

GOVERNANCE
Unitarian Universalist Church of Pensacola
BYLAWS

Adopted January 1994 with amendments through **May 20, 2018**

ARTICLE I. NAME

The name of this organization is the Unitarian Universalist Church of Pensacola, Inc. referred to in these Bylaws as Church, Congregation or Membership.

ARTICLE II. MISSION AND COVENANT

The mission of the Church is to be a community which models embracing diversity, living one's beliefs while supporting spiritual and intellectual growth and service. We affirm that love is the spirit of this Church and service its law. Our covenant is to dwell together in peace, to seek the truth in love and to help one another.

ARTICLE III. DENOMINATIONAL AFFILIATION

This Church will be a member of the Unitarian Universalist Association (UUA), and the district that is approved by a vote of the Congregation. The Church does hereby covenant to affirm and promote the Principles and Purposes of UUA which reads as follows:

We, the member congregations, covenant to affirm and promote: the inherent worth and dignity of every person; justice, equity, and compassion in human relations; acceptance of one another and encouragement to spiritual growth in our congregations; a free and responsible search for truth and meaning; the right of conscience and the use of the democratic process within our congregations and in society at large; the goal of world community with peace, liberty and justice for all; respect for the interdependent web of all existence of which we are a part.

ARTICLE IV. MEMBERSHIP

Section 1. Membership Qualifications, Privileges and Responsibilities

Any person having reached the age of 15, or having completed pre-membership

study acceptable to the Governing Board (herein after referred to as the Board), may become a member by agreeing to uphold the principles outlined in Article II of these by-laws and signing the Membership Book and by participating in the life of the congregation through involvement and a record of financial contribution within a church year. The Executive Committee of the Board may grant exceptions. Members of greater than six weeks duration are eligible to vote in elections, vote at business meetings, stand for elections, chair committees, and lead ministry teams. Members have the use of the property of the church under equitable and practical policies and procedures adopted by the Board and receive the services of the minister without a fee. The Board, with the Membership Ministry Team, shall review the membership rolls annually and after attempts to communicate with members to determine their current status, by a two-thirds vote of voting Board members, may remove those members of the congregation who are no longer active.

Members' or Friends' active status may be terminated by a vote of at least two-thirds of the voting members of the Board in cases of behavior that is unacceptable to the congregation as currently defined by appropriate Board policy, or if that person fails to cooperate with the Right Relations (Conflict Resolution) Team in its recommendations for resolving resulting conflicts.

Section 2. Friends Qualifications, Privileges and Responsibilities

A Friend of this Church is one who supports the Mission Statement of the Church and has chosen not to become a Member, but has participated in the life of the congregation through involvement and/or has made a repeated record of financial contribution within a church year. A Friend can participate in any Church activity except for voting and serving in elected or appointed positions and will not be counted as pledging units for the UUA and District fair annual contributions. Contributing friends shall be listed as such in the church directory and shall receive the newsletter and other communications from the church.

Section 3. Associate Members, Privileges and Responsibilities

Those members who have moved from the Pensacola area and were in compliance with Section 1 of this article immediately prior to leaving will be considered Associate Members and will continue to receive the UUCP newsletter if requested. No other privileges will be automatically extended to associate members and they will not be counted as pledging units for UUA and District annual contributions.

Section 4. Lifetime Honorary Members, Privileges and Responsibilities

Lifetime Honorary Members may be awarded to those members who are no longer able to participate actively in day-to-day activities and who have been contributing members of this Congregation for at least five years. Such designation will be declared by a majority vote of the Congregation. Lifetime Honorary Members are entitled to receive the Congregation's newsletter and to use the Church and the services of the minister for no additional fees. Lifetime Honorary Membership carries no right to vote.

ARTICLE V. CONGREGATIONAL MEETINGS

Section 1. Rules, Procedures and Quorums

1. The rules and procedures contained in Robert's Rules of Order Newly Revised will be used in governing this Church in all cases where they apply and are not inconsistent with the charter, these by-laws, or any special rules of order adopted by the Congregation. The business to be transacted at Board and Congregational meetings will be set forth in the notice of the meeting, which will be sent to all members by electronic or physical mail at least ten days before the meeting. Thirty percent of the members qualified to vote will constitute a quorum. No meeting will be held at a time or a place inconvenient to fifteen percent of members. Our congregation will allow proxy and/or absentee voting at the discretion and direction of the Governing Board.

2. At least one week before all Congregational meetings, the time and place will be announced or posted on the Church bulletin board so that members and friends may attend.

Section 2. Specified Congregational Meetings

1. A meeting for choosing Governing Board Officers, Board Members At-Large and Members of Committees of the Congregation will be held annually during May or as otherwise designated by the Board.

At this Annual Meeting, after all nominations are made, recorded and announced, voting will occur. If there are no nominations from the floor, the slate of nominees presented by the Leadership Development (Nominating) Committee will be considered to have been elected by acclamation. In any case

where there is more than one nominee for a position, voting will be by secret ballot. In addition, the annual budget for the next fiscal year will be presented for consideration and adoption.

2. A Business Meeting will be held in January at the Church, or at an appropriate time and place designated by the Board, to distribute a midyear financial report to the Congregation. Issues regarding the policies and aims of the Church, financing, growth, and improvement of physical facilities may be discussed at this meeting and a Special Meeting will be scheduled and properly advertised for any votes that are necessary.
3. The Board may set Special Meetings of the Congregation.
4. At the written request of fifteen percent or more of the members qualified to vote, the President will call a Special Meeting. No issue except the one specified in the request will be considered at such a meeting, and once the issue is resolved, the same issue will not be subject to Special Meeting again for the remainder of the church year.

ARTICLE VI. GOVERNING BOARD AND OFFICERS

The ultimate authority of this Church is with the Congregation; between Congregational meetings, its affairs and business as a corporation will be managed and its corporate powers exerted by a Governing Board consisting of four officers and five members at large. The officers are the President, President Elect, Secretary, and Treasurer which will constitute the Executive Committee. The Past President and Minister will serve as ex-officio members of the Board.

Section 1. Governing Board Duties and Responsibilities

1. The Board will interpret and execute, to the best of its ability, the will of the membership with respect to long-term goals, public policies, facilities, contracts, paid employees, major disbursements, and methods of financing. The Board will prepare, or have prepared, and approve the Policies and Procedures for all routine business and Purposes, and Policies and Procedures for all shared Ministry Teams and Committees. The Policies and Procedures will be amended from time to time by the Board and the most current copy will be available in the Church office at all times.

2. The Board, with the Finance Ministry Team, will prepare a budget for the next fiscal year for presentation at the Annual Meeting. The qualified voting members will review the budget, amend as appropriate, and adopt.

During the fiscal year, the Board will seek congregational approval for any increase in the total budget but may adjust the allocation of funds within the budget as needed. The Board will monitor church expenditures to ensure compliance with the approved budget.

3. The Board will approve of suspending, hiring and/or dismissing all salaried or regularly compensated personnel except the minister in accordance with the existing laws of the State of Florida and the By-laws of the Church. This responsibility may be delegated by the Board to the Personnel Committee or specially selected Ad Hoc Committee but the final approval requires Board vote.
4. The Board will meet monthly; however, any meeting may be waived by general consent if no urgent business is on the agenda. Five Board members with at least two Executive Officers and two Members At-Large will constitute a quorum.
5. Meetings of the Board will be open to members and friends except where the Board is dealing with an agenda item involving a personnel or personal matter. Visitors may participate in discussions when recognized by the chairperson.

Section 2. Officers

1. The President will have general and active management of the business affairs of the corporation subject to the direction of the Board. The President will normally preside at all Congregational Meetings of the Church and will be the chairperson of the Board. The President will appoint Leaders of all shared Ministry Teams and Ad hoc Committees. Additionally, the President will notify officers of their election. and will notify shared Ministry Team leaders and Ad hoc Committee chairpersons of their appointment. As the chairperson of the Board and as an ex-officio member of all shared ministry teams and ad hoc committees, the President will cast the deciding vote when needed in case of ties.
2. The President Elect will have such duties as assigned to him/her by the President

or by the Board. In the absence of the President, the President Elect will perform the duties of the President.

3. The Secretary will maintain written records of the proceedings of Congregational and Board meetings, Policies, Procedures and Tasks, tax-exempt status of the Church and the non-profit corporate license and assume specific responsibilities as agreed upon with the President and the Board.
4. The Treasurer will be responsible for keeping accurate records of all money received and distributed by the Church, maintaining the books and securities in a safe place, and for the banking of the Church's funds. The Treasurer will pay all bills within the approved budget as approved by the Board and assume specific responsibilities as agreed upon with the President and the Board. The President with the approval of the Board may appoint a member of church personnel to assist the Treasurer.

Section 3. Board Members At-Large

The Board Members At-Large will be responsible for coordinating and reporting on certain shared Ministry Teams and Ad hoc Committees, as assigned by the President.

Section 4. Ex-Officio Members

1. The Past President will be an ex-officio member of the Board, chair the Leadership Development (Nominating) Committee and be a member of the Personnel Committee.
2. The Minister will be an ex-officio member of the Board and of all shared Ministry Teams and Committees of the Congregation. The minister will be an ex-officio member of the Committee on Ministry (Ministerial Relations), but will not be a member of the Right Relations (Conflict Resolution) Team or the Ministerial Search Committee unless invited.

Section 5. Elections and Conditions of Office

1. The President Elect will be elected each year, will serve as President Elect for a one year term, and succeed to the office of President for a one year term.
2. The Secretary and Treasurer will each serve for two years. The Secretary will be

elected odd years and the Treasurer will be elected on even years.

3. Board Members At-Large will serve for two years. Three Board Members At-Large will be elected each year on odd years and two will be elected on even years.
4. Elected members of the Leadership Development (Nominating) Committee will serve for one year and may not serve the following year.
5. Newly elected Officers and Members At-Large will acquaint themselves with their new duties by serving with the outgoing Officers and Board Members At-Large during the month of June following their elections.
6. Any Officer or Board Member may be removed from office for cause with a two-thirds majority vote of the voting members of the Board.
7. In the event that the office of President becomes vacant, the President Elect will automatically succeed to the Presidency for the unexpired term and will serve as President for the following term.
8. In the event of other vacancies, the Board may, at its discretion, schedule a special election to fill the vacancy. Otherwise, the vacancy may be filled by appointment by the President in consultation with the Board and the Leadership Development (Nominating) Committee. The election or appointment will be for the completion of the term of office.

ARTICLE VII. MINISTER

The minister will provide overall religious leadership and guidance in accordance with the established purposes of the Church and will be guaranteed freedom of the pulpit. He/She will conduct worship services, weddings, and funeral or memorial services, and provide pastoral care, visitation and such other services as are within the normal duties of the Minister without fee to members. He/She will serve as the immediate supervisor of all church personnel and will work with designated committees in the hiring and evaluation of all church personnel. He/She will consult, advise, and collaborate with shared Ministry Teams or Committees and will participate in the ongoing program of the Church.

The Congregational meeting to call or dismiss a Minister will require a quorum of 50% of the members. A vote to call a minister will require a three fourths majority of the members present: a vote to dismiss will require a simple majority of the members present.

The minister will have a written letter of agreement with the Church and the Board will act as agent of the Church in its negotiation and implementation.

ARTICLE VIII. COMMITTEES AND SHARED MINISTRY TEAMS

Section 1. Committees of the Congregation

1. The Committee on Ministry (Ministerial Relations Committee) (MRC) will consist of five members elected by the Congregation at the Annual Meeting at which officers are elected. Members will serve three years. Members will be elected each year as needed for a three-year term. In the event that a member of a committee can no longer serve, the Board will name an acting member who will serve until the next Annual Meeting. This committee will select its own chairperson. The Committee on Ministry (Ministerial Relations Committee) will work to aid communication and to improve and strengthen relations between the minister and the congregation.
2. The Leadership Development (Nominating) Committee will consist of the Past President or other person so designated by the Board, the Membership shared Ministry Team Leader, or other designee from this shared Ministry Team and two members elected from the Congregation elected annually. The Past President will serve as chairperson. In the absence of the Past President, the committee will select its own chairperson. No elected member will have served on the Leadership Development (Nominating) Committee the previous year. The committee will assist the President in appointing chairpersons and in filling any vacated office. This committee will also seek to identify potential leaders from the membership and encourage the development of this potential.
3. Meetings of the Leadership Development (Nominating) and Committee on Ministry (Ministerial Relations) Committees may be closed by the chairperson to protect confidentiality.

Section 2. Shared Ministry Teams and Ad hoc Committees of the Board

The newly elected President will appoint all Leaders of shared Ministry Teams and Ad hoc Committee Chairpersons, subject to the approval of the Board. Chairpersons of Ad hoc committees or shared Ministry Team Leaders may be requested to attend meetings of the Board in order to present information and make recommendations. The President and Minister will be ex-officio members of all shared Ministry Teams and Board Ad hoc Committees except as noted in Article VI, Section 4.

Shared Ministry Teams or Ad Hoc Committees will include:

1. Shared Ministry Teams will be identified and provided duties in the Board's Policies and Procedures. Under the direction of the President, shared Ministry Teams, in addition to their specialized duties, are to aid and make recommendations to the Board.
2. Ad hoc Committees. Ad hoc committees may be appointed by the President as required, but will cease to exist on discharge of their duties.

ARTICLE IX. FISCAL YEAR

The Church Year and the fiscal year will begin the first day of July and end the last day of June.

ARTICLE X. UNITARIAN UNIVERSALIST CHARITABLE TRUST

The Unitarian Universalist Church of Pensacola Charitable Trust is an independent, nonprofit, tax-exempt trust. The purpose of the Trust is to receive, invest and administer private bequests, gifts and other financial support on behalf of the UUCP. Members of the Trust will be selected by the Trust in accordance with Trust Bylaws and in consultation with the UUCP President.

ARTICLE XI. AMENDMENTS

These bylaws may be amended or repealed at any Congregational meeting of the Church by a two-thirds vote of a quorum of the qualified voting members present, provided adequate notice of the proposed changes has been made known to the membership one month prior to the meeting.

Calendar of Board Tasks

August

Board Retreat

Board Covenant

Set dates for congregational meetings (Midyear and Annual)

New Board President receives information about Presidents' Webinar series Sept-June

September

Ministry Team Roundtable – confirm date & agenda

Finalize Board goals for the year

October

Determine Board representative to help with Congregation Report due to UUA on Feb 1

November

Confirm date of Midyear Congregational Meeting

Membership report and prep for Congregation Report

Plan for holiday collection for staff; determine Point of Contact

UUSC Guest at Your Table campaign begins around Thanksgiving

December

Prepare for Midyear Congregational Meeting

Holiday collection for staff

Request reimbursement vouchers from Ministry Teams for January financials

January

Approve membership details for Congregation Report

Prepare for Pledge Drive and budget requests from Ministry Teams

Review minister's contract

Midyear Congregational Meeting

February

Confirm date for Annual Congregational Meeting; prepare agenda, slate

Timeline for pledge drive and annual budget

March

Prepare agenda for Annual Congregational Meeting; plan to announce items for vote

Research Leadership Experience options and begin selecting candidates

April

Prepare for Annual Congregational Meeting

Review Rental Coordinator contract

Publicize UUA General Assembly

May

Annual Congregational Meeting, Election, Reports

Schedule Board Retreat for August

Ministry Teams: review year and identify next-year leaders

June/July

Housekeeping

Confirm Ministry Team leaders for new year

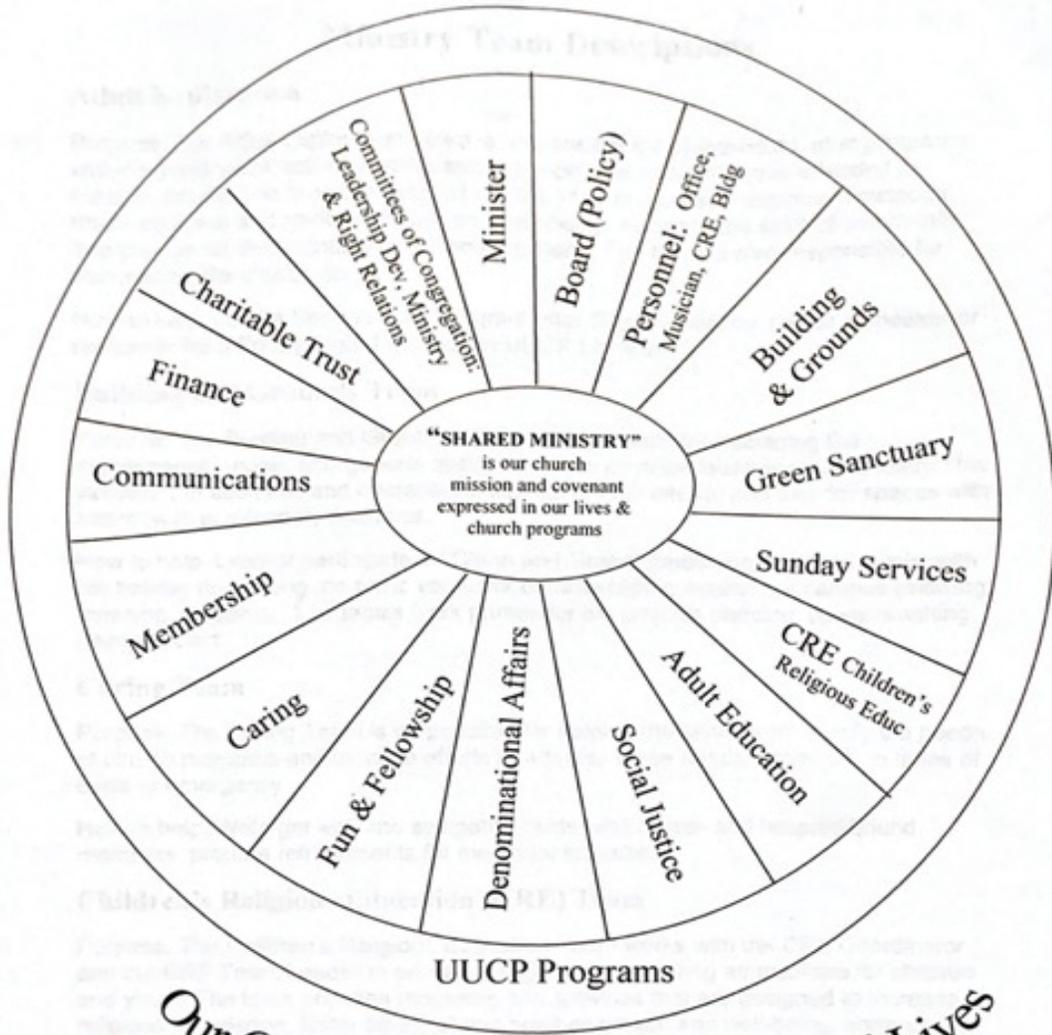
UUCP Organizational Chart



Unitarian Universalist Church of Pensacola
Organizational Chart
October 2022

Shared Ministry Chart

Pensacola Larger Community



What is SHARED MINISTRY at UUCP?

UUCP Shared Ministry Team Basics

At UUCP, **we use a Shared Ministry Team approach** and creative teamwork in meeting the needs of our yearly church programs.

Know the purpose and goals of your team by reviewing the **Ministry Team Descriptions** provided to each Team Leader. Keep the purpose and goals as your focus as you go about the work involved in your area of church life. The Ministry Team Descriptions serve as a guide and can be **adapted over time by your Ministry Team**.

Remember that the carrying out of responsibilities and tasks of each team may require **coordination with other teams**.

Although some teams will continue to operate in a similar way to committees (with regular meetings and such), **teams may be organized in any way that is appropriate for meeting the purpose and goals** of that particular team. Each team leader is to become familiar with the individuals who serve in various capacities with your team.

Communication with team members can happen several ways. Phone calls, email and face-to-face conversations can take the place of group meetings in many cases. Occasionally, you may want to have a group meeting for sharing critical information, supporting each other in your activities, and making plans together.

Get to know the people on your Ministry Team, and develop a group working style and cohesion that accounts varying motivations and personalities. Many teams have their own rituals to help accomplish this such as check-in, opening words, or chalice lighting. Snacks can be very effective. Use agendas and minutes to document activities and decisions as needed. Clarify group and individual responsibilities.

When you are meeting at the church or hosting a special event, request that the Office Administrator add the event on to the church calendar. Some events require coordination of rooms and calendars, especially larger events that require equipment or special set-up.

Provide announcements for your team's activities to the church office and Communications Team when you would like them to appear in the Sunday bulletin, the Thursday weekly email, The Light newsletter, or occasionally as a specific email to the full UUCP email list. Announcements are best sent by email to the Office Administrator at uupensacola@gmail.com with specifications about where they should appear and when. The Communications Team is responsible for public-facing communication venues such as Facebook and the church website (uupensacola.org) whereas the Office Administrator is responsible for communicating with Members and Friends through The Light newsletter, Thursday weekly emails, and other email messages.

While the Shared Ministry Teams and the Council of Team Leaders are responsible for annual church PROGRAMS, the Board is responsible for UUCP governing POLICY. Communicate with your Ministry Team's Board Liaison for policy-related questions or requests. Each team will submit **budget requests** for the following year to Finance Team during the spring budget drive time. This is a good time to cultivate members of your team as **potential new leaders** for the following year.

Ministry Team Descriptions

Adult Exploration

Purpose: The Adult Exploration Team is responsible for all individual adult programs, including mid-week activities, discussion groups, and special events intended to educate adults. The programs should be designed to increase religious knowledge, foster personal and spiritual growth and well-being, enhance the spirit of community, and provide for the exchange of diverse opinions. The team is also responsible for maintaining the church library.

How to help: Lead a Second Hour program after Sunday Service, recruit a speaker or performer for a Friday Night Live, be the UUCP Librarian...

Building and Grounds

Purpose: The Building and Grounds Team is responsible for managing the maintenance, repair, and general operation of the physical facilities of the church. This includes the aesthetic and operational aspects of both interior and exterior spaces with attention to eco-friendly practices.

How to help: Lead or participate in "Clean and Green" gardening sessions, assist with the holiday decorating, do basic yardwork or landscaping around our campus (mowing, trimming, weeding...), organize work parties for big projects (fencing, power-washing, painting, etc.)...

Caring Team

Purpose: The Caring Team is responsible for helping the Minister to identify the needs of church members and to make efforts to address these needs, especially in times of crisis or emergency.

How to help: Write get well and sympathy cards, visit home- and hospital-bound members, prepare refreshments for memorial services...

Children's Religious Education (CRE) Team

Purpose: The Children's Religious Education Team works with the CRE Coordinator and the CRE Team Leader to provide a supportive, nurturing atmosphere for children and youth. The team provides programs and activities that are designed to increase religious knowledge, foster personal and spiritual

growth and well-being, enhance the spirit of community, and provide for the exchange of diverse opinions.

How to help: Teach Sunday School or OWL classes, be the second adult in our Nursery, donate snacks and school supplies...

Communications & Publicity

Purpose: The Communications & Publicity Team is responsible for communicating the UUCP message both internally and externally. This includes the church website, newsletter, Facebook page, publicity and marketing.

How to help: Newsletter editing, website updating, managing social media accounts

Finance

Purpose: The Finance Team is responsible for developing the annual budget for the church and for organizing efforts to meet this budget through the annual canvass, gifts, rental fees, and other fundraising activities. The team is responsible for the counting and deposit of the Sunday morning offering and for recording attendance numbers. The team also arranges a periodic audit of the books by a committee of members or a certified public accountant. The Finance Team is responsible for planning and conducting the annual canvass, including any social events with the canvass. The Finance Team is responsible for coordinating all fundraising efforts of the church, which must be approved by the board.

How to help: Head up the annual fundraising auction or the Spring & Fall Yard Sales, bring fundraiser ideas to the Finance Team, set up a Faithify Campaign for a UUCP project, be the UUCP Bookkeeper...

Fun and Fellowship

Purpose: The Fun and Fellowship Team is responsible for fostering a strong sense of community and belonging among the members and friends of the church. The team coordinates scheduled, organized activities for the congregation and provides for Sunday refreshments and occasional potluck luncheons.

How to help: Plan a picnic, cookout or camping trip; organize the annual Circle Dinners or monthly Lunch Bunch; run a craft workshop; provide refreshments for Sunday Coffee Hour, setup or tear down at potlucks...

Membership

Purpose: The Membership Team is responsible for helping visitors, friends and members feel welcome and included and for integrating them into the life of the church.

How to help: Be a Sunday Greeter, attend the Newcomers Welcome, follow up with recent visitors.

Social Justice

Purpose: The Social Justice Team coordinates the church's involvement in community service projects, community outreach, and community education programs on issues of social concern or justice, including LGBT welcoming and environmental activism. The team serves as the congregation's liaison to the Unitarian Universalist Service Committee (UUSC) and to the Answering the Call of Love coalition of activists.

How to help: Prep for and/or participate in the Martin Luther King Jr. Parade with Fun & Fellowship, organize a social justice event, represent UUCP at Local Social Justice meetings and events...

Sunday Services

Purpose: The Sunday Services Team is responsible for the planning and presentation of Sunday services when the Minister is not in the pulpit and works closely with the Minister throughout the church year. This team works to provide programs that are intellectually stimulating and rigorous, spiritually uplifting, personally applicable, and socially enlightening. Multigenerational services will be coordinated with the Children's Religious Education team.

The **Music Team** is a sub-team of the Sunday Services Team that works with the Minister in supervising the services of a church musician and that helps to coordinate member involvement in musical performances including a choir and instrumentalists for Sunday services and other church events.

How to help: Share a message from the pulpit, be a guest musician, staff the Sound Room, participate in the choir

Safer Congregation Ministry Team

Facilitates the safety of our congregation by preventing and addressing issues pertaining to the safety of our people (staff, volunteers, leaders, congregants, guests, children, youth, vulnerable adults, etc.), places (buildings and grounds), and things (finances, data, property, etc.).

NOTE: The carrying out of responsibilities and tasks of each team may require joint coordination with other teams. For example – in order for the Finance Team to conduct the Budget Drive each year, they must have updated membership information from the Membership Team; Sunday Services should coordinate their service schedule with CRE; etc.

Congregational Covenant New Member Ceremony

Congregation:

We warmly welcome you into membership. We are glad you have chosen to join us. We know that the ideas, energies, resources and commitments which each of you bring will greatly enrich our vibrant and growing community.

New Members:

Today we celebrate entering membership with the Unitarian Universalist Church of Pensacola. We bring to the community our strengths, our limits and our unique desires. We ask for a place of love and encouragement as we find our way among you. We are glad to be here.

All:

We commit ourselves to an ever-increasing understanding of right relations among us. We value honesty, direct speaking and courtesy in our conflict, courage in our speech, and integrity in our action. We hold one another accountable to our very best intentions. May we be true to ourselves, true to each other, and true to the vision of the beloved community we are ever becoming.

Anti-discrimination Policy

Adopted by the UUCP Board 6 April 2022

The Unitarian Universalist Church of Pensacola affirms and promotes participation in all its activities without regard to race, color, sex, disability, affectional or sexual orientation, gender identity or expression, age, national origin, religious belief, socio-economic or political group, and personal opinion or conscientious expression.

UNITARIAN UNIVERSALIST CHURCH OF PENSACOLA BEHAVIOR POLICY

The following GUIDELINES/GROUND RULES for the Behavior Policy have been adopted by the UUPC Governing Board. The Right Relations Team of the Unitarian Universalist Church of Pensacola (UUCP) has been designated as the primary group to address situations that may involve the policy.

1. The UUCP Governing Board is the convening authority for the Right Relations Team.
2. The Church President or the President's designee shall refer behavior policy matters to the RRT for consideration.
3. These Guidelines are based upon the Governing Board's written policy titled: "Unacceptable Behavior Policy Update" passed December 15, 1998 and published in the June 1999 issue of THE LIGHT. This policy has since been renamed **BEHAVIOR POLICY**.
4. The Right Relations Team shall endeavor to meet together with all parties to any mediation or dispute. In the event that this is not possible, the Right Relations Team shall strive to meet with the parties separately with the objective of getting the disputants to meet face to face with the Right Relations Team as soon as feasible. (In the event that the Right Relations Team deems it inadvisable to bring the parties together face to face, the Right Relations Team shall determine the most appropriate way to handle the situation in order to preserve the safety and dignity of all parties in an ethical and equitable manner.)
5. All meetings of the Right Relations Team are confidential with the exception that confidentiality cannot be guaranteed in the event of disclosure of information indicating imminent danger to self or others or serious violation of felony laws of Escambia County, the State of Florida, or the United States.
6. In the event that the Right Relations Team cannot affect satisfactory resolution of conflict, the Right Relations Team shall refer the matter to the church Governing Board along with a proposed solution.

7. During the Right Relations Team's mediation sessions and other work, threats of violence, physical or verbal attacks, or emotional abuse will not be allowed.
8. Right Relations Team members will not take sides with any disputant, but will remain as objective as possible and will respect the opinions of all disputants.
9. The Right Relations Team will conduct mediation sessions in a manner that affords every disputant the right to be heard and to hear the opinions of persons on all sides of the question or situation being mediated.
10. The work of the Right Relations Team shall be conducted in the spirit of love and respect for the principles of the Unitarian Universalist Association of Congregations.
11. The Right Relations Team shall address all situations referred to it in a timely manner.
(The rationale for handling such situations with dispatch is to reduce the debilitating effects of rumors, innuendos, and ruminations on the part of the disputants and among congregation members.)

The Behavior Policy was adopted by the UUCP Governing Board at the September 21, 1999 Board meeting.

The Behavior Policy was revised by the Board on April 14, 2014 to reflect the new name of Right Relations Team, (adopted by bylaws revision on May 22, 2011) in the place of the former name of Conflict Resolution Team.

UNACCEPTABLE BEHAVIOR POLICY UPDATE

The following statement of policy was passed by the UUCP Governing Board Dec. 15, 1998: *Standards of Behavior of the Members and Officials of the UU Church of Pensacola, FL.*

In the spirit of love and respect for the principals of the Unitarian Universalist Association of Congregations which calls us to the right of conscience and the use of the democratic process within our congregations and for our bylaws which mandate the use of Robert's Rules of Order in the conduct of this corporations business; the Governing Board stands firm in its expectations and belief that we shall treat each within our midst with justice, equity and compassion. While recognizing that each of us fails from time to time to live up to our highest standards we continue to support each other in this quest.

Confident that the principles of parliamentary law which are constructed to balance the rights of the majority, the minority and of individual members both those present at a time certain and those unable to be present, the Board urges all members and leaders to be familiar with and practice these regularly. Copies of Robert's shall be available in our library. Furthermore, within this business year we shall arrange a workshop led by a competent person to make those interested aware of common practices for good leadership and responsible membership.

Our fundamental belief in the inherent worth and dignity of every person mandates the highest standards of acceptance for the beliefs, well being and integrity of all within the walls of our church home and in any activities organized by and for our community at any place.

Whenever a person believes they have been injured, threatened or harassed we urge such persons to act affirmatively on their own behalf whenever possible. Whenever persons are not able to deal successfully with harassing, disruptive or other unaccept-

able behaviors they are requested to bring this matter to the attention of a person in leadership capacity including but not limited to Ministers, Officers and Members of the Governing Board. Leaders shall try within their capacity and ability to resolve such situations promptly, with tact and respect for the dignity and rights of all.

In the event that the leader handling such event feels that the matter has passed their ability to reach a successful resolution of the conflict, the president or the president's designee shall refer the matter to a conflict resolution team.

Each year the Governing Board at its first meeting shall designate a Conflict Resolution Team consisting of at least two members of the congregation whom it deems to have the necessary skills and congregational regard to resolve conflict as speedily, privately and successfully as possible. They shall search for the truth and ascertain each party's perception of the situation and then seek a solution acceptable to all. When this is not possible they shall make every effort to understand all aspects of the situation and then present to the parties their recommendation as to how justice for all may be attained.

In the event that this process does not resolve the conflict, the team shall refer the matter to the Governing Board along with a proposed solution. All such matters shall be handled in confidence.

When a recommendation contains a provision which would end or limit one party's participation in this community, that person shall have the right to present his views of the matter to the Governing Board using a spokes person of their own choosing, if so desired.

The Governing Board wishes to underscore its adherence to the laws and statutes of Escambia County and the state of Florida. Should any behavior within the community be deemed contrary to such laws, particularly actions which threaten the safety of others, law enforcement personnel shall be informed.

Right Relations Tips

The Congregational Covenant that we recite together during each New Member Ceremony and during other services includes details for building healthy congregational relations. The covenant states, in part, “We value honesty, direct speaking and courtesy in our conflict, courage in our speech, and integrity in our action.” Covenants such as this are aspirational — meaning we aspire to fulfill all the promises we make in the covenant but often fall short since we are human. Still, we are encouraged to affirm and reaffirm our promises and to continue working at relationships. This document provides helpful tips for improving relationships among church Members, Friends, and/or Staff.

Centered on our UUCP Mission Statement, committed to our Congregational Covenant, and focused on the vision of our church, our congregational relations mostly proceed congenially. However, conflicts are inevitable from time to time. Our expectation is that conflicts are resolved at the lowest level possible, e.g. through mutual and respectful interaction between persons involved. However, sometimes conflicts between Members, Friends, and/or Staff bubble over to others. When this happens, the results can be debilitating to the congregation unless the conflicts are handled properly.

In the event that one or more person(s) approach you to express a conflict or disagreement, the following responses are recommended and are listed in order of preference:

1. Ask the person(s) approaching you if they have spoken with the person(s) with whom there is conflict or disagreement in order to resolve the issue with honesty, direct speaking, and courtesy. Many conflicts are easily resolved through open communication. Encourage the person(s) to communicate with the person(s) with whom there is conflict, if they have not already. If the person(s) approaching you is not sure with whom to speak – such as if the concern is related to some aspect of church life like Sunday Services, Fun & Fellowship, or the budget – provide the person(s) with the name(s) of the Ministry Team Leader, Board Member, etc., who is a decisionmaker in that area and/or offer to help the person(s) identify who is the right person to approach. For example, refer to the latest issue of The Light or church website for a list of Board Members and Ministry Team

Leaders and to the church directory on Simple Church for the decisionmaker's contact information.

2. Offer to practice or role play with the person(s) approaching you what they might say to the other person(s). This approach allows the person(s) approaching you to think through their concerns, clarify what they believe needs to happen to resolve the conflict, and increase their courage and confidence in using honesty, direct speaking, and courtesy to resolve the conflict directly with the other person(s).
3. Offer to accompany the person(s) approaching you to meet or talk with the other person(s). This approach enables you to be supportive without getting directly involved in the conflict.
4. If all of the above are not fruitful and the person(s) continues to ask you to resolve the conflict for them, tell the person(s) that you will go the person(s) with whom there is conflict but that you will attribute the concern to the person(s) approaching you rather than attributing the concern to "someone" or "some people" or presenting the concern anonymously.

If a disagreement or conflict between or among UUCP Members, Friends, and/or Staff cannot be resolved with the above steps, the Governing Board may be asked to convene the Right Relations Team to help resolve the issue. The Board also may convene the Right Relations Team independent of a request if the Board notices an unresolved conflict affecting the congregation.

A general goal of the Right Relations process is to adequately address the conflict and restore right relations without resulting in anyone involved choosing to leave the congregation, yet this is not always possible. The current UUCP Behavior Policy outlines policy for the Right Relations Team.

Helpful References:

Congregational Covenant
UUCP Bylaws
Behavior Policy