

Unitarian Universalist Church of Pensacola

**Policies and Procedures**

Updated March 3, 2024

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**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**

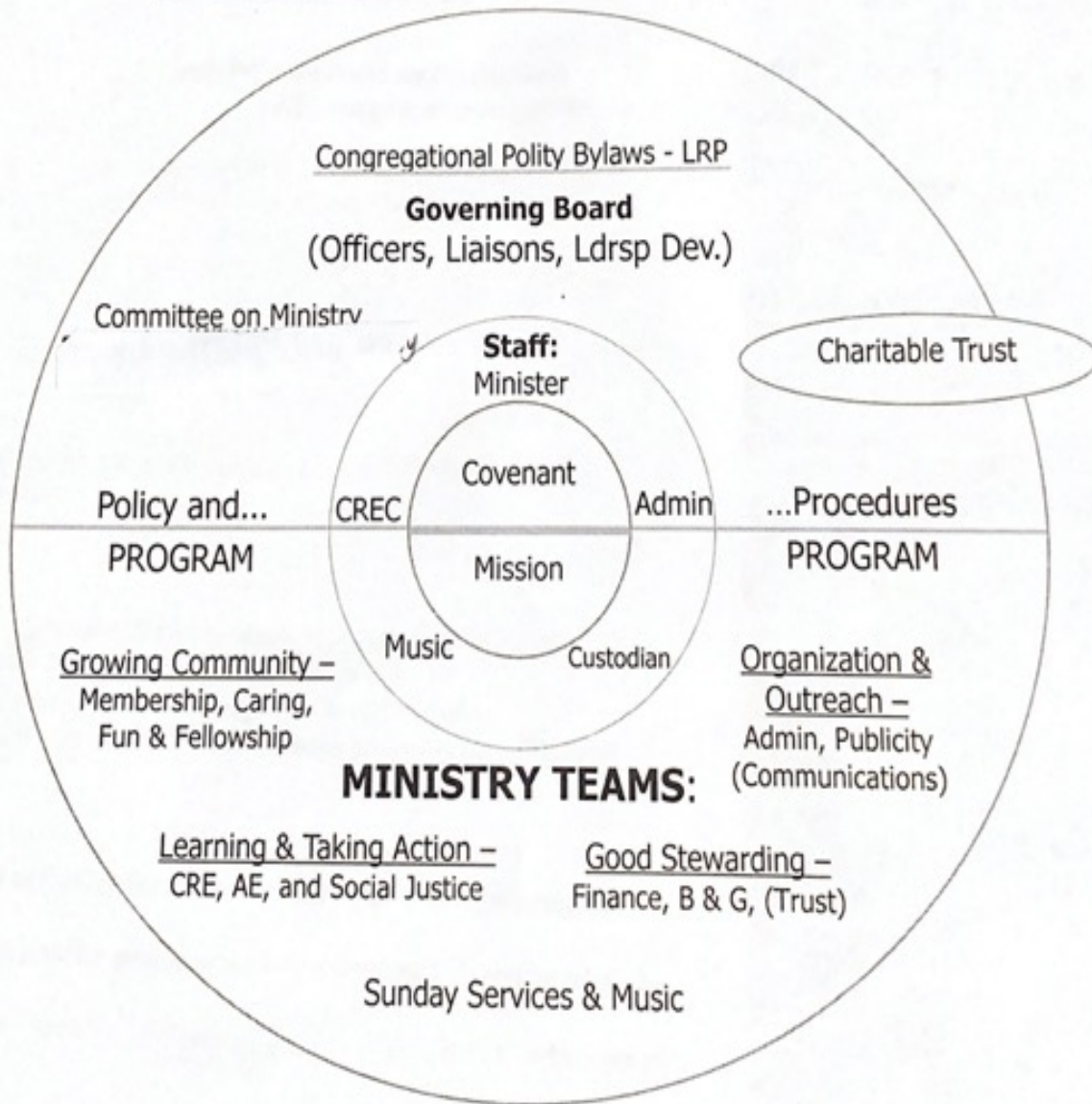
Annual Congregational Meeting, Election, Reports  
Schedule Board Retreat for August  
Ministry Teams: review year and identify next-year leaders

**June/July**

Housekeeping  
Confirm Ministry Team leaders for new year

# UUCP Organizational Chart

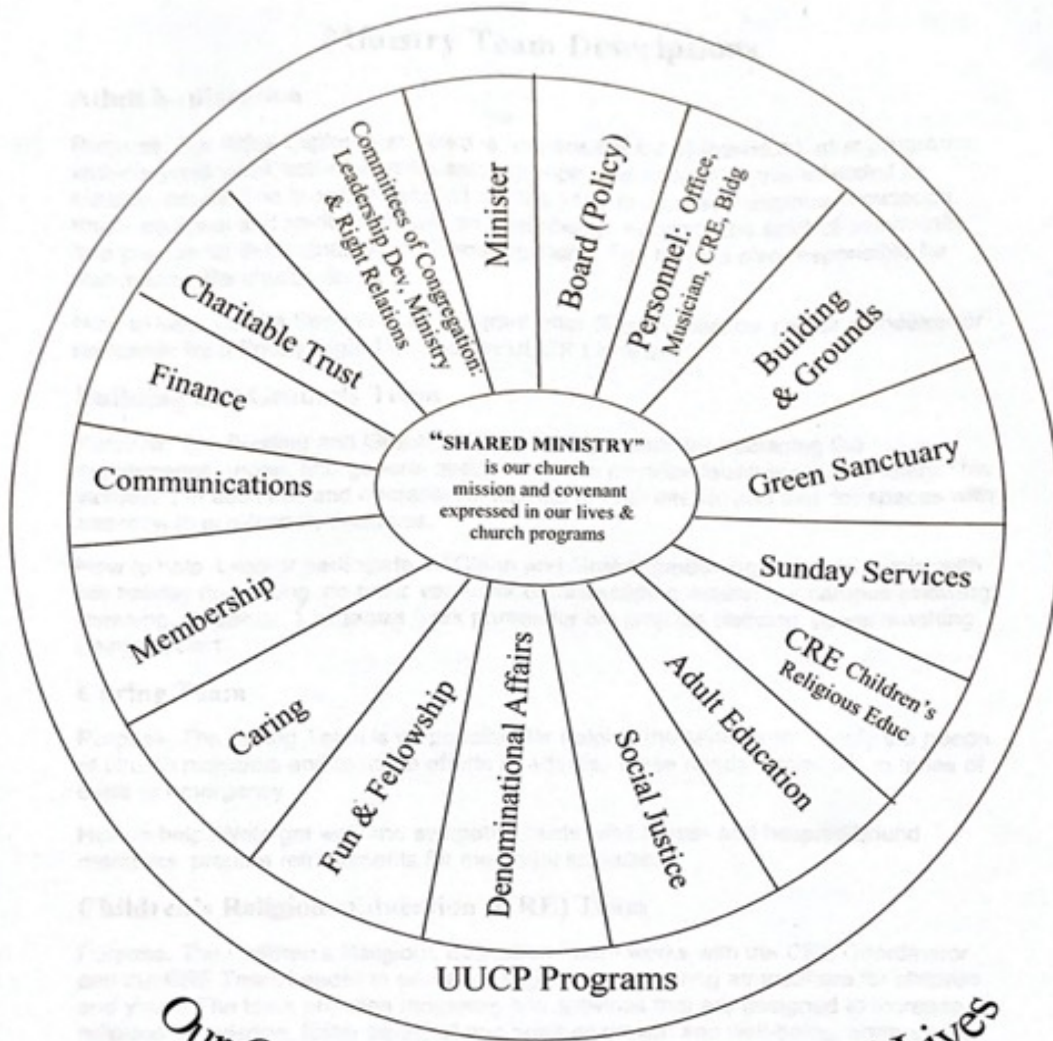
## UUCP Organizational Chart





## 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](mailto: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.



## 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

## **ADULT RELIGIOUS EDUCATION MINISTRY TEAM**

The Adult Religious Ministry Team is a Shared Ministry Team as provided under Article VII, Section 2.1 of the UUCP Bylaws.

### **Purpose:**

The Adult Religious Education Ministry Team is responsible for all 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. It is also responsible for maintaining the church library.

### **Members:**

The newly-elected President will appoint the Team Lead each year in June. The Team Lead must be a current Member of UUCP. The Team Lead may be requested to attend meetings of the Board in order to present information and make recommendations.

The Team Lead will recruit members of the Team from among the Members and Friends of UUCP and will provide a list of Team members to the Minister, Board liaison, and President. The Minister, Board liaison, and President are non-voting members of this Team.

### **Meetings:**

Meetings will be scheduled, held at least quarterly, and announced to the congregation in advance. Minutes of Team meetings will be provided to Team members, Minister, President, and the Board liaison. Team meetings are open to all Members and Friends, but only Team members may vote.

### **Responsibilities:**

The responsibilities of the Adult Religious Education Ministry Team include:

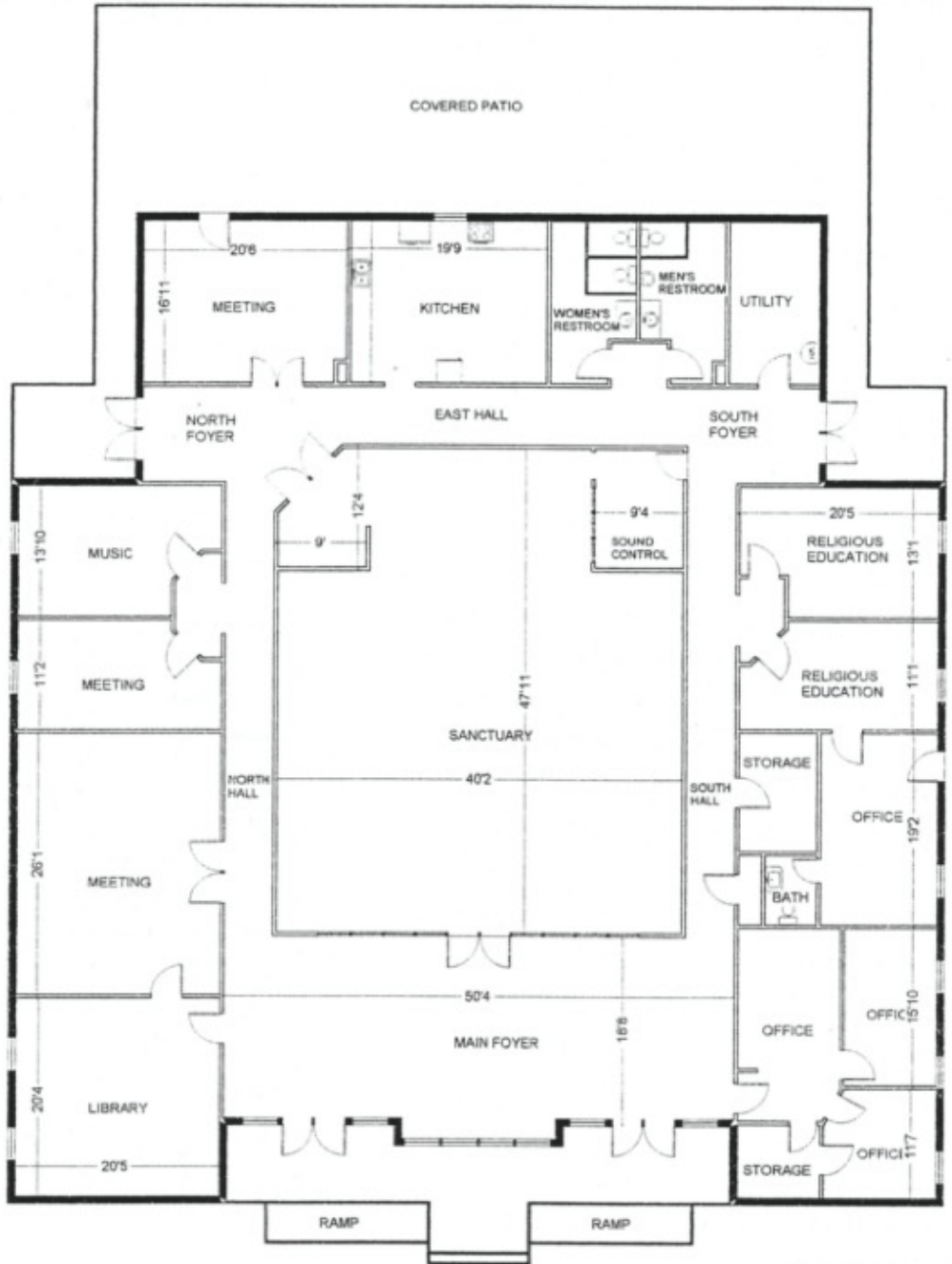
1. Solicit input from the congregation about their interests.
2. Facilitate the planning and presentation of varied events of interest to the adults of the congregation.
3. Work with the Minister to provide New Member classes.
4. Maintain orderly, effective operation of the church library, including the book collections, magazine swap rack, and audiovisual materials.

Responsibilities common to all ministry teams include:

1. Develop and recommend related policies for adoption by the Board.
2. Communicate openly with the Board liaison regarding team activities and needs.
3. Submit vouchers for payment of team expenditures to the Treasurer.
4. Maintain appropriate records of expenditures and actions.
5. Create and maintain a Tasks and Procedures entry in the UUCP Policies and Procedures Handbook to facilitate orderly transitions from year to year.
6. Provide information about events to the Communications and Publicity Ministry Team, which will help publicize the event.
7. In June, prepare and submit to the Board a written report. This report should summarize team accomplishments and activity, financial records, and suggestions for the incoming committee chairperson.
8. Develop budget requests as required for the church year and/or as required by the Board.
9. Develop and implement processes that continuously improve church operations, health, and finances.

# BUILDING AND GROUNDS

## UUCP Building Plan

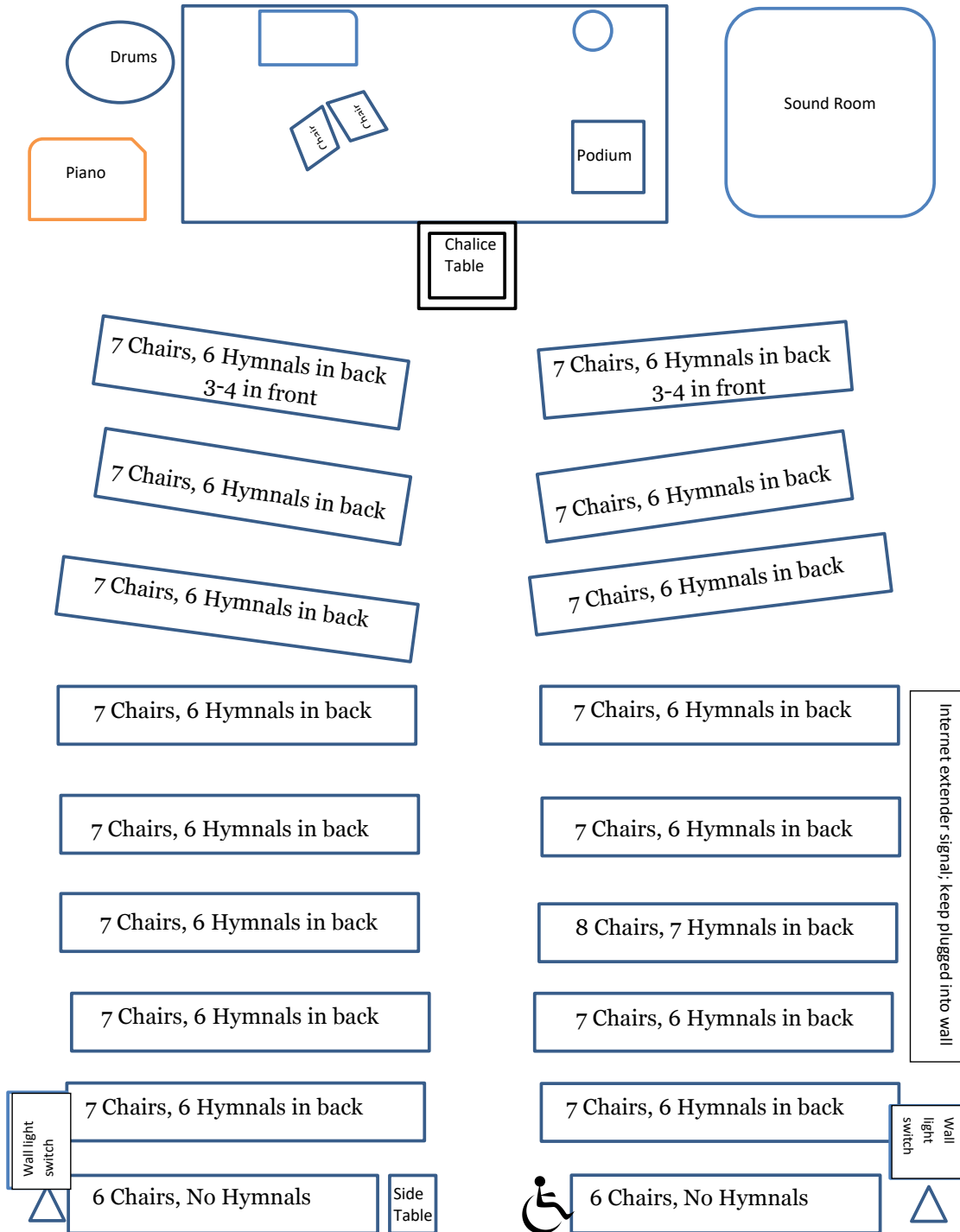


TOTAL COVERED AREA  
10335 sq ft

UNITARIAN UNIVERSALIST CHURCH OF PENSACOLA  
9888 PENSACOLA BLVD.



## Sanctuary Set-up (2 column)



# Unitarian Universalist Church of Pensacola (UUCP)

## Facility Space Use And Rental Fees for Members of UUCP

### Contents:

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| Event Host.....   | Page 2 | Alcohol & Tobacco Use.....  | Page 3 |
| Room Rentals..... | Page 2 | Cancelations & Refunds..... | Page 3 |
| Deposits.....     | Page 2 | Facility Use Agreement..... | Page 3 |

### USES:

- For religious ceremonies/rituals: members may use the facilities **without charge** for religious ceremonies such as weddings, commitment, christening, child dedication, spiritual observances, memorial services and funerals.

The UUCP Minister must pre-approve the use of the facility before the no-fee reservation is accepted. In the event that the Minister is not available, the congregation's President can make such approvals.

- For non-income generating uses: a 50% discount of standard rental fees (see chart below) for other non-income generating uses is available to members. Other fees as may apply are not discounted. The UUCP member will be referred to as the 'renter' below.
- Income generating use: events that generate income to the UUCP member are subject to full rental fees. Renters will also provide assurances that they are a registered business and will collect and report and remit sales tax to the Florida Department of Revenue and will comply with all state and federal laws and regulations as may apply.
- For new and emerging programs that address gaps in programs and services in the two-county area, a prospective renter may wish to negotiate an agreement with the church.

### EVENT HOST:

- Religious Ceremonies or Rituals: an event host is not required for members of UUCP. The UUCP member (or their delegate) will assume responsibility for facility security, lights, equipment use, heating, air conditioning and returning the spaces to the condition they were found in (including removal of trash from the building).
- Non-UUCP Functions: A representative of UUCP serving as an Event Host will be on the premises during any non-UUCP rental use of the sanctuary and, unless otherwise agreed to, will be paid \$15 per hour directly by the renter.

- If an event host is not properly compensated, they will be compensated by deduction made from the refundable security deposit.

**ROOM RENTAL RATES:**  
(Without discounts which may apply):

| <b>Room:</b><br>Does Not Include Host Fee     | <b>1 to 4 hours</b>     | <b>4 to 8 hours</b>     | <b>One-Time Security Deposit</b><br>(refundable) |
|---|-------------------------|-------------------------|--|
| Sanctuary                                     | \$325.00                | \$500.00                | \$50.00  |
| Conference Room                               | \$50.00                 | \$75.00                 | \$15.00  |
| Library                                       | \$25.00                 | \$50.00                 | \$10.00  |
| Classrooms:<br>(Rainforest & Teen)            | \$20.00<br>(both rooms) | \$25.00<br>(both rooms) | \$15.00  |
| Nursery & Preschool Rooms<br>(Beach & Meadow) | \$30.00<br>(both rooms) | \$40.00<br>(both rooms) | \$20.00  |
| Kitchen                                       | \$50.00                 | \$100.00                | \$40.00  |
| Foyer   | \$15.00                 | \$25.00                 | \$10.00  |
| Other (ex: gardens)                           | \$25.00                 | \$50.00                 | \$10.00  |

**DEPOSITS:**

- Key Deposit - The refundable deposit is \$30. It will be returned in full within five (5) business days of the key's return.
- Holding Deposit – Spaces may be reserved by paying a Holding Deposit of 30% of the room rental fee. The balance of the rental fee and security deposit must be paid two (2) weeks before the event in order to maintain the reservation.
- Security Deposit – Will be calculated based on the spaces the rented. The security deposit may be partially or completely refunded dependent upon the condition of the rented spaces upon conclusion of the rental agreement.

**FEES:**

Piano - A \$100 tuning fee will be assessed if the baby grand piano is used, moved or unplugged without prior specific permission. It may not be decorated and nothing may be placed on it other than music.

Damages to UUCP Property: The costs of repairing damages in excess of the security deposit will be billed to the 'renter' and are due upon receipt.

**ALCOHOL AND TOBACCO USE:**

- The consumption of only wine and beer is allowed on UUCP property in accordance with its Alcohol Policy.
- Tobacco and tobacco products may not be used within the building and may be used only in the designated spaces which are located at the south and north sides of the building.

**CANCELLATIONS:**

- If an event is canceled at least ten (10) days in advance of the event, all fees and deposits that have been made will be refunded in full.
- If an event is canceled less than ten (10) days of the event, the Holding Deposit will not be refundable. Other fees which may have been paid will be refunded in full.
- It is preferred that cancelations be in written form.

**REFUNDS:** Refunds will be made as soon as possible. Allow 5-7 working days.

**FACILITY USE AGREEMENT:** An agreement document, which both the renter and UUCP representative will sign contains further specific details regarding fees and use of facilities will be provided to the 'renter'.

**RENTER** should retain both this document and the rental Agreement signed document

# Unitarian Universalist Church of Pensacola (UUCP)

## Rental Information & Fees

### Non UUCP Members and Non-Profit – 501(c)(3) Organizations

#### Contents:

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| Non-Sanctuary Use.....  | Page 2 | Facility Use Agreement..... | Page 4 |

#### USES:

- The UUCP facilities may be available for short or long term rental to individuals or groups whose purpose is in accord with the mission and principles of UUCP/UUA.
- Non-profit organizations (renters) who wish to rent UUCP facilities for an event, meeting or activity. Non-profits may be asked to provide a copy of their Florida Department of Revenue “Consumer Certificate of Exemption” or other documentation to verify their non-profit status.
  - Where no admissions/donations or fees are received from participants, or where any money received is exclusively for direct costs of the sponsor for the event may receive a 30% discount for the room rental fee. Other fees are not discounted.
  - For new and emerging programs and services: Ask about further discounts available only to non-profits who are providing a new program or service for which there is a service gap in the community.
- Individuals or groups who are neither UUCP Members nor Non-Profit 501.c3. No discounts are available.
- Income generating use: events that generate income to the renter are subject to full rental fees. Renters will provide assurances that they will collect and report and remit sales tax to the Florida Department of Revenue and will comply with all state and federal laws and regulations as may apply.

#### RELIGIOUS SERVICES OR RELIGIOUS GROUPS:

The UUCP Minister must pre-approve the use of the facility before the reservation is accepted. In the event that the Minister is not available, the congregation’s President can make such approvals.

#### MINISTER:

Fees for professional ministerial services by the UUCP Minister are not included in the rental fees and are to be negotiated and paid separately.

#### USE OF SANCTUARY AND EVENT HOST:

A representative of UUCP serving as an Event Host will be on the premises during any rental use of the sanctuary and, unless otherwise agreed to, and will be paid \$15 per hour directly by the renter.

An Event Host may be determined to be needed for events in rooms other than the Sanctuary. This need will be determined by the church representative working with the renter.

The Event Host will turn on lights, heating or air conditioning and explain and monitor the use of the sound system and other equipment, ensuring that UUCP facilities are used respectfully and address any problems which may arise during the course of use. They will also secure the facilities after the event.

**NON SANCTUARY USE AND/OR NO EVENT HOST:**

When an Event Host is not required, and upon approval and receipt of a deposit, a key to the building may be checked out to the renter for a fee.

**ROOM RENTAL RATES:**

(Without discounts which may apply to non-profit organizations):

| <b>Room:</b><br><br>Does Not Include Host Fee | <b>1 to 4 hours</b>     | <b>4 to 8 hours</b>     | <b>One-Time Security Deposit</b><br><br>(refundable) |
|---|-------------------------|-------------------------|--|
| Sanctuary                                     | \$325.00                | \$500.00                | \$50.00  |
| Conference Room                               | \$50.00                 | \$75.00                 | \$15.00  |
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| Foyer   | \$50.00                 | \$75.00                 | \$15.00  |
| Other (ex: gardens)                           | \$25.00                 | \$50.00                 | \$10.00  |

**DEPOSITS:**

- Key Deposit - The refundable deposit is \$30. It will be returned in full within five (5) business days of the key's return.

- Holding Deposit – Spaces may be reserved by paying a Holding Deposit of 30% of the room rental fee. The balance of the rental fee and security deposit must be paid two (2) weeks before the event in order to maintain the reservation.
- Security Deposit – Will be calculated based on the spaces the rented. The security deposit may be partially or completely refunded dependent upon the condition of the rented spaces upon conclusion of the rental agreement.
- If an event host is not properly compensated, they will be compensated by deduction made from the refundable Security Deposit.

#### **FEES:**

Piano - A \$100 tuning fee will be assessed if the baby grand piano is used, moved or unplugged without prior specific permission.

It may not be decorated and nothing may be placed on it.

Damages to UUCP Property: The costs of repairing damages in excess of the Security Deposit will be billed to the 'renter' and are due upon receipt.

#### **ALCOHOL AND TOBACCO USE:**

- The consumption of only wine and beer is allowed on UUCP property in accordance with its Alcohol Policy.
- Tobacco and tobacco products may not be used within the building and may be used only in the designated spaces which are located at the south and north sides of the building.

#### **CANCELLATIONS:**

- If an event is canceled at least ten (10) days in advance of the event, all fees and deposits that have been made will be refunded in full.
- If an event is canceled less than ten (10) days of the event, the Holding Deposit will not be refundable. Other fees which may have been paid will be refunded in full.
- Cancellations must be in written form by email.

**REFUNDS:** Refunds will be made as soon as possible. Allow 5-7 working days.

**FACILITY USE AGREEMENT:** An agreement document, which both the renter and UUCP representative will sign, contains further specific details regarding fees and use of facilities will be provided to the 'renter.'

**THE RENTER** should retain **this document**, the helpful "**Guidelines**" document and the **Rental Agreement**.

# Rental Guidelines

## Unitarian Universalist Church of Pensacola

9888 Pensacola Blvd, Pensacola, FL. 32534

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The Unitarian Universalist Church of Pensacola (UUCP) is pleased to make our facility available to individuals and groups in our community that seek to enrich human life, whether through the arts, education, politics, recreation, business, celebrations, or other activities that are compatible with church philosophy.

The following Guidelines, as well the “Rental Information & Fees” **are part of your Rental Agreement.** Please read them carefully and ask any questions you have.

1. **PUBLICITY:**

Do not publish the church as the sponsoring organization in any advertising or promotional literature for your event. Do not publish the church phone number or email as a contact for your event.

2. **RESTORATION OF PREMISES:**

Leave the premises and equipment in the same condition as you found it.

If you have **moved anything**, please return it to its original place. If we have set up tables and chairs for you, we will put them away. If we have moved equipment at your request, we will replace it.

Please gather and remove your **trash** and check the floors for cleanliness before you leave. **Two trash** receptacles labeled “Rental Use” are available. Once full, **any overflow is left to the responsibility of the renter** & to be removed from the premises at the end of the event.

Church **bulletin boards** and **pictures** will remain in place, but you are welcome to cover the bulletin boards if you prefer.

Renters must assume full financial responsibility for any repairs required to restore the premises and equipment to original condition.



3. **DECORATIONS:**

Decorations and other materials may be **placed on walls and windows only with materials which do not damage or mark those surfaces**, and all decorations must be removed from the premises at the conclusion of your event.

**Do not tape** anything to the carpet or chairs. You may use **candles** in the sanctuary, but please ensure that wax does not get on the carpet or other furnishings. Do not place anything on the baby grand **piano**.

4. **FACILITIES USED:**

Use of the premises is restricted to only those indoor and outdoor facilities/rooms rented and those times which are specified in the Rental Agreement.

Use of the facilities must be completed at the agreed upon time so that the UUCP Event Host can close and secure the building at the end of your event. **Late departures** may result in partial or complete forfeit of your security deposit.

5. **CHILDREN:**

Please be sure that the parents or guardians of all minor children present **remain on the premises**, and that they are properly **supervised**.

A **changing table and rocking chair** are available in the nursery, and you are welcome to use them even if you have not rented the nursery. Please remove soiled diapers as may be necessary.

6. **EQUIPMENT:**

The baby grand piano, upright piano, projection and sound systems may be used **if included in your rental agreement**. Your **Event Host** will be happy to **explain** them to you.

If any of the equipment needs to be moved or stored during your use of the facility, please inform the UUCP staff or your Event Host, who will arrange to move them. **Renters may not move equipment**, since some of it is easily damaged. In the case of the pianos, failure to adhere to these restrictions will result in a \$100 tuning fee.

7. **EVENT HOST:**

A representative of UUCP serving as an Event Host will be on the premises during any non-UUCP rental use and will be paid **\$15 per hour directly** by the renter, unless otherwise specified. The UUCP Event Host may waive or reduce this fee by arrangement with the renter.

The Event Host will open the building for you, turn on the lights and heating or air conditioning, explain and monitor the use of the sound system and other equipment, assist in resolving any difficulties which arise, close and secure the building after your event, and represent UUCP's interests.

Please feel free to ask your Event Host any questions you may have about our facility. It IS NOT his or her responsibility to rearrange furniture, clean up any spills or trash or to vacuum before you leave.

8. **ALCOHOLIC BEVERAGES:**

Wine and beer may be served and consumed on our premises ONLY under the following conditions:

- Local, state and federal laws governing alcohol use will be followed in every instance. It is the responsibility of the renter to comply with all applicable laws. The legal drinking age is 21.
- Wine and beer may be provided on a hosted basis only. **Cash bars are NOT allowed.**
- A responsible adult will supervise the alcohol services at all times and will ensure that no guests are served enough alcohol to impair their judgment or ability to function, and that no minors are served any alcohol. The renter remains responsible for the well-being and behavior of all attendees.
- Food and non-alcoholic beverages must also be displayed and served at any time when alcoholic beverages are available. We also recommend that pitchers of water be available throughout the area.

**NO ALCOHOLIC BEVERAGES OTHER THAN WINE AND BEER MAY BE SERVED.**

9. **FOOD AND DRINKS:**

Please restrict all food and drink to the **kitchen, foyer, conference room, and outdoor areas**. Any spills must be cleaned up immediately. Your host or hostess will be happy to get you the necessary cleaning supplies.

10. **USE OF THE KITCHEN:**

If you arranged to use the kitchen, you may use any of the equipment and appliances in it. You must supply all of your own consumables, for example: paper plates, plastic cups or silverware and napkins. We have tablecloths which you may use at an additional fee.

Before you leave, please be sure that all of our dishes and utensils are washed, dried, and put away, that anything you put in the refrigerator is removed, that all counters and tables are wiped and dry, that the coffee pots are unplugged and the stove is turned off, and that the floor is swept.

There is **no garbage disposal** and the church is on a septic system.

All **garbage** is to be bagged and placed in the marked trash receptacles.

11. **SMOKING:**

**No** smoking is allowed in the building. Smoking is **allowed only** in the designated outdoor areas at the sides of the building. Smoking materials are to be disposed of in the containers provided.

12. **ANIMALS:**

No animals except service dogs may be allowed in the building.

13. **DELIVERIES:**

Please be aware that the church **office is staffed on a part-time basis**. Therefore, you will need to coordinate with church staff for any deliveries of your flowers, food, or other supplies. While we will be happy to accept these items on your behalf when church staff is present, we assume no responsibility

for them.

**14. TELEPHONE:**

The wall phone in the kitchen is available for **LOCAL CALLS** use. The phone number is 850-475-9077.

Incoming calls may be answered by the church answering machine, which is in the church office and will probably be locked during your use of the building. Therefore, please do not rely on being able to accept voicemails.

**15. EMERGENCIES:**

Your Event Host knows who to call in an emergency. If you must make an emergency call yourself, **call 911**. You will find other emergency contact numbers posted by the kitchen telephone.

**Thank you for using our facility for your event.  
We hope this information will help you to have a great event.**

**If you have any questions, please ask the office staff or your Event Host.**

**We want your experience with us to be a memorable and pleasant one!**

# Unitarian Universalist Church of Pensacola (UUCP)

## Rental Agreement

(State of Florida)  
(County of Escambia)

This is a rental agreement between the Unitarian Universalist Church of Pensacola (UUCP) and \_\_\_\_\_, (individual) representing \_\_\_\_\_ (group or organization) for the rental of UUCP facilities as described below located at 9888 Pensacola Boulevard, Pensacola, Florida.

In exchange for fees stated below, UUCP agrees to allow the above renter the use of certain of its rooms, spaces and equipment during the period(s) specified below for the purpose of:

| Date(s): | Beginning Time(s): | Ending Time(s): | Entered: |
|----------|--------------------|-----------------|----------|
|          |                    |                 |          |
|          |                    |                 |          |
|          |                    |                 |          |
|          |                    |                 |          |
|          |                    |                 |          |

**ROOMS/SPACES & FEES:**

|                    |                        |                            |
|--------------------|------------------------|----------------------------|
| Sanctuary \$       | Library \$             | Nursery/Preschool Rooms \$ |
| Conference Room \$ | Kitchen \$             | Classrooms \$              |
| Foyer \$           | Other (ex: Gardens) \$ |                            |

Total Rooms Rental Fee \$ \_\_\_\_\_ (per) \_\_\_\_\_

Holding Deposit of 30% of Rental Fee payable at time of signature: \$ \_\_\_\_\_

Security Deposit (refundable) \$ \_\_\_\_\_

Grand Total \$ \_\_\_\_\_

**Balance of room rent & security deposit \$ \_\_\_\_\_ due by (date) \_\_\_\_\_**

**OTHER FEES WHICH MAY APPLY:**

\$30 Key Deposit (refundable) due \_\_\_\_\_

Event Host Fee of \$15 per hour payable directly to the UUCP Event Host.

**CANCELLATIONS and REFUNDS:**

If an event is canceled by the renter on **or before ten (10) days** of the event, \_\_\_\_\_ all fees and deposits will be refunded.

If an event is canceled by the renter **less than ten (10) days** of the event, the Holding Deposit of \$\_\_\_\_\_ will not be refunded. Other fees which may have been paid will be refunded.

It is preferred that cancellations be in written form.

Refunds are processed as soon as possible and renters should expect their refund within ten (10) working days.

**FOR RECURRING EVENTS:**

The event is:

\_\_\_\_\_ Weekly

\_\_\_\_\_ Monthly

\_\_\_\_\_ Other \_\_\_\_\_

This agreement is valid for four (4) uses and will expire (date) \_\_\_\_\_.

It may be renewed and terms renegotiated by mutual consent between the renter and UUCP.

**DURING THE RENTAL PERIOD**

**(Renter – please initial each statement in the space provided)**

- The renter agrees to accept full financial responsibility for any damage to the building, equipment and/or furnishings, and shall be strictly liable. \_\_\_\_\_
- The renter agrees to notify the UUCP representative (see below) or Event Host as appropriate of any damage or injuries that may have occurred. \_\_\_\_\_
- The cost of repairing damages in excess of the security deposit will be billed to the renter and are due upon receipt. \_\_\_\_\_
- The renter agrees to comply with all laws and regulations in force and applicable to the UUCP facilities and shall, at renter’s own expense, procure any required permit or license. \_\_\_\_\_

- The renter agrees to accept full responsibility for any and all liability payments or other costs related to injury, accident, death or other occurrences caused by the use of alcohol or other drugs used or served by the renter or persons known to the renter or allowed access to the UUCP facilities. \_\_\_\_\_
- UUCP is not responsible or liable for any loss of property by fire, theft, breakage or otherwise, nor for any accidental damage to persons or property in or about the UUCP property for any cause. \_\_\_\_\_
- UUCP agrees to make the building/facilities and equipment available as agreed. In the event of conditions or events beyond UUCPs control which force the cancelation of this agreement, UUCP's liability will be limited to the full refund of all fees and deposits which may have been paid. \_\_\_\_\_
- **The renter has read and understands the parameters described in the "Rental Information and Fees" and "Guidelines for Building Rentals".** \_\_\_\_\_

By signing below, both the renter and UUCP agree to the terms and conditions stated above.

\_\_\_\_\_  
 Print renter's name

Representing (group or organization)

\_\_\_\_\_  
 Address (Street, City, State, Zip)

Telephone

Email

X \_\_\_\_\_  
 Renter's Signature

X \_\_\_\_\_  
 UUCP Representative Signature

Print UUCP Representative Name: \_\_\_\_\_

|  |            |
|--|------------|
| <b>Distribution:</b>   |            |
| <b>RENTER RECEIVED COPIES OF:</b>  |            |
| <input type="checkbox"/> Guidelines <input type="checkbox"/> Rental Fees/Information <input type="checkbox"/> Completed Rental Agreement |            |
| Renter _____   | UUCP _____ |
| Initials   | Initials   |



## RENTAL CHECKLIST

(Check off as questions asked and forms filled)

### WHO

- \_\_\_\_\_ Member
- \_\_\_\_\_ Non-Member
- \_\_\_\_\_ Non-Profit

### WHEN

(RECURRING? – Use New Checklist Each Event)

Date(s) Provided \_\_\_\_\_ . Expected Attendance \_\_\_\_\_

Time(s) Provided \_\_\_\_\_ . Special Set Up/Take-Down Req. (Time & Dates)

---

### GENERAL QUESTIONS (ASK AS APPROPRIATE):

Will money be involved? As an admission? As a donation?

Any other 'vendors' working with the event – i.e. caterers, DJs, photographers/videographers/florists?

### WHERE/WHAT

- \_\_\_ All Rooms & Spaces identified (if **Kitchen reserved** – the renter **understands there is no garbage disposal**).
- \_\_\_ Available on Calendar
- \_\_\_ Equipment needed (ex – Audio/Visual)
- \_\_\_ Host Needed
- \_\_\_ Contact and Confirm Host (any special skills needed?)
- \_\_\_ Move chairs/tables? Who is responsible?

\_\_\_ **Waste: Only two trash receptacles are available.** (Labeled "Rental Use" and can be found in the rear storage closet). Once full, any overflow is to the responsibility of the renter. (Taken with the renter at the end of the event.)

### Calculate Costs:

#### Apply Discount(s) if applicable

- \_\_\_ Rental
- \_\_\_ Deposit
- \_\_\_ Security Deposit
- \_\_\_ Key

- IF Appropriate** – a new & emerging program/service – submit a written proposal
- Meet w/ the Executive group Admin Team Date set \_\_\_\_\_. or email for speedy response)



Proof of non-profit status (501.c3 Documents)

**RENTER RECEIVED COPIES OF: *Building Use Policy* and the following:**

\_\_\_ Guidelines \_\_\_ Rental Fees / Information \_\_\_ Completed Rental Agreement

**RECORD:** Record any and all payments/deposit information on office copy of Rental Agreement.

**PUBLISH:** Post room(s) as unavailable in Simple Church (ex: Library / Private Event 1-4pm).

**PER EVENT:**

- Deposits
- Security
- Key \_\_\_\_\_
- Host compensated

**AFTER THE EVENT:**

- Cleaned and returned to pre-event condition.

**REFUNDS?**

- Email info to Treasurer if any refunds are needed.

**FEEDBACK from Renter?** (perhaps use as promotional info on website)

**Unitarian Universalist Church of Pensacola**  
**Alcohol Use Policy**

Distilled liquor may not be served or consumed on the UUCP Premises

Wine and beer only may be served in UUCP facilities under the following conditions:

1. Local, state and federal laws regarding alcohol use will be followed in every instance. It is the responsibility of the building user to comply with all applicable laws.
2. Alcohol may be served only to people who have reached legal drinking age, which is currently 21.
3. Food and non-alcoholic beverages must also be displayed and served at any time alcoholic beverages are available.
4. Alcohol may be provided only on a host basis. No cash bars are allowed.
5. When the UUCP facility is rented, the renter assumes full responsibility for the well-being and actions of all persons attending the event. In no event will the UUCP be liable for injuries or damages resulting from alcohol consumption on UUCP property during a rental use of the facility.

Adopted December 19, 2000

## **GUIDELINES FOR SUBMITTING ARTWORK TO HANG IN THE CONFERENCE ROOM**

1. Artwork may only be submitted by members and friends of UUCP
2. To be included in a show, the artwork must conform to the following:
  - a. Subject matter is family friendly.
  - b. 2D art must be either canvas wrapped or framed with a wire hanger on the back (not a single metal loop or sawtooth hanger)
  - c. At this time, no unframed 2D art will be accepted
  - d. 2D art may not be more than 70" in circumference
  - e. Space dependent, artists may submit up to three pieces per show.
  - f. 3D art may be submitted, but weight and size constraints will be determined on a case by case basis. A table will be provided for 3D art.
  - g. If the artist wants the work(s) to be available for purchase, the price, along with the particulars, must be provided when brought to hang.
  - h. All transactions of sales will be strictly between the artist and the buyer. No staff member or church member will be involved with sales.
3. A children's show (under 17 years old) will be held at least annually, and all the same guidelines will be followed.
4. Artwork that is brought to the church after the drop-off date has no guarantee of being part of the show being hung.
5. If the artist sells a piece, s/he can replace it with another piece of art.

## ARTWORK RELEASE AGREEMENT

I acknowledge that the Unitarian Universalist Church of Pensacola (UUCP) is permitting me to display my artwork at 9888 Hwy 29, Pensacola, Florida free of charge. I agree to the following:

1. I will remove my artwork promptly upon request.
2. Artwork that is not claimed within 30 (thirty) days of the request becomes the property of UUCP and may be disposed of in any fashion the church sees fit.
3. Drop-off day \_\_\_\_\_ Pick-up day \_\_\_\_\_
4. I acknowledge that UUCP has no liability or responsibility to protect my artwork from theft, fire, damage or destruction.
5. I will provide (at my own cost) whatever insurance coverage I feel is necessary with respect to my artwork, and I understand UUCP is not providing any such insurance coverage.
6. Any sales generated from hanging my artwork at the church will result in a 10% of the price donation to the church.
7. All sale transactions will be solely between me and the buyer. No staff member or church member may act on my behalf in selling my displayed artwork.

I release The Unitarian Universalist Church of Pensacola, its members, friends, employees, agents, contractors and representatives from any and all liability and responsibility for loss, theft, hereafter cause or casualty whatsoever, including without limitation the negligence of The Unitarian Universalist Church of Pensacola, or its members, friends, employees, agents, contractors and representatives. I further agree to provide, at my own cost, whatever insurance coverage with respect to my artwork that I deem desirable, and I acknowledge that The Unitarian Universalist Church of Pensacola, Florida is not providing any such insurance coverage.

Agreed to this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

Signed: \_\_\_\_\_

Witness signature \_\_\_\_\_

## **CARING MINISTRY TEAM**

Adopted 15 OCT 2002

The Caring Team is a Shared Ministry Team as provided under Article VIII, Section 2.1 of the UUCP Bylaws.

### **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 and emergency.

### **Members:**

The newly-elected President will appoint the Team Lead each year in June. The Team Lead must be a current Member of UUCP. The Team Lead may be requested to attend meetings of the Board in order to present information and make recommendations.

The Team Lead will recruit members of the Team from among the Members and Friends of UUCP and will provide a list of Team members to the Minister, Board liaison, and President. The Minister, Board liaison, and President are non-voting members of this Team.

### **Meetings:**

Meetings will be scheduled, held at least quarterly, and announced to the congregation in advance. Minutes of Team meetings will be provided to Team members, Minister, President, and the Board liaison. Team meetings are open to all Members and Friends, but only Team members may vote. The Team Lead may close the meeting when confidential matters are to be discussed.

### **Responsibilities:**

The responsibilities of the Caring Ministry Team include:

1. Develop and implement a plan for rapid communication within the congregation (such as a phone tree). Update the plan as appropriate.
2. Facilitate the flow of information about members' needs to the Minister and, as appropriate, to the congregation.
3. In cooperation with the Minister, coordinate visits, greeting cards, and services to ill or incapacitated members.

4. In cooperation with the Minister, disburse funds from the Member Assistance Fund as appropriate.
5. In cooperation with the Minister, develop and implement a plan for fostering close relationships among groups of members, so that personal needs are known and met quickly.

Responsibilities common to all ministry teams include:

1. Develop and recommend related policies for adoption by the Board.
2. Communicate openly with the Board liaison regarding team activities and needs.
3. Submit vouchers for payment of team expenditures to the Treasurer.
4. Maintain appropriate records of expenditures and actions.
5. Create and maintain a Tasks and Procedures entry in the UUCP Policies and Procedures Handbook to facilitate orderly transitions from year to year.
6. Provide information about events to the Communications and Publicity Ministry Team, which will help publicize the event.
7. In June, prepare and submit to the Board a written report. This report should summarize team accomplishments and activity, financial records, and suggestions for the incoming committee chairperson.
8. Develop budget requests as required for the church year and/or as required by the Board.
9. Develop and implement processes that continuously improve church operations, health, and finances.

## **Memorial Garden Bronze Plaque Recommendations**

Adopted February 10, 2009

Recommendations to streamline and facilitate a more appropriate way to honor our deceased members from Billye Cutchen and Laurie Winterberg with support and endorsement from R.C. Edwards (Chair of Caring Team) and Frank Wood (Chair of Trust):

- The current procedure for memorial plaque purchases require that people donate enough money to the Memorial Trust Fund in the name of that person to be able to purchase a plaque.
- The Trust has to keep track of how much has been donated for which member.
- Some important members may not be memorialized if enough people do not donate to their fund.

Proposal:

- All deceased members should receive a plaque with permission of the deceased's family/survivors.
- The Caring Team will come up with a list of deceased members once a year (probably August) and bring it to the Board for authorization to purchase the plaques.
- The Board is allowed to utilize the interest earned from the Memorial Trust Fund to be spent on these plaques.
- Cost of bronze plaque is around \$175.00 per plaque.
- The new plaques will be affixed coinciding with our Day of the Dead observance in October.
- Donations will be requested near the Day of the Dead observance to cover the cost of these plaques.

## **CHILDREN'S RELIGIOUS EDUCATION MINISTRY TEAM**

Adopted 15 OCT 2002

The Children's Religious Education (CRE) Team is a Shared Ministry Team as provided under Article VIII, Section 2.1 of the UUCP Bylaws.

### **Purpose:**

The CRE Ministry Team works with the Children's Religious Education Coordinator to provide a supportive, nurturing atmosphere for children and youth and provides programs and activities which 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.

### **Members:**

The newly-elected President will appoint the Team Lead each year in June. The Team Lead must be a current Member of UUCP. The Team Lead may be requested to attend meetings of the Board in order to present information and make recommendations.

The Team Lead will recruit members of the Team from among the Members and Friends of UUCP and will provide a list of Team members to the Minister, Board liaison, and President. The Minister, Board liaison, and President are non-voting members of this Team.

### **Meetings:**

Meetings will be scheduled, held at least quarterly, and announced to the congregation in advance. Minutes of Team meetings will be provided to Team members, Minister, President, and the Board liaison. Team meetings are open to all Members and Friends, but only Team members may vote.

### **Responsibilities:**

The responsibilities of the CRE Ministry Team include:

1. Work with the CRE Coordinator to choose and acquire appropriate curricula for religious education classes for children and youth.
2. Work with the CRE Coordinator to recruit, train, and schedule classroom teachers.
3. Establish appropriate policies and philosophical goals for the children and youth programs.



4. Maintain registration information, to include emergency and health information, for each child present.
5. Assess the safety of the church environment and take appropriate action to prevent injury to children.
6. With the CRE Coordinator, ensure that all classes are adequately staffed and supervised.
7. Provide frequent and enthusiastic recognition of volunteer and paid teachers.
8. Work with the Social Justice Ministry Team to provide service opportunities to children and youth.
9. Facilitate and encourage youth participation in cluster, district, and national youth events and opportunities.
10. In cooperation with the CRE Coordinator, prepare and distribute informative materials for parents which describe the goals, policies, and curricula of the religious education program.

Responsibilities common to all ministry teams include:

1. Develop and recommend related policies for adoption by the Board.
2. Communicate openly with the Board liaison regarding team activities and needs.
3. Submit vouchers for payment of team expenditures to the Treasurer.
4. Maintain appropriate records of expenditures and actions.
5. Create and maintain a Tasks and Procedures entry in the UUCP Policies and Procedures Handbook to facilitate orderly transitions from year to year.
6. Provide information about events to the Communications and Publicity Ministry Team, which will help publicize the event.
7. In June, prepare and submit to the Board a written report. This report should summarize team accomplishments and activity, financial records, and suggestions for the incoming committee chairperson.
8. Develop budget requests as required for the church year and/or as required by the Board.
9. Develop and implement processes that continuously improve church operations, health, and finances.

## Sunday School Policies

### UU Principles for Children state that:

- Every person is important and has something valuable to share.
- Every person deserves to be treated fairly and kindly.
- Our congregation encourages the growth of mind, heart, and spirit.
- In our congregation, no one tells us what we must believe; we explore together ideas and values that are important and helpful to our lives.
- Each person has special thoughts to share in working with others to solve problems.
- All people of the world are members of our family whose lives depend on the cooperation of all for peace and justice.
- We are part of the world of nature which needs our respect.

With this in mind, teachers, volunteers, and children alike are expected to treat each other in such a way that these principles can be lived and learned. Specifically:

### Physical Safety:

- Adults must supervise *all* children at *all* times.
- Careful use of scissors and other sharp items and “walking only” indoors.

### Emotional Safety:

- Never spank or use physical punishment. Never humiliate or frighten.
- Intervene if children are being mean or hurtful, or are not following the classroom rules – but, in a positive way, such as, “People aren’t for hitting,” “The game needs to be picked up,” “Everyone needs a turn,” etc.
- Praise and give positive feedback on behavior: “That’s good sharing,” “Thank you for being a helper,” etc.
- Maintain a cheerful, friendly, caring attitude.
- If problems persist, the child will be removed from, or asked to leave, the activity until willing to follow the rules.

### Class Expectations:

Children deserve the right to learn and teachers deserve the right to teach. That’s a old saw, but a true one!

Reasonable Rules:

- Be respectful of each other.
- Give others a turn to speak.
- Participate in activities.
- Be careful with books and supplies.
- Help pick up what was used.

Many of these guidelines were taken from guidelines put out by Children's Services and are endorsed by educators.

Please go over these with your child so he or she will know what is expected. Please feel free to discuss any concerns with a teacher or the CRE Coordinator.

## **Additional Guidelines for Teachers and Volunteers**

- Keep alert for small or sharp objects. Use tape, not tacks, around small children if possible. Keep scissors and other supplies on shelves above a child's reach.
- "Walking only" indoors, and no rough-housing. "Hands off" is best.
- Use equipment outdoors as intended.
- Children must stay inside the fenced area with an adult.
- Air deodorizer is kept in the closet and not allowed to be sprayed at one another.
- Snacks are only for snack time and in amounts determined by the teacher due to limited funds.
- CRE materials and art supplies are kept in cabinets and children are not to have access without permission.
- Children are to be taught to put away anything they use, every time.

## **UU Religious Education**

Teachers are expected to take very seriously the charge to instill UU principles and values. While the teacher may share his or her own beliefs, the goals of UU religious education must always be central to each lesson.

Teachers are encouraged to read about Unitarian Universalism so that they have a deeper understanding of what they are trying to impart.

The teacher also has a responsibility to follow the curriculum so well that the UU teaching comes clearly across to the children every Sunday.

Any questions are welcome about any of the policies.

- Ann Wood, DRE

## **Sunday Morning Procedures**

As Teachers and Childcare providers arrive:

There will be a sign-in sheet located in the nursery. As you sign in, be aware of anyone that is scheduled to be there who has not signed in yet. Being proactive, Teachers should check on one another. Let the CRE Coordinator know if someone is not signed in. If the CREC is the one not signed in, follow the CREC Emergency Plan below.

### **Emergency Plan**

**To prepare for the event that CRE Coordinator is not available Sunday morning:**

1. CREC will first contact CRE Team Leader to substitute for the CREC.
2. If Team Leader is not available, CREC will contact a volunteer Teacher to substitute for the CREC.
3. Duties to perform in CREC's absence:
  - a. Set up WAY Cool Sunday school poster in foyer (Poster and CREC can be found in CREC's office).
  - b. If it is a Children's Chapel Sunday, set up Library. (Materials can be found in CREC's office. Red crate and chalice on shelves.)
    1. Arrange chairs in a circle.
    2. Move wooden chalice to side table.
    3. Spread cloth over center coffee table.
    4. Place song books on every other chair.
    5. Arrange children's chalice in center of coffee table.
    6. Arrange rainbow votive candle holders around the chalice. (Check each for good candles. If new candles are needed, they are on top of the file cabinet in CREC office.)
    7. Place slip of paper next to corresponding votive.
    8. Arrange nametags on round table, and place attendance clipboard on table.
    9. Make sure Childcare Provider has arrived. See if they need anything.
    10. Make sure Teen Room facilitator has arrived. See if they need anything.
    11. Be available to greet families as they arrive and direct them to appropriate places.
  - c. If it is a Service For All Ages:
    1. Make sure Childcare Provider has arrived. See if they need anything.

2. Be available to greet families as they arrive. Direct them to sanctuary.
- d. If it is A Time For All Ages:
  1. Make sure all Teachers and Childcare Provider have arrived. See if they need anything.
  2. Place Order of Service in chairs across the front of sanctuary to reserve for children.
  3. Be available to greet families as they arrive. Direct children to front of sanctuary, teens to Teen room and babies to nursery.
- e. If it is a Multi-Age activity:
  1. Make sure Teacher and Childcare Provider have arrived. See if they need anything.
  2. Be available to greet families as they arrive. Direct children to the Rainforest Room and babies to the nursery.
- f. If it is a regular class day:
  1. Make sure Teachers and Childcare Provider have arrived. See if they need anything.
  2. Be available to greet families as they arrive. Direct children to their age-appropriate classrooms and babies to the nursery.

**To prepare for the event that the Childcare Provider does not arrive:**

1. Childcare Provider contacts CREC as soon as they know they'll be unavailable.
  - a. If time is available, call alternate paid Childcare Provider to fill in.
  - b. If no time is available to call an alternate, ask capable congregants who are on-hand to volunteer to cover nursery duties.
  - c. If no congregant is available to volunteer to cover the nursery and it is a class day, check each classroom to see if there is a volunteer Teach available to cover the nursery:
    1. A teacher with 0-1 student will take the student to the nursery and cover.
    2. A classroom with a two-teacher team may split the team and one go to the nursery to cover.
  - d. If there are not classes scheduled for that Sunday, again, seek the help of a capable congregant.

**To prepare for the event that a Teacher does not arrive:**

1. Teacher contacts CREC as soon as they know they will not be available.
  - a. If time is available, Teacher will call volunteer Substitute to fill in for regular volunteer Teacher.

- b. If no time is available to call Substitute, ask capable congregants who are on-hand to volunteer to cover the class.
- c. If no congregant is available to volunteer to cover the class, check each classroom to see if there is a volunteer Teacher available to cover:
  - 1. a teacher with 0-1 student will take the student to the classroom in need of coverage.
  - 2. a classroom with a two-teacher team may split the team and one go to the classroom in need of coverage.

**Guide Sheet for Team Leader (March 2013)**  
Children's Religious Education (CRE) Advisory Team

**Length of Term:** Team Leaders and Co-Leaders are usually appointed for one year at a time, from spring to the following spring, with the option to continue for another year upon mutual agreement with leader, advisory team and CRE Coordinator. The CRE "advisory team" works directly with the CRE coordinator to plan and implement the CRE program. The CRE Ministry Team includes all adult volunteers who work with Children's Religious Education.

**Primary Responsibilities of Team Leader:**

- Schedule and facilitate team meetings
- Create meeting agendas based on past agendas and input from team members and CRE Coordinator
- Facilitate team decision-making building by consensus, but relying on majority rule as needed and making note of dissenting positions, Coordinator will provide written records.

**Shared Responsibilities of CRE Advisory Team:**

- Provide ongoing support and feedback for CRE Coordinator, provide substitute volunteer CRE coordinators once a month
- Assist the CRE Coordinator in recruitment and training of teachers and adult volunteers involved in the CRE program
- Gather feedback from participating children, parents, and teachers involved in the CRE program
- The CRE advisory team may identify specific roles for its members based on need and availability, such as children's chapel leadership, nursery support, snack coordination, etc.
- Suggest smaller modifications to improve the program during the church year as needed
- Formally evaluate the CRE program in the spring and make recommendations for any adjustments to be included in the following year's program.
- Help to organize and provide input for multigenerational social activities such as family campouts, Trunk-or-Treat, etc.
- Assist in annual Teacher Appreciation ceremony and recruitment skit in Mother's Day service for All Ages



- CRE Advisory Team makes compensation recommendations on behalf of the CRE Coordinator and CRE budget line requests to the Board during the annual budget drive process
- Assist in Scouting Sunday

Unitarian Universalist Church of Pensacola  
**Children’s Religious Education Coordinator Job Description**

October 2023

**About Us:** The mission of the Unitarian Universalist Church of Pensacola (UUCP) is to “Celebrate Diversity, Strive for Justice, and Inspire Love”. We believe that families come in many forms, and all are welcome in our church. We are designated as a Welcoming Congregation, which means we strive to create space that honors every part of our identities, backgrounds, and experiences.

**Position Title:** Children’s Religious Education (CRE) Coordinator (Average of ten hours per week, including Sunday Morning)

**Requirements:**

- Training and experience as an educator
- Love for children & understanding of the principles of child development
- Ability to maintain a patient and friendly demeanor at all times
- Physical fitness and ability to care for children’s basic needs
- Knowledge of what to do in an emergency situation
- Excellent interpersonal skills
- Knowledge of (or willingness to learn) UU principles and sensitivity to the diverse viewpoints of UU congregations
- Knowledge of (or willingness to become familiar with) UU religious educational curricula
- Expertise in online sharing platforms, Microsoft Word, and Excel spreadsheets
- Clean criminal records check

**Terms of Employment:**

This is a salaried position based on an AVERAGE of approximately ten hours work per week. Time spent will be dependent on the season of the year, ability to work efficiently, and ability to recruit volunteers. Members of the congregation are always welcomed as volunteers, with recruitment and recognition being an important part of the job. Appointment will be for a term of one year, July 1 through June 30, with annual review and opportunity for renewal. After six months service, one Sunday off per quarter and one week of paid leave per year is provided. New hires will serve a probationary period of three months at which time a performance review will take place.

**Responsibilities:**

Serve as the CRE contact person for the congregation, visitors and the general public with any questions and concerns. The Coordinator will serve as the lead teacher, and work with the volunteer teachers and advisory team to communicate with families and the congregation.

Serve as non-voting member of the CRE ministry team, who are the Coordinator's immediate supervisors. Communicate program needs to the Team Leader(s) of the CRE ministry team, to the Board Liaison, and/or the President of the Board, as needed. Arrange and send reminders for CRE team meetings.

Work with the CRE ministry team to maintain the CRE budget; purchase and maintain supplies and equipment as needed and keep records current.

Act as lead teacher on all working Sundays. Work with the CRE ministry team to recruit and recognize teachers for each age group and childcare providers for Sunday Services and events as needed. Work with the advisory team to ensure that teachers and childcare providers receive adequate training and that the volunteer and staff schedule of the CRE program is filled and publicized. Ensure that criminal records checks are completed and recorded as needed for all staff and volunteers working with children.

Work with Teachers to assess the status of children, family needs and interests.

Assist in preparation of Children's Chapel, Time for All Ages, and multigenerational Sunday services as needed.

Maintain records of CRE program documents which serve as written communication with families, teachers and the congregation – such as:

- CRE program schedule
- Schedule of class dates with assigned teachers
- Schedule of nursery care providers, and snack volunteers
- Family and Volunteer Registration forms
- Program Roster, class Attendance sheets and family Contact info
- Write monthly CRE newsletter column
- Provide schedule to office administrator for weekly email reminders
- Criminal Records Checks

On Sunday Morning:

- Greet incoming families and direct them to the day's activities for children
- Supervise or collect registration forms from new children/families
- Ensure that teachers are aware of any special needs noted by parents or guardians on the registration form, such as health conditions, or allergies
- Teach in children's classes
- Supervise paid nursery care providers
- Ensure that children from nursery and classes are reunited with their parents or guardians at the end of the class
- Collect and file attendance information from classes
- Ensure that children's spaces are left clean and picked up after classes

Attend district and area religious education conferences and workshops with others from the congregation, when possible.

Notify a member of the supervising team prior to any absence and make arrangements for a substitute if needed.

**Accountability:**

The Board of Governors and CRE ministry team supervise this position. There will be an annual performance review between May 1 and June 15, focused on goal-setting and dialogue about program effectiveness, with a team consisting of the Leader(s) of the CRE ministry team, and the Board Liaison with the CRE ministry. Members of this team will be available to discuss any performance or other issues.

## **Children's Religious Education Coordinator Responsibilities Supplement to the Position Description**

- Works with the CRE Advisory Team to design and implement the annual program
- Works with CRE Advisory Team to recruit and train Teachers, adult volunteers and nursery workers
- Serves as supervisor to paid nursery staff
- If a volunteer is unable to find a substitute for themselves, the Coordinator will make necessary arrangements
- Maintains all records involving participation in CRE programs such as registration, attendance, etc.
- Welcomes families on Sunday mornings and guides guests to activities.
- Plans the CRE annual calendar in coordination with the Minister
- Publicizes the annual program with a CRE calendar, monthly newsletter column, and family handbook
- Provides registration and informational materials.
- Maintains curricula and supplies used in CRE program
- Monitors the organization of classrooms
- Meets regularly with the minister who serves as immediate supervisor and the advisory team for coordination, feedback, direction and share information about families
- Provides weekly email reminders during the program year
- Assists in planning monthly Services for All Ages and Times for All ages with the Minister, helping to create opportunities for children's participation
- Provides activity baskets on Sundays with Services for All Ages
- Assists the volunteer leadership of Children's Chapel with support and preparation of the library
- Once CRE Advisory Teams are scheduled, the Coordinator will send email reminders for the meeting and will take notes which serve as written records (minutes).
- The Coordinator will attend Council of Ministry Team Leaders meetings with the CRE Team Leader(s).

**Unitarian Universalist Church of Pensacola**  
**Job Description: Childcare Provider**

**Overview:**

The mission of UUCP is to celebrate diversity, strive for justice, and inspire love.

**Job Description:**

Responsible for supervising, nurturing, and caring for children typically between the ages of 6 weeks to 5 years old. Welcome children each Sunday and ensure children behave well when in contact with other children.

**Responsibilities:**

- Arrive by 9:30 a.m. on Sunday mornings, sign in and start new page in Sign-in/Sign-out book.
- Check rooms; if anything is out of order, needs attention, or missing, notify CRE Coordinator or CRE Substitute Coordinator.
- Greet children and families as they enter nursery and have parent sign in the child in the book. Ask if they are registered and if there are any special instructions for the child. (If they are not registered, given them are form and note any special instructions on their sign-in page.)
- Make children feel comfortable and secure by engaging in play as appropriate.
- If a child is inconsolable, contact the CRE Coordinator to get the parent or send the nursery volunteer to get the parent to comfort the child.
- Take children to Rainforest Room and assist with snack time at 10:50 a.m.
- Make sure each child in your charge (i.e., signed into the book) is picked up and signed out by the parent or guardian. If the child has not been collected by 11:15 and the parent has not made arrangements to stay for an after-service activity, you may take the child to the parent and have them sign the child out.
- In the event of no children being check in to the nursery, you may be asked to do light housekeeping and work related to CRE.

**Qualifications, Skills, and Competencies**

- Red Cross Babysitting Certificate of Training

# Unitarian Universalist Church of Pensacola (UUCP) Procedure for Our Whole Lives (OWL) Facilitator Approval and Training

Associated forms:

- **Required:** *Child/Youth Volunteer/Worker Application Form*. Available from the Children’s Religious Education Coordinator (CREC) or a member of the OWL Advisory Committee.
- **Required:** *UUCP OWL Facilitator Application Form*. Attached here.
- **Optional:** *OWL Funding Request Form*. Attached here.
- **Optional:** *UUCP Reimbursement Form*. Available from the CREC or OWL Advisory Committee.

Submit all necessary forms before proceeding with training.

---

The applicant who is interested in facilitating an Our Whole Lives (OWL) class should follow this procedure:

## Circle A, B, or C

- A. I already have OWL training in the grades I wish to teach.
- B. I need to receive grade-level training, and I will find/provide my own funding.
- C. I need to receive grade-level training, and I request that the UUCP OWL Program support my training with some of the funding.

## If you circled A

1. Complete a *Child/Youth Volunteer/Worker Application Form*, which includes giving permission for a background check.
2. Complete *UUCP OWL Facilitator Application Form*.
3. Submit both to the OWL Advisory Committee.

## If you circled B

*BEFORE* you proceed with training:

1. Complete a *Child/Youth Volunteer/Worker Application Form*, which includes giving permission for a background check.
2. Complete *UUCP OWL Facilitator Application Form*.
3. Submit both to the OWL Advisory Committee.

## If you circled C

1. Complete the *OWL Funding Request Form*.
2. Complete a *Child/Youth Volunteer/Worker Application Form*, which includes giving permission for a background check.
3. Complete *UUCP OWL Facilitator Application Form*.
4. Submit the three forms to the OWL Advisory Committee.
5. After completing training, submit the *UUCP Reimbursement Form* to the OWL Advisory Committee.

# UUCP OWL Facilitator Application Form

Name \_\_\_\_\_ Date \_\_\_\_\_

Check which grades you would prefer to facilitate. Check one or both.

- K-1 and 4-6
- 7-9 and 10-12

Check which grades you are trained to facilitate currently.

- K-1 and 4-6
- 7-9 and 10-12
- None of the above

Do you have a certificate of training? YES / NO

- If YES, please submit it with this form.
- If NO, please state place and date training was completed:
  - Place \_\_\_\_\_
  - Date \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

## OWL Advisory Committee Use

Check one box below:

- Certificate of training is attached OR
- UUA OWL Program Manager ([owl@uua.org](mailto:owl@uua.org)) has confirmed the applicant is trained.

Approved by CREC and one OWL Advisory Committee member

Signature 1 \_\_\_\_\_ Date \_\_\_\_\_

Signature 2 \_\_\_\_\_ Date \_\_\_\_\_



# UUCP OWL Funding Request Form

Name \_\_\_\_\_ Date \_\_\_\_\_

1. I am a member of Unitarian Universalist Church of Pensacola (UUCP). Circle YES / NO. If you are not a member of UUCP but are a member of another Unitarian Universalist congregation, provide the name and location of the congregation of which you are a member:

\_\_\_\_\_

2. How long do you expect to be residing in the Pensacola area?

Years: \_\_\_\_\_

3. Can you commit to teaching at least **four K-1 or 4-6 programs, or two 7-9 or 10-12 OWL programs**? (Substitutes will be available for reasonable periods of time off.)

Circle YES / NO. If NO, explain:

\_\_\_\_\_

4. Location and date(s) of OWL training for which funding is requested:

Location: \_\_\_\_\_

Date(s): \_\_\_\_\_

5. Check A or B:

A. I require the cost of the training tuition only. \_\_\_\_\_

B. I require the cost of the training tuition and a stipend for associated travel expenses. \_\_\_\_\_

6. Check A or B:

A. I require UUCP to pay. \_\_\_\_\_

B. I require the cost of the training tuition and a stipend for associated travel expenses. \_\_\_\_\_

7. Total amount requested: \$ \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

**OWL Advisory Committee Use**

Check one box below

Applicant will receive funding for training only in the amount of \$ \_\_\_\_\_

Applicant will receive funding for training in the amount of \$ \_\_\_\_\_ and a stipend of \$ \_\_\_\_\_

Circle A or B:

A. All funding will be reimbursed.

B. Training fee will be fronted by UUCP OWL program.

Approved by OWL Advisory Committee with input from UUCP Treasurer or designee:

Signature 1 \_\_\_\_\_ Date \_\_\_\_\_

Signature 2 \_\_\_\_\_ Date \_\_\_\_\_

# Our Whole Lives Registration Form

## Student Information

|   |  |
|---|--|
| <b>Student Name:</b>  | <b>Grade:</b>  |
| <b>Date of Birth:</b>   | <b>School Name:</b>  |
| <b>Student Phone:</b><br><i>(with parent permission)</i>  | <b>Student Email Address:</b><br><i>(with parent permission)</i> |
| <b>Registering for the following OWL Class</b> <i>(circle or boldface class)</i> [ K-1 <sup>st</sup> ]   [ 4 <sup>th</sup> -6 <sup>th</sup> ]   [ 7 <sup>th</sup> -9 <sup>th</sup> ]   [ 10 <sup>th</sup> -12 <sup>th</sup> ] |  |
| <b>Special Information About Student</b> (medical, allergy, other):   |  |

## Parent Commitment

I/We give our child (name above) permission to participate in Our Whole Lives: Sexuality Education, part of the education program at the Unitarian Universalist Church of Pensacola.

I/We \_\_\_\_\_ (will/have viewed) the materials to be used in this program.<sup>1</sup>

I/We \_\_\_\_\_ (will/have attended) a parent/child orientation for this program.

Becoming responsible partners in sexuality education requires leaders and parents to create a safe and healthy environment of trust and respect. Our Whole Lives leaders agree to abide by this organization’s code of ethics, which includes this state’s mandate to report cases of abuse. I/we understand that appropriate feedback will be provided to me/us should the need arise and that all such exchanges will include the appropriate professional leaders of this organization.

Do we have permission to photograph your child(ren) and use the photos, with no identifying information, for church purposes (website, bulletin or newsletter, in-church bulletin boards)?   Y\_\_   N\_\_   Initials: \_\_\_\_\_

## Parent/Guardian Information

|  |   |
|--|---|
| <b>Name Parent/Guardian 1:</b>                       | <b>Name Parent/Guardian 2:</b>  |
| <b>Signature:</b>                                    | <b>Signature:</b>   |
| <b>Date:</b>   | <b>Date:</b>  |
| <b>Cell Phone:</b>                                   | <b>Cell Phone:</b>  |
| <b>Email Address:</b>                                | <b>Email Address:</b>   |
| <b>Address:</b>                                      | <b>Address (if different):</b>  |
| <b>Emergency Contact</b> <i>(other than parents)</i> | <b>Class Fees<sup>2</sup>:</b><br>____ I will round up my payment to support OWL at UUCP! |
| <b>Name:</b>   | <b>Amount Paid:</b>   |
| <b>Phone Number:</b>                                 | <b>Cash or Check #:</b>   |

<sup>1</sup> Preview of the OWL curriculum is offered at both the Parent Meeting and subsequent Parent/Child Orientation. Students may not attend OWL classes unless their parent/guardian has attended the Parent Orientation.

<sup>2</sup> Class fees are as follows. Class fees for K-1 and 4<sup>th</sup>- 6<sup>th</sup> classes are \$95 (nonmembers) or \$80 (UUCP members). Class fees for 7<sup>th</sup> – 9<sup>th</sup> and 10<sup>th</sup>- 12<sup>th</sup> classes are \$115 (nonmembers) or \$100 (UUCP members).

## **COMMUNICATION AND PUBLICITY MINISTRY TEAM**

Adopted 15 OCT 2002

The Communication and Publicity Team is a Shared Ministry Team as provided under Article VIII, Section 2.1 of the UUCP Bylaws.

### **Purpose:**

The Communication and Publicity Ministry Team is responsible for communicating the UUCP message both internally and externally.

### **Members:**

The newly-elected President will appoint the Team Lead each year in June. The Team Lead must be a current Member of UUCP. The Team Lead may be requested to attend meetings of the Board in order to present information and make recommendations.

The Team Lead will recruit members of the Team from among the Members and Friends of UUCP and will provide a list of Team members to the Minister, Board liaison, and President. The Minister, Board liaison, and President are non-voting members of this Team.

### **Meetings:**

Meetings will be scheduled, held at least quarterly, and announced to the congregation in advance. Minutes of Team meetings will be provided to Team members, Minister, President, and the Board liaison. Team meetings are open to all Members and Friends, but only Team members may vote.

### **Responsibilities:**

The responsibilities of the Adult Religious Education Ministry Team include:

1. Ensure the publication of a monthly newsletter.
2. Create and maintain a welcoming, informative presence on the internet, including the website, Facebook page, and other social media.
3. Maintain the bulletin boards within the church.
4. Maintain the church email group
5. Publicize upcoming church events and activities to the congregation and to the larger community.
6. Create the weekly Announcements insert in the Order of Service.

7. Publicize the UU message in the larger community and encourage visitation of the congregation.

Responsibilities common to all ministry teams include:

1. Develop and recommend related policies for adoption by the Board.
2. Communicate openly with the Board liaison regarding team activities and needs.
3. Submit vouchers for payment of team expenditures to the Treasurer.
4. Maintain appropriate records of expenditures and actions.
5. Create and maintain a Tasks and Procedures entry in the UUCP Policies and Procedures Handbook to facilitate orderly transitions from year to year.
6. Provide information about events to the Communications and Publicity Ministry Team, which will help publicize the event.
7. In June, prepare and submit to the Board a written report. This report should summarize team accomplishments and activity, financial records, and suggestions for the incoming committee chairperson.
8. Develop budget requests as required for the church year and/or as required by the Board.
9. Develop and implement processes that continuously improve church operations, health, and finances.

## **Guidelines for Healthy Electronic Communications**

Social Media, Email, Text, Facebook and Twitter

Adopted by the Board December 7, 2017

### **Electronic Etiquette for Right Relations**

Bringing our Best Selves to electronic communications (social media, email, text, Facebook, Twitter, etc.) is important with the rapidly increasing use of electronic communication tools for conducting church business. Like all forms of communication, we need to bring our best selves to the task, especially when handling conflict responsibly and according to our UU covenant.

**BEWARE:** Electronic communication of ANY kind is the least effective medium for dealing with differences that have escalated into conflict, and in fact, can exacerbate tensions unnecessarily by inviting emotionally charged communication that is unlikely to occur in face-to-face conversation, and that is too easily misinterpreted or misunderstood.

Our UU covenant encourages us to honor our differences. With any emotionally charged topic is it best to seek out a face-to-face exchange where we can speak our concerns directly with the person with whom we feel we have an issue of differing perspectives. Bring your best self to the issue and conversation by practicing empathy, active listening, and humility.

Our UU covenant encourages us as a practice of our faith to work through our differences. If we cannot agree, we can agree to disagree in a spirit of mutual respect and appreciation.

Emotionally charged disagreements rarely disappear by themselves, although sometimes the most caring choice is to withdraw until tensions settle before seeking to reach a resolution to a misunderstanding, disagreement or impasse.

### **Some Friendly DO's and DON'Ts**

Practice best manners and thoughtful behavior in electronic communications. Share from your own experience without making assumptions or attempting to speak for others.

Reply to conversations only if you have something to add or to confirm receipt when

requested.

Identify yourself when replying and include only relevant information. Be sure to send messages that do not apply to the whole group only to the appropriate person.

Address any issues of miscommunication privately and directly with the person or persons involved, being careful not to draw unrelated people into the conversation.

If you have a problem with someone's written communication, are upset, offended, angry or have something critical to say, it's best to deal with the person privately in person or by phone once you have your emotional energy in a calm state. If you are tempted to send an angry message, take a break first and reconsider the situation. Much of verbal tone and physical expression are LOST in communications that aren't face-to-face.

Don't "flame" a conversation by sending messages that are far more belligerent, sarcastic, accusatory or just plain mean than if said in person. If you are angry or upset it is best to avoid any form of written electronic communication. It's especially important to avoid using "reply all" when your emotions are running high.

Be careful before making a written response to check the intended audience. Selectively choose "reply to sender" (one person) or "reply all" (a group), as is appropriate.

Use brief, informative subject lines to identify communication topics in emails.

Review messages before they are sent for clarity, brevity and tone. Refrain from use of negative language including shouting, inflammatory words, sarcasm, defensiveness, and rudeness. We expect courtesy and respect in all our UU communications.

Some topics are simply inappropriate for electronic communications if they are too complex (requiring step-by-step planning), or include harmful words, speculation on motives, or complaints about any program or person.

Having debates on a topic via electronic communication is not effective and can actually create more conflict than would occur if discussed directly in person.

Electronic communication is not an appropriate medium to attempt to persuade a community member to change their mind on an issue or topic.

Somewhere, somehow, ALL our email and online communications are stored in a WayBackMachine or something similar. Electronic communication is ultimately not private space and needs to be considered as publicly accessible, even 10 years down the road. Choose your words carefully.

Don't use electronic written communication to avoid personal contact or an uncomfortable situation.

Don't assume a smiley face emoji will defuse a difficult message; use face-to-face instead. Also beware of using acronyms that may be unfamiliar to readers.

Avoid using all UPPER CASE text since it is often interpreted as SHOUTING.



## **How to Make an Announcement**

By The UUCP Communications Team

We are a congregation of active, involved people who have many accomplishments and events to share. There are several ways to get the word out, but make sure you're choosing the appropriate forum. Here are the general guidelines for each:

1. **Sunday Service: Sharing of Joys and Sorrows.** This is a time to share momentous events in your life, affecting you or your family directly, for which you would like the congregation's emotional support or shared joy. Please also share news of an absent Member or Friend which may be of concern to the whole congregation.
2. **Sunday Service: From the pulpit.** Announcements from the pulpit are made by a member of the Governing Board and are meant for time-sensitive items, such as an upcoming UUCP-sponsored event, a church volunteer need, or other UUCP-related news (for example, the proceeds raised by a recent fundraiser). Write your announcement on a slip of paper and put it on the pulpit before the service. In some specific circumstances, the Board member may call you forward to make your announcement yourself, but this will be done on a very limited basis.
3. **Sunday Service: Order of Service Insert.** This insert is put together by our Office Administrator and features upcoming services and events from the SimpleChurch calendar. The criteria for the announcement is the same as one made from the pulpit: time-sensitive, church-sponsored, and concise. The deadline for the Order of Service insert is Tuesday morning. Please submit your announcement, ready to publish, to [uupensacola@gmail.com](mailto:uupensacola@gmail.com)
4. **Weekly e-mail.** Published by our Office Administrator, the weekly email is generally sent out on Thursdays. Appropriate material includes after-church meetings and events that will occur in the next two weeks, church volunteer needs, and other UUCP-related news. A section entitled "In Our Greater CommUUnity" is the appropriate place for local news and events that support our mission and which are of interest to our congregation. Please submit fully prepared and edited pieces for the weekly email to [uupensacola@gmail.com](mailto:uupensacola@gmail.com) by Tuesday afternoon.

5. **The Light (monthly newsletter).** The newsletter is assembled and formatted by our Office Administrator and is generally published the last week of the month. It is available in full color via email and on our website, and in black-and-white hard copy at the church. This is the place to publish events that are more than a couple of weeks away, news of general interest to the congregation, denominational news, and ongoing needs of the church. Submit your fully prepared and edited stories to the Office Administrator at [uucp@bellsouth.net](mailto:uucp@bellsouth.net). The deadline is always the 16<sup>th</sup> of the month; material submitted after that date will be published only as space and time permit.
  
6. **The website.** Our church website is found at [www.uupenscola.org](http://www.uupenscola.org). In the interest of keeping a vibrant and up-to-date website to be our first impression to prospective visitors, ministry teams are encouraged to submit news, announcements, and photographs, as well as to make sure all information regarding team leadership is up to date. Any team who would like the ability to edit their own web presence is welcome to do so. Our volunteer webmaster is Charlie Steed, whose contact information can be found in SimpleChurch, or you may send your publication-ready material via email to [uupensacola@gmail.com](mailto:uupensacola@gmail.com) with a request that it be forwarded for publication on the website.
  
7. **Facebook.** UUCP has three Facebook pages, one for the general public and two closed groups.
  - (a) Along with the website, the **Unitarian Universalists of Pensacola** Facebook page is one of the church's two public faces, and any news published here should be suitable for the public, present our church and denomination positively, and support our mission. Our volunteer Facebook page administrator is Pam Levitt, whose contact information can be found on SimpleChurch, or you may send your request to [uupensacola@gmail.com](mailto:uupensacola@gmail.com).
  
  - (b) **In Our Greater CommUUnity** is a closed group for UUCP Members and Friends to share events and causes at the local, state, and national level that support our mission and are of interest to our congregation. The volunteer administrator of this group is Erin Renfroe; please contact her to be invited to the group.

(c) **UUCP Children's Religious Education Family Page** is a closed group for UUCP Members and Friends who have an interest in our CRE program. As above, the group is by invitation only, and maintains strict guidelines on protecting the privacy of our families. Please see group administrator Sarah Stubbs for details.

All communications online are expected to follow UUCP's Electronic Communications Policy (available upon request), which includes respectful communication, a positive presentation of our church, and adherence to UUCP values, as well as careful protection of each other's privacy. Please direct any questions to a member of the Communications Team: Charlie Steed, Pam Levitt, Erin Renfroe or Terra Shute.

## Policy for Use of the Zoom Account

The Zoom account was created on April 8, 2020 as a sub-account of UUA. The subscription can be renewed every year through the UUA and notice is provided when the renewal date approaches.

1. The log-in information is currently held by the Meeting Organizers in the list attached to this agreement, updated as needed.

No other person should have the log-in information. If the log-in information is provided to anyone else, the password will be changed to prevent unauthorized use of the account.

2. The Zoom account should be used only for church business, i.e., meetings of the Board and ministry teams and committees; and other events planned and hosted by the Minister, a member of the Board, or the chair of a ministry team or committee. Events hosted by a Member or Friend of the church for purely social purposes should be held through that Member or Friend's personal Zoom account.
3. Anyone wishing to set up a meeting using the UUCP Zoom account who is not already an Organizer should contact one of the above Meeting Organizers with the desired date and time of the meeting and a listing of invitees. One of the Organizers must be available at that date and time to initiate the meeting and use the administrative features. The Organizer will schedule the meeting and include the host among the invitees. Organizers should check the list of scheduled meetings to ensure there are no conflicts.
4. Current safety guidelines provided by Zoom and/or the UUA can be found at <https://www.uua.org/leadership/library/zoom-bombing>. These safety guidelines should be followed, with special attention paid to how a meeting is publicized and how the meeting invitation and password are disseminated. Any additional safety guidelines or procedural changes that come about during the subscription year will be sent to the Meeting Organizers with the expectation they will be adopted for use.

Meeting links may be shared through social media, the church website, and

church email communications; however, meeting hosts should remain vigilant against disruptive behavior or language by unfamiliar attendees and take action to remove such attendees from the meeting when needed.

Adopted this 8th day of September, 2021, by the Governing Board.

List of Meeting Organizers who have the Zoom password as of September 1, 2021.

This list should be updated to reflect the people who have the current working password.

Erin Renfroe  
Lauren Anzaldo  
Arnie Ondis  
Rev. Alice Syltie  
Marylee Donnelly  
Terra Shute  
Sarah Stubbs  
Laurie Winterberg

## **DENOMINATIONAL AFFAIRS MINISTRY TEAM**

The Denominational Affairs Team is a Shared Ministry Team as provided under Article VIII, Section 2.1 of the UUCP Bylaws.

### **Purpose:**

The Denominational Affairs Team keeps Members and Officers informed about denominational affairs above the local level and promotes congregational participation in cluster, district, inter-district, and continental activities, to include leadership training events and General Assembly.

### **Members:**

The newly-elected President will appoint the Team Lead each year in June. The Team Lead must be a current Member of UUCP. The Team Lead may be requested to attend meetings of the Board in order to present information and make recommendations.

The Team Lead will recruit members of the Team from among the Members and Friends of UUCP and will provide a list of Team members to the Minister, Board liaison, and President. The Minister, Board liaison, and President are non-voting members of this Team.

### **Meeting:**

Meetings will be scheduled, held at least quarterly, and announced to the congregation in advance. Minutes of Team meetings will be provided to Team members, Minister, President, and the Board liaison. Team meetings are open to all Members and Friends, but only Team members may vote.

### **Responsibilities:**

The responsibilities of the Denominational Affairs Ministry Team include:

1. Alert the congregation to current issues of the Unitarian Universalist Association (UUA), the Southern Region, and the Gulf Coast Cluster that are applicable to the congregation.
2. Promote attendance at UU conferences, district and cluster meetings, workshops, seminars, summer institutes, General Assembly, etc.
3. Solicit and recommend to the Board the names of potential delegates and alternates to represent UUCP at denominational events.
4. Report to the Board and congregation on denominational events attended.

5. Conduct the annual poll (at the Annual Congregational Meeting) on General Resolutions which are to be voted on at General Assembly.
6. Work with the Finance Team to determine the appropriate amounts to be budgeted for the UUA Annual Program Fund, UUSC, and related items.

Responsibilities common to all ministry teams include:

1. Develop and recommend related policies for adoption by the Board.
2. Communicate openly with the Board liaison regarding team activities and needs.
3. Submit vouchers for payment of team expenditures to the Treasurer.
4. Maintain appropriate records of expenditures and actions.
5. Create and maintain a Tasks and Procedures entry in the UUCP Policies and Procedures Handbook to facilitate orderly transitions from year to year.
6. Provide information about events to the Communications and Publicity Ministry Team, which will help publicize the event.
7. In June, prepare and submit to the Board a written report. This report should summarize team accomplishments and activity, financial records, and suggestions for the incoming committee chairperson.
8. Develop budget requests as required for the church year and/or as required by the Board.
9. Develop and implement processes that continuously improve church operations, health, and finances.

## **FINANCE MINISTRY TEAM**

The Finance Team is a Shared Ministry Team as provided under Article VII, Section 2 of the UUCP Bylaws.

### **Purpose:**

The Finance Team is responsible for developing an annual budget for the church and for organizing efforts to meet this budget through the annual canvass, gifts, rental fees, and other fundraising activities. It is also responsible for the counting and deposit of the Sunday morning offering and for recording attendance numbers. It is also to arrange a periodic audit of the books by a committee of members or a certified public accountant.

The Team is responsible for planning and conducting the annual canvass, including any social events associated with the canvass.

The Finance Team is responsible for coordinating all fundraising efforts of the church.

### **Members:**

Pursuant to Article VI, Section 2, Item 1 of the UUCP Bylaws, the newly elected President will appoint the Leader of this Team each year in June. The Leader or (co-Leaders) must be a current Member of UUCP pursuant to Article IV of the UUCP Bylaws. The Leader or Leaders may be requested to attend meetings of the Board in order to present information and make recommendations.

The Leader or Leaders will recruit at least three members of the Team from among the Members and Friends of UUCP, in addition to the Treasurer, and will provide a list of Team members to the Minister, Board Liaison, and Board President. The Minister, Board Liaison, and Board President are non-voting members of this Team.

### **Meetings:**

Meetings will be held as needed to conduct the business of the Team. A summary of the Team meetings will be provided to Team members, Minister, President and the Board Liaison. Team meetings are open to all members and friends, but only Team members may vote.

### **Responsibilities:**

The responsibilities of the Finance Team include:



1. Work with the Treasurer to ensure accurate and complete financial records for the church;
2. After each service, count the offering, prepare the deposit, and record the attendance;
3. Solicit budget requests from ministry teams each year and draft a proposed budget for consideration by the Board and congregation;
4. Inform and encourage Members and Friends about giving options such as bequests and donations of stocks, bonds, and real estate;
5. Plan and conduct an annual canvass;
6. Determine a schedule of fees for rental of the church facilities;
7. Facilitate and coordinate fundraising efforts by ministry teams and individuals within the congregation to maximize returns and minimize conflicts; and
8. Arrange a periodic audit of the books by a committee of Members or a certified public accountant.

**Responsibilities common to all Ministry Teams include:**

1. Develop and recommend related policies for adoption by the Board;
2. Communicate openly and in the spirit of cooperation with the Board Liaison regarding committee activities and needs;
3. Submit vouchers for payment of committee expenditures to the Treasurer;
4. Maintain appropriate records of expenditures and actions;
5. Create and maintain a Tasks and Procedures Handbook, to facilitate continuity and smooth transitions from year to year;
6. As appropriate, provide information about Team activity to the Communications Committee, which will help publicize the information;
7. In June, prepare and submit to the Board a written report. This report should summarize Team accomplishments and activity, financial records, and suggestions for the incoming Team Leader;
8. Develop budget requests as required for the church year and/or as required by the Board; and
9. Develop and implement processes that continuously improve church operations, health, and finances.

## Financial Policies of UUCP

### **Members' services are donations.**

Members and active Friends of the church normally donate their time for the betterment of the church. Payment to members and friends for services (except those performed at their normal places of business) shall be subject to prior approval of the Governing Board.

### **Ministry Team Spending**

Amounts in the budget allocated for a Team or a particular use are to be spent as the Team or relevant group decides by a democratic vote. Although it is recognized that some expenses need to be paid early in the budget year, whenever possible, spending at an even level promotes more manageable cash flow.

When a Team realizes that it may need to spend more than has been budgeted, the need to contact the Finance Team with a request for a change. Such requests are handled on an individual basis by the Finance Team. After approval the request shall be submitted to the Governing Board for final approval.

Purchase may be handled in one of three ways: (a) the Team Leader may make out a voucher requesting a check before purchase of an item; (b) the Team Leader may make out a voucher indicating the amount and person to be reimbursed; or (c) the Team Leader may ask the Treasurer to make the purchase using the church's credit card, PayPal account, or other electronic means of payment.

### **Donations**

Members who purchase items for the benefit of the church and who do not wish to be reimbursed are requested to submit a voucher with "donation" indicated thereon so that we may accurately account for the financial needs of the church.

Stocks donated to the church (as part of a donor's pledge for operating expenses) shall be sold upon receipt.

*Per Board policy in minutes of April 12, 2010 Board Meeting:* UUCP will not accept any donation that involves an expense. This type of donation will only be accepted with Board approval.

## **Vouchers**

No voucher submitted by an authorized team member shall exceed \$300 unless specifically mentioned in the Budget or approved by the Governing Board.

Vouchers must document the expense, including the name of the vendor or store, the date of purchase, the item(s) purchase, and payment made.

Vouchers submitted for payment will be paid within 30 days of approval. All vouchers for a fiscal year must be submitted within fifteen days of the close of that year; that is, by July 15<sup>th</sup>. Those submitted thereafter are subject to denial.

## **Sales Tax**

The church is a tax-exempt organization and therefore does not pay sales tax. Persons planning to make purchases on behalf of the church need to have a copy of the tax-exempt certificate in-hand before shopping, as the tax number as well as the address and phone number of the church are needed.

Most vendors or stores require pre-approval before making a tax-exempt purchase. Several local stores or vendors have UUCP on their list of pre-approved tax-exempt customers, as well as several online vendors. Check with the Treasurer or directly with the store before making a purchase.

## **Records**

The Treasurer shall maintain all financial records and documentation of income and expenses in files in the church office. Financial reports, including monthly and end-of-year, shall be kept available for review by any church member in the appropriate binders in the church office.

Records should be stored in hard copy for 7 years, after which time they may be destroyed. It is advised to scan the records for digital storage some time before destruction, but it is not necessary to do so.

## **Budgeting Process**

Each year the Finance Team shall seek input from each Ministry Team and committee within the church for proposals for items to be included in the next year's budget. Using these submissions, the stated priorities of the Governing Board and good management practices, the Finance Team shall prepare a budget to be presented to the Governing

Board for approval prior the annual financial canvass.

After the results of the canvass are known, the Finance Team shall make revisions in the budget as indicated by the canvass results and again submit the budget to the Governing Board for ratification.

At the end of each fiscal year monies left in the Building and Grounds account shall be rolled over into an off-budget account to be used for Buildings and Grounds. Surplus in other budget lines may roll over into off-budget accounts as recommended by the Treasurer and Finance Team and approved by the Board.

### **Canvass**

The annual canvass, usually held in the early spring, is considered the major source of income to meet the budget prepared by the Finance Committee.

### **Special Gifts**

Monies donated to the church as memorials shall be placed in the off-budget Memorial Gifts account, or forwarded to the Trust, and every effort should be made to ascertain whether gifts directed to the church would more appropriately be forwarded to the Trust, based on the donor's intention. Any designation by the donor to a particular fund must be honored; however, in the absence of any preference of the donor, it is traditional to honor the wishes of the decedent's next-of-kin in distributing memorial gifts from the off-budget account.

### **Fundraising**

From time to time there is a need for a fundraising effort to underwrite specific purchases or programs. The purpose and plans for these are to be submitted to the Finance Team and the Governing Board for approval according to the current **Fundraising Policy** and **Fundraising Request Form**.

### **Cash Handling Procedures**

#### **Sunday Collection**

Whenever possible, two people will count the cash and checks together in the same room and complete a form totaling checks and cash received that date, as well as the total attendance. The form should be initialed by both people and then the form and the checks turned over to the member of the Finance Team who counts the money and

sorts the funds by pledges and offerings. The checks, cash and deposit should be handled according to the **Sunday Morning Deposit Handling** procedures attached.

### **Petty Cash**

No Team or committee should hold petty cash exceeding \$50. If the amounts grows to more than \$75, the excess should be turned in to the Treasurer. Petty cash kept in the building should be in a locked file cabinet or safe and should be disbursed only upon submission of a written request. The starting balance is reconciled monthly against withdrawals, and the petty cash amount added to as needed. Any removal of petty cash must be explained in writing or by a receipt.

### **Accountability to Governing Board**

The Treasurer should describe to the Board at least annually how the congregation's cash is handled, what safeguards are in place, and what changes should be made, if any. Any irregularities should immediately be reported. This will be reassuring to the congregation's insurance company in the event of a theft or embezzlement.

The Treasurer shall provide the Governing Board monthly summaries of all accounts and on a quarterly basis a full review of income and expenses plus a Balance Sheet.

### **Accounts Payable**

#### **Bills and Check Signing**

There must be a bill, invoice, statement, or request for reimbursement for every check written. These should be available for comparison with the canceled checks on an occasional basis. No checks should be signed without documentation of the expense. Line item expenses shall be consistent with the categories as established in the church budget.

### **Reporting Contributions and Record Keeping**

Persons who pledge will receive a semi-annual report on their pledge payments, with the name and phone number of the person to call if there is a discrepancy.

When a new Treasurer is elected, it will be arranged with our bank(s) or other financial institutions for the Treasurer, President, and President-elect to sign checks. The Finance Team shall also arrange an audit of the church books by an accounting professional or a committee of members.

## Duties of the UUCP Treasurer

### Goals:

- Protection and management of the church's assets.
- Responsible recordkeeping which allows us to comply with IRS requirements and standard account procedures; and to provide our donors with confidence that their gifts are applied in accordance with their intention

### Duties:

1. Oversee collection and deposit of Sunday collections and other gifts.
2. Pay bills as they are authorized by the Board and Team Leaders responsible for line-item expenditures in a timely manner.
3. Manage bank accounts and other assets.
  - a. Transfer funds between savings and checking
  - b. Place unused funds in interest-bearing accounts
  - c. Advise the Board to request funds from the Charitable Trust, as needed.
  - d. Ensure that elected Board officers are added as signatories to the Church's accounts at the beginning of each fiscal year.
  - e. Oversee use of the Church's credit card for authorized purchases
4. Oversee the recordkeeping of the collection and tracking of contributions from people who make pledges and other gifts.
5. Oversee the keeping of the financial records and production of financial statements for the Board.
6. Review the bank reconciliation report and statements in a timely manner, initiating corrections as needed.
7. Oversee the filing of IRS quarterly payroll taxes and year-end W2s and 1099s in a timely manner.
8. Attend Board meetings as a member of the Board. Attend Finance Team meetings as an ad hoc member. Attend other meetings as requested.
9. Assist Finance Team in building a proposed budget for the Board to present to the congregation for each fiscal year.
10. Receive pledges and advise Finance Team during the pledge drive.
11. Renew the Church's tax-exempt status with the State of Florida as needed.

## Sunday Morning Deposit Procedures

\_\_\_\_\_ Collect money

\_\_\_\_\_ Collection baskets

\_\_\_\_\_ Red box in drawer

\_\_\_\_\_ U.S. Mail (check mailbox before service)

\_\_\_\_\_ Treasurer's mailbox (second from bottom on left)

\_\_\_\_\_ Coffee kitty (after refreshments)

\_\_\_\_\_ Any other sources: Sunday Sweets, ticket sales, special collections, etc.  
(usually delivered to you by sponsors)

\_\_\_\_\_ Separate by source (cash offerings, check offerings, cash pledges, check pledges, other sources of income separated by cash/check)

\_\_\_\_\_ Save all envelopes, notes, etc. for copying.

\_\_\_\_\_ Stamp the backs of all checks in the endorsement area with large deposit stamp.

\_\_\_\_\_ Copy all checks, envelopes, and notes. (Instructions for double-sided copying are on the white printer rack in the volunteer office.)

\_\_\_\_\_ Count cash, separated by source, and enter onto collection sheet.

\_\_\_\_\_ Count number of checks per source and subtotal amount of checks per source, enter onto collection sheet.

\_\_\_\_\_ Total all columns and rows on collection sheet.

\_\_\_\_\_ Fill out information on front of deposit envelope. Be sure to indicate "checking."

\_\_\_\_\_ Place all monies into envelope and seal. Deposit at a PenAir Branch with night deposit (9 Mile Rd., Industrial Blvd., Airport Blvd.) or deposit Monday morning.

\_\_\_\_\_ Clip together all copies and collection sheet (with calculator tape if used) and place in Treasurer's mailbox in front office.

\_\_\_\_\_ Reusable envelopes may be replaced in basket. Other notes and envelopes can be clipped with collection sheet and given to Treasurer or recycled if already copied.

\*\*\*\*\*

If you aren't sure where to credit something:

1. Check the list of Pledgers in the drawer to determine whether it's a pledge or offering.
2. Memorial donations: OB 88
3. If unsure, put it in a blank account space and the Treasurer will sort it out later.

\*\*\*\*\*

**FIFTH SUNDAY** or other special collections:

Credit all non-pledged cash from collection baskets, and any checks written to UUCP with a 5<sup>th</sup> Sunday memo to OB 19. If separate collections were taken, credit the non-pledged cash from the first collection to 1200 (Offerings) and everything from the second collection to OB 19.

Any checks written directly to the 5<sup>th</sup> Sunday beneficiary (or UUSC, UUA, etc.) should be clipped to the collection sheet and given to the Treasurer. **DO NOT DEPOSIT.**

\*\*\*\*\*

**MISC:**

If you receive a large check from a financial institution, chances are it needs to be divided among several accounts. Don't worry about where to credit it; just put it on a blank account line and save the top part of the check. If they try to stand over your shoulder and tell you where to credit it all, tell them to send Erin an email and she'll do it.

Don't fret too much about where funds are credited. The Treasurer can sort out just about anything later on.



## **Budget Line-Item Descriptions**

Updated: April 1, 2021

Descriptions of permissible use of funds is meant to be used as a guideline for committee chairs and board members.

\* Indicates a line item whose unused balance at the end of the program year rolls over to an off-budget account.

### **Sunday Services**

#### **2101 Sunday Services** (Sunday Services Team)

Speakers' fees, honoraria, and travel expenses

#### **2110 Music Team** (Sunday Services Team)

materials and expenses related to the music program, such as sheet music

### **Member Services**

#### **2102 Membership** (Membership Team)

materials and expenses of the Membership Team, Newcomers Orientations and Membership Sunday events

#### **2308 Leadership Training** (Governing Board)

registrations for Leadership School, district and national conferences and Presidents' Convocation; annual Leadership Retreat; other leadership development workshops and expenses

### **Programs**

#### **2102 Membership** (Membership Team)

Materials and expenses related to Membership (UUA brochures, etc.)

#### **2103 Adult Education** (Adult Explorations Team)

Materials and expenses of the Adult Explorations Team

#### **2105 Website and Publicity** (Communications Team)

Costs of hosting and maintaining website, MailPoet supported subscription, etc.

**2108 Religious Education materials** (Children’s RE Team)

Materials and expenses of the Children’s RE Team related to providing religious education to the children and youth, other than personnel expenses, but including volunteer appreciation expenses and training for teachers.

**2112 Social Justice** (Social Justice Team)

Materials and expenses of the Social Justice Team, to include MLK parade expenses, Earth Day and others. Refreshments and materials for workshops, fees and materials related to community activism

**2114 Fun and Fellowship** (Fund and Fellowship Team)

Materials, refreshments, and other expenses of the Fellowship Committee in support of social events and community-building efforts

**2308 Leadership Development** (Governing Board)

Expenses related to training and development of lay leadership.

**Ministry**

**2210 Minister, Salary** (Governing Board)

**2211 Minister, Housing** (Governing Board)

**2212 Minister, Insurance** (Governing Board)

**2213 Minister, Pension** (Governing Board)

**2214 Minister, FICA Reimbursement** (Governing Board)

**2305 Minister, Professional Expenses** (Governing Board)

Materials and expenses related to professional ministry, such as travel and registrations, books and periodicals, dues to professional organizations, specialized clothing, and equipment for the minister’s use

**Physical Plant**

**2240 Cleaning Service** (Treasurer)

Fees paid to the cleaning service for labor

**2241 Security** (Treasurer)

Monthly fee for building security service

**2242 Lawn Care** (Treasurer)

Costs associated with maintenance of church grounds

**2404 Utilities** (Treasurer)

Cost of water, electricity, trash, gas, and telephone service

**\*2405 Maintenance and Repairs** (Buildings and Grounds Team)

Materials and expenses related to maintaining, repairing and replacing fixtures and equipment, such as lighting, plumbing, walls, locks, and HVAC components, other than routine cleaning and capital improvements.

**\*2408 Capital Improvements** (Governing Board)

Replacing, upgrading, or installing new equipment and fixtures of a durable nature, on a planned basis, such as replacing HVAC system or roof, remodeling, or upgrading lighting. This item includes prorated amounts for anticipated improvements.

**Church Consumable Supplies**

**2400 Sanctuary Supplies** (Treasurer)

Candles, sand, tea lights, batteries for microphones, etc.

**2401 Kitchen Supplies** (Treasurer)

Coffee cups, plastic cups appropriate for cold drinks, paper plates, paper napkins, dishwashing detergent, etc.

**2402 Janitorial / Cleaning Supplies** (Treasurer)

Special vinyl floor cleaner, toilet bowl cleaner, window cleaner, all-purpose cleaner, garbage bags, vacuum cleaner bags, mop heads, etc.

**2407 Coffee** (Treasurer) ( Off- Budget funds to be used )

Coffee for fellowship times: coffee supplies to include filters, sugar, creamer, stir sticks, etc.

**2410 Bathroom Supplies** (Treasurer)

Toilet paper, paper hand towels, hand soap, etc.

**Administrative Expenses**

**2301 Board Expenses** (Governing Board)

Materials and expenses of the Governing Board, such as refreshments, and other materials.

**2302 Administrative expense** (Treasurer)

Materials and expenses related to operating the church office and office equipment, not including staff, telephone service.

**2304 Finance** (Finance Team)

Materials and expenses related to maintaining and auditing the church's financial records; materials and expenses related to canvass and fund raising; other administrative expenses of the Finance Team

**2403 Insurance** (Governing Board)

Insurance premiums for property, commercial liability

**2406 Copier expenses** (Treasurer)

Expenses related to maintenance of printer/copier and purchase of toner and other supplies.

**2600 Fire and Corporate Taxes** (Governing Board)

For payment of taxes on donated real estate and fire taxes.

**Personnel**

**2225 CRE Coordinator** (Governing Board)

**2236 Sunday Musician** (Governing Board)

Wages for pianist or other Sunday musician at rate of ~~\$75 per Sun.~~ approved by Sunday Services Team

**2250 Childcare** (Children's RE Team)

Wages for child care providers

**2270 Office Assistant** (Governing Board)

Salary for Office Assistant

**2275 Social Security Taxes for Office Assistant (Governing Board)**

Social Security taxes for salaried staff (office assistant) paid to Dept of Revenue quarterly

**2276 Medicare Taxes for Office Assistant (Governing Board)**

Medicare taxes for salaried staff (office assistant) paid to Dept of Revenue quarterly

**Denominational Expenses**

**2503 UUA GIFT Program (Governing Board)**

Annual congregational dues to UUA

**Other**

**2303 Extraordinary Expenses (Governing Board)**

Unpredictable and emergency expenses

**2311 Debt Service-Principal (Governing Board)**

Principal due to the Charitable Trust or other loaning entities

**2312 Debt Service-Interest (Governing Board)**

Interest due to the Charitable Trust or other loaning entities.

## UUCP Off-Budget Accounts Policy

Adopted September 18, 2007

Updated April 1, 2021

1. All Board-approved monetary donations made to UUCP for a specific purpose (excluding pledges, Sunday offerings, refreshments, those made specifically to the Charitable Trust) will be tracked in off-budget accounts.
2. Existing Off-Budget Accounts. If an off-budget account exists that meets the donor's intent, then the donation will be credited to that account.
3. New Off-Budget Accounts. The Treasurer or Governing Board may create a limited number of new off-budget accounts as needed.

At the time a new off-budget account is created, the Treasurer will:

- develop a description of acceptable uses of funds in the new account
- identify which positions/persons are authorized to spend funds from the new account

4. Sunset of Off-Budget Accounts. Off-budget accounts will be considered ongoing, with no expectation of a sunset date, unless a new Off-Budget Account is established to accomplish a discrete goal. In this case, the Treasurer or Finance Team will recommend a date for sunsetting the off-budget account and submit the recommendation to the Board for approval. Once voted upon, the Board will notify Committee Chairpersons or those authorized to access the individual accounts of its decisions. Funds not expended by an account sunset date will automatically be transferred into the current year's general operating budget under "Other Income." An account's sunset date may be revised by mutual agreement among the position/person authorized to access the account, the Finance Team, and the Board.
5. Persons authorized to access Off-Budget Accounts will follow the same procedures as followed by persons authorized to access general operating budget accounts. Specifically, the authorized person will:
  - Be responsible for keeping track of spending from the account so as not to exceed the balance in the account, or for fundraising, not to exceed the amount budgeted for expenditures;
  - Be the only person authorized to sign a voucher requested reimbursement from the Treasurer; and
  - Use vouchers with original receipts attached to request reimbursement.

## UUCP Off-Budget Accounts List

### 3 Coffee:

- Funding source: donations to the Coffee Kitty during post-service fellowship.
- Authorized uses: purchase of coffee, sweetener, creamer, filters, cups and other coffee-related needs.
- Persons who can authorize expenditures: Board, Office Assistant, coffee hour volunteers

### 4 Social Justice:

- Funding source: donations and proceeds of fundraising.
- Authorized uses: church activities related to social justice, including but not limited to entry fee and supplies for MLK Day Parade; table fees and supplies for Pride; dues for social justice organizations (JUST Pensacola, UU Justice Florida, etc.)
- Persons who can authorize expenditures: Board, Social Justice Team Leaders or designated project leads

### 5 OB Caring

- Funding source: donations and proceeds of fundraising.
- Authorized uses: church activities related to caring, including but not limited to purchase of greeting cards and postage, other gifts or gestures of caring
- Persons who can authorize expenditures: Board, Caring Team Leaders or designated project leads

### 8 Member Assistance:

- Funding source: donations and proceeds of fundraising.
- Authorized uses: disbursement directly to Members who request funds. Funds are traditionally disbursed in amounts about \$200-\$300, with a limit of one request per household in a 12-month period. Disbursements are at the discretion of the Minister. Disbursements are to be kept as confidential as possible, but with Minister informed of request and provided with documentation of transactions.
- Persons who can authorize expenditures: Board, Minister

### 9 Music Fund:

- Funding source: donations and proceeds of fundraising.
- Authorized uses: church activities related to music, including but not limited to payment of professional musicians for service or special events; purchase of sheet

music or rights to music use; maintenance of church-owned instruments or equipment.

- Persons who can authorize expenditures: Board, Sunday Service/Music Team

#### **10 CRE:**

- Funding source: donations and proceeds of fundraising
- Authorized uses: church activities related to youth activities and the CRE program
- Persons who can authorize expenditures: Board, CRE Coordinator, CRE Team Leaders or designated project leads

#### **11 Child Care:**

- Funding source: Leftover funds from a previous project. No current plans to replenish
- Authorized uses: Payment of childcare provider
- Persons who can authorize expenditures: Board, CRE Coordinator

#### **12 Building & Grounds:**

- Funding source: Surplus left in Operating Budget (2404, 2405, and 2408); donations and proceeds of fundraising.
- Authorized uses: serve as a savings account for major repairs, upgrades, or maintenance projects for building and grounds
- Persons who can authorize expenditures: Board, Buildings & Grounds Team Leaders or designated project leads, Safer Congregation Team Leaders or designated project leads

#### **13 Memorial Garden:**

- Funding source: donations and proceeds from non-Member memorial name plate purchases. Receives funds from Charitable Trust for Member memorial name plates.
- Authorized uses: Including but not limited to payment of contractors for work to maintain Memorial Garden; supplies used in maintenance of Memorial Garden; purchase of Member and non-Member name plates
- Persons who can authorize expenditures: Board, Caring Team or designated project leads, Buildings and Grounds Team or designated project leads

#### **19 5th Sun & Guest At Your Table:**

- Funding source: Donations and proceeds of fundraising.



- Authorized uses: Disbursement of donated or raised funds to recipient of 5th Sunday offerings, Guest at Your Table, Staff Holiday Gift, etc. This is a pass-through account, and balance should always return to zero. Purpose of donation should be noted and tracked.
- Persons who can authorize expenditures: Board, Minister, Social Justice Team Leaders or designated project leads

## **20 Refundable Deposits:**

- Funding source: Receives refundable deposit portion of rental payments
- Authorized uses: There is no authorized use outside of return to renter after event and upon approval of Event Host or Rental Coordinator. Renter may direct funds be converted to a donation, at which time funds should be disbursed to Operating Budget Line 1600 (Other Income). Payor should be noted upon deposit. Balance should return to zero; any persistent balance should have note attached regarding eventual disbursement.
- Persons who can authorize expenditures: Board, Rental Coordinator or designated Event Host.

## **21 Aesthetics**

- Funding source: Donations and proceeds of fundraising
- Authorized uses: Expenses related to cosmetic improvement or repair of church. Reactivated in 2019 to hold funds for new sign on Pensacola Blvd.
- Persons who can authorize expenditures: Board, Buildings & Grounds Team Leaders or designated project lead

## **22 Leadership Development**

- Funding source: Surplus in Operating Budget (2308); donations or proceeds of fundraising
- Authorized uses: Payment of tuition, travel expenses, supplies or other expenses related to leadership training or experiences
- Persons who can authorize expenditures: Board

## **23 Extra-Ordinary**

- Funding source: Surplus in Operating Budget (various), as designated by Board. There is no tradition of regular funding
- Authorized uses: Unexpected expenditures
- Persons who can authorize expenditures: Board

#### **24 Insurances Bldg, Wind, etc.**

- Funding source: Surplus in Operating Budget (various), as designated by Board. There is no tradition of regular funding
- Authorized uses: Payment of insurance premiums when there is a projected shortfall in the Operated Budget to cover expenses
- Persons who can authorize expenditures: Board

#### **25 Seed Money for Events**

- Funding source: Surplus in Operating Budget (various), as designated by Board. There is no tradition of regular funding
- Authorized uses: Expenditures related to church-sponsored events when expenses cannot be paid out-of-pocket and reimbursed.
- Persons who can authorize expenditures: Board, sponsoring Team Lead or designated project lead for event

#### **26 OWL Classes**

- Funding source: Donations and proceeds of fundraising; class tuition payments
- Authorized uses: Expenses related to provision of OWL classes, including textbooks and other supplies
- Persons who can authorize expenditures: Board, CRE Team Leaders, OWL program leads

#### **27 OWL Training**

- Funding source: Donations and proceeds of fundraising
- Authorized uses: Expenses related to the training of teachers in the OWL program
- Persons who can authorize expenditures: Board, CRE Team, OWL program leads

#### **28 Ministerial Development Projects**

- Funding source: Surplus in Operating Budget (various), as designated by Board. There is no tradition of regular funding
- Authorized uses: Expenditures related to Ministerial projects, training, or other expenses not normally included in Operating Budget. This account currently holds funds that became surplus because the Minister's Letter of Agreement spans August-July rather than July-June. Remaining funds are intended to supplement the last month of compensation due the Minister if she remains until the end of a contract year. Other expenditures as approved by Board

- Persons who can authorize expenditures: Board

### **29 OWL Student Scholarship**

- Funding source: Donations and proceeds of fundraising
- Authorized uses: Expenses related to providing discounted tuition or tuition-free instruction to students in the OWL program
- Persons who can authorize expenditures: Board, CRE Team, OWL program leads

### **30 Administrative**

- Funding source: Previous project. No plans to replenish funds
- Authorized uses: Expenses related to the running of the church office
- Persons who can authorize expenditures: Board, Office Administrator

### **32 OWL Trainer Scholarship**

- Funding source: Donations and proceeds of fundraising
- Authorized uses: Expenses related to the training of teachers in the OWL program
- Persons who can authorize expenditures: Board, CRE Team, OWL program leads

### **34 Insurance Proceeds**

- Funding source: Proceeds of insurance claim for burglarized storage shed in 2017 or other insurance claims as needed in future
- Authorized uses: Expenses related to the replacement of stolen items, shed or for expenses related to future insurance claims if needed
- Persons who can authorize expenditures: Board, Buildings & Grounds Team Leaders or designated project leads

### **35 Membership**

- Funding source: Surplus from previous project. No current plans to replenish
- Authorized uses: Expenses related to providing educational and/or promotional materials for the church or Unitarian Universalism, expenses related to membership recruitment, appreciation, or retention.
- Persons who can authorize expenditures: Board, Membership Team or designated project leads

### **36 Kitchen Fund**

- Funding source: Donations and proceeds of fundraising

- Authorized uses: Expenses related to physical upkeep and maintenance or upgrade and improvement of the church kitchen. (Not to be used for items that are covered in the Operating Budget under Line 2401.)
- Persons who can authorize expenditures: Board, CRE Team, OWL program leads

**86 Transportation Fund:**

- Funding source: Donations and proceeds of fundraising
- Authorized uses: Expenses related to assisting Members with transport to and from church service or church-sponsored events in the circumstance that transportation problems will keep that Member from participating in services or events.
- Persons who can authorize expenditures: Board, Transportation sub-committee of the Finance Team

**88 Memorial Gifts:** This account was created to hold all memorial gifts to the church (not the Charitable Trust). Name of honored deceased should be noted with each entry for tracking. Funds should be disbursed in accordance with wishes of the deceased or next of kin through reasonable efforts to ascertain; otherwise, funds should be disbursed according to needs of church.

All Off-Budget accounts should be marked “inactive” by the Treasurer (1) at the close of the project for which they were created or the sunset date determined by Board, at which time any remaining funds should be disbursed to the Operating Budget Line 1600 (Other Income); or (2) when the balance of the account reaches zero and there is no intent to replenish the funds. (The account may need to remain marked “active” through the fiscal year in which the account was last used in order for its balance to appear on desired reports.). Off-Budget Accounts which have been marked inactive can be re-activated if appropriate.

The following Off-Budget Accounts are assumed to remain active and available for use absent a decision by the Board or Treasurer to terminate activity in the account and disburse any remaining funds:

- 12 Building & Grounds
- 13 Memorial Garden
- 19 5th Sun & Guest At Your Table
- 20 Refundable Deposits
- 88 Memorial Gifts



## UUCP Fundraising Request for Approval: Helpful Information

### Why all the paperwork?

Since 2003 it has been the policy of UUCP's Governing Board to approve all fundraisers, using the Finance Team to screen requests. There are three reasons for this policy: (1) to ensure all church facilities and resources needed by the fundraiser will be available; (2) to ensure there aren't too many fundraisers within too short a period of time (creating contribution fatigue in the congregation); and (3) to make sure the fundraising organizers are able to plan with the benefit of lessons learned by others before them.

### Here are some things to think about as you fill in the form:

- 1. Who's in charge?** Is this under the auspices of an existing Ministry Team or is it an ad hoc committee formed for the sole purpose of putting on the fundraiser?
- 2. Designate one person** to be the go-to person for questions by the Board or Finance Team. This person will also coordinate with the Treasurer to authorize expense reimbursements and distribution of the proceeds.
- 3. Brief statement of the purpose** of the event – what are you doing and what is the money for?
- 4. Describe your event** as you envision it, and give lots of detail.
- 5. Facilities** – what space in the church will you need and when will you need it? Think storage of items, rehearsals, set-up for event, food storage and preparation, and where people will be.
- 6. Labor** – who is going to do all the tasks required to pull this off? Volunteers to plan, set up and break down; provision of food and beverage; childcare; custodial labor; office assistance; publicity; etc.
- 7. Budget**
  - What are your up-front expenses?** (Items to be sold, materials, labor, childcare, food and beverage, postage or other publicity costs.)
  - How much do you expect the fundraiser to make?** Show your work. (Number of people expected to attend, purchase, or contribute, times price or amount of

contribution. Be realistic.)

**8. How do you expect to pay these upfront expenses?** Options include (1) up-front purchase with reimbursement from proceeds after the event; or (2) using seed money from a church account – this money will be reimbursed from the proceeds of the event. You will need the Treasurer’s assistance to use this option.

**9. Will you be partnering with any non-UUCP groups?** Describe the groups and the nature of the partnership.

**10. Publicity** – who is your target audience and how are you going to get the word out to them? Free publicity within the church includes our website, our Facebook page, The Light, the weekly email, the weekly Order of Service insert, and pulpit announcements. Be aware, though, that not all of our congregants receive electronic communications, and any postage used for mailing must be paid for from your proceeds. The church office can print a limited number of black-and-white flyers and a *very* limited number of color posters at no charge.

## UUCP Fundraising Request for Approval

Date of request: \_\_\_\_\_

Title of Event: \_\_\_\_\_

Proposed Date of Event: \_\_\_\_\_

Acceptable alternate dates for event: \_\_\_\_\_

1. Sponsoring Ministry

Team(s): \_\_\_\_\_

2.

3. Contact person: \_\_\_\_\_ Phone: \_\_\_\_\_

4. Purpose of event/benefit to church:

5. Description of event: (Attached separate page if needed)

6. Facilities needed and additional dates and times needed (i.e., if setup or practices are required):

|                 | DATES NEEDED | TIMES NEEDED |
|-----------------|--------------|--------------|
| Entire Building |              |              |
| Kitchen         |              |              |
| Conference Room |              |              |
| Library         |              |              |
| Sanctuary       |              |              |
| Rainforest Room |              |              |



|                         |  |  |
|-------------------------|--|--|
| Nursery                 |  |  |
| Office                  |  |  |
| Outdoor/Memorial Garden |  |  |
| Playground              |  |  |
| Other                   |  |  |

7. Labor needed: Indicate how many you need for each task.

|                       | Volunteers | Paid Labor (How much and for how long?) |
|-----------------------|------------|---|
| Set up and break down |            |   |
| Food & Beverage       |            |   |
| Childcare             |            |   |
| Custodial             |            |   |
| Office Assistance     |            |   |
| Publicity             |            |   |

8. Anticipated budget:\*

Expenses \$ \_\_\_\_\_

Income \$ \_\_\_\_\_

Net Proceeds \$ \_\_\_\_\_

\* Please attach detailed description of anticipated expenses including use of other church resources (i.e. copier or kitchen items).

9. Source and amount of seed money (If needed):

10. Name of non-UUCP groups involved:

11. Publicity Plans:

## Endorsements and Approvals

Finance Team Action: \_\_\_\_\_ Approved \_\_\_\_\_ Not approved

Comments:

Special Conditions - Approval of this event and requested use for net proceeds is contingent upon the requestor/sponsoring ministry team doing the following:

Net Proceeds credited to:

Operating Budget Fundraising Account: \_\_\_\_\_

Off-Budget Fundraising Account: \_\_\_\_\_

Other Off-Budget Account: \_\_\_\_\_

Other: \_\_\_\_\_

Board Action: \_\_\_\_\_ Approved \_\_\_\_\_ Not approved

Comments:

Distribution:

\_\_\_\_\_ Sponsoring Ministry Team/Requestor \_\_\_\_\_ Board Secretary

\_\_\_\_\_ Finance Team. \_\_\_\_\_ Other

*October 2018*

## Sales Tax Exemption

Our many wonderful and dedicated volunteers often pick up needed supplies for various programs, to be reimbursed from a church account later. Thank you so much for doing this – it saves time and trouble for all of us. But, please note that as a religious organization, *UUCP does not pay sales tax!* Here is how to make your purchase in a way that will save the church money:

- If you're ordering something online from a retailer like Amazon or Walmart.com, please just send a link to the item you want to Erin (uucptreasurer@gmail.com) to be ordered through our existing tax-exempt accounts. We can charge our church credit card directly and save you the out-of-pocket expense.
- If you're shopping at a local retailer, please get a copy of our certificate of tax exemption from Erin first. They are in the church office, or I can email one to you. The certificate can be presented to the cashier – or sometimes at the customer service desk – at the time of the transaction.
- We already have tax-exempt accounts set up at several retailers around town; even if you get caught without a copy of the certificate, you can ask if we're already in their system.
- Even if you are paying for something with your own cash or credit card, please be sure to identify UUCP as the customer on any written or online order forms. If we are not identified as the customer, we cannot claim the exemption.

A buck or two at the end of your receipt may not seem like much, but over the course of a fiscal year, it really adds up. Thank you for taking the time to save us the unnecessary expense.

**EXPENSE VOUCHER**  
**Unitarian Universalist Church of Pensacola**

Date submitted: \_\_\_\_\_

Make check payable to: \_\_\_\_\_

Total amount of check: \$ \_\_\_\_\_

**Itemization of expenses: (attach receipts)**

| Item | Account | Description | Amount |
|------|---------|-------------|--------|
| 1.   |         |             |        |
| 2.   |         |             |        |
| 3.   |         |             |        |
| 4.   |         |             |        |
| 5.   |         |             |        |

Requested by: \_\_\_\_\_

Authorized by (Signature of Ministry Team Leader or Board Member):

\_\_\_\_\_

Contact (email or telephone) for requester: \_\_\_\_\_

**To be completed by Treasurer/Bookkeeper:**

|                        |
|------------------------|
| Bill Number:           |
| Check Number and Date: |

## **FUN AND FELLOWSHIP MINISTRY TEAM**

The Fun and Fellowship Team is a Shared Ministry Team as provided under Article VIII, Section 2.1 of the UUCP Bylaws.

### **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. It will coordinate scheduled, organized social activities for the congregation.

### **Members:**

The newly-elected President will appoint the Team Lead each year in June. The Team Lead must be a current Member of UUCP. The Team Lead may be requested to attend meetings of the Board in order to present information and make recommendations.

The Team Lead will recruit members of the Team from among the Members and Friends of UUCP and will provide a list of Team members to the Minister, Board liaison, and President. The Minister, Board liaison, and President are non-voting members of this Team.

### **Meeting:**

Meetings will be scheduled, held at least quarterly, and announced to the congregation in advance. Minutes of Team meetings will be provided to Team members, Minister, President, and the Board liaison. Team meetings are open to all Members and Friends, but only Team members may vote.

### **Responsibilities:**

The responsibilities of the Fun and Fellowship Ministry Team include:

1. Coordinate at least on social event for the general congregation each month.
2. Organize and facilitate Circle Dinners.
3. Coordinate frequent family-oriented and outdoor activities (softball games, canoeing, camping, etc.)

Responsibilities common to all ministry teams include:

1. Develop and recommend related policies for adoption by the Board.
2. Communicate openly with the Board liaison regarding team activities and needs.
3. Submit vouchers for payment of team expenditures to the Treasurer.

4. Maintain appropriate records of expenditures and actions.
5. Create and maintain a Tasks and Procedures entry in the UUCP Policies and Procedures Handbook to facilitate orderly transitions from year to year.
6. Provide information about events to the Communications and Publicity Ministry Team, which will help publicize the event.
7. In June, prepare and submit to the Board a written report. This report should summarize team accomplishments and activity, financial records, and suggestions for the incoming committee chairperson.
8. Develop budget requests as required for the church year and/or as required by the Board.
9. Develop and implement processes that continuously improve church operations, health, and finances.

## **MEMBERSHIP MINISTRY TEAM**

Recruit, train and schedule Sunday Greeters.

Maintain supply of UU literature and UUCP information materials for visitors and newcomers.

Maintain and procure as needed the Guest and Membership Books.

Coordinate with office staff to provide name tags for visitors, members and friends

Maintain the database of members and friends.

Provide user instruction and support to members and friends on use of the member/friends portions of the data base

Publish a membership directory (PDF format) directory annually. Coordinate with Website/Communications team to place it on website for Members/Friends to access. Print and distribute directory for those persons who are otherwise unable to access.

Present membership exploration activities to help visitors and friends to consider becoming members.

Coordinate with Minister and Sunday Services Team and new members to conduct periodic Membership Sundays when new members are recognized as part of the congregation.

Gather materials, assemble and provide each new member an information packet.

Facilitate new members to become involved in congregational life as they are willing and able.

Encourage integration of new members through activities such as coordination with Light newsletter volunteers publishing interview/bio of new members, use of social media and electronic forms of communications.

Assist the Leadership Development Team (formerly Nominating Team) in identifying potential elected leaders and appointed team leaders.



## Membership Team Suggested Procedures

Per our by-laws, there are four (4) categories within membership –

- Member,
- Friend,
- Honorary Lifetime Member and
- Associate Member.

Each is defined (rights/responsibilities) in the By-Laws.

There is an annual reporting requirement to UUA regarding many aspects of congregational life – to include membership data. In order to prepare for that reporting the Membership Team is tasked with reviewing the rolls and updating them as appropriate. This reporting is usually conducted in January of each year.

Accurate reporting affects a number of things to include:

- determination of how many votes our congregation is allowed at GA,
- monthly record maintenance fees (\$\$) paid to Simple Church for each person (adult and children) listed in Simple Church. Our current monthly fee is (approx.) \$50 per month. Erin can provide specifics
- Any prospective minister would want to know about us.

Suggestions on deleting records from SimpleChurch:

When to delete a record from Simple Church (monthly fees are pegged to the number of records on SC). And the folks at SC remind new users to have people on SC who you are keeping track of - some churches take attendance, participation records, child care, CRE records, etc.

I figure for those who have moved away - keep them on until after the tax reporting season is over. Around 1 May delete the Associate Members. Some years, I did have larger donors request a duplicate giving statement for their CPA/Accountant. I've deleted the children of associate members sooner than the parents as there is no activity involve in their record.

For the deceased, I've known of families that have needed time to settle estates, so I've been keeping them on for about a year figuring they would have asked for anything by then. For folks who have a history of significant generosity, I've been downloading a giving record (as a PDF) and saved it in my Membership folders before deleting.

## Membership – Annual Cycle

**Mid-Feb – Mid-March** - Annual Budget Drive/Membership Reaffirmation. This is a two-pronged process – first, pledging and secondly – “do you want to maintain your membership?” Dates for the budget drive are driven by the church’s Annual Meeting date which is determined by the Board.

**Late March – Mid-April** – Follow-up to those who didn’t respond. Some ask to maintain membership, but are unable to pledge. (By-Laws allow for exceptions granted by the Executive Team). Persons who have not pledged are reminded that if they put cash in the basket, to put in an envelope with their name, else their donation cannot be acknowledged/recorded.

**March** – nominate persons to be considered Honorary Lifetime Members. Congregation votes at annual meeting.

**End of August** – new program year, parents re-register for CRE. Coordinate with Sarah to see if missing/non-responding families have contacted her to re-enroll their children.

**End of August – Early September** – letters are sent to those who have not participated within the last year and have not made any contribution of record. They are given a “please respond by date”

**October or November** – names presented to Executive Team/Board for action

- Waive by-laws requirement to financially contribute
- Remove from Membership – those who did not respond to the letter sent in Aug/Sept.
- Inform Board of voluntary changes – no board approval necessary as individual initiated action.
- Inform Board of members who are non-participatory but who do financially contribute (housebound persons)

**December - January** – UUA starts collecting data from congregations. In the past two years, Emma Mulvaney coordinated the collection and submission of data. Membership is but one of several data categories.

And the cycle begins again.

**PERSONNEL**  
**Consulting Ministry Letter of Agreement**

This is an agreement between the Rev. Alice Syltie, hereinafter referred to as the “Consulting Minister,” and the Governing Board of the Unitarian Universalist Church, hereinafter referred to as the “Governing Board.” The purpose of this agreement is to create the conditions under which the Congregation will progress toward the achievement of its key goals:

to engage in a thoughtful and meaningful dialogue to identify its next steps regarding ministry, bringing new perspective and ideas, as well as to re-invigorate and re-energize lay involvement, while also being respectful of the 60-year culture of the church. Help us access the past to enable the congregation to clarify our future path.

**The Consulting Minister agrees:**

1. To serve as consulting minister of the Congregation beginning August 1, 2020 and ending July 31, 2021, and to serve three-quarter time.
2. To observe the service priorities agreed upon jointly with the Governing Board as set forth in the attached memorandum.
3. To adhere to the *Code of Professional Practice* and the *Guidelines* of the Unitarian Universalist Ministers Association.
4. To observe a ministerial schedule which places the Consulting Minister in Pensacola, Florida, for periods of approximately 14 days per month, to include two weekends a month and a total of 20 Sundays per year. Variations may be agreed upon, e.g., to accommodate a holiday service or special observance. The Minister further agrees to be reasonably available for consultation or pastoral care by telephone or e-mail at other times while away from the congregation’s locale.
5. To be available to the congregation while in the congregation’s locale.
6. To be available for extraordinary service with the understanding that either the Governing Board or individual members will provide compensation and expense reimbursement for such additional service.

**The Congregation agrees:**

1. To provide the following compensation, benefits, and professional expenses:
  - A. Salary plus Housing Allowance (S&H), payable bi-weekly on or before the fifteenth and thirtieth days of each month, beginning on August 1, 2020:
    - (1) Salary of \$47,000 per year.
    - (2) The Governing Board will consider the minister's request that a portion of Salary be designated Housing Allowance once the Consulting Minister has ascertained the likely domiciliary costs to be incurred.
  - B. Benefits
    - (1) In lieu of employer's FICA, at 7.65 percent of S&H, payable monthly.
    - (2) Retirement plan contribution made by due date to the Unitarian Universalist Organizations Retirement Plan and/or other appropriate pension plan, of at least 10 percent of total Salary and Housing.
    - (3) Insurance premiums:
      - (a) Medical insurance: 80 percent of premium for the Consulting Minister
      - (b) Disability income insurance for the Consulting Minister, 100 percent of premium,
      - (c) Group term life insurance for 2 times Salary plus Housing
  - C. Professional and out-of-pocket expenses: The sum of \$9,363.00, payable promptly on voucher by the Consulting Minister in accordance with an Accountable Reimbursement Plan developed jointly by the Consulting Minister, President, and Treasurer. In addition to that event (see "The Consulting Minister agrees" #4 above), other expenses for reimbursement include, but are not limited to, travel, automobile mileage, lodging, meals, incidentals, conference registration, entertainment, pulpit gowns, books, periodicals, dues, office equipment such as computers, and other continuing education events. It shall be the practice of the Congregation to reimburse such expenses at the maximum rate allowed by the current IRS guidelines.
2. The total cost to the congregation of salary and housing plus the additional benefits and professional expenses is \$70,518.50. The Governing Board and the Minister may, upon mutual agreement, and before the beginning of a tax or employment year, allocate funds among various categories to provide the minister with an optimum array

of benefits. The congregation is strongly urged to require the minister to participate in pension, health, and long-term disability income insurance plans.

3. To relieve the Consulting Minister of all responsibilities and to permit her absence from the area for a total of three weeks' vacation and three weeks' study leave during the period of service.

4. To provide suitable office space for meetings, work, and counseling, and appropriate office equipment (including telephone service, a computer, printer, and internet access, copier access and similar materials) to serve and communicate with members and friends of the Congregation and on behalf of the Congregation.

5. To form a Committee on Ministry to assist the Congregation and the Consulting Minister in assessing and affirming vibrant ministry.

6. To re-examine this Agreement with the Consulting Minister at least annually in January with specific consideration given to the renewal of the Agreement for an additional year.

7. To cooperate fully with the Consulting Minister in the performance of her duties. The Minister shall have freedom of the pulpit and shall use her time as she deems necessary for the best fulfillment of the Consulting Ministry consistent with the written memorandum of service priorities. The Minister has authority over all worship services whether or not the Minister is involved in planning or leading a given service.

**It is further understood that:**

1. In the event the Consulting Minister shall be incapacitated during the term of this Agreement, the congregation will continue the above payments for 30 days only if the disability occurs in the first two months of the Agreement and for 60 days only if the incapacitating disability occurs thereafter.

2. Except for the departures specifically noted herein, the expectations of the Consulting Minister and the Congregation are those described in Model Letter of Agreement B, Sec. 2 of *Joint Recommendations Concerning Ministerial Agreements*.

3. In the event either party wishes to terminate this Ministry, a minimum of 60 days' notice shall be given, unless a shorter period is mutually agreed by all parties.

This Agreement represents an official offer by the Congregation to the Consulting Minister when her hiring is approved by the Governing Board.

**For the Governing Board:**

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(signature)

**Name and title:**

**Date approved:**

**Consulting Minister:**

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**Date Accepted:**

## **Memorandum of Consulting Minister's Duties**

Congregation and Minister agree that Minister will:

### **Tier 1**

- Have primary responsibility for 20 Sunday services per year including sermon research and writing, preparation of service materials, cooperation with the music committee and Sunday service committee and the involvement of lay members in the services.
- Provide pastoral care, including hospital and home visits as needed in coordination with a Pastoral Care Team.
- Be available for congregant calls or visits.
- Perform rites of passage for members including child dedications, marriage, memorial services, services of union and similar events consistent with contract limitations.
- Attend and/or coordinate with the Sunday Services Team, the Religious Education Team, and Pastoral Care Team, to strengthen, rejuvenate, and increase active engagement of the teams with the church community.
- Engage with Board by participating in meetings (in person or via teleconferencing), and by presenting a monthly Ministerial report.
- Be available by telephone, email, or other electronic means throughout the month at reasonable hours for consultation on congregational business or with members seeking support or counsel.

### **Tier 2**

- Provide newsletter copy for Sunday services, adult education, a Minister's column and special notices.
- Provide special consultation on enabling our congregation to clarify our future path. Meet and coordinate with the Board regarding planning, programs and opportunities.
- Attend and/or coordinate with the Adult Religious Education Team, Music Team, Membership Team, Finance Team and other teams or committees as needed and available, or as recommended by the President or Board.
- Attend regional, UUA, interfaith or other meetings as available.

## **UUCP Office Administrator Job Description**

Approved by Board 4 February 2019

**Position Title:** Office Administrator

**Purpose of Position:**

- (1) To assist in furthering the church's mission by assuming specified administrative, communicative, and clerical functions, allowing the Minister, Board members, and congregation to maximize their potential in the spiritual, congregational, and civic matters of the church.
- (2) To offer a professional presence in the church office for all inquiries into church affairs.

**Terms of Employment:**

Appointment will be for a term of one year, July 1 through June 30, with annual review and opportunity for renewal. Compensation for this position is based on an expectation of a time commitment of 15 hours per week. After twelve months of service, one week paid leave per year is provided, based on the regular 15-hour work week. New hires will serve a probationary period of three months at which time a performance review will take place.

**Responsibilities (Ranked by priority):**

Assume responsibility for the day-to-day operations, communications, and coordination of the general office functions of the church.

- (1) (a) Answer the telephone, check voice mail messages, email messages, and U.S. Mail delivery. Respond to general questions. Distribute messages and refer questions and requests to the Minister, members of the Board, team leaders, or other members of the congregation as appropriate.
- (b) Prepare Order of Service using information provided by lay service leader and/or Minister.
- (c) Prepare weekly email, monthly newsletter, and weekly announcements insert using information provided by members of church leadership.
- (d) Assist in preparation of multimedia Sunday Service presentations by providing hymn lyrics when requested by service leader and/or Minister, forwarding presentations to Sound Room technicians, and referring service leaders needing assistance with presentations to the appropriate volunteer.



- (2) Act as primary point of contact for scheduling events through SimpleChurch calendar.
  
- (3)
  - (a) Assist the Membership Team in updating member data in SimpleChurch and in any print directories that may be maintained at the time; and in communicating with visitors as requested by the Membership Team.
  - (b) Assist members or volunteers with office equipment as needed.
  - (c) Assist with official communications with the UUA as designated by the Board President or Minister.
  - (d) Perform routine checks of the building at arrival and before departure, ensuring all doors are locked; all lights, thermostats, and security alarms are properly set, etc.
  - (e) Communicate regularly with Buildings and Grounds Team leaders regarding building repairs and maintenance.
  - (f) Supervise the regularly scheduled cleaning of the church facilities.
  - (g) Maintain adequate bathroom, kitchen, and cleaning supplies on site and re-order as notified of the need.
  
- (4)
  - (a) Provide clerical support for: The Minister, the President of the Board, and Executive Board members, and other Ministry Team leaders as time allows.
  - (b) Communicate requests for rental of the facilities to the Rental Coordinator and act as point of contact for tenants as needed.

**Accountability:**

If a full-time Minister is employed by the church, the Minister is the Office Manager's supervisor. In the absence of a full-time Minister, the Board will be the supervisor and will typically designate a single person to act as liaison and point of contact. This liaison should be notified of any absence, planned or unplanned, and any problems or needs of the Office Manager.

There will be an annual performance review with the supervisor between May 1 and June 15, focused on goal setting and dialogue about work effectiveness.

**Knowledge, Skills, and Experience Required:**

Two years of post-secondary education or equivalent relevant office experience.

Excellent verbal and written communication skills.

Basic knowledge of Unitarian Universalism and our congregation's organizational structure.

Basic word-processing, database management, and internet-based software skills.  
Ability to type a minimum of 25- 30 wpm with accuracy.  
Ability to use independent judgement and initiative while respecting procedures and accountability.  
Excellent interpersonal skills and collaborative leadership style.  
Ability to set priorities.  
Flexibility in responding to unanticipated demands and re-prioritizing tasks based on changing circumstances.

## Office Administrator Letter of Agreement

15 August 2017

*Via email:*

Dear \_\_\_\_\_:

Per our conversation, the Unitarian Universalist Church of Pensacola is pleased to offer you the position of Part-Time Administrative Assistant. Here are a few details about the position that you will need to know:

1. The position is for fifteen (15) hours a week. Any hours above and beyond fifteen would be by special arrangement with the Minister or member of the Executive Committee only.
2. There is a three-month probationary period, to allow both you and the church to assess the employment arrangement. The pay rate during this probationary period will be \$10.00 (Ten Dollars) per hour.
3. After three months of employment with the church, if both parties evaluate the employment arrangement to be satisfactory, you will become a permanent employee. The pay rate may be adjusted upward to \$10.50 (Ten Dollars and Fifty Cents) per hour.
4. After twelve (12) months of employment, one week (15 hours) of paid vacation will be provided.
5. After 1,000 (One Thousand) hours of employment with the church, you will become eligible for a retirement plan through the UUA with TIAA-CREF. (More details on this plan are available on the UUA website.)

If you have any questions regarding this offer, please do not hesitate to contact me or Rev. Julie. Welcome aboard.

Sincerely,

Erin Renfroe  
Treasurer

**Unitarian Universalist Church of Pensacola  
Cell Phone Stipend Agreement**

Employee Name:

Stipend Start Date: **1 DECEMBER 2018**

|  |                    |                |                  |
|--|--------------------|----------------|------------------|
| Job Title: <b>OFFICE ADMINISTRATOR</b> | <i>Occasional.</i> | <i>Regular</i> | <i>Power Use</i> |
| Monthly Stipend based on usage:        | ___ \$10           | ___ \$30       | ___ up to \$80   |

Cell Phone #: \_\_\_\_\_

Business Purpose: **COMMUNICATION VIA VOICE, TEXT, AND EMAIL WITH MINISTER, GOVERNING BOARD, CONGREGATION MEMBERS, VENDORS AND SUPPLIERS, ETC. FOR CHURCH-RELATED BUSINESS.**

**Policy Summary**

Employees who hold positions that include the need for a cell phone may receive a cell phone stipend to reimburse business-related costs incurred when using their personally-owned cell phones. The stipend will be considered a non-taxable reimbursement of expenses. The level of cash subsidy (stipend) will be determined by a person’s job duties as it relates to cell phone use and access. UUCP will review and set the amounts to be provided for stipends and reimbursement on an annual basis.

**Employee Responsibilities**

Recipients of a cell phone stipend have the following responsibilities:

- Purchase cellular phone service and equipment and assume responsibility for vendor terms and conditions. The employee is responsible for plan choices, service features, and calling areas that meet the requirements of the job and the area of service the stipend is intended to cover (at church, during travel or at home). This includes termination clauses, and paying all charges associated with the cellular service and device.
- Attest to related necessary business use.
- Report any job function changes that eliminate or significantly reduce the business need for a cell phone to your supervisor within 5 business days of this change. Also, if the employee reduces service levels in the wireless contract below the reimbursed amount, the same communication expectations exist.

- Avoid using the cellular phone for work related purposes while operating a motor vehicle, machinery or in other dangerous situations.
- Comply with all Federal and State data maintenance and protection laws (e.g., FERPA, record retention requirements, etc.), as well as all UUCP policies, including those pertaining to data security, acceptable computing use, and email.
- Delete all UUCP data from the cell phone when employment with the Church is severed, except when required to maintain the data in compliance with applicable law.

### **Employee Certification**

By signing below, I certify that I have read, understand, and agree to the Cell Phone Stipend Policy and my responsibilities under the policy.

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*Employee Signature*

*Date:*

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*Governing Board Signature and Title*

*Date:*

**Unitarian Universalist Church of Pensacola  
Laptop Use Agreement**

**Guidelines for Use**

1. The laptop remains the property of the Unitarian Universalist Church of Pensacola (“UUCP”). The laptop may be taken to Employee’s home for short periods of time to enable non-office work hours when needed and to prevent disruption of work during emergencies or illness.
2. The laptop is covered under UUCP insurance; however, the employee must take reasonable care to avoid damage or loss. All peripherals and accessories are to be stored safely.
3. All usage of laptop software and internet browser must be work-related and of a nature appropriate to UUCP values.
4. An access password must be in effect at all times to protect the private information of congregation members accessible through the laptop.
5. All technical issues with the laptop should be immediately reported to employee’s supervisor or an IT volunteer.
6. The laptop is for the employee’s usage only and must not be used by a third party.

**Laptop Use Agreement**

I wish to apply for, and confirm that I am willing to accept the responsibility for a laptop belonging to UUCP.

I confirm that I have read, understood and agree to the attached ‘Terms and Conditions of Use’ and am willing to take responsibility for the laptop subject to these ‘Terms and Conditions of Use’ and such other policies as are determined by UUCP.

By signing this Laptop Use Agreement, I agree to the following terms and conditions of use and accept delivery of the laptop.

Laptop make and Serial Number: \_\_\_\_\_

Employee name (please print): \_\_\_\_\_

Employee signature: \_\_\_\_\_

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

### Terms and Conditions of Use

- 1.1. I agree that the laptop at all times remains the property of UUCP and that the Laptop is provided for my use to minimize work disruption during emergencies or illness of employee.
- 1.2. I may use the laptop off-premises for short periods of time as needed.
- 1.3. I undertake to keep the laptop in good working order and to notify UUCP of any defect or malfunction of the laptop while in my care.
- 1.4. I will use the laptop lawfully and in accordance with UUCP values and any published policies, which may change from time to time, regarding the ethical use of technology, use of legal software, use of the Internet and the protection of personal data.
- 1.6. I will not sell, assign, transfer or otherwise dispose of the laptop.
- 1.7. If my employment status changes with UUCP, or if I breach any of these terms or conditions, UUCP may revoke this arrangement by giving me written notice.
- 1.8. I will return the laptop to the church in good working order upon the termination of my employment with UUCP.
- 1.9. I will take due care of the laptop at all times, including
  1. Not leaving the laptop unattended in a public place.
  2. Not leaving the laptop in plain view in an unattended or unsecured vehicle.
  3. Not allowing the laptop to be accessed by any other person (unless authorized by UUCP through my supervisor).

4. Not allowing the laptop to be interfered with, tampered with or altered by a third party.
5. Ensuring due care is taken in the handling, transporting and usage of the laptop.

1.10. I will not remove, conceal or alter any laptop markings, tags or plates or engrave or mark the laptop in any way that will reduce the value of the laptop.

1.11. If the laptop is lost, stolen or damaged I will advise UUCP and the Police as soon as possible.

1.12. I will not allow my network user account and password to be used by anyone other than myself, unless such use is authorized by my supervisor.

1.13. I understand that due to current software licensing arrangements covering home use, the laptop cannot be used by me for any commercial purpose.



## **Agreement for Rental Coordination Services**

This is an agreement between Lisa Hudson, hereinafter referred to as “Rental Services Coordinator,” and the Governing Board of the Unitarian Universalist Church of Pensacola, hereinafter referred to as the “Governing Board.” The purpose of this agreement is to create the conditions under which the Rental Coordinator will provide services to the Congregation of UUCP. This agreement is effective the \_\_ day of \_\_\_\_, 2018.

The Rental Coordinator agrees:

- (1) To serve as the coordinator for all rentals of space, interior and exterior, in the Unitarian Universalist Church on an as-needed basis.
  
- (2) To provide the following services to the Governing Board:
  - a. Communicate with tenants and potential tenants regarding their needs for space in the church;
  - b. Facilitate all agreements between tenants and UUCP, including the completion and signing of all forms, and communicate dates, times, and space rented to the UUCP Office Manager for inclusion on the Church calendar.
  - c. Ensure all monies owed for space rental, deposits, and any other fees owed to UUCP are collected and forward same to Treasurer for deposit.

The Governing Board agrees:

- (1) To provide a commission of 25% (Twenty-Five Percent) of all rental proceeds to Rental Coordinator as compensation for providing the services agreed to above.
  
- (2) To provide support and assistance to the Rental Coordinator as needed, particularly office assistance in checking conflicts and calendaring private rental events; regular, scheduled custodial, maintenance, and lawncare services to keep church premises in good condition to provide a desirable space to tenants and to show to prospective tenants.
  
- (3) To allow Rental Coordinator to advertise Church’s availability for rental in appropriate venues, provided such advertisement is free of charge and is in keeping with the Church’s mission and desired image in the community.

Advertising under any other circumstances must be approved by the Board before engagement.

It is further understood that:

- (1) This is an agreement for services and does not constitute an employment relationship between the parties.
- (2) This Agreement will continue until terminated by either party, for any reason, with or without notice.
- (3) This Agreement will be reviewed with the Board on an annual basis.
- (4) The terms of this Agreement may be renegotiated at any time, with the understanding that the fully executed Agreement with the most recent date is the one in effect.

For the Governing Board:

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(Signature)

Date Approved by the Governing Board:

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Rental Coordinator:

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(Signature)

## Custodian Letter of Agreement

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

Name of Service Provider: \_\_\_\_\_

The Governing Board of UUCP would like to engage you for provision of custodial services under the following terms:

- About three hours of custodial services will be provided to UUCP each week at a rate of \$55 per service, payable upon completion of services each week. Additional compensation in the form of free advertising in *The Light* for your or a family member's business may be included at UUCP's discretion.
- You are providing custodial services on a vendor/independent contractor basis; there is no employment relationship with UUCP and UUCP will not withhold payroll taxes. There is no accrual of benefits. A Form 1099 will be issued to you at the end of the year for tax reporting purposes.
- Your direct point of contact with the Board will be Terra Shute, Office Manager, who will approve completion of work. If, because of emergency or sickness, you are unable to provide services as agreed, please contact Terra at the above number.
- From time to time, the church hosts special events and the organizers may request your services outside the agreed-upon weekly service. These requests are independent of the weekly service for the church; your compensation should be negotiated with the event organizers; and you are free to accept or decline these requests according to your schedule and inclination.
- A background check will be initiated upon your authorization. Adverse results from this background check may be cause to terminate this agreement.
- This agreement continues indefinitely as long as both parties are satisfied. It may be terminated at any time, for any reason, by either you or UUCP.

\_\_\_\_\_ on behalf of the Governing Board

Agreed to by: \_\_\_\_\_

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



**Unitarian Universalist Church of Pensacola  
Vendor Information Form**

Contact Information

Full Name: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_  
Street Address Apt.

\_\_\_\_\_  
City State ZIP Code

Home Phone: \_\_\_\_\_ Alternate  
Phone: \_\_\_\_\_

Email \_\_\_\_\_

SSN/EIN: \_\_\_\_\_

For Vendors Working Onsite: Emergency Contact Information

Full Name: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_  
Street Address Apt

\_\_\_\_\_  
City State ZIP Code

Primary Phone: \_\_\_\_\_ Alternate  
Phone: \_\_\_\_\_

Relationship: \_\_\_\_\_

Signature: \_\_\_\_\_

**NOTICE – BACKGROUND INVESTIGATION**

In connection with your provision of services to the Unitarian Universalist Church of Pensacola, (UUCP), notice is hereby given that a consumer report and/or investigative consumer report may be obtained from a consumer reporting agency. These reports may contain information about your character, general reputation, personal characteristics and mode of living, whichever are applicable. They may contain information about you relating to your criminal history, credit history, driving and/or motor vehicle records, education or employment history, or other background checks.

You have the right, upon written request made within a reasonable time after the receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report prepared by contacting the Company and Protect My Ministry 14499 N. Dale Mabry Hwy., Suite 201 South, Tampa, FL 33618; Phone: 1-800-319-5581. For information about Protect My Ministry’s privacy practices, see [www.protectmyministry.com](http://www.protectmyministry.com). The scope of this notice and below authorization is not limited to the present and, if your services are engaged by UUCP, will continue throughout the course of your relationship with UUCP and allow UUCP to conduct future screenings as permitted by law and unless revoked by you in writing.

**ACKNOWLEDGEMENT AND AUTHORIZATION**

I hereby authorize the obtaining of consumer reports and/or investigative consumer reports by UUCP at any time after receipt of this authorization and throughout the course of my relationship with UUCP, if applicable.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Full Legal Name: \_\_\_\_\_

SSN: \_\_\_\_\_ Birthdate: \_\_\_\_\_

Current Address: \_\_\_\_\_

Current email: \_\_\_\_\_

IDENTIFYING INFORMATION WILL BE REDACTED AFTER BACKGROUND CHECK

## SAFER CONGREGATION MINISTRY TEAM

### Vision:

*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.).*

### Action:

- Create a Culture of Safety
- Advise Governing Board of safety and security issues and recommend solutions
- Provide building and grounds security
- Minimize hazards in the building
- Prepare for natural disasters
- Prevent violence
- Develop emergency procedures
- Develop Safety Manual

To: UUCP Governing Board

From: Safer Congregation Team

Date: May 12, 2021

Subject: Recongregation Plan Update Recommendations

Consistent with recent CDC COVID-19 recommendations, the Safer Congregation Team submits the following upgrade changes to the Outdoor and Indoor Gathering Guidelines to the Governing Board for adoption.

### Outdoor Gatherings

Per CDC guidance, fully vaccinated individuals do not need to wear face masks in outdoor settings unless the setting is “crowded.”

- UUCP will maintain outdoor seating separations for outdoor gatherings to keep them “uncrowded,” therefore face masks will not be required for those who are fully vaccinated. They are optional depending on individual comfort level.
- Mask wearing is recommended for unvaccinated attendees.
- Fully vaccinated choir members may sing without face masks but should remain safely distanced from unvaccinated (masked) members of the congregation.
- Unvaccinated choir members must wear face masks to sing.
- Food and beverage service, including coffee, may resume.

### Indoor Gatherings

- Choir may practice in the sanctuary without wearing masks if fully vaccinated. No need to social distance if everyone is vaccinated. Unvaccinated members must wear face masks.

## COVID-19 SCREEN

### High Risk Exposure History

- Within the past 14 days, have you or anyone in your household tested positive for COVID-19?
- Are you awaiting the result of a COVID-19 test due to symptoms or known exposure from an infected person?
- Within the past 14 days, have you been within 6 feet of a lab-confirmed COVID-19 infected person for at least 15 minutes without the appropriate PPE (e.g., masks, gloves)?

### High Risk Symptoms

Do you have, or have you developed any of the following new symptoms within the past 14 days that cannot be attributed to a chronic health condition?

- Fever (temp over 100.3 degrees F)
- Chills
- Cough
- Sore Throat
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or Body Aches
- Congestion or runny nose
- Headache
- Loss of smell or taste, or a change in taste
- Nausea, vomiting or diarrhea

*A "yes" response to any of the above prevents entry into the church facility. Please seek medical guidance regarding COVID-19 testing if not already done.*



## Small Group Activities Guidelines for Preliminary Phase of Recongregation

### Attendance Restrictions:

- Match the size of the group to the space available allowing 6 FEET APART
- *Everyone gets screened* (see next page)
- Activity leaders must take charge of all COVID precautions from screening to cleaning

### Facilities Use

- Proper ventilation – turn on the A/C (just make sure to turn it off before you leave)
- Close the doors to unused rooms.
- Stay in the area designated for your activity (and restrooms).

### Prevent the spread!

- 6 feet of distance between each person
- Masks – Indoors always, outdoors when less than 6 feet apart
- Wash and/or sanitize your hands

### Cleaning up

- Clean restrooms and any surfaces used during the activity.
- Cleaning supplies and disposable gloves are in the utility closet
- Dispose of all your trash and take it out to the outside garbage can.

### How to go to the bathroom

- Masks always
- One at a time (unless you're in the same household)
- Wait your turn out in the hall, 6 feet apart
- Wait a few minutes to go in after the previous person leaves
- Close the toilet lid before flushing
- Wash and dry your hands before leaving the restroom
- Concentrate on the task at hand – get in and get out.

### How to Schedule your Activity

- Make a request to the Safer Congregation Team leader or designee
- If you need an exception to these guidelines, get them approved in advance
- Make sure you're on the church calendar
- There will be a 3-day (72-hour) spacing between activities in the church to reduce surface contact transmission.

## **SOCIAL JUSTICE MINISTRY TEAM**

Adopted 15 OCT 2002

The Social Justice Ministry Team is a Shared Ministry Team as provided under Article VII, Section 2.1 of the UUCP Bylaws.

### **Purpose:**

The Social Justice Ministry Team coordinates the church's involvement in community service projects, community outreach, and community education programs on issues of social justice. It will also serve as the congregation's liaison to the Unitarian Universalist Service Committee (UUSC).

### **Members:**

The newly-elected President will appoint the Team Lead each year in June. The Team Lead must be a current Member of UUCP. The Team Lead may be requested to attend meetings of the Board in order to present information and make recommendations.

The Team Lead will recruit members of the Team from among the Members and Friends of UUCP and will provide a list of Team members to the Minister, Board liaison, and President. The Minister, Board liaison, and President are non-voting members of this Team.

### **Meetings:**

Meetings will be scheduled, held at least quarterly, and announced to the congregation in advance. Minutes of Team meetings will be provided to Team members, Minister, President, and the Board liaison. Team meetings are open to all Members and Friends, but only Team members may vote.

### **Responsibilities:**

The responsibilities of the Social Justice Ministry Team include:

1. Encourage and celebrate on a regular basis individual members involved in social justice.
2. Work with the CRE Ministry Team to provide service opportunities to the children and youth of the congregation.
3. Sponsor one or two targeted projects which have strong congregational endorsement. Publicize and encourage inter-generational participation in these projects.

4. Channel correspondence from the UUSC to the congregation and appropriate ministry teams.
5. In cooperation with the Sunday Services and Adult Religious Education Ministry Teams, inform and education the congregation about issues of social concern and opportunities for community service.

Responsibilities common to all ministry teams include:

1. Develop and recommend related policies for adoption by the Board.
2. Communicate openly with the Board liaison regarding team activities and needs.
3. Submit vouchers for payment of team expenditures to the Treasurer.
4. Maintain appropriate records of expenditures and actions.
5. Create and maintain a Tasks and Procedures entry in the UUCP Policies and Procedures Handbook to facilitate orderly transitions from year to year.
6. Provide information about events to the Communications and Publicity Ministry Team, which will help publicize the event.
7. In June, prepare and submit to the Board a written report. This report should summarize team accomplishments and activity, financial records, and suggestions for the incoming committee chairperson.
8. Develop budget requests as required for the church year and/or as required by the Board.
9. Develop and implement processes that continuously improve church operations, health, and finances.

## **SUNDAY SERVICES MINISTRY TEAM**

Adopted 15 OCT 2002

The Sunday Services Ministry Team is a Shared Ministry Team as provided under Article VII, Section 2.1 of the UUCP Bylaws.

### **Purpose:**

The Sunday Services Ministry Team is responsible the planning and presentation of Sunday services when the Minister is not in the pulpit and will work closely with the Minister throughout the church year. This ministry team will work to provide programs that are intellectually stimulating and rigorous, spiritually uplifting, personally applicable, and socially enlightening.

### **Members:**

The newly-elected President will appoint the Team Lead each year in June. The Team Lead must be a current Member of UUCP. The Team Lead may be requested to attend meetings of the Board in order to present information and make recommendations.

The Team Lead will recruit members of the Team from among the Members and Friends of UUCP and will provide a list of Team members to the Minister, Board liaison, and President. The Minister, Board liaison, and President are non-voting members of this Team.

### **Meetings:**

Meetings will be scheduled, held at least quarterly, and announced to the congregation in advance. Minutes of Team meetings will be provided to Team members, Minister, President, and the Board liaison. Team meetings are open to all Members and Friends, but only Team members may vote.

### **Responsibilities:**

The responsibilities of the Sunday Services Ministry Team include:

1. Solicit creative ideas and suggestions for services from the congregation.
2. Plan and present Sunday services when the Minister is not in the pulpit.
3. Provide any support requested by the Minister in the planning and presentation of his or her services.
4. In cooperation with the Building and Grounds Ministry Team, create an aesthetically pleasing and spiritually satisfying environment for religious services.

5. In cooperation with the Music subcommittee, provide a strong and varied music program, including both instrumental and choral performance.
6. Provide refreshments after services.
7. Prepare the Order of Service for all except the Minister's services.
8. Prepare an attractive and informative cover for the Order of Service which gives general information about Unitarian Universalism and UUCP.
9. Present inter-generational services frequently through the year and incorporate children and youth in all services, as appropriate.
10. Provide congregational response ("talk back") sessions as appropriate.
11. Recruit and train service leaders.

Responsibilities common to all ministry teams include:

1. Develop and recommend related policies for adoption by the Board.
2. Communicate openly with the Board liaison regarding team activities and needs.
3. Submit vouchers for payment of team expenditures to the Treasurer.
4. Maintain appropriate records of expenditures and actions.
5. Create and maintain a Tasks and Procedures entry in the UUCP Policies and Procedures Handbook to facilitate orderly transitions from year to year.
6. Provide information about events to the Communications and Publicity Ministry Team, which will help publicize the event.
7. In June, prepare and submit to the Board a written report. This report should summarize team accomplishments and activity, financial records, and suggestions for the incoming committee chairperson.
8. Develop budget requests as required for the church year and/or as required by the Board.
9. Develop and implement processes that continuously improve church operations, health, and finances.

## **MUSIC**

Adopted 17 OCT 1999, rev. July 2000

**Preamble:** As we, the members of the Unitarian Universalist Church of Pensacola, mature as a congregation, we recognize and value the essence and importance of the music program to the congregation and to visitors. Therefore, it becomes incumbent upon choir members, musicians, and members of the church music committee to ensure that the music presented in the church be of professional quality. We hereby covenant and endeavor to make it so.

### **Music Committee Chair:**

Appointing Authority: The Board President, with the advice and consent of the Governing Board.

Duties of the Music Committee Chair:

1. Provide leadership in overseeing the church music program.
2. Provide assistance to the Choir Director in providing appropriate music.
3. Coordinate with and support the Choir Director in planning and evaluating the music program.
4. Ensure that a pianist and/or musician is provided for supporting the total music program.
5. Work and coordinate with the Minister, Board President, and Sunday Services Ministry Team Lead on matters pertaining to the music program.
6. Arrange to have the pianos tuned.
7. Oversee the music budget and ensure that payment is made for music-related expenses.

### **Choir Director:**

Appointing Authority: Appointing Authority: The Board President, with the advice and consent of the Governing Board.

Duties of the Choir Director:

1. Ensure that suitable music is provided and delivered for Sunday Services and at other appropriate times and occasions.
2. In coordination with the Music Committee Chair and the musicians, plan and deliver the music program of the church.

3. Encourage and support congregational singing of hymns and other appropriate songs.
4. Assist and support the Music Committee Chair in evaluating the music program.
5. Notify the Music Committee Chair in cases of emergency or when the Choir Directory must miss worship services or scheduled rehearsals in time for a fill-in director to be obtained.
6. Recruit choir members.
7. Direct the choir and instruct choir members in part singing, enunciation, and other aspects of development and improvement of the quality of choral singing.
8. Conduct choir practices and special choir rehearsals.
9. Provide music for special choral selections to Musicians and to choir members.

### **Music Committee Members:**

Appointing Authority: The Music Committee Chair, with the advice and consent of the Board President and the Sunday Services Ministry Team Lead.

Duties of the Music Committee Members:

1. Provide assistance and advice to the Music Committee Chair, as needed in carrying out her or his duties as Music Committee Chair.
2. Serve as consultants to represent the musical requirements and needs of the congregation.
3. Provide feedback regarding improvements that are needed in the church music program.
4. Participate in developing overall policy regarding the conduct and shape of the church music program (does not involve the technical aspects of music, which is the domain of the Musicians and Choir Director.)

### **Musicians (Pianists and other Instrumentalists):**

Appointing Authority: The Music Committee, in consultation with the Choir Director, Personnel Committee, and the Minister.

Duties of Musicians:

1. Serve as a contractor to the church for playing on a regular basis on Sunday mornings, including church services and choir practice. Also plays at monthly or special choir practices such as at choir parties. Schedule will be developed at least one month in advance by the Music Committee Chair in consultation with the Sunday Services Ministry Team Lead.

2. At each service the Musician will be prepared to play, as needed: a prelude, hymn, choir music, meditation, offertory, and postlude (in consultation with the Sunday Services Ministry Team Lead and/or the Minister, with the Service Leader having final discretion regarding musical selections).
3. In case of emergency, planned absences, or occasions when the Musician must miss Sunday services, obtain a fill-in or substitute musician for such absences.
4. Coordinate music selections through the individual celebrant or Choir Director. The pianist or other instrumentalist contacts the Choir Director and/or the celebrant directly to determine the hymns and choir pieces for each service. The Musician uses his or her own judgment as to additional music for the service but endeavors to suit this music to the particular topic of the day. It is understood that the Musician is a professional with an understanding of suitable church music.
5. Obtain a voucher from the Music Committee Chair and submit it to the church Treasurer each month for payment of services rendered.
6. Perform for an agreed upon salary which is stated in the Letter of Agreement as specified at the end of this document.
7. The Musician will be available for rehearsal of regular worship service music and for special music programs; i.e., plays at non-Sunday rehearsals, for a fee, generally once a month; arrives 45 minutes before every service for a rehearsal unless notified otherwise.
8. Notify the Music Committee Chair as soon as possible in cases of emergency. For non-emergency changes in schedule, the Music Committee Chair shall be notified one month in advance.

Compensation: The Musician (Pianist or other Instrumentalist) shall be paid \$40.00 for each Sunday service or special service, including pre-service choir rehearsal. Additionally, the Musician shall be paid \$20.00 for each special choir practice session.



**Unitarian Universalist Church of Pensacola**  
**Position Description: Church Musician**  
Approved by the Board 20 JUL 2004

**Purpose of Position:** To work in close cooperation with the Minister, the Sunday Services Ministry Team, and/or service leaders to provide music for all Sunday morning and other church-related services, and ensure a well-rounded music program that compliments the spirit and mission of UUCP through musical expression and provides opportunities for congregants to share their musical gifts with others within UUCP.

**Terms of Employment:** Appointment will be for one year, July 1 through June 30, with opportunity for renewal. Compensation for this position is based on the expectation of a time commitment of about 20 hours per month. After six months of service, one month paid leave per year is provided, based on the regular work month.

**Responsibilities:**

- Coordinate plans for performance as directed by the Minister or service leader. When requested, assist the Minister, service leader, and/or guest speaker in choosing appropriate music for services. Strive to ensure a variety of music in keeping with the themes of services.
- Prepare music for hymns, prelude, postlude, and/or special music, as service requires.
- Arrive at least 45 minutes prior to beginning of service to prepare instrument(s) and other equipment, attend check-in, and review final plans for service.
- Perform selected music.
- After the service, close and cover piano and secure other musical instruments as needed.
- Recruit musical talent from within and outside the congregation to perform at services and other church-related functions.
- Oversee the maintenance of all musical instruments and equipment.
- Service as ex officio (non-voting) member of the Sunday Services Ministry Team and participate in regular evaluations of service effectiveness.
- Notify a member of the supervising team prior to any absence and make arrangements for a substitute if needed.

**Accountability:** The Minister and Sunday Services Ministry Team Lead supervise. There will be an annual performance review between May 1 and June 15, focusing

on goal-setting and dialogue about program effectiveness, with a team consisting of the Sunday Services Team Lead, the Board liaison to the Sunday Services Team, and the Personnel Team Lead or designee. Members of this team will be available to discuss any performance or other issues.

**Knowledge, Skills, and Experience Required:**

- Training and experience as a musician
- Enthusiasm and good spirit for music programs
- Excellent interpersonal skills
- Knowledge of or willingness to learn UU Principles and sensitivity to the diverse viewpoints of UU congregations
- Knowledge of musical instruments and the requirements for their maintenance and care