

CONGREGATION & BOARD

POLICY MANUAL

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First Unitarian Church

3701 Carlisle Blvd NE
Albuquerque, NM 87110

(505) 884-1801
www.uuabq.org



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Chapters In Progress:

- 3.0 Affiliations
- 4.0 Programs
- 5.0 Staff
- 6.0 Safety
- 7.0 Facilities
- 8.0 Communications

Overview

The *Policy Manual* is divided into eight categories providing the framework for its organization. Individual policies are sections within a category. These categories are: Governance, Finance, Affiliations, Programs, Staff, Safety, Facilities, and Communications.

Each policy has an “owner” which is the entity or group that has the authority to make changes and create new policies. Policies are hierarchal in nature, as follows:

Congregation

This entity may make or change any Church policy. By-laws must be changed in accord with the by-laws themselves.

Board

The Board is subject to the policies made by the Congregation. The Board may change policies related to staff, teams, and committees, except Standing Committees. These policies establish lines of authority as well as roles and responsibilities for the Board, ministers, staff, and lay leaders. The Board is subject to the Congregational policies.

Standing Committees

These groups include Board, Endowment, Leadership Succession, and Financial Review Committees. Standing Committees are governed by the Church by-laws.

Board Committees and Teams

These entities may create and change policies that help them carry out their work.

Staff

This group may change and create policies within their established areas of authority.

In 2015, the Board approved the two main categories of the *Policy Manual* which are Governance and Finance.

- [1.0 Governance](#) (approved August 2015) – Seven policies establish roles and responsibilities for the Board, ministers, staff, and lay leaders as well as lines of authority among them.
- [2.0 Finance](#) (approved December 2015) - Eleven policies establish the framework for managing the financial resources of the Church. The Congregation entrusts the financial management of its affairs to the Board, the Senior Minister, as Head of Staff, and the Endowment and Financial Review Committees. The approval of the annual operating budget, the purchase/ construction/ sale of property and incurrence of debt are reserved to the Congregation.

The Policy Governance Task Force is currently refining draft policies in the remaining six categories. These will be presented to the Board during 2016 for review and approval. As the Board approves policies in each category, they will be included in the *Policy Manual* and posted on the Church website.

Task Force Members: Geri Knoebel (chair), Pat Diem, Christine Robinson, and Gwen Sawyer.

1.0 Governance

Approved by Board 8-18-15

First Unitarian is a self-governing, democratic Congregation. First Unitarian is governed by its elected Board, including the Senior Minister as the Head of Staff, and is responsible for many specialized tasks delegated to various committees staffed by volunteers. The most important issues of governance are reserved for the Congregation including: calling a minister, elections, and approval of property purchase/ construction/ sale, borrowing money and amending by-laws. Standing Committees of the Congregation include the Leadership Succession, Finance Review, and the Endowment Committees. The Board oversees these committees on behalf of the Congregation subject to Congregational approval.

1.01 Church Governance

Approved by Board 8-18-15

Overview

1. The Congregation elects a Board to function as its governing body and calls the Senior Minister to serve as its spiritual, programmatic, and administrative leader. The Board governs with emphasis on vision, strategic leadership, open communication and information, and diversity of perspectives. The Board represents the membership by creating and adopting written policies, by conducting long range strategic planning, and by ensuring responsible stewardship of our resources, developing annual goals, and monitoring performance. The Board delegates authority to the Senior Minister as Head of Staff for the operations of the Church.
2. To assist the Board with specialized functions, the Board may form long-term committees or short-term task forces. The Board provides a charge to each committee or task force, which consists of Board and non-Board members. Committees provide expertise to the Board in specific areas such as finance, stewardship, personnel, and healthy community relationships.
3. Program Teams and Councils manage activities, which enrich the lives of the Church's constituents and its community. They include: community caring, religious education (RE), social justice, and worship. Church Staff is responsible for supporting the effectiveness of Program Teams and Councils.
4. Councils are formed when multiple teams in crucial areas of the Church's ministry (such as RE and Social Justice) need an umbrella structure for sharing information, leadership, and administrative tasks. Church members run the programs of the Church such as worship, social justice, community building, care of persons with management help from the Staff. RE is staffed with assistance from member volunteers. The Staff also runs some programs directly.
5. The management of the Church is shared between the Board and Staff with the Senior Minister serving as Head of Staff. Areas of responsibility may change from time-to-time by mutual agreement. The division of management and program responsibilities between the Board and Staff is detailed in the *Manual*. The Board will update policies as needed.

- Table 1.1 shows the responsibilities of the Congregation, Board, and Staff under the shared governance policy model.

Table 1.1

Owner	Responsibilities
Congregation	Budget, elections, authorizing indebtedness, bylaw amendments
Board	Asset Protection
	Budget Approval
	Capital Campaign
	Endowment Fund
	Financial Condition and Planning
	Healthy Community
	Leadership Succession
	Property Improvement
	Stewardship Campaign
	Strategic Planning
Staff Management	Budget Preparation
	Coordination of Ministry
	Facilities Management
	Program Team
	Rental Management
	Staff Management

Senior Minister Management Responsibilities

- The Senior Minister leads and directs the spiritual, programmatic, administrative, and caring work of the Church as of Head of Staff. The Board delegates to the Senior Minister the authority and responsibility to make all operational decisions, adopt administrative policies, and allocate Congregational resources except as specifically limited by the Bylaws or policies.
- The Senior Minister shall protect the nonprofit and tax-exempt status of the Church and will not cause or allow any practice, activity, decision, or organizational circumstance that is unlawful or in violation of commonly accepted business and professional ethics. The Senior Minister, as Head of Staff, is authorized to establish additional policies, make decisions, take actions, and develop activities using a reasonable interpretation of the *Manual* and Bylaws. New policies as established by the Senior Minister shall be written and incorporated into the *Manual*.
- As Head of Staff, the Senior Minister is responsible for the care of the persons, staff, and Church resources. Each are detailed below:

Care for people

- a. **Child protection.** Because of our special responsibility for children and youth in the Congregation's care, the Head of Staff will establish clear, written procedures for the selection, training, and supervision of all paid and unpaid Staff who work with persons age eighteen and younger.
- b. **Health and safety.** All facilities will be maintained in a safe, sanitary, and secure condition, assuring that required licenses and inspections are kept up-to-date, and that problems are corrected promptly.
- c. **Volunteers.** Volunteers are an important resource for this Church. Volunteers provide important services and the message about our mission to the larger community. Volunteers will be recruited, trained, supervised, recognized for their contribution and shown appreciation and terminated in a professional and caring manner.
- d. **Sexual harassment.** Employees, volunteers, and members are prohibited from acts of sexual harassment against any member or participant in Congregational activities or any employee or applicant for employment. In response to violations of this policy, the Head of Staff in consultation with the Board, when necessary, take disciplinary action, which may include termination of employment or membership or exclusion from Congregational property and programs.
- e. **Non-discrimination.** No one acting for the Congregation will discriminate because of race, color, age, sex, marital status, sexual orientation, disability, national origin or ancestry, economic status, union membership, or political affiliation. Employment will be based solely on merit and qualification. Religious opinions and affiliation may be considered only in the case of paid or unpaid Staff positions that include religious teaching or worship leadership.
- f. **Universal access.** The Congregation intends to make its premises and activities accessible to persons with disabilities and special needs.

Care for Staff

- a. **Staff:** The Senior Minister is responsible for maintaining a productive and effective Staff team, ensuring that its efforts are directed toward fulfilling the Congregation's mission and vision of ministry, and compliance with all Bylaws and Board policies. Performance reviews of each employee will be conducted annually.
- b. **Staff compensation and benefits.** The Congregation's goal is fair and just compensation. Staff salaries will be set using UUA guidelines. All Staff members working more than twenty hours per week will receive, after completing a 90-day probationary period, a uniform Staff benefits package including health insurance and retirement plan contributions.
- c. **Personnel Manual.** The Senior Minister is responsible for maintaining an up-to-date personnel manual covering matters not specifically addressed in these Board policies. The personnel policies cover areas required to ensure that the Church complies with legal requirements and denominational norms for employment practices

Care for resources

- a. The **Senior Minister**, as administrative leader, is accountable for the organization's financial performance and condition and for the planning, budgeting, and management of the Church's financial and capital resources. These responsibilities will be carried out in a professional and prudent manner and in ways consistent with our mission statement, by-laws, and Board policies.
- b. **Financial Management.** Written procedures will govern the handling of receipts, access to cash and bank balances, approval of expenditures, payment of invoices and other obligations, and management of invested funds. The Congregation's financial accounts will follow generally accepted accounting principles for those practices that are generally followed by Congregations of our size.
- c. **Asset Protection.** The Church's financial and physical assets shall be protected, adequately maintained and not unnecessarily risked. The following measures will guide this work:
 - Utilize reasonable financial controls sufficient to meet generally accepted standards to receive, process, and disburse funds.
 - Insure buildings and other physical assets against property losses and liability for injuries to others.
 - Do not unreasonably expose the Church, its Board or Staff to claims of liability and insure against corporate liability and personal liability of Board members and Staff.
 - Create a rolling Church maintenance plan estimating the time and cost of adequate routine maintenance; repairing and/ or replacement of all Church-owned property, including buildings and capital equipment.
 - Protect intellectual property, information and files from loss, significant damage or breach of confidentiality or privacy.
- d. **Procurement.** Procurement of services and equipment must adhere to prudent expenditure of the Church's financial resources. The execution of contracts and grants agreements must be within the scope of the Church's missions, goals, budget and annual plans.
- e. **Records.** The Church will maintain records as required by good business practices and the Internal Revenue Service. Transparency will be promoted by the timely posting of Church documents of general interest to members or the public on the Church's website.

1.02 Policy Creation

Approved by Board 8-18-15; revised 11-10-15

This policy exists to govern the creation of Church policies.

Congregation Level

1. The Congregation level policies regarding governance are in the by-laws
2. The Congregation may develop new policies that do not rise to the level of the by-laws by an affirmative vote at a duly called Congregational meeting
3. Members of the Congregation may recommend to the relevant level (Board, committees, teams, or staff) development of a specific policy.

Board Level

1. Board Policies are those which the Board has passed at one of its meetings and properly posted.
2. The Board may delegate development of policy, as it deems necessary.
3. All policies have an "owner"; the entity which has the authority to create and change them.
 - a. Congregational policies include the By-laws and resolutions passed at Congregational meetings.
 - b. Board policies are created and revised by the Board.
 - c. Staff Policies are created by the staff in their areas of authority.
 - d. Committee and Team policies are created by committees and teams themselves to help them carry out their work.
4. Church policies are hierarchal in nature.
 - a. The Congregation may change any Church policy. (By-laws must be changed in accord with the bylaws themselves.)
 - b. The Board may change the policies of staff, team and committee policies, except only the congregation may change the policy of Standing Committees (Board, Endowment, Leadership Succession, and Financial Review Committees).
3. The Board directs that staff, Committees, Team and Council make and document relevant policies to their area of responsibility.
4. All Congregation and Board policies must conform to the policy template (link) and be included in the *Congregation and Board Policy Manual*.
5. The definitive version of the Congregation and Board Policy Manual is kept on the Church website.

1.03 Board Communications

Approved by Board 8-18-2015

The policy exists to establish a Board policy governing how the Board will communicate with the Congregation and the staff.

Board Level

1. Board meeting minutes will be posted within 40 days of the meeting date.
2. The Board will ensure that an annual report is produced (due in January each year) which includes the work accomplished by the Church and posts it to the website.
3. Congregation meetings:
 - a. For complex matters and the budget, the Board will hold hearings or town hall gatherings prior to Congregational meetings.
 - b. The Board will ensure that an appropriate packet of information shall be available for Congregational meetings and posted on line.
4. The Board will communicate to the Staff through the Head of Staff.

1.04 Delegation of Authority

Board approved 1-31-15

Board Level

1. The Senior Minister, as Head of Staff, will lead and direct the spiritual, programmatic, administrative and caring ministry work of the Church, and is delegated authority and responsibility to make operational decisions, adopt administrative policies, and allocate Congregational resources except as specifically limited by the Bylaws or policies.
2. The Senior Minister serves as Head of Staff and is responsible for maintaining a productive and effective Staff team, ensuring that efforts are directed toward fulfilling the Congregation's mission and vision of ministry, and Staff compliance with all Bylaws and Board policies.
3. The Senior Minister is authorized by the Board to establish additional policies, make decisions, take actions, and develop activities using a reasonable interpretation of the Board's policies and directions. In the absence of the Senior Minister, the Board will appoint and authorize a member of the ministerial Staff to perform Senior Minister functions as appropriate.

1.05 Conflict of Interest

Approved by Board 8-18-15

The policy defines Conflict of Interest and action that must be taken to avoid a conflict of interest.

Board Level

1. Conflict of interest exists when a Church official or leader has a duty to more than one person or organization, and cannot do justice to the actual or potentially adverse interests of both parties. This includes when an individual's (financial or other) interests or concerns are in conflict with the best interests of the Church, or when a leader's personal interests are contrary to his/her loyalty to the Church.
2. A Church official or leader must avoid even the appearance of conflict of interest. He/ She must disclose potential conflicts of interest and potentially recuse himself/herself from decision making when a conflict may or may appear to exist. If another individual believes a conflict of interest exists they should disclose the appearance of such a conflict to the appropriate leader.

1.06 Leadership Succession Committee

Approved by Board 8-18-15

This policy details the roles and responsibilities of the Leadership Succession Committee.

Congregation Level

1. The seven member Leadership Succession Committee (LSC) consults with ministers and lay leadership concerning appropriate candidates for elected Standing Committee positions and provides a slate of nominations to the Congregation whenever elections are held
2. The LSC nominates candidates for the following leadership positions:
 - a. Standing Committees:
 - b. Board of Directors – nine members plus the President and Treasurer
 - c. Leadership Succession Committee – seven members
 - d. Endowment Committee – five members
 - e. Financial Review Committee – three members

- f. Moderator –unlimited two year terms
 - g. New Senior Minister Search Committee – when needed
 - h. Social Justice Council members – occasionally, the LSC may be requested to suggest replacement member.
3. The LSC will make recommendations to the Board about any necessary interim appointments to Standing Committees.
 4. The LSC will appoint members to Councils from a list provided by the Councils or the Board.
 5. When a new Senior Minister is to be chosen, the LSC nominates the members of the Search Committee.

Leadership Succession Committee Level

1. The goal of the LSC is to seek qualified candidates who offer a balance of skills, life experiences, and involvement in First Unitarian to serve on the elected Board or Standing Committees.
2. Annually the LSC will recruit and accept applications for candidates for the Board, President, Treasurer, and Standing Committee and Board elected positions.
3. Prepare a list of candidates for all elective positions and obtain biographical sketches from each prior to the Annual Meeting of the Congregation. The slate of candidates and their biographies will appear in the *Messenger*.
4. Maintain list of qualified potential candidates for Board-appointed leadership positions (including for reference by Board for possible vacancy appointments).
5. Support the Board and staff in assuring that election is conducted consistent with bylaws, on schedule, and in a secure and ethical manner
6. When a vacancy on the Board or Committee occurs during the year, the LSC will seek to fill that position. When this occurs, the time served filling the vacancy will not be counted towards term limits.
7. Maintain an up-to-date *LSC Resource Book* to inform Committee members of their roles and responsibilities and aid in fostering continuity from year-to-year in Committee activities.

1.07 Confidentiality

Board approved 11-10-15

Board Level

1. All Church volunteers and leaders will respect the confidentiality appropriate to issues of a sensitive nature.
2. The Board instructs the Staff to create and administer privacy policies about member and financial information.
3. The Board instructs the Head of Staff to enforce the confidentiality policy in the *Church Personnel Manual*.
4. The Church does not distribute, sell or rent personal information to other organizations, including other UU organizations.
5. The [Church's Confidentiality Agreement](#) will be distributed and signed by each Board and Stewardship Committee member at the start of the member's term of service.

2.0 Finance

First Unitarian must provide and manage the financial resources needed to pursue its core mission. The Congregation entrusts the financial management of its affairs to the Board, the Senior Minister, as Head of Staff, and the Endowment and Financial Review Committees. The approval of the annual operating budget, the purchase/ construction/ sale of property and incurrence of debt are reserved to the Congregation.

2.01 Financial Overview

Board approved 12-14-2015

These policies detail the accounting and financial principles used in the Church's operations.

Congregational Level

1. The business, property, and affairs of the Church are managed by the Board acting collectively on behalf of and for the benefit of the Congregation. The Board has a fiduciary responsibility to the Congregation to exercise due diligence for the safety and good stewardship of the Congregation's financial resources. [Article 2, Section 04 \(b\)](#)
2. The Treasurer is responsible for the regular review of financial transactions and reports, communicates financial information, questions, and decisions among the Staff, Board, Congregation, and other Church bodies concerned with finance. The Treasurer has signatory authority for checking and other financial accounts and serves as ex-officio on the Finance Committee. [Article 2 Section 2 \(d\)](#)
3. The Endowment Committee is charged with recommending and overseeing distributions from the Endowment Fund, and ensuring appropriate checks and balances for the long- term maintenance of the Endowment Fund. It shall promote the growth of the Endowment Fund, encourage and accept gifts to the Endowment Fund, and ensure that all gifts are acknowledged, honored, and properly recorded for posterity in accordance with the policies of the Church. [Article 1, Section 04 \(c\)](#)
4. The Finance Review Committee may conduct a full review of the Church's financial health and procedures or may select one portion of the financial area to review, in accordance with their policies found in the *Congregation and Board Policy Manual*. [Article 1, Section 04 \(b\)](#)
5. The Members in good standing shall receive and vote upon the annual operating budget of the Church for the ensuing fiscal year. [Article 1, Section 05 \(e\)\(ii\)](#)
6. The Board will ensure that the Church adequately protects its financial health in the case of property damage or loss, malfeasance or the mishandling of funds, or liability claim, including liability claims against Staff and volunteers performing their functions or duties. [Article 2, Section 04 \(d\)](#)
7. The annual budget is established on the basis of a fiscal year as designated by the Board of Directors. [Article 2, Section 06 \(a\)](#)
8. The President or Vice President may execute a legal document on behalf of the Church, and the Secretary may affix the Seal of the Church where a contract, conveyance, or other legal document approved by the Board does not specify the executing official. [Article 2, Section 07 \(a\)](#)

Board Level

It is the policy of the Congregation that the Board will perform the following duties in its role to provide financial management and direction.

1. Delegate to the Senior Minister, as Head of Staff, responsibility for the organization's financial performance and condition, as well as planning, budgeting and management of the Church's financial and capital resources.
2. Maintain adequate current and fixed assets to support the Church's mission-related activities and a revenue stream adequate to cover necessary expenses incurred in undertaking those activities.
3. Approve financial policies and delegate the administration of financial policies through the Senior Minister, who will hire and manage staff to ensure that finances are managed prudently, in keeping with generally accepted accounting principles for non-profit institutions. This includes the responsibility to develop and maintain appropriate systems, procedures and practices, including recording the value of, and depreciation for, fixed assets.
4. Establish budget priorities, recommend the operating budget for the upcoming year to the Congregation, set parameters for staff discretion in the budget management, and review financial reports.
5. Conduct an annual stewardship campaign of the Church's members and friends to secure pledges to fund the operations of the Church.
6. Set the Church fiscal year, which is currently January 1st to December 31st.
7. Ensure that the Church adequately protects its financial health in the case of property damage or loss including items of value on loan to the Church to advance its mission.
8. Establish signing authority for checks and contracts.
9. Authorize use of unexpended operating allocations remaining at the close of the Church fiscal year. Current practice is to divide these allocations equally between the Operating Fund and the Capital Reserve accounts.
10. Competitive bids or proposals must be solicited and evaluated for projects exceeding \$25,000.
11. Maintain a Capital Reserve Account, to be used for the repair, renovation, and renewal of Church property.
12. Arrange for audits of Church operations as deemed necessary.
13. Set the compensation package for the Senior Minister
14. Set Housing Allowances for all ministry staff according to IRS guidelines.

Head of Staff

1. Appoint staff to manage church financial affairs and delegate to them appropriate responsibilities and authority over all persons, staff and volunteer, who handle or expend funds.
2. Provide oversight of staff and be accountable to the Board.

2.02 Endowment Committee

Board approved 12-14-2015

The purpose of this policy is to define the responsibilities of the Endowment Committee.

Congregation Level

[Article 1, Section 04\(c\)](#)

1. Committee shall consist of five members elected by the Congregation.
2. Recommends and oversees distributions from the Endowment Fund.
3. Ensures appropriate checks and balances for the long- term maintenance of the Endowment Fund.
4. Promotes the growth of the Endowment Fund,
5. Accepts gifts to the Endowment Fund, and ensure that all gifts are acknowledged, honored, and properly recorded.
6. Provides quarterly reports to the Board and submits a written report to the Congregation at each Annual Meeting.

Endowment Committee Level

1. The Endowment Fund distribution shall preserve the real value of the Endowment Fund as of September 2005, plus subsequent donor contributions.
2. Endowment Fund gifts of \$50,000 or more may be restricted by the donor.

2.03 Endowment Fund

Board approved 12-14-2015

This policy governs the functioning and oversight of the Church's Endowment Fund. The By-laws govern much of the Endowment Committee's work.

Congregation Level

1. The purpose of the Endowment Fund shall be to help further the principles and purposes of the Church as embodied in the Mission Covenant Statement. [Article 1, Section 08 \(a\)](#)
2. Reasonable annual distributions from unrestricted and broad field of interest accounts shall be made, but must retain the historic buying power of the endowment, and are limited to a maximum of 4 percent of the average market value balance of the Fund for the previous three years. [Article 1, Section 08 \(b\)](#)
3. Any changes to the by-laws regarding the endowment requires a Special Congregational Meeting called for that purpose, with a quorum requirement of 25 percent of the membership, and a two-thirds affirmative vote. [Article 1, Section 08 \(c\)](#)

2.04 Financial Review Committee

Adopted by Congregation January 2013

The purpose of this policy is to define the responsibilities of the Financial Review Committee.

Congregation Level

1. Committee consists of three persons elected by the Congregation who have not been involved in Church finances or the Board for at least two years. [Article 1, Section 04 \(b\)](#)

2. May conduct a full review of the Church's financial health and procedures or may select one portion of the financial area to review, in accordance with their policies found in the *Congregation and Board Policy Manual*. [Article 1, Section 04 \(b\)](#)
3. Submits a written report to the Congregation at every Annual Meeting. All financial reviews shall be available for Church members' inspection. Article 1, Section 04 (b)

2.05 Finance Committee

Board approved 12-14-2015

The purpose of this policy is to define the Finance Committee's responsibilities.

Congregation Level

1. The Board is responsible to the Congregation for the safety and good stewardship of the Congregation's financial resources. It acts primarily by setting priorities and enacting policy. [Article 2, Section 04 \(c\)](#)
2. Each year the Board sets priorities for the budget and creates rules to govern how income and expense lines will be established. The Staff drafts a budget consistent with these priorities and rules. The Finance Committee reviews this budget for accuracy and conformity to the Board's direction. The Board makes changes if necessary and recommends the budget to the Congregation at the annual meeting. [Article 2, Section 04 \(c\)](#)
3. The Board of Directors may modify the approved operating budget, but shall not make or approve expenditures in the aggregate above 5% of the approved budget without the vote of the Congregation unless current revenue is available to cover such increases. [Article 2, Section 04 \(c\)](#)
4. The Board of Directors shall not make any capital expenditure in excess of 5 percent of the total approved budget unless specifically included in that budget or approved by the Congregation. [Article 2, Section 04 \(c\)](#)

Board Level

1. The Board holds the Finance Committee responsible for the following: the periodic review of financial operations, for the review of the proposed annual budget, for advising the staff on specific financial issues and for informing the Board on financial matters.
2. The Board recommends the budget for the ensuing year to the Congregation at its annual meeting.

Finance Committee Level

Finance Committee approved 12-8-15

1. Assists the Board in meeting its fiduciary responsibilities.
2. Is comprised of 5 members including the Treasurer. The Director of Finance and Operations serves as staff liaison to the Committee.
3. Reviews the annual budget prepared by Staff and make recommendations to the Board for adoption by the Congregation.
4. Explains and take comments about the annual budget from the Congregation at the annual meeting.

5. Reviews monthly financial statements and forward pertinent information to the Board. The Director of Finance and Operations submits quarterly financial reports to the Board.
6. Performs a periodic review of financial operations. Advise Staff on specific financial issues.
7. Reviews and recommend Board action on contracts over \$25,000.
8. Conducts an annual review of stock/investment account transactions to ensure accuracy of balances reported to the Board.
9. Will be aware of compliance with 1.1 Church Governance policies in the areas of Care of Resources (Financial Management, Asset Protection, Procurement, and Records).

2.06 Stewardship Function

Charge Approved by Board 6-16-15

The purpose of this policy is to define the responsibilities of raising necessary funds for the operations and mission of the Church.

Board Level

1. Form committees to address and organize the stewardship (Congregational giving, pledge drive) function. These committees will help First Unitarian refine its stewardship practices and develop a culture of generosity. Generosity should be mutually reflected: in the way the Church relates to the Congregation, and in the way the Congregation in turn relates to the Church.
2. The committee fulfilling the stewardship function shall consist of at least 1 Board member and other non-Board members for a total of 6-8 people. Its membership and chair or co-chairs will serve a term of 1-2 years, renewable as mutually desired, and must be approved by a vote of the Board.

Committee Level

1. Study alternative/best practices, assess current practices, and make recommendations.
2. Help implement recommendations as appropriate.
3. Design and conduct a campaign to educate the Congregation (and other interested people) about the Church's funding needs each year, as determined by the Board of Directors, and receive pledges. The year round stewardship committee may recruit additional volunteers to help run the fall campaign, and as needed.
4. Inspire new and increased giving during the campaign, and inspire new pledges and giving throughout the year.
5. Work with the Membership Committee to develop a systematic way of reaching out to new members.
6. Work with the Endowment Committee to ensure the endowment is included in outreach efforts.

2.07 Confidentiality of Financial Records

Board approved 12-14-2015

The purpose of this policy is to safeguard the Church's integrity by adopting confidentiality policies.

Board Level

1. The Senior Minister is responsible for seeing that the confidentiality of financial and contribution records is maintained.

2. The names of all individual donors may be listed in the Church's annual report and/or in other appropriate publications. The Church will not publish the amount of any donor's gift without the donor's permission
3. The [Church's Confidentiality Agreement](#) will be distributed and signed by each Board and stewardship committee member at the start of the member's term of service.

2.08 Gifts

Board approved 12-14-2015

The purpose of this policy is to establish guidelines for evaluating and accepting charitable donations to the Church.

Board Level

1. First Unitarian encourages the solicitation and acceptance of gifts to the Church for purposes that further the Congregation's mission. Staff may accept the following types of gifts without prior review and approval of Board so long as the gift is unrestricted or restricted to a purpose or Fund that the Board has previously approved.
 - a. The Church may accept written promises (pledges) from donors to pay money or donate other assets.
 - b. *Pledges* are tracked and reported through a pledge database and pledge statements are generated for the donor at least annually. Pledge revenue is recorded when received in accordance with generally accepted accounting principles.
 - c. *Cash*. Cash gifts including memorial gifts are acceptable in any form, including checks, money orders, credit cards, or on-line donations.
 - d. *Marketable Securities*. Marketable securities may be transferred electronically to First Unitarian through a broker or other financial institution. First Unitarian liquidates gifted securities expediently unless the Board specifically approves their retention. (See Policy 2.09.)
 - e. *Bequests*. The Church may accept bequests including gifts in will or beneficiary designations under trusts, life insurance policies, commercial annuities, retirement plans or other assets for which a beneficiary may be legally named.
 - f. *Tangible Personal Property*. First Unitarian may accept gifts of tangible personal property, which are easily put to use for the Church's charitable purpose and over which the Church has complete control including discretion to retain or liquidate.
2. This Gift Policy applies to all gifts offered to the Congregation other than payments on pledges to the annual Operating Fund.
 - a. "Restricted" gifts (other than endowment) are those designated by the donor for a particular purpose or object. Restricted gifts will be accepted by the staff and deposited in the appropriate designated fund. The Bookkeeper will keep proper records of all such gifts. The Finance Committee shall monitor the use of all restricted gift monies to ensure that they are used in accordance with the wishes of the donor. Donors of such gifts must be informed that, should the Church's need change, those gifts may be sold, re-purposed, or given away.
 - b. All unrestricted gifts are recorded in the Operating Fund as Non-Pledge Gifts revenue and, when possible, credited to the donor.
 - c. All non-Endowment gifts are acknowledged through quarterly contribution statements or a timely letter that reiterates the purpose for which the monies are granted.

3. Gift Acceptance Criteria. All gifts will be accounted for according to IRS rule for charitable donations.
 - a. Gifts given for a specific purpose (restricted) are accepted only after the Board or Staff ascertains that they are useful for Church programs.
 - b. Unless otherwise designated or restricted by purpose or time, all gifts to the Church will go to the General Fund. Any gift accepted by the Church must be consistent with Church's policies and mission statement. When questions arise, final authority to accept or decline gifts rests solely with the Board.

2.09 Marketable Securities

Board approved 12-14-2015

The purpose of this policy is to define the process to be used to liquidate donated marketable securities.

Board Level

1. The policy of the Church is to liquidate marketable securities upon receipt. The value of the donation is recorded as the net amount after commissions, fees and taxes. The possible transaction cost of this sale is considered small compared to the risk of loss that can be experienced with delay in the sale of the stock.
2. This policy will be communicated to the potential donor of the stock to ensure that the donor is aware of the immediate liquidation of the gift.
3. Proceeds from the sale of the stock are considered unrestricted contributed income unless the donor has imposed a restriction as a condition of the gift in which case procedures for accounting for restricted contribution will be followed.

2.10 Church Sales

Board approved 12-14-2015

The purpose of this policy is to clarify who may sell items and/ or services on Church property at Church events and under what conditions. The policy attempts to balance the needs of those wishing to sell with the mission of the Church and the needs of others at Church events.

Board Level

1. The only sales allowed at Church events are those in which at least 30% of the proceeds are donated to the Church as a whole or to a Church group that has a designated fund.
2. There are five exceptions to this policy:
 - a. UUUSC Coffee and Chocolate Sales, which directly benefit the UUUSC and the Sustainable Farming project, and may be sold in the Social Hall.
 - b. The sale of arts and crafts associated with the Art shows in the Social Hall.
 - c. The occasional sales, at the Patio Fairs, by children and youth of items benefitting their activities (Girl Scout cookies, exchange students, bands, etc.) No contribution to the Church is expected from these sales.
 - d. The very occasional permission given to an attractive "good cause" from outside the Church to sell items at a special event.
 - e. The sales of CD's or books by musicians or presenters in that week's worship service or forum, for which no contribution to the Church is expected.

All Sunday Morning sales except (a), (b), and (e) above take place at monthly outdoor patio fairs. In the case of inclement weather, fairs will be re-located as determined by Staff.

3. Groups and Individuals wishing to sell things at patio fairs must register with the office and donate 30% of sales to the Church.
4. Sales at events other than Sunday Mornings patio fairs are controlled by the organizer of the event, however, 30% of those sales are expected to be donated to the Church.

2.11 Donation Solicitation

Board approved 12-14-15

The purpose of this group of policies (except the stewardship function) is to clarify who and by what means persons may solicit donations from others at Church events. The solicitation of funds for the Church itself is in the Stewardship Function (2.06) and is not a part of this policy.

Board Level

1. The only solicitation of donations from persons at Church events will be for charitable causes.
2. Church Groups may solicit donations for charitable causes from the Congregation only by reserving a table at Coffee hour, at a patio fair, or at an event planned in conjunction with the Social Justice Council (by invitation of the planners).
3. Individual members may solicit donations for their chosen causes and projects (Walk-a-thons etc.) by requesting a table at the monthly Patio Fair. It is necessary to register at the office and follow Staff policy.
4. Church groups soliciting funds for other good causes (Kenya project, etc.) shall report their total collection to the office so the total can be added to the Church's record of contributions raised.
5. Church groups wishing to turn in the cash raised and have the office write and/or send a check, or have the total added to a line item in the Church budget, should use the standard blue forms available in the office for that purpose.
6. Members who donate to a Church group soliciting funds shall have their donation appear on their Contribution Statement. These donors' names and the amount donated will be submitted to the Church Office.
7. Soliciting donations from people who have not approached your table is not permitted (no walking around asking folks to donate).
8. The only announcements of charitable solicitations will be for moneys funneled into UUA and UUSC emergency collections or emergencies at the discretion of the ministers (for earthquake victims etc.).