

Policies of the Board of Trustees

**All Souls Unitarian Universalist Church
1330 Gotham Street
Watertown, NY 13601**

Contents

Board

- Board Meeting Scheduling
- Board Participation by Internet
- Trustee Absences
- Board Rules of Order Policy

Communications

- Email Etiquette
- Requests for Assistance
- Telephone Numbers

Finance

- Audit
- Bookkeeping Rules per Audit
- Collection Plate
- Endowment Fund for Social Action
- Expenditures
- Finance
- Financial Descriptions
- Guest Speakers' Pay
- Loans to Members
- Reimbursement

House Rules

- Alcohol Consumption on Church Property
- Borrowing of Equipment
- Church Building Use
- Fire Lanes
- Item Storage Policy
- Policy for Building Use During a Pandemic
- Public Events at All Souls
- Smoking Policy

Personnel

- Evaluation
- Hiring
- Ministerial Compensation

Security

- Computer Use
- Key/Code
- Office Access/Key
- Policy Regarding Disruptive Behavior

Special Programs

- Leadership Training Funds
- Memorial Garden
- Religious Education

Youth and Children

- Adult Supervision
- Child Abuse Training and Identifying and Prevention of Child Abuse
- Child Care
- Safe Congregation

BOARD

Board Meeting Scheduling

The board schedules its own meetings and notifies all board members of the time and location. The President or Vice President may also call special board meetings and must notify all board members at least 24 hours in advance. The congregation shall be informed of all board meetings.

Developed 12/18/16 Revised 9/23/21

Board Participation by Internet

1. Virtual Participation. Board members may attend and vote at board meetings virtually.
2. E-Mail Voting. Decisions of the board are made in board meetings. However, the board may pass a motion during a board meeting to vote on an issue by email. In all cases, motions cannot be made through email. If further discussion is required then a special meeting will be called. The board secretary will keep a record of the correspondence and report the decision at the next meeting.

Developed 12/18/16 Revised 6/19/20, 9/23/21

Trustee Absences

Minutes of the Board meetings will indicate which trustees are absent and excused and those merely absent.

Developed 10/6/87 Reviewed 9/23/21

Board Rules of Order Policy

Board of Trustee meetings shall be governed by 'Democratic Rules of Order' conducted by an informal chair.

Developed 8/26/21

COMMUNICATIONS

Email Etiquette

To protect the privacy of the recipients when email is sent from ASUUS to the entire congregation (members and friends), Blind Carbon Copy, BCC, will be used for all email addresses. Joys and Concerns, Announcements, and the Newsletter are our primary methods of notifying the congregation of news and/or events. Exceptions to this include emergencies, newsletters, and special announcements. Mass emails are discouraged unless they fit in the above mentioned exceptions. Email addresses will not be given out by anyone in the office of ASUUC unless they are needed for official ASUUC business.

Developed 4/16/11 Reviewed 10/22/13

Requests for Assistance

Requests for financial assistance shall be directed to make the request from the requester's own church and referred to Urban Mission and other local food/ finance assistance organizations using the following letter or similar response via phone or email:

Dear Sir or Madam

This letter is in response to a special request for an individual charitable assistance. We often receive these requests, and since our funds are limited, it is our policy to refer requesters who are not members to first make such request of their own congregation or denomination. In the case of those who are not members of any local church or other religious congregation, our policy is to refer you to the Urban Mission at 247 Factory street, to which we give generously. There is also a free food giveaway at noon every Saturday at the Adams Center Community Church 13324 Rt. 11. (Ronald Russell 440-7878). The Rhode Center in Adams also may be of help. Dollar dinners are available at differing times during the year. Urban Mission has that schedule.

Regretfully,

The Board of Trustees

All Souls Unitarian Universalist Church

Make Rev Guy aware of the request as soon as possible.

Developed 8/20/13

Telephone Numbers

Board members' names and telephone numbers shall not be provided to callers without the "target" Board member's approval.

Developed 10/3/88 Reviewed 12/16/09

FINANCE

Audit

The Board of Trustees shall appoint a committee of church members to review financial records at the close of the financial year and every third year an outside consultant will audit the financial records. Outside consultant is defined as a person who is not a member of any ASUUC committee.

Developed 10/6/87 Revised 9/24/13

Bookkeeping Rules per Audit

To safeguard ASUUC's assets, the Treasurer and ASUUC BOT designees, will be the persons reviewing and signing checks prepared by the bookkeeper. If the bookkeeper is unable to contact the Treasurer or other designee, and a check must be written immediately, written permission (including email) by an officer of the ASUUC Board of Trustees will allow the bookkeeper to sign that check.

To ensure that all checks written during the month have been processed correctly, the QuickBooks checking account will be reconciled to the bank statement by the bookkeeper on a monthly basis.

The memo section on each check shall contain invoice numbers and/or the purpose of the check.

A copy of the completed Plate Collection Receipts Record will be made each Sunday and left for the secretary/bookkeeper to record and file.

Checks that come in and are not part of the church offerings/pledges should be photocopied for the collector, and deposited by the bookkeeper on a regular basis. To ensure protection of all assets, all Money Market and/or savings accounts as well as the Smith Barney accounts will be reconciled on a monthly basis by the secretary/bookkeeper.

Developed 2/10/09 Revised 9/24/13

Collection Plate

Following the collection, 2 people (usher and one other person) will take the collection plates to the office, leave them and lock the office door. The usher and one other person will verify the total amount collected each Sunday in the privacy of the office after the service is completed. Double verification in writing, is a long-standing requirement.

Developed?? Revised 10/21/09 Revised 10/22/13

Endowment Fund for Social Action

The Hild Community Service Fund shall be invested in a separate account with interest used for community service.

Developed 5/8/89 Reviewed 11/18/09

Expenditures

All committee expenditures in excess of \$200 shall be presented as an expenditure proposal by the responsible committee chair, to a committee made up of the Board President, Vice President, and Treasurer, and shall require consent for the expenditure by no less than two members of that committee. It is understood that committee expenditure commitments for \$200 or less may be made without such prior approval.

Developed 5/16/88 Revised 12/16/09 Reviewed 11/26/13

Financial Descriptions

1) The Board Savings Account--The Board Savings account, an unrestricted fund of money, may be used by the ASUUC Board as deemed necessary. Proposals for use may be presented to the ASUUC Board by any ASUUC member.

2) The Capital Growth Fund--As part of the Owens Endowment Fund, money in this account can not be spent, but remain invested for growth. All of the moneys derived from the earnings on the Capital Growth Fund are reinvested.

3) Hild Fund--At the discretion of the ASUUC Board, the money in this may be spent to support good works and social action in the congregation and the community.

Proposals for use may be presented to the ASUUC Board by any ASUUC member.

4) Owens Endowment Fund--The principal (\$500,000 at the time the gift was made, as determined by attorney, Peter Colman, in February 2006.) in this fund cannot be spent, but rather is to remain invested to generate interest/dividend income. The interest/dividend income from the invested principal may be used as deemed fit by the ASUUC Board with congregational approval of the budget at the annual congregational meeting.

5) Memorial Garden--The money in this account is to be used to cover expenses to keep the Garden in good condition and the Memorial Plaque and Book up to date,

operating expenses, maintenance or expansion of the Memorial Garden. The All Souls Bylaws specify that the Memorial Garden be managed by a committee consisting of a minimum of three persons, appointed by the President, to serve an indeterminate term.

6) Capital Expense Fund--The money in this account was established in 2004, at \$10,000 with \$2,000 to be added in each new budget yearly. This money is to be used for capital expenses (any property with a life expectancy of more than 3 years and a value of over \$500). If a capital expense is \$5,000 or more, congregational approval is needed before the expenditure. This money is to be kept in a separate savings account.

7. Eaton Money Market--Monies left from Sophia Eaton bequest after building improvements approved of by the BOT with input from the congregation. This money can be used for large expenditures and to maintain our ministerial services with BOT approval guided by congregation's wishes.

8. Money Market Savings--At the conclusion of each fiscal year, unspent budgeted monies will be deposited into this Money Market account. These funds may be used at the BOT's discretion to maintain ministerial services, to supplement the budget, and to fund other special projects.

9. Minister Money Market--This account contains money set aside to maintain our ministerial services.

Developed 4/23/06 Revised 12/10/13

Finance

Any withdrawals/transfers from all funds other than checking account must have written approval from the Board President, Vice president, or Treasurer.

Developed 8/19/92 Revised 12/16/09 Reviewed 12/10/13

Guest Speakers' Pay

ASUUC shall pay outside (i.e. not our members) speakers up to \$200 plus mileage for each engagement, with the Worship Committee deciding how to use their budgeted money.

Developed 10/21/09 Reviewed 11/26/13

Loans to Members

Loans to members, depending on individual circumstances and with the approval of the board, shall be made from the minister's discretionary fund and/or caring tree fund, not to exceed the amount available and must be paid back within a year.

Developed 4/23/17

Reimbursement

When items are purchased for church/committee use, by a congregation member who wishes reimbursement, that member will fill out a reimbursement form and submit it, with a receipt, to the church secretary/bookkeeper. That member needs permission for the purchase from a BOT member or the committee chairperson prior to making the purchase. The reimbursement will be given via check within a month of the secretary/bookkeeper receiving the request. The sexton has blanket permission to purchase and be reimbursed for gas for lawnmower and snow blower.

Developed 6/23/10

HOUSE RULES

Alcohol Consumption on Church Property

Outside groups using the church facility shall be prohibited from using alcohol on church property unless they provide a valid copy of insurance policy covering alcohol usage. Alcohol may be appropriately consumed on church property as a part of occasional church sponsored activities

Developed 11/3/87 Revised 11/18/09 Reviewed 9/24/13

Borrowing of Equipment

The equipment at All Souls was purchased by and is for the use of our congregation. If a member of the congregation wishes to borrow church equipment, they will complete a "Request for Equipment" form and notify a member of the Church Board executive committee. The notified executive committee member will notify the committee(s) that use and maintain the borrowed equipment. Submission of the form does not guarantee the loan will be approved.

A member of the executive committee must be present at the time the equipment is borrowed and returned. If the equipment is returned damaged, the borrower will be asked to cover costs of repair or replacement.

Members of the community who are not church members may only use the equipment when renting building space as covered by the building use policy.

Developed 10/16/05 Revised 11/18/09, 9/24/13, 6/24/21

Church Building Use

Offering the church building for use to members and non-members is seen as a service of All Souls Unitarian Universalist Church to the community. The fees designated for non- member use and the donations received from member use are intended to defray the costs of building maintenance.

Anyone requesting building use must fill out a Use of Building Request Form and submit it to the church Administration and send the appropriate fees at least 10 days preceding the planned event. In consultation with a member of the ASUUC Executive Committee, the church secretary/bookkeeper has the power to authorize the use of the building. The church calendar is to be consulted to determine whether there will be a conflict of events at the requested time. The church secretary/bookkeeper will check and update the church calendar to avoid conflicts of events. The Use of Building requests approved will be reported at the next Board meeting.

All building use fees/charges must be paid no later than 10 business days before the event. When a private individual, who is not a member of the church, schedules an

event at the church, in addition to the building use fees/charges, the person will be required to submit a \$250 security deposit (which will be held and returned to the individual if no damages or unusual clean up expenses occur). However, the security deposit does not limit the individual's responsibility for all damages that occur, that is, if damages should occur that are beyond \$250, the individual will be billed for the full cost.

If a group representing sensitive or controversial community issues requests the use of the building, the authorization shall be contingent upon agreement of the Board of Trustees.

Building use for the purpose of memorial services has traditionally been free of charge.

Any building use request filed and signed by an active member of All Souls Church for a non-profit activity may be free of charge (ie weddings, memorial services, anniversaries, recitals). Events sponsored by active members may require a donation, for instance in the following cases:

- if the event involves sponsorship of another organization (i.e. club, group, church)
- if a fee is charged to participants of the event
- if it is an event to achieve profit
- if services of the sexton are required (i.e. opening and closing of building, setting up or cleaning up)

In such cases a donation to the church is expected. Whether the amount of such a donation is appropriate shall be determined by the ASUUC Executive Committee in consideration of similar events. All members of the executive committee shall be notified, and a donation amount will take effect once two members have approved of it.

A security deposit shall be required for any event occurring on Saturday, the size of which shall be set by the board. Larger deposits will be required of larger events, events occurring late at night, events soliciting donations or charging admission, events using the kitchen for serving of food and drinks, and events moving the sanctuary partition. Planned moving of furniture will impact deposit amount, depending on the amount of furniture to be moved. In accordance with the Board Participation by Internet policy, this policy constitutes a standing motion to set such deposit rates in various individual cases by email voting. No Saturday event will be scheduled until the board has set a deposit rate for that individual event or a minimum standard 250 dollar deposit is accepted.

The ASUUC Executive Committee has the authority to waive or adjust the building use fee upon request. These decisions shall also be reported to the next Board meeting

Building use requests need not be filed for any church activities such as: committee meetings, potlucks, social events, special services, minister's meetings, but should be noted on the Church Calendar.

Fees/charges may be negotiated/established as a case by case decision.

Developed 10/21/99 Revised 12/18/16

Fire Lanes

The following areas are designated as fire lanes: the driveway in front of the church and the paved area immediately next to the left side of the church. Therefore, no parking is permitted in these fire lanes so that there will be appropriate access to the building by emergency vehicles and equipment.

Developed 4/21/08 Reviewed 11/26/13

Item Storage Policy

Some outside groups using the church facility are provided storage areas for equipment and supplies. Group items shall be stored in those areas neatly. Other groups are expected to take all items with them upon departure. Items abandoned will be placed in a designated lost and found and disposed of periodically. The church refrigerator is for temporary storage of food prior to an event, not for leftovers or for long term stockage. Everything left in the refrigerator on Sunday mornings is the property of All Souls, to be used for coffee hour or disposed of.

Developed 7/26/16

Policy for Building Use During a Pandemic

All Souls Unitarian Universalist Church of Watertown is reopening the church building at 1330 Gotham Street for in-person events while the COVID-19 and variants extend the current Pandemic period. This plan describes the protocol for in-person gatherings for Sunday worship, small groups, religious education, and other events.

Protection of health and safety is paramount. To minimize risks of virus transmission during in-person gatherings event attendees are encouraged to following the General Recommendations and the ADDENDUM TO USE OF BUILDING REQUEST FORM
Healthy Hygiene Practices:

General Recommendations:

Please, do not come to the Church building if any of the following apply to you:

- COVID like symptoms: Fever, coughing, loss of taste, sore throat, etc.
- Recent traveling from areas with high infection rates of the COVID-19 or variant.
- Contact with someone known or suspected of being COVID-19 positive, or
- Not feeling well
- All meetings and events must be approved by the Executive Board
- Masks, physical distancing, handwashing, and disinfecting practices are strongly encouraged. Hand sanitizer will be available and used upon entrance to the building.
- Any groups using the building shall make a tracking document including the name and phone number of each attendee. Within three days, the responsible party shall submit a

copy of the document to church staff to maintain in the office. Appropriate confidentiality shall be maintained.

- All attendees age two years and older shall wear a face mask, except while seated six feet apart
- A minimum of six feet of separation shall be maintained; common household members may sit together.
- Masks must be worn indoors, and when distancing is impractical outside
- Food shall not be shared. Special provisions may be made during social events such as assigning a masked and gloved individual to serve the attendees.
- All contacted surfaces shall be cleaned and disinfected by the responsible party immediately following the event.
- Indoor attendance is limited to 100 participants and use of outside space is encouraged.
- All church staff are required to be vaccinated.

Worship Services:

- Follow the General Recommendations above
- Worship leaders singers and musicians will maintain a minimum of 12 feet from congregants and may be unmasked
- The congregation is encouraged to hum rather than sing.
- Attendees shall avoid handshaking or hugging
- An offering box will be available at the entrance to the sanctuary.

Religious Education (RE)

- RE will take place outside as weather permits and indoor RE will require children to be masked and maintain a distance of 3 feet apart unless they are from the same household
- Refreshments shall be limited to packaged items such as bottled water and prepacked snacks
- All RE Volunteers will be vaccinated and masked

Existing agreements

All current pre-existing agreements with community groups are subject to the Building Use agreement and General Recommendations of this policy.

Temporary Building Closure

The Church Board maintains responsibility for monitoring guidances issued by:

The New York State Public Health Department,
The Jefferson County, NY Health Department,
The United States Center for disease Control (CDC), and
The Unitarian Universalist Association (UUA).

The Church Board shall use information from the Health Departments, CDC and the UUA to determine when temporarily closure of the church building is necessary. A formal statement shall be prepared and issued by the Church Board regarding changes to church accessibility.

Exceptions to accessing the closed building are the following:

- Small groups or individuals that have agreements to use the Church building
- People preparing for hybrid worship services.
- Contractors and volunteers needed for upkeep and maintenance.

References:

[Considerations for Communities of Faith | CDC](#)

[ReligiousandFuneralServicesMasterGuidance.pdf \(ny.gov\)](#)

www.uua.org/safe/pandemic/gathering-guidance

[NYS-COVID19-Tracker](#)

UU Church of Canton Covid Safety Plan, First Unitarian Universalist Church of Canton.

All Souls Unitarian Universalist Church, ADDENDUM TO USE OF BUILDING

REQUEST FORM Healthy Hygiene Practices

Developed 9/23/21

Public Events at All Souls

Any individual or group, whether a ASUUC member, led by a church member, or not, that wishes to use the church facilities must fill out and submit a building use form so that the meeting or activity or event can be properly entered on the church calendar and can be reviewed and approved by the ASUUC President or his/her designee. Groups who use the church on a regular basis, such as monthly, should fill out building use form annually. Regular scheduled ASUUC activities such as Sunday Services, Coffee Hour, BOT or committee meetings do not require filling out a building use form, but should be entered on the church calendar on a timely basis.

Developed 5/26/08 Reviewed 12/16/09 Reviewed 12/10/13

Smoking Policy

The building and areas within 5' of the building will be smoke free as of September 1, 1994.

Developed 12/8/87 Revised 12/16/09

PERSONNEL

Evaluation

Forms shall be used to evaluate church employees and recurrent contractees and shall be held in each employee's personnel folder. The Committee on Ministry will perform an evaluation of the Minister yearly. The file will include the pay record for each particular person evaluated. Evaluations will be done in the spring prior to the budget process. Evaluators will be the employee and the appropriate church committee (not personnel)

Developed 11/15/93 Revised 11/18/09, 11/26/13

Hiring

Special preference will not be given to church members or family members for paid positions at the church. Hiring decisions will be based on the most qualified applicant and or lowest bid whichever is most appropriate.

Developed 11/18/09 Reviewed 11/26/13

Ministerial Compensation

The Minister's compensation shall be broken into 6 parts: Salary, housing allowance, health insurance, professional expenses, retirement, and disability insurance as negotiated by the minister and the BOT.

Developed 10/18/90 Revised 12/16/09 Revised 12/10/13

SECURITY

Change in Building Access Key Code

The building access code is usually changed in the Fall of each year. All key and building code holders should be notified of the change.

A form listing the responsibilities of a key and code holder, which each person who has or is given a key and the building access code will be required to sign. Failure to comply with the responsibilities will require return of the key or keys and a change of the building code.

Developed 9/9/07 Reviewed 9/24/13

Computer use

The use of the computer/copier machine in the business office is limited to Newsletter Publisher, Secretary, Volunteer Secretaries, ASUUC Board of Trustees members, Computer/Website Administrator, RE Director, Collector, Registrar. ASUUC members may use the copier for church related business under the supervision of one of the aforementioned persons.

Developed 12/8/2010 Reviewed 10/22/13

Key/code

Members of ASUUC who are on the Board of Trustees, Chairperson of an ASUUC committee, do ASUUC work in the business office, employees who need to access the building other than during Sunday service time, Leaders of groups/organizations who have been granted regular use of the building may be given a key to the entrance doors and the code. When a person has been given a key and the code, a key/code form will be completed by that person. The secretary will keep a list of all who have a key/code. The key/code may be handed out by the office secretary with approval by a member of the executive committee of the ASUUC Board of Trustees. The phone number to call STAT if the alarm should go off will not be given to non ASUUC members.

Developed 12/8/2010 Revised 8/20/13

Office access/key

The office of All Souls UU Church is maintained for the business, bookkeeping and personnel work and records. Access to this office shall be granted only to those members or employees who do the work with the secretarial duties, bookkeeping, record keeping, computer use and /or maintenance, sexton, collector, registrar. The key to the office is different from the Master key, and the ASUUC Board of Trustees shall determine which specific individuals need an office key.

Developed 12/8/2010 Reviewed 12/10/13

Policy Regarding Disruptive Behavior

- ⤴ Situations involving disruptive behavior will be brought to the attention of the Board of Trustees, minister(s) and any other staff that might need to know or might be involved. The Board may appoint an ad hoc committee to investigate the matter using this policy as its primary source of guidance

⤴

Convening a Response Team

When any conflict arises which cannot be resolved by the involved parties, the Response Team shall be informed. The Response Team will be formed immediately by the Minister or President. This Response Team normally will consist of the Minister, the President of the Board of Trustees and at least two other members of the congregation appointed by the President. The Response Team will gather necessary information and develop a response plan for the situation.

- ⤴ Persons identified as being disruptive will be responded to as individuals of dignity and worth.
- ⤴ Information concerning the alleged incident(s) that led to concern will be systematically collected from the concerned parties by delegated committee members and documented before any action is taken.
- ⤴ The committee will meet to assess the findings and decide on a course of action that will be reported back to the Board of Trustees, minister(s) and any other staff that might need to be involved, with the following four levels of response recommended.
 - Level One: A committee member or members contacts the person named as the source of the disruption and informs them of the nature of the concern. The person's viewpoint of the matter will be elicited, valued and documented. Committee members will then assess the situation.
 - Level Two: If the basis of the original concern is determined to be valid, this finding will be clearly communicated to the person in question and a contract for clearly defined behavioral change will be negotiated. Such communication and contract will be documented and should include a path to true forgiveness and reconciliation.
 - Level Three: If the person in question refuses to negotiate a contract, refuses to be aided by the committee, will not be in relationship, or is engaging in behavior of sufficient severity, he or she may be excluded

from the church for a specified period of time, with reasons for such action, and conditions for return, clearly communicated and documented.

- Level Four: The person in question is permanently excluded from the church and the church premises with steps taken as needed to enforce the integrity of this decision.
- ✧ Should the ad hoc committee decide that exclusion or expulsion from the Church is necessary, they will consult with the Board of Trustees, minister(s) and all other staff that might need to know and prepare prior to action being taken.
- ✧ The four levels of response recommended by this policy may be applied in the order determined by the ad hoc committee in counsel with The Board of Trustees and the minister(s).
- ✧ If appropriate, the ad hoc committee may offer referrals for professional services. This committee can and should always solicit council from the minister(s).
- ✧ In the event of imminent risk or actual harm to church members, church employees or church property, immediate action will be taken to secure the safety of persons and property.
- ✧ All documentation developed in the course of investigating and resolving allegations of disruptive behavior will be kept confidential. The President of the Board of Trustees in counsel with the minister(s) will be responsible for determining access to such documentation and for ensuring its security.

The following are offered as dimensions to be used in assessing the nature and severity of referred problems:

1. DANGEROUSNESS – Is the individual a source of threat or harm to persons or property?
2. DISRUPTIVENESS - What is the extent of disruption to church functions?
3. CONGREGATIONAL INTEGRITY – How likely is it that existing or prospective church members will be driven away by the alleged behavior?
4. PROBABILITY OF CHANGE – How likely is it that the problem behavior will diminish in the future?
5. HISTORY – What has been the frequency and the degree of disruption caused by the individual in the past?

Developed 5/2012

SPECIAL PROGRAMS

Leadership Training Funds

The Board approved granting funds for leadership training tuition for persons who would not otherwise be able to attend. Interested persons should contact the Board Vice President who, in consultation with the Board of Trustees, may approve the grant.

Developed 10/16/03 Revised 12/16/09 Reviewed 11/26/13

Memorial Garden

1. The committee, established in accordance with the ASUUC By-laws, is responsible for approving all Memorial Garden transactions.
2. The cost for placing or scattering the ashes of a member, member's family or friend shall be \$300. This includes the engraved plate which will be attached to the Memorial Garden Plaque.
3. If ashes are not scattered or placed in the garden, the cost of the engraved plate will be \$200.
4. Ashes are scattered or buried in a specified area of the property. A burial site map will be maintained by the committee. The committee must be consulted prior to any planting, so that each planting fits into overall plan.
5. Payment shall be made in full prior to any committee approval for the plate engraving, and/or disposal of ashes.
6. If burial, must be contained in a cardboard, or other biodegradable container, no longer than 10" X 8" X 6".
7. The committee meets annually prior to the church annual meeting and may meet more frequently as necessary.
8. The policies may be changed by the committee to reflect the current needs of the Memorial Garden. Any changes will be reported to the membership at the annual meeting.
9. Fees collected shall be used to cover costs for engraved plate, burial or scattering of ashes, and maintenance of garden and records. Should surplus funds in the memorial Garden account exceed reasonable demands for care of the Garden, the committee is free to reduce the surplus by contributing an amount to the general fund.
10. Individual plot markings are prohibited.
11. Burial is considered permanent. Ashes may not be moved.
12. Cut flowers and/or potted plants will not be permitted in the garden. The overall care and
planting of the garden shall be the responsibility of the memorial Garden Committee.
13. The Memorial Garden Committee will try to honor one's wish for location of burial. The
final decision on such location rests with the committee.
14. Winter conditions may delay interment.
15. If the family wishes, ashes may be stored at the church until interment.

Developed 04/20/92 Revised 06/23/10, 11/26/13

Religious Education

Anyone interested in presenting an Adult Education Program is to contact our Minister and/or BOT for approval. The Minister or BOT will review the course content and curriculum with the Religious Education committee and they will decide if the proposed program is within Unitarian Universalist guidelines. If there are any questions or issues, the Board of Trustees will work to resolve them. Scheduling will depend on the needs of the facilitator, the participants in the program, and our church calendar.

Developed 5/22/03 Revised 1/7/14

YOUTH AND CHILDREN

Adult Supervision

There shall be at least 2 adults present at any church activity which includes children. This includes the Sunday morning Religious Education program.

Developed?? Reviewed 9/24/13

Child Abuse Training and Identifying and Prevention of Child Abuse

To ensure the safety of the children at All Souls UU Church., all adults and teenagers who are in a position of supervising children without another trained adult present during any church related activity will have received an educational training in matters of Child Abuse.

Developed 6/22/2011

Child Care

Sunday childcare position is to be changed to an adult employee position. with a pay rate of \$25 per Sunday and work hours of 10 am to 12 Noon each Sunday from September through June. This employee must be an adult who is at minimum a high school graduate and at least 18 years old and must satisfactorily pass a formal background check. The responsibility for recruiting, hiring, and supervising this position is assigned to the coordinator of the Wondering Center (religious education coordinator)

Developed 8/06/08 Reviewed 11/18/09 Revised 9/24/13

Safe Congregation

THE PREVENTION OF SEXUAL MISCONDUCT, PHYSICAL ABUSE AND HARASSMENT

In order to uphold our congregation's core values of community, service, justice and love we develop this safe congregation policy.

It is the responsibility of all members of our church community to work at preventing sexual and physical abuse, and harassment. To this end, we ask the members our congregation to accept the responsibility of educating ourselves and our children about sexual and physical abuse, molestation, harassment, and exploitation. We also ask church members to pledge to do our best to protect all those who are at risk and to support those in crisis.

Prevention education, training, careful hiring, and safety procedures are concrete steps toward creating a safer environment for all concerned.

HIRING

Incidents of abuse and harassment often take place in the context of ongoing relationships. Therefore it is essential that recruitment and hiring procedures protect

children, youth, adults and staff from injury as well as protect staff and volunteers from unfounded accusations and the church from ethical and legal liability.

- ⤴ All persons seeking paid employment at All Souls UU Church including (but not limited to) the Minister, the Director of Religious Education (DRE), the Music Director, the Office Manager, and the Sexton, will sign The Code of Ethics and Affirmation. They will be screened by the hiring committee, which will contact references, record the contact, and conduct both a criminal history record check plus a formal interview with the candidate. The employment application and reference material will be confidential and will be available only as required by law and to those responsible for screening, hiring. All employees will sign the Code of Ethics and Affirmation annually.
- ⤴ All persons assisting in All Souls programs involving our children and youth will also sign the Code of Ethics and Affirmation.

EDUCATION

Education and training is critical to the creation of a safer church environment. Information, knowledge, and understanding support the development of healthy relationships based on self-esteem and respect for others. Greater understanding of sexuality and abuse will make us better able to avoid situations that could lead to abuse, and to move more effectively toward justice and healing for us all. To this end we believe it is important to promote self-esteem and personal responsibility among our children and our adult membership.

- ⤴ A Self Learning Module about recognizing and reporting suspected child abuse is provided to all church members.
- ⤴ Church workers, volunteer teachers, advisers and parents will be informed of the Safe Congregation policy and review it at least annually through the use of the following:

1. The Code of Ethics for Those Working with Children and Youth at The Community Congregation, herein identified as The Code of Ethics
2. The Affirmation for Those Working with Children and Youth, herein identified as The Affirmation
3. The Affirmation and Code of Ethics will be signed yearly by all those working with youth and/or children at All Souls.
4. Safety Procedures, that follow, to create a safer space for everyone.

Safety Procedures
These procedures address legal requirements and insurance obligations as well as help staff, volunteers, teachers and youth advisers avoid creating situations in which personal boundaries can become problematic. The various prevention methods listed below are specifically designed to protect the children and youth of our community.

- ⤴ 1. All volunteer teachers and youth advisers must have attended All Souls for at least 6 months. This provision can be waived by the Minister and DRE, in consultation with each other, when the individual in question has been an active member with experience volunteering with children or youth at another UU church.
- ⤴ 2. The Director of Religious Education will insure that all teachers and advisers are informed of this policy and these safety procedures. First-time teachers and advisers must attend an orientation on these safety procedures prior to assuming their positions.
- ⤴ 3. All persons volunteering with children and youth, including but not limited to religious education teachers and youth group advisers, will read The Code of Ethics, complete and sign The Affirmation. Teachers and advisers will read the Code of Ethics and sign the Affirmation anew at the beginning of each church year or when taking on a new position. These documents will be confidential and will be available only for those responsible for screening, and members of any Response Team, or as required by law.
- ⤴ 4. The Director of Religious Education, or a designated substitute, normally will check in on all classes during the course of a Sunday morning.
- ⤴ 5. At least two adults will be present in the classrooms and youth group activity, including in-church events and overnights, off-site retreats, conferences, and other church-related activities. One individual may be briefly alone with a group when the other must leave as dictated by common sense and necessity for such purposes as bathroom breaks and escorting individual children away from the group.

Exceptions to the two volunteer policy are discouraged but may be approved by the Director of Religious Education, Minister, or Religious Education Committee in an emergency situation.

- ⤴ 6. When traveling to and from outings, conferences, meetings, or other church activities, no child or youth will be alone with one adult in a car.
- ⤴ 7. Situations may arise involving individuals accused or convicted of sexually aggressive behavior. Those situations will be addressed as follows:

a. An individual who has been accused of, convicted of, or pled guilty, *nolo contendere* or “Alford” plea to a charge of sexual misconduct or who has been determined to have engaged in any form of child abuse in any civil, criminal, administrative or ecclesiastical forum or

any forum, will not have contact with children or youth or the parties involved.

b. If an individual has been legally accused of sexual misconduct and is currently involved in civil or criminal litigation of such a charge, that individual will not have contact with children or youth or the parties involved.

- ✧ 8. Any teacher, adviser, or parent who suspects or is made aware of an allegation of child abuse will report that concern to the Director of Religious Education, the Minister or the President of the Board of Trustees immediately. Mandated reporters will follow New York State Mandated Reporters requirements:

785-5079 A report must be made to the Child Protective Services at : (315)
or, 1-800-342-3720 .

THE CODE OF ETHICS FOR THOSE WORKING WITH CHILDREN AND YOUTH AT ALL SOULS UNITARIAN UNIVERSALIST CHURCH

The care and education of our children and youth is a sacred task. Wishing you great joy in it, and thankful for your participation in All Souls' programs, we wish to remind you that the parents of this church trust you to abide by this Code of Ethics in your work with their children.

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

Since there is an inherent power differential between adults and young people, it is important for adults to exercise good judgment 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.

Therefore, your signature on the reverse side of 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 impairs your judgment or the ability to function effectively in a leadership role; and
4. read, affirm, and sign The Affirmation For Those Working With Children and Youth about past behavior, and to report any future action that may bear on your fitness to work with our children and youth.

In cases of any violation of this code, appropriate action will be taken. I understand and hereby agree to abide by this code of ethics.

Adapted from UUA's Code of Ethics for Persons Working with Children and Youth, adopted 1986.

ALL SOULS UNITARIAN UNIVERSALIST CHURCH

Affirmation by Those Working With Children and Youth

Name _____ Phone _____

Address _____

I have read and understand The Code of Ethics for Those Working with children and youth and the attached Safety Procedures for the Prevention of Sexual and Physical Abuse and Harassment. I agree to uphold these principles in my work with All Souls children, youth, and adults.

I affirm that I have never been accused of, convicted of, or pled guilty, *nolo contendere* 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 forum, 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, DRE and or President of the Board of Trustees.

Signature _____ Date _____

RESPONDING TO COMPLAINTS OF SEXUAL OR PHYSICAL ABUSE OR HARASSMENT

There are several situations, which may prompt a response regarding a complaint or concern about sexual or physical abuse, including but not limited to:

- A child, youth or adult or reports possible abuse by a church official, member or attendee;
- Church official, member or attendee suspects that a child or youth is being abused;
- Child or youth reports possible abuse by a family member or other individual; or
- Church officials learn that a church member or attendee (child, youth or adult) is under investigation for alleged abuse.

Reporting Child Abuse To Community Authorities

It is not the function of the Minister, Director of Religious Education or Congregation President to conduct an investigation into accusations of child abuse. Rather it is both New York State Law and the policy of the All Souls to immediately report any situation in which we have reasonable cause to suspect that a child has been or is likely to be abused or neglected. Such a report must be made to the Department of Human Services at (315) 785-5079 or, 1-800-342-3720 .

Once a report is made to the appropriate authorities, the church will rely on the decisions of those authorities as to the validity of the complaint. It is also the church's responsibility under these guidelines to develop an appropriate plan of response to the allegations.

in the event the accused abuser is the Minister, reports will be filed by and the notifications referenced above will be the responsibility of the President of the Board of Trustees.

Convening a Response Team

When any such incident of suspected sexual or physical abuse is reported, a Response Team will be formed immediately by the Minister or President. This Response Team normally will consist of the Minister, the Director of Religious Education, the President of the Board of Trustees and at least two other members of the congregation appointed by the President. The Response Team will gather necessary information and develop a response plan for the situation.

This plan will be put in writing, be specific to the situation at hand, and include clearly delineated action items, time frames and responsibilities. Care will be taken to ensure confidentiality to protect the alleged victim, the accused person and the reporter until the appropriate state or local authorities issue a finding or take action.

This plan must address the safety and peace of mind of all parties to the incident; including the alleged victim, the accused (if a member or attendee of the Church), the reporter, and church staff and members and friends and particularly the parents of children in the church school. The response plan will be designed first and foremost to address the needs of the victim. In constructing this plan, the Team will draw on the methods outlined in our Policy Regarding Disruptive Behavior, and may use the scale for assessing the nature and severity of the referred problem contained in that part of this Policy.

Additional meetings of the Response Team will be scheduled as needed to monitor progress in carrying out the plan. Further, it may be necessary for the Response Team to craft a revised plan, once the findings of State and local authorities are made known.

Safety Needs of the Congregation Regarding Reports of Abuse

1. Interim Safety Plan: When a report is filed by any person on behalf of any child and the suspected abuser is a church employee, member or attendee, the Response Team will develop an interim safety plan during the investigation of abuse. This plan may include, but is not limited to restricting attendance of the suspected abuser to adult-only church events, having a same-sex "buddy" with the alleged abuser at all church events, and refraining from any contact with children while attending a church function. The purpose of this plan is not only to safeguard our children, but also to provide protection to the accused abuser from further complaints. If the accused abuser is another youth, the plan must be developed with input from both sets of parents or guardians. The plan will be clearly communicated to the accused abuser or, if a minor, his or her parents or guardians, by the Response Team. The Minister and/or DRE may implement similar steps while awaiting initial action of the Response Team.
2. Permanent Safety Plan: Upon disposition by the Court, a permanent plan of restricted contact will be developed by the Response Team. This will follow the guidelines established above for interim safety plans.

✧ Pastoral Needs of the Congregation Regarding Reports of Abuse

Following a report of suspected abuse, the Response Team will also develop a plan to address the pastoral needs of our congregation, including:

1. The victim: This may include providing information about or referrals to appropriate professional, community, and church resources, as needed. Additionally the Response Team may assist in dealing with DHS, the District Attorney or the Police Department.
2. Other members of our church Community: Support may be provided to:

- ✧ church members or attendees immediately affected by the incident (such as family members or partners) whose needs we can help meet, either directly or indirectly;
- ✧ the Minister (or other members of the church staff) to aid in dealing with the pastoral needs of the victim or accused person;
- ✧ other members of the congregation who witnessed one or more incidents, or, who having heard about them, are reminded of their own concerns; and
- ✧ other congregation members who are relied on to a great degree by the victim or offender (or those connected to them).

The plan established will be such that other individuals are not put at risk for further incidents.

3. The accused member of the congregation: Support may include helping the accused person access the appropriate professional, community, and church resources. While there may be feelings of ill-will toward the accused person, if that individual is a part of our community, he or she also deserves our support; withdrawing it at this critical point in that person's life might have severe detrimental long-term effects on his or her behavior in the future. It remains the mission of this church to recognize and support the integrity and inherent worth and dignity of that person even though we do not condone inappropriate behaviors, and to treat him or her with compassion.

4. Other victims who have been reluctant to come forward: If warranted, the response plan will include a way of reaching out to these individuals in a manner that is non-threatening.

E. Safety and Pastoral Needs of the Congregation Regarding Reports of Harassment

Incidents of alleged sexual or physical harassment of minors which do not warrant involvement of the DHS or DA shall be referred to the Director of Religious Education and Minister. They may request that a Response Team be formed to investigate such allegations. A plan shall be developed to address and resolve these complaints which shall make clear to the accused person that this church will not tolerate harassment of any form, as well as provide information about appropriate counseling or other resources for both the victim and the offender. The parents of the minor(s) shall also be informed of this plan and involved, as appropriate, in its development.