



Policy and Procedures 2026

**Unitarian Universalist
Congregation of Venice**

**1971 Pinebrook Road Venice FL 34492
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Policies and Procedures 2026 Introduction

"Policies and Procedures 2026" reflects the Unitarian Universalist Congregation of Venice's (UUCOV's) goals and guidelines for conducting congregational business. This document is a major revision from the last complete version, most of which had not been revised since 2015. "Policies and Procedures 2026" combines the policy and procedure for each topic into one unified section and incorporates the formerly separate "Safer Congregations" document. "Policies and Procedures 2026" was reviewed and revised by the appropriate UUCOV team leaders and was approved by the UUCOV Board of Trustees on February 19, 2026.

In the future, it is recommended that "Policies and Procedures 2026"

- be amended as needed with approval by the Board of Trustees, and
- undergo a full review every five years.

Furthermore, it is recommended that each incoming member of the Board of Trustees read "Policies and Procedures 2026" as part of their orientation, and that each incoming member of the Coordinating Council at a minimum read the sections pertaining to their Team. All employees, congregation members, and friends should be made aware of this document and encouraged to familiarize themselves with it.

In the years between full reviews, additions and changes may be made to the document through the following process:

- 1) Suggestions for changes or additions may be submitted to the Coordinating Council by the Team and Committee leaders or members of the congregation.
- 2) The suggested changes will be discussed and approved by the Coordinating Council and sent to the Board of Trustees for final approval.
- 3) The Board of Trustees reserves the right to amend any procedures that are deemed unworkable or that do not align with UUCOV's mission.
- 4) Also, the Board of Trustees may author a new policy and procedure as needed.
- 5) The Secretary of the Board will send the approved changes to the Campus Manager.
- 6) Changes and additions to Policies and Procedures will be announced in *Connection* and will be reported at the Annual Meeting.
- 7) The Campus Manager will maintain a Word Document on the Office Computer and post the most current version of Policies and Procedures on the website as a pdf.

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Appendix A: UUCOV Facilities Use Request (for non-UUCOV organizations)

Appendix B: UUCOV Wish List Form

Appendix C: UUCOV Religious Education Code of Ethics Form Appendix D: UUCOV Religious Education Affirmation by Those Working with Children and Youth Form

Appendix D: UUCOV Religious Education Affirmation by Those Working with Children and Youth Form

Appendix E: UUCOV Religious Education Children and Youth Incident Report Form

Appendix F: UUCOV Religious Education Youth Participation Release and Authorization for Emergency Medical Treatment Form

Appendix G: Outline for Training: “Battered Hearts: Child Abuse and Neglect (It Can Happen Here)”

I. Administration

I.A. Facilities Use

Policy

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

Procedure

Maximum Occupancy Limits:

The maximum occupancy for the Sanctuary is 200 persons.

The maximum occupancy for Waters Hall (2300 Edmondson) is 49 persons.

**The structural design of Waters Hall is not approved for any gathering over 49 persons.
(Florida Building Code Chapter3, Section 304.2.2)*

Order of priorities for use of facilities:

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. 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. 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, (see Appendix) 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.

Usage by Non-Congregation Organizations or individuals:

1. Use by other religious, charitable, scientific, educational, and legal non-profit organizations may be permitted.
2. Use for non-member weddings, funerals, or memorial services as arranged by the Minister or by the Campus Manager may be permitted.
3. All facilities use 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 from that outside organization or individual.

4. A rental fee may be required for all non-Congregation events. Fees and any deposits must be paid in advance of the event and shall conform to the Fee Schedule. Only the Board of Trustees may modify fees.
5. Use by businesses or other profit-making organizations must be approved by the Board of Trustees.
6. UUCOV facilities are used by a variety of groups. 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.
7. Because we are a 501(c)(3) organization, NO POLITICAL EVENTS, such as rallies or fundraising events for political candidates or lobbying groups, are allowed in the building.
8. UUCOV reserves the right to deny/revoke permission to use any meeting space.
9. The sale or provision of alcoholic beverages by an individual or organization renting a UUCOV facility is available to them in conformity with local statutes and insurance guidelines of the individual or organization renting the facility. UUCOV does not assume any liability.
10. 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.

To reserve space:

1. Prospective renters will complete a "Facilities Use Request" form and
2. submit it to the UUCOV Campus Manager. (See Appendix)
3. The Campus Manager will date and initial the request form and give tentative approval within three days. Tentative approval means that the facility requested is available on the date in question.
4. The completed "Facilities Use Request" form shall be submitted to the Campus Manager for final approval. Subsequent to final approval, the rental fee and in some cases a refundable cleaning and breakage deposit may be required for non-Congregation events. Fees and deposits must be paid in advance of the event.
5. The Campus Manager will:
 - a. Once the application has been approved, post the event on the master calendar. This reservation cannot be replaced by a higher priority application.
 - b. Identify a congregation member to oversee the proper opening, cleanup and securing of the facility or facilities.
 - c. Maintain a file of Facilities Use Request forms and agreements between the Congregation and non-Congregation members or other organizations.
6. 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.

I.B. Committees

Policy

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, and any changes must be approved by the Board of Trustees.

Procedure

All Committees will be assigned to a specific Team within the Coordinating Council. Committees may change procedures to accurately depict the work that is done by the committee. Any procedural change must comply with written Board of Trustees policy, and be reported to the Board of Trustees in a timely fashion.

During the year each committee and Team leader should record their:

1. expenses so that in November, they can make an accurate budget request for the next fiscal year for inclusion in the annual budget of the congregation.
2. monthly activities for reporting to the Coordinating Council meeting to facilitate preparing the annual report of their Team.

I.C. Coordinating Council

Policy

A Coordinating Council supports the work of the Board of Trustees by assisting with the implementation of policies that are established by the Board of Trustees.

Procedure

Chaired by the Vice President, the Coordinating Council consists of Team leaders. The Board of Trustees shall reorganize, create, or establish Teams as needed. The list of Teams and Leaders is posted on the website.

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

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

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 of Trustees. Each Team Leader shall be approved annually by the Board of Trustees.

Responsibilities of the Team Leaders include:

1. Attending monthly meetings of Coordinating Council. If Team Leaders cannot attend, they should send a representative.
2. Communicating frequently, at least monthly, with their committee chairs, in order to be familiar with their committee's projects and needs.
3. Work with committee chairs to establish committee goals and budgetary needs.
4. 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.
5. Prepare an annual report of the Team committee's activities. The reports are due April 15.
6. Assist Vice President and President in identifying candidates for Team and committee chair leadership positions.
7. Promote congregational activities and volunteerism among the congregants.

I.D. UUCOV Calendar

Policy

A UUCOV calendar shows the scheduled use of all UUCOV facilities and grounds, and provides information about all scheduled events. The calendar will be maintained by the Campus Manager, and will be accessible through Breeze and through links on the home page of the website, uucov.org. Events held off campus will be listed on the UUCOV calendar only if they are a denominational event or sponsored by UUCOV.

Procedure

The calendar will be updated as soon as possible after a 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, submitting an event registration through the link on the website, or by obtaining an approved Facility Use request.

Calendar requests must include the event's time, place, purpose, and contact person, and whether it is an open or closed event. No event, whether UUCOV sponsored or sponsored by an outside organization, should appear on the Breeze calendar without such descriptive details.

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

For questions about the UUCOV calendar, call or email the office (office@uucov.org.)

I.E. Serving of Alcoholic Beverages at UUCOV Functions

Policy

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 alcoholic 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 of Trustees.

I.F. Hiring and Employee Management Practices

Policy

UUCOV will follow best practices in hiring and managing employees and volunteers.

Procedure

1. Prospective employees will be screened in a personal interview.
2. Prospective employees will provide a minimum of two references.
3. Employees will be screened via a criminal background check upon hiring and annually thereafter.
4. Religious Education (RE) staff working with minors will complete an annual child abuse training including how to spot signs of abuse and grooming.

II. Safety

Policy

Safety is a priority at UUCOV. Responsibility for safety is a shared concern. The Board of Trustees must be informed about safety issues on a regular basis.

Procedure

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.

This section covers Physical Safety. For safety from bullying, abuse, and harassment, whether in person or via email or social media, see Section **VII. Right Relations**. For Financial Safety see section **V. Fiscal**.

II.A. Safety from hazardous conditions and materials

Policy

Safety is a priority at UUCOV. The Physical Plant/Campus Team shall take primary responsibility for safeguarding the congregation, UUCOV facilities, and surrounding environs from chemical hazards, faulty equipment and other preventable hazards:

Procedure

The Physical Plant Team shall:

1. Store all hazardous chemicals, paints and other solvents in a safe place that has adequate ventilation. If corrosive liquids or materials are handled, means are provided for quick drenching or flushing of the eyes and body.
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. Ensure that 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 to be 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.

II.B. First Aid and Medical Emergencies

Policy

Congregational health and safety is a priority at UUCOV.

Procedure

First aid kits should be available in the sanctuary, in Waters Hall and in Asta Linder and they should be easily accessed. Records should be kept of all first aid care provided to members, guests, volunteers, or employees. Emergency phone numbers should be clearly posted. Several members should be trained in CPR and first aid.

II.C. Worship Service Safety

Policy

Protection of the Congregation and UUCOV facilities during worship services is a priority at UUCOV.

Procedure

During worship services, one member of the Safety Committee will stand watch in the rear of the sanctuary and lanai in order to identify potentially dangerous situations or suspicious individuals.

The Safety Committee team member standing watch should carry a cell phone and call the Venice Police or 911 in the event of an emergency.

Periodically during the service, the Safety Committee team member standing watch should step outside the sanctuary and scan the grounds for suspicious activities or persons.

All members of the Safety Committee who stand watch need to know the location of and how to properly use fire extinguishers and first aid kits.

In the event of an emergency during a worship service, the Safety Committee team member will instruct the congregation as to what to do.

II.D. Active Shooter and Lockdown Policy

Policy

Protection of the Congregation is a priority at UUCOV.

Procedure

When a hostile person(s) is actively causing deadly harm or the imminent threat of deadly harm or is barricaded within a building, the following procedures should be followed:

1. Lock yourself in the room you are in at the time of the threatening activity.
2. If communication is available, call 911.
3. Don't stay in open areas.
4. If in the office, office staff should use the designated safety phrase to alert staff to potential danger.
5. Do not sound the fire alarm. A fire alarm would signal the occupants in the rooms to evacuate the building and thus place them in potential harm as they attempted to exit.
6. Lock the window and close blinds or curtains.
7. Stay away from windows.
8. Turn all lights and audio equipment off.
9. Try to stay calm and be as quiet as possible.

If you are caught in an open area, these are choices:

1. You can try to hide, but make sure it is a well-hidden space.
2. If you think you can safely make it out of the building by running, do so. If you decide to run, do not run in a straight line. Keep any objects you can between you and the hostile person(s) while in the building. Use trees, vehicles or any other object to block you from view as you run. When away from the immediate area of danger, summon help any way you can and warn others.
3. If the person(s) is causing death or serious physical injury to others and you are unable to run or hide, you may choose to play dead if other victims are around you.
4. As a last resort, you may be able to fight back. This is dangerous, but depending on your situation, this could be an option.
5. If you are caught by the intruder and are not going to fight back, follow their directions and don't look the intruder in the eyes.
6. Once law enforcement arrives, obey all commands. This may involve your being handcuffed or made to put your hands in the air. This is done for safety reasons, and once circumstances are evaluated by law enforcement, they will give you further directions to follow.
7. If you are not in harm's way and it is appropriate for the situation fill out the Kidnapping and Hostage Checklist form and give it to the police when they arrive.

When faced with an armed, violent person, consider precautions as listed above. Follow directions from Worship/Incident Leader (or designee) when possible and consider what is best for your and other's safety.

II.E. Pets

Policy

Protection of the Congregation and UUCOV facilities is a priority at UUCOV.

Procedure

No pets will be allowed, unless certified service animals, in the Sanctuary, lanai, or Waters Hall during Sunday Services or other congregational meetings. An exception may be made for specific services/meetings by the minister or Board of Trustees. When a pet is permitted to be in the Sanctuary, lanai, or Waters Hall, the animal must be on a nonretractable leash or otherwise contained.

This policy does not pertain to the Parsonage.

The Safety Committee chair or Board of Trustees Member shall advise anyone coming into a service or meeting of the above policy should an animal be present. No signage will be used.

III. Caring and Remembrance

III.A. Interment of Cremated Remains

Policy

The congregation provides a home to inter cremains on its campus

Procedure

Cremated remains (i.e., cremains) of members/ friends may be interred at UUCOV, when a memorial plaque has been purchased to be installed on the Memorial Wall in the Garden of Remembrance.

Cremains may be either scattered or interred. If scattered, this will be done in the Founders Grove, northeast of the pond among the pines planted in honor of the six Founders of UUCOV. If interred, this will be done in the Garden of Remembrance located between the Sanctuary and Asta Linder House, just southwest of the Helen Spencer Lynch Memorial Garden.

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

III.B. Memorial Wall

Policy

UUCOV honors its members who have passed away.

Procedure

Members and families of a member who is deceased will be invited to purchase a plaque to be placed on the Memorial Wall 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 and date of death on the second line.

Each memorial plaque will cost \$500.00 and will guarantee the family that a plaque

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.

Individuals who wish to have their plaque placed adjacent to that of a loved one may do so provided that the two plaques are purchased at the same time.

III.C. Special Assistance to Congregants

Policy

UUCOV serves the mission and vision of the congregation by providing incapacitated or troubled congregation members with support or pastoral care on a short-term or emergency basis.

Procedure

UUCOV maintains a Caring Team to recruit and organize helpers as needed. The Caring Team works in conjunction with the minister to follow up on concerns expressed in Sunday Worship, or on other reported personal difficulties.

Members of the Caring Team are lay pastoral associates. They may not represent themselves as licensed, clinical, counseling, or medical service providers while providing services for the congregation, regardless of any licensure which they may hold. Caring Team services are not intended to replace professional medical, clinical, social, or protective services or interventions.

Scope: The Caring Team will provide support services to members for up to 14 days per situation or event. Up to three additional days may be approved by the Minister at the request of the Caring Team Chair.

Potential Services Provided by the Caring Team may include but are not limited to:

1. Transportation to school, medical/clinical appointments, grocery/food/farmer's market shopping, veterinary appointments, therapy, funeral and death services, financial/banking sites, pharmacy, congregation, 12-Step Programs, and library.
2. Transportation for minor children (2 unrelated adults must be present in vehicle with child)
3. Social visits and emotional support.
4. Meal services (available for up to 30-35 days).
5. Grocery or prescription pick-up and delivery .
6. Emergency financial assistance.
7. Religious ritual, meditation, or energy work (without physical contact).

Services Not Provided Under Any Circumstances by the Caring Team include:

1. Medical intervention (e.g., administration of medications, dressing changes or wound treatments, dialysis, insulin administration, glucose testing, or diagnostic services),
2. Toileting or bathing assistance,
3. Lifting or transferring assistance for persons with limited mobility,
4. Counseling services,
5. Major home repairs or demolition,
6. Large furniture movement, and
7. Transportation to personal social events for adults or minors.

Financial assistance is possible through the Minister's Discretionary Fund for a variety of financial needs. In the event of multiple needs, priority will be given to those who have not previously received assistance. Financial assistance is at the discretion of the Minister, and will not exceed \$300 except in extraordinary circumstances. All requests for financial assistance must be approved by the Minister, and may be made privately to the Minister or to the Caring Team Chair.

Financial assistance is available for:

1. Emergency utility shut-off
2. Medication and wound treatment supplies
3. Food
4. Large appliance assistance (e.g., stove, refrigerator, microwave, washer, dryer)
5. Major religious holiday/birthday/prom/Quinceañera for minor child
6. Gas (limit once per month)
7. Support in the event of a death

The work of the Caring Team is to provide **temporary relief** in an emergency. It is designed to meet an immediate need while long-term and professional support services are being put into place.

At no time is the Caring Team to be used to replace professional medical or support services, or to provide ongoing or repeated financial assistance.

Situations which require multiple daily home visits (other than meals) are beyond the scope of the Caring Team unless they are of extremely short duration (under 72 hours).

The minister will retain a list of local support services and agencies, and will provide appropriate referrals as needed.

The Caring Team will not duplicate the work of established social service programs.

Due to resource limitations, the Caring Team provides assistance to Members and Friends only.

III.D. Community Outreach

Policy

UUCOV supports people and wildlife in our wider community who need help with food, clothing, health care, and other basic needs.

Procedure

Lanai Collections - Our Community Outreach Team selects up to six different non-profits for special collections which take place every other month. The Team publicizes the non-profit through all of our communication channels, including the calendar, along with a list of desired items.

Special Offerings -The offertory collection received on one Sunday of each month will be donated to a charitable cause identified by the Community Outreach Committee of the Caring and Remembrance Team, and approved by the congregation at the annual meeting. In addition, each of these pre-approved charitable causes shall receive an annual supplemental matching donation of an amount specified in the annual budget.

Before the start of each fiscal year, the Community Outreach Committee will solicit suggestions for charitable causes from the congregation for the Special Offerings. In addition, the committee will determine that all nominated charities are 501(c)(3) organizations, recommend a slate of charitable organizations to the Board of Trustees for approval, and present the approved slate to the congregation at the Annual Meeting for final approval.

IV. Print and Internet Communications

Policy

Effective communication is essential for the success of UUCOV.

Procedure

Any communication or activity representing UUCOV, by the minister, Teams, committees, or any member, which could be perceived as political or if there is any question about the appropriateness of the statement, it must be approved by the Board of Trustees with input from the members of the congregation.

IV.A. Communications with Island Village Montessori School (IVMS)

Any and all written agreements with IVMS must be voted on by the UUCOV Board of Trustees and reviewed by an attorney acting on behalf of UUCOV before signing.

The UUCOV Board of Trustees President will submit proposed agreements to the Board of Trustees for their approval and, if approved, to the UUCOV attorney before signing. If UUCOV is not already represented by an attorney, the Board of Trustees will engage one for the purpose.

IV.B. Bulletin Boards

Policy

UUCOV communicates key information through bulletin boards in various places on the campus.

Procedure

Bulletin boards will be maintained by the Campus Manager, the Secretary of the Board of Trustees, and the Communications Team. They are not to be used to post information about community events or organizations that do not relate directly to UUCOV. Exceptions may be made by the Communications Team on a case-by-case basis.

IV.C. Print Communications

Policy

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

Procedure

Development of material:

1. Each team will designate one person only to communicate with the office.
2. All requests must be emailed to the office – office@uucov.org or to the Communications Team.
3. Any events held at UUCOV must be on the web calendar before submitting the request.
4. All content must be provided in electronic format, preferably by email.
5. All photos must be provided in electronic format of sufficient quality to print clearly.
6. The request must include the following:
 - a. The contact information and Team or Committee of the requester.
 - b. Type and purpose of print material requested.
 - c. Audience for material such as the congregation and/or the public.
 - d. Date needed.
7. Printing costs will be charged to the requesting committee or group.

IV.D. Email between members

Policy

In the spirit of the Second Principle: justice, equity, and compassion in human relations, members and friends of UUCOV will use email communication thoughtfully. See also **VII Right Relations**.

Procedure

All members of UUCOV should not transmit sensitive or confidential material over the internet. This includes personnel issues or confidential issues regarding a specific individual. UUCOV members should not transmit information that might be considered hurtful or harmful or could negatively affect the image of UUCOV.

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

IV.E. Official UUCOV Email

Policy

Email will be the primary method to communicate time sensitive announcements and vital information to the congregation.

Procedure

Special email messages- The Minister, the Board of Trustees, and the Campus Manager may use the Official UUCOV email service to announce items of urgency or special importance to the congregation. The official UUCOV email is not to be used for personal messages. Questions about the use of the email service may be answered by the Minister.

Messages of an urgent nature may go to the entire list, or to members and friends only, at the discretion of the Minister and Campus Manager.

Monthly email news: the Monthly email newsletter *Connection* will be the primary method for communicating our regular announcements and events.

Connection shall be produced by the Campus Manager with content provided by the Minister, the President and Vice President of the Board of Trustees, and leaders of Teams.

The priority for inclusion in these publications is as follows:

1. UUCOV and denominational news and UUCOV events.
2. Announcements of non-UUCOV events being held at UUCOV.
3. Brief notices of community events of probable interest to the congregation.

IV.F. Website

Policy

The primary place for the storage of all congregational information will be the website. Key information may be available upon request in print form to members who do not have email or computers.

Procedure

The website shall be produced by the Campus Manager with content provided by the Minister, the President and Vice President of the Board of Trustees, leaders of Teams, and leaders of groups and activities.

The priority for inclusion will favor UUCOV events.

IV.G. UUCOV Calendar

Policy

All events happening on the UUCOV campus, and UUCOV sponsored events happening off campus, will appear on the UUCOV calendar, including descriptive details. Closed fellowship groups happening at outside locations may choose to list their meetings on the UUCOV calendar.

Procedure

The Campus Manager manages the calendar. Members organizing events must, via email or the event registration form, provide the following details to have their event placed on the calendar:

1. Name of event.
2. Closed or open?
3. Registration required or requested?
4. Starting and ending time.
5. Location.
6. Contact person with email address.

No event will be listed if the above listed information is not complete.

The Sunday morning calendar handout and Sunday morning bulletin will list all events from the calendar except for closed fellowship groups and space rentals such as the Girl Scouts meeting. In case of space constraints, some outside sponsored events may be omitted from the monthly calendar handout.

IV.H. In Touch Private UUCOV Facebook Group

Members and Friends may join In Touch, the private UUCOV Facebook group. The purpose of the group is to publicize UUCOV events and to post items of interest to others. See email communication guidelines above for appropriate post material. The administrators reserve the right to remove posts that are contrary to **VII. Right Relations**.

IV.I. Communication with the Media

Policy

All communication with the media will be through designated representatives to ensure accuracy and clarity.

Procedure

The Board of Trustees reserves the right to designate a media representative to address any outward facing situation including but not limited to allegations of abuse. No other person will be permitted to represent UUCOV to the media.

V. Fiscal

V.A. Financial Safety – Monetary Transactions

Policy

It is the policy of UUCOV to handle monetary transactions in a manner that protects against misappropriation of funds.

Procedure

There should be two unrelated cash collectors at every service where the basket is passed, with two people counting the collection.

Checks should be properly stamped “for deposit only.” Cash and checks should be deposited into UUCOV’s Operating Fund as soon as practicable.

All usage of UUCOV’s credit cards should be supported by appropriate documentation and must not be used for personal expenses.

A periodic in-house review shall be carried out at the direction of the Board of Trustees by members appointed by the Board of Trustees.

V.B. Financial Safety – Investments

Policy

Investments are to be managed in a manner that seeks growth of principal over time accompanied by a low or moderate level of risk. The level of risk should be consistent with the time horizon for the anticipated withdrawal of funds. All Investments shall be of Investment grade or above. Extreme positions and opportunistic styles are not acceptable in this philosophy.

Procedure

UUCOV’s investments are managed by the Finance Committee and the Treasurer, President, and Vice President are the authorized signatories for UUCOV. In exceptional circumstances the Board of Trustees may also appoint a member of the Finance Committee to be an authorized signatory.

The performance on the various UUCOV investment funds should be reviewed by the Finance Committee from time to time to ensure that returns are broadly in line with market performance.

UUCOV investments may be made in funds designated as Socially Responsible provided that they generate an acceptable return.

V.C. Check Writing and Signature Requirement

Policy

Normal payment of invoices and reimbursements are processed by UUCOV's bookkeeper using the Operating Fund bill pay system unless there are unusual or urgent situations.

Two signatures are required for checks over \$2,000. Only one signature is required for checks of \$2,000 or less. The minister cannot be a check signer for the Operating Fund.

Procedure

The Campus Manager processes all invoices and reimbursements relating to approved budget and wish list items. The Campus Manager annotates that the items are approved for payment, codes the account number to be debited, adds the date, and forwards the information to the bookkeeping service (currently North Star) for payment. The bookkeeper accounts for all disbursements monthly.

The Campus Manager keeps the checkbooks in a secure location. If needed, the Campus Manager prepares checks and notifies the Treasurer or, if unavailable, one of the other signatories. The signatory signs the check and returns it to the Campus Manager who records a copy and forwards the check to the recipient.

All processed payments require written documentation which should be filed appropriately.

V.D. Gift Acceptance

Policy

Regarding our donors, we will:

1. Respect the intent of the donor and the wishes of the donor regarding confidentiality and/or anonymity.
2. Adhere to ethical standards and accept gifts where there is title/ownership or competency to transfer an asset.

Regarding legal considerations:

1. We 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. For gifts to UUCOV, it will be the responsibility of the donor to secure an appraisal where required and to pay for independent advice if needed.

4. If needed, UUCOV will seek the advice of legal counsel in matters relating to the acceptance of gifts.

Procedure

It is the responsibility of the Board of Trustees to accept or decline gifts of non-financial assets. 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.

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.

Closely held securities along with options and other rights in securities may be accepted only with written approval of the Board of Trustees.

Real estate and real estate interests may only be accepted with approval of the Board of Trustees.

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.

Other Property and Gifts not otherwise described in this section may be accepted upon prior written approval of the Board of Trustees.

The Board of Trustees will direct the disposition of non-financial gifts (real property, etc.) – whether to sell the asset or to retain it for use by the Congregation.

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.

Cash gifts are deposited into the Operating Fund.

Non-cash financial assets (stocks, bonds, mutual funds, etc.) are converted to cash as soon as practicable and the cash is deposited in the Operating Fund.

For non-financial assets (real property, etc.), the Board of Trustees will determine whether to sell the asset or to retain it for use by the Congregation.

For gifts and bequests to restricted funds (Endowment, Futures, Education, etc.) the Treasurer will transfer cash from the Operating Fund into the appropriate restricted fund as soon as practicable.

V.E. Authorization to Spend Money

Policy

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

Procedure

Committee chairs are authorized to spend funds as allocated in the Annual Budget, or as allocated via the Wish List process.

The Committee chair is expected to seek Board of Trustees approval before spending funds substantially beyond the Annual Budget allocation.

V.F. Commercial Activities

Policy

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

Procedure

Commercial activities are not allowed on the grounds of UUCOV or at any UUCOV-sponsored event except as noted below:

1. UUCOV Fund Raising Activities.
2. An individual or organization that has rented a UUCOV facility.
3. A guest, invited by a Team, who is doing a presentation and requests to market his/her book(s), video(s), etc. at the presentation.
4. A UUCOV event that is sponsored by a Team, and that has received Board of Trustees 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 in the paragraphs above. UUCOV 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.

The individual, Team, or the committee that is advocating for the commercial activity makes a request to the Coordinating Council. The Coordinating Council recommends approvals to the Board of Trustees, with a copy to the chair of the Finance Committee. The Board of Trustees has final approval.

V.G. Wish List

Policy

Any project proposal that is not specifically covered by the Annual Operating Budget or a Restricted Fund may be submitted to the Coordinating Council as a Wish List Request.

Procedure

Proposals for Wish List consideration may be submitted to the Coordinating Council by a congregation member or friend.

Wish List requests are to be submitted using the Wish List Form (see Appendix), to the Coordinating Council chair with a copy to the Finance Committee chair.

The Coordinating Council shall review proposals based on the following criteria:

1. Alignment with the Congregation's mission, principles, vision, or goals.
2. Contribution to community presence and outreach.
3. Enhancement of campus grounds and facilities.
4. Support for team growth and enrichment.
5. Improvement in team operations and program effectiveness.

Approved proposals are submitted to the Board of Trustees for review, decision and communication to the relevant entities (i.e. the proposer, the Finance Committee, the Audio/Visual Team, and the Campus Manager)

The Chair of the Finance Committee coordinates the Wish List. Tasks include:

1. Receiving, recording and monitoring proposals through the review/decision process.
Receiving donations and processing funding for Wish List items.
2. Evaluating Wish List items for potential inclusion in future budget.
3. Conveying publicity information (proposal status and donors) to the Audio/Visual Team and Campus Manager.

V.H. Minister's Discretionary Fund

Policy

UUCOV shall maintain a restricted fund for the use of the minister for purposes consistent with our mission to support individuals, families or entities in our congregation and in the community. UUCOV will maintain a separate checking account, holding an amount established by the Board of Trustees, for use by the Minister at the sole discretion of the Minister. Under no circumstances will funds housed in this account be transferred to UUCOV's operating fund.

Procedure

The Minister will write checks or direct the Campus Manager to prepare the checks. After a check is issued, the Minister will communicate the amount of the check to the Treasurer and to the Campus Manager.

Funding

1. The congregation shall maintain a restricted account for the Minister's Discretionary Account.
2. Donors may make designated contributions to this Fund at any time. Contributions to the Fund will be recorded as charitable contributions for tax purposes.
3. As needed, the Minister may solicit contributions from the Congregation to replenish the Fund, typically through a targeted basket collection on Christmas Eve.
4. The Fund may not be used as a pass-through account for contributions solicited or offered for specific purposes.

Disbursements from the Minister's Discretionary Funds are to be used solely for needs and purposes in accordance with:

1. Unitarian Universalist principles
2. the mission of the congregation
3. the Congregation's tax-exempt status

The Minister at his/her discretion may offer assistance in the form of a gift or a loan. In general, a gift is not intended for recurring needs but rather for one-time challenges.

The minister has sole discretion for disbursement within the guidelines in this Policy and Procedure.

Limitations

1. Funds may not be used for the direct or indirect benefit of the Minister, the Treasurer, or their family members.
2. Funds may not be used to provide compensation or benefits to staff.

3. Funds may not be solicited for specific purposes (e.g. to support a specific person in need or to provide scholarships for a designated purpose).

Record Keeping and Oversight

1. The reserve account for the Minister's Discretionary Account shall be recorded and maintained in the congregation's financial records and reported according to the standard operating procedures of the Finance Committee.
2. The Minister shall maintain a record of all Fund disbursements, recording at a minimum the date, amount, recipient, and purpose for each transaction. If the Minister purchases gift cards, the recipients of the gift cards shall be recorded in addition to the checks that were used to purchase the cards.
3. The Treasurer, acting on behalf of the Board of Trustees, will review the monthly account statements to ensure consistency with the congregation's mission and tax-exempt status.
4. The Treasurer will maintain strict confidentiality of all Fund disbursements unless an inappropriate transaction is discovered, in which case it shall be promptly brought to the Board of Trustees' attention.
5. The Treasurer /Minister shall follow appropriate safeguards to maintain confidentiality while still reporting to the Board of Trustees annually the balance and the purpose of the disbursements.

Perpetuity

1. Monies in this fund shall not lapse at year end; but will be retained for subsequent years.
2. In the event of a minister's departure the monies in the fund remain the property of and under the control of the congregation.
3. The Treasurer shall use his/her signature authority to transfer signature authority to a new Minister or to disburse Funds during incapacity or death of the Minister and under the same policies that apply to Ministerial disbursements, in which case the president shall review each transaction.
4. The account will be maintained with a balance of \$1,000 and the Treasurer will replenish the account as needed to maintain the account at this level by transferring funds from UUCOV's Operating Fund.

V.I. Contributions to Charitable Organizations

Policy

UUCOV supports people and wildlife in our wider community who need help with food, clothing, health care, and other basic needs.

Procedure

Special Offerings

The offertory collection received on one Sunday of each month will be donated to a charitable cause. identified by the Community Outreach Committee of the Caring and Remembrance Team, and approved by the congregation at the annual meeting. In addition, each of these pre-approved charitable causes shall receive an annual supplemental matching donation of an amount to be determined by the Finance Committee and as specified in the annual budget (See **III.D. Community Outreach**).

V.J. Payment for Leading Worship Service and Other Guest Services

Policy

The designated congregational representative will arrange for payment to persons providing special music or conducting worship. Fees should follow the guidelines for this purpose specified by the UUA, the Southern Region and/or the Florida District.

Procedure

Our current guidelines for payments are as follows: For leading Sunday Worship services, we pay lay people \$250 and we pay guest ministers \$350. For substitute pianists, we pay \$200. We do not normally pay mileage, but exceptions are allowed when an individual has to travel a significant distance.

Our designated representative notifies the Campus Manager, with a copy to the Treasurer, the name of the guest and the amount to be paid.

The Campus Manager prepares the check, obtains a signature, copies the check, and notifies the Worship Associate. The Worship Associate is responsible for picking up the check and giving it to the guest.

V.K. Futures Fund

Policy

The Futures Fund provides long-term support to UUCOV. The Futures Fund unlike the Endowment Fund in that all of its resources, including principle, are available to UUCOV rather than just earnings. The Futures Fund shall be held in a separate investment fund that carries an investment grade rating.

Procedure

The Finance Committee shall manage the Futures Fund directly or may choose to select a professional manager to carry out this function. The Board of Trustees shall approve the selection of the manager. The Finance Committee has the authority to disburse both earnings and principle from the Futures Fund.

Disbursement of funds, both earnings and principle, shall be available to UUCOV to fund Legacy Projects that have been approved by the Board of Trustees, following a recommendation from the Finance Committee. A "Legacy Project" is defined as a major initiative that will support UUCOV's mission and values far into the future and which will require funding beyond normal operating expenses. The Finance Committee will obtain input of other Teams that will be impacted by any Legacy Project.

With the approval of both the Finance Committee and the Board of Trustees, earnings from the Futures Fund may be used in the same manner in which earnings from the Endowment Fund may be used, which includes using the earnings to supplement the Operating Fund.

V.L. Endowment Fund

Policy

The Endowment Fund provides a steady stream of funding to the Operating Fund, in perpetuity. The Fund shall be held in a separate investment account which carries an investment grade rating.

Procedure

The Endowment Fund is a restricted investment fund where the earnings are available to UUCOV as determined by the Finance Committee, but the principal is held in the Endowment Fund in perpetuity.

Disbursements from the Endowment Fund may be used for both operating expenses and for special projects but no more than four percent (4%) of the Endowment Fund balance shall be disbursed in any fiscal year without a congregational vote.

It is expected that the balance in the Endowment Fund will fluctuate with financial markets. The Treasurer shall maintain a record of the total principal contributed to the Endowment Fund and no funds shall be withdrawn while the balance is below the total principal contributed.

The Finance Committee shall manage the Endowment Fund directly or may choose to select a professional manager to carry out this function. The Board of Trustees shall approve the selection of the manager.

VI. Audiovisual

Policy

The Audiovisual system (equipment and facilities) of UUCOV exists for the support of its activities and programs.

Procedure

The Audiovisual system follows the use and prioritization guidance included in **X.D. Personal Use of Furniture and Equipment**.

Content expressed through the audiovisual system shall follow the policies included in **IV. Print and Internet Communications** and shall be coordinated with the Audiovisual Team.

Use of the Audiovisual system shall be coordinated through the Audiovisual Team with a member of the Audiovisual Team operating the system, unless special arrangements are made in advance and approved by the Audiovisual Team. Use of individual staff computers, meeting room computers and monitors, the internet, and meeting assistance equipment (e.g. Owl, Zoom) does not need to be coordinated through the Audiovisual Team; however, use and content policies referenced above apply.

VII. Right Relations

VII.A. Conflicts, Abuse, and Harassment

Policy

It is the responsibility of each member of our UUCOV community to assure the safety, health, and well-being of every other member of our community. UUCOV maintains a zero-tolerance policy for abuse to persons or animals by members, friends, and employees. This includes abuse, harassment, and bullying of all types, whether as individuals or as groups, and whether in person or via text, email, or social media.

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 ever 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 such as threatening or tormenting behavior, or 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.

Procedures

All employees, Board members, and volunteers who work with minors and vulnerable persons will undergo yearly training in Abuse and Harassment prevention and response, including reading the relevant Policies and Procedures which are available on our website. An outline of the training is included in **Appendix G**. The trainer will create a record of the date that the trainings took place.

In response to violations of this policy, the Board of Trustees may take disciplinary action, which may include termination of employment or membership and/or exclusion from UUCOV property and programs.

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 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 the Ad Hoc committee to investigate the matter.

The Board of Trustees or their direct designees will constitute an Ad Hoc Committee to take action if a Right Relations abuse complaint is registered in the congregation. If a complaint is made against a member of the Board of Trustees or staff, we will immediately contact the UUA to empanel an external board of review.

Response to a complaint:

1. 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.
2. Care must be taken to protect the identity and rights of both the alleged victim and the alleged aggressor.
3. The alleged abuser will not be permitted to attend any UUCOV sponsored event or be present on campus until the allegations have been resolved.
4. It is the responsibility of the Minister, the DRE and/or the President of the Board of Trustees to notify the UUA Regional/District administrator and the insurance company when an allegation of abuse is confirmed.
5. All documents relating to the case will be directed to the President or their

designee who will ensure that all documents are maintained and provided to the insurance company in a timely manner.

6. After closing an incident, the Board of Trustees will meet within five days to address lessons learned and any need for updates to policies and procedures.
7. For guidelines on communication with the media regarding an incident see **IV.I.**

Communication with the Media

Preventative measures:

Preventative measures must be taken for vulnerable persons (a vulnerable person is anyone who through physical, mental, or medical diagnoses would have difficulty identifying or protecting themselves from abuse.) All vulnerable members or friends of the congregation must be accompanied by an identified companion at all congregational services and events.

Preventative measures that must be taken for children (ages 0 - 12) or youth (ages 13 - 21) and vulnerable persons:

1. All volunteers who will work with minors or vulnerable persons must have been involved with UUCOV for a minimum of six months.
2. Employees and volunteers must sign an affirmation that they have never been convicted of abuse. (See Appendix D)
3. Any employees or volunteers must undergo a yearly background check.
4. Every volunteer must agree to sign a Code of Ethics and be advised they are subject to a background check. (See Appendix C)
5. Volunteers should always be accompanied by another adult when they are in the presence of a child.
6. Each class will be conducted with the expectation that observers will be present.
7. Each classroom door will remain open at all times unless there is a window that permits observation by anyone passing.
8. Whenever possible two adults will meet with each class.
9. The DRE or a designated substitute will circulate among classes without prior announcement.
10. If travel is required, signed parent permission must be obtained before the event.
11. If travel is required, no child or youth will be alone with one adult (i.e., non-parent) in the vehicle.
12. Volunteers who are interested in working with children and youth must sign the "Code of Ethics" and the "Affirmation by Those Working with Children and Youth" (see Appendix)
13. Everyone, children and adults, must wear seat belts in private vehicles and, when provided, in public vehicles.
14. 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.
15. Driver must maintain a current valid driver's license.

16. The minimum age for persons used as drivers is 25.
17. Drivers should follow all laws and use safe driving practices.
18. Cell phones will not be used by the driver. Cell phones should be silenced and stowed during travel to avoid temptation. If necessary to take a call, the driver should pull over and come to a full stop before doing so.
19. 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.
20. 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.
21. Text messaging should not be used as a way to contact any youth.
22. 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.

VII. B. Social Media and Safer Communications Policies

Policy

It is the right of every member and friend to interact through social media and email in a safe and respectful manner.

Procedure

The following are commonly accepted principles of healthy boundaries and safeguarding all people:

1. Adults have more power than children and youth.
2. Clergy have more power than people with whom they have a pastoral relationship.
3. The mutuality of friendship cannot exist when there is a disparity of power.
4. Two unrelated adults must be able to maintain visual contact with each other any time they engage in ministry with children or youth.
5. Windows in doors allow transparency of interactions with children, youth and adults who may be vulnerable.

UUCOV policy adheres to the following general information about digital communications:

1. All communications sent digitally (i.e. email, messages on social media sites, notes or posts, etc.) are **not confidential** and may be shared or reposted to others.
2. Interactions in the virtual world need to be transparent, just as a window in the door provides transparency in the physical world.
3. In the virtual world, healthy boundaries and practices must be adhered to as they are in the physical world.
4. In the virtual world, “friend” can mean anyone with whom you are willing to

communicate with through that medium. In the physical world, “friend” can mean much more in terms of intimacy, self- disclosure, mutuality and expectations for relationship.

5. Laws regarding mandated reporting of suspected abuse/neglect/exploitation of children, youth, elders and vulnerable adults apply in the virtual world as they do in the physical world.
6. Everything you post online is public and a part of your witness.
7. Clergy, especially, should not post if they are under the influence of alcohol or drugs.

The following are recommended practices for interactions/relationships with children and youth on social media sites:

1. Adults who minister to children and youth are strongly encouraged to set stringent privacy settings on any social media profile, or to only post things they feel comfortable sharing with the youth to whom they minister. Individual personal profiles are to be used to interact with real friends, family and peers. Adults should not submit friend requests to minors or youth. Youth may not be able to decline such requests due to the disparity of power between youth and adults. Youth may ask to be friends and adults should discern the level of contact they want to maintain with youth prior to responding to these requests.
2. If an adult chooses to accept friend requests from minors or youth who are associated with their faith community, other adult leaders must have full access to all aspects of that adult’s profile and correspondence.
3. Adults who want to connect via a social media website with youth to whom they minister may want to set up a closed group account that youth may join. Youth requesting to friend an adult can then be invited to join this group rather than be accepted as a friend on an adult’s personal profile account. The purpose of this is to create a line of privacy between youth and one’s family, friends and colleagues. Alternatively, the DRE could also post only that which he or she feels comfortable sharing with the youth to whom he or she ministers.
4. Any material on any site (whether UUCOV affiliated or not) that raises suspicion that a child has been or will be abused/neglected/exploited should be immediately reported to the clergy and/or the Child Protective Services. If the material is on a UUCOV affiliated site, that material should be documented for congregation records and then removed from the site after consultation with CPS and/or the police. To find the hotline in your area: <http://www.dss.cahwnet.gov/cdssweb/pg93.htm>.

The following recommended practices for youth groups on social media sites include but are not limited to:

1. Groups should have at least two unrelated adult leaders as well as at least two youth.
2. Closed groups, but not hidden groups, should be used for youth groups
3. Invitations to youth to join the group should be made by youth administrators, unless a youth previously asked an adult administrator to invite another youth to join the group.
4. Behavioral covenants should be created to govern what content is appropriate and inappropriate for an online youth group.

5. Any material on any site (whether affiliated with UUCOV or not) that raises suspicion that a child has been or will be abused/neglected/exploited should be immediately reported to the clergy and/or CPS. If the material is on a UUCOV affiliated site, that material should be documented for congregation records and then removed from the site after consultation with CPS and/or police.
6. Inappropriate material that does not raise suspicion that a child has been or will be abused/neglected/exploited should immediately be removed from the site.
7. Any content that details inappropriate behavior, which is outside of the bounds of the established behavioral covenant, during a UUCOV-sponsored event or activity, should be addressed by adult youth leaders and parents.
8. Social media groups for youth should be open to parents of current members.
9. Parents should be informed that the content of youth pages or groups that are not sponsored by UUCOV are not within the purview of adult youth leaders.
10. Adult leaders of youth groups and former youth members who, due to departure, removal from position, or those who are no longer eligible because they aged-out of a program, should be removed from digital communication with youth groups via social media sites, list serves, etc. The discretion of the DRE must be trusted in this area.

The following are recommended practices and guidelines for interactions with adults on social media sites:

1. Clergy are strongly encouraged to set stringent privacy settings on any social media profile to shield both adult and youth members from viewing content that may be inappropriate. Or, clergy may have the mindset that they will only post that which they feel comfortable sharing with their whole congregation on a Sunday morning.
2. Individual personal profiles of clergy are to be used to interact with friends, family and peers. Clergy should not submit friend requests to congregants and others to whom they minister. The disparity of power may not give the other person the ability to decline such request.
3. Clergy who want to connect via a social media website with congregants are encouraged to set up a group account that all congregants may join. The purpose of having a personal profile and congregation group is to create a line of privacy between congregants and family, friends and colleagues. Clergy may also only post that which they are comfortable sharing publicly with congregants.
4. Clergy should consider the impact of declining a friend request from congregants. These encounters may create a tension in real world relationships. Clergy can direct friend requests from congregants to the congregation's group page.
5. Clergy who work directly with youth are encouraged to establish congregation sponsored digital communications groups to maintain contact with youth members.
6. When a minister's ministry at a church or other ministry setting ends, the minister should remove congregants as friends or contacts in all forms of digital communications whenever possible.
7. Clergy should make use of private messages for matters that should be discussed privately.
8. All individuals relating to one another on the UUCOV Facebook page should behave in

the same way as they would during a fellowship moment at UUCOV. The atmosphere should be friendly, kind and safe. If anyone fails to maintain that friendly spirit, he/she will be asked to leave.

The following are recommendations for digital communications and content behavioral covenants.

1. Covenants should acknowledge that materials posted on UUCOV-sponsored sites and/or group pages are not confidential.
2. Covenants should acknowledge that content deemed inappropriate will be removed from the site or group page.
3. Covenants for communities of faith should address the following issues:
 - a. Appropriate language
 - b. Eligibility of membership to join a social media group. Things to consider include whether you have to be a member of a congregation or youth group and whether there are age requirements.
 - c. Consider how and when members will be removed from the social media groups due to moving away, leaving the faith community, becoming too old for youth group, clergy leaving to minister to another congregation or exclusion from ministry positions for other reasons.
 - d. Who, how and when photos may be tagged with members identified by name. Suggest that individuals may tag themselves in photos, but not tag others.
 - e. Appropriate and inappropriate behavior of members, such as bullying, posting or sharing pictures that depict abuse, violence, sexual acts, etc., and the consequence for inappropriate behavior.
 - f. Compliance with mandated reporting laws regarding suspected abuse.

The following are recommendations for video chats, blogs, or video blogs:

1. Adults should refrain from initiating video chats with youth.
2. Participants in a video chat or blog should consider what will be shown in the video such as their surroundings, their clothing, state of dress, etc.
3. All transcripts of online text chats, video chats, blogs or video blogs should be saved when possible.
4. All clergy and adults engaged in ministry with youth should consider the content and nature of any post that will be read by or visible to youth. The voice of DREs and clergy is often considered the voice of the congregation.

The following are recommendations for publishing/posting content online.

1. UUCOV must inform participants when they are being recorded on video because UUCOV buildings are not considered public space.
2. Any faith community that distributes video of its worship services or activities on the web or via other broadcast media must post signs that indicate the service will be broadcast.
3. All communities of faith should take care to secure signed Media Release forms from adults and guardians of minor children who will, or may, participate in activities that may be photographed or videoed for distribution.
4. Photos that are published on UUCOV-sponsored sites should not include names or

contact information for persons under 18.

The following are recommendations for use of email, text messaging, and social media.

1. Email can be an appropriate and effective means of communicating basic factual information such as the time of an event, agenda for a meeting, text of a document, etc.
2. Email may not be an appropriate communication method for matters that are pastorally or legally sensitive, emotionally charged or require extensive conversation.
3. If an email message is longer than a couple of paragraphs, then the matter might more properly be addressed via live conversation.
4. Humor and sarcasm can be easily misinterpreted in an email.
5. Take a moment to consider the ramifications of their message before clicking on the “send” or “reply all” button.

In Conclusion: If you don't want it published on the front page of the local paper, don't write it or post it. If you wonder if what you're about to post may be questionable to anyone, don't post it.

If you have questions or concerns, contact the Board of Trustees or the Minister.

VII.C. Guidelines for the Ad Hoc Committee

Policy

It is the responsibility of each member/friend of our congregation 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.

Definitions (for the assessment of the nature and severity of the alleged behaviors)

Dangerousness: Is the alleged aggressor a source of threat or harm to persons or property?

Disruptiveness: What is the extent of disruption to UUCOV functions?

Congregational Integrity: How likely is it that existing or prospective congregation members will be driven away by the alleged behavior?

Probability of Change: How likely is it that the problem behavior will diminish in the future?

History: What has been the frequency and the degree of disruption caused by the alleged aggressor or the alleged victim in the past?

Procedure

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.

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 following are response guidelines and procedures:

1. Persons identified in the complaint will be responded to as individuals of dignity and worth.
2. 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.
3. If appropriate, the Ad Hoc Committee may offer referrals for professional services.
4. In the event of imminent risk or actual harm to UUCOV members, employees or property, immediate action must be taken to secure the safety of persons and property.
5. 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.
6. The Ad Hoc Committee will meet to assess the findings and decide on a course of action, with the following responses recommended:
7. 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.
8. If the basis of the original concern is determined to be valid, the Ad Hoc Committee must:
 - a. 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.
 - b. If the alleged offender refuses to negotiate a contract or refuses to abide by a contract, he or she may be excluded from the congregation for a specified period of time, with reasons for such action, and conditions for return clearly communicated and documented.
 - c. If the alleged offender continues the abuse or harassment or is engaging in behavior of sufficient severity, he or she may be permanently excluded from the congregation and UUCOV 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.

VIII. Lifespan Education

Policy

UUCOV believes that every person must be free to search for what is true and right in life; therefore, UUCOV encourages and supports Lifespan Education.

Procedure

See **VIII.A. Safety**

Policy

UUCOV will provide a safe environment for learning.

Procedure

For specific safety concerns, see other sections of this document including **II. Safety**, and **VII. Right Relations**.

VIII.B. Video Screening

Policy

UUCOV will follow legal guidelines when screening videos.

Procedure

Performance Viewing Licenses will be necessary for all video screenings on UUCOV premises or sponsored by UUCOV when such licenses are required. These licenses will be presented at the time of rental or listing in our UUCOV calendar.

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.

VIII. C. Environmental Sustainability Practices

Policy

UUCOV shall honor our seventh principle, respect for the interdependent web of all existence, through its commitment to environmental sustainability practices. See section **XII. Social Justice and the Environment** for more details.

Procedure

UUCOV will plan and implement programs for youth and adult education to promote Green Sanctuary goals, and will encourage a connection between spiritual practice and environmental consciousness in our Sunday services and groups.

VIII.D. Right Relations: Bullying, Abuse and Harassment

Policy

All members, friends, and employees of UUCOV including children have the right to interact in a safe and healthy manner. Refer to section **VII. Right Relations**.

IX. Membership

Policy

UUCOV will welcome visitors and encourage visitors to join as members or contributing friends.

Procedure

IX.A. Annual Membership Count

The Membership Team must conduct a membership count in January, consistent with UUA requirements. Early in January, 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.

The Membership Chair reviews the list to identify individuals who meet the By Laws definition of a membership. The Membership Chair identifies 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 Chair submits the resulting list to the Board of Trustees for approval. The Board of Trustees 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 their continuing interest in UUCOV membership.

IX.B. Special Status Membership

The Board of Trustees may elect an individual to special status membership on nomination by the Minister, a Board of Trustees member, the Treasurer, and/or the Membership Team chair. The secretary will maintain a roster of all elected to special status membership.

The special status membership definitions are:

1. 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.

2. 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 support the purposes and programs of the congregation.
3. Contributing Friend. Individuals who are not interested in the responsibilities of membership but contribute financially to support UUCOV 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.

Allowable Participation by Membership Status:

	UUCOV	Emeritus	Honorary	Friend
Fellowship Groups	x	x		x
Committees, all	x			
Committees other than Finance or Nominating		x		x
Voting Privileges	x	x		
Committee Chair	x			
In Directory	x	x		x
Board of Trustee Membership	x			
Programs and Activities	x	x		x
Enrolled in UUA	x			

IX.C. Breeze Membership Directory

All members and friends will be given a listing in our online directory, Breeze. Members are encouraged to add biographical details. A printed directory of members is not kept on hand, but can be provided upon request to the Campus Manager.

X. Campus/Physical Plant

X.A. Smoking Ban

Policy

UUCOV will protect the health and safety of people on the campus.

Procedure

There will be no smoking inside any UUCOV building.

X.B. Firearms Ban

Policy

UUCOV will protect the health and safety of people on the campus.

Procedure

Firearms are prohibited on the UUCOV campus. The Board of Trustees must approve any exceptions.

X.C. Safety

See **II. Safety** for guidelines regarding physical and medical safety precautions.

X.D. Environmental Sustainability Practices

See **XII.A. Environmental Sustainability Practices**.

X.E. Personal Use of Furniture and Equipment

Policy

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

Procedure

Folding tables and garden chairs may be requested for temporary use by a member/friend of the congregation for personal use. This loan is recorded and monitored by the Campus Manager.

Equipment such as easels may be borrowed on an as-needed basis by committees or task forces. Inform the Campus Manager and return the equipment as soon as possible.

Technical equipment (e.g. computers, projectors, microphones etc.) shall not be removed from the premises for any reason (except repair and maintenance) without specific and prior written permission of the Board of Trustees.

IX. Social Activity Policies

IX.A. Serving of Alcoholic Beverages at UUCOV Functions

Policy

No alcohol will be sold or given away by UUCOV at any UUCOV sponsored event either on campus or at another venue.

Procedure

At appropriate social functions, if designated in the invitation, participants may elect to provide their own alcoholic 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 of Trustees.

IX.B. Staff Complimentary Benefit

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

XII. Social Justice and the Environment

XII.A. Environmental Sustainability Practices

Policy

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

Procedure

Make our buildings more energy efficient and environmentally friendly by:

1. Ensuring that buildings are well insulated and sealed,
2. Using highly efficient light bulbs wherever possible,
3. Purchasing energy efficient models when replacing appliances and equipment, and
4. Expecting that projects undertaken to remodel or expand our sanctuary will be done in an environmentally sound manner.

Employ sound environmental practices in all UUCOV activities and functions, and encourage regular self-assessment of progress in achieving Green Sanctuary goals and 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 UUCOV facilities and at UUCOV 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, and
8. Using the least toxic cleaning products.

XII.B. UUCOV Green and Team

Policy

UUCOV will have a Green Team responsible for leading and educating the congregation in environmental and sustainability practices.

Procedure

The Green Team will work towards these goals using activities such as:

1. Sharing practical information about environmental issues and sustainable living strategies with members/friends of the congregation and the community at large,

2. Motivating members to community action on environmental issues,
3. Building a connection between spiritual practice and environmental consciousness in our Sunday services and in our Spiritual Fellowship Groups,
4. Planning and implementing programs for youth and adult education programs to promote green goal, and
5. Collaborating with other groups within and beyond UUCOV.

XIII. Sunday Morning Hospitality

Policy

The Lanai will be equipped and organized to provide a safe and welcoming place for members and visitors to socialize, learn about UUCOV activities, and enjoy refreshments after service.

Procedure

XIII.A. Safeguards during Worship Service

See II. Safety II.C. Worship Service Safety.

XIII.B. Sunday Beverages and Food

Beverages and/or food will be available after Worship services when one service is held, or between services when two services are held. During April through September only cold beverages need be available.

Paper goods are preferred over plastic, and paper products made from recycled paper are most preferred.

The refreshments volunteers are responsible for set up and clean-up of the beverages, food, and paper goods. They should leave the kitchen and lanai clean, lock the kitchen window, and wash the linens as needed.

XIII.C. Arrangement of the Lanai

There should be no empty tables set up. A few areas with chairs should be provided for those who may have trouble standing. Items not directly related to the Sanctuary should not be stored on the lanai (e.g., supplies, medical equipment, extra chairs).

There should not be any “permanent” displays. To promote a UUCOV activity, committee, collection, or other event on the lanai, please coordinate with the Team Leader and/or Coordinating Council.

Dedicated tables on the lanai include: refreshments, sign-up sheets, social justice, and welcome. Placement of information or other objects on these tables should be coordinated through the appropriate Team Leader and be neat, organized, and uncluttered. Outdated materials should be removed promptly. For legibility and aesthetics, computer generated text and picture materials are preferred to hand-written text/materials.

In order to make signing up for events easy, one table will contain all of the sign-up sheets. The sign-up sheet should contain information that identifies the event/activity, dates, and the

required signer information. For every event or volunteer solicitation, make sure a sign-up sheet(s), clip board, and pens are available. An easel sign describing the sign up should be used for clear communication. A representative, present to answer any questions, may be helpful.

Advertisements and/or other materials for events not directly related to UUCOV cannot be posted on the lanai. See **IV. Print and Internet Communications IV.B. Bulletin Boards.**

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

XIII.D. Payment of Guest Worship Leaders

Policy

Guest worship leaders will be paid promptly and according to UUA policies.

Procedure

The payment for substitute ordained worship leaders is \$350. The payment for substitute lay leaders is \$250. The Sunday scheduler is responsible for requesting a check at least a week in advance, and getting it to the Worship Associate for delivery on the Sunday.

Appendix A

UUCOV Facilities Use Request Form (for non-UUCOV organizations)

Unitarian Universalist Congregation of Venice (UUCOV)
FACILITIES USE REQUEST FORM
(for non-UUCOV organizations)

Building Requested:



_____ Sanctuary (max. 200 people)



_____ Waters Hall (max. 49 people)

_____ Lanai (max. 20 people)

_____ Library (Room A) (max. 20 people)

_____ Dining Room (Room B) (max. 15 people)

Requesting Organization:

Organization Name (print) _____

Address (print) _____

Telephone _____ Email _____

Dates/times requested _____

Requester Name (print) _____

Telephone _____ Email _____

Terms and Conditions:

1. The UUCOV representative 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 found. 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 Waters Hall is \$250 per day or \$150 per half day. Individual rooms may be used for \$75 per a two-hour meeting.

_____ Requestor's Initials

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's signature: _____

Role in organization: _____ Date: _____

Signature UUCOV official: _____ Date: _____

Appendix B

UUCOV Wish List Form

Unitarian Universalist Congregation of Venice (UUCOV)
WISH LIST FORM

(Completed form must be submitted to the Coordinating Council Chairperson for review and approval.)

Project/Item:

Description:

Need/Benefits:

Cost:

Submitted by (UUCOV Team or Individual): _____

Email and Phone: _____ **Date:** _____

----- For UUCOV Use -----

Coordinating Council Criteria Review

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

Coordinating Council Recommendation:

Board of Trustees Approval

- _____ Approved
- _____ Not Approved (Reason)

Board of Trustees Secretary (signature) _____ Date _____

Wish List Coordinator (signature) _____ Date _____

If approved, implemented by: _____

Appendix C

UUCOV Religious Education Code of Ethics Form



Unitarian Universalist Congregation of Venice

Religious Education

941-485-2105

Code of Ethics

Our congregation is a voluntary association of people who gather for the purpose of religious fellowship. The relationships which develop within our congregation may more resemble friendships, with their attendant risks and rewards, than professional relationships. The potential for intergenerational friendship and learning at our congregation 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: _____

Adopted by UUCOV Board of Trustees on November 12, 2013, Updated 11/2015

Appendix D:

UUCOV Religious Education Affirmation

by Those Working with Children and Youth Form



Unitarian Universalist Congregation of Venice Religious Education

941-485-2105

Affirmation by Those Working with Children and Youth

I affirm that I have never been accused of, convicted of, or pled guilty, nolo contendere (i.e., 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: _____

Appendix E:

UUCOV Religious Education Children and Youth Incident Report Form



Unitarian Universalist Congregation of Venice Religious Education

941-485-2105

Children and Youth 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: _____

Appendix F:

**UUCOV Religious Education Youth Participation Release and
Authorization for Emergency Medical Treatment Form**

Unitarian Universalist Congregation of Venice (UUCOV)
Religious Education Youth Participation Release and Authorization for
Emergency Medical Treatment Form

I _____ represent that I am the Parent/Guardian of

_____ grant permission for my child to participate in

(event, location, date)

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 _____

Mobile Phone _____

Emergency Contact _____ Mobile Phone _____

Family Physician _____ Office Phone _____

Parent/Guardian _____ Employer Phone _____

Health Insurance Provider _____ Group Number _____

Child's Allergies _____

Child's Physical imitations _____

Child's Current Medications _____

Other Needs _____

Appendix G

Training Outline – “Battered Hearts: Child Abuse and Neglect (It Can Happen Here)”

Training Outline — “Battered Hearts: Child Abuse and Neglect (It can happen here)”

1. Training purpose & framing

- Child abuse/neglect can happen in a congregation, and we need to recognize signs and respond safely.

2. Recognizing possible signs

○ Overall potential symptoms

- Withdrawal, behavior/school changes, depression/anxiety, lack of supervision, reluctance to go home, running away, defiance, suicidality.

○ Physical abuse

- Unexplained injuries; explanation doesn't fit; untreated medical/dental issues.

○ Sexual abuse

- Age-inappropriate sexual knowledge/behavior; pregnancy/STI; blood in underwear; disclosure; trouble walking/sitting; sexual abuse of other children.

○ Emotional abuse

- Delayed/inappropriate emotional development; low self-esteem; social withdrawal/depression; unexplained headaches/stomachaches; avoidance; desperately seeking affection.

○ Neglect

- Poor growth, hygiene, inadequate clothing/supplies, stealing food/money, hoarding/eating patterns, poor attendance, unmet medical/dental/psych needs, emotional swings, indifference.

Adult/caregiver “red flags”

- Low concern; doesn't recognize distress; denies/blames; belittles; expects child to meet adult emotional needs; harsh discipline; unrealistic demands; isolates child; inconsistent/no explanations for injuries.

3. Risk factors (context, not excuses)

- Caregiver history of being abused/neglected; mental illness/PTSD; family crisis; child disability; financial stress/unemployment; isolation; poor parenting/child-development understanding; substance abuse.

4. Abuse/neglect overview: injury patterns that raise concern

- History doesn't match injury; multiple injuries/types; different healing stages; poor hygiene; specific concerning injury patterns (e.g., loop marks, forced-immersion burns, classic head trauma findings).
- Bruising concerns: multiple areas beyond bony prominences; ears/cheeks/buttocks/palms/soles/neck/genitals; non-ambulatory child; patterned marks; oral injuries/frenula tears. 168-L174

5. Support & resources

- "Help" section includes **Childhelp National Child Abuse Hotline** and **Prevent Child Abuse America** as referral resources.

6. How to respond when you suspect abuse (supportive approach)

- Stay calm; encourage telling without leading questions; reassure "it's not your fault"; offer comfort; **don't promise secrecy**.
- Emergencies: call 911; notify minister immediately; if minister unavailable notify a Board member; **do not transport a child in a personal vehicle**.
- Safety: don't leave child alone with alleged abuser; **do not reveal disclosure to alleged abuser**; if alleged abuser arrives to take child, allow them to do so.

7. If a child discloses abuse: required steps

- Listen carefully; **no leading questions**.
- **Do not promise secrecy** (promise transparency about next steps).
- Report immediately: contact minister (suspected or disclosed); record disclosure if possible with child's permission.
- Stay with child until minister/Board member arrives; if visible injuries/bleeding require emergency care, call 911 without waiting.
- Safety rules: don't leave child alone with alleged abuser; **don't stop a parent/guardian from leaving**—call 911 again if they leave with a child who disclosed; **don't reveal disclosure to alleged abuser**.

8. UUCOV-specific quick procedure (“Basics”)

- If you suspect abuse/neglect (not a medical emergency):
 - Tell minister immediately; call a Board member if minister unavailable.
 - Document facts only; don’t promise secrecy; give documentation to minister/Board member; they call police.
- If a child discloses (with or without medical emergency):
 - Listen; no leading questions; no secrecy promises; tell child you’re getting help; remain with child; call 911 if waiting increases risk; never leave property with child in your car; don’t reveal to alleged abuser.

9. When to call 911 immediately (do not wait)

- Broken bones; open wounds requiring immediate care; bleeding from perianal area; fluid dripping from ear (clear or bloody).