

**FIRST PARISH UNITARIAN UNIVERSALIST  
ARLINGTON, MASSACHUSETTS**



**POLICY AND PROCEDURES  
HANDBOOK**

**JUNE 2013**

For more information or to address questions regarding this handbook, please contact the Parish Committee.

## **FIRST PARISH POLICY AND PROCEDURES HANDBOOK POLICY**

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The *Policy and Procedures Handbook* is an official informational handbook that is monitored by the Parish Committee. The Parish Committee shall be responsible for the accuracy of the information in the handbook.

*Policies* define a course of action that has been voted on by the Parish Committee, by Congregational Meeting, or by the authority of program staff. At the end of each policy there is a notation of when the policy was voted on or otherwise officially established and by whom.

*Procedures* are a series of steps to accomplish a specific goal. These are the “how to’s” of the organization, and may be set up by various interested parties. At the end of each procedure, a note will be made of the source of the procedure.

Other general information may also be included, such as lists of committees and memberships in those committees.

The *Policy and Procedures Handbook* will be available on the website, and two hard copies are available in the front office. Electronic copies may be freely distributed to church leaders.

—Adopted by the Parish Committee May 17, 2013

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# MISSION

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## MISSION STATEMENT

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We choose to be a liberal religious community, welcoming to all.

We encourage each other on our spiritual journeys,

Support one another through the changes in our lives,

And challenge the excesses and injustices of our time.

Called to love and upheld by joy, we live our faith.

—Adopted by the Parish Committee March 28, 2010

## VISION STATEMENT

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First Parish in the year 2022 is a community that fully embraces the richness of activity and membership that naturally result from actively living our faith.

- We nourish and celebrate our excellent worship and music programs.
- Our vibrant religious education program nurtures our spiritual growth throughout our lives.
- We sustain and grow our shared ministries so each person feels known, connected, and supported.
- We warmly and intentionally welcome newcomers.
- We are actively accessible to people of differing abilities.
- Our membership reflects the diversity of our surrounding communities.
- We are known as a strong voice for Unitarian Universalist values and an advocate for social justice in our local communities and beyond.
- Each person is empowered and supported to engage fully in the life of the church as participants, leaders, and stewards.
- Each person is challenged to live their faith in all aspects of life, to believe, to doubt, to explore, to learn, to seek spiritual growth.
- Our facilities accommodate a wealth of activity with accessible, comfortable, and attractive space.
- Our staffing, governance, and volunteer structures are effective, transparent, and clearly communicated.

—Adopted by the Parish Committee August 8, 2012

## **POLICY ON PUBLIC WITNESS AND SOCIAL ACTION**

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As a religious community, First Parish seeks to provide and promote opportunities for members to live out their faith in concrete acts. Such opportunities may include charitable works, as well as acts of moral witness. Standing committees and *ad hoc* groups of First Parish may inspire, coordinate, and facilitate the actions of members of our religious community. Any such activities or positions taken by First Parish must be in keeping with our religious tradition as stated in the purposes and principles of First Parish and the Unitarian Universalist Association.

There are some matters of moral witness about which members may believe that there is a compelling reason for First Parish to speak or act as a whole, associating the name and identity of the church with the statements or actions. Aware that moral and political stands can involve differences of opinion among our members and that any public position of the church affects each member's sense of belonging and their standing in the broader community, statements or actions of public witness may invoke the name or identity of First Parish only under either of the following circumstances:

- The statements or actions are entirely consistent with

a resolution of public witness adopted by a Congregational Meeting according to the bylaws of First Parish, with the additional provisions that the proposed resolution has been mailed to each member at least 30 days prior to the Congregational Meeting and the resolution is approved by at least 75% of the members present, or the outcome of another process that is at least as rigorous and inclusive as is stated above for a resolution of public witness.

The authority to determine whether a specific proposed statement or action meets the criteria described above is delegated to the Executive Committee of the Parish Committee. Approval of the Executive Committee is required before any such public statement or action is made by any member, friend, or staff member of First Parish. The Executive Committee is expected to consult with other members of the First Parish community before making a decision to the extent that there is the likelihood of controversy regarding the judgment and in relation to the urgency of the statement or action. The objectives of the consultation may be to clarify the level of controversy, to seek alternative options, to promote learning about the issue, or simply to give congregants a chance to be aware of the public witness before it becomes more broadly public. In case of disapproval by the Executive Committee, the First Parish members proposing the public statement or action may appeal the decision to the Parish Committee as a whole.

- The statements or actions are determined by the Parish Committee to be apt to be regarded by a large majority of First Parish members as entirely consistent with core principles and purposes of First Parish.

A statement or action will not be approved if it would jeopardize the qualification of First Parish

A statement or action will not be approved if it would jeopardize the qualification of First Parish to accept tax-exempt financial contributions. Social actions should be done in consultation and coordination with the Social Justice Committee, regardless whether they are publicly associated with the

name or identity of the church.

## **Appendix: Examples**

The status of First Parish as a Welcoming Congregation can be the basis for statements or actions of public witness in favor of GLBT equal rights, because the process by which we became a Welcoming Congregation is considered to qualify as sufficiently rigorous and inclusive.

Examples of activities that are considered to invoke the name or identity of First Parish are:

- Carrying a banner with the name of First Parish or a committee or group of First Parish at an event identified with an issue of public policy
- Making public statements as a representative of First Parish, or a committee or group of First Parish

Examples of activities that would not require approval of the Executive Committee are:

- A committee organizing First Parish members and friends to attend a protest rally
- Identifying oneself as a member, friend, or staff member of First Parish when making a statement as long as it is clear that the person is expressing their own views and not those of First Parish

Factors that should be taken into account when considering a congregational resolution of public witness include:

- How central is the issue to the identity and core values of the congregation?
- Is there a compelling reason for the resolution that serves an articulated long-term goal of First Parish?
- Is there a plan for taking actions that use the resolution to pursue the goal?
- What is the level of controversy within the congregation? Will discussion of the proposal promote spiritual development or divisiveness?
- Is there a commitment for a multi-month process of open discussion and education about the issue before a vote is taken, with respect for diverse points of view?

—Adopted by the Parish Committee May 10, 2011

## WELCOMING CONGREGATION

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We, the congregation of First Parish Unitarian Universalist Arlington, are committed to affirming the inherent worth and dignity of every person and promoting justice, equity, and compassion in human relations. In living out this commitment, we recognize the importance of warmly and explicitly welcoming those among us who otherwise experience exclusion and oppression in the larger community. Because gay, lesbian, bisexual, and transgender people experience social and legal discriminations that prohibit a full expression of their humanity, it is our desire to create a safe and affirming place that is overtly welcoming of the gifts and talents and individuality of every person, enabling all individuals and families to fully participate in the spiritual and social life of our parish community.

### Our Welcoming Congregation Charter

We are a Welcoming Congregation, committed to being inclusive and expressive of the concerns and spiritual needs of the gay, lesbian, bisexual, and transgender persons among us in every aspect of congregational life—worship, ceremonies of passage, education, committees, programs, and activities. In our intentional and affirming welcoming, we of First Parish are guided by the following principles:

- **Worship and Spiritual Life:** We strive for total inclusiveness with respect to language used, sermon content, issues addressed in services, invited speakers and ministers, and ceremonies performed, so that people of diverse sexual orientations feel included and welcome, and all share in the full, healing warmth of this congregation's faith and love. We seek a fully inclusive dialogue about who we are and how we come to understand ourselves and each other in the context of our spiritual life.
- **Religious Education:** We emphasize inclusivity and tolerance and strive to broaden our personal understanding of others, in age-appropriate terms, leading us to loving acceptance of one another in all our diversity.
- **Social Education and Social Life:** We seek to increase our collective understanding of the issues and concerns of people of all sexual orientations through a variety of programs, events, course offerings, and social justice activities.
- **Governance:** The actions and language of governance in all areas of congregational life adhere to non-discriminatory principles.
- **Committees and Programs:** Committee members and program sponsors actively explore how their activities can enhance, support, and be consonant with the congregation's welcoming intent.
- **Public Relations and Community Outreach:** We create public awareness of our support for gay, lesbian, bisexual, and transgender people and families.

—Adopted (unanimously!) by First Parish, May 5, 1996

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# GOVERNANCE

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## BY-LAWS OF FIRST PARISH UNITARIAN UNIVERSALIST OF ARLINGTON, MASSACHUSETTS

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APPROVED: October 31, 1964. ADOPTED: June 9, 1965

AMENDED: January 27, 1967; January 24, 1969; January 21, 1972; January 23, 1976; February 29, 1976; May 15, 1977; January 25, 1980; January 30, 1981; January 27, 1984; November 2, 1986; May 3, 1991; April 5, 1992; May 15, 1992; May 12, 1995; February 23, 1997; May 15, 1998; May 18, 2003; May 23, 2004; May 20, 2007; May 16, 2010; November 22, 2010; October 30, 2011; March 25, 2012; May 20, 2012

### ARTICLE I—Name

The name of this Church shall be the First Parish Unitarian Universalist of Arlington, Massachusetts.

### ARTICLE II—Purpose and Mission

The purpose of this Church is to unite its members in worship, fellowship, and service in accord with Unitarian Universalist principles and, in keeping with those principles, to advance the mission of this Church as adopted by its membership in a congregational meeting.

### ARTICLE III—Affiliation

This Church shall be a member of the Unitarian Universalist Association and assume the responsibilities of this relationship.

### ARTICLE IV—Nondiscrimination

This Church affirms and promotes the full participation of persons in all our activities and endeavors, including membership, programming, hiring practices, and the calling of religious professionals, without regard to race, color, gender or gender presentation, physical or mental challenge, affectional or sexual orientation, class, or national origin, and without requiring any particular religious belief or creed.

### ARTICLE V—Membership

*Section 1.* The membership of this Church shall consist of:

a. All members of the First Congregational Parish (Unitarian) in Arlington on the date of the adoption of these by-laws (June 9, 1965).

b. All members of First Universalist Society of Arlington on the date of the adoption of these bylaws (June 9, 1965).

c. Any person who has signed the Membership Book since June 9, 1965, and remains in good standing as per Article 4, Section 3 of these by-laws.

d. Any person 18 or over in agreement with the purposes and by-laws of this Church may become a member upon formal application addressed to the Clerk and upon signing the Church membership book. Because the church is sustained primarily through the contributions of its members, membership carries the expectation that all members will pledge annual financial support as stewards of our church community and be active in the congregation. Because the church recognizes that people's financial situations may fluctuate, no fixed giving level is established by the church and no members will be excluded from the church because of financial hardship.

e. A person between the age of 13 and 18 shall be eligible to join the church as an Associate Member and sign the Youth Membership Book. Students age 13 or 14 need to have completed the Coming of Age program to be eligible to sign the Youth Membership Book. An Associate Member may become part of committees with the exception of the Trustees, Finance, and Parish Committees, but will not be able to vote at Annual Meeting. Associate Members are not expected to contribute financially through an annual pledge, but are welcome to contribute if they so choose.

*Section 2.* The right to vote at Annual or Special Meetings of the Parish is limited to members who have attained the age of eighteen years and shall have been members for at least thirty days. No person shall be denied the right of voice at business meetings. Only members of legal age shall be eligible to hold elective office or to serve on the Trustees, Parish, or Finance Committees.

*Section 3.* No person shall be removed from membership until such time as the member files with the Clerk notice of withdrawal, or, until the member fails during a period of two years to evidence a desire to remain a member, provided that the Clerk, at the direction of the Parish Committee, has made an effort to notify any such member before removing the name from the membership roll.

## **ARTICLE VI—Meetings and Voting**

*Section 1.* The Annual Meeting of the Parish shall be held between April 25 and May 31, at which meeting officers and committees of the Parish shall report. Special Meetings may be called by the Parish Committee, or shall be called in response to a written request signed by thirty members of the Parish membership. Such requested meetings shall be held within thirty days of receipt of the request by the Clerk of the Parish. All meetings shall be at such time and place as shall be fixed by the Parish Committee. "Meetings of the Parish" and words of similar effect appearing in these by-laws shall mean congregational meetings called pursuant to this Article V.

*Section 2.* All meetings shall be called and the members warned by the posting of a warrant stating the time, place, and articles for action at such meetings at the Meeting House of the Church at least six days before the holding thereof, or in such other equivalent or further manner as the Parish Committee may direct; and in any event a warrant of the meeting shall be mailed at least six days prior to the meeting to each member. Such mailing may be made to such member by U.S. mail or by electronic mail.

*Section 3.* All congregational meetings shall be presided over by the Moderator. In the absence of the Moderator, the members shall elect a Moderator pro tem, who will serve at that meeting only.

*Section 4.* Twenty percent of the recorded voting membership eligible to vote shall constitute a quorum for all congregational meetings except when considering (1) the call of a minister called by a vote of a congregational meeting, (2) the dismissal of a minister called by a vote of a congregational meeting or (3) the sale or purchase of real estate, in which cases, thirty percent shall constitute a quorum. Votes must be cast in person, i.e., voting, by proxy is not permitted.

## **ARTICLE VII—Parish Committee**

*Section 1.* The Parish Committee, subject to the prime authority of the congregation, is the principal policy-forming and administrative body of the church. The Parish Committee has full authority and responsibility, except as limited by these bylaws, to act on the business and programs of the church. The Parish Committee shall have general charge of the property and funds of the Church, exclusive of the property and funds under the custody and control of the Trustees of Trust Funds. The Parish Committee shall also have general charge of the conduct of all its business affairs, and the control of its administration, including the appointment of such committees as it may deem necessary; however, no borrowing of money nor contract involving more than ten percent of the current annual budget may be made without approval of the members in a congregational meeting.

*Section 2.* The Parish Committee shall consist of the Clerk, the Treasurer, and seven other members, all of whom shall be members of the Church.

*Section 3.*

a. The members of the Parish Committee, other than the Clerk and the Treasurer, shall each be elected for a term of three years. A person who has served two consecutive three-year terms as a member of the Parish Committee shall not be eligible for election to any seat on the Parish Committee until after the expiration of one year running from one Annual Meeting to the next Annual Meeting.

b. The terms of office of all Parish Committee members so elected shall run from the end of the Annual Meeting at which they are elected until the end of the Annual Meeting at which their terms of office expire.

*Section 4.* The Parish Committee shall make a written report to the membership on at least an annual basis, and otherwise shall inform the membership of major policy decisions.

*Section 5.* Meetings of the Parish Committee shall be open to the membership, except when matters relating to personnel or litigation are taken up in executive session.

*Section 6.* A majority of the voting members of the Parish Committee shall constitute a quorum. Any action by the Parish Committee may be decided by a simple majority of the votes cast by those present at the meeting, unless this majority limit is otherwise specifically increased in the Parish Committee's policies or otherwise provided in these bylaws.

*Section 7.* Any officer of the Church or member of the Parish Committee may resign by giving notice in writing to the Chair or may be removed by a two-thirds majority vote of the members of the Parish Committee or by vote of a simple majority of the voting members present at a congregational meeting.

## **ARTICLE VIII—Officers**

*Section 1.* The officers of the Church shall be the members of the Parish Committee, the Assistant Treasurer, the Moderator, and the Auditor.

*Section 2.* The following officers shall be elected by written ballot at an Annual Meeting: the Clerk, the Treasurer, the Assistant Treasurer, the Moderator, and the Auditor, each for a term of three years. A person who has served two consecutive three-year terms as an officer shall be ineligible for re-election until after the expiration of one year running from one Annual Meeting to the next Annual Meeting. Only members of the church are eligible to serve as officers. The Clerk shall be a resident of the Commonwealth of Massachusetts. The Moderator and the Auditor may not serve concurrently as members of the Parish Committee.

*Section 3.* The terms of office of all officers so elected shall run from the end of the Annual Meeting at which they are elected until the end of the Annual Meeting at which their terms of office expire.

*Section 4.* The Chair and Vice Chair of the Parish Committee shall be selected by the Parish Committee from among its members, excluding the Clerk and the Treasurer.

*Section 5.* Except as otherwise provided herein, the authority and duties of the officers shall be as prescribed in writing by the Parish Committee.

*Section 6.* The Chair shall coordinate the administrative functions of the Church and shall represent the Church on all appropriate occasions.

*Section 7.* The Vice Chair shall act in the absence of or at the request of the Chair, at which time she or he shall have all powers and functions applicable to the Chair.

*Section 8.* The Moderator shall preside at all congregational meetings.

*Section 9.* The Clerk shall be the official secretary of the Parish Committee and shall ensure that proper records are maintained and that proceedings of the Parish Committee are regularly reported to the congregation. The Clerk shall be responsible for notifying the membership by mail of all congregational meetings and of all matters to be acted upon at said meetings, shall preside at congregational meetings in the absence of the Moderator until a Moderator pro tem is chosen, and shall keep a record of the proceedings of such meetings. The Clerk shall perform the duties of the Chair in the event of the simultaneous absence or incapacity of both the Chair and Vice Chair.

*Section 10.* The Treasurer shall receive and safely keep all money and other property of the church entrusted to his or her care, which excludes monies, securities, and properties under the control of the Trustees of Trust Funds; make disbursements as directed or approved by the Parish Committee; keep a complete account of the finances of the Church in records belonging to the Church, including direction and coordination of any public accounting firm employed by the Church; render a current statement at each regular meeting of the Parish Committee and of the membership; and ensure that all federal, state or local returns, reports or other items required by law are properly prepared and filed with the appropriate authorities in a timely manner.

*Section 11.* The Assistant Treasurer shall perform such duties as the Parish Committee shall prescribe, and from time to time may be designated by the Parish Committee to assume all the duties and obligations of the Treasurer.

*Section 12.* The Auditor shall conduct, at least annually, an audit of the Treasurer's records, the records of the Trustees of Trust Funds and the records of such other committees as the Parish Committee may direct.

*Section 13.* The one-year terms for the offices of Clerk and Assistant Treasurer expiring at the Annual Meeting in 2012 shall be followed by one-year terms expiring at the Annual Meeting in 2013, at which time three-year terms for these offices will commence. This Section temporarily overrides the term-of-office provision of Section 2 of this article for Clerk and Assistant Treasurer, and the Clerk is authorized to delete this Section after the Annual Meeting in 2013, by which time this Section will have completed its intended purpose.

## **ARTICLE IX—Vacancies**

*Section 1.* Vacancies caused by resignation or inability to serve in an office of the Church shall be filled by the Parish Committee until the next Annual Meeting, except in the office of Moderator, which may be filled only by vote of the membership at any congregational meeting.

*Section 2.* Vacancies occurring in any elected committee may be filled by the Parish Committee until the next Annual Meeting. If three or more vacancies exist at any one time in the Parish Committee, a congregational meeting for the purpose of filling these vacancies shall be held within thirty days.

*Section 3.* Vacancies shall, at the next Annual Meeting, be filled by election for the remainder of the term for which the officer or committee member was originally elected.

## **ARTICLE X—Committee and Duties**

*Section 1.* The Standing Committees of the Parish shall be as follows:

a. Trustees of Trust Funds; Religious Education Committee; Music Committee; Finance Committee; Denominational Affairs Committee; Membership Committee; Property Committee; Social Justice Committee; Human Resources Committee; the Leadership Development Committee; and the Stewardship Committee. The beginning and ending of the terms of the Standing Committees shall be coterminous with those of the officers.

Members of the Standing Committees shall be elected by the Annual Meeting for terms of three years except when a lesser term is required to fill a vacancy. The terms of the several Standing Committees shall be staggered, so that, in any given year, approximately one third of the members of each committee are elected.

b. Except with the consent of the Parish Committee, no member shall serve more than two consecutive three-year terms on any one Standing Committee of the Parish without a year intervening.

*Section 2.* The duties of the above committees shall be as follows:

a. The Trustees of Trust Funds shall have the custody and control of monies and securities received by legacy or otherwise to be held as permanent funds. They may invest and reinvest the same and may pay to the Treasurer all or part of the net income thereof. New bequests and gifts received by the Trustees and prior to acceptance of the same by the membership at a Parish meeting may be added to the

permanent funds of the Parish, except where conditions imposed by the donor specifically require such a gift or bequest be segregated from the permanent funds.

b. The Religious Education Committee, with the approval of the Parish Minister so far as any religious services are concerned, shall conduct a Church school and shall also provide for adult education and youth programs. For these purposes, it may authorize necessary expenditures not to exceed the amounts appropriated and contributed for the purpose.

c. The Music Committee shall have charge of music programs of the Parish within the appropriation in the annual budget made for the use of the Music Committee. For these purposes, it may authorize necessary expenditures not to exceed the amounts appropriated and contributed for the purpose.

d. The Finance Committee shall, with the approval of the Parish Committee, be responsible for financial planning, monitoring the financial affairs of the church, and preparing the annual budget.

e. The Denominational Affairs Committee shall be responsible for promoting, publicizing, and advancing the programs and needs of the Unitarian Universalist Association above the parish level.

f. The Membership Committee shall be responsible for increasing the active membership of this Church.

g. The Property Committee, with the approval of the Parish Committee, shall supervise the maintenance, repair and improvement of the Church property and grounds.

h. The Social Justice Committee shall study, inform and enlist support from members of the congregation on contemporary issues that involve our belief in human dignity.

i. The Human Resources Committee shall help to create and regularly review employee policies. It shall also regularly review the staff pay structure and benefits packages. It will play an advisory role and make recommendations to respective managers or the Parish Committee when asked to do so.

j. The Leadership Development Committee shall facilitate the participation of individuals in church committees and groups, promote leadership development, nominate people to fill vacancies on standing committees and as parish officers prior to Annual Meeting each year, and publicize to the congregation the availability and rewards of committee and group participation. Additional nominations may be made from the floor.

k. The Stewardship Committee shall direct the raising of gifts and pledges for the general expenses of the church.

*Section 3.* The Parish Committee may appoint from time to time such ad hoc committees as it may deem necessary.

## **ARTICLE XI—Ministers**

*Section 1.* The Ministers of this Church may include one or more Parish Ministers and other ministerial staff, as needed.

*Section 2.* A Senior or Associate Minister shall be chosen at a congregational meeting held for that purpose. An Assistant Minister or specialized ministerial staff may be chosen at a congregational meeting held for that purpose or may be hired by the

Parish Committee. Any person so chosen shall be in ministerial fellowship with the Unitarian Universalist Association.

*Section 3.* A Minister who was chosen at a congregational meeting shall serve until he or she resigns or is dismissed by vote of a congregational meeting held for that purposes. A hired Minister may be terminated by vote of the Parish Committee or as may otherwise be provided by the terms of the applicable employment Agreement. Three months' notice is expected to be given by a minister or by the Church in the event of a resignation or dismissal except as may otherwise be provided by the terms of an applicable employment agreement.

*Section 4.* The Parish Minister(s) shall have responsibility for all religious meetings and services held in the Church buildings, and no religious meetings or services shall be held without the Parish Ministers' knowledge and consent.

The Director of Religious Education shall be responsible to the Religious Education Committee for the implementation of a Church school as well as adult education and youth programs. The Director of Religious Education shall make recommendations to the Religious Education Committee concerning program, philosophy, and curriculum.

*Section 5.* It shall be the duty of the Parish Minister(s) to keep an official record of funerals, child dedications, services of union, and marriages.

*Section 6.* The Parish Minister(s) shall serve in an advisory capacity to all Church committees.

## **ARTICLE XII—Fiscal Matters**

*Section 1.* The fiscal year of the Church shall be from July 1 to June 30.

*Section 2.* In its management of the affairs of the Church, the Parish Committee shall expend only such sums as have been appropriated by adoption of the annual budget or by special vote taken at the Annual Meeting or at another congregational meeting or are designated gifts or grants that are intended by the giver to be used before the following fiscal year.

*Section 3.* At each Annual Meeting, the Parish Committee shall submit an operating budget for the coming fiscal year. The budgeted expenditures may not exceed the anticipated income. A budget shall be adopted by a simple majority vote of the voting members present at the meeting. Once a budget is approved, the Parish Committee may authorize and expend the funds as budgeted; however, the Parish Committee may reallocate funds among the line items of the approved budget so long as the amount reallocated does not exceed ten percent of the total budgeted expenditures.

*Section 4.* Each committee of the Church, whether standing or appointed shall have the right and responsibility to direct expenditure of funds allocated for its use in the annual operating budget.

## **ARTICLE XIII—Memorial Garden**

In accordance with policies enacted by the Parish Committee, the Parish shall establish and maintain a Memorial Garden for the burial of the cremated ashes of deceased individuals. The Parish shall maintain a suitable permanent record of all individuals whose ashes have been buried.

## **ARTICLE XIV—Rules of Order**

The latest revision of Robert's Rules of Order shall govern this organization in all cases to which its regulations are applicable and in which they are not inconsistent with these by-laws.

## **ARTICLE XV- Amendments**

These by-laws may be amended at any meeting of the Parish if two-thirds of the members present and voting approve such amendments, provided that any proposed amendment has been published in the notice of the meeting.

## **PARISH COMMITTEE COVENANT**

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As members of the Parish Committee, we commit ourselves to realizing the mission of First Parish, and to keep it prominent before us as we make decisions, create policies, and choose priorities for our community.

- We promise to be good stewards of our resources and care for the long-term well-being of our community.
- As leaders of the congregation, we will model enthusiasm, diligence, courage, and positive relationships.
- We commit ourselves to building trust between and among members of the congregation, leaders, and staff through clear communication, transparent processes, and responsible and compassionate action.
- We will seek to involve all members of the congregation, hear their diverse voices, and encourage leadership among them.
- Among ourselves, we will speak and listen with care for one another, and hear each voice with equal respect. We will start and end meetings on time.
- As leaders, we understand that we will be called on to speak difficult truths with love. We will encourage conflicting opinions with open hearts and minds. Once made, we will stand united behind our decisions.

We offer our service on the Parish Committee in the spirit of love.

—Adopted by the Parish Committee 2011

# **PARISH COMMITTEE CHARTER**

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## **General Purpose**

The Parish Committee creates policy and manages the affairs of the First Parish in service to its mission. It serves and answers to the congregation. Its role and duties are defined in the bylaws as follows: “The Parish Committee shall manage the affairs of the Parish, expending, however, in each fiscal year, only such sums as have been appropriated by adoption of the annual budget or by special vote taken at the Annual Meeting or at a Special Meeting of the Parish. The Parish Committee shall prepare and submit a budget to each Annual Meeting.”

## **Alignment to First Parish Mission**

Parish Committee members covenant to uphold the mission of First Parish as the basis for all actions and decisions.

## **Leadership and Membership**

The Parish Committee consists of the Clerk, the Treasurer, and seven other members, all of whom must be members of the Parish.

The officers and members of the Parish Committee are nominated by the Leadership Development Committee and elected at the Annual Meeting. Members may serve two consecutive three-year terms, after which they must take one year off before running for reelection. All officers and members terms begin immediately following the Annual Meeting at which they are elected. In case of vacancies, ParCom may appoint a replacement to serve until the next Annual Meeting.

Parish Committee elects its own leadership, and mutually decides the titles and terms of leadership positions. Currently, the leadership consists of Chair and Vice Chair. The Vice Chair is assumed but not required to become chair.

Chair, Vice Chair, and the minister(as ex-officio) serve as the Executive Committee, and are empowered to triage requests and concerns from within the community, serve as a sounding board for various topics, and make minor administrative decisions. Executive Committee submits a monthly written report to Parish Committee, and brings matters of importance before the committee for discussion.

## **Meetings**

Parish Committee meets on the second Tuesday of each month. All meetings are open to attend by First Parish members and friends. In the year 2012–2013, small subgroups, called working groups, also meet once a month in addition to the regular meeting.

## **Typical Calendar of the Year**

July/August	Summer Meeting
September	Fall Retreat
October	Budget Process Begins—input from staff and committees
November	First Draft of Budget Presented to ParCom

December	Pledge Goal Set by Stewardship ParCom Discusses Budget Priorities
January	Mid Year Retreat Budget Adopted for Stewardship Drive Purposes
February	Minister Evaluation forms completed by ParCom
March	Stewardship Drive Minister Evaluation Meeting (in addition to regular meeting)
April	Budget Finalized Budget Approval Meeting (in addition to regular meeting)
May	Annual Meeting preparation New Members and Officers elected
June	Spring Retreat for 2012–2013 planning

### **Specific Duties**

Annual duties of Parish Committee include the following:

- preparation of an annual budget, to be submitted to each Annual Meeting
- evaluation of the minister and overall ministry of the church
- oversight and empowerment of committees and their work
- foster new initiatives and discerns priorities among them
- oversight of annual operating budget stewardship drive
- oversight of condition of physical property
- approval of employment of non-called program staff
- create and hold long term vision
- speak for congregation on matters of public concern
- hold legal responsibility for actions of First Parish

### **Annual Objectives 2012–2013**

- Launch Capital Campaign
- Explore the area of church wide communication and make recommendations for improvement
- Explore the area of fellowship and make recommendations for improvement
- Refine fiscal oversight procedures
- Create and publish Policy and Procedure Handbook

### **Outcome Measurements**

- Successful vote on capital campaign
- Create annual budget and bring to annual meeting
- Maintain physical plant in good condition
- Staff is effective
- Written reports from working groups with recommended actions

## **Reporting Requirements**

Parish Committee reports to the congregation at Annual Meeting. Its regular meeting dates and times are made available to the congregation.

## **Relationship to Professional Staff**

Parish Committee conducts an annual evaluation of the called minister. The minister is ex-officio to the Parish Committee. Parish Committee approves the hiring of non-called program staff, who at this writing, include the Music Director and the Religious Education Director.

## **Annual Budget and Spending Authority**

Parish Committee has a discretionary budget to be spent as needed in an amount allotted in the annual budget. It also has authority to spend an amount of up to 10 % of the annual budget at its discretion without approval of the congregation.

—Approved by the Parish Committee April 2013

## **PARISH COMMITTEE COMMUNICATION POLICY AND PROCEDURE**

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It is the intention of the Parish Committee to make the decisions and discussions of the Parish Committee an accessible and transparent process. We encourage an open flow of communication with the congregation. The Parish Committee is committed to developing policy that will build communication

### **Parish Committee Communication with the Congregation**

Parish Committee meetings are public and can be attended by anyone within the church community, as well as invited guests. The Parish Committee meeting schedule is established at the beginning of the year and is available through the church office. Regular meetings are also published in the church calendar, which is distributed through regular church communications. In the event of a meeting change or an extra meeting taking place outside of the normal schedule, notification of the meeting date will take place at least one week prior to the meeting and will be posted. In the event of an emergency meeting the schedule will be posted as soon as possible.

Parish Committee meeting agendas should be posted on the First Parish website 48 hours prior to the Parish Committee meeting whenever circumstances allow. Each meeting agenda is set by the Parish Committee Executive Committee, which consists of the Parish Committee Chairs and other designated members. Anyone wanting to have an item on the agenda should contact the Parish Committee Chair. An e-mail address that can be used to reach the Parish Committee will be maintained and publicized widely.

Approved Parish Committee Minutes will be posted in the church and on the First Parish website. Minutes will include staff reports that are submitted to Parish Committee, such as the Minister, Director of Religious Education, and Office Manager's report. Other reports may also be attached at the request of the Parish Committee. Minutes will be available on the church website for 12 months, and then archived for at least 10 years. There will be a hard copy notebook of Parish Committee meeting minutes and staff reports held in the church office dating back 2 years.

Under special and unusual circumstance the Parish Committee may meet in Executive Session during which only members of the Parish Committee may be present. Past Executive Sessions have generally been related to staff evaluations and salary discussions. Executive Sessions are for discussion only, and no minutes are taken.

Highlights of Parish Committee Meetings, as well as any relevant updates will be published in our monthly newsletter, *The Spire*. Parish Committee meeting dates will be in the weekly announcements e-mail and the Sunday Bulletin found in the Order of Service. As of April 2011, the Parish Committee e-mail address is [parish@firstparish.info](mailto:parish@firstparish.info).

—Adopted by the Parish Committee April 26, 2011

# **PARISH COMMITTEE MEMBER JOB DESCRIPTION**

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## **Desired Qualifications**

All Parish Committee (ParCom) members are required by the First Parish by-laws to be members of First Parish. In addition, ParCom members should be those who have:

- Made a financial contribution of record, of any amount, to First Parish
- A belief in the mission of First Parish
- Demonstrated leadership within First Parish, such as serving on a committee or large project; experience with a variety of jobs with various different groups especially helpful
- An interest in policy0making and big picture thinking
- The willingness to take positions on controversial issues
- Good working relationships with other church members
- Good communication skills

Parish Committee seeks to have a variety of skills within its body, including but not limited to legal, financial, business, group dynamics, spiritual leadership, social justice, music, and religious education.

## **Expectations of ParCom Members**

- Dedication to First Parish as a major volunteer commitment; ability and energy to dedicate some hours each month to projects, communications, and meetings
- Willingness to understand the legal responsibility of the Parish Committee, and of the various duties of the committee, including budget and employee oversight
- Attendance at monthly meetings, held on second Tuesdays at 7 pm
- Service on a working group of ParCom, meeting approximately once a month, or as needed
- Regular attendance at Sunday Service
- Prompt communication with other ParCom members, by e-mail, phone, or in person
- Willingness to step in to serve in case of emergency needs (such as filling a volunteer position)
- Follow through on commitments
- Maintain conduct becoming a leader in the community, and in compliance with the ParCom covenant:

—Drafted by the Parish Committee February 12, 2013

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# COMMUNICATIONS

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## WEEKLY E-BULLETIN

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This bulletin, sent via e-mail, is a communication vehicle for weekly First Parish news and events. Brief news titles are linked to longer stories on the First Parish website, for readers who would like further information. The E-Bulletin is managed by the Administrative/Communications Associate overseen by the Office Manager.

The E-Bulletin comes out on Thursday at 7pm through Constant Contact. Submissions should be entered via the form at [firstparish.info/publish](http://firstparish.info/publish) or e-mailed to [weekly@firstparish.info](mailto:weekly@firstparish.info) by Wednesday at noon.

Articles longer than a paragraph or two should be submitted to our monthly newsletter, *The Spire*.

—Updated by the Administrative/Communications Associate September 4, 2020

## SUNDAY TEASER

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The Sunday Teaser contains action items and essential information. It is a single page document printed and included in the Order of Service. Space is limited, so submissions must be brief. The Sunday Teaser is managed by the Administrative/Communications Associate under the supervision of the Office Manager.

Submissions for the Sunday Teasers should be entered via the form at [firstparish.info/publish](http://firstparish.info/publish) or e-mailed to [weekly@firstparish.info](mailto:weekly@firstparish.info) by Wednesday at noon.

—Updated by the Administrative/Communications Associate September 4, 2020

## **SPOKEN ANNOUNCEMENTS IN THE SUNDAY SERVICE**

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Spoken announcements are made by a Worship Associate at the beginning of the Sunday Service. These announcements are intentionally kept limited, so the service can begin with a worshipful tone. Depending on the number and/or length of the announcements on any given Sunday, Worship Associates may abridge the requested text at their discretion.

The eBulletin or Sunday Teaser is the best place for most Sunday announcements. Spoken announcements generally

1. must be relevant to the whole congregation and
2. should refer to events that will occur that day or within the following week.

To request a spoken announcement, submit your text to the Administrative/Communications Associate at [announce@firstparish.info](mailto:announce@firstparish.info); they will forward your request to the Worship Associates.

As noted, almost all spoken announcements are made by the Worship Associate serving on that Sunday. However, exceptions are made for some larger church events, such as the Harvest Moon Fair and the Stewardship Campaign, when Guest Announcements may be appropriate. If you believe that your announcement falls under the category of Guest Announcement, you must get approval from the Worship Associates in advance. This group can be reached at [worshipassociates@firstparish.info](mailto:worshipassociates@firstparish.info).

—Updated by the Administrative/Communications Associate September 4, 2020

## **THE SPIRE**

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Our monthly newsletter, *The Spire*, is published on the first Sunday of each month, September through June. Hard copies are available at church, and a PDF version is available on the church website at [firstparish.info/the-spire](http://firstparish.info/the-spire) shortly after publication.

*The Spire* publishes material that is not particularly time- or date-sensitive, such in-depth First Parish information, staff and committee reports, detailed articles, and essays.

To contribute to *The Spire*, please send articles to *Spire* Editor Diane Shriver at [spire@firstparish.info](mailto:spire@firstparish.info). The deadline is the last Sunday of the month, 7 days before the first Sunday of each month. If you do not have access to e-mail, please call the church office at 781-643-4188.

Submissions may be edited for space and clarity.

If privacy is an issue, please note that *The Spire* is distributed to the First Parish community, posted on our bulletin board, sent to other churches in the district, and distributed electronically.

—Updated by the Administrative/Communications Associate September 4, 2020

## **WEBSITE**

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Our website ([www.firstparish.info](http://www.firstparish.info)) is managed by the Administrative/Communications Associate. Most sections of the site are open to the public, but some are available only to members with a password. To offer feedback about the website or to discuss including materials there, contact [officeassociate@firstparish.info](mailto:officeassociate@firstparish.info).

—Updated by the Administrative/Communications Associate September 4, 2020

# **INFORMATION AND TECHNOLOGY (IT) POLICY**

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This policy covers information held by First Parish and the technology systems by which we manage and use this information, including communication networks.

## **Glossary**

SENSITIVE PERSONAL INFORMATION is information that must be protected in certain ways. This includes personal financial information, including payroll and records of contributions, and other confidential information.

STAFF refers to people doing the work of First Parish either as employees or as volunteers.

## **Implementation Authority**

The Senior Minister has authority regarding implementation of this policy, including authority to define procedures consistent with this policy.

## **Non-First Parish Use of Computers**

Persons associated with First Parish may use First Parish IT resources for activities related to First Parish. Persons associated with First Parish may further use First Parish IT resources for purposes not related to First Parish, provided that each user takes appropriate care to avoid circumstances that interfere with First Parish operations or conflict with First Parish policies or that damage First Parish in any way, including financial damage, damage to the First Parish reputation, or damage to information or IT resources. All users should respect the personal nature of this personal use to the extent that this does not interfere with First Parish operations.

First Parish makes no commitment regarding any information or software that is placed on First Parish IT resources for non-First Parish use, including confidentiality, control, back-up, protection, archiving, maintenance, or accessibility. Any information or software of personal use that, in the judgment of First Parish staff may interfere with any aspect of First Parish's operations, may be removed at their discretion.

## **Confidentiality of Information**

First Parish's policy is to treat all sensitive personal information in an appropriately confidential fashion. Access to information should be limited to those staff who need access to the information to carry out operations of First Parish. All staff and members should also follow legal requirements for confidentiality of which they are aware.

Sensitive personal information should be collected and retained only when there is a valid church need for the information.

## **Archiving and Storage of Electronic Data**

No information, e-mails, or other records are required, as a matter of policy, to be archived or backed up for any specific period of time.

## **Access to Information**

First Parish's policy is to maintain appropriate security for access to electronic information and other records. Staff should ensure that access to electronic

information is controlled either by appropriate physical and/or by electronic measures to provide an appropriate level of protection against improper or unauthorized access.

### **Administrative Access**

IT Administrative access (passwords, etc., for maintenance and support ) should be granted only to those staff who need access to support First Parish operations; administrative access should not be given across the board.

—Adopted by the Parish Committee June 14, 2010

# **DISPLAY SPACE POLICY**

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## **Spaces Available**

There are two display spaces at First Parish available to church groups on a monthly rotating basis. These are the kitchen end of the large bulletin board in the vestry (community room) and the glass display case in the narthex (entry hall). These are available for the purpose of educational or creative displays in keeping with the mission and values of First Parish.

## **How to Proceed**

Contact the Office Manager by emailing [office@firstparish.info](mailto:office@firstparish.info), to sign up for either space, or both together. Requests should be made a month in advance, but demand may vary, so it may be available at shorter notice. The office manager will take sign ups on a first-come-first-served basis.

Any one group may use a display space up to three times per year. Groups are responsible for their own set up and removal of displays. Displays not removed by the group may be removed at the discretion of the group which follows.

## **Content Guidelines**

Displays are to be educational or creative in nature, and in keeping with the mission of First Parish, for example, photos of diverse families, celebrating a social justice anniversary, First Parish historical artifacts, an art show, or a visual explanation of green sanctuary practices. The spaces may not be used primarily to advertise programs or events, although they may be mentioned in conjunction with the theme.

The display case is best utilized by a combination of flat and 3-D objects, and all displays are most effective when the emphasis is on attractive visual composition rather than lengthy written explanation.

—Adopted by the Parish Committee March 1, 2012; Updated by the Administrative/Communications Associate September 4, 2020

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# FINANCIAL

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## CHURCH BUDGET CYCLE

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Created by the Finance Committee—Ted Live, Steve McMullin, and Sue Sheffler—April 19, 2011

*The goal of this document is to establish ongoing, clear communication among church entities about church finances that support our mission, and to provide a coherent understanding of the overall process to all incoming committee members throughout First Parish.*

<b>May</b>	Annual Meeting, budget approved for next FY  As a communication vehicle during FY transition, FinCom members attend a meeting of the Music, RE, and Property Committees before the summer hiatus to explain who we are and the budget process.
<b>July</b>	FY begins
<b>July/August</b>	Summer hiatus
<b>September</b>	Annual audit  Semi-annual summit meeting of Trustees, FinCom, and ParCom rep, (includes Treasurer)
<b>October</b>	FinCom discussions with RE, Music, Property, and other committees; FinCom members attend various committee meetings to help articulate needs and priorities  FinCom asks staff for budget input  FinCom requests status of current-year pledges from Asst. Treasurer  Trustees report distribution to FinCom  FinCom creates budget draft and submits to ParCom
<b>November</b>	ParCom, or subcommittee, reviews budget draft  FinCom produces semi-final draft
<b>December</b>	ParCom approves budget  Stewardship sets pledge goal (“% increase” <i>based on current pledge level</i> )
<b>January</b>	FinCom supports stewardship campaign (e.g., revise stewardship brochure)
<b>March</b>	FinCom and Trustees’ reports prepared for Annual Report
<b>April</b>	Semi-annual summit meeting of Trustees, FinCom, ParCom rep, and CCET rep (includes Treasurer)  FinCom creates high-level budget for Annual Meeting  ParCom approves final budget
<b>May</b>	Annual Meeting, congregation approves budget for next FY

# **POLICY REGARDING FUNDRAISING FOR SPECIAL PURPOSES**

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## **Purpose**

This policy is intended to provide a structure to ensure that:

- fundraisers are not so frequent that their impact and financial success is compromised by confusion or fatigue among the congregation members,
- each fundraiser is compatible with the mission of the church,
- the impact on other aspects of church funding is taken into consideration (for example, the annual campaign, a capital campaign, or the Sunday collection), and
- the tax exempt status of the church is not jeopardized.

## **Definition of a Fundraiser**

- For the purposes of this policy, a fundraiser is defined as an activity that asks congregants to contribute money, or to buy and contribute some item, or to contribute a service that would be sold or auctioned. Also included is any activity that asks for such contributions from the public, if the activity is identified as function of First Parish or one of its groups or committees.
- Fundraisers may include stand-alone events, dedicating a collection at a church service (or a portion thereof) to a cause, special collections, or a series of collections over a defined period of time within a single church year.
- This policy does not apply to fundraising activities of a church group if only the group's own members are being asked to contribute.
- This policy does not apply to activities where each participant is asked to contribute their share of the cost of the activity or supplies for the activity, such as pooling money to buy food for a group dinner.
- This policy does not apply to requests for contributions to the general operating budget of the church in the form of annual pledges or collections at church services.

## **Submission Process and Timing**

Fundraisers are allowed at First Parish only after the approval of the Parish Committee. A request must be from a person designated by a recognized committee, group, or task force within the congregation. A completed application form must be submitted to the Assistant Treasurer. The request must also include a corresponding check request form or the application form must include a statement of justification for handling the proceeds outside of the church account. The Assistant Treasurer will assess the validity of the application. If the application is incomplete, the Assistant Treasurer will return it to the applicant with appropriate suggestions. If the request is complete, the Assistant Treasurer will forward it to the Chair of the Parish Committee to add to the agenda of an upcoming Parish Committee meeting. The request must be submitted **no less than a week before a scheduled Parish Committee meeting** (typically posted on the church calendar). It is to the benefit of the requestor to provide a longer lead time, because fundraisers will not be approved if the Parish Committee decides that discussion of the proposal needs to extend beyond the time available at the Parish Committee meeting(s) occurring between the receipt of the proposal and the scheduled beginning of fundraising activities.

In many circumstances, and especially for long-standing, annually recurring fundraisers, initial plans for fundraisers should be made the prior church year, in conjunction with the process of developing the church budget. Church groups should consider their fundraiser plans as they also prepare the funding request they will submit to the budget committee. That is the preferred time to submit applications for planned fundraisers. Before the end of the church year, the Parish Committee will act on any of these applications that were submitted by April 1. To facilitate this process, each year in February, the Parish Manager will distribute an announcement calling for applications for fundraisers to be held the following year. The announcement will remind the recipients of this connection between budgeting and fundraiser planning, the process for submitting applications, and the April 1 deadline for prior-year approvals. The announcement will be sent at least to the main point of contact for each church committee and group that has given the Parish Manager current contact information. Prior-year application and approval is not required, but is advantageous to the group sponsoring the fundraiser because it reduces the risk that Parish Committee will deny their application on the basis that the fundraising calendar is already full.

The Parish Committee may designate as exempt from the application process certain fundraisers whose proceeds go entirely to the church general operating budget or to a church trust fund. The list of exempt fundraisers will be maintained by the Parish Manager. In February of each year, the Parish Committee will review the list, decide whether to make changes, and consider the scheduling of the listed fundraisers for the following church year. The budget committee and the trustees will be consulted and informed of any changes that may affect their planning.

## **Criteria**

The Parish Committee will consider the application with regard to its compatibility with the mission of the church and how it fits with the other activities, priorities, financial needs, and scheduling of the church. Priority will be given to fundraising efforts that are aligned and engaged with children's, youth, or adult religious education programs, social justice efforts that reflect the congregation's commitment to Unitarian Universalist principles, otherwise lend themselves to the furthering of the congregation's priorities regarding worship and other goals, and have a matching funds component. Ideally, a fundraiser should be directly connected with an existing program or group within the church. Any fundraising that requires use of the church facilities must provide its own sexton services or equivalent volunteer effort for set-up and clean-up. The applicant or other designees may choose to be at the meeting when Parish Committee considers the request.

## **Approval**

Once the Parish Committee has voted on an application, the Assistant Treasurer (or another representative of the Parish Committee) will communicate to the person who submitted the application or a designee within 48 hours, if the applicant is not present at the meeting.

## **Payment**

Monies raised by the event are to be given to the church's Assistant Treasurer, unless an alternative was included in the approved proposal. After the fundraising event, the Assistant Treasurer will coordinate with the Treasurer to prepare the check and have it sent to the appropriate party as requested in the application.

At the end of each church fiscal year, the Assistant Treasurer will compile as list of special funds raised (for the fundraisers that were handled through the church account) to allow church members to evaluate the effectiveness of the church's special fundraising activities. This list will be included in the Treasurer's report for the Annual Meeting.

—Adopted by the Parish Committee June 8, 2009

## **Application for Fundraising for Special Purposes**

First Parish Unitarian Universalist, Arlington, Mass.

Title of fundraiser:

Date(s) of Proposed Fundraising (Note: If this is a multi-event fundraiser, please include all proposed dates and descriptions of events. It is the responsibility of the applicant to tentatively reserve, with the Parish Manager, any church facilities that may be necessary):

Name of group/person(s) for whom funds are requested:

Intended purpose of the funds:

This is a \_\_\_ special event \_\_\_ special Sunday offering

Description of fundraiser (very brief):

Amount to be raised (can be a goal):

If the goal is exceeded, how will the excess funds be disbursed?

Is this fundraiser linked to youth or adult religious education programs, or social justice efforts that reflect the congregation's commitment to Unitarian Universalist principles? \_\_\_Yes \_\_\_No

If yes, please describe:

If requesting that funds not be processed through the church treasurer, provide justification and tell who will handle the funds:

Additional comments/requests:

Name of Sponsoring Committee, Group, Task Force:

Name of Contact Person:

Contact's phone numbers:

Contact's mailing address:

Contact's e-mail address:

Date of Application:

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Signature of Applicant

Date Received by the Assistant Treasurer:

Assistant Treasurer's notes:

\_\_\_\_\_ forwarded to Chair of Parish Committee on \_\_\_\_\_ (date)

\_\_\_\_\_ returned to applicant on \_\_\_\_\_ (date)

Reason for return:

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Signature of Assistant Treasurer

Date presented to Parish Committee:

Parish Committee Action:  accepted for fundraising as presented

accepted for fundraising with amendments

tabled until a later date: \_\_\_\_\_ (date)

declined for fundraising

Assistant Treasurer initials: \_\_\_\_\_

### CHECK REQUEST FORM

Name of Person Requesting Check:

Committee/Group:

Phone Number:

E-mail Address:

Name of Special Event/Offering/Account:

Amount:

Where to send check  to payee's address below

to Committee/Group's church mailbox

Check Payable to:

Address:



## **CASH AND CHECK MANAGEMENT POLICY FOR CHURCH COLLECTIONS**

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In order to be consistent with UUA policies and best practices, the policy for handling the church collections of cash/and or checks is as follows: Two unrelated persons who are church members will be responsible for counting the cash and checks received in collections/fund-raising activities. Every effort will be made to rotate the volunteers so that the same two people are not repeatedly working together. The funds should be in the custody of two people at all times until deposited in the designated location. The collection must not leave the building until it is taken to the bank to be deposited. This policy is for all funds received unless an exception is recommended by the Treasurer and approved by the ParCom Executive Committee. This policy will be reviewed periodically to ensure that it is consistent with the best UUA practices.

—Adopted by the Parish Committee April 14, 2012

# FIRST PARISH GIFT ACCEPTANCE POLICY

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## 1. Introduction

First Parish Unitarian Universalist of Arlington (First Parish, the Congregation) solicits and accepts gifts to fund its activities and fulfill its mission. First Parish urges all prospective donors to seek the assistance of personal legal and financial advisors in matters relating to their gifts, including the resulting tax and estate planning consequences. The following policies and guidelines govern acceptance of gifts made to First Parish for the benefit of any of its operations, programs or services.

First Parish will not accept gifts that:

- a. would result in First Parish violating its articles of incorporation or applicable state or federal laws and/or regulations,
- b. would result in First Parish losing its status as a tax-exempt organization,
- c. are too difficult or too expensive to administer in relation to their value,
- d. would result in any unacceptable consequences for First Parish including harm to its reputation, or
- e. are for purposes outside First Parish's mission.

Decisions on the acceptance or refusal of a gift in a form other than cash or marketable securities shall be made by the Parish Committee for gifts to the operating budget or special campaigns or by the Trustees for gifts to the endowment (Trust Funds).

## 2. Restricted and Unrestricted Gifts

First Parish encourages its donors to make unrestricted gifts to the Congregation. Unrestricted gifts provide First Parish the greatest flexibility to direct resources where they are most needed at any particular time. For that reason, unrestricted gifts are always preferred. First Parish accepts restricted gifts as follows:

- a. **Purpose-Restricted Gifts:** First Parish will accept gifts restricted as to the purpose for which they can be used when they support activities included in the annual budget or for purposes specified in a special campaign. The minimum amount for purpose restricted gifts is \$10,000. Gifts for other purposes must be reviewed and approved by Parish Committee.
- b. **Permanently Restricted Gifts:** Gifts for the endowment will be invested with the Congregation's other endowment funds and overseen by the Trustees. The minimum amount for purpose restricted gifts is \$10,000, and such gifts must be reviewed and approved by the Trustees. Amounts will be paid out from the fund in accordance the donor's restrictions, if any, and with Trust Funds spending policy, which may change from time to time. As with other gifts, the payout from the endowed fund may be unrestricted or purpose restricted.

### **3. Types of Gifts**

#### **A. Gifts of Cash**

Cash is acceptable in any form. Checks shall be made payable to “First Parish UU of Arlington” and shall be delivered to the Office Manager in the First Parish administrative office.

#### **B. Gifts of Securities**

- a. Marketable securities may be transferred to the Congregation’s brokerage account which is managed by the Trustees. Contact the website or the Office Manager for specific instructions. All marketable securities for the operating budget or specific campaigns shall be sold upon receipt. First Parish will send the donor an acknowledgment of the gift valued on the day the securities are received.
- b. Securities for which there is no active market, which include not only debt and equity positions in non-publicly traded companies but also interests in LLPs and LLCs or other ownership forms, can be accepted subject to the approval of the Parish Committee, or by the Trustees for gifts to the endowment. Gifts must be reviewed prior to acceptance to determine that:

there are no restrictions on the security that would prevent First Parish from ultimately converting those assets to cash,  
the security is marketable,  
the security will not generate any undesirable tax or other financial consequences for the Congregation, and  
the gift transaction does not involve tax or other financial planning in which First Parish would not wish to participate.

If potential problems arise on initial review of the security, further review and recommendation by an outside professional may be sought before making a final decision on acceptance of the gift. The final determination on the acceptance of closely held securities shall be made by the Parish Committee, or by the Trustees for gifts to the endowment, with the advice of legal counsel when necessary. Every effort will be made to sell non-marketable securities as quickly as possible. Valuation of the securities is the responsibility of the donor. However the church reserves the right to refuse the gift if it disagrees with the valuation or to request a second valuation.

#### **C. Gifts of Real Estate**

Gifts of real estate may include developed property, undeveloped property, or gifts subject to a prior life interest. Valuation of the gift is the responsibility of the donor. Prior to acceptance of real estate, First Parish shall require an initial environmental review of the property to ensure that the property has no environmental damage. In the event that the initial inspection reveals a potential problem, the Congregation shall retain a qualified inspection firm to conduct an environmental audit. The cost of the environmental audit shall generally be an expense of the donor. When appropriate, a title binder shall be obtained by First Parish prior to the acceptance of the real property gift. The cost of this title binder shall generally be an expense of the donor. Prior to acceptance of the real property, the gift shall be approved by the Parish

Committee, or by the Trustees for gifts to the endowment. Criteria for acceptance of the property shall include:

- Is the property useful for the purposes of the Congregation?
- Is the property marketable?
- Are there any restrictions, reservations, easements, or other limitations associated with the property?
- Are there carrying costs, which may include insurance, property taxes, mortgages, or notes, associated with the property?
- Does the environmental audit reflect that the property is not damaged?

#### ***D. Gifts of Tangible Property***

All other gifts of tangible personal property shall be examined in light of the following criteria:

- Does the property contribute to or further the mission of the Congregation?
- Is the property marketable?
- Are there any undue restrictions on the use, display, or sale of the property?
- Are there any carrying costs for the property?

The final determination on the acceptance of other tangible property gifts shall be made by the Parish Committee for gifts in support of the annual budget or special campaigns or by the Trustees for gifts to the endowment. Unless otherwise agreed with the donor, the property will be sold as soon as practicable. Valuation of the gift is the responsibility of the donor.

#### ***E. Legacy Gifts***

- a. Charitable gift annuities (CGA): First Parish encourages its supporters to consider charitable gift annuities during their lifetimes. The minimum for a CGA is \$10,000. Such gifts can provide lifetime income, income tax deductions, and support to the Congregation. Donors interested in planned gifts should contact one of the Trustees for guidance.
- b. Other planned gifts: The acceptance of other planned gift instruments, such as Pooled Income Trusts, Charitable Remainder Trusts, and Charitable Lead Trusts are subject to the approval of the Parish Committee. Donors interested in making such gifts should contact one of the Trustees.
- c. Bequests: Donors and supporters of First Parish are encouraged to make bequests under their wills and trusts. Such bequests will not be recorded as gifts to the Congregation until such time as the gift is irrevocable. When the gift is irrevocable, but is not due until a future date, the present value of that gift may be recorded at the time the gift becomes irrevocable.
- d. Life Insurance Beneficiary Designations: Donors and supporters of First Parish are encouraged to name the Congregation as beneficiary or contingent beneficiary of their life insurance policies. Such designations shall not be recorded as gifts until such time as the gift is irrevocable. Where the gift is irrevocable, but is not due until a future date, the present value of that gift may be recorded at the time the gift becomes irrevocable.
- e. Life Insurance: First Parish must be named as both beneficiary and irrevocable owner of an insurance policy before a life insurance policy can be recorded as a

gift. The gift is valued at its interpolated terminal reserve value, or cash surrender value, upon receipt. If the donor contributes future premium payments, First Parish will include the entire amount of the additional premium payment as a gift in the year that it is made. If the donor does not elect to continue to make gifts to cover premium payments on the life insurance policy, First Parish may continue to pay the premiums, convert the policy to paid-up insurance, or surrender the policy for its current cash value.

## **F. Other Gifts**

Other more complicated and esoteric gifts – such as remainder interests in property; oil, gas and mineral interests; or bargain sales – may be accepted by First Parish, but only with the approval of the Parish Committee, or by the Trustees for gifts to the endowment. Consideration will be given to the time and costs involved in assessing and structuring the gift before accepting it.

## **4. Gift Valuations**

First Parish shall follow accepted guidelines for income recognition and the valuation of gifts such as stock, real estate, personal property, and life insurance that require specific methods of valuation for the protection of both the donor and First Parish. In general, valuation of non-cash gifts for tax purposes is the responsibility of the donor.

## **5. Stewardship**

First Parish will be responsible for good stewardship toward its donors by following these guidelines:

- a. All gifts will be acknowledged within the required, or otherwise reasonable, period of time.
- b. Gifts to First Parish and accompanying correspondence will be considered confidential information, with the exception of the publication of donor recognition lists. All donor requests for confidentiality will be honored except as may be required by law.
- c. Lists or data files including the names of donors or other personal information will not be sold or given by First Parish to other organizations.

## **6. Conflict of Interest**

Those individuals who normally engage in the solicitation of gifts on behalf of First Parish shall not personally benefit by way of commission, contract fees, salary, or other benefits from any donor in the performance of their duties on behalf of First Parish, nor should any benefit be received by a family member or business of the solicitor. The active participation of the minister and First Parish staff in stewardship activities is not considered a conflict of interest.

*Note of acknowledgment: This policy is largely based on a policy shared by First Parish Needham.*

—Adopted by the Parish Committee March 18, 2013

## **AUDIT POLICY/PROCEDURE**

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Yearly, the elected Auditor shall:

1. Examine one randomly chosen month in the Fiscal Year. It shall be a different month from the last year's examination, and
2. Examine the church's financial documents after the close of the Fiscal Year.

These examinations shall include, but not be limited to, the following:

1. Reconciling checkbooks, bank statements, and financial statements (Balance sheet and P&L) to determine if they accord with one another.
2. Selecting a subset of transactions and examining the backup documentation. Other transactions that seem out of the ordinary shall also be examined.
3. Reviewing payroll and benefit expenses for consistency with the approved church budget.
4. Reviewing payments to outside contractors and consultants, and their services donated.
5. Reviewing written policies, procedures, signing authorities, etc. for processing account deposits and withdrawals, cash disbursements, payroll (salaries, vacation, individual budgets, timesheets if applicable), accounts payable/receivable and revenue, and receipts from the collection plate and special events, such as the Harvest Moon Fair or Spring Auction. The Auditor shall inquire of the Church Administrator as to the actual procedures being used, noting any discrepancies between written policies and actual practice.
6. Examining the records of the Trustees on an annual basis.

The Auditor shall present an audit statement for the Annual Report, and be prepared to answer any questions at the Annual Meeting. The audit statement shall include the Auditor's finding regarding the state of the church's financial procedures.

—Adopted by the Parish Committee March 2012

## **POLICY FOR THE MINISTER'S DISCRETIONARY FUND**

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First Parish Unitarian Universalist of Arlington has established a Minister's Discretionary Fund. Contributions to this fund may be made by individuals or by allocations from the Trustees or the Operating Budget. In order to ensure that contributions to the Minister's Discretionary Fund are tax-deductible, no contribution may be designated for the benefit of any particular recipient.

Distributions from this fund may be made by the minister to provide confidential assistance to church or community members facing emergency financial need. No distribution may be made to the minister or to any member of his or her family at any time. Any distribution to a church employee must be paid through payroll so that payroll taxes and reporting are correctly calculated and reported.

The minister shall report to the Parish Committee annually all amounts paid out by the fund, listing dates and purposes of the payments (but not the names of recipients). The Treasurer shall review the cancelled checks to confirm adherence to the written policy. If, for any reason, cash or gift cards are disbursed, the recipient shall provide a signed acknowledgment of the receipt, including the date and amount of the gift. These receipts shall be kept on file by the church.

—Adopted by the Parish Committee, December 2012

## **REIMBURSEMENT PROCEDURE FOR CHURCH-RELATED EXPENSES**

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With prior approval from a committee chair, staff person, or other authorized individual, congregants may advance their own funds for church-related expenses and then submit an Expense Reimbursement Form. To be reimbursed by the church for any level of expense:

- A receipt (e.g., original receipt, bill, canceled check) must be included with the Expense Reimbursement Form
- The form must include an explanation for the expense that clearly ties it to the cost of “doing business” for the church
- The form should be submitted within 60 days of incurring the expense

The Expense Reimbursement Form is available in the First Parish Office. Completed forms should be submitted to the Treasurer.

Reimbursement will be paid by check and mailed to the requester, generally within 30 days of submitting the request.

—Adopted May 2013

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# GENERAL OPERATIONS

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## ALCOHOL POLICIES AND GUIDELINES

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### I. Intent and Authority

The policies below are designed to ensure that use of alcohol at First Parish:

- Is in compliance with applicable laws and regulations and covered by insurance
- Maintains a comfortable and safe environment for our church community, consistent with our UU values

The Parish Committee reserves the right to change or waive these policies and guidelines and otherwise to prohibit, limit, condition, or restrict from time to time in its sole discretion the use of alcohol on the Church premises.

### II. When Alcohol May Be Served

#### A. Church Events

Alcoholic beverages may be served at church events that meet all of the following conditions:

1. The consumption of alcohol is incidental to the main purpose of the sponsored activity (as a condition of coverage by our insurance company).
2. There is no charge for the drinks, admission fee to, or facility rental fee associated with the event (i.e., the beverages are not being sold, which would require a one-day town license).
3. The event is primarily attended by church members or related to a religious service (e.g., a memorial service).
4. The event is primarily attended by adults (of legal drinking age), or youth present are primarily in a different area.

In some cases that don't meet the above conditions, permission to serve alcohol *may* be granted by the Parish Committee.

If a committee or sponsor of a church event wants to sell alcoholic beverages or serve alcohol at an event where consumption is NOT incidental to the main purpose of the activity, the sponsor needs to obtain permission from the Parish Committee (or ParCom Executive Committee). In addition to demonstrating the reason for the event, the sponsor would need to present a plan for meeting town licensing requirements, complying with state ABC requirements, and obtaining insurance coverage through use of a certified bartender or special policy rider.

#### B. Non-Church Events

If the church is used for an event at which alcohol will be served, either by a church member or a third party, the user must:

1. Request permission from the Church Office to serve alcohol to invited guests only;

2. Identify the person who will be the Host in Section III; and
3. Provide a certificate of insurance, including host liquor liability, naming First Parish Unitarian Universalist as an additional insured (e.g., through a certified bartender or caterer).

In no event may alcohol be sold to guests (or served after payment of an admission fee) without special approval by the Parish Committee (or ParCom Executive Committee). Any request would need to include a plan for meeting town licensing and state ABC requirements, as well as insurance coverage.

### **III. Policies for Serving Alcohol**

***At the time space is requested from the Church Office, all users (church members or others) must identify any event where alcohol will be served.***

The chair of the group or a designated alternate (“Host”) is responsible for ensuring that the following policies are followed.

1. Written notices and invitations, if any, issued in advance of an event at which alcohol will be served, should indicate that alcohol will be served.
2. No alcoholic beverages may be left unattended on the premises.
3. Non-alcoholic beverages must be available whenever alcoholic beverages are served.
4. It is recommended for larger events that at least one server be a “certified” bartender<sup>1</sup>. The Church Office maintains a list of members who are certified and may be willing to fill the role. Servers must be at least 18 years old.
5. Under no circumstances may alcohol be served or sold to anyone under 21. Servers must card any young adult before serving, or have a system (e.g., wristbands) to ensure that alcohol is not served to anyone under 21.
6. Host should ask attendees not to leave their drinks unattended and Host must remove and dispose of unattended drinks periodically through the event.
7. Donations may be solicited to cover event expenses, but money may not be collected at the bar (i.e., in conjunction with the serving of alcohol).

—Adopted by the Parish Committee May 8, 2012

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<sup>1</sup> A certified bartender has completed training, but does not necessarily provide insurance for events where he or she serves alcohol.

## **GREEN SANCTUARY POLICY**

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BE IT RESOLVED THAT AS MEMBERS OF FIRST PARISH UNITARIAN UNIVERSALIST OF ARLINGTON, MASSACHUSETTS:

We recognize the seriousness of the challenges posed by dramatic climate change. Life on our beautiful planet is threatened by an exploding population, destruction of the environment, and excessive use of fossil fuels.

We have a responsibility to be mindful of the environmental consequences of our choices for the sake of the human community, all other species and the resources that sustain them now on earth, and for future generations.

We value the seventh principle of our Unitarian Universalist Association: *Respect for the interdependent web of all existence of which we are a part.*

THEREFORE:

We strive to be a green sanctuary congregation whose way of living as a religious community is grounded in sound environmental policies and practices.

We seek an identity as a religious community that enables us to embody a green way of life.

We ask that when members and staff make decisions concerning First Parish—its maintenance, the use of its facilities, its programs, and its outreach to the community—they seriously consider environmental factors as well as issues of cost, functionality, and aesthetics.

We seek Green Sanctuary Accreditation from our Unitarian Universalist Association.

—Adopted by the First Parish Congregation November 14, 2010

# **ENVIRONMENTAL PRACTICES AT FIRST PARISH ARLINGTON**

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## **Guidelines Created by the Green Sanctuary/Climate Change Task Force**

In order to live out the vision of our Green Sanctuary Policy, the Green Sanctuary/Climate Change Task Force has worked with congregational leaders and members to create this set of Environmental Practices at First Parish Arlington.

The document includes sections on:

- The Church Office
- The Property Committee
- Religious Education
- Members of the congregation
- Congregational leaders
- Committee leaders
- People serving food
- The Green Sanctuary/Climate Change Task Force
- Building users and tenants

We know there will be revised versions of this document in the future as we learn from our experiences, get new insights, and benefit from new technologies.

We welcome suggestions from all members of the congregation about how we might best live out our Green Sanctuary Policy.

## **By Staff/the Church Office**

Take environmental considerations into account in purchasing decisions:

- Purchase recycled products when they meet our price, quality, and availability standards. This includes copy paper, paper towels, toilet paper, paper napkins, etc.
- Consider getting paper towel rolls with sheets that are half the standard size.
- Purchase paper without chlorine bleach.
- Preferentially purchase pastel colored papers rather than brightly colored papers.
- Purchase low-phosphate and low-toxicity cleaning supplies that are not petroleum based.
- Purchase cleaning products and polishes that do not contain chlorine or ammonia.
- Purchase products that do not contain triclosan.
- Purchase unbleached coffee filters to avoid dioxin.
- Purchase organic sugar.

Be mindful about paper use:

- Make sure that all staff has access to double-sided printers. Photocopy documents double-sided when appropriate.
- Print or photocopy only the number of copies of documents that are needed.
- For purposes of cost, use white paper instead of colored paper (twice the cost of white paper). Use pastel paper rather than brightly colored paper (three times the cost of white paper).

Educate lay people and building users:

- Put a note on the photocopier asking people to print no more copies than they need, to print double sided when they can, and to turn off the photocopier overnight when there is no one in the building.
- Distribute to tenants and building users an information sheet that contains information about recycling, turning off lights and fans, how to unlock exterior doors rather than leaving them propped open, etc.

Purchase another big recycling tub, since the one in the copy room is often full to overflowing.

Recycle old computer equipment with companies that practice clean recycling.

Practice energy conservation through daily practices.

Turn off personal lights and personal computer when you leave for the day:

- Turn off office computers and the photocopier at the end of the workday.
- Keep lights off in spaces that are not in use and/or receive ample natural light (e.g., the vestry).
- Turn off lights in the areas behind the sanctuary when they are not in use (the fan room stairwell, sexton's room, choir room, green room, and associated hallways).
- Use a personal electric space heater only if you need it at that time. Please turn off a personal electric space heater when you are not at your desk.
- Close office curtains at night.
- During hot summer weather, close the Venetian blinds and curtains in the sanctuary and vestry/community room.

## The Sextons

Collect compact fluorescent bulbs for recycling.

Use cleaning supplies purchased by the office.

Use the dishwasher instead of hand-washing dishes as much as possible. The dishwasher is more energy efficient and actually sanitizes the dishes.

## By the Property Committee

Members of the Property Committee make environmental issues an important priority along with value, quality, durability, maintenance needs, and building aesthetics.

**Note:** CP means current practice as of 3-1-11.

Committee members pursue energy-efficiency/cost-reduction goals. (CP)

Committee members turn off the boiler as soon as the heating season is over. (CP)

Committee members change the temperature of the water in the boiler in different seasons: higher in the winter and less high in the spring and fall. (CP)

Committee members use low-Volatile Organic Compounds (VOC) paint. (CP)

The committee has installed compact fluorescent lights in almost all locations where they can be used. (CP)

Members of the committee return used compact fluorescent lights to a local hardware store for recycling. (CP)

Committee members do not use artificial fertilizers and use a minimum of herbicides on the grounds. (CP)

Committee members remove invasive plant species. (CP)

When adding plantings to the grounds, committee members select plants that enhance the local habitats of insects and birds. (CP)

Committee members minimize water use on the grounds. (CP)

Committee members compost some but not all yard waste. (CP)

Pest control companies are asked to apply poisons only when we are having an outbreak of a particular species, not all the time. (CP)

Put notes near light switches in highly used areas and in infrequently used areas (the sexton's rooms, fan room stairwell, choir room and associated hallways) asking people to turn off lights when not in use.

Promptly fix dripping faucets, running toilets, and leaks in the dishwasher.

Keep door hinges, door closers, and weather stripping in good condition.

Control the heating system in a fuel and cost efficient way. When possible, update controls using modern technology.

Continue to refine effective target temperatures for the sanctuary, vestry, parlor, office spaces, and religious education spaces when they are in use and when they are not occupied spaces.

Continue to locate remaining incandescent bulbs and replace them with compact fluorescent lights when possible and LEDs when available.

Replace inefficient appliances with Energy Star models.

Consider replacing bathroom fixtures, especially the urinal, to reduce water flow.

When adding plantings to the grounds, consider native plants.

Compost as much yard waste as possible.

### **By the Religious Education Program**

Take environmental considerations into account when designing and purchasing materials for art projects.

Use white paper instead of colored paper. Use pastel paper rather than brightly colored paper.

Re-use and recycle surplus materials.

Take a mindful approach to what the children eat on Sunday morning and at other congregational activities.

Put curriculum resources online for teachers to use so as to cut down on the use of paper.

Limit the number of copies printed to the number of students in the class.

Make use of class time, Sunday services, Earth Day, and stand alone Sundays for education on environmental issues and climate change.

Help students understand the spiritual dimension of our relationship with the natural world.

Use sound environmental practices when providing upkeep, maintaining, or refurbishing religious education space.

### **By Members of the Congregation Generally**

Recycle paper, cardboard, aluminum, glass, and plastic. Be aware that the most important material to recycle is aluminum. Empty liquids from all bottles before recycling.

Ensure that exterior doors remain closed during the heating season and fully close exterior doors after you pass through them.

Whenever possible, walk, bike, and take the bus or car pool to church events.

Turn off lights in areas that are not in use.

Follow building use guidelines when using the building for programs or social functions.

### **By Committee Chairs & Other Lay Leaders**

Ensure that exterior doors remain closed during the heating season, and fully close exterior doors after you pass through them.

Turn off lights and fans when leaving a room or the building.

Print copies double-sided when appropriate.

Reduce paper use. Print or photocopy only the number of copies of documents that are needed.

Ask meeting participants to share an agenda sheet or other handouts when appropriate.

Format documents to reduce paper use. Use reasonable margins and reasonable line spacing.

For purposes of cost, use white paper instead of colored paper (twice the cost of white paper). Use pastel paper rather than brightly colored paper (three times the cost of white paper).

Distribute information electronically rather than on paper when appropriate.

Ushers are encouraged to turn off fans and lights after Sunday services.

### **By People Serving Food**

We purchase organic, shade-grown, fair trade coffee from Equal Exchange.

Avoid using disposable paper or plastic cups, plates, bowls, forks, knives and spoons. Use glass, china, and silverware that can be run through the dishwasher unless the size or location of the event precludes this.

Use the dishwasher instead of hand washing whenever possible. The dishwasher is more energy efficient and actually sterilizes the dishes.

Take environmental considerations into account when preparing, serving, and cleaning up after meals.

We encourage people to include more plant-centered foods and to reduce the amount of meat used. We encourage people to purchase food from local growers who are using sustainable farming methods whenever possible. Such foods can be purchased at Harvest Food in Cambridge year round, and the Arlington Farmer's market from June through October. Costco does not sell locally grown food, but it has a good selection of organic foods at reasonable prices.

We encourage the use of organic foods (without pesticides) since they are healthier than non-organic.

Please limit the inclusion of processed and highly packaged foods.

Please compost vegetable waste after food events.

Please take left-over food home or give it to people who will use it.

Please use tap water instead of bottled water so as to cut down on the amount of plastic.

Recycle paper, cardboard, aluminum, glass, and plastic. Be aware that the most important material to recycle is aluminum. Please empty liquids from all bottles before recycling.

For further information about these recommendations please talk with a member of the Green Sanctuary/Climate Change Task Force

### **By the Green Sanctuary/Climate Change Task Force**

Create procedures for informing congregation members about greening activities in the church, eco-lifestyle tips, and pending environmental legislation.

Develop environmental curriculum resources for adults and children.

Encourage members to walk, bike, take the bus, or car pool to church events.

Monitor trash pick ups to make sure our material in blue bins is actually recycled and not trashed.

Research purchasing options and share the results with the office staff, but let the office staff make purchasing decisions.

Research options for locally grown and plant based foods.

Work with floral suppliers to take environmental issues into concern when making floral arrangements.

### **By Building Users/Tenants**

Turn off lights and fans when leaving a room or the building.

Ensure that exterior doors remain closed during the heating season and fully close exterior doors after you pass through them.

Recycle paper, cardboard, aluminum, glass, and plastic. Be aware that the most important material to recycle is aluminum. Empty liquids from all bottles before recycling.

Use the dishwasher instead of hand washing as much as possible. The dishwasher is more energy efficient and actually sterilizes the dishes.

—Revised by the Green Sanctuary/Climate Change Task Force December 19, 2011

# **CHARTER: GREEN SANCTUARY/CLIMATE CHANGE TASK FORCE**

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## **Name of the Task Force**

Green Sanctuary/Climate Change Task Force of First Parish Unitarian Universalist of Arlington

## **General Purpose**

The Green Sanctuary/Climate Change (GS/CC) Task Force is grounded in the Seventh Principle of the Unitarian Universalist Association—"Respect for the interdependent web of all existence of which we are a part"—and the 2006 Statement of Conscience titled "Threat of Global Warming/Climate Change."

We seek to align ourselves with the Unitarian Universalist Association's Green Sanctuary initiative and the Unitarian Universalist Ministry for the Earth.

The mission of the GS/CC Task Force is to work at First Parish among its members and friends, and in the wider world, for practices that sustain life on Earth, such as reducing carbon footprint and conserving resources.

## **Specific Duties**

The Committee will link with members of the congregation to:

- Initiate and support educational programs to raise awareness
- Engage with activists in the congregation and in the community
- Encourage environmental mindfulness as a spiritual practice.

## **Mission Linkage and Annual Objectives**

Our congregational mission statement refers to countering the injustices and excesses of our time. Climate change and its consequences relates to this objective.

The objectives for the GS/CC Task Force are to work with members of the congregation to:

- Establish Green Sanctuary practices to support the congregation's Green Sanctuary Policy. Engage members of the congregation in discussion of these practices.
- Send application for accreditation to the Unitarian Universalist Association's Green Sanctuary Program. Carry out the requirement to achieve accreditation.
- Carry out educational programs.
- Set specific goals for the Task Force to accomplish

## **Annual Budget**

The work of the GS/CC Task Force is funded through the congregation's Social Justice Committee.

## **Reporting Requirements**

The GS/CC Task Force shall report in writing to the congregation in conjunction with the congregation's customary annual reporting process.

The GS/CC Task Force will report to the Board liaison in a manner convenient to the chair and the ParCom member.

### **Authorities Reserved to the Board**

ParCom will support appropriate congregation-wide policies with regard to the work of the GS/CC Task Force.

ParCom may disband the GS/CC Task Force at its discretion.

### **Relationship to the Professional Staff**

The Minister is an ex-officio member of the GS/CC Task Force. The GS/CC Task Force will advise the Minister regarding Green Sanctuary initiatives.

### **Leadership and Membership**

The GS/CC Task Force has a chair and a person who takes notes at the meeting. Membership is open to any interested persons in the congregation. Currently there are 10 members.

### **Roles and Responsibilities of the Chair**

- Schedule the GS/CC Task Force meetings and arrange for meeting space.
- Create the meeting agenda with input from members of the GS/CC Task Force.
- Facilitate the meetings of the GS/CC Task Force.
- Start and end meetings on time.
- Make sure there is a person to take the meeting minutes and distribute them to task force members.
- Report pertinent information about GS/CC Task Force activities to the Parish Committee and the Minister.
- Delegate and encourage equitable distribution of tasks among members with sensitivity to their talents and interests.
- Communicate with GS/CC Task Force members and related staff regarding task force business and assigned tasks.

—Approved by the Parish Committee, September 5, 2011

## **MEMORIAL GARDEN RULES AND PROCEDURES**

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- Subject to meeting all legal requirements, First Parish Unitarian Universalist of Arlington, Massachusetts (“First Parish”), shall establish and maintain in the Courtyard facing the old Town Cemetery, the “Smith Courtyard,” a Memorial Garden for the burial of the cremated ashes of deceased individuals. The entire Smith Courtyard shall be designated the First Parish Memorial Garden. The use of the Smith Courtyard shall not be restricted notwithstanding that it is the site of the Memorial Garden.
- Upon request of any member or friend of First Parish, and in accordance with these policies and such other requirements as may pertain, the ashes of a deceased individual will be interred in the Memorial Garden.
- No burial of the ashes of any individual shall take place without written permission from the Minister or the Chair of the Parish Committee or the Chair’s designee.
- Only properly cremated, pulverized ashes shall be interred in the Memorial Garden. No container of any kind may be buried. It is the responsibility of those requesting use of the Memorial Garden to present the ashes in proper form. Storage of ashes prior to burial shall also be the responsibility of the requester(s). Ashes shall not be stored at First Parish. It is recognized that weather conditions or other circumstances may affect when ashes may be buried. The burial of the ashes of any individual will occur on a date mutually agreeable to the requesters and First Parish.
- Ashes shall only be buried in the grassed turf area of the Smith Courtyard. Any interment must be at least two feet from the edge of any planting bed and at a minimum depth of six inches below the surface of the affected lawn area. Any lawn area disturbed in the interment process shall be restored to its original condition. Any flowers or other memorial items used in connection with a specific burial shall be removed at the end of the burial proceeding.
- Consistent with the foregoing requirements, applicants may request burial of ashes within the Memorial Garden in a specific location, but First Parish does not guarantee that such request will be honored. Ashes shall not be recoverable. No headstones or markers of a burial of any kind shall be placed in the Courtyard except on the plaque in the Smith Courtyard indicating it is a Memorial Garden and providing a place for recording the names of individuals whose ashes are buried in the Memorial Garden. Requesters of use of the Memorial Garden shall be responsible for obtaining and paying for any nameplate that may permissibly be added to the First Parish plaque. The nameplate must be in accordance with the requirements established by the Parish Committee for the plaque and may only contain the name, date of birth, and date of death of the individual.
- The First Parish Minister shall maintain an official permanent record of all individuals whose ashes have been buried in the Memorial Garden.
- A payment to First Parish will be required from each applicant for use of the Memorial Garden prior to the burial of ashes. The amount of the burial fee shall be determined by the Parish Committee. The Parish Committee shall have the right to reduce or waive the fee in particular instances as it deems appropriate. A “Memorial Garden Trust Fund” is hereby established for the receipt of the burial fees and any other donations that may be made to such Fund. The Fund shall be used exclusively for the maintenance and beautification of the Memorial Garden and the grounds and buildings of First Parish.

- Fees for any services of the Minister or other First Parish personnel in connection with the interment of the ashes or the memorialization of the individual shall be in addition to the burial fee.
- The use and maintenance of the Memorial Garden is under the exclusive control of First Parish. No individual shall acquire any right whatsoever with respect to the Memorial Garden; its existence, use, or appearance; or related memorial plaques or records. Consistent with the First Parish by-laws, First Parish may alter, modify, or relocate the Memorial Garden or any related memorial plaques or records. The use of the Smith Courtyard shall not be restricted notwithstanding that it is the site of the Memorial Garden.
- Each applicant for use of the Memorial Garden shall be given a copy of these policies. The Memorial Garden may only be used in accordance with these policies.
- The Parish Committee shall have full authority to administer the Memorial Garden consistent with these policies, the First Parish by-laws, and any regulations it may adopt. The Parish Committee has the right to modify or change these policies and to determine and establish additional regulations concerning the Memorial Garden. The Parish Committee may delegate its administrative authority as it deems appropriate. The Parish Committee does hereby delegate to the Trustees of the Trust Funds custody and administration of the “Memorial Garden Trust Fund.”

—Updated by the Memorial Garden Committee, October 2012

# SAFE CONGREGATION POLICY

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## Evacuation Plan

### Guidelines:

- When the building alarm sounds, we evacuate.
- Please evacuate quickly and quietly.
- Please help those who are mobility-impaired or those with young children.
- Please meet your family and friends at the *rally point* (the place to meet and reorganize). Children in Religious Education classes (RE) will be taken to the rally point.
- If there is an issue with your assigned evacuation exit, please proceed to the next nearest exit to evacuate.

**Rally point:** We meet at Winfield Robbins Memorial Gardens, the town garden space between the Arlington Town Hall and the Robbins Library Sanctuary area.

- The choir/organ half of the Sanctuary, including the balcony and the narthex (front entrance area): Evacuate through the Mass Ave door.
- The pulpit/bell half of the Sanctuary, including the balcony, as well as the choir room, the green room, and the sexton's closet: Evacuate through the Pleasant Street door.
- Vestry area: Evacuate through the Vestry door.
- Kitchen, bathrooms, parlor, office area: Evacuate through the church office door.
- Playground/kindergarten section of the RE wing, rooms, and bathrooms: Evacuate through the playground door.
- Main RE wing and Bailey Room: Evacuate through the RE door.

—Adopted by the Parish Committee, December 19, 2012

# **UUA SAFE CONGREGATIONS GUIDELINES FOR FIRST PARISH YOUTH PROGRAMS**

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The [UUA Safe Congregations Guidelines](#) are designed to “provide clear procedures, policies and workshops for creating, supporting and nurturing safe and healthy boundaries in our faith communities.” Below are adapted Safe Congregations Policies for the Youth Program at FPUUA. If you would like to educate yourself about UUA Safe Congregations policies, a wealth of information can be found at the UUA website, as well as a list of resources for further reading.

## **Staff and Volunteer Advisor Requirements**

All adults working with youth must consent to a CORI criminal background check.

## **Supervision Requirements**

- Youth: adult ratio of 8:1
- There must always be two adults present at any given gathering of youth.
- There should be no one-on-one meetings of adult advisors and youth. If a situation arises where this is necessary, the adult advisor should notify either the Youth Coordinator or the DRE prior to the meeting and also notify them immediately upon completion of the meeting. Under no circumstances should an adult (other than parent or guardian) be alone with a youth off-site in the role of advisor.
- At overnight events at the church, there must be two adults awake at all times.
- At other overnight events (such as service trips or retreats), situations may arise in which everyone sleeps. At no time will one adult be left awake with a group of youth.

## **Removal of Volunteer Advisor**

In the event that a volunteer advisor disregards any of the Safe Congregations policies, does not abide by the youth group covenant, or diverts from volunteer advisor behavioral guidelines, youth program staff will remove the adult’s right to participate in youth programming.

## **RE Drivers Policy**

All drivers for any youth group trip, field trip, or event must abide by the RE Drivers Policies and complete all necessary paperwork. Copies of Drivers License, Registration, and Insurance Documents must be left on file in the church office. All cars must have a First Aid kit in them at all times while transporting youth on a church sponsored event.

## **Mandated Reporters**

By Massachusetts law, the DRE and Youth Coordinator are Mandated Reporters of child abuse or neglect in the state of Massachusetts.

In the case of suspected abuse, volunteer adults should immediately report all information to the DRE and/or Youth Coordinator, who will file a report with the state. As a volunteer advisor, you have the legal right to file such a report, but you are encouraged to enlist the help and guidance of the youth program staff.

## Confidentiality at Youth Group Meetings and Events

In general, things said by youth at youth group meetings should remain within the youth group and the adult advising team. Specifically, information shared during worships and candles is confidential, meaning that it does not leave the community formed by the youth, adult advisors, and youth program staff.

The Youth Coordinator will break confidentiality—and notify parents or other authorities—in the following circumstances:

- It is deemed that the youth presents an immediate danger to him/herself or others.
- Child abuse or neglect is reasonably suspected.
- The youth appears to be in immediate danger.

When possible, the Youth Coordinator will tell the youth prior to breaking confidentiality.

If the Youth Coordinator is not present and confidentiality needs to be broken, adult advisors are encouraged to consult with the DRE or RE Assistant, if time allows. If danger is deemed immediate confidentiality can be broken to protect the safety of the youth.

Youth are encouraged to confide in youth chaplains, who have been trained to offer support to their peers. The Youth Coordinator (Marcie) and one designated adult advisor (Maggie) are **EXPLICITLY STATED TO BE IN THE CHAPLAIN CIRCLE OF CONFIDENTIALITY.**

## Guidelines for Electronic Youth/Adult Communication

Adult advisors are encouraged to follow the following “Online Communication” Guidelines, as outlined by the Youth Coordinator.

It is up to you whether or not you choose to be “friends” with youth on Facebook. It is **COMPLETELY ACCEPTABLE** to reject friend requests from youth if you find this to be an easier line to draw.

If you choose to be “friends” on Facebook with youth, then you must censor your Facebook profile appropriately. There should be nothing on your profile—pictures, wall posts from your friends, information—that you would not be comfortable having advertised in the Sunday morning bulletin or displayed on the wall at youth group.

**DO NOT SEND FRIEND REQUESTS TO YOUTH.** Let youth choose to “friend” you, and then you can accept. Let the initiation come from the youth.

You are encouraged to communicate with youth outside of Sunday night youth group meetings, as is appropriate in the situation. You may communicate in person, or via phone, e-mail, text, or Facebook. Please think through what means of communication you are most comfortable with, and stick to that.

—Updated by the Religious Education staff, May 2013

# **PROCEDURE FOR USE OF FIRST PARISH ARLINGTON FACILITIES**

Updated by Office Manager Joan Dyer, June 2013

## **Facilities Use Packet**

Welcome to First Parish Arlington.

Thank you for your interest in considering First Parish for your activity. You will find on the following pages:

- Regulations Governing the Use of Church Facilities
- Terms and Conditions Governing the Use of Church Facilities
- Liquor Liability Insurance Coverage Requirement
- User Fees Schedule
- Application for Use of Church Facilities

Attachments:<sup>2</sup>

- First Parish Alcohol Policy
- First Parish Child Safety Policy
- First Parish Green Sanctuary Policy
- Town of Arlington Temporary Food Permit Application

Under Regulations Governing the use of First Parish Facilities, note that caterers should be informed about numbers 4, 5, and 6 well in advance. If you need to provide insurance coverage, you should begin to make arrangements for insurance coverage immediately. Caterers must also register with the Town of Arlington Health Department.

The Application Form may be faxed or mailed to First Parish, and I will contact you shortly. Our mailing address is:

First Parish Unitarian Universalist

630 Massachusetts Avenue

Arlington, MA 02476

Phone: 781/647-3799

Fax: 781/643-2723

OfficeManager@firstparish.info

Thank you,

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<sup>2</sup> Note: These documents are not included here. Contact Office Manager Joan Dyer for more information.

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## Regulations Governing the Use of First Parish Arlington Facilities

1. Every prospective user must complete a signed application accompanied by a \$100 deposit (or the full user fee if less than \$100) followed by one-half of the user fee when the application is approved. All final payments are due 14 days prior to the event.
2. The use of the Space is limited to the number of persons, purpose, and room(s) specified in the approved application, which is non-transferable.
3. First Parish representatives will have the right to direct the applicant in the proper use of the Space.
4. The First Parish Alcohol Policy adopted by the Parish Committee May 12, 2012, must be strictly followed. (Please refer to the copy of this policy included in this packet.)
5. If permission to serve alcohol is given according to the policy mentioned above, the caterer (or the applicant if there is no caterer) must provide First Parish with Evidence of Insurance (Commercial General Liability) including Liquor Liability coverage naming "First Parish Arlington, Unitarian Universalist" as an "additional insured." (Please refer to the Liquor Liability Insurance Coverage Requirement in this packet.)
6. The Town of Arlington requires a Temporary Food Permit for all public events and for private events when space is rented from a function hall or place of worship for an event at which food is served. The caterer or applicant must obtain the necessary permits and provide copies to First Parish at least 14 days in advance of the Event. A copy of the application form is included in this packet as a courtesy. All questions should be directed to the office of the Board of Health at 781-316-3170.
7. Caterers and bartenders must supply their own trash bags and remove all trash from church property after the Event.
8. The Space and all facilities must be left in the condition in which they were found. Furnishings may not be moved from room to another. All kitchen counters must be cleaned; dishes, utensils must be washed, dried, and put away; and floors swept. Trash should be taken with you or put in the trash shed.
9. All leftover food and drink must be removed from the building.
10. All Events require the submittal to First Parish of a damage and cleanup deposit, unless otherwise waived or reduced by the Office Manager.
11. Smoking is not allowed in any First Parish building.
12. Decorations may not be attached using thumbtacks, transparent tape, or any methods that damage surfaces.
13. Parking is not provided. Please encourage use of public parking and public transportation.
14. First Parish may require our custodian to be on duty during the Event. There will be an additional hourly charge for this. The Office Manager will inform you if this is necessary. Typically a custodian is required on evenings or weekends when the church office is closed or when an event is open to the public. At the discretion of the Office Manager, a Member of First Parish with a current pledge on record may be permitted to volunteer as the custodian in lieu of a paid custodian.

15. First Parish further reserves the right in its sole discretion to determine to whom and for what purposes the facilities will be made available.
16. First Parish's musical instruments, equipment, and audio/visual equipment may not be used without the prior written permission of First Parish. Additional deposits and/or user fees may be charged if permission is granted.
17. Users of the Sanctuary must leave the room set up according to detailed instructions provided separately.
18. First Parish Child Safety Policies must be followed. In particular, at any time when any child is not with his or her parent or guardian, there must be two unrelated adults present with the child(ren).
19. First Parish is certified as a Green Sanctuary by the Unitarian Universalist Association. We request that you follow our environmental policies and guidelines. A copy of our Green Sanctuary policies is included in this packet.
20. Applicant must provide a certificate of insurance unless this requirement is waived in writing by the Office Manager.

## Terms and Conditions Governing Use of Church Facilities

**These Terms and Conditions are incorporated into the Application and are binding on Applicant.**

1. **Use.** Applicant certifies that Applicant will use the Space only for the purposes described in its Application. Applicant understands that this right to use is personal and may not be transferred or sublicensed. Any changes to the right to use or the terms and conditions of use must be approved by First Parish in writing.
2. **Limited Time.** The Space will be available to Applicant only during the hours and on the day(s) ("Time of Use") specified on the Application, and Applicant agrees that at Applicant's sole cost and expense, Applicant shall ensure that the Space shall not be occupied or used by Applicant or any third party before or after the Time of Use. Time is of the essence regarding this right to use.
3. **Alcohol.** Applicant may not serve, furnish, or distribute alcoholic beverages of any kind without the prior written consent of First Parish. If such permission is granted, Applicant shall be solely responsible for obtaining all permits or other authorizations and for obtaining insurance satisfactory to First Parish, and shall submit copies of all permits required and documentation of insurance to First Parish at least fourteen days prior to any Time of Use. If the copies of permits and insurance are not received in a timely fashion, no alcohol may be served, furnished, or distributed.
4. **Special Equipment, Recordings.** No lighting or other special equipment may be installed or used without the prior written consent of First Parish.
5. **Visitor Parking, Unloading.** First Parish has limited parking facilities, which will only be made available as communicated to the Applicant by First Parish. Unless First Parish has secured special parking rights for this Event, parking shall be limited to public parking near First Parish.
6. **Clean-up.** Applicant agrees to bear all costs of cleaning, repairing, and restoring First Parish Facilities to its previous condition, reasonable wear, and use excepted.
7. **Security Deposit.** Applicant shall pay to First Parish any Security Deposits required by First Parish. If, in First Parish's sole judgment, any cleaning, repairing or restoring is needed, First Parish may apply the Security Deposit to cover such costs. If no such repairing, restoring, or cleaning is needed, the Security Deposit either shall be applied against any other payments then unpaid or shall be returned to Applicant after the final Time of Use.
8. **Applicant's Liability.** Applicant is and hereby agrees to be fully responsible and liable for any and all injuries (and death) suffered by persons and for any and all damage to First Parish's property and any theft or loss of First Parish's furnishings and equipment, resulting from or occurring during Applicant's use of the Space, and not caused by the willful misconduct or gross negligence of First Parish. Applicant shall indemnify and hold harmless First Parish and their officers, agents, employees, members and members of their governing boards from and against any and all liability, action, claim, demand, loss, expense, or damage (including reasonable attorneys' fees) caused by or arising out of any act, omission, publication, or representation of Applicant, its officers, directors, agents, guests, invitees or employees in connection with this right to use.

9. **First Parish Not Liable.** First Parish shall have no liability for any loss, cost, expense, or damage to Applicant, its members, officers, directors, agents, employees, or anyone else by reason of fire, theft, vandalism, or otherwise. Applicant agrees not to sue First Parish or any of First Parish's respective officers, agents, employees, members, members of its governing boards, successors, or assigns for any such loss, cost, expense, or damage. In no event shall First Parish be liable to Applicant for incidental or consequential damages if First Parish is unable to make the Space available to Applicant during all or any part of any of the Time of Use. The Space is provided on an "AS IS" basis and First Parish makes no warranties of any kind whether express or implied.
10. **Use of First Parish Name.** Applicant shall not imply in any way that First Parish is sponsoring the Event; and no reference to First Parish may be used in promotional or other literature used or distributed by Applicant, other than references to the location of the Event.
11. **Not a Lease.** This is not a lease, and no interest in real estate is conveyed hereby.
12. **Rules and Policies.** Applicant and Applicant's use of the Space shall be subject to any policies, rules, and regulations that First Parish may promulgate from time to time, including those stated in any publication promulgated by First Parish. Applicant's use of the Space is non-exclusive as to First Parish, which retains the right freely to enter the Space at any time, for any purpose.
13. **Binding Effect.** The terms and conditions of this License shall be binding on Applicant, (and if Applicant is an organization) on Applicant's officers, directors, members, agents, employees, guests, invitees, and on those claiming by, through, or under Applicant.
14. **Use and Occupancy Changes.** If, for any reason, Applicant does not upon the expiration of the Time of Use deliver the Space to First Parish free of occupants, Applicant's personal property, and cleaned in accordance with the Approved Application, then Applicant shall be liable to First Parish for each day, or portion thereof, that the Space is occupied by such persons or property until such Space is vacated and the property removed at a daily rate of \$1,000. First Parish may remove any of Applicant's personal property upon the expiration of the Time of Use and, if appropriate under the circumstances, discard such property.
15. **Force Majeure.** First Parish is not liable for its failure or delay to perform its obligations due to any acts of nature, act of God, strikes, acts of terrorism, fires, floods, explosions, earthquakes, equipment or labor shortages, government regulations, destruction of facilities or other causes beyond its reasonable control.

## **Liquor Liability Insurance Coverage Requirement**

This coverage is intended to protect First Parish Unitarian Universalist of Arlington, Massachusetts, from liquor liability exposure if alcohol is served, furnished, or distributed at events using First Parish's facilities. At any event where liquor is served, furnished, or distributed by a person, group, or organization other than First Parish, that person, group, or organization must purchase and provide evidence of liquor liability insurance coverage for this event having coverage limits of not less than \$500,000 per occurrence and \$1,000,000 in the aggregate that names First Parish Unitarian Universalist of Arlington, Massachusetts, as an "additional insured."

If that person, group, or organization does not have any existing liquor liability coverage from which First Parish can be named as an additional insured, that person, group, or organization must purchase and provide evidence of liquor liability insurance coverage from the Liquor Liability Joint Underwriting Association of Massachusetts ([www.lljua.com](http://www.lljua.com) or 877.366.1140) or other organization satisfactory to First Parish. Such coverage must have coverage limits of not less than \$500,000 per occurrence and \$1,000,000 in the aggregate and name First Parish Unitarian Universalist of Arlington, Massachusetts, as an "additional insured."

If the person, group, or organization cannot obtain this coverage, alcoholic beverages cannot be served at the Event.

Note: Alcoholic beverages may not be sold directly or indirectly at an Event at First Parish.

If there is any question on the application of these guidelines, please contact the Office Manager.

## User Fees Schedule

Note: A damage/cleaning deposit of equal to four hours of room charges is required for all events. (Even if the event is shorter than four hours.)

	<b>Sanctuary</b>	<b>Vestry</b>	<b>Parlor</b>	<b>Bailey Room</b>	<b>Pierce, Damon, or Tobey</b>	<b>Kitchen (in addition to another room)</b>	<b>Custodian<sup>3</sup></b>
<b>Standard hourly rate<sup>4</sup></b>	\$125	\$100	\$40	\$25	\$15	\$20	\$25
<b>Discount for &lt; 50 attendees</b>	50%	50%	n/a	n/a	n/a	n/a	n/a
<b>Discount for regular weekly use reserved and paid quarterly</b>	50%	50%	50%	50%	50%	50%	n/a
<b>Discount for weekday use during office hours</b>	50%	50%	50%	50%	50%	50%	n/a
<b>Discount for nonprofits sponsored by First Parish<sup>5</sup></b>	50%	50%	50%	50%	50%	50%	n/a
<b>Discount for personal use by pledging members of First Parish<sup>6</sup></b>	50%	50%	50%	50%	50%	50%	n/a
<b>Maximum total discounts (two)</b>	75%	75%	75%	75%	75%	75%	n/a

<sup>3</sup> Custodian charges begin at your designated arrival time and end when the custodian is satisfied that cleanup is complete. There is a four-hour minimum for the custodian.

<sup>4</sup> Room charges begin at your designated arrival time and end when you leave. This includes setup and cleanup time. There is a two-hour minimum for room charges. Usage after two hours is in half-hour increments.

<sup>5</sup> The “sponsor” discount requires that a member or members of the sponsoring First Parish group act as liaison between the sponsored group and the church staff, taking full responsibility for the management of the event. A representative of the sponsoring group is expected to be on-site during the event as well as during setup and cleanup. First Parish may still require and charge for the custodian, especially for larger events or those open to the public.

<sup>6</sup> “Personal use” means for a private event such as a birthday party or other celebration.

## Application for Use of Church Premises

Applicant \_\_\_\_\_

(Name of sponsoring individual)

Address \_\_\_\_\_

Telephone (Home) \_\_\_\_\_ (Mobile) \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**DAY & DATE** of Event: \_\_\_\_\_

Specific hours of Event: \_\_\_\_\_ to \_\_\_\_\_

**TIME of USE:** Hours that Space is reserved for your use: \_\_\_\_\_ to \_\_\_\_\_ (includes set-up and clean-up time before and after the Event)

Organization, if applicable: \_\_\_\_\_

Purpose for which requested: \_\_\_\_\_

Open to public? Yes \_\_\_\_\_ No \_\_\_\_\_

Number of people expected: \_\_\_\_\_ Admission: Yes \_\_\_\_\_ No \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Non-profit organization: Yes \_\_\_\_\_ No \_\_\_\_\_ Tax ID number: \_\_\_\_\_

Person responsible for opening up: \_\_\_\_\_

Person responsible for cleaning up/closing: \_\_\_\_\_

Do you plan to serve food? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you plan to serve alcohol? Yes \_\_\_\_\_ No \_\_\_\_\_

Will you use a caterer? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, please provide caterer's name:

\_\_\_\_\_  
Space(s) Requested; see User Fee Schedule:

\_\_\_\_\_  
Other equipment needs or requests? (For example: tents, piano(s), audio/visual equipment. Fees and suitability of equipment needs and requests to be determined by First Parish)

\_\_\_\_\_  
Police details (if necessary) must be procured and paid for by the organization using the space.

ESTIMATED FEE \$ \_\_\_\_\_

DEPOSIT ENCLOSED \$ \_\_\_\_\_

I will be responsible for the Custodian's fee, when applicable, and the proper use of the Space designated above in accordance with the Application, the Regulations Governing Use, the Terms and Conditions Governing Use, the User Fee Schedule, and all other documents that are a part of this Facilities Use Packet.

SIGNATURE \_\_\_\_\_ Date: \_\_\_\_\_

(Sponsoring Individual)

Please deliver to First Parish Arlington at least 14 days before the Event the following:

- Final payment of all fees
- All required insurance certificates and copies of required permits
- Damage and cleanup deposit.
- Special requests.

If there are any questions, please call First Parish at 781-648-3799 and ask for the Office Manager.

**For Office Use Only**

Custodian Required? YES / NO

Discount % \_\_\_\_\_

Discount Reasons: \_\_\_\_\_

Facilities Approved: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Fee calculated: \$ \_\_\_\_\_

Certificate of Insurance Received \_\_\_\_\_ Waiver: \_\_\_\_\_

Food Permit Required? YES / NO      Received: \_\_\_\_\_

Deposit Collected: \$ \_\_\_\_\_      Date: \_\_\_\_\_

Security Deposit Amount \$ \_\_\_\_\_      Date: \_\_\_\_\_

Security Deposit Collected \$ \_\_\_\_\_      Date: \_\_\_\_\_

Security Deposit Returned \$ \_\_\_\_\_      Date: \_\_\_\_\_

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# COMMITTEES AND GROUPS AT FIRST PARISH UU

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Compiled by Jennifer Davis-Kay, June 2013

## STANDING COMMITTEES<sup>7</sup>

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### Parish Committee

*(Meets the second Tuesday of each month, January–December, in the Parlor, with additional meetings throughout the year for specific purposes or as needed)*

**PURPOSE:** To serve as the church's governing body, e.g., creating parish-wide policy, holding a long-term vision, overseeing and empowering committees, fostering new initiatives and discerning priorities among them, preparing and overseeing the annual budget, conducting an annual evaluation of the minister and overall ministry of the parish, approving non-called program staff, speaking for the congregation on matters of public concern, and monitoring the overall condition of the physical plant

**MEMBERSHIP:** Members are nominated and elected at the Annual Meeting. While the Leadership Development Committee offers a slate of nominees, nominations from the floor (including self-nominations) are also allowed.

### Officers

TREASURER: Diane Barry (2015)<sup>8,9</sup>

ASSISTANT TREASURER: Jean Nagle (2014)

CLERK: Lori Kenschaft (2016)

AUDITOR: Jim Benn (2015)

MODERATOR: Dave Deakin (2014)

### Members

Anne Goodwin (2015)

John Hodges (2014)

Bill Licea-Kane (2014)

Webster O'Brien (2016)

Wendy Page (2015)

Emily Ranken (2016)

Kay Snowden (2014)

CONTACT: [parish@firstparish.info](mailto:parish@firstparish.info)

### Denominational Affairs Committee

**PURPOSE:** To inform the congregation of UUA projects and affairs, conduct an annual parish poll of UUA resolutions, and nominate prospective delegates to represent the church at the district level and at UUA assemblies

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<sup>7</sup> Standing Committees are those that are required under the by-laws of First Parish; their meetings are open to the public. New members of Standing Committees are nominated and approved at the Annual Meeting in May.

<sup>8</sup> Denotes date that term expires.

<sup>9</sup> Treasurer and Clerk are also ParCom members.

CHAIR: John Laurenson (2015)

Michelle Deakin (2015)      Cindy Kiburz (2015)

MEMBERSHIP: Open to all First Parish members

CONTACT: *denomination@firstparish.info*

### **Finance Committee**

*(Meets at least every other month, and more often as needed)*

PURPOSE: To monitor and oversee the church's financial condition and to prepare a draft of the annual budget for approval by ParCom and the church membership

MEMBERSHIP: Open to all First Parish members, particularly those with a numbers background or who are generally familiar with budgets and accounting

CHAIR: Ted Live (2016)

Sara Anderson (2015)      Stephen McMullin (2016)

David Klingsberg (2016)

CONTACT: *finance@firstparish.info*

### **Human Resources Committee**

*(Meets as needed to address HR issues and tasks)*

PURPOSE: To establish formal procedures for evaluations, job descriptions, and salary surveys and to address grievances for the church staff.

MEMBERSHIP: Open to all First Parish members

CONTACT: *humanresources@firstparish.info*

### **Leadership Development Committee**

*(Meets monthly, September–June)*

PURPOSE: To encourage and facilitate the participation of individuals in church committees and groups; to support our lay leaders by promoting leadership development throughout our congregation; and to nominate people to fill vacancies on standing committees and as parish officers prior to the Annual Meeting

MEMBERSHIP: Past participation in one or more First Parish committees is strongly encouraged

CO-CHAIRS: Jennifer Davis-Kay (2016) and Tina Silberman (2015)

Alan Linov (2014)      Annette Sawyer (2016)      Andrea Winslow (2016)

CONTACT: *leadership@firstparish.info*

## **Membership Committee**

*(Meets one Sunday per month, September–June)*

PURPOSE: To welcome newcomers to our church, to help them learn about our community, to inspire those who wish to become active and involved members of the church and to guide them on the path to membership, and to increase awareness among the congregation of welcoming newcomers and including them in the life of the church

MEMBERSHIP: Open to all First Parish members

CO-CHAIRS: Kitty Mahin (2015), Susan Moore (2015), and Katie Triest (2015)

Janis Fleishman (2016)      Mary Fusoni (2015)      Cindy Kiburz (2015)

Ginger Mara (2014)      Jeff Roberts (2015)

CONTACT: *membership@firstparish.info*

## **Music Committee**

*(Meets the second Thursday of each month, 7 p.m., September–June)*

PURPOSE: To work closely with the music director and organist, to serve as a support group and congregational liaison for music staff and a sounding board for ideas and projects, to be actively involved with the Sanctuary sound and recording system, and to coordinate all music events at First Parish, including a yearly fundraiser

MEMBERSHIP: Open to all First Parish members; a musical background is helpful

STAFF: Laura Prichard, Music Director

CO-CHAIRS: Jo Guthrie (2015) and Cheri Minton (2016)

Anthony Fernandez (2016)      Patricia Hawkins (2014)      Jason Merrill (2016)

Alan Schweitzer (2016)

CONTACT: *music@firstparish.info*

## **Property Committee**

*(Meets the third Thursday of each month, year-round)*

PURPOSE: To maintain and enhance the First Parish buildings and grounds, making the First Parish property an inviting and safe environment with a minimal environmental footprint

MEMBERSHIP: Open to all First Parish members, particularly those with special skills!

CHAIR: Al Tosti (2016)

John Chamberlain (2014)      Rainer Dressler (2016)      David Landskov (2014)

Jeff Roberts (2015)      Frank Snyder DiCesare  
(2014)      Barbara Tosti (2016)

Mark Wilke (2015)

CONTACT: *property@firstparish.info*

## **Religious Education Committee**

*(Meets the first Thursday of each month, 7 p.m., September–June)*

**PURPOSE:** To provide oversight of and support to the RE program at First Parish. Our core function is to ensure that RE classes or programming is offered each Sunday of the church year.

**MEMBERSHIP:** This committee is currently at capacity, but we expect some openings for the next church year; please inquire if interested

**STAFF:** Tina Schultz, DRE

**CHAIR:** Marie Meteer (2016)

Dawn Albright (2015)

Betsy Allen (2016)

Alex Aminoff (2016)

Katja Baker (2015)

Valerie DePalma (2015)

Janis Fleishman,  
Treasurer (2014)

Sara Galantowicz (2016)

Sarah Trilling (2015)

**CONTACT:** *re@firstparish.info*

## **Social Justice Committee**

*(Meets the first Wednesday of each month, September–June)*

**PURPOSE:** To initiate and support projects of social importance, facilitate congregational participation in these projects, and provide resources and support to various Working Groups focused on particular projects

**MEMBERSHIP:** Open to all First Parish members

**CHAIR:** Kiki Giatis (2016)

Tom Estabrook (2014)

Stephanie Franzosa (2015)

Helene Newburg (2014)

**CONTACT:** *socialjustice@firstparish.info*

## **Stewardship Committee**

**PURPOSE:** To foster a culture of stewardship at First Parish, to ensure financial support of the church by the members and friends of First Parish via year-long education regarding its financial needs, and to oversee the yearly pledge canvass. We strive to achieve and sustain a level of giving at First Parish that allows us to hire staff to meet the congregation's needs, to compensate them fairly, and to fund programs that serve both our internal community and the larger world.

**MEMBERSHIP:** Open to any interested members of First Parish<sup>10</sup>

**CONTACT:** *stewardship@firstparish.info*

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<sup>10</sup> Our approach to Stewardship has evolved into a practice of appointing annual pledge drive co-chairs, but our goal is to re-establish a standing committee to plan, oversee, and implement the many facets of stewardship work that our growing and thriving community could benefit from.

## **Trustees of Trust Funds**

**PURPOSE:** To ensure the long-term survival of First Parish Unitarian Universalist of Arlington. The Trustees decide how to invest and spend the moneys received by legacy or otherwise, which are held in trust as permanent funds. Income from the regular trust funds is paid periodically to the church Treasurer for capital expenses.

**MEMBERSHIP:** Trustees must be members of First Parish. Trustees are elected to three-year terms at the Annual Meeting in May, and they may serve two consecutive terms.

**CHAIR:** Stephen McMullin (2015)

Jerry Silberman (2016)

Dawn Terkla (2014)

Celia Wcislo (2015)

Tim Wright (2015)

**CONTACT:** *trustees@firstparish.info*

## **GROUPS FOR SPIRITUAL GROWTH AND SUPPORT**

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### **Aging Well in Our Community**

*(Meets the fourth Tuesday of each month, 10 a.m.–12 noon, September–June)*

**PURPOSE:** A group for women over 50 who wish to share the journey of aging and to support one another in planning our later lives and meeting our goals

**MEMBERSHIP:** New participants are welcome

**CONTACT:** Kit Hayes, *kithayes5@gmail.com*, 781/648-0373

### **Compassionate Communication**

*(Group I meets the second and fourth Mondays of each month, 7–9 p.m.; Group II meets on the second and fourth Thursdays of each month, 7–9 p.m.)*

**PURPOSE:** To learn and practice Compassionate Communication (Non-Violent Communication) skills

**MEMBERSHIP:** Open to all; please contact Carolyn Stevens and Peter Howell if you would like to join a group

**CONTACT:** Carolyn Stevens and Peter Howell, *communicationsgroup@firstparish.info*

### **Covenant Groups**

*(Covenant groups meet monthly, January–December)*

**PURPOSE:** To provide an opportunity to get to know others at a deeper level, in a consistent small group, while discussing topics that explore your spiritual path as informed by your life experience

**MEMBERSHIP:** Recruitment for new group members occurs in October and November. Note: Covenant groups are limited to nine members, so it may not be possible to place every interested person right away—but we'll do our best!

**CONTACT:** Mary Fusoni and Trish Reid, *smallgroupministry@firstparish.info*

## **Jacob's Mother**

*(Meets first and third Sundays, 7–8:30 p.m., year-round)*

PURPOSE: To provide a supportive, educational, and confidential environment for parents of children of all ages (including adulthood) who are struggling with mental health challenges and/or addiction

MEMBERSHIP: Pre-registration is helpful but not necessary

CONTACT: Mary-Beth Landy, [jacobsmother@firstparish.info](mailto:jacobsmother@firstparish.info)

## **Jewish Connections**

PURPOSE: To bring opportunities for Jewish learning, ritual, celebration, and perspectives to our congregation and our community through worship, study, and conversation

MEMBERSHIP: Open to all; new participants welcome

CONTACT: Jessica Farman, [jewishconnections@firstparish.info](mailto:jewishconnections@firstparish.info)

## **Lay Ministry**

*(Meets the second Wednesday of the month, 7–9 p.m.)*

PURPOSE: To offer care and pastoral support to those in our congregation in a timely and effective manner, working closely with our minister

MEMBERSHIP: Any First Parish member who has regularly attended services at First Parish for at least two years and will commit to serving a two-year term may apply to become a Lay Minister. Lay Ministers are interviewed and chosen by the Committee on Shared Ministry. For information on becoming a Lay Minister, contact Barbara Tosti, [sharedministry@firstparish.info](mailto:sharedministry@firstparish.info).

LAY MINISTERS:

Sue Costello (second term ends 2014)

Tom Estabrook (first term ends 2014)

Kit Hayes (first term ends 2014)

Tim Keefe (first term ends 2013)

Arleen Kulin (first term ends 2014)

Dorothy May (second terms ends 2014)

Jen Navarro (second term ends 2014)

Anne Quaadgras (first term ends 2013)

CONTACT: Sue Costello and Dorothy May, [layministry@firstparish.info](mailto:layministry@firstparish.info)

## **Lectio Divina**

*(Meets Tuesdays, 7–8 a.m., and Thursdays, 8–9 a.m.)*

PURPOSE: To practice Lectio Divina, a method of prayer and scriptural reading intended to promote communion with the Holy and to provide spiritual insights

MEMBERSHIP: New participants are always welcome

CONTACT: Rev. Marta Flanagan, [marta@firstparish.info](mailto:marta@firstparish.info)

### **Meditation Group**

*(Meets on Mondays, gathering at 6 p.m. and starting at 6:15 p.m., in the Damon Room, and on Sundays, gathering at 9 a.m. and starting at 9:15 a.m., at the Senior Center at Maple and Academy Streets, sitting for 35 minutes; for those who already have a regular mindfulness practice, four ongoing Sangha groups meet monthly)*

PURPOSE: To provide opportunities for Buddhist meditation, support, and discussion

MEMBERSHIP: Drop-in groups are open to all; Sangha groups are limited to nine members each

CONTACT: Lynn Rosenbaum, [meditation@firstparish.info](mailto:meditation@firstparish.info)

### **Men's Group**

*(Meets every other Sunday, 7–8:30 p.m., September–June)*

PURPOSE: To offer a place of fellowship, encouragement, and creative connection for First Parish men of all ages and backgrounds.

MEMBERSHIP: Open to all interested men at First Parish; new participants welcome

CONTACT: Rob Meier ([robmmeier@gmail.com](mailto:robmmeier@gmail.com)) or Kendall Dudley ([lifeworksdesign@verizon.net](mailto:lifeworksdesign@verizon.net))

### **S.O.U.L. (Sharing Our Unique Lives)**

*(Meets the first Wednesday of each month, 7–8:30 p.m., September–June)*

PURPOSE: To create women-centered ritual and discuss our spiritual lives with other First Parish women

MEMBERSHIP: New members who can commit to regular monthly attendance are always welcome!

CONTACT: Jennie Blodgett, [jennie.blodgett@gmail.com](mailto:jennie.blodgett@gmail.com)

### **Worship Associates**

*(Meet one Thursday per month through the church year; attend specific Sunday services)*

PURPOSE: Worship Associates work to ensure that Sunday morning worship services serve the spiritual needs of the congregation and run smoothly on a practical level. The Worship Associates work closely with the ordained minister and coordinate with other church staff and volunteers as needed.

MEMBERSHIP: Any First Parish member who has regularly attended services at First Parish for at least two years and will commit to serving a two-year term may apply. Worship Associates are chosen by the Committee on Shared Ministry. For more information, contact Barbara Tosti, [sharedministry@firstparish.info](mailto:sharedministry@firstparish.info).

2013 WORSHIP ASSOCIATES:

Elizabeth Hunter (term began 2011)

Mary-Beth Landy (term began 2012)

Woody Kay (term began 2012)

Jean Renard Ward (term began 2010)

2013 YOUTH WORSHIP ASSOCIATES:

Morgan Jackson (term began 2012)

Kay MacPhail (term began 2012)

CONTACT: *worshipassociates@firstparish.info*

## **OTHER FIRST PARISH COMMITTEES AND GROUPS**

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### **Action for Economic Justice**

PURPOSE: To create opportunities for education, action, and deeper sharing around money, power, and inequality.

MEMBERSHIP: Open to all; new participants welcome

CONTACT: Lori Kenschaft, *economic-justice@firstparish.info*

### **Adult Choir**

*(Rehearses Thursdays, 8–9:30 p.m., September–June)*

PURPOSE: Our church's most active musical ensemble, the choir performs most Sundays during the church year

MEMBERSHIP: New voices, grade 8<sup>11</sup> through adult, are welcome throughout the year

CONTACT: Laura Prichard, Director of Music, *laura@prichard.net*

### **Affordable Housing**

PURPOSE: To support the Housing Corporation of Arlington

CONTACT: Debby Lewis, *debnlewis@gmail.com*

### **The Alliance**

*(Programs are generally offered the first Friday of the month)*

PURPOSE: To deepen the spiritual lives of and provide opportunities for fellowship among the women of this church; to unite First Parish women in common service to our church and community; and to support and cooperate in the program of the Unitarian Universalist Women's Federation and the UUA. Note: Men are welcome at Alliance events.

MEMBERSHIP: Open to all women at First Parish; new participants welcome

CONTACT: Annette Sawyer, *alliance@firstparish.info*

### **Arlington Workers in Transition**

*(Meets Fridays, 10 a.m.–12 noon, Robbins Library 4th floor meeting room; after March 2013, will meet either Tuesday or Wednesday, same time and place)*

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<sup>11</sup> A number of opportunities are available for younger children to sing at our church; visit <http://firstparish.info/index.php/worship-music/music/musicgroups> for details.

PURPOSE: To offer opportunities for networking and coaching for those who are looking for work

CONTACT: Stewart Jester, [dstewartjester@aol.com](mailto:dstewartjester@aol.com), 781/643-6123

### **Blood Drives**

*(Blood drives are held in February, April, October, and December)*

PURPOSE: To coordinate four yearly blood drives and to educate the community of the importance of donation. Volunteers are needed for set up, registration, live entertainment, clean up, and more!

CONTACT: John Hodges, [blooddrive@firstparish.info](mailto:blooddrive@firstparish.info)

### **Committee on Ministry**

*(Usually meets the third Tuesday of each month, 7–9 p.m., September–June)*

PURPOSE: To help interpret the nature and scope of the ministry to the congregation; to advise, counsel, and support the minister; and to act as a two-way communications link between minister and congregation

MEMBERSHIP: Members are invited and appointed by the Parish Committee for a two-year term

CHAIR: Susan Moore (last term ends 2014)

Katja Baker (first term ends 2014)

Lida Junghans (first term ends 2013)

Val DePalma (last term ends 2014)

Dorothy May (first term ends 2013)

Michael Friedman (first term ends 2013)

CONTACT: Susan Moore, [com@firstparish.info](mailto:com@firstparish.info)

### **Committee on Shared Ministry**

PURPOSE: To oversee the work of the Lay Ministry and Worship Associates and to conduct the application process for those seeking either role

MEMBERSHIP: Members are invited and appointed by the Parish Committee

STAFF: Marta Flanagan, Minister

CHAIR: Barbara Tosti

Gwen Hooper

John Laurenson

Muriel Ladenburg

CONTACT: Barbara Tosti, [sharedministry@firstparish.info](mailto:sharedministry@firstparish.info)

### **Diversity and Inclusion Group**

*(Meets the first Tuesday of each month, 6:30 p.m., September–June)*

PURPOSE: To work together to make First Parish as welcoming and inclusive as we can be and to collaborate with other organizations committed to similar goals

MEMBERSHIP: Open to all; new participants welcome

CONTACT: Esther Kingston-Mann, [diversity@firstparish.info](mailto:diversity@firstparish.info)

### **Ferry Beach Retreat Planners**

*(Meets regularly in September and October, and intermittently during the rest of the year)*

PURPOSE: To plan the annual family retreat held at Ferry Beach Conference Center in Saco, Maine, and to establish policies and practices that ensure safety and foster enjoyment for all attendees

MEMBERSHIP: Open to any interested adults or Youth Group members

CONTACT: Michelle Deakin or Rainer Dressler, [ferrybeach@firstparish.info](mailto:ferrybeach@firstparish.info)

### **Green Sanctuary/Climate Change**

*(Meets once a month; members set the next meeting time at the end of each meeting)*

PURPOSE: To work at First Parish among its members and friends, and in the wider world, for sustainable environmental practices and reduction of carbon footprints

MEMBERSHIP: Open to all; new participants welcome

CONTACT: Bill Gardiner, [green@firstparish.info](mailto:green@firstparish.info)

### **Harvest Moon Fair Committee**

*(Meets weekly in October and November and intermittently throughout the rest of the year)*

PURPOSE: To organize and run the annual Harvest Moon Fair, our church's largest fundraiser

MEMBERSHIP: Open to all; new participants welcome

CONTACT: Katharine MacPhail, [fair@firstparish.info](mailto:fair@firstparish.info)

### **Interweave**

*(Meets the third Sunday of each month, right after church; child care is provided)*

PURPOSE: To provide opportunities for LGBTQ and straight folks to connect socially and spiritually and to work together for LGBTQ equality

MEMBERSHIP: Open to all; new participants (including youth!) welcome

CONTACT: Anna Watson, [interweave@firstparish.info](mailto:interweave@firstparish.info)

### **Memorial Garden Committee**

PURPOSE: To oversee the Memorial Garden and Remembrance Corner

MEMBERSHIP: This committee is currently at capacity; please inquire if interested

CONTACT: Barbara Tosti, [memorialgarden@firstparish.info](mailto:memorialgarden@firstparish.info)

### **Partnership Church Committee**

PURPOSE: To foster an ongoing relationship with the Unitarian church in Gagy, Transylvania, Romania

MEMBERSHIP: Open to all; new participants welcome

CONTACT: Michael Friedman, [partnerchurch@firstparish.info](mailto:partnerchurch@firstparish.info)

## **Prayer Shawl Ministry**

*(Generally meets once a month after Sunday service, December–June, at Jam ‘n’ Java in Arlington Center)*

PURPOSE: To knit simple, warm shawls that are distributed by Lay Ministers to those with a concern or a celebration

MEMBERSHIP: New stitchers are always welcome!

CONTACT: Cathy Modica ([cmodica@mit.edu](mailto:cmodica@mit.edu)) and Barbara Tosti ([abtosti@rcn.com](mailto:abtosti@rcn.com))

## **Safe Congregations Committee**

*(Meets the third Monday of each month, 7 p.m., September–June)*

PURPOSE: To develop and monitor safe practices and emergency protocols in our church building—fire drills, lockdown procedures, medical emergencies, etc.

MEMBERSHIP: Open to all; new participants welcome

CONTACT: Gwen Hooper, [gwen.hooper@comcast.net](mailto:gwen.hooper@comcast.net), 781/643-9081

## **STAR (Adult Education)**

PURPOSE: To bring religious education programs to First Parish UU Arlington that help adults learn more about Unitarian Universalism, deepen our spiritual exploration, and discover new ways to come together in community, and to offer interested First Parishioners an opportunity to teach, explore, and share their passions with one another

MEMBERSHIP: Open to all; new participants welcome

CONTACT: Pam Linov, [star@firstparish.info](mailto:star@firstparish.info)

## **Stitch and Sew**

*(Meets Tuesdays, 10 a.m.–2 p.m., starting in March or April of each year and continuing until the Harvest Moon Fair)*

PURPOSE: To knit, crochet, quilt, sew, and otherwise create a variety of handicrafts to be sold at the Harvest Moon Fair

MEMBERSHIP: Open to all; new participants welcome

CONTACT: Phyllis Spence and Jean Nagle, [jsnagle@comcast.net](mailto:jsnagle@comcast.net)

## **Sunday Morning Ushers**

*(Sundays, 9 a.m.–noon, September–June)*

PURPOSE: To warmly welcome attendees on Sunday mornings and to assist in helping the service flow in a smooth and orderly fashion. Ushers greet people as they arrive, distribute Orders of Service, pass the offering boxes, and assist attendees and the minister as needed.

MEMBERSHIP: New ushers are always welcome

Contact: Ricky Carter ([rcarter@lesley.edu](mailto:rcarter@lesley.edu)) or Rachael Stark ([refdesk@world.std.com](mailto:refdesk@world.std.com))

## **Symphonic Band<sup>12</sup>**

*(Performs in services three months each year—November, March, and May)*

PURPOSE: To provide instrumental music during specified church services, and to give instrumentalists in our congregation an opportunity to share their talents with the larger church community

MEMBERSHIP: Instrumentalists, grade 8 through adult, are welcome throughout the year

CONTACT: Laura Prichard, Director of Music, [laura@prichard.net](mailto:laura@prichard.net)

## **Wise Women Quilters**

PURPOSE: A loosely affiliated group who gather to work on the Harvest Moon Fair quilt and show our work in the Parlor yearly or every other year

MEMBERSHIP: Open to all quilters—we'd love some new members!

CONTACT: Wendy Page, [wepage@verizon.net](mailto:wepage@verizon.net)

## **Women's Book Group**

*(Meets the first Thursday of each month, 7:15–9 p.m.)*

PURPOSE: To read and discuss interesting books with other First Parish women

MEMBERSHIP: New participants are always welcome

CONTACT: Jean Nagle, [jsnagle@comcast.net](mailto:jsnagle@comcast.net)

## **Young Families Potluck Group**

*(Meets the second Friday of every month, September–June, for an informal potluck supper)*

PURPOSE: To give church families with young children a chance to meet and connect in a relaxed setting

MEMBERSHIP: New participants welcome at any time—no RSVP required!

CONTACT: Katy McNeill, [mcneill40@gmail.com](mailto:mcneill40@gmail.com)

## **Youth Group**

*(Meets Sunday nights, 6:45–8:45 p.m., in the Bailey Room)*

PURPOSE: To offer programming for First Parish high school youth (grades 9–12) that enables them to be active, vibrant, essential members of our congregation and community

MEMBERSHIP: Open to all First Parish youth grades 9–12. Youth must attend a newcomers orientation to become members.

STAFF: Marcie Griffith, Youth Group Advisor

Rachel Hodge, RE Administrator      Tina Schultz, DRE

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<sup>12</sup> Other First Parish music groups include the Flute Loops, Woodwind Quintet, and Jazz Band; visit <http://firstparish.info/index.php/worship-music/music/musicgroups> for details.

CO-CHAIRS: Adam Kaminski and Jessica Sandberg (2013)

YOUTH GROUP ADVISERS 2012-13:<sup>13</sup>

Meg Candilore	Andy Kobayashi
Dave Deakin	Bill Licea-Kane
Lynne Jacoby	Rob Meier
Cindy Kiburz	Maggie Orme-Johnson

CONTACT: [youthgroup@firstparish.info](mailto:youthgroup@firstparish.info)

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<sup>13</sup> Opportunities to work with children and youth in the RE program include teaching RE classes and being a Coming of Age mentor. Contact DRE Tina Schultz for other ways to be involved.

# **STANDING COMMITTEE CHARTERS**

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## **Finance Committee**

### **General Purpose**

To monitor and oversee the church's financial condition, and to prepare a draft of the annual budget for approval by ParCom and the church membership.

### **Leadership and Membership**

Ted Live (chair), David Klingsberg, Steve McMullin, Sue Sheffler, and Diane Barry (ex officio)

### **Specific Responsibilities**

Review Treasurer's report and identify issues of concern (monthly); review Auditor's report (quarterly); develop draft budget (annually); review and propose financial procedures (ongoing).

### **Annual Objective and How It Is Linked to the Mission**

Ensuring efficient use of the church's financial resources in furtherance of its mission.

### **Outcome Measurements**

Preparation of draft annual budget in time for ParCom approval in April; keeping church expenditures within budget.

### **Annual Budget and Spending Authority**

None

### **Reporting Requirements**

Annual report to congregation; draft budget to ParCom

### **Relationship to Professional Staff**

Staff members (notably, Minister, DRE, Music Director, and Administrative Manager) provide data and budget requests; also, committee is dependent on (volunteer) Treasurer for ongoing data.

## **Leadership Development Committee**

### **General Purpose**

To encourage and facilitate the participation of individuals in church committees and groups; to support our lay leaders by promoting leadership development throughout our congregation; to nominate people to fill vacancies on standing committees and as parish officers prior to the Annual Meeting.

### **Leadership and Membership**

While membership in the Leadership Development Committee (LDC) is open to all members of First Parish, ideally LDC members will have prior experience on the Parish Committee (ParCom) or other standing or ad hoc committees. Prior leadership experience is presumed to correlate with a solid understanding of how First Parish works; the professional staff of First Parish, its lay leaders, and its congregants; and where opportunities for growth and improvement lie. Members are either recruited for LDC or volunteer to join.

In its nominating function, the LDC works separately from ParCom, thus avoiding the practice or semblance of a self-selecting and exclusive Parish Committee.

Terms, which are for three years, should be staggered and can be renewed once in succession. Members are appointed by vote at the Annual Meeting in May of each year. The Chair is selected by committee members. The committee should ideally be five or six members for our mid-size congregation.

### **Specific Duties**

- Nominate a slate of candidates for officer positions and ParCom membership
- Assist in the recruitment of new members to standing committees
- Publicize the importance of parishioner participation in committee work, and make transparent the structure, process, pleasures, and realities of committee life
- Provide training opportunities for lay leaders in the form of Leadership Roundtables
- Collaborate with ParCom, Membership, and other committees, task forces, and ad hoc groups on areas of common interest

For example:

- During the 2011–2012 church year, LDC met regularly with a ParCom working group focused on Volunteer Engagement and Leadership Support.
- In 2010–2011, LDC convened an ad hoc group to consider ways of “warming up” the space and atmosphere of First Parish as a crucial first step in attracting members to volunteer for the many tasks necessary to make our community work.

### **Annual Objectives and Mission Linkage**

In accordance with two of our UU principles—“The inherent worth and dignity of every person” and “Acceptance of one another and encouragement to spiritual growth in our congregations”—and our own First Parish mission statement—“We support one

another on our spiritual journeys”—the LDC seeks to provide opportunities for church members to develop leadership competencies and to “demystify” the path to leadership, with the overarching goal of enhancing the quality of leadership within our congregation.

For the congregational year 2012–2013, the LDC seeks to:

- Develop a slate of candidates for all available officer positions and ParCom openings
- Support the standing committees and ad hoc groups in recruiting new members, as requested
- Continue to develop mechanisms to know our community members and identify their skills, passions, and interests—through one-on-one conversations, roundtables, informational events, surveys, and other venues that enable us to effectively match talent to task—and, as a significant by-product, to provide feedback to ParCom, Membership, and other church leadership about the temperature and temperament of the community
- Carry out at least three Leadership Roundtables, during the September–June church year, that respond to the needs and wishes of committee members and leaders (e.g., skills training, how to avoid leadership burnout)

### **Outcome Measurements**

The committee will keep the following statistics, which will be reported to the congregation in the annual report at the end of the church year:

- Ability to recruit a full complement of officers, ParCom members, and other committee members as requested
- Number of participants at the Leadership Roundtables
- Number of new committee members (i.e., people who have not served on a committee before)
- Retention of LDC members
- In addition, we will request that attendees of all Leadership Roundtables complete an evaluation.

### **Annual Budget and Spending Authority**

The committee has an annual budget of \$100.

### **Reporting Requirements**

The committee shall report in writing annually to the congregation in conjunction with the congregation’s customary annual reporting process.

### **Authorities Reserved to the Board**

ParCom approves the committee’s charter and annual working budget. ParCom will support appropriate congregation-wide policies with regard to the work of the LDC.

### **Relationship to Professional Staff**

The committee will work cooperatively with the Office Manager to coordinate production of any LDC materials and the scheduling of Leadership Roundtables. The

LDC may work with the minister to incorporate leadership development into the church life as a whole.

— *Adopted October 2012*

## **Membership Committee**

### **General Purpose**

To greet and welcome newcomers to our church, to help them learn about our community, to inspire those who wish to become active and involved members of the church, and to increase the awareness of the entire congregation about welcoming newcomers and including them in the life of the church.

### **Leadership and Membership**

People are appointed to three-year terms on the Membership Committee by vote at the Annual Meeting in May of each year. The chair or co-chairs of the committee are chosen by the committee members.

### **Specific Duties**

- Welcome newcomers to First Parish by staffing a welcome table before and after church services.
- Organize New UU classes for people who want to learn more about the church and are considering becoming new members.
- Participate in the recognition of new members during two services each year, and organize a New Member Brunch following each of these services.
- Take the lead in organizing First Parish's booth at Arlington Town Day.
- Work to maintain consciousness among the congregation of the importance of welcoming people who come to First Parish seeking a spiritual home.

### **Annual Objectives and Mission Linkage**

For the church year 2011–12, the Membership Committee seeks to:

- Increase visibility for newcomers by creating new signage for the Welcome Table in the narthex and a welcoming space in the vestry during coffee hour.
- Put in place a bulletin board in the vestry that will highlight information about First Parish for newcomers and include a photo display of those who have recently become members.
- Staff the Welcome Tables in the narthex and vestry before and after the service every Sunday.
- Establish more comprehensive protocols for committee members in terms of following up with newcomers who provide their contact information.
- Create a "squad" of greeters, who will greet people as they enter church on Sunday morning. Possibly create a similar group of "farewellers" to say goodbye as people leave.
- Create new materials that will help newcomers become connected, specifically pew cards ("Connection Cards"), Path to Membership brochure, and updated First Parish brochure.
- Organize and offer the New UU classes once in the fall and once in the spring. Each session will consist of three classes, as follows:

Individual pathways to First Parish/Unitarian Universalism  
History of Unitarian Universalism and First Parish  
How First Parish works and how to get involved

- Work with the minister and the parish clerk to organize two Membership Sundays, in which new members are formally recognized during the service.

- Organize a brunch for new members following each of these services.
- On behalf of the Parish Committee, organize a First Parish information table at Arlington Town Day.

### **Outcome Measurements**

The committee will keep the following statistics, which will be reported to the congregation in the annual report at the end of the church year:

- Tally of pew cards filled out, including the number who filled out cards as a result of connections through the Welcome Tables
- Number of participants in the New UU classes
- Number of new members
- Number of sign-ups at Town Day

### **Annual Budget and Spending Authority**

The committee has an annual budget of \$750.

### **Reporting Requirements**

The committee shall report in writing annually to the congregation in conjunction with the congregation's customary annual reporting process.

### **Authorities Reserved to the Board**

The Parish Committee approves the committee's charter and annual working budget.

### **Relationship to Professional Staff**

- The clerk of the Parish Committee is an ex-officio member of the committee.
- The committee will work with the minister and the clerk to coordinate New UU classes, official occasions for new members to sign the membership book, and Membership Recognition at Sunday services.
- The committee will work cooperatively with the office manager to coordinate production and purchase of publicity materials and to ensure that newcomers are added to the church e-mail list.

## **Property Committee**

### **General Purpose**

The Property Committee maintains and enhances the First Parish buildings and grounds, making the First Parish property an inviting and safe environment with minimal environmental footprint.

### **Leadership and Membership**

The chairperson of the Property Committee is nominated by the committee and elected at the annual meeting. The chair is authorized to recruit members with no specific limit. The chair can request authorization to appoint one or more co-chairs.

### **Specific Duties**

The Property Committee shall:

- Prioritize First Parish property needs and execute them within the Property Committee budget and according to the First Parish calendar.
- Make the First Parish heating system as reliable and energy-efficient as possible. This includes winterizing the buildings prior to the heating season.
- Seek ways to integrate renewable energy sources to power the property.
- The Property Committee shall ensure that building maintenance and repairs occur that ensure safety, attractiveness, efficiency, proper functioning of sanitary installations, and the prevention of costlier repairs in the future.
- Ensure that the First Parish property meets electrical and fire codes.
- Maintain the attractiveness of the First Parish grounds in an environmentally friendly way.
- Execute minor fixes for jobs that can be handled by volunteers.
- Ensure safe access to First Parish property following snow storms. This includes hiring a professional snow removal team and touch-ups just prior to Sunday service.
- Organize days and teams to tidy up specific areas of the property.

### **Annual Objectives and Mission Linkage**

For Fiscal Year July 2011–June 2012, the Property Committee seeks to:

- Prioritize and execute needed repairs and maintenance to First Parish property within budgetary constraints.
- Complete the heating season with minimal heat outages and a well maintained heating system.

### **Reporting Requirements**

The Property Committee shall:

- Report in writing annually to the congregation in conjunction with the congregation's customary annual reporting process.
- Submit a detailed budget request annually at the date designated by the Finance Committee.
- Report monthly to the Parish Committee (ParCom) Liaison in a manner convenient to the chair(s) and the ParCom member.

## **Annual Budget and Spending Authorities**

The Property Committee is permitted to spend up to its budget-defined limit without further review. The chair(s) shall provide in writing a rationale if additional funds are requested. The request must be submitted to The Parish Committee and the Finance Committee. The Property Committee shall also seek approval from the Parish Committee Liaison whenever an expenditure exceeding \$2,000 is requested outside of budgeted line items.

## **Authorities Reserved to ParCom**

- ParCom approves the Property Committee charter and annual working budget.
- ParCom has ultimate authority over the responsibilities of the Property Committee.
- The Finance Committee will provide oversight of expenses.

## **Relationship to Professional Staff**

- The Property Committee will work with the Office Manager to execute various property needs.
- The Office Manager notifies the Property Committee of property problems that need resolution.

## **Religious Education (RE) Committee**

### **General Purpose**

To provide oversight of and support to the RE program at First Parish.

### **Leadership and Membership**

A chairperson serves on an annual basis by approval of the committee. The committee has up to nine members who serve a maximum of two three-year terms.

### **Responsibilities**

Our core function is to ensure that RE class or programming is offered each Sunday of the church year. The committee's primary responsibilities are as follows:

- Support the DRE in overseeing an RE program at First Parish that reflects our UU values.
- Meet with the Director of RE (DRE) on a monthly basis (or more often, as needed) to communicate, plan, and offer support regarding the RE program.
- Create a long-term planning calendar and check in regularly regarding progress toward long-term goals.
- Support the RE Committee Treasurer and DRE in preparing and submitting an annual budget to the Parish Committee.
- Work with the DRE to prepare the annual RE calendar.
- Maintain contact with the broader church community, particularly families in the RE program.
- Write reports, including DRE evaluation and RE program report for Annual Meeting.
- Help recruit RE teachers throughout the year.
- Help support and train teachers as needed.
- Support the DRE as needed.
- Design and run One-Room Schoolhouse sessions on traditionally low attendance Sundays.
- Assist with purchasing and organizing classroom supplies.
- Periodically evaluate the RE curriculum to ensure high-quality lessons and activities, and update, revise, or replace curriculum as needed.

Optionally, the committee might also do the following:<sup>14</sup>

- Organize parenting workshops.
- Work with other church committees, such as Social Justice, to reach out to children and youth and further involve them in the life of the church.
- Coordinate with the minister and Worship Associates to include children and youth in worship services.
- Coordinate activities for children, such as the annual Easter Egg hunt.
- Maintain a bulletin board with information on the RE program.
- Provide content for the RE program's webpage.

### **Goals and Mission Linkage**

Our RE program strives to provide children with the following:

- Religious literacy (fact-based religious and spiritual content)

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<sup>14</sup> These tasks are important but not directly related to RE classes and therefore not our core function.

- An introduction to prayer and ritual
- Community-building
- An understanding of what it means to be a UU
- Encouragement to be open-minded, to be questioners and seekers

### **Outcome Measurements**

- Retention of children and families in the program
- Retention of teachers
- Ability to recruit a full complement of teachers, Coming of Age mentors, and Youth Group advisors
- Regularly solicited feedback from parents and other stakeholders, including a parent survey that includes questions about how well the committee is meeting the goals stated above

### **Annual Budget and Spending Authority**

The RE Committee is annually authorized to spend a specific amount (included in the church budget and approved by congregational meeting) without further review. Funds appropriated by the Parish for the use of the RE Committee are turned over in lump sums to the committee. The committee may appoint a Treasurer, who will work with the church Treasurer and the DRE to track and budget these funds, and will disburse them as the committee directs.

### **Reporting Requirements**

- Annual reports from the DRE, RE Committee Chair, and RE Treasurer
- Annual evaluation of the DRE
- Periodic evaluation of the RE program

### **Relationship to Professional Staff**

The DRE is a member of the committee.

The RE Committee may work with the minister to incorporate the RE program into the church life as a whole.

The RE Committee may work with the Youth Group advisors as a bridge between the children and the youth.

## **Trustees of Trust Funds**

### **Statement of Purpose**

TRUSTEES of Trust Funds of First Parish Unitarian Universalist of Arlington

The purpose of the trust funds is to ensure the long-term survival of First Parish Unitarian Universalist of Arlington (the “church”). To accomplish this goal, the following principles are considered by the Trustees in deciding how to invest funds and how to spend funds:

1. Restricted funds managed by the Trustees must be handled in accordance with restrictions as set by the donors.
2. The benchmark amount of the unrestricted trust funds’ principal can only be used for long-term capital projects.
3. The benchmark amount is the value of the unrestricted funds as of December 8, 2003: \$1,270,637.
4. The Trustees may, from time to time, modify the benchmark amount to maintain the purchasing power of the trust funds and/or to reflect donations to the trust funds.
5. Accumulated earnings and gains in excess of the benchmark amount can be disbursed when, in the judgment of the Trustees, it is prudent to do so.
6. The Trustees will encourage planned giving to the church in keeping with their purpose to ensure the long-term survival of the church.

### **Leadership and Membership**

Trustees are elected to three-year terms as the Trustees of Trust Funds by vote at the Annual Meeting in May of each year. The Trustees must be members of First Parish. Trustees may be elected to two consecutive terms.

The chair or co-chairs of the committee are chosen by the committee members.

### **Specific Duties**

- Determine the amounts that should be distributed to the church each year and for what purposes, consistent with the Statement of Purpose.
- Manage and invest the trust funds and other assets under the fiduciary responsibility of the Trustees, including restricted and unrestricted trust funds and the contents of the vault.
- Organize Legacy Society events; encourage planned giving to trust funds.
- Receive gifts of stock/pledges for Stewardship, and facilitate transfer to church’s investment management firm, sale of stock, and transfer back to church.
- Present annual report at General Meeting.

### **Annual Objectives and Mission Linkage**

For the church year 2011–12, the Trustees of Trust Funds seek to:

- Manage trust funds pursuant to the Investment Policy (see website for Statement of Investment Policy), and to obtain an acceptable rate of return on the church's trust funds while safeguarding the capital.
- Supervise investment of endowment by the financial management firm.
- Determine income that can be distributed to church, if any.
- Prepare annual report and present to the Annual Meeting.
- Work with the minister to organize appreciation event for Legacy Society, present a Legacy Society educational event, publicize Legacy Society, and encourage lifetime giving to trust funds.
- Work with church auditor.

### **Outcome Measurements**

The Trustees keep the following statistics, which will be reported to the congregation in the annual report at the end of the church fiscal year:

- Endowment investment results compared to industry benchmarks
- Donations
- Endowment expenses
- Rate of return and growth of the endowment

In addition, the Trustees monitor quarterly and annual reports from the financial management company.

### **Annual Budget and Spending Authority**

Trustees have an annual budget of \$0 for their committee work.

### **Reporting Relationships**

The Trustees shall report in writing annually to the congregation in conjunction with the congregation's customary annual reporting process. The Trustees provide investment results to the Parish Committee upon request. The Trustees are responsible to the congregation.

### **Authorities Reserved to the Trustees**

The Trustees are an independent body with a fiduciary duty to manage the endowment. The Trustees are responsible to the congregation per the bylaws of First Parish Arlington and are not supervised by, or under the direction of, any other committee, entity, or individual within the church other than the congregation. The Trustees are audited by the church auditor.

### **Relationship to Staff**

- Cordial

—Adopted by the Trustees of Trust Funds April 2011

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# HUMAN RESOURCES / PERSONNEL

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## STAFFING STRUCTURE

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### **Lead Minister**

Rev. Marta Flanagan

### **Parish Minister**

Rev. Erica Richmond

### **Director of Religious Education**

Tina Schultz

### **Office Manager**

Sara Hidalgo

### **Music Director/Children's Choir Director**

Jonathan Brennand

### **Administrative/Communications Associate**

Sara DeLong

### **Youth Program Coordinator**

Rose Sayer Marsh

### **Religious Education Assistant**

Jan Penny

### **Organist**

Kenneth Seitz

## **MINISTER/MINISTRY EVALUATION PROCESS**

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The following process for Evaluation of the Minister and Evaluation of the Overall Ministry on an annual basis will be observed:

- About early March of each year,

each of the Parish Committee members completes (i) the Evaluation of Minister and (ii) the Evaluation of Overall Ministry of the Church;

each of the Committee on Ministry members completes (i) the Evaluation of Minister and (ii) the Evaluation of Overall Ministry of the Church;

The Minister completes the (i) Evaluation of Minister and (ii) Evaluation of Overall Ministry of the Church forms.

- About mid-March of each year, the forms are returned and reviewed by a group comprising two members of the Committee on Ministry (selected by its members) and two members of the Parish Committee (selected by its members). The group condenses the content of the evaluations into two summary documents—one reflecting the input of Parish Committee members, the other reflecting the input of Committee on Ministry members. These summary documents are forwarded to the Chairs of the Parish Committee and the Committee on Ministry and the Minister.
- About late March of each year, the Chairs of Parish Committee and the Committee on Ministry (and/or their delegates) and the Minister meet to review the draft summary documents and evaluation forms completed by the Minister and develop (a) a proposed description to be distributed to the Congregation as contemplated by 5(c)(ii) below and (b) if anticipated to be relevant, proposed revisions to Attachment A (Minister's Key Responsibilities) of the Minister's Letter of Agreement.
- With input of the Chair of the Committee on Ministry and the Minister, the Chairs of the Parish Committee prepare a discussion agenda for the meeting described in 5 below and, prior to that meeting, distributes it together with copies of the summary documents and the evaluation forms completed by the Minister to the members of the Parish Committee, the Committee on Ministry and the Minister.
- About early April of each year, in an executive session of a Parish Committee meeting, first the Parish Committee alone and then with the Committee on Ministry, and then with the Minister:

the evaluation summary documents and the evaluation forms completed by the Minister are discussed;

the Parish Committee and the Minister, with input from the Committee on Ministry, considers and prepares:

- how Attachment A to the Minister's Letter of Agreement might be changed to reflect prospective revisions in the Minister's Key Responsibilities;
- for recording in the executive session minutes of the Parish Committee, a summary of any specific goals and/or expectations resulting from the evaluation process that are not reflected in the revisions in the Minister's Key Responsibilities;
- what resolutions or other actions might be taken with respect to our Overall Ministry; and

- a description for distribution to the Congregation of the evaluation process and salient aspects of it.

Outside of executive session:

- the Parish Committee votes to amend the Minister's Letter of Agreement and the Parish Committee and the Minister sign an amendment to the Letter of Agreement;
- the Parish Committee votes to make such resolutions or other actions regarding Overall Ministry and to finalize and distribute the description of the evaluation process to the Congregation.

All evaluation materials, other than those that are agreed to be transmitted to the Congregation, are **confidential**.

—Adopted by the Parish Committee March 8, 2010

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# **EMPLOYEE HANDBOOK & PERSONNEL POLICIES FOR FIRST PARISH UU OF ARLINGTON, MASS.**

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## Introduction

This handbook applies to employees and called ministers for First Parish Unitarian Universalist of Arlington, Massachusetts (FPUUA) unless there is a different benefit or policy specifically articulated in a letter of agreement or contract, which typically would be with a called minister only.

Employees and called ministers working a minimum of 1,000 hours per year are eligible for benefits as defined in this handbook.

## Code of Conduct

It is expected that all staff members of First Parish Arlington will:

- Understand and be in sympathy with the principles and purposes of Unitarian Universalism.
- Maintain professional and personal integrity.
- Hold to a single standard of respect and help for all members of the congregational community of whatever age or position; strive to serve each member of the congregation in an open, impartial, and non-exploitative manner.
- Respect the traditions of the congregation, enriching and improving these in consultation with the members.
- Strictly respect confidences shared by colleagues and expect them to keep yours.
- Be mindful of power that congregants invest in church employees, and refrain from practices which are harmful to others and which endanger one's integrity and professional effectiveness. Such practices include sexual activity with any child or with an unwilling adult, with a counselee, with a member of the congregation, with the spouse or partner of a person in the congregation, with interns, or any other exploitative relations. In addition, each staff person is expected to be aware of and observe legal requirement of the Commonwealth of Massachusetts regarding reporting of physical or sexual misconduct.
- Stand in supportive relation with one another and keep an open mind and heart toward one another.
- Cooperate with one another in supporting the total ministry of the congregation.
- Work for clear delineation of responsibility, accountability, and channels of communication with regard to roles and work responsibilities.
- Exercise leadership within their realm of responsibilities.
- Exercise good stewardship in the use of the church's resources.

- Abide by the “Code of Professional Practice Documents” of the religious leadership organizations of the Unitarian Universalist Association.

Ministers are expected to follow the Code of Professional Practices of the Unitarian Universalist Minister’s Association.

Religious education leaders are expected to follow the Code of Professional Practices of the Liberal Religious Educator’s Association.

The Music Director is expected to follow the Code of Professional Practices of the Unitarian Universalist Musician’s Network.

The Office Manager is expected to follow the Code of Ethics of The Association of Unitarian Universalist Administrators.

## **Employment Definitions**

### ***Full-time Positions***

Forty hours per week for 52 weeks.

### ***Part-time Positions***

Positions less than full-time.

### ***Temporary Positions***

Usually limited to the current church year.

### ***Church Year***

July 1 – June 30

## **Time Off Benefits**

The following paid time off benefits apply to full-time employees and part-time employees working 1,000 hours or more per year. Time off benefits (vacation and sick leave, paid holidays) are prorated for part-time employees based on scheduled hours worked calculated as shown below:

- Scheduled hours (hours/week times weeks/year) **divided by** 2080 hours
- (40 hours/week times 52 weeks) = prorated benefit
- For example: Employee works 26 hours/week for 40 weeks = 1,040 hours/year **divided by** 2,080 hours = 50% prorated benefit.

All time worked in a week (even if broken up among various jobs) counts in prorating benefits and time off.

### ***Vacation***

Ten vacation days annually, prorated from date of hire. Vacation must be used in the church year it is earned or it will be lost. It is each employee’s responsibility to schedule vacation time with their supervisor, to seek and to confirm agreement on that vacation schedule in writing. Vacation for a called minister is specified in the Letter of Agreement.

### ***Sick Leave***

Six sick days, of which one can be a personal day. These sick days may not be carried over year to year.

## ***Holidays***

Eleven holidays, if it is a day you are scheduled to work. If the holiday falls on a day you are not scheduled to work, you are not entitled to that paid holiday. Holidays are: New Year's day, MLK's birthday, Presidents Day, Patriots Day, Memorial Day, floating holiday, Labor Day, Columbus Day, Veterans Day, Thanksgiving, and Christmas.

## ***Miscellaneous***

Work hours will be determined at the minister's discretion during the week between Christmas Eve and New Year's day.

## **Flex-Time**

Flex-time is a benefit available to all staff whether or not they work 1,000 hours or more per year. Flex-time must be worked out with the direct supervisor to ensure that the responsibilities of the job are met.

- If an employee is unable to come to work for her/his regular shift, then that employee will be allowed flexible hours to make up for the absence. That employee must make up the lost time, hour for hour, by the end of the week following the absence. If the work is not done within that time period, the employee will be docked the hours of absence.
- It is the employee's responsibility to notify his/her supervisor of an absence with as much advance notice as possible. It is also the employee's responsibility to work together with the supervisor to determine how the time will be made up.
- If an employee works a holiday, then those holiday hours worked will be considered compensatory time that may be taken as time off with pay within 30 days.

## **Leaves of Absence**

Jury Duty and Bereavement are benefits available to all staff whether or not they work 1,000 hours or more per year.

### ***Jury Duty***

In accordance with state law, First Parish will pay employees their regular salary for the first three days of jury duty. After the third day, First Parish will pay employees the difference between what the employee receives from the state for her/his jury duty and the employee's regular compensation for up to three weeks. Days off because of jury duty will not be subtracted from the employee's sick or vacation time.

### ***Bereavement***

Up to three days per year for a death in an employee's family, or for the death of another person with whom the employee has had a close familial-type relationship will be paid.

## **Family Medical Leave/Maternity/Paternity/Adoptive Leave**

A family leave of absence is available to an employee who has worked one year or more for the church and who has worked at least 1,000 hours during the 12-month period immediately before the leave.

A family leave of absence may be granted . . .

- for the birth and care of the newborn child of the employee
- for placement with the employee of a son or daughter for adoption or foster care
- to care for an immediate family member (spouse/partner, child, or parent) with a serious health condition
- to take medical leave when the employee is unable to work because of a serious health condition. A serious health condition is defined to be an illness, injury, impairment or physical or mental condition that involves either inpatient care in a hospital, hospice or residential medical care facility, or continuing treatment by a health care provider.

A family medical leave is available for a maximum of 12 weeks. A request for family leave must be made in writing. It is requested that adequate notice be given to ensure a smooth transition for the Church.

An employee who has worked one year or more for the church and who has worked at least 1,000 hours during the 12-month period immediately before the leave is entitled to eight weeks of paid leave that can be used during this period. Prior to going on paid leave, the employee is expected to exhaust all accrued sick and vacation time. If an employee's sick and vacation time, in combination with the 8 weeks paid leave, does not reach 12 weeks, the remainder may be taken as unpaid leave.

If medical leave is being requested for a serious health condition, the leave may be taken as consecutive weeks, intermittently (i.e., two days a week off), or on a schedule of reduced hours (i.e., working four hours per day), depending upon the recommendation of the health care provider and in coordination with the supervisor. Regardless of how it is taken, it can total no more than 12 workweeks.

To request a medical leave, the employee must provide a doctor's certification that states the following:

- The date on which the serious health condition commenced.
- The probable duration of the condition.
- The appropriate medical facts within the knowledge of the health care provider.
- That the employee is unable to perform the functions of his/her position.
- The expected duration of the leave, and the dates of treatment (if leave is requested for planned medical treatment).

While on paid leave, the employee shall continue to accrue benefits (with the exception of additional sick and vacation days) and seniority, and continue to be provided regular health coverage. No benefits are accrued or earned during unpaid leave, but an employee may elect to continue health coverage at his or her own expense for any period of unpaid leave.

Upon returning from a family leave, the employee will be reinstated to a similar position. The placement of the returning employee is at the sole discretion of the Parish Committee.

It is not intended that a family leave of absence be immediately followed by a personal leave of absence or an unpaid summer vacation.

## Retirement/Insurance Benefits

The following retirement and insurance benefits apply to full-time employees and part-time employees working 1000 hours or more per year. Benefits are prorated for part-time employees based on hours worked. There will be no trade-off payments if employees decide to make other retirement/insurance arrangements.

### **Pension**

For employees who have completed a full year of service for a UUA congregation or the UUA, 10% of salary will be contributed to the UUA pension plan. (For more information, see

<http://www.uua.org/leaders/leadership/benefitscompensation/retirement/20128.shtml>)

### **Health Insurance**

The church will pay 80% of the individual premium for the UUA PPO policy. The church will also pay 50% of the difference between the UUA PPO individual policy and the Employee + Child(ren) plan.

*Example: Individual PPO premium is \$5,000, @ 80% = \$4,000*

*Employee + Child(ren) premium is \$9,000, differential (\$4,000) @ 50% = \$2,000.  
Church pays \$6,000 for health insurance.*

Prorating example: A part-time employee works 26 hrs./week for 40 weeks, a total of 1,040 hrs. for the year. Benefits, therefore, are prorated by half. The church will pay 40% of the individual premium and 25% of the differential for Employee + Child(ren) coverage of the UUA PPO policy.

(For more information, see <http://www.uua.org/leaders/healthplan/index.shtml>)

### **Long-Term Disability**

Premiums will be paid for the UUA policy which provides 60% of pay after 90 days of disability until age 65. See UUA policy for terms and conditions. (Available at <http://www.uua.org/leaders/leadership/benefitscompensation/groupinsurance/20447.shtml>)

### **Life Insurance**

Premiums will be paid for the UUA policy which provides 2 times salary up to a maximum of \$150,000. (For more information, see <http://www.uua.org/leaders/leadership/benefitscompensation/groupinsurance/index.shtml>)

### **Dental Insurance**

The UUA policy is available to employees at their own expense. (For more information, see

<http://www.uua.org/leaders/leadership/benefitscompensation/groupinsurance/index.shtml>)

## Compensation & Professional Expenses

## ***Compensation***

For purposes of examining salaries, we will continue to reference UUA Guidelines for all staff positions. For 2009, the Parish Committee confirmed that our church falls within Group 5 (high wage rate areas) as a Mid-Sized II congregation (250-349 members). The compensation grid for each year may be found on the UUA website: <http://www.uua.org/documents/mpl/finances/geoindex5.pdf>

## ***Professional Expenses***

Professional expenses will be reimbursed based on receipts submitted, in accordance with the expense reimbursement policy detailed below.

An allowance for professional expenses will be set during the annual budget process for the minister and professional staff. Professional expenses will not exceed the budgeted amount for the year.

### **Defining “professional expenses”:**

- Professional expenses include travel, equipment, books, and periodicals. They also include the costs of business meetings, conference expenses, meals, and professional dues—in short, the costs of “doing business.”
- Initial travel from home to one’s employer-church is commuting and is not allowed as a professional expense.
- Travel to meetings, hospitals, or members homes is an allowable expense if necessary for one’s duties. It is important to keep a log of all auto travel in order to claim reimbursement or to list as an itemized deduction.
- Meals or lodging are a professional expense when a person is away from home. Meals that are part of a business meeting or entertainment of someone connected with one’s work are considered professional expenses. Entertainment of members of the congregation at home or elsewhere is also reimbursable.
- A home office may be hard to claim as a deduction for professional expenses on one’s personal taxes if an office is provided at the church. However, the supplies and equipment used in such a office may be taken as a professional expense, including office equipment such as personal computers as long as the purpose of the supplies and equipment is exclusively or predominantly for the work of the church.

### **Reimbursement for professional expenses:**

- Professionals commonly advance their own funds for their professional expenses, and then submit a monthly request for reimbursement, which is paid in a separate check. Some professionals use a separate credit card exclusively for these expenses; however receipts or other documentation should also be available. IRS Rules require receipts for expenses over \$75. To be reimbursed by the church for any level of expense, the receipts must include an explanation for the expense that clearly ties it to the cost of “doing business” for the church.
- Within 60 days of incurring expenses, the employee must provide the Office Manager with an expense form and adequate documentation of the expenses. The expense reimbursement form is available in the First Parish Office. Documentation includes original receipts, bills, and cancelled checks along with an explanation. In the absence of the Office Manager, information should be submitted to the Treasurer.

## **Legally Mandated Compensation**

### ***Worker's Compensation***

All employees are covered under state-regulated Worker's Compensation Insurance. Reporting forms for any injuries must be completed within 48 hours after any accident.

### ***Social Security***

All employees are covered by the Social Security Act. The church pays one-half the tax (7.65% of salary) for all employees.

## **Hiring Policy**

Only candidates outside of our active church community will be considered for employment. High school and college students are excluded from this restriction.

For salaried professional staff, as a search is opened, a committee should be created consisting of:

- Hiring manager
- 1-2 other staff members
- 1-2 member volunteers

Search and interviewing responsibilities are divided among committee members. Interviews are conducted against a job description containing required skills, abilities, and experience. They select a final candidate who is hired pending approval (right of refusal) of the Parish committee. An hourly employee is hired by the appropriate manager with involvement from the overseeing committee, and with approval of the Parish Committee.

An offer letter should be written to all newly hired employees. This letter should include agreed upon salary or wages, start date, hours per week and weeks per year. The letter must be signed by the newly hired employee and the Parish Committee Chair. The reporting supervisor shall receive a copy of the letter.

At the time of hiring a new staff person, it is the supervisor's responsibility to provide an updated job description to the new employee.

## **Conflict of Interest**

No employee or independently contracting minister of FPUUA shall be a voting member of any First Parish committee. This policy is not intended to exclude an employee or minister from participating in committee deliberations or from serving in a non-voting professional advisory capacity to such committee.

No immediate family member of an employee or minister shall serve on the Parish Committee, the Finance Committee, the Budget Committee, or the committee with supervisory responsibility relative to the said employee.

## **Prohibited Discrimination and Harassment**

All employees are expected to treat each other with dignity and respect. The church is expected to maintain a work environment for all that is free of discrimination. The church prohibits conduct of any kind that disrupts or interferes with another person's

work performance and/or work environment, especially where that conduct could constitute discrimination or harassment.

The church expressly prohibits any form of unlawful employee discrimination and/or harassment discrimination based on race, color, religion, creed, sex, sexual orientation, gender identity, national origin, age, marital status, citizenship, real or perceived disability or handicap, genetic predisposition, status as a Vietnam-era veteran, special disabled veteran or other veteran who served on active duty during a war, campaign or expedition for which a campaign badge has been authorized (campaign badges are awarded to military service members who participate in certain campaigns/expeditions; a full list is available at <http://www.opm.gov/veterans/html/vgmedal2.htm>), and any other legally protected status in accordance with applicable federal, state and local laws.

Prohibited discrimination and/or harassment by employees or others include(s) behavior such as:

- verbal conduct such as epithets, derogatory comments, jokes or slurs based on an individual's membership in a protected category;
- visual conduct such as derogatory posters, photography, cartoons, screensavers, drawings, or gestures based on an individual's membership in a protected category;
- visiting Internet sites that could be deemed inappropriate or pornographic by fellow employees. Examples of sites in this category would be ones that contain offensive comments, jokes and/or radical political viewpoints based on a protected category;
- sending e-mails that contain discriminatory and/or harassing content based on a protected category; and/or
- retaliation for making discrimination and/or harassment reports or threatening to report discrimination and/or harassment.

All employees will be held responsible for their actions, and those who violate this policy will be subject to corrective action up to and including termination. Failure to report claims or observations of discrimination prevents the church from taking necessary steps to remedy such situations and exposes the church to formal complaints.

Any employee or parishioner who feels that he or she is a victim of harassment or discrimination is encouraged to report the matter to any member of staff, a minister, or the Parish Committee chair, or to contact a member of the Human Resources committee immediately. Any Supervisor or Manager having knowledge of harassment is obligated to report it to the Human Resources committee immediately.

## **Performance Evaluation**

Each employee's supervisor is required to conduct an annual review of the employee's performance against job description/responsibilities and against performance objectives for the employee for the period under review.

### **Process**

1. The supervisor writes a performance evaluation using the Performance Evaluation form/process and appropriate performance descriptions. Supervisor

reviews performance based on own observations and feedback from relevant committees and members of the congregation.

2. The employee is encouraged to provide the supervisor with a self-assessment. The supervisor should consider the employee's comments as part of the appraisal process.
3. The supervisor and employee have a discussion regarding their respective views of the employee's performance year and identify performance objectives for the coming year.
4. The supervisor forwards a signed copy of the written evaluation to the Senior Minister, who files it securely.
5. The supervisor may share the overall evaluation with the committee(s) most related to the employee's work.

## **Progressive Discipline**

### ***Employee Responsibility***

It is the duty and the responsibility of every employee to be aware of and abide by existing rules and regulations.

It is also the responsibility of the employee to perform his/her duties to the best of his/her ability and to the standards as set forth in his/her job description or as otherwise established. Employees are encouraged to take advantage of all learning opportunities available and request additional instruction when needed.

### ***Responsibilities of Supervisors and Managers***

The immediate supervisor or manager must approach corrective measures in an objective manner. If the employee's performance of assigned task is the issue, the supervisor or manager should generally look to see that proper instructions, appropriate orientation and training have been given and that the employee is aware of the job expectations. Not only single incidents, but also patterns of poor performance should be of concern as these are indicative of overall performance. If misconduct is the issue, the supervisor or manager should take steps to make sure that the employee has been made aware of the church's policies and regulations regarding the infraction. If in either case appropriate instruction or information was not communicated, a plan for such communication should be immediately developed and reviewed with the employee.

### ***Employee Conduct***

FPUUA supports the use of progressive discipline to address conduct issues such as poor work performance or misconduct and to encourage employees to become more productive workers aligned with the church's standards and expectations. Generally, a supervisor gives a warning to an employee to explain behavior that the supervisor has found unacceptable. There are two types of warning, verbal and written.

A verbal warning is when a supervisor verbally counsels an employee about an issue of concern. A written record of the discussion, noting the date, event and recommended action, is usually placed in the employee's file for future reference.

Written warnings are used for behavior or violations which a supervisor considers serious or where a verbal warning has not helped to change unacceptable behavior. An employee should recognize the grave nature of the written warning.

## ***Performance Improvement Plan***

When an employee has been involved in a disciplinary situation that has not been readily resolved or when he/she has demonstrated an inability to perform assigned work responsibilities efficiently, the supervisor/manager, in consultation with the Human Resources Committee or designate, may place the employee on a performance improvement plan. This status will last for a predetermined amount of time not to exceed 90 days. Within this time period, the employee must demonstrate a willingness and ability to meet and maintain the conduct and/or work requirements as specified by the supervisor and the organization. At the end of the performance improvement period, the employee will either be returned to regular employee status or, if established goals are not met, dismissal may occur.

FPUUA reserves the right to administer appropriate disciplinary action for all forms of disruptive and/or inappropriate behavior. Each situation will be dealt with on an individual basis.

No list of rules can include all instances of conduct that can result in discipline and the examples below do not replace sound judgment or common sense behavior. Examples of employee conduct that would lead to discipline and the usual course of disciplinary action have been separated into four groups, according to the usual severity and impact of the infraction. FPUUA reserves the right to determine the appropriate level of discipline for any inappropriate conduct, including but not limited to demotion, oral and written warnings, suspension with or without pay and dismissal.

### ***Group 1***

First Offense: Documented verbal warning.

Second Offense: Documented written warning.

Third Offense: Three-day suspension.

Fourth Offense: Termination of employment.

1. Creating conflict with coworkers, supervisors, visitors or volunteers.
2. Failing to follow hygiene practices as needed for the specific job assignment.
3. Contributing to unsanitary or unsafe conditions.
4. Smoking in non-smoking areas.
5. Leaving the assigned work area or facility without the supervisor's permission.
6. Loitering or loafing while on duty.
7. Using facility telephones or computer systems for unauthorized purposes.
8. Inappropriate dress.
9. Damaging or using organization-owned equipment without authorization.
10. Abusing lunch and break periods.
11. Removing, posting or altering notices on any bulletin board on church property without permission.
12. Eating food and/or drinking beverages in undesignated areas.
13. Violating other rules or policies not specifically listed.

### ***Group 2***

First Offense: Written warning.

Second Offense: Suspension.

Third Offense: Termination.

1. Failing to report injuries, damage to or an accident involving church equipment.
2. Violating any safety rule.
3. Negligence.
4. Horseplay that results in personal injury or equipment damage.
5. Engaging in malicious talk.
6. Engaging in vulgar or abusive language or conduct toward others.
7. Copying church documents for personal use, such as mailing lists and confidential documents.
8. Using church communication systems inappropriately.
9. Treating congregants or coworkers in a discourteous, inattentive or unprofessional manner.
10. Quitting early without notification or permission.
11. Being absent for less than three days without notification or permission.
12. Not complying with personnel file maintenance.
13. Not following FPUUA guidelines concerning notification of absenteeism.
14. Sleeping while on duty.

### **Group 3**

First Offense: Dismissal.

Dismissal is an immediate termination of employee for serious breaches of responsibility, unsatisfactory performance or misconduct. A supervisor or department head may impose dismissal in consultation with the Human Resources Committee chair(s) and the chair(s) of the Parish Committee.

1. Disclosing confidential information or records.
2. Being absent for three or more days without notification or permission (also referred to as a voluntary quit or job abandonment).
3. Physical fighting.
4. Demonstrating insubordination, including but not limited to:

Refusal to do an assigned job

Refusal to work overtime when required

Refusal to render assistance

Refusal to accept holiday work when assigned

Insolent response to a work assignment

- Being dishonest, including but not limited to deception, fraud, lying, cheating, or theft.
- Having time-reporting violations.
- Sabotaging the facility, grounds, or equipment.
- Falsifying church records, such as employment applications and time reports, in any way.
- Engaging in indecent behavior.
- Possessing, being under the influence of, or drinking intoxicants or illegal drugs on the job.
- Concealing defective work.
- Carrying a weapon on church property, including the parking lot.

- Soliciting gifts or tips from church-related contracts.
- Using the church's computer systems, including accessing confidential computer files and data, without authorization.
- Demonstrating gross misconduct or other serious violations of FPUUA's policies or procedures.

### ***Absenteeism and Tardiness***

Unscheduled, unexcused absences due to injury or illness, even when following appropriate guidelines, may still be deemed excessive. Discipline for otherwise unexcused tardiness and absenteeism is generally applied as follows: the first two violations result in written warnings; the third, a three-day suspension; and the fourth, dismissal.

## **Termination Policy/Grievance Procedure**

### ***Termination Policy***

The supervisor implements the progressive discipline policy and, if appropriate, a performance improvement plan, in coordination with the HR committee and the called Minister. If corrective action efforts are unsuccessful, termination will be recommended to the Parish Committee, and if approved, termination will occur.

### ***Grievance Procedure***

Every employee has the right to be heard and to have his or her concerns considered. A member of the standing HR committee and 1 or 2 members of the Parish Committee whose portfolio is/are impacted should hear the grievance. This forum is a vehicle for airing concerns/grievances; it does not guarantee a particular outcome. If significant unresolved issues remain, this group may request action by the Parish Committee.

## **Resignation, Severance, and Unemployment Insurance**

### ***Resignation***

To provide for a smooth transition, employees are requested to give at least one month's notice to the Parish Committee. Upon resignation, the employee will only be compensated for earned unused vacation days.

### ***Severance***

An employee who is let go because of lay-off, reorganization of work, or performance who does not meet job standards shall be given a one-time severance package of one week's salary for every completed year of service up to a maximum payment of 6 months salary. This shall not apply to any employee who is terminated for cause, or who resigns.

### ***Unemployment/Lack of coverage***

Employees of churches are NOT eligible for Massachusetts Unemployment Insurance, in accordance with Section Six of the Massachusetts Employment Security Law.

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## Appendix

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### Manager Resource: Guidelines to Prepare for and Conduct a Performance Evaluation Session

#### ***Preparing for Conducting a Performance Evaluation***

Note: At the time of the annual evaluation, it is the supervisor's responsibility to review and if necessary revise the job description of the employee to ensure that both the employee and the supervisor are clear about job duties and responsibilities.

1. Collect enough information from the relevant parties to write a concise performance description for each goal, and for overall job responsibilities.
2. Review performance for the entire period; avoid the tendency to focus only on recent events.
3. Carefully read the definitions of the qualitative performance ratings and assign the appropriate one. Add comments which illustrate the rating.
4. When the draft written evaluation is complete, schedule the performance discussion, and ask the employee to think about what went well in the past year, and what parts of his/her performance could have been improved and what they see as key performance objectives for the coming year. Ask the employee to write a self-assessment, using the same assessment form. Decide whether you want to exchange the draft documents a day ahead of time to better prepare for the discussion.
5. Hold the discussion in a quiet, private place. If you hold the meeting in an office, try to set up an informal seating arrangement—do not conduct the session from behind a desk.
6. Draft performance objectives for the coming year so you are ready for a mutual agreement about objectives for the coming year.
7. After the performance discussion make any needed revisions and finalize the written document; provide a copy to the employee and a copy for the personnel file.

#### ***State the objective and set ground rules for the performance discussion***

Example: "Jane, the reason we're meeting today is to talk about the year you've had, what went well, and what could have gone better. I'd also like to hear how I could better support you day-to-day, so feel free to make suggestions.

"First, let's review and update your job description. Then, I want very much to hear your assessment of this year's performance. I'll try to just listen and ask questions for clarification. Then, I'll give you my views of your performance. After that, we can discuss where we agree or disagree. How does that sound to you?"

#### ***Get the employee's perspective***

Allow the employee to speak freely as she or he presents how she or he did on each part of job responsibilities and goals. You should *listen* and use probes to gather information, obtain involvement, and increase the employee's receptivity. Save your thoughts for the next step.

Types of Probes:

- Pause (Silence to encourage employee to go on while you listen)
- Open-Ended Question or Statement (“Tell me about the meetings you hold with your committee.”)
- Reflective Statement (“I can see that makes you uneasy.”)
- Summary Statement (“From what you’re saying, you seem to feel that you go above and beyond in completing projects. Could you give me some examples?”)
- Neutral Phrase (“Say more about your interactions with your colleagues.”)
- Brief Assertion (“I see. Of course.”)

### ***Present Your Own Thoughts***

This would be a good time to give the employee the completed evaluation form if you did not share the draft prior to the meeting. You can either let the employee read the entire review and then talk it through, or have them read each section and discuss them separately. In either case, use a first-person statement to present your thoughts about the employee’s performance. Walk through each section that you wrote, backing up your perspective with specific examples. If you can’t back up your thoughts with specifics, you will lose the employee’s confidence.

“I thought you did a great job recruiting volunteers for your committee. You doubled committee membership in the first six months of the year.”

“Your last program was disappointing. It didn’t seem as well prepared as the others, and ran overtime by an hour. Several members of the congregation gave me feedback that they were also disappointed.”

### ***Vent Emotions; Resolve Differences***

After reviewing your assessment, ask the employee to agree or disagree. Allow him/her to vent, as there may be some intense feelings at this time. You should listen and explore, but don’t be afraid to emphasize your viewpoint. In order to fully understand the areas of disagreement, use the following procedure as needed to help identify and summarize:

- Summarize the disagreement
- Probe to clarify and make sure you understand the disagreement
- Resolve the disagreement through discussion, and
- Probe for commitment

“So you feel that you positively resolve disagreements with your colleagues, while I feel that you don’t. Is that correct? Could you give me some examples of where you’ve done that?”

### ***Gain Agreement on the Action Points Going Forward***

Discuss what actions need to be taken by the employee to improve performance in the areas for development as well as what is going well and should continue. Gain commitment from the employee, and discuss the role that you will play (based on suggestions from either one of you), in supporting her/him. Create one or two development objectives designed to improve performance.

“So if I summarize what you’ve suggested, when you have a conflict with a co-worker, you’d like to speak with me for coaching before approaching that person. That sounds fine to me; I can support you on this.”

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## **Memo**

**TO :**

**DATE :**

**FROM :**

**SUBJECT : Performance Improvement Plan**      **COPY : File**

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During the past month [specify dates if available], it has become increasingly evident to your [supervisor] and me [Minister name] that you have not been performing your assigned work in accordance with what is expected of a[n] [job title]. On [dates of all verbal and written counseling and warning sessions], you were counseled about this unacceptable performance. To date, there has not been any significant improvement. First Parish values you as an employee, and it is our intent to make you fully aware of this situation and to assist you in improving your work performance. However, it is important that you realize the responsibility to improve is yours alone.

You are being placed on a written improvement plan. For the next [30, 60 or 90] days, [date, 200\_] to [date, 200\_], your work will be closely monitored by [specify]. You must demonstrate immediate improvement in the following areas:

### **[Body of plan]**

[Identify areas of improvement. Be specific about what needs to be improved. If possible, list objectives, results, or behavior with specific deadlines on a separate sheet of paper and attach it to the plan]

### **[Monitoring the plan]**

[Name of person(s) monitoring the plan] will review your progress on each of the above items requiring improvement every [day or week and time of review]. We trust that in doing so, we can guide you in becoming a contributing employee of First Parish.

### **[Or else]**

Improvement must occur immediately and must be maintained. If any portion of this improvement plan is violated at any time during the specified timeframe, further disciplinary action including termination of employment from First Parish may occur. A decrease in performance after successfully completing the improvement plan may result in being dismissed from First Parish without the issuance of another warning or improvement plan.

### **[Closing]**

As always, I am available for you to discuss any concerns.

Your signature acknowledges this discussion. It does not indicate agreement or disagreement with this plan.

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Employee Signature/Date

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Supervisor/Minister Signature/Date

—Revised February 11, 2010