrance Team. This individual would coordinate pick-up and delivery services on a case by case basis. Working with a Venice area map, this individual could be contacted by someone needing a ride and then he/she would make the initial contact(s) with UUCOV neighbors. It appears individual drivers respond positively when approached with a specific need.

Under the auspices of the Caring and Remembrance Team, budget the amount needed to adequately address current requirements of UUCOV members.

Invite individual donations to offset this budgeted item. While not donation would be expected, inviting this would provide an outlet for those who want to do so.

Advise UUCOV Membership Team to contact the Transportation Coordinator when someone from an assisted living facility joins the congregation.

Remain flexible, as providing transportation is a fluid situation that will need to be revisited regularly.

Adopted 02-08-2011. Revised 02-10-2015.

II.C. Memorial Wall.

Each individual who is a member of UUCOV will be invited to purchase a plaque; each family of a member who is deceased will be invited to purchase a plaque in honor of their loved one.

Each plaque will be designed for use outdoors in all weather; it will be cast aluminum with a bronze coating and will be guaranteed to withstand Florida weather conditions.

Each plaque will be for one individual and will measure 2" x 6". There will be two lines of text on each plaque: the individual's name on the first line and the date of birth – date of death on the second line.

Plaques will be purchased in the order in which they are received and paid for. Until the Memorial Wall is built, the plaques will be displayed on a walnut colored board to be temporarily mounted on a wall in the Sanctuary. As soon as the Memorial Wall is built, all plaques will be transferred outdoors and permanently installed on that wall.

Individual plaques will be made available for purchase for already deceased members beginning June 1, 2011; these plaques will be ordered immediately. Members who order "in advance" will have their plaque ordered at the appropriate time.

Each memorial plaque will cost \$500.00. Each purchase will guarantee the family that a plaque as described above 1) will be installed on the Memorial Wall in the Memorial Garden when that Memorial Wall is ready to receive them, and 2) be

maintained in perpetuity. This cost will be in effect through March 31, 2012. Beginning April 1, 2012, the cost of the service will increase to \$750.00.

Adopted 05-10-2011. Revised 02-10-2015.

II.D. Extension of Memorial Garden.

Plants in the garden will be Florida friendly or Florida native. The area will be form a transition from the formal Helen Spencer Lynch Garden to the Florida native area around the pond.

Adopted 08-21-2012. Revised 02-10-2015.

III. Communications Procedures

III.C. Bulletin Board

The lanai bulletin board will be maintained by the Welcome/Membership Committee and/or the Secretary of the Board of Trustees.

It is the intent of this bulletin board to make available to the congregation information pertaining to the wide variety of congregational activities/projects/committee work. As we grow it is important to make information available.

The Welcome/Membership Committee will solicit postings from the various committees and projects for the goal of an informed membership.

Members are invited to post notices of meetings, announcements of social events, and general items of congregational interest. This includes minutes of the Board of Trustee meetings as well as other committee work.

In the event of scarce space, items to post will be prioritized according to the relevance to the entire congregation and space available.

Size of items are suggested to be full or half size sheets of copy paper.

Event announcements will be removed after the date of the event. Items that are not time specific may be removed at the discretion of the Welcome/Membership Team Leader or Board Secretary, if space is needed.

The bulletin board is not to be used to post information about community events or organizations that do not relate directly to UUCOV.

Approved 09-22-OB. Revised 02-10-15

III.D. Publications

Publications shall include the order of service, *Connection*, website, *Happenings*, informational brochures, posters and signs, public media and video.

All content provided for distribution through these communications shall be routed through and managed by the Communications Team, with the exception of urgent announcements and messages from the Minister or the Board of Trustees.

The Communications Team will be responsible for the design and production of all communication and public relations materials.

Parties requesting materials will be responsible for printing and ensuring that permission forms are completed.

The priority for inclusion in these publications is as follows:

1. Announcement of future congregational and denomination events. (Denomination events include events for other UU congregations, Clusters, Districts, the UUA and associated organizations such as the UUSC and the UUJF.)
2. News and reports of church services, programs, events, members, and friend.
3. Columns by the Minister, President, and Religious Education Director.
4. Special reports from teams, committees and task forces.
5. Announcements of non-UUCOV events being held at UUCOV.
6. Brief notices of community events of probable interest to the congregation.

Approved 12-09-08. Revised 02-14-14. Revised 02-10-15.

III.E. Print Materials

Types of print material: Brochure: 8.5 x 11 tri-fold; Flyer: 8.5 x 11 flat sheet; Pamphlet: multiple page 8.5 x 11 bi-fold.

Lead times required for print material depend on the type of print material requested, the complexity, and the quality of content made available. If the item is time sensitive, the Communications Team Leader should be notified as soon as possible so that a time frame for development can be agreed upon. Please see below for printing requirements.

Development of material:

1. All requests must be in writing and emailed to the office – office@uucov.org or to the Communications Team.
2. Any events held at UUCOV must be on the web calendar before submitting the request.
3. All content must be provided in electronic format, most preferably by email, but a USB flash drive is acceptable.
4. All photos must be provided in electronic format. It is preferable that the photos be in their original state as downloaded from the camera so that they can be cropped, sized and formatted properly for the print material.
5. The request must include the following:
 - a. The team, committee, or group requesting the material.
 - b. Type and purpose of print material requested such as “brochure to describe Adult Education offerings” or “flyer to advertise (some event).”
 - c. Audience for material such as the congregation and the public, the congregation only, other teams, etc.
 - d. Any information concerning time sensitivity, need by date, etc.
 - e. Any content already available.
 - f. The contact information for the person requesting the material.
6. The person in charge of developing the print material will email the contact person to clarify the needs and requirements of the print material and will provide any further instructions required for the content of the print material.
7. Once the content has been delivered in a satisfactory form, the print material will be laid out and a PDF draft of the item will be provided for review, comments and change requests.
8. Once the item has been approved, a print quality PDF will be provided to the person requesting the brochure and the individual in charge of printing.

Printing of material:

1. Printing costs will be charged to the requesting committee or group.
2. A one-week lead time for printing is required, whether it is the initial printing or reprints. More may be necessary depending on the size of the print job.
3. It is the requestor’s responsibility to determine how many of the item should be printed and provide instructions as to where the material should be put after printing for pick up.

4. It is not guaranteed that the material will be folded by the Communications Team. However, the person in charge of printing will notify whether folding will be done or not ahead of time.

Approved 12-09-2008. Revised 02-10-15.

III.F. Email.

Email shall be used to pass on good news, to make appointments or schedule meetings, to share general information, and to express thanks or appreciation.

All members of UUCOV should refrain from transmitting sensitive or confidential material over the internet. This includes personnel issues or confidential issues regarding a specific individual.

UUCOV members should not transmit rumors, gossip, or other information that might be considered hurtful or harmful to the members of the community.

UUCOV members should not transmit information that could negatively affect the image of UUCOV in the community.

Email should never be used in a way that is contrary to UU principles.

Email should not be used by UUCOV members to discuss or resolve conflicts regarding congregational or personal issues. Face-to-face meetings are the preferred method of addressing sensitive issues.

Approved 06-08-09. Revised 02-10-15.

III.G. Website

All communications will be available in print form to members who do not have email or computers.

The monthly newsletter *Connection* will be converted into an online newsletter on the website and emailed to those on the *Connection* mailing list. Paper copies will be mailed to those who request paper copies. Paper copies are also available on the brochure rack on the lanai.

An events bulletin will be published weekly and distributed every Friday by email.
The events bulletin also will be distributed each Sunday.

Adopted 05-10-2011. Amended 12-13-2011. Revised 02-10-2015.

IV. Fiscal Procedures

IV. B. Gift Acceptance

The UUCOV Tangible Gifts Committee should keep abreast of pertinent IRS regulations to provide informal guidance to donors and the UUCOV Board. However it must be recognized that specific tax guidance can only be provided by the donor or his or her tax advisor. The IRS-related responsibilities regarding gifts of tangible property at the present time include the following. (Adopted 2002)

For Individual contributions of non-cash property valued at less than \$250, the Church should provide the donor with a written receipt showing Church name, donor's name, date and location of contribution, and description of the property (not the value)

For individual contributions of non-cash property valued at \$250 to \$500 the Church should provide the donor with a written receipt showing Church name, donor's name, date and location of contribution, description of property. Each contribution is to be separately identified. A statement as to whether or not the church provided any goods or services in exchange for the contribution and a good faith estimate of the of the fair value is to be provided return. If no goods or services were provided in exchange for the contribution, then a statement to the effect that "only intangible religious benefits" were provided. . The written receipt must be received by the donor on or before the donor files their tax return or the due date, including extensions, of the tax return.

For individual contributions of non-cash property valued at \$500 to \$5,000 the church should provide a written receipt as described in the paragraph above. IN addition, the donor is to complete appropriate IRS forms.

For individual contributions of non-cash property valued at more than \$5,000, the church should provide the written receipt as described above. Additionally the donor is to complete appropriate IRS forms. For gifts of this amount, a qualified appraisal must be obtained and the appraiser must file appropriate forms.

Adopted 11-08-2002. Revised 04-14-2008. Revised 02-10-2015. (Replaced Gifts of Tangible Personal Property adopted 11-08-2002.) Revised 03-08-2016

IV. E. Commercial Activities

Exceptions to the policy on Commercial Activities must be recommended by the Finance Committee and reviewed by the Board.

Adopted 07-13-2010. Revised 02-10-2015.

IV. F. Wish List

Purpose

The Wish List is to identify targeted funding opportunities for potential donors that would benefit the Congregation.

Rational

It is desirable to have a mechanism for funding request that have been identified as good for the Congregation, but are not funded in the general budget.

The Wish List provides an opportunity for members and friends of the Congregation to celebrate a life event, to acknowledge a special person, to mark an important anniversary or, simply, to make the Congregation better. These donations are not part of the regular pledge arrangement and should not reduce the normal pledge commitment.

Procedure

The Coordinating Council serves as the vehicle for the Wish List process.

The individual teams shall initiate requests for projects, services and individual items to the Coordinating Council for review and recommendation to the Board of Trustees. In addition, the minister or board president may generate a request. The request shall be on the approved form and provide a detailed description, its benefit and the associated cost. The request rationale shall support one or more of the following criteria:

- Congregation mission, principles, vision or goals.

- Community presence and outreach.
- Campus grounds and facilities enhancement.
- Teams expansion and enrichment.
- Teams program and operational efficiencies.

The Board of Trustees' approval of Wish List request shall be guided by the above criteria; and, including the balance status of the current annual budget and the fiscal expectations for the next annual budget.

Annually, in December, the Coordinating Council chairperson shall solicit recommendations from the team leaders for new Wish List items as well as recommendation regarding the continuation of existing ones.

Wish List recommendations may also be identified as team budget options for inclusion in the annual budget development process.

Additional Wish List recommendations to the Coordinating Council may be made throughout the year.

A Wish List Coordinator, appointed by the Coordinating Council chairperson, shall be responsible for the Wish List process, which includes:

- Soliciting recommendations for the Wish List.
- Compiling, prioritizing and submitting recommendations from the Coordinating Council to the Board of Trustees for approval.
- Identifying Wish List donation opportunities to the Congregation through the Connection and Happenings and other means of communication.
- Acknowledge donations and publicize them to the Congregation through the Connection and Happenings and other communication means.

Request for Wish List approval shall be on the **Wish List Form** (Attached)

UUCOV WISH LIST FORM

Project/Item
Statement _____ Date _____

Specific Details: _____

Cost Specifics: _____

Benefits _____

Submitted by: _____ Email: _____

Team/Other _____ Date _____

Submit to coordinating Council Chairperson

Coordinating Council Criteria Review and Recommendation to Board of Trustees

Criteria

- Congregation vision and goals
- Community presence and outreach
- Campus grounds and facilities enhancement
- Program and service expansion and/or efficiency
- Other: _____

Recommendation: _____

Wish List Coordinator: _____ Date _____

Board of Trustee Decision:

- Approved
- Not Approved

Remarks:

Secretary _____ Date _____

If approved, implemented by: _____

IV. G. Ministers Discretionary Fund

The fund may be supplemented by (2) special collections taken during each fiscal year.

If this financing plan results in insufficient funds, the Minister may request additional funds be added by using the normal procedure for requesting funds from the Board.

This fund will be an independent checking account with two signatories: the minister and the UUCOV Treasurer.

Adopted 09-11-2012. Revised 02-10-2015.

IV.H. Contributions to Charitable Organizations.*

The responsibility for identifying the charities to be recognized is to be assumed by the committees that comprise the Social Justice Team (i.e., Community Outreach, Green Sanctuary, Interweave, Common Good).

Each proposed charity must be a 501C-3 organization. It shall be the responsibility of the Social Justice committee nominating the charity to assure that the named charity has established such standing.

The Social justice Team shall determine which charitable organizations to support and will recommend these charities to the Board. An overall review of the charities shall be conducted every two years with the congregation asked for input regarding the selection as proposed by the respective committee.

Approved 03-18-14. Revised 02-10-15. Revised 03-08-2016

V. Lifespan Education Procedures

V.A. Safety for Children and Youth

The Religious Education Committee shall assure:

1. All materials used by the children will be age appropriate and in good working order.
2. The learning environment shall be free from chemical hazards.
3. Confirm that smoke alarms and fire extinguishers have been inspected, through the Physical Plant Team, annually.
4. Teachers and volunteers shall be familiar with evacuation plans.
5. Safety drills will be conducted twice per year.
6. To ensure child safety, at least two adults will be present with each class.
7. All youth education volunteers will have a background check.
8. The DRE, teachers or volunteers will immediately report to the Board of Trustees and/or minister if problems arise regarding the physical space, employees or equipment.
9. Establish a written standard of conduct for adult/child relationships which establish parameters of conduct for adult/child interaction during and after normal activity hours.
10. Assure at least one person who is trained in First Aid is present at YRE programming.

Adopted 12-08-09. Revised 02-10-15.

V.B. Environmental Sustainability Practices.

Build a connection between spiritual practice and environmental consciousness in our Sunday services and in our Spiritual Fellowship Groups.

Plan and implement programs for the youth and adult education programs to promote Green Sanctuary goals.

Approved 11-28-11. Revised 02-10-15.

V.C. Bullying

Bullying defined: Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be

repeated, over time. While bullying is frequently considered to be most prevalent among children or teens, it is entirely plausible to find evidence of it in adult circles, although it might not be so blatantly apparent. Actually a bullying culture can be found in any context where human beings interact, including family, work place, home, and neighborhoods.

Types of bullying:

1. Verbal, including derogatory comments and bad names
2. Social exclusion or isolation
3. Physical, such as hitting, kicking, shoving, and spitting
4. Spreading lies or false rumors
5. Taking money or damaging items
6. Threats of actions or being forced to do things
7. Racial taunts or threats
8. Sexual taunts or threats
9. Cyber threats or taunts (via cell phone or internet)

Preventive Measures:

1. For children and youth at least one class session per year must address bullying. The emphasis should be on the definition of bullying and the role that can be played by someone who is being bullied and someone who observes bullying taking place.
2. For adults periodic forums should be presented to emphasize what is involved in bullying, how to deal with a bully, and the reasons individuals become bullies.

If an allegation of bullying is made: 1. If an allegation is made about bullying involving one or more children (ages 0-12) or youth (ages 13-21), the Minister, the DRE and the President of the Board of Trustees must be notified. The DRE will be responsible for working with the teacher and parents to resolve the issue and to share that resolution with the Minister and the President of the Board of Trustees.

If a complaint is made about bullying involving two adults, the Minister or the President of the Board of Trustees will activate the Ad Hoc Committee (see the Policy on Abuse and Harassment) and an Appropriate Response Plan will be devised.

Approved 11-12-13. Revised 02-10-15.



Unitarian Universalist Congregation of Venice

Religious Education

941-485-2105 – dre@uucov.org

Code of Ethics

Our church is a voluntary association of people who gather for the purpose of religious fellowship. The relationships which develop within our church may more resemble friendships, with their attendant risks and rewards, than professional relationships. The potential for intergenerational friendship and learning at our church is unique and important to the spiritual life of all concerned – adults, children, and youth.

There is an inherent power differential between adults and young people, thus it is important for adults to exercise good judgement and maturity in their influence upon children and youth, and to refrain from using young people to inappropriately fulfill their own needs. Young people are vulnerable, in that they may find it difficult to speak out about the inappropriate behavior of adults or even to recognize such behavior as inappropriate.

Your signature on this page is a promise to:

1. Refrain from engaging in sexual, seductive or erotic behavior with children and/or youth.
2. Refrain from harassment or behavior which constitutes verbal, emotional or physical abuse.
3. Refrain, while working with our children and youth, from being under the influence of alcohol, illegal drugs or any other substances which impair your judgement or your ability to function effectively in a leadership role.
4. Read, affirm, and sign the Affirmation for Those Working with Children and Youth about my past behavior and to report any future action that may bear on your fitness to work with our children and youth.

I have read and understand the UUCOV Policy on Safety from Abuse and Harassment. In addition, I understand and hereby agree to abide by this Code of Ethics.

Signature: _____ Date: _____

Printed Name: _____



Unitarian Universalist Congregation of Venice

Religious Education

941-485-2105 – dre@uucov.org

Affirmation by Those Working with Children and Youth

I affirm that I have never been accused of, convicted of, or pled guilty, nolo contendere (ie, no contest) or taken an “Alford” plea to a charge of sexual misconduct, or been determined to have engaged in any form of child abuse in any civil, criminal, administrative, or ecclesiastical form, or any other forum. If there are any facts or circumstances in my background that might call into question my being entrusted with the supervision, guidance, and care of children or youth, I have met to review this information confidentially with the Minister.

I understand that by signing this statement I not only affirm the statement above but also agree to a background check.

Signature: _____ Date: _____

Printed Name: _____

Address: _____

Phone: _____



Unitarian Universalist Congregation of Venice
Religious Education

941-485-2105 – dre@uucov.org

Incident Report

Date: _____

Child's Name: _____

Description of injury or illness: _____

Time of incident: _____

Treatment: _____

If accident, where and how it took place: _____

Adult reporting incident: _____

Staff Signature: _____

Parent Signature: _____



Unitarian Universalist Congregation of Venice

Religious Education

941-485-2105 – dre@uucov.org

Youth Participation Release and Authorization for Emergency Medical Treatment

I, _____ represent that I am the Parent/Guardian of
_____ grant permission for my child to participate in
_____. I give permission
for my child to be transported to and from the location by reasonable and safe means. I agree and
hereby release and hold harmless the Unitarian Universalist Congregation of Venice and/or adult
supervisors from any and all liabilities that may arise for damages or losses of property or personal
injuries sustained through transportation to and from field trips.

Should any injury occur, I grant permission for my child to receive treatment from an appropriate care
provider to be selected by an adult supervisor of the activity, when in such supervisor's opinion, the
need for treatment is immediate, and when efforts to contact me (us) are unsuccessful. I also agree to
pay and be responsible for all medical, hospital or other expenses that the Unitarian Universalist
Congregation of Venice and/or any and all adult supervisors may incur as the result of securing such
treatment.

Signature: _____ **Date** _____

Home Address: _____ **Email:** _____

Home Phone: _____ **Work Phone:** _____

Emergency Contact: _____ **Phone:** _____

Family Physician: _____ **Phone:** _____

Parent/Guardian's Employer: _____ **Phone:** _____

Health Insurance Provider: _____ **Group Number:** _____

Child's Allergies: _____

Physical Limitations: _____

Medicine currently taking: _____

Other needs:

VI. Membership Procedures

VI. A. Annual Membership Count

Early in January each year, the Treasurer compiles a list of all individuals who are paying on current pledges, and all individuals who have donated to the UUCOV Operating Fund in the prior thirteen months, or since the previous December.

The Membership Chairs vet the list to identify individuals who meet the By Laws definition of a member of UUCOV. Membership chairs identify A) individuals who meet the UUCOV definition of membership but who designate another UU church as their primary church; B) those individuals who have been given special membership status by the Board of Trustees; C) those individuals who have been given relief from the financial requirements of membership by the Board of Trustees, upon recommendation of the Minister.

The individuals in the three groups in the paragraph preceding are eliminated from the earlier list. The membership chairs submit the resulting list to the Board of Trustees for approval.

The Board President submits the approved number of documented members to the UUA for the annual count.

The Membership committee, upon recommendation of the Board of Trustees, will contact individuals who are dropped from the list because they no longer meet membership requirement to determine to their continuing interest in UUCOV membership.

Adopted 12-08-2009. Revised 02-10-2015.

VI.B. Special Status Membership*

The Board of Trustees may elect an individual to special status membership on nomination by the Minister, a Board member, the Treasurer, and/or the Membership committee chair.

The secretary will maintain a roster of all elected to special status membership.

The special status membership definitions are:

Dual Membership. An individual who maintains membership in another UU congregation may, by meeting responsibilities of UUCOV membership, be granted a Dual Membership. The Dual Member will be asked to designate a primary church home for UUA membership purposes. Membership chairs will notify the Board regarding an individual meeting these criteria.

Member Emeritus. A long time member of UUCOV who maintained his/her membership in UUCOV but is no longer in a position to provide financial support and/or engage in UUCOV activities may be granted Member Emeritus status by action of the Board of Trustees. Former members who have moved away but still maintain an affiliation with UUCOV or who have made outstanding contributions to the congregation may also be granted this status. This is a lifetime designation.

Honorary Membership. Outstanding contribution to UUCOV by a non-member may be recognized by the Board of Trustees granting an Honorary Membership to the individual. This status will be determined on the basis of financial donation or meritorious achievement by individuals who are in sympathy with the purposes and programs of the congregation.

Friend. Individuals who have indicated that they are not interested in the responsibilities of membership but who wish to take an active role in the congregation and provide significant volunteer participation are considered friends of UUCOV. When such Friends make an annual pledge or recognizable monetary contribution to UUCOV, they will be recorded in the Membership Directory and will receive all the publications of UUCOV. The Treasurer will review such status annually and report to the Board of Trustees.

Adopted 1/12/10. Revised 02-10-2015.

Allowable Participation by Membership Status

	UUCOV	Dual	Emeritus	Honorary	Friend
Fellowship Groups	x	x	x		x
Committees, all (not Finance or Nominating)	x	x	x		x
Voting Privileges	x	x	x		
Committee Chair	x	x			
In Directory	x	x	x		x
Board of Trustee Membership	x	TBD			
Programs and Activities	x	x	x		x
UUCOV Publications	x	x	x	x	TBD
Enrolled in UUA	x	TBD			

Adopted 1/12/10. Revised 02-10-2015.

VI.C. Right Relations: Bullying

Bullying defined: Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. While bullying is frequently considered to be most prevalent among children or teens, it is entirely plausible to find evidence of it in adult circles, although it might not be so blatantly apparent. Actually a bullying culture can be found in any context where human beings interact, including family, work place, home, and neighborhoods.

Types of bullying:

1. Verbal, including derogatory comments and bad names
2. Social exclusion or isolation
3. Physical, such as hitting, kicking, shoving, and spitting
4. Spreading lies or false rumors
5. Taking money or damaging items
6. Threats of actions or being forced to do things

7. Racial taunts or threats
8. Sexual taunts or threats
9. Cyber threats or taunts (via cell phone or internet)

Preventive Measures:

1. For children and youth at least one class session per year must address bullying. The emphasis should be on the definition of bullying and the role that can be played by someone who is being bullied and someone who observes bullying taking place.
2. For adults periodic forums should be presented to emphasize what is involved in bullying, how to deal with a bully, and the reasons individuals become bullies.

If an allegation of bullying is made:

1. If an allegation is made about bullying involving one or more children (ages 0-12) or youth (ages 13-21), the Minister, the DRE and the President of the Board of Trustees must be notified. The DRE will be responsible for working with the teacher and parents to resolve the issue and to share that resolution with the Minister and the President of the Board of Trustees.
2. If a complaint is made about bullying involving two adults, the Minister or the President of the Board of Trustees will activate the Ad Hoc Committee (see the Policy on Abuse and Harassment) and an Appropriate Response Plan will be devised.

Approved 11-12-13. Revised 02-10-15.

VI.D. Right Relations: Abuse and Harassment

UUCOV will adhere to mandatory reporting laws pursuant to FL Statute 39.201.

Florida state laws, in summary, state that any person who knows or reasonably suspects physical, emotional, or sexual abuse by any adult person (including, but not limited to parents, legal custodians, and caregivers), must report it to the appropriate authorities. Additionally, if any person knows or reasonably suspects abandonment or neglect by a parent, legal custodian, caregiver or other person responsible for the child's welfare, they must report it to the appropriate agency.

Complaints involving bullying, abuse or harassment of any type should be brought to the attention of the Minister, the DRE, and/or the President of the Board of

Trustees. Information about the complaint will be shared with a previously identified Ad Hoc committee to investigate the matter.

The Board of Trustees each year will identify members of an Ad Hoc Committee that will be ready to take action if a complaint is registered by any member of the congregation.

Preventive measures that must be taken for children and youth:

- The DRE must undergo a background check.
- Every volunteer must agree to sign a Code of Ethics and be advised they are subject to a background check.
- Volunteer-teachers must have been active and in Right Relation with the congregation for at least 6 months.
- All volunteers working with high school aged youth (14-18) must be at least 25 years old.
- All volunteers working with middle school aged children (11-13) must be at least 21 years old.
- All other grade level teaching or nursery/childcare shall be conducted with at least one of the volunteers/workers being at least 21 years old. A second volunteer/worker may be 15 -21 years old.
- Each class will be conducted with the expectation that observers will be present.
- Each classroom door will remain open at all times unless there is a window that permits observation by anyone passing.
- Two adults will meet with each class.
- The DRE or a designated substitute will circulate among classes without prior announcement.
- An incident report form (included) will be filled out when necessary and signed by the parent/guardian. Forms will be kept in a locked filing cabinet.
- If travel is required, a signed Youth Participation Release and Authorization for Emergency Medical Treatment (included) permission must be obtained before the event.
- If travel is required, no child or youth will be alone with one adult (i.e., non-parent) in the vehicle.

- Everyone, children and adults, must wear seat belts in private vehicles and, when provided, in public vehicles.
- Vehicles used for UUCOV activities and/or transportation relating to UUCOV should be well maintained. Service records and proof of insurance should be made available at the request of UUCOV.
- Driver must maintain a current valid driver's license.
- The minimum age for persons used as drivers should be 25.
- Drivers should follow all laws and the rules of the road and make an effort to be a safe driver.
- Cell phones will never be used by the driver while operating the vehicle. Cell phones should be silenced and stowed during travel to avoid temptation to use them. If necessary to take a call, the driver should pull over and come to a full stop before doing so.
- Volunteers who are interested in working with children and youth must sign the included "Code of Ethics" and the "Affirmation by Those Working with Children and Youth."
- Staff and volunteers should not have one-on-one, private contact with children/youth through electronic means, including but not limited to, e-mail, text messages, and social media websites.
- Exceptions may be made in certain circumstances, such as while mentoring a youth in Coming of Age. In order to protect both the youth and the adult, it is recommended that a parent or guardian and/or the DRE be copied if e-mail is used.
- Text messaging should not be used as a way to contact any youth.
- Staff and adult volunteers are discouraged from engaging directly with minors via social media channels, and must always use extreme care if creating content intended to be consumed by minors. An exception may be made in certain circumstances, such as for use with a youth group.

If a complaint is made regarding a child (ages 0 through 12) or youth (ages 13 through 21):

- If the allegation is bullying, the Minister, the DRE and the President of the Board of Trustees must be notified. The DRE will be responsible for working with the teacher and parents to resolve the issue and to share that resolution with the Minister and the President of the Board of Trustees.

- If the allegation is abuse in any form, a complaint should be registered with the Minister, the DRE, or the President of the Board of Trustees who will activate the Ad Hoc Committee. It is the responsibility of the Ad Hoc Committee to conduct a preliminary investigation and recommend an appropriate response plan.
- If the preliminary investigation confirms even a possibility of abuse, the proper state and/or federal officials must be notified immediately. It is the obligation of the Minister, DRE, or President of the Board of Trustees to notify the proper authorities who will then conduct a formal, complete investigation.
- Care must be taken to protect the identify and rights of both the alleged victim and the alleged aggressor.
- It is the responsibility of the Minister, the DRE and/or the President of the Board to notify the UUA Regional/District administrator and the insurance company when an allegation of abuse is confirmed.

If a complaint is made regarding an adult (aged at least 21):

- If an allegation of bullying or abuse of any type is made, the Minister, DRE and/or President of the Board of Trustees will activate the Ad Hoc Committee. This Ad Hoc Committee will develop an appropriate response plan.
- Care must be taken to protect the identify and rights of both the alleged victim and the alleged aggressor.
- It is the responsibility of the Minister, the DRE and/or the President of the Board to notify the UUA Regional/District administrator and the insurance company when an allegation of abuse is confirmed.

Approved 11-12-2013. Amended 01-14-2014. Revised 02-10-2015.

Definitions:

Abuse includes non-accidental contact that involves bodily injury or impairment, or offensive physical or sexual contact.

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance.

Emotional harassment means activity that produces emotional fear in an individual. Such harassment is anything from verbal abuse and constant criticism

to more subtle tactics, such as intimidation, manipulation, and refusal to every be pleased.

Physical abuse includes activity that causes bodily injury or impairment or offensive physical contact.

Sexual abuse means any sexual touching of a child or any activity that causes a person to engage in any sexual act or conduct without that person's consent, or in circumstances where that person is unable to refrain from consenting due to age or mental capacity or unusual vulnerability derived from the person's mental health or the existence of a relationship of significant dependency or trust.

Physical harassment means activity that places a person in fear of bodily injury by acts as threatening or tormenting behavior, compelling a person by force or threat of force to engage in conduct from which a person has a right to abstain.

Sexual molestation and sexual exploitation means activity that places another person in a situation where that person feels compelled to engage in sexual conduct to which that person would not voluntarily consent, or in circumstances where that person is unable to refrain from consenting due to age or mental capacity or unusual vulnerability derived from the person's mental health or the existence of a relationship of significant dependency or trust.

Sexual harassment means making sexual advances or requests for sexual favors to another person, or other verbal or physical conduct of a sexual nature, where the other person by words or conduct has indicated that such words or conduct are not desired, or where a reasonable person would expect that such words or conduct would not be desired.

Appropriate Response Plan: Guidelines for the Ad Hoc Committee

It is the responsibility of each member of our church community to assure the safety, health and well-being of every other member of our community, especially with regard to abuse and harassment of all types. A situation might arise that challenges our sense of individual and communal safety and wellbeing. Such a situation could result in a formal complaint which would need to be addressed with an appropriate response plan. These guidelines should be considered when it becomes necessary to write such a plan.

Complaints involving abuse or harassment of any type should be brought to the attention of the Minister, the DRE, and/or the President of the Board of Trustees. Information about the complaint will be shared with a previously identified Ad Hoc Committee to investigate the matter.

The Ad Hoc Committee should consider the following dimensions in assessing the nature and severity of the alleged behaviors:

1. Dangerousness – is the alleged aggressor a source of threat or harm to persons or property?
2. Disruptiveness – what is the extent of disruption to church functions?
3. Congregational Integrity – how likely is it that existing or prospective church members will be driven away by the alleged behavior?
4. Probability of Change – how likely is it that the problem behavior will diminish in the future?
5. History – what has been the frequency and the degree of disruption caused by the alleged aggressor or the alleged victim in the past?

The Ad Hoc Committee will adhere to these guidelines:

- Persons identified in the complaint will be responded to as individuals of dignity and worth.
- Information concerning the alleged incident(s) that led to concern will be systemically collected from all the concerned parties by delegated committee members and documented before any action is taken.
- If appropriate, the Ad Hoc Committee may offer referrals for professional services.
- In the event of imminent risk or actual harm to church members, church employees or church property, immediate action must be taken to secure the safety of persons and property.
- All documentation developed in the course of investigating and resolving allegations will be kept confidential. The President of the Board of Trustees will be responsible for determining access to such documentation and for ensuring its security.
- The Ad Hoc Committee will meet to assess the findings and decide on a course of action, with the following responses recommended:
- If the basis of the original concern is determined to be not valid, the Minister will be asked to counsel both parties involved in the complaint.

- If the basis of the original concern is determined to be valid, the Ad Hoc Committee must:
 - Clearly communicate to the parties involved that the concerns have been validated, thus it is necessary to negotiate a contract for clearly defined behavioral change. Such communication and contract must be documented.
 - If the alleged offender refuses to negotiate a contract or refuses to abide by a contract, he or she may be excluded from the church for a specified period of time, with reasons for such action, and conditions for return clearly communicated and documented.
 - If the alleged offender continues the abuse or harassment or is engaging in behavior or sufficient severity, he or she may be permanently excluded from the church and the church premises. Should the Ad Hoc Committee decide on the serious step of exclusion or expulsion from the congregation, they must consult the Board of Trustees prior to action being taken.

Approved 11-12-2013. Revised 02-10-2015.

Physical Plant Procedures

VII.B. Safety

The Physical Plant Team shall take action to safeguard the congregation from chemical hazards, faulty equipment and other preventable hazards:

1. Store all hazardous chemicals, paints and other solvents are stored in a safe place that has adequate ventilation.
2. Determine the size, number and location of fire extinguishers and notify the congregation of their whereabouts.
3. Inspect fire extinguishers and smoke detectors at least once per year.
4. Inspect all electrical equipment once per year.
5. Ensure that a member of the Venice Fire Department conducts an official fire inspection every 3 years.
6. Assure there is sufficient dusk-to-dawn lighting.
7. Keep emergency exits are kept unlocked and free of obstructions when buildings are occupied.
8. Test emergency lighting once per year.
9. Arrange for electric heating and air-conditioners are inspected by qualified contractors.
10. Make sure the organ in the sanctuary is turned off when not in use to prevent overheating.
11. Track keys to all facilities and return to the office when no longer needed.

The Safety Team shall be responsible for the following:

1. That first aid kits are available in the sanctuary, in Waters Hall and in Asta Linder and that their locations are publicized.
2. That records are kept of all first aid care provided to members, guests, volunteers, or employees.
3. That emergency phone numbers are clearly posted.
4. That if corrosive liquids or materials are handled, means are provided for quick drenching or flushing of the eyes and body.
5. That the team members are trained in CPR and first aid.

Approved 12-08-09. Revised 02-10-15.

VII.C. Environmental Sustainability Practices.

Make our buildings more energy efficient and environmentally friendly by:

1. Ensuring that buildings are well insulated and sealed.

2. Replacing incandescent lighting with efficient alternatives like LEDs and Compact Fluorescents (CFLs).
3. Purchasing highly rated energy efficient models when replacing appliances and equipment.
- 4.

Expect that projects undertaken to remodel or expand our sanctuary will be done in an environmentally sound manner.

Employ sound environmental practices in all the congregation's activities and functions. Encourage regular self assessment of progress in achieving Green Sanctuary goals in energy use, kitchen, office, janitorial and buildings and grounds practices by:

1. Turning off lights, computers and other electronic equipment when not in use.
2. Planting Florida-appropriate trees, shrubs, and other plants on our grounds.
3. Managing our grounds responsibly by composting and employing environmentally sound watering, fertilizing and insect control practices.
4. Striving to purchase goods and services that minimize environmental impact, factoring the monetary cost and the cost to the environment.
5. Recycling paper, cans, plastics and bottles within church facilities and at church events.
6. Giving preference to recycled-content products when purchasing office supplies, disposable paper products, trash bags, etc.
7. Striving to minimize our use of disposable items and maximize the use of reusable items.
8. Using the least toxic cleaning products for kitchen and maintenance – bio-degradable, no phosphate, no dyes or fragrances.
9. Serving locally grown, organically grown, and Fair Trade foods at church functions as much as possible.

Build a connection between spiritual practice and environmental consciousness in our Sunday services and in our Spiritual Fellowship Groups.

Plan and implement programs for the youth and adult education programs to promote Green Sanctuary goals.

Share practical information about environmental issues and sustainable living strategies with members of the congregation and the community at large.

Motivate members to community action on environmental issues. Collaborate with other groups, organizations or communities within and beyond our congregation.

Approved 11-29-11. Revised 02-10-15.

VII.D. Personal Use of Furniture and Equipment.

Folding tables and garden chairs may be requested for temporary use by a member of the congregation for personal use by completing an appropriate form available from the Office Administrator.

Equipment such as easels may be borrowed on an as-needed basis by committees or task forces provided the Office Administrator is informed and the equipment is returned within 24 hours of use.

Technical equipment shall not be removed from the premises for any reason (except for issues relating to repair and maintenance) without specific and prior written permission of the Board of Trustees. Technical equipment is defined as computers, projectors, microphones or any other type of electronic equipment.

Approved 09-11-12. Revised 02-10-15.

IX. Social Justice Procedures

IX.A. Environmental Sustainability Practices.

Work toward UUA certification of UUCOV as a Green Sanctuary.

Share practical information about environmental issues and sustainable living strategies with members of the congregation and the community at large.

Motivate members to community action on environmental issues. Collaborate with other groups, organizations or communities within and beyond our congregation.

Approved 12-13-11. Revised 02-10-15.

IX.B. Contributions to Charitable Organizations

The responsibility for identifying the charities to be recognized is to be assumed by the committees that comprise the Social Justice Team (i.e., Community Outreach, Green Sanctuary, Interweave, Common Good).

Each proposed charity must be a 501C-3 organization. It shall be the responsibility of the Social Justice committee nominating the charity to assure that the named charity has established such standing.

Initially the twelve Sundays shall be divided among the committees as follows: Community Outreach, eight Sundays; Green Sanctuary, one Sunday, Interweave, one Sunday, Issues for the Common Good, two Sundays. This distribution may be modified by a proposal submitted by the Social Justice Team and subsequently approved by the Board of Trustees.

An overall review of the charities shall be conducted every two years with the congregation asked for input regarding the selection as proposed by the respective committee.

Due to the fluctuating attendance at services, the assignation of months to Social Justice Committees should be reconsidered every two years by the Social Justice Team with subsequent Board approval.

The identification of the charities shall be approved by the congregation at each Annual Meeting.

Approved 03-18-14. Revised 02-10-15.

X. Sunday Morning Procedures

X. A. Safeguards during Worship Services

The following items will be the responsibility of the Security Committee.

1. One member will stand in the rear of the sanctuary and porch and remain on the lookout for potentially dangerous situations or individuals who may appear suspicious.
2. The team member standing security watch should carry a cell phone and call the Venice Police or 911 in the event of an emergency.
3. Periodically during the service the person doing security watch should step outside the sanctuary and scan the grounds for suspicious activities or persons.
4. The person standing security should walk over to Asta Linder and Waters Hall at least once to ensure the children are safe.
5. All members of security need to know the location and use of fire extinguishers and first aid kits.
6. In the event of an emergency during the service the team will instruct the congregation to evacuate the building. This includes severe and dangerous emergencies such as an armed gunman entering the building.

Adopted 12-08-2009. Revised 02-10-2015.

X. B. Sunday Coffee and Food

Sunday Morning Duties

Before Service:

Prepare coffee following directions posted in the kitchen in the /sanctuary]
Heart water for tea
Set out any needed condiments: sugar, creamer, stirrers, and cups
Prepare tables with tablecloths, etc. prior to the beginning of service

After Sermon:

Pour coffee into insulated decanters and place on serving tables

After Coffee Hour Concludes:

- Clean coffee pots and insulated decanters
- Gather up trash (should be taken home for disposal)
- Wash off tables
- Tidy up Kitchen
- Sweep floor
- Make sure the window above the counter area in kitchen is locked.
- Lock up building.
- Take home tablecloths and dish towels to be laundered and returned

Serving Food on Sunday Morning

- If any individual or committee would like to provide a special treat for the entire congregation to enjoy, you may do as follows:
- Notify the kitchen manager that that you will be providing food for that Sunday.
- On that Sunday, bring the food, plates, forks, or whatever will be needed to enjoy the treat you are providing and arrange it as you wish.
- Stay to help with the clean-up for that day.

Adopted 12-14-2010. Revised 02-10-2015.

X.D. Lanai Procedures

The Sunday Morning Team shall adopt procedures for the use and maintenance of the lanai space on Sunday mornings.

We all know that first impressions are crucial, and when visitors come to UUCOV their first impression is our lanai. So that we can be sure to present the best face possible, some guidelines have been created for us to follow.

There should be no empty tables set up – if they aren't needed, they should be stored away. And without the tables, we will be able to set up a few areas with chairs for those who want to talk but may have trouble standing.

Items not directly related to the Sanctuary should not be stored on the lanai (ex. Supplies, Medical Equipment, extra chairs). If there isn't a place for it, maybe we don't need it.

*No "permanent" displays. If you want to promote a committee, event, etc., please let SME know (just a quick email is fine) and then make sure that there is at least one person at the table during the entire coffee hour **and** after the second service.*

Materials to be removed on the first Sunday of the month to allow for easier lanai cleaning. Additionally, materials should be removed for events that need to use the lanai (concerts, memorial services, etc.)

One table will be for all sign-ups. If you have an event that you are looking for people to sign up for, please make sure a sign-up sheet(s) and pens are available. Also, a representative needs to be there to answer any questions.

Advertisements for events not directly related to UUCOV cannot be posted on the lanai. (See procedure III.C Bulletin Board)

If you post flyers for events, please be responsible for removing them after the event is over.

All brochures should be displayed in the brochure display case only.

If you bring food for coffee hour, please take any leftovers home with you (or give them away) there is nowhere to store these things and we want to avoid bugs at all cost.

Adopted 4-13-17