

CENTRAL UNITARIAN CHURCH

156 Forest Avenue
Paramus, NJ 07652

Policy, Procedure and Operations Manual

Foreword

This manual is prepared by the Board of Trustees of the Church to provide guidance to its officers, members and committees. It embodies the policies, procedures and operations in effect at the time of its writing and is subject to change by majority vote of the Board of Trustees, within the limitations prescribed by the Constitution of the Central Unitarian Church. In the event there is a conflict between the Constitution and this Procedures Manual, the Constitution provision will govern.

This manual is organized into the following Sections:

- A. General Policies approved by the Board of Trustees which are based on and within the provisions of the Constitution.
- B. Responsibilities of Committees within the Church. This section defines the Committees responsibilities and the limitations within which they are expected to function without additional Board approval.
- C. Operating Procedures established by committees for their own governance and guidance. They are included in the manual as a matter of record for reference by the whole membership.
- D. Appendix
 - 1. Job Descriptions for all CUC staff and employees, usually prepared by the Personnel committee and approved by the Board of Trustees. They supplement the general Personnel policies applicable to all staff and employees and define benefits, duties and limits of authority.
 - 2. A list of documents that would not exist w/o CUC but are not under the direct control of the board
 - 3. A list of officers of the board and the names of the current representatives in that position.
 - 4. A list of Committees and their Chairs
 - 5. Other relevant documents

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Revision History

Revision	Changes	Date
Rev 03-20	<ul style="list-style-type: none"> Revisions based on board review --- Board approved Section A 	6/27/2006
Rev 03-19	<ul style="list-style-type: none"> Revisions based on board review 	
Rev 03-18	<ul style="list-style-type: none"> Updated with some clean up Deleted Pledge Reporter 	1/17/2006
Rev 03-16	<ul style="list-style-type: none"> Changed the revision scheme to have a major and minor number 	1/9/2006
Rev 16	<ul style="list-style-type: none"> Added approved Executive Committee definition Added committee appointment criteria Deleted existing definition of Church Counsel replaced with new language approved by board. 	6/8/2005
Rev 15	<ul style="list-style-type: none"> Changed file name and title information Updated page numbers to match section – number format Added blank Stewardship, Membership, RE and Finance charters Moved instructions for Voucher and Affiliated organizations to section C 	3/26/05
Rev 14	<ul style="list-style-type: none"> Added Committees and Chairs to the Appendix 	3/23/05
Rev 13	<ul style="list-style-type: none"> Created an Appendix, moved section D into the appendix and added other items to the appendix Changed the numbering Moved Financial, Advisory and Ministerial relations committee to section B Incorporated formatting changes agreed to by policy manual subcommittee 	3/19/05
Rev 12	<ul style="list-style-type: none"> Added Draft to the background 	9/27/04
Rev 11	<ul style="list-style-type: none"> Decided to restore the page numbering and section numbering to sequential 	6/26/04
Rev 10	<ul style="list-style-type: none"> Cleaned up more of section A1 	6/19/04
Rev 9	<ul style="list-style-type: none"> Divided the document into 4 distinct sections – This revision History is now only for Section A 	6/10/04
Rev 8	<ul style="list-style-type: none"> Updated all the officers job descriptions. 	3/5/04
Rev 7	<ul style="list-style-type: none"> Added Bookkeeper job description Changed the chapter numbering and page numbering format and removed Appendix Numbering Changed the foreword to include job descriptions. Added Advisory Committee Charter Added Ministerial Relations Committee Charter Added Grants Committee Charter Inserted Pledge Follow Up Procedure to the Fiscal Policies section Note: cross-references in red are left over from the original, are incorrect and need to be corrected. Inserted Collection Plate Policy into the Fiscal Policy Section, added a cross reference in the Bookkeeper Job description Added Endowment Trust Fund 	10/17/03
Rev 6	<p>Except for the chapters noted below which were left empty with the intent that they would probably be deleted, this makes this document pretty much equivalent to the 1993 version.</p> <p>Added Section Titles</p>	10/05/03

Central Unitarian Church - Policy, Procedure and Operations Manual
Revision 03-20 – 08/23/2010

	<p>Added Appendices and numbering scheme allowing titles and appendices</p> <p>Added Affiliated Organizations, and Instructions for uses of Vouchers chapters</p> <p>Added, Art Exhibition Committee (Gallery), Coffee Committee, Public Relations Committee, Social Responsibility Committee, Sunday Services Committee</p> <p>Added only the title for (with the intent that the section would be deleted) Library, Book Store, Twigs</p> <p>Added job descriptions for Religious Education Coordinator, Youth Coordinator, Duties of the Secretary – to be deleted, Assistant Secretary – To be deleted</p>	
Rev 5	<p>Updated Manual to new format</p> <p>Consolidated existing information</p>	09/2003
Rev 1-4	Original historical versions	<p>06/22/71</p> <p>10/25/71</p> <p>07/31/72</p> <p>05/17/93</p>

A. GENERAL POLICIES

[Section A approved by the Board of Trustees 6/27/2006]

General Policies approved by the Board of Trustees which are based on and within the provisions of the Constitution.

A.1 Board of Trustees and Officers

A.1.1 General

Procedures for nomination and election and general responsibilities of the Board of Trustees and elected officers (President, Vice-President, Secretary, Treasurer and Controller) are contained in Article V of the Constitution.

A.1.2 Meetings of the Board

Regular meetings of the Board of Trustees will be held on the fourth Tuesday evening of each month at 7:30 p.m. at the Church. For special meetings six days' prior notice will be given, except under emergency conditions.

A.1.3 Call for Meetings

A call for any meeting will include a proposed agenda and all available information on each agenda item so that members can be adequately prepared to participate. A call for the meeting may be made by the President, by a majority of the Trustees, or by the other members of the Executive Committee.

A.1.4 Quorum

As defined in the constitution Article V section B(3) "Five trustees and one Board member officer shall constitute a quorum of the Board".

A.1.5 Voting

Routine matters may be voted by a majority of those present and voting. The presiding officer will vote only to break a tie. Major matters require a majority of the actual membership of the Board. For such votes written, emailed or telephone proxy votes will be acceptable. Any member has the right to declare an item a "major matter" prior to the call for a vote.

A.1.6 Sub-committees

The President, with the concurrence of the Board, may appoint sub-committees of the Board to handle routine matters within the policies established and recorded in this manual or to study proposals before the Board and to prepare recommendations for action of the Board. All matters requiring gathering of significant information and other time consuming activities should be assigned to sub-committees, unless they are of such over-riding importance that they require the participation of the whole Board, even prior to the final discussion and decision on a sub-committee's recommendation.

A.1.6.1 Responsibilities of Sub-Committees

The charge to each sub-committee must clearly state its composition and chairperson, what it is to accomplish, within what guidelines or limits, and when it is expected to complete the task.

A.1.6.2 Executive Committee

The Executive Committee is a standing sub-committee of the Board of Trustees, the members of which are the congregation's President, Vice President, Secretary, and Controller. The Minister's participation in the Executive Committee is expected, and the minister's role shall be advisory, as it is with the full Board of Trustees. The Executive Committee acts for the Board between Board meetings on matters which the President deems to require action before the next scheduled Board Meeting. All actions taken by the Executive Committee must be reported to and, where necessary, approved by the Board at its next meeting. [Approved 5/24/2005]

A.1.7 Responsibilities of the President

As described in Article V section C of the Constitution, the President is the Chief Executive Officer of the Society and is responsible for all operating decisions within the policies set by the Board of Trustees and Congregational Meetings.

Note: In the event there is a conflict between the Constitution and this Procedures Manual, the Constitution provision will govern.

More specifically, the President is elected by the Society membership to serve as its Chief Representative in conducting the business of the Church, in supervising the general operation of the Church, and in overseeing the total interests and welfare of the Society. In that capacity he/she will:

- A.1.7.1 Act as chief executive officer of the Church and be responsible for all operating decisions within the policies set by the Board and act in the name of the Church and the Board in emergency situations.
- A.1.7.2 Call and preside over the Annual Meeting, other special Congregational Meetings, monthly and special Board Meetings and other Board functions.
- A.1.7.3 Assume all the duties of a Trustee except voting (other than to break a tie vote).
- A.1.7.4 In collaboration with the Minister, respond to pastoral emergencies and other arising needs.
- A.1.7.5 Speak for and represent the congregation at Church, UUA District, other denominational and miscellaneous events subject to the limits set forth in Article XI A of the Constitution.
- A.1.7.6 Meet frequently with the Minister and members of the Board and, as needed, with Church staff on Church issues.
- A.1.7.7 Sign/execute, as required, official Church-related documents.
- A.1.7.8 Direct the Secretary to call regular and special meetings of the Society Membership, in accordance with Article VI of the Constitution, and preside at such meetings.
- A.1.7.9 Determine that a quorum (see section A.1.4) is present when official business is transacted and assure that minutes are taken.

- A.1.7.10 Appoint, with the approval of the Board of Trustees, members of such ad hoc committees as he/she may deem appropriate. He/she is responsible for the proper performance of such committees.
- A.1.7.11 Review and oversee all expenditures detailed in the budget for the fiscal year (see Article IX of the Constitution).
- A.1.7.12 Be constantly alert to all matters pertaining to the total welfare of the Church and the interests of the members of the Society. He/she should review and attempt to resolve all problems with the Minister, the relevant Committee Leaders, Officers, Trustees and Society members, as may be appropriate.

A.1.8 Responsibilities of the Vice-President

See Constitution Article V Section D. Note: In the event there is a conflict between the Constitution and this Procedures Manual, the Constitution provision will govern.

- A.1.8.1 Assume the President's duties in the President's absence or inability to perform such duties and as required by Article V section D of the Constitution.
- A.1.8.2 Preside over any related special all-committee chair meetings.
- A.1.8.3 Assist the President in the preparation of meeting agendas and other Church business as requested.
- A.1.8.4 Participate as a member of the Board of Trustees and its Executive Committee.

A.1.9 Responsibilities of the Secretary

See Constitution Article V Section E. Note: In the event there is a conflict between the Constitution and this Procedures Manual, the Constitution provision will govern.

- A.1.9.1 Call for, attend, and cause to be recorded and issued minutes of the Annual Meeting, other special Congregational Meetings and all Board Meetings.
- A.1.9.2 Help the President organize agendas for Congregational and Board meetings from information and reports supplied by Church officers and Trustees.
- A.1.9.3 At the direction of the President or the Board of Trustees, send out notices of meetings of the Society.
- A.1.9.4 Be responsible for the taking and distribution of minutes of regular and special meetings of the Board of Trustees and of the Congregation as soon as possible after such meetings. Deliver approved minutes to the office to be kept archived for 1 year and then retired to archive file.
- A.1.9.5 Handle the official correspondence of the Society, as directed by the Board of Trustees.
- A.1.9.6 Be responsible for ensuring that the Policy manual is current.
 - A.1.9.6.1 Cause the Policy Manual to be updated with changes as directed by the Board of Trustees prior to the next regular board meeting
 - A.1.9.6.2 Cause the regular update of the appendix prior to next board meeting.

A.1.10 Responsibilities of the Controller

See Constitution Article V Section G. Note: In the event there is a conflict between the Constitution and this Procedures Manual, the Constitution provision will govern.

A.1.10.1 The Controller reviews the Controller Reports with the Treasurer to identify errors needing correction, to evaluate such Reports, to identify actual to budget differentials, to report results and trends to the Finance Committee and Board, and to make recommendations for improvements in financial systems for audit purposes. The Controller also advises the Board when expenses are exceeding or are likely to exceed the budget allocation for the applicable line item.

A.1.10.2 The Controller attends Finance Committee and Board meetings to present the Controller Reports.

A.1.11 Responsibilities of the Treasurer

See Constitution Article V Section F. Note: In the event there is a conflict between the Constitution and this Procedures Manual, the Constitution provision will govern.

A.1.11.1 The Treasurer is responsible for Church receipts including cash and checks from all sources, particularly those funds received at the offertory on Sunday mornings, but also those from rental programs and scheduled special Church events.

A.1.11.2 Endorse checks and deposit all receipts in Church Checking Account(s) on following business day, if possible.

A.1.11.3 Deposit/move money to the Church's money market accounts when appropriate.

A.1.11.4 Provide financial reports to the President, Controller, Finance Committee Chair, and others having responsibilities related to such reports.

A.1.11.5 Record Church receipts by inputting data into computer programs so that the information is included in the Controller Reports.

A.1.11.6 Attend all meetings of the Finance Committee and attend Board meetings as necessary and appropriate.

A.1.11.7 Prepare other reports or analyses that the Controller, Finance Committee or Board of Trustees may request.

A.1.11.8 The Treasurer with the help of the hired bookkeeper, is responsible for the processing of all income, payables, bank reconciliations and report production. The Treasurer provides reports to the Controller. The specific allocation of the job functions between the treasurer and bookkeeper should be established by the Treasurer.

A.1.11.9 The Treasurer is responsible for check preparation and authorization.

A.1.11.10 The Treasurer and co-Treasurer are free to do data entry work at home through remote software connection provided by CUC assuming such connection is done inexpensively and without interruption of office accounting.

A.1.11.11 The board relegated all pledge reporter responsibilities to the bookkeeper.

A.1.12 Responsibilities of the Church Counsel (Appointed)

- A.1.12.1 The Board shall appoint, each year, a legal “generalist” designated as Volunteer Counsel to the Board and to CUC. Should the need arise, this person, or a more specialized legal counselor, should be hired if CUC, the Board of Trustees, or an individual working as a volunteer representative or paid employee of CUC should need legal representation. [Approved 5/24/2005]

A.1.13 Responsibilities of Trustees

See Constitution Article V Section B. Note: In the event there is a conflict between the Constitution and this Procedures Manual, the Constitution provision will govern.

- A.1.13.1 Trustees, regardless of their prior organizational experience or specific interests, are elected by the congregation to represent the best interests of the congregation as a whole. Trustees must be interested in and responsive to the wishes and needs of all members of the congregation.
- A.1.13.2 Trustees are expected to attend and participate in deliberations of the Board on all matters that come before it. They must be prepared to inform themselves about all areas of Board responsibility.
- A.1.13.3 Trustees should be prepared to act at all Board meetings based on detailed study and consideration of all material distributed in advance of and presented at such meetings.
- A.1.13.4 Working with other Trustees shall be responsible for all matters relating to the operation and welfare of the Church, including the property of the Church and the development of policies.
- A.1.13.5 Trustees shall attend all Board meetings and related events.
- A.1.13.6 Trustees shall assume a liaison role with one or more key Church committees.
- A.1.13.7 Trustees shall participate in Board short term, task-oriented subcommittees established by the President to research and report back on current issues/problems.
- A.1.13.8 Trustees are to be leaders in establishing Board policy; the Board does not micromanage Church operations.

A.1.14 Board Appointed Endowment Trust Fund Trustees

See Endowment Trust Fund Charter

- A.1.14.1 The Board of Trustees shall designate one of its members to act as CUC Board of Trustees Liaison to the Endowment Fund Trustees, as a voting member of the EF trustees. He/she will provide monthly reports to the CUC Board on actions of the EF Trustees.
- A.1.14.2 The Board of Trustees will designate, at the first meeting of the church year in July, two additional EF Trustees for one year terms, based on nominations made by the congregationally elected EF Trustees.

A.1.15 Nominating Committee Member

See Constitution Article V Section J. Note: In the event there is a conflict between the Constitution and this Procedures Manual, the Constitution provision will govern.

- A.1.15.1 Working with other Nominating Committee members and getting input from the Board, Church committee leadership, the whole congregation, the Minister and relevant staff, prepare a slate of nominees for all Church elected offices for presentation at the Church Annual Meeting.
- A.1.15.2 Make recommendations to the Board for filling elected Church positions as they may be vacated during the Church year.
- A.1.15.3 Collect and distribute for the benefit of the congregation information on each nominee. Such information should contain not only relevant background, but a statement of what the nominee sees as his/her role and his/her goals in his new position after election

A.2 Personnel Policies [To be added]

A.3 Fiscal Policies

A.3.1 Budget

The basic budget policy (including procedures for adoption of the budget and incurring expenses in excess of budget) is contained in Article IX of the Constitution.

A.3.2 Income

- A.3.2.1 All solicitations for funds or fund raising activities, including sales and events, must be approved in advance by the Board of Trustees. Such approval must include the method of use and disbursement of any funds collected.
- A.3.2.2 All monies contributed to the Church (excluding contributions to the Women's Alliance and ETF which are governed by their own Charters) will be included in the general operating fund, unless earmarked for special purposes by explicit designation made by the contributor or by vote of the Board of Trustees.
- A.3.2.3 Professional fees for weddings, funerals, memorial services, camp activities, or special counseling are considered additional income for the professional staff and are paid directly to them by the individuals concerned.

A.3.3 Disbursements

- A.3.3.1 Monies for all Church operations are allocated in the budget or by special action of the Board of Trustees. Professional and Non-Professional personnel will expend these funds only as authorized by the Board of Trustees except for monies determined by the Board of Trustees to be under the exclusive control of the Minister.
- A.3.3.2 For Non-Professional personnel, disbursements within the authorized budget must be approved by a person representing the committee responsible for the budget item as designated by either the chair or majority vote of the committee. If not so designated, approval will be by the chair of the cognizant committee.
- A.3.3.3 The method for authorizing any expenditure is the voucher (see C.13 for instructions on using the voucher; see appendix D.5 for a copy of the voucher). Detailed instructions for use of the voucher are contained on the reverse side of its form.

- A.3.3.4 The cognizant committee chair is responsible for assuring that expenditures stay within the budget for the year. If unforeseen and uncontrollable circumstances make it impossible to stay within the budget, the chair must inform the Board of Trustees of these facts as soon as the likelihood of an overrun becomes apparent.

A.3.4 Controller's Reports

The Controller is responsible for the issuance of monthly reports on income, and expenses (actual compared to budget) and an Available Funds Report (together "Controller's Reports"). These Reports are distributed to the Finance Committee for review and approval prior to the monthly meeting of the Finance Committee and are then subjected to review and approval by the Board of Trustees.

- A.3.4.1 The content and the format of the Controller's Report are determined by the Finance Committee and approved by the Board of Trustees.
- A.3.4.2 The financial books will be closed upon deposit of all receipts and the payment of all bills and vouchers made as of June 30. A final Controller's Report for the fiscal year shall be issued and made available to the membership within 30 days following the end of the fiscal year.

A.3.5 Audit

The books for the previous fiscal year should be available for audit to an auditor appointed by the President or the Board of Trustees.

A.3.6 Collection Plate Policy

- A.3.6.1 Each Sunday two reliable members of CUC will serve as plate collectors to receive the plates from the ushers, count the cash, total the number of checks, total the number of sealed envelopes and report the tallies on a form signed by both collectors. The plate collectors will then place in one or more envelopes a copy of the tally report, the checks, the cash, and sealed envelopes. The collectors will also send a copy of the tally report to the Controller. The responsibilities of the Plate Collectors may be delegated between them.
- A.3.6.2 The Bookkeeper, at a time suitable to the Bookkeeper but in any event no later than the close of business of the third following business day (i.e. Wednesday) (unless other arrangements are made to take into account the Bookkeeper's vacations), will then retrieve the envelopes, verify the count of cash, checks and envelopes against the tally report and, assuming there are no discrepancies, promptly enter the information in the CUC system. Any discrepancies will be resolved by the Bookkeeper with the plate collectors who signed the envelope. The Treasurer or the Treasurer's designee will then deposit the checks and cash in the CUC Operating Account.

A.3.7 Pledge Follow Up

A.3.7.1 Process

- A.3.7.1.1 Each January and May, the Bookkeeper sends the list of those who are delinquent in their payments to the Minister. (Please see below for definition of delinquency.)
- A.3.7.1.2 The Minister, based on his/her personal knowledge of the congregation, determines if anyone on the list is there due to personal circumstances and therefore should not be contacted. The Minister indicates this on the list.

- A.3.7.1.3 The Minister discreetly reviews the list with the Pastoral Care Committee.
- A.3.7.1.4 The Pastoral Care Committee makes a further determination if anyone is on the list due to personal circumstances. If so, the Minister indicates this also on the list.
- A.3.7.1.5 The Minister discusses the remaining names on the list with the chair of an ad hoc committee for this purpose.
- A.3.7.1.6 The ad hoc committee for this purpose reaches out to the congregant with a phone call. The flow of the call is as follows:
- The caller from the ad hoc Committee will ask if the congregant has any issues/concerns/feedback regarding the community, and will try to determine if there are any issues that may be causing the congregant to lose touch.
 - If the congregant provides negative feedback about the community or his/her participation in the community, the call should be handled as the Membership Committee would normally handle such a call. No mention of the delinquent pledge should be made.
 - If the congregant hints at personal difficulties, financial or otherwise, the call should be handled as the Membership Committee would normally handle such a call. No mention of the delinquent pledge should be made.
 - If the congregant expresses general satisfaction with the community, the caller should explain that CUC is attempting to project its income and expenses for the year and needs to know if the congregant expects to make payments on his/her pledge. (Note – this is not to be approached as a “collection call”; it is an attempt to predict the financial outlook for CUC.)
- A.3.7.1.7 After the phone call, the ad hoc committee member for this purpose who made the call, will forward the results (e.g., the congregant’s satisfaction or dissatisfaction with the community, and their likelihood of making pledge payments) back to the Minister.
- A.3.7.1.8 The Minister, in turn, informs the finance committee of the likelihood of receiving pledge payments from each of the congregants. In the case of congregants who are dissatisfied or are having personal difficulties, we will assume that no further payments will be made on the current year’s pledge.
- A.3.7.1.9 If, based on the results, the Minister believes any of the above-mentioned congregants should not be contacted for the next year’s pledge, the Minister informs the Stewardship Committee.

A.3.7.2 Roles and Responsibilities

- A.3.7.2.1 Book Keeper: Person charged with tracking pledges and determining delinquencies.
- A.3.7.2.2 Minister: Determines if anyone with a delinquent pledge should not be contacted due to personal circumstances. Receives results of the calls from the ad hoc Committee and forwards results to the Finance committee and, in some cases, the Stewardship Committee.
- A.3.7.2.3 Pastoral Care Committee: Further determines (through the Minister’s probing) if anyone with a delinquent pledge should not be contacted due to personal circumstances.
- A.3.7.2.4 Ad hoc Committee: Makes phone calls to those with delinquent pledges but no known personal circumstances in January and June each year. Forwards results of the calls to the Minister.
- A.3.7.2.5 Stewardship Committee: Keeps list of congregants who should not be contacted for the following year’s pledge.

A.3.7.3 Determination of Delinquency

- A.3.7.3.1 The following criteria will be applied by the Pledge Reporter to determine if a pledge is delinquent:
- Generally, a congregant more than 50% behind in payments as of December 31 or April 30 will be considered candidates to receive a call in January or June.
 - However, this is not an absolute rule. Several other factors need to be considered before making the final determination. The Book Keeper is empowered to apply the following factors when making the final determination of delinquent pledges:

- Payment pattern – e.g., does the congregant seem to pay sporadically, but make up the delinquent amount whenever making payment?
 - Lump sum payments – e.g., does the congregant typically make only one or two large payments per year?
 - Payment trends – e.g., was the congregant more behind on September 30 than on December 31? If so, this could mean the congregant is in the process of catching up.

A.4 Facilities Policy

A.4.1 Conditions of Rentals

Users of Church facilities, with or without rental, must be advised of the following conditions:

- A.4.1.1 Smoking is not permitted anywhere in the building.
- A.4.1.2 Alcoholic Beverages see A.4.3.
- A.4.1.3 Users are liable for any damage to facilities or equipment.
- A.4.1.4 Users are obligated to leave the premises in the same condition of cleanliness and with the same arrangement of furniture in which they find it.
- A.4.1.5 All rentals shall be subject to a formal rental agreement approved by the Board of Trustees. (see form in appendix).

A.4.2 Use of Church Properties

Church property, such as furniture, audio-visual equipment, office equipment, kitchen and garden equipment, etc., are not to be removed from the Church except with permission of the Church Secretary. When permission is granted, the borrower is responsible for the prompt return of the equipment in the same condition it was in when borrowed.

The church organ shall not be used by renters or outside groups without specific permission of the music director or music committee. Private lessons and practice are not permitted.

A.4.3 Alcoholic Beverages

The use of alcoholic beverages on the Church premises shall be limited to wine, beer and alcoholic punch and only for Church-sponsored activities. Alcoholic beverages shall not be permitted in connection with rentals unless specially approved by the Board of Trustees. No alcoholic beverages shall be offered for sale on the Church premises.

A.4.4 Games of Chance

Games of chance for money-raising purposes are not permitted except by special permission granted by the Board of Trustees and only when such activity is for a special Church-oriented purpose.

A.4.5 Insurance

The Board of Trustees shall with the advice of the insurance agent representing CUC obtain all appropriate insurance necessary to protect the property and interests of CUC.

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B. RESPONSIBILITIES OF COMMITTEES WITHIN THE CHURCH

This section defines the Committees responsibilities and the limitations within which Committees are expected to function without additional Board approval.

B.1 Church Committees

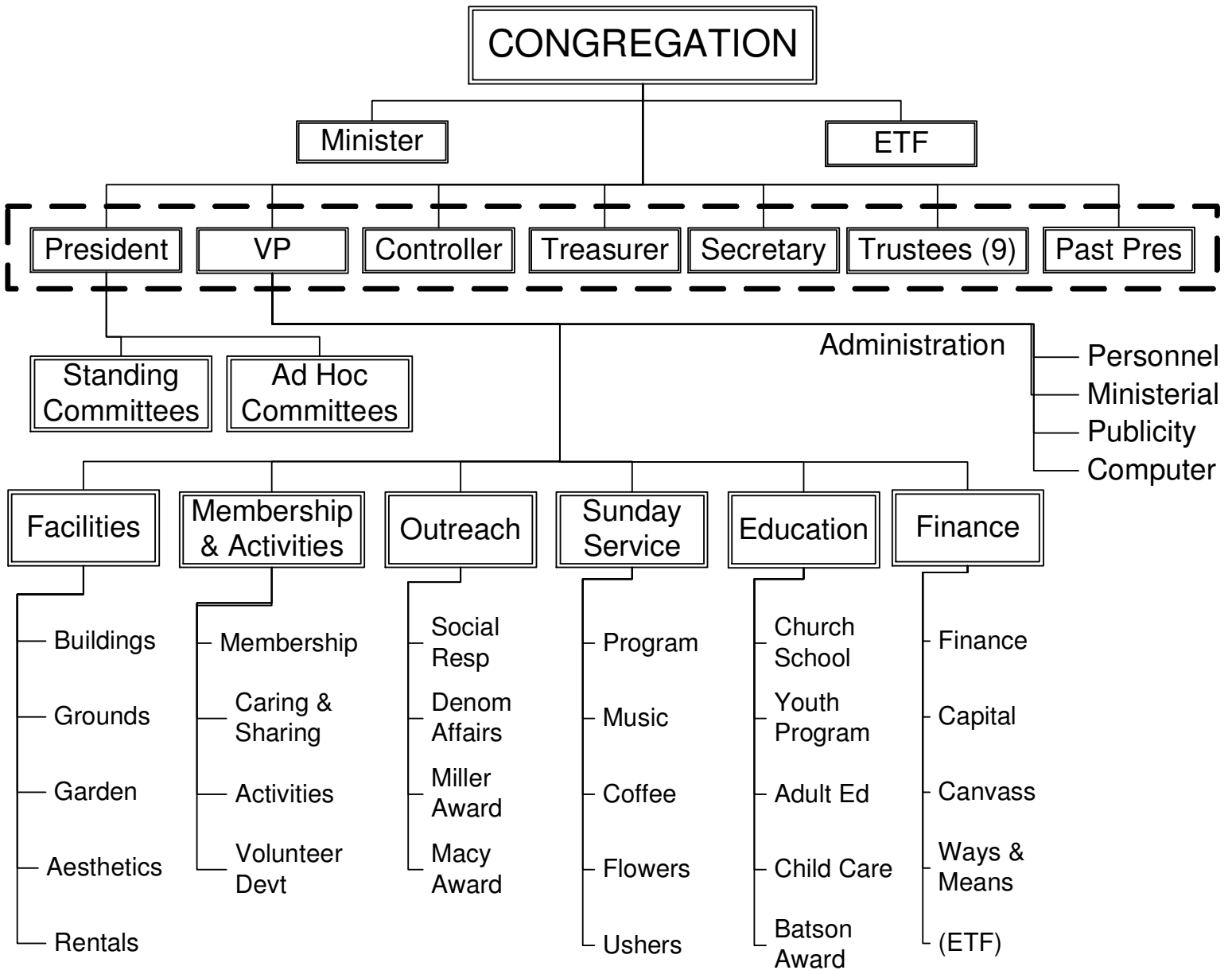
B.1.1 General

The Board of Trustees is charged with the policy and fiscal guidance of the Church. Day-to-day operations, under that guidance, are the responsibility of Church operating committees. For purposes of coordination and control, these activities are divided into seven groups

- Education
- Finances
- Outreach
- Administration
- Facilities
- Church Fellowship
- Sunday Services

Responsibilities falling into each of these group areas are delineated in the paragraphs below.

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B.1.1.1 Group Leaders

Each Group, except Administration, is headed by a Group Leader. Group Leaders are appointed by the President, with the approval of the Board of Trustees, for one year terms running concurrently with that of the President. They may, if reappointed, serve up to five consecutive terms. The President will, as a matter of course, consult with the Vice-President, the Group Leader and the committee chairs to assure continuity of effort and suitable leadership. The Administration Group will be headed by the Vice-President.

If, during the course of the year, a Group Leader is unable to perform his/her duties, the Vice-President should recommend to the President and the Board a replacement Group Leader for the balance of the year.

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Each Group Leader will be responsible to the President and Board for the following actions within his/her Group functional areas:

- Assuring that the full range of his/her Group responsibilities is covered and that overlapping responsibilities are avoided.
- Setting up or modifying the committee structure within his/her Group to suit conditions and needs.
- Developing a clear definition of the tasks and scope of each committee and assuring that these definitions are recorded in Appendices to the Policy and Operations Manual.
- Staffing and effectiveness of the committees within his/her Group.
- Promoting cooperation and mutual assistance among committees within the Group.
- Keeping the Vice-President informed about Group progress, problems and interactions.
- Keeping chairs of the Committees within the Group informed of Board decisions and policies and about resources available to assist them.
- Coordinating with committees in other Groups through the other Group Leaders and the Vice-President.

B.1.1.2 Group Council

The Group Council consists of the Group Leaders and the Vice-President, with the Vice-President serving as chairperson. The Group Council meets regularly (at least four times per year) to provide close coordination among the Groups and their committees.

B.1.1.3 Church Council

The Church Council consists of the Group Council and the chairs of all Church committees and associated groups. It will meet when called by the Vice-President to provide direct contact and information interchange among the whole operational leadership. The Church Council should meet at least twice a year.

B.1.1.4 Committee Appointments

Except as otherwise specified below in paragraphs B.1.1.5 through B.1.1.8, the chairpersons of all operating committees are appointed by the committee members. Committee chairs should not be Officers, Trustees or Group Leaders and should preferably be drawn from the committee membership.

Committee members may be volunteers or selected by the Committee chair, with due consideration for a balance between continuity and infusion of new blood. Information available from the Nominating and Membership Committees should be used to help find potential committee members who have particular capabilities and/or have expressed interest in the committee's area of activities.

All committees should select vice-chairs or co-chairs to facilitate continuity and smooth transitions from year to year.

B.1.1.5 Nominating Committee

The selection and composition of the Nominating Committee and the basic qualifications of its members, are prescribed in Article V of the Constitution.

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Once selected, the Nominating Committee acts autonomously and is responsible directly to the congregation. It will provide the members of the congregation and the Minister the widest possible opportunity to propose candidates and to discuss their qualifications before the committee. It may, if it chooses, complete its deliberations and make its decision in closed session.

The Nominating Committee chooses a full slate of nominees for Officers, Church Trustees one Endowment Trust Fund Trustee and the following year's Nominating Committee (including the chair) and obtains from its nominees a commitment to serve, if elected, and a biographical sketch for inclusion in the submission of election information to the membership.

The Nominating Committee should endeavor to select a Vice-Presidential nominee who, is likely to be available as a presidential nominee upon completion of the term or the earlier resignation of the President.

The Nominating Committee must report its nominees to the members no less than 20 days to the date of the Annual Congregational Meeting, which is set in Article VI of the Constitution.

The chair of the Nominating Committee, or his/her designated representative, will present the committee's slate to the congregation at the Annual Meeting.

B.1.1.6 Endowment Trust Fund (ETF)

The ETF is also responsible directly to the congregation under its own Charter. For purposes of coordination only, it is included in the Finance Group. The ETF is responsible for the management and preservation of the principal of the Endowment Trust Fund and the dispensing of its funds in accordance with its charter.

B.1.1.7 Ministerial Search Committee

In case of the need to find a new Minister, a Ministerial Search Committee is elected by the congregation and responsible directly to the congregation. A ministerial search is conducted within denominational guidelines and with the assistance of the UUA.

B.1.1.8 Open Committees and Affiliated Groups

In addition to administrative and operating committees, which are appointed or elected, there may be open committees or affiliated groups, which consist of persons interested in a specific subject or activity. The membership of such groups or committees may or may not be restricted to Church members by their charter or by action of members of the group. These groups may act independently of the operating and financial control of the Board of Trustees and Church Council, but contribute in many ways to the life of the Church. All should coordinate their activities with the applicable Church Committees and the Board of Trustees and keep the Church Committees and the Board of Trustees informed of their plans and activities for mutual benefit.

B.1.2 Facilities Group

The committees of the Facilities Group are concerned with all aspects of acquisition, maintenance, use and disposition of the physical plant and equipment of the Church properties. The Group's responsibilities include, but are not necessarily limited to, the following:

B.1.2.1 Acquisition

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B.1.2.1.1 Addition or replacement of furniture, fixtures, building and grounds maintenance equipment, appliances.

B.1.2.1.2 Arranging for utility services and approving utility expenditures.

B.1.2.1.3 Reviewing and commenting on proposed major capital improvements of the facilities.

B.1.2.2 Maintenance

B.1.2.2.1 Arranging for day-to-day and week-to-week maintenance and cleaning of the Church and defining the tasks to be performed.

B.1.2.2.2 Arranging for preventive maintenance or repair of buildings and facilities.

B.1.2.2.3 Arranging for care of Church and parsonage grounds.

B.1.2.2.4 Arranging for unscheduled repairs, when required.

B.1.2.2.5 Arranging for snow removal.

B.1.2.2.6 Arranging for maintenance supplies, as required.

B.1.2.2.7 Recommending major improvements beyond the scope of the operating budget to the Finance Committee and the Board of Trustees.

B.1.2.3 Use

B.1.2.3.1 Administering rental arrangements of CUC facilities in accordance with the policy guidelines set by the Board of Trustees.

B.1.2.3.2 Assuring that users of CUC facilities are aware of their responsibilities to CUC and that they meet their obligations regarding use of Church property.

B.1.2.3.3 Determining the cost to CUC of the use of its facilities as input to determination of rental rates.

B.1.2.4 Other

B.1.2.4.1 Recommending to the Board of Trustees changes in policies regarding the use of Church facilities.

B.1.2.4.2 Coordinating with Church Committees regarding the use of facilities by Church groups and with the Outreach Group regarding the use of Church facilities by outside groups.

B.1.2.4.3 Coordinating with the Board of Trustees and the Finance Group regarding operating budget requirements.

B.1.2.4.4 Coordinating with the Sunday Services Group regarding facility requirements for Sunday Services.

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- B.1.2.4.5 Coordinating with the Education Group regarding facility requirements for RE, youth groups and other activities under the purview of that Group.
- B.1.2.4.6 Coordinating with the Personnel Committee regarding staff assignments, and evaluations and direct instructions to staff pertaining to Church facilities.

B.1.3 Membership and Activities Group

The committees of the Membership and Activities Group are concerned with all aspects of encouraging and facilitating Church membership, welcoming and integrating new members into the fabric of the congregation, encouraging caring, sharing and warm personal relations, providing assistance to all operating committees in finding suitable volunteers and leaders and ameliorating cases of dissatisfaction or disinterest among members. The Group's responsibilities include, but are not necessarily limited to, the following

B.1.3.1 Encouraging and Facilitating Church Membership

- B.1.3.1.1 Encouraging potential members to attend CUC services and other activities.
- B.1.3.1.2 Providing to visitors information about Unitarian-Universalism and about CUC and answering their questions and concerns.
- B.1.3.1.3 Maintaining contact with visitors and guests after they have signed the guest book to gauge and, if appropriate, increase their interest.
- B.1.3.1.4 Introducing potential members to others with similar interests or backgrounds and to the Minister.
- B.1.3.1.5 Explaining the benefits and obligations of Church membership.
- B.1.3.1.6 Facilitating signing of the membership book when prospects are ready to take that step.
- B.1.3.1.7 Keeping actively interested prospects on the mailing list beyond the original three month period, while having the office drop those who have no apparent interest or asking them to pay an annual mailing list fee.

B.1.3.2 Welcoming and Integrating New Members

- B.1.3.2.1 Assuring that new members have the information and contacts with individuals and organizations within the Church, which will permit them to become part of the Church family.
- B.1.3.2.2 Keeping in touch with new members during the process of integration to generate the feeling that signing the membership book does not end our concern for them.
- B.1.3.2.3 Facilitating the recording of an initial pledge for the support of the Church.

B.1.3.3 Encouraging Sharing and Warm Personal Relations

- B.1.3.3.1 Being aware of important events, both happy and sad, of Church members and friends.

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B.1.3.3.2 Arranging recognition and/or assistance on such occasions, including greetings, visits, meals, help with transportation or shopping, as needed.

B.1.3.3.3 Advising the Minister of members' special occasions and needs.

B.1.3.4 Volunteer Help and Committee Staffing

B.1.3.4.1 Ascertaining the capabilities and interests of all Church members and active friends.

B.1.3.4.2 Establishing and maintaining a data bank of such capabilities and interests.

B.1.3.4.3 Encouraging members to use their capabilities as a means of becoming more involved, integrated and fulfilled.

B.1.3.4.4 Assisting members in making contacts with committees and groups where they could be helpful, happy and possibly challenged.

B.1.3.4.5 Assisting committees and groups in finding volunteers for their operations and activities.

B.1.3.5 Membership Retention

B.1.3.5.1 Being alert to problems of Church members and possible dissatisfaction with CUC.

B.1.3.5.2 Trying to overcome such problems before they lead to loss of membership. Possible signs include lack of attendance, critical remarks, lowering or non-payment of a pledge.

B.1.3.5.3 Contacting inactive and past members who may again be interested in active membership because of changed circumstances in the Church, such as availability of new activities, new Minister, etc.

B.1.3.5.4 Planning social activities (as distinguished from fund raising and Sunday Service events) to enhance the enjoyment and personal contact between members and friends of CUC.

B.1.3.6 Other

B.1.3.6.1 Recommending to the Minister, the Sunday Services Group and others, activities, attitudes and methods which will aid Membership activities and efforts.

B.1.3.6.2 Coordinating with the Sunday Services Group, including ushers and greeters, on activities related to Membership efforts.

B.1.3.6.3 Coordinating with the Facilities Group on use of Church facilities and equipment for membership purposes.

B.1.3.6.4 Coordinating with the Outreach Group on activities which will affect Church image in the larger community.

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- B.1.3.6.5 Coordinating with the Education Group on activities which will affect their programs and inclusion of our young people in membership coordinating activities.
- B.1.3.6.6 Coordinating with Church related and outside groups on activities of interest to our members.
- B.1.3.6.7 Coordinating with the Publicity Committee on ways to enhance its message to potential members.

B.1.4 Outreach Group

The committees of the Outreach Group are concerned with relations of the Church community with the outside world, which includes the denomination and its regional and local manifestations, as well as our community, local, regional, national and world-wide. The Group's responsibilities include, but are not limited to, the following:

B.1.4.1 Denominational Outreach

- B.1.4.1.1 Keeping the congregation informed on the activities of and issues regarding all levels of the denomination
- B.1.4.1.2 Encouraging member participation in support of the denomination at all levels.
- B.1.4.1.3 Encouraging member personal and financial support of the denomination.
- B.1.4.1.4 Fostering Church participation in and an understanding of the General Assembly.
- B.1.4.1.5 Recommending to the Board of Trustees official representatives of the congregation to regional and national denominational bodies and assemblies.
- B.1.4.1.6 Proposing members of the Church for nomination for elective offices in the denomination.
- B.1.4.1.7 Fostering cooperation with other Churches and denominations for mutual benefit and to address common concerns.

B.1.4.2 Community Outreach

- B.1.4.2.1 Helping the congregation inform and educate itself on social issues.
- B.1.4.2.2 Inspiring the congregation, individually and collectively, to take an active interest in its social, physical and governmental environment.
- B.1.4.2.3 Recommending to the congregation, either directly or through the Board of Trustees, the proposed role of CUC as an entity on social issues and social action.
- B.1.4.2.4 Explaining Central Unitarian Church, its programs and activities to the community at large.
- B.1.4.2.5 Proposing individuals for available awards offered for outstanding service in the social action arena.

B.1.4.3 Other

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- B.1.4.3.1 Assisting the Facilities Group in evaluating requests of outside groups for the use of Church facilities.
- B.1.4.3.2 Coordinating with the Membership and Activities Group actions which will affect both present and potential members of CUC.
- B.1.4.3.3 Coordinating with the Finance Group on CUC participation in community outreach activities.
- B.1.4.3.4 Organizing or participating in fund raising activities of interest to CUC (e.g. Rummage Sale).

B.1.5 Sunday Service Group

The Sunday Service Group of committees, in close cooperation with the Minister, is concerned with all aspects of the Sunday Services. It plans services when the Minister is not in the pulpit and assists him/her at all times to enhance the overall effectiveness of the service. The Group's responsibilities include, but are not limited to, the following:

B.1.5.1 Physical Arrangements and Control of regular services

- B.1.5.1.1 Providing for the physical arrangement of the auditorium and adequate seating.
- B.1.5.1.2 Providing for physical comfort (i.e. heating, ventilation, lights, etc)
- B.1.5.1.3 Arranging for suitable adjustment of the sound system and recording of the service.
- B.1.5.1.4 Assuring that doors are opened and closed, as required, before, during and after the service.
- B.1.5.1.5 Greeting members and guests on their arrival, requesting guests to sign the guest book and offering them information and introductions.
- B.1.5.1.6 Passing out the Order of Service and providing other information.
- B.1.5.1.7 Receiving the offering during the service and transferring the proceeds to the designated plate collectors.
- B.1.5.1.8 Performing other tasks as requested by the Minister, speaker or service leader.

B.1.5.2 Complete Sunday Services Planning.

- B.1.5.2.1 Arranging Sunday services during the year approximately one Sunday out of five.
- B.1.5.2.2 Arranging informal Summer Sunday services from approximately mid-June until Labor Day.

B.1.5.3 Non-Ministerial Sunday Service Portions

- B.1.5.3.1 Arranging musical presentations coordinated with the theme of the service.
- B.1.5.3.2 Providing and arranging flowers and other aesthetic enhancements.

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B.1.5.3.3 Setting up arrangements for special service events, such as Thanksgiving or Seder meals.

B.1.5.3.4 Providing for the post-service Coffee Hour.

B.1.5.4 Other

B.1.5.4.1 Creating a warm and welcoming atmosphere for members and guests.

B.1.5.4.2 Coordinating with the Membership and Activities Group regarding introduction of and information for prospective members.

B.1.5.4.3 Coordinating with the Facilities Group regarding set-ups, equipment requirements or repairs noted prior to or during services.

B.1.6 Administration Group

The Administration Group of committees is responsible for staff and personnel matters and for publicity. Under the coordination of the Vice-President, its committees should be included in concerns of the other Groups, as required, for their mutual benefit. Personnel problems which cannot be resolved on the committee level, must be referred to the President for handling or for consultation with the Board of Trustees or its Executive Committee. The calling and evaluation of the Minister is not a function of the Administration Group (see Section B.1.1.7 Section Ministerial Search Committee).

The Group's responsibilities include, but are not limited to the following

B.1.6.1 Through the Personnel Committee

B.1.6.1.1 Definition of staff needs

- Writing of job descriptions for all staff positions
- Constantly reviewing job descriptions in the light of changing conditions.
- Advising the Board of Trustees on which functions most urgently require paid staff rather than volunteer help.

B.1.6.1.2 Searching for and hiring staff authorized by the Board and budget.

- Performing salary and availability surveys, as required
- Assisting in the selection of new staff, except the Minister (see Section B.1.1.7 Section Ministerial Search Committee)
- Setting up conditions of employment in line with Board authorizations and policies.

B.1.6.1.3 Evaluation of Performance

- Continuous evaluation of the performance of all staff in close cooperation with operational committees with whom the staff works. Note : Evaluation of the Minister is the responsibility of the Board of Trustees or a committee selected by it.
- Setting up the mechanism for regular formal performance reviews at least once a year.

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B.1.6.1.4 Administering personnel policies and recommending personnel actions

- Scheduling vacations.
- Administering sick leave policies.
- Handling requests for special consideration not covered by or an exception from normal policies.
- Handling personnel problems or conflicts.
- Providing channels of feedback to all staff.
- Recommending salary actions in time for the budget process in line with performance, internal and external salary comparisons and budgetary constraints.
- Recommending retention or replacement of personnel to the Board of Trustees.

B.1.6.1.5 Paid Staff Members' Relation with Committee Structure

- Setting up arrangements for assignments of work and reporting.
- Setting up control over work loads and handling of overloads.
- Handling requests from committees for staff assistance.
- Providing necessary assistance regarding work methods, materials and support equipment.
- Direct supervision of non-professional staff, unless specifically stated otherwise in the job description

B.1.6.1.6 The Personnel Committee is charged with working with all staff, including the Minister, but subject to the Minister's supervisory authority.

B.1.6.2 Computer Use

B.1.6.2.1 Informing committees and membership of the present capabilities of the office computer and assisting them in its use.

B.1.6.2.2 Soliciting from committees information regarding internal organization needs which may be met by additional use of the computer.

B.1.6.2.3 Obtaining additional hardware or software to meet established requirements, within budget restraints.

B.1.6.3 Publicity

B.1.6.3.1 Publicizing newsworthy Church activities through available media to bring CUC to the attention of and to improve its image in the community.

B.1.6.3.2 Assisting individual members in publicizing CUC within their personal and professional contacts.

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B.1.6.3.3 Cooperating with all focus groups and Church activities in helping them to attract attention to and participation in their endeavors.

B.1.7 Education Group

The Education Group of committees is responsible for Religious and Adult Educational and Youth Activities.

B.1.7.1 Religious Education

- B.1.7.1.1 Formulating a program of religious education for the pre-school and school age children of the membership.
- B.1.7.1.2 Supervising, directing and assisting the Religious Education Coordinator and other staff in the implementation of that program.
- B.1.7.1.3 Setting guidelines for volunteer teacher and leader recruitment.
- B.1.7.1.4 Assuring the proper staffing of the educational activities.
- B.1.7.1.5 Recommending suitable arrangements for the participation of children of non-pledging families.

B.1.7.2 Adult Education

- B.1.7.2.1 Facilitating programs to meet the adult membership's needs and desires for religious and intellectual stimulation and information.
- B.1.7.2.2 Assisting the Minister in organizing and providing such programs.

B.1.7.3 Youth Program

- B.1.7.3.1 Providing programs to attract and retain the interest of high school and college age young people.
- B.1.7.3.2 Providing an impetus for the participation of young adults in the life of the Church and its activities.

B.1.7.4 Supervision of Young Children

- B.1.7.4.1 Arranging supervision for young children during Sunday services and at other times to permit their parents to take part in Church activities.

B.1.7.5 Other

- B.1.7.5.1 Coordinating with the Facilities Group on the educational use of Church facilities.
- B.1.7.5.2 Coordinating with the Personnel Committee on staff and personnel policies and evaluations pertaining to educational matters.
- B.1.7.5.3 Coordinating with the Membership and Activities Group to facilitate the attracting of parents to membership in CUC.

B.1.8 Finance Group

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The Finance Group of committees is responsible for financial planning, use, investment and control of Church financial resources.

B.1.8.1 Income

- B.1.8.1.1 Canvassing members and friends for pledges to the operating funds of CUC when they join or show interest and at annual intervals thereafter.
- B.1.8.1.2 Planning and executing fund raising activities to supplement pledges in support of Church programs.
- B.1.8.1.3 Advising the Board of Trustees with income projections based on prior experience and latest information.
- B.1.8.1.4 Keeping the membership informed about income requirements to meet program needs.

B.1.8.2 Expenditure planning

- B.1.8.2.1 Preparing a proposed operating budget for the following fiscal year based on policy guidance from the Board of Trustees and input from operating groups and committees.
- B.1.8.2.2 Submitting a proposed operating budget to the Board of Trustees at or before the February meeting of the Board.
- B.1.8.2.3 Completing a final operating budget for Board approval at or before its March meeting.
- B.1.8.2.4 Through the Capital Committee, Preparing, submitting and completing a Capital budget on the same schedule as the operating budget.
- B.1.8.2.5 Recommending to the Board of Trustees during the course of the fiscal year changes in these budgets, as required by changes in circumstances and projections.

B.1.8.3 Control

- B.1.8.3.1 Setting up the procedures and reports required for assessing the financial situation of the Church.
- B.1.8.3.2 Assessing the financial situation and prospects of the Church and reporting them to the Board and congregation in monthly reports.
- B.1.8.3.3 Monitoring the activities of the Treasurer and Controller.
- B.1.8.3.4 Setting up suitable procedures for control of expenditures, responsibility of individuals for each budget line item and other means to assure the proper handling of all Church funds.
- B.1.8.3.5 Recommending investment of funds not required for immediate use.
- B.1.8.3.6 Recommending channels for borrowing funds, if required.

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B.1.8.4 Other

B.1.8.4.1 Coordinating with all other committees on matters pertaining to income and expenditures, actual or planned.

B.1.8.4.2 Keeping the Board of Trustees informed of the Church financial condition and prospects.

B.1.9 Committee Appointment Criteria

With the exceptions noted below, the chairpersons of all operating committees are appointed by the committee members. Committee members may be volunteers or selected by the Committee chair, with due consideration for a balance between continuity and infusion of new blood. Information available from the Nominating and Membership Committees should be used to help find potential committee members who have particular capabilities and/or have expressed interest in the committee's area of activities.

The above guidelines apply to all CUC committees: Activities, Aesthetics, Capital, Committee of the Future, Computer, Facilities, Flowers, Garden, K. Miller Award, Membership, Ministerial Relations, Music, Outreach Auction, Pastoral Care, Personnel, RE, Rummage Sale, Social Responsibility, Homeless, Welcoming Congregation, Disabilities, Ant-Racism, Spring Fling, Stewardship, Ushers, Woman's Alliance, Youth and Young Adult

with the following exceptions:

Committee	Exceptions:
Advisory	See B.5.2.1
Endowment Trust Fund (ETF)	See ETF Charter, Section V:
Finance	See C.4.1.4
Group Leaders	TBD
Ministerial Relations	See B.6.1.1.1
Ministerial Search Committee	See B.1.1.7
Nominating	See CUC Constitution, Article 5, Sec J (1)
Publicity	See C.9.1.4
Worship / Sunday Services	See C.11.1.1

[Approved 5/24/2005]

B.2 Sunday Services

B.2.1 Minister's functions and prerogatives

B.2.2 Sunday Services committee and Board functions

B.2.3 Music Committee & Music Director's functions

B.3 Denominational Affairs

B.3.1 General

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Article IV of the Constitution makes the Central Unitarian Church a member of the Unitarian Universalist Association. The responsibilities of the Denominational Affairs Committee includes the stimulation of all members to participate in every way in the life of the denomination.

B.3.2 UUA General Assemblies

The UUA apportions to its member churches lay voting delegates to its general assemblies on the basis of voting membership. Ministers are additional delegates by virtue of their position. Lay delegates are appointed by the Board of Trustees and will be instructed or uninstructed as the circumstances warrant. The CUC delegates for the UUA General Assembly are recommended by the Board of Trustees and elected by the Membership at the annual meeting.

B.3.3 Reimbursement of Delegates' Expenses

Monies to help defray the expense of delegates to denominational assemblies and meetings may be allocated by the Board of Trustees as the budget permits. Appointment of delegates does not imply such expense payment or reimbursement.

B.3.4 Financial Contributions

B.3.4.1 The Church is honor bound, though not legally obligated, to support the denomination by CUC member financial contributions. The operating budget usually has a line item for that purpose.

B.4 Communications & Meetings

B.4.1 Bulletin

The basic means of communication with the members of CUC and others on the mailing list is by means of the bi-weekly bulletin. The bulletin is prepared by the office manager using items submitted by various committee. The bulletin is limited to Church related matters. Inclusion of any material not directly related to Church activities must be approved by the President. It is vital that all Church members who wish to communicate with the congregation as a whole use the bulletin in order to reach the largest number of people at least cost.

B.4.2 Pulpit Announcements

The member of the congregation acting as service leader will make a limited number of announcements at the Sunday service. That number must be limited to keep from detracting from the service. Only events directly related to Church activities will be announced from the pulpit. Requests will be made directly to the service leader who will conduct the service and will advise the requester whether the request can be accommodated. If the request is made at least forty-eight hours before the service for which the announcement is requested, the service leader must advise the requester if it will be denied and, if it is denied, the service leader's decision may be appealed to the President. For any request made less than forty-eight hours before the service the service leader decision is final.

B.4.3 Special Mailings

Special mailings to the congregation must be avoided, if at all possible, because of their cost. When a special mailing is required, it must be approved by the President, if it is to be charged to the Church office. The mailing list of the Church will not be made available to any person or organization for non-Church purposes without the express prior approval of the Board of Trustees.

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B.4.4 Open Meetings

Committee meetings, meetings of the Board of Trustees and congregational meetings will generally be open to all Church members. On occasion, where special circumstances warrant, the President of the Board of Trustees or any committee chair may call for a closed session of a meeting, involving only those Trustees, the members of the applicable committee and guests specifically invited for the closed meeting.

B.4.5 Congregational Meetings

The conditions for holding the annual and special congregational meetings are set forth in Article VI of the Constitution.

B.4.5.1 Annual Congregational Meeting

The business at the annual meeting will include the election of officers, in accordance with Article VH and adoption of the budget in accordance with Article IX of the Constitution.

B.4.5.2 Other Matters

Other matters requiring action at a congregational meeting may include:

- Amendments to the Constitution (see Article X of the Constitution)
- Hiring of a minister (see Article VIII B of the Constitution)
- Dismissal of a minister (see Article VIII B of the Constitution)
- Approval of budget overages (see Article IX A of the Constitution)
- Approval of public statements (see Article XI A of the Constitution)
- Establishment of special funds (see Article XII of the Constitution)
- Actions pertaining to dissolution (see Article XIII of the constitution)
- Indemnification (see Article XIV B of the Constitution)
- Amendments to the ETF charter

B.4.6 Bulletin Boards

Bulletin Boards are provided in the front entrance lobby and in various locations in the back halls of the Church. Some of these boards are specifically designated for certain activities, such as Religious Education, Woman's Alliance, Denominational Affairs and the heads of these groups or committees will authorize their use. The boards for general use in the front lobby and at the southeast entrance to the auditorium will be controlled by the Office Services Committee. The Vice President may authorize use of these boards within the guidelines set up by that committee and decisions may be appealed to the President. Unauthorized material will be removed and destroyed.

B.4.7 Petitions

The Church wishes to encourage its members to express their opinions on public issues. This concern, however, must be secondary to providing a suitable atmosphere for the Sunday service. It is, therefore, necessary that any member wishing to solicit signatures on a petition on a at a Church service or other Church event obtain the permission of the Board of Trustees and agree to abide by its rulings as to time and location of such solicitation.

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B.5 Advisory Committee Charter

B.5.1 Description

B.5.1.1 The Advisory Committee on the Ministry of the Church is an advisory group serving at the pleasure of the Board of Trustees and assigned responsibility for the health of the Church's ministry in all its aspects. It has no responsibility or authority over CUC's finances, facility or committees but makes recommendations to the Board of Trustees in the areas of its expertise.

B.5.2 Membership

B.5.2.1 The Advisory Committee consists of five members.

B.5.2.2 The Advisors are appointed by vote of the Board of Trustees rather than elected by the Congregation.

B.5.2.3 They serve one-year terms with an option for reappointment up to five consecutive times.

B.5.3 Meetings/Board Liaison.

B.5.3.1 The Advisory Committee meets monthly and reports to the Board of Trustees quarterly. Each year the Board appoints a liaison to the Advisory Committee to assure that the Committee remains aware of the goals and priorities of the Board at all times.

B.5.4 Scope

B.5.4.1 The Advisory Committee charge will be reviewed annually by the Board. The most current charge is as follows:

B.5.4.1.1 Serve as the ombudsman for the congregation and staff with the goal of helping CUC develop a culture of open and respectful communication and processes through which conflicts can be resolved in an orderly and fair manner;

B.5.4.1.2 Act as a policy advisor to the Board of Trustees, addressing issues both at the request of the Trustees and on its own initiative

B.5.4.1.3 Develop and oversee a system through which the Group Council will assist committees of the Church to develop annual goals that are consistent with the congregation's long range plan and evaluate their progress toward those goals over time.

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B.6 Ministerial Relations Committee Charter

B.6.1 Description

B.6.1.1 Definition

- B.6.1.1.1 is composed of six members serving three-year staggered terms such that in the initial year two members will serve a one year term, two members will serve a two year term and two members will serve a three year term.
- B.6.1.1.2 The initial year will be the year starting July 2001.
- B.6.1.1.3 In the initial year the Minister is to provide the Board of Trustees with a list of candidates from which the Board selects three and the Board is to provide the Minister with a list of candidates from which the Minister selects three.
- B.6.1.1.4 Thereafter, the Minister is to provide the Board of Trustees with a list of candidates from which the Board selects one and the Board is to provide the Minister a list of candidates from which the Minister selects one.

B.6.1.2 Purpose

- B.6.1.2.1 Is the active eyes and ears for congregational concerns and issues relating to the minister and,
- B.6.1.2.2 as appropriate, provides confidential advice to the minister concerning possible responses to such issues and concerns.
- B.6.1.2.3 Is the confidential sounding board on concerns and issues raised by the minister.
- B.6.1.2.4 Advises the Board and/or the President, when appropriate, about any constraints affecting the minister's ability to perform all of his duties. Such action would only be taken after discussion with the minister.
- B.6.1.2.5 The Ministerial Relations Committee will meet monthly.

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B.7 Religious Education Committee

B.8 Membership Committee

B.9 Stewardship Committee

B.10 Finance Committee

B.11 Mission of Grants Committee

B.11.1 Description

B.11.1.1 The Grants Committee was established to distribute funds raised by the Outreach Auction which are not allocated to predetermined charities. The Committee was to make recommendations to the Board regarding dispensing of the funds available to worthy charities in Bergen County. The understanding was that the Board would then consider those recommendations for ratification.

B.11.1.2 The Grants Committee shall

B.11.1.2.1 consider other sources in addition to the Outreach Auction to obtain funds for grants on behalf of CUC to applicable charities,

B.11.1.2.2 evaluate solicitations made by charities for such grants, and

B.11.1.2.3 make recommendations to the Board regarding the distribution of funds available, including funds available from future Outreach Auctions."

B.11.2 The Permanent Grants Committee ("PGC")

B.11.2.1 should work to generate and inspire contributions to the Grants Fund from a range of sources focusing on sources outside the congregation.

B.11.2.2 An initial need will be for the PGC to establish a definition of the sort of charities and causes that it should support. It will probably find that some efforts may become necessarily political or controversial and should plan to use those circumstances constructively.

B.11.2.3 Some thought should be given to defining the nature of charities and causes that are, in relation to our Principles, either worthy of our support, or to be avoided as destructive to society.

B.11.2.4 Since there are very probably other UU and other denominational programs in existence that approximate our wish to become a philanthropic group the PGC should gather information from these other organizations on their standards and practices and use this information as a

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means of not 'reinventing the wheel', but also not letting it stand in the way of creative thought.

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C. COMMITTEES' PROCEDURES

Operating Procedures established by committees for their own governance and guidance. They are included in the manual as a matter of record for reference by the whole membership.

C.1 Religious Education Committee Procedures

C.2 Membership Committee Procedures

C.3 Stewardship Committee Procedures

C.4 Operating Procedure CUC Finance Committee

C.4.1 Administrative

- C.4.1.1 The committee is part of the Finance Group, as defined in B.1.8.
- C.4.1.2 The committee consists of up to ten Church members who declare an interest in the financial affairs of the Church. The Controller(s) and the Treasurer are members of the Committee.
- C.4.1.3 The majority of the committee may declare vacant the seat of any member who fails to attend more than two regularly called meetings in a row or less than half of all meetings during the year up to that point.
- C.4.1.4 The committee chair is elected at the regular June meeting by the continuing members of the committee for the next fiscal. For the sake of continuity, the co-chair should be willing to serve as chair after the chair's retirement from the position.
- C.4.1.5 The committee normally meets on the third Sunday of the month at 8:30 a.m. Special meetings may be called by the chair, as required when the committee work load requires.
- C.4.1.6 A quorum consists of at least one half the membership of the total committee including the chair.
- C.4.1.7 Routine motions require approval by at least 50% of committee members present and voting. The presiding officer votes only to break a tie.
- C.4.1.8 Any member may declare a motion major. Major motions require approval by at least 50% of all committee members. Votes may be made by phone from members not present at a meeting.
- C.4.1.9 The final vote on approval of the operating budget for submission to the Board of Trustees automatically is a major motion.
- C.4.1.10 Minutes will be taken at all committee meetings and distributed to committee members within one week of the meeting. Distribution may be by email, telecopy or mail. The minutes will contain as a minimum all

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motions considered by the committee and all assignments to committee members for action.

C.4.2 Committee Functions

The committee is responsible for the following functions listed under the Finance Group. These functions, unlike the rest of this procedure, are determined by the Board of Trustees and cannot be changed by the committee.

- C.4.2.1 Advising the Board of Trustees with income projections based on prior experience.
- C.4.2.2 Keeping the membership informed about income requirements to meet program needs.
- C.4.2.3 Preparing an operating budget for the following fiscal year based on policy guidelines from the Board of Trustees and input from operating groups and committees.
- C.4.2.4 Submitting a proposed operating budget to the Board of Trustees at or before the February meeting of the Board.
- C.4.2.5 Completing a final operating budget for Board approval at its March meeting.
- C.4.2.6 Recommending to the Board of Trustees during the course of the fiscal year changes in that year's budget, as required by changes in circumstances and projections.
- C.4.2.7 Setting up the procedures and controls required for assessing the financial situation of the Church.
- C.4.2.8 Assessing the financial situation and prospects of the Church and reporting them to the Board in monthly reports.
- C.4.2.9 Monitoring the activities of the Treasurer and Controller.
- C.4.2.10 Setting up suitable procedures for control of expenditures, responsibility of individuals for each budget line item and other means to assure the proper handling of all Church funds.
- C.4.2.11 Recommending investment of operating funds not required for immediate use.
- C.4.2.12 Coordinating with all other committees on matters pertaining to income and expenditures, actual or planned.

C.4.3 Detailed Functions of Chair

- C.4.3.1 Prepare and distribute agenda for each meeting of the committee.

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- C.4.3.2 Assign taking of meeting minutes.
- C.4.3.3 Preside at meetings or ask co-chair to preside.
- C.4.3.4 Vote only to break a tie vote.
- C.4.3.5 Assure that actions of the committee are communicated to the Board of Trustees as appropriate.
- C.4.3.6 Keep Finance Group leader informed of committee actions; work with group leader and with other committee chairs of Financial Group on matters of common concern.
- C.4.3.7 Write (or arrange for another committee member to write) letters to pledgers at end of each quarter (September 30, December 31, March 31, June 30) to accompany pledge statements prepared by the Pledge Reporter. The letters should advise the membership of the Church's financial situation and encourage pledge payments.
- C.4.3.8 Prepare the committee's report to the congregation for inclusion in materials provided in connection with the Annual Meeting, such report to be submitted in time to satisfy the publication schedule of such materials.

C.4.4 Detail functions of committee.

- C.4.4.1 Consider and approve minutes of previous meeting. Follow up on actions/commitments.
- C.4.4.2 Analyze income and expenses shown in Controller's report. Review balance sheet and status of other funds. Modify and approve report.
- C.4.4.3 Assess financial status and prospects for future and advise Board of Trustees about outlook and concerns.
- C.4.4.4 Review investment of operating funds.
- C.4.4.5 Receive and act on instructions from Board of Trustees, if any.
- C.4.4.6 Prepare recommendations for Board action, as required.
- C.4.4.7 Operating Budget Preparation
 - C.4.4.7.1 Request input from operating committees for following fiscal year's budget at the beginning of December. Obtain budget policy guidance from Board of Trustees.
 - C.4.4.7.2 Prepare first draft of new budget in January.
 - C.4.4.7.3 Co-ordinate Operating Budget with Capital Budget.

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- C.4.4.7.4 Prepare submission of budget to Board of Trustees for comment and additional guidance by its February meeting.
- C.4.4.7.5 Prepare budget for final Board of Trustees approval at its March meeting to meet deadline of presenting it for congregational approval at the Annual Meeting to be held between the first Sunday in April and the first Sunday in May generally occurring on the last Sunday in April. The proposed budget must be available to the members at least ten days prior to the Annual Meeting.
- C.4.4.8 At year end, determine the excess operating funds, if any, which are to be transferred to the Reserve or Capital Fund accounts as determined by the Board of Trustees. Any budgeted funds not used by a committee by the end of a fiscal year are returned to the Operating Budget (i.e. there is no carryover).
- C.4.4.9 Review and, if desired, update these procedures at least annually.

C.5 Art Exhibition Committee

The Art Committee is concerned with planning art exhibits at the Church. The exhibits generally appear at the Gallery. Several meetings are held early in the fall to view the work of artists who are interested in exhibiting and to plan a schedule of exhibits for the year. One member of the committee usually takes the responsibility for the organization and publicity involved with a specific show and the committee members work together on hanging the shows and providing transportation for the paintings or artists when necessary.

C.6 Book Store Committee

C.7 Coffee Committee

C.7.1 Operating Procedure

- C.7.1.1 The chair shall be appointed by the committee members.
- C.7.1.2 The chair shall recruit hosts for each service and be responsible for the monies allocated by the Board of Trustees and collected at Coffee Hour.
- C.7.1.3 Hosts will be responsible for preparation and serving of refreshments, for cleaning and storing of allocated material.
- C.7.1.4 Hosts will recruit help and interest of other workers.

C.7.2 Coffee Hour Procedure Form

To be filed in office

Date_____ Time_____ Chair_____

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- C.7.2.1 Get two plastic refuse cans from right-hand room in basement. All materials are in the cans for Coffee Interlude except white cloths and cups which are in the left-hand room.
- C.7.2.2 Fill tow urns full of water; add 2 lbs. Coffee each. Fill one urn half full for tea. Mix milk and Perx, 2 to 1.
- C.7.2.3 Get cart from lobby. Place one coffee urn and one tea urn on cart. Add 250 cups, 4 pitchers, 4 sugar bowls, some spoons, napkins. Tea on same. Get extension cord from office if necessary and connect at plug below library shelf; cart can then be kept in lobby if desired.
- C.7.2.4 Get tables from below stage – do this early! Cover tables with white paper and plastic cloth. Put one at each side of doors. Be sure empty refuse cans are there for cups later.
- C.7.2.5 Shopping list
 - 4 lbs. Coffee 50 tea bags
 - 6 pts. Perx (coffee rich) 2 lemons
 - 2 lbs. Sugar 3 qts milk.

C.7.2.6 11:30 chair take home towels and return for next session.

C.8 Library Committee (to be deleted)

C.9 Public Relations Committee

C.9.1 Operating Procedure

- C.9.1.1 The committee meets once a month, (or less, depending upon matters relating thereto being sufficient to call a meeting of the committee).
- C.9.1.2 The chairman presides at all meetings.
- C.9.1.3 The Chairman is responsible for preparation of minutes of all meetings. These are sent to the office to be mimeographed and are subsequently sent to the Board to keep them appraised.
- C.9.1.4 The Chairman is selected by the President, and serve and for a term of not more then two year.
- C.9.1.5 The committee works in cooperation with the senior minister, who designates upcoming sermons or special events worthy of advertisement, works lay out for cards for sermon series etc., discusses possible free advertising through releases to newspapers, suggests new methods and styles of advertising; this committee is responsible for the displays on the graphic display panels (committees of the Church should clear through P.R. Committee before using to avoid conflicts).

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- C.9.1.6 Once a year the Committee submits a budget to the Finance Committee for their operating needs.
- C.9.1.7 The Chairman designates a person to be responsible for keeping the two bulletin boards up to date and looking presentable.
- C.9.1.8 This committee is responsible for having pamphlets printed about Unitarianism and Central Unitarian Church, which are stocked at the library corner and displayed on the literature racks.

C.10 Social Responsibility Committee

C.10.1 Operating Procedures

- C.10.1.1 The committee shall meet at the call of the Chairman or when requested by at least 5 members of the committee membership.
- C.10.1.2 Each member will be notified of any scheduled meeting at least 1 week in advance of the meeting and if at all possible the meeting also will be announced in the bulletin to insure attendance by any interested person.
- C.10.1.3 The agenda will be distributed with the call for a meeting and also published in the bulletin if possible.
- C.10.1.4 The Chairman will preside at meetings or designate a member of the committee to preside.
- C.10.1.5 Any formal action of the committee requires the presence of a quorum consisting of 30% of the official members as noted by the chairman. Official members must have attended one of the last 5 formal committee meetings.
- C.10.1.6 Major actions of the committee including recommendations to the Board of Trustees and expenditures of \$50 or more must be approved by at least 50% of the official members as noted by the Chairman.
- C.10.1.7 The chairman will be responsible for making and submitting vouchers for all approved expenditures and making a statement of the financial position at each regular committee meeting.
- C.10.1.8 The chairman is responsible for the preparation of minutes of all meetings and for their distribution to the committee.
- C.10.1.9 The use of the Social Responsibility Information Table in the lobby of the Church is available for any member, but its use must be cleared in advance with the chairman of the Social Responsibility Committee.

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C.11 Sunday Services Committee

C.11.1 Operating Procedures

- C.11.1.1 The chairman of the committee shall be appointed by the Board of Trustees.
- C.11.1.2 The chairman and the minister shall select at least ten or as many as fifteen members who would seem to be a cross-section of the Church. The minister and a member of the Board of Trustees shall be members ex-officio.
- C.11.1.3 Meetings shall be held at least three times a year, or as often as the chairman shall deem necessary, or when requested by five of the members.
- C.11.1.4 Meetings shall be call by the chairman at the convenience of the minister. The date for 1969-1970 has been established as the third Wednesday of the month.
- C.11.1.5 Discussion of the services may be supplemented by ideas presented by committee members or Church members and shall be considered in a constructive attitude, bearing in mind always the requirements of the majority of the Church members.
- C.11.1.6 Ideas, or innovation, if considered valid by a majority of the committee members present may be translated into a suggestion to the minister or appropriate committee, or into a recommendation to the Board of Trustees.

C.12 Twigs – (To be deleted?)

C.13 Instructions for use of Voucher

C.13.1 Procedure

- C.13.1.1 One person, normally the cognizant committee chair, is responsible for approving charges against each budget item. He/she must sign and issue (or delegate another member of the committee to sign and issue to the Bookkeeper) a voucher to evidence approval of such charges or to assure credit to the committee account, if applicable.
- C.13.1.2 A voucher should be made out and submitted to the Bookkeeper under the following conditions
 - C.13.1.2.1 When personal funds have been used for Church business and reimbursement is to be authorized. In such case, a receipt should be enclosed.
 - C.13.1.2.2 When an item has been charged and a bill has been received by the cognizant person. The bill should be sent with the voucher.

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- C.13.1.2.3 When an item has been charged and the bill is sent directly to the Church, the voucher should indicate the fact that material or services has been received and is satisfactory.
- C.13.1.2.4 When charges are to be transferred from one account to another (e.g. specific mailing costs transferred from office account to a committee account).
- C.13.1.2.5 When funds collected against a prior expense are to be credited to that expense (e.g. receipts from pamphlet sales credited against cost of pamphlets or receipt from movies against movie rental).
- C.13.1.3 Voucher Content
 - C.13.1.3.1 Debit/Credit: Give amount authorized to be expended or to be added to account.
 - C.13.1.3.2 Account: Designate name of account (e.g. Literature and Library).
 - C.13.1.3.3 Line Item: Identify line item from budget to be charged with the expense or credited with the income.
 - C.13.1.3.4 Item: Describe nature of item. Refer to itemized statement, if one is available and the transaction is complex.
 - C.13.1.3.5 From: If applicable, give supplier of merchandise or service.
- C.13.1.4 Send completed voucher to Bookkeeper. Keep copy in committee files.
- C.13.1.5 Additional voucher forms may be obtained from the Church office.

C.14 Affiliated Organizations

C.14.1 Church Related Organizations

Church-related groups are comprised essentially of Church members or of non-members attending the Church. They are encouraged by the Church and given free use of the Church facilities, but are not governed by the Church. Such groups are expected to abide by the policies of the Church. They cannot take action in the name of the Church except by approval of the Board of Trustees.

C.14.1.1 Women's Alliance

C.14.1.2 Women's Circle

C.14.1.3 Men's Club

C.14.1.4 Twigs

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(?) Twigs is an open committee which operates a branch of the Women's Auxiliary of the Hackensack Hospital Association. It is affiliated with the Women's Alliance of CUC and performs service projects for Hackensack Hospital. The chair of the Twigs is selected by the chair of the Women's Alliance.

C.14.1.5 Folk Dancers

C.14.1.6 ETF

C.14.2 Non Church Related Organizations

Some groups made up essentially of non Church-related people are offered use of the Church facilities for no or reduced charges. The permission for such groups to use the Church facilities for reduced charges is granted on a year to year basis, by the Board of Trustees. Examples of such groups might be:

C.14.2.1 Adelphi

C.14.2.2 Stage Crafters

C.14.2.3 Memorial Society

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D. Appendix

D.1 Job Descriptions

Job Descriptions for all CUC staff and employees, usually prepared by the Personnel committee and approved by the Board of Trustees. They supplement the general Personnel policies applicable to all staff and employees and define benefits, duties and limits of authority.

D.1.1 Religious Education Coordinator

D.1.1.1 Teacher Support and Supervision

D.1.1.1.1 Recruit teachers

D.1.1.1.2 Recruit substitute teachers

D.1.1.1.3 Provide training for teachers

D.1.1.1.4 Provide lesson plans

D.1.1.1.5 Order and provide curriculum materials

D.1.1.1.6 Assist teachers in setting up classrooms

D.1.1.1.7 Help teachers plan field trips

D.1.1.1.8 Be available to teachers to discuss/suggest ways to enhance their effectiveness

D.1.1.1.9 Adult Education

D.1.1.1.10 Actively solicit teacher evaluation of the curriculum

D.1.1.2 Curriculum Development and Implementation

D.1.1.2.1 Keep abreast of new trends in Unitarian religious education

D.1.1.2.2 Review new curriculum materials for possible use

D.1.1.2.3 Adapt curriculum materials to appropriate grade level

D.1.1.2.4 Establish new curriculum as needed

D.1.1.3 Special Events and Projects

D.1.1.3.1 Coordinate R.E. program with music director and minister as needed

D.1.1.3.2 Coordinate R.E. program with Program Committee

D.1.1.3.3 Coordinate the Christmas program, UNICEF Sunday, RE Sunday, Easter, the readers Thanksgiving and Passover services, and advise Craft Day heads each year

D.1.1.3.4 Arrange Adult Education Workshops

D.1.1.4 Public Relations

D.1.1.4.1 Recruit and maintain rapport with students

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- D.1.1.4.2 Put information in the bi-weekly newsletter
- D.1.1.4.3 Prepare a prospectus of course offerings
- D.1.1.4.4 Provide parents/students with outline of curriculum

D.1.1.5 Administration

- D.1.1.5.1 Draw up an annual budget with assistance from the RE Committee
- D.1.1.5.2 Keep a record of expenses
- D.1.1.5.3 Maintain inventory of materials and supplies
- D.1.1.5.4 Maintain RE office and equipment in RE facilities
- D.1.1.5.5 Attend RE Committee meetings to report on current RE activities and future plans

D.1.2 Youth Coordinator

D.1.2.1 Youth Group

- D.1.2.1.1 Planning a program of activities for the Youth Group each year, to include opportunities for service to CUC and the larger community, interaction with other UU youth groups, and social functions.
- D.1.2.1.2 Involving Youth Group members in planning of activities.
- D.1.2.1.3 Delegating appropriate administrative duties to the youth and/or parents (phoning, copying, notices, etc.).
- D.1.2.1.4 Coordinating Youth Group activities with other Church and RE activities, avoiding conflicts in fundraising and building use.
- D.1.2.1.5 Providing chaperones where appropriate through parent congregation member volunteers.
- D.1.2.1.6 Establishing contact between Youth Group and AYS/LIFT class through social action and social functions.
- D.1.2.1.7 Establishing contact between Youth Group and greater congregation for intergenerational exchange (helping at congregational functions, assisting at or organizing a Sunday service).
- D.1.2.1.8 Evaluating programs and events on a yearly basis.
- D.1.2.1.9 Maintaining communication with the RE committee.

D.1.2.2 Affirmation

- D.1.2.2.1 Assisting minister as needed, possibly including curriculum development and teacher recruitment and training.

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- D.1.2.2.2 Developing curriculum (if necessary) in conjunction with RE Coordinator, minister, and RE committee.
- D.1.2.2.3 Obtaining feedback and suggestions from Affirmation graduates and their parents.
- D.1.2.2.4 Arranging for members of the congregation to serve as mentors and coordinating mentorships and additional instruction.
- D.1.2.2.5 Maintaining close contact with members of the Affirmation class and seeing that questions, concerns, etc., are brought to the attention of the minister.
- D.1.2.2.6 Cooperating with other UU congregations interested in establishing courses similar to ours.
- D.1.2.2.7 (In AYS/LIFT years, when Affirmation Course is not being given) helping to evaluate previous year's course and plan following year's encouraging interest and participation in the Affirmation Course among AYS/LIFT students, and actively pursuing Outreach goals.

D.1.2.3 Outreach

- D.1.2.3.1 Researching outreach programs both within and outside the denomination.
- D.1.2.3.2 Initiating and maintaining such a program.
- D.1.2.3.3 Initiating and maintaining contact with appropriate offices at local colleges and universities.
- D.1.2.3.4 Conferring and coordinating with publicity, membership, and orientation chairs as needed.
- D.1.2.3.5 Integrating new members contacted through youth outreach into the congregation.
- D.1.2.3.6 Maintaining contact with college-bound “graduates” of CUC’s youth program and encouraging their continuing involvement with CUC in whatever ways possible (personal letters, newsletters, “reunion” activities).

D.1.2.4 General

- D.1.2.4.1 Attending monthly RE Committee meetings to report to and confer with committee.
- D.1.2.4.2 Attending other meetings as necessary to performance of duties.

D.1.3 Duties of the Secretary – to be deleted

D.1.4 Assistant Secretary – To be deleted

D.1.5 Bookkeeper Job Description

D.1.5.1 Definition

- D.1.5.1.1 Functions

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The function of the Bookkeeper is to perform the following regular tasks which entail

- reviewing and processing all incoming Church invoices;
- reconciling the Church checking accounts as assigned;
- preparing the biweekly and monthly payroll, quarterly tax payments and W-2 and 1099s as required ;
- preparing weekly and monthly summary reports as requested by the Controller and/or Finance Committee chair. Additionally,
- the Bookkeeper shall work with the Treasurer of the Church in entering into the Quickbook system any Church receivable in accordance with the prepared deposit slips.

D.1.5.1.2 The Bookkeeper shall report directly to the Controller.

D.1.5.1.3 The position shall be hourly and additional time required in excess of the budgeted weekly hours shall be authorized by the Controller.

D.1.5.1.4 Authorization to pay bills shall be provided by the Controller **and** the Church Committee chairs.

D.1.5.2 Detailed Responsibilities:

D.1.5.2.1 Assemble on weekly basis all incoming bills and internal membership request for payments and reimbursements.

D.1.5.2.2 In coordination with Office Manager and Controller, obtain authorization for payments. In the event this cannot be easily done within one week, provide specific information to Controller via email.

D.1.5.2.3 Using the Church Quickbooks software, enter all accounts payable into the Hudson City Check Register, insuring that the information is complete, and properly entered against the proper accounting codes. Include the invoice number or customer account number and as much information in the memo field as necessary to annotate the purpose of the check.

D.1.5.2.4 Assemble the unsigned check with the accompanying invoice material for signature.

D.1.5.2.5 Annotate the paid invoice with the payment date and check number and file. Once the check has been countersigned, prepare payment for mailing.

D.1.5.2.6 On monthly basis, reconcile all external checking accounts with the Church Quickbooks registers. This includes the RE checking account and the Minister's Discretionary Fund account.

D.1.5.2.7 Review the bi-weekly time sheets of the Office Manager, and Custodians.

D.1.5.2.8 The Minister shall initial the Office Manager time sheet.

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- D.1.5.2.9 The Office Manager will initial the Custodians' time sheets before processing for payment.
- D.1.5.2.10 The salaried employees shall be paid monthly and do not require any additional approvals unless guidance is received from the Minister or Controller. These positions are the Minister, Music Director, RE Director, Church Coordinator and Youth Group Coordinator.
- D.1.5.2.11 The pay rates of all positions shall reside in the Quickbooks program and will be changed annually with the new year budget.
- D.1.5.2.12 The bookkeeper shall maintain the latest payroll tax deduction rates by regularly going on line with Quickbooks in order to download the necessary changes.
- D.1.5.2.13 The checks, once prepared, will be given to the Controller for signature and distribution.
- D.1.5.2.14 The payroll federal and state taxes will be prepared and reviewed with the Controller on a quarterly basis and checks will be generated on time to prevent any penalties.
- D.1.5.2.15 All incoming mail from the US and State Governments will be reviewed with the Controller as soon as possible.
- D.1.5.2.16 The Bookkeeper shall prepare all necessary W-2s and 1099s not later than 15 January for review by the Controller.
- D.1.5.2.17 On a weekly basis the Bookkeeper shall generate any Quickbooks available reports required by the Controller for his/her review.
- D.1.5.2.18 Within the first week of the close of the month, the bookkeeper shall prepare the memorized monthly reports requested and required by the Controller and Finance Committee.
- D.1.5.2.19 In addition, the Balance Sheet shall be prepared for Controller review. All special journal entries as required should be made prior to the issuance of the final Controller's Report which will be submitted to the Finance Committee on the Second Sunday of every month, unless notified otherwise.
- D.1.5.2.20 The Bookkeeper shall monitor the level of specially ordered computer ready checks and shall order in a timely manner to prevent any shortage.
- D.1.5.2.21 The Bookkeeper shall receive a copy of the Treasurer prepared deposit slips and will enter this information into the proper accounting codes into the Quickbooks system. The deposits shall be verified with the monthly banking statements and will advise of any discrepancy to both the Controller and Treasurer.

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D.1.5.2.22 The bookkeeper shall be responsible for the Collection Plate Procedure as described in 5.7

D.2 Related Documents

A list of documents that would not exist w/o CUC but are not under the direct control of the board

D.2.1 Constitution

D.2.2 ETF Constitution

D.2.3 Woman's Alliance Charter

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D.3 Officers

As of 3/19/05

President	Herb Ouida
Vice-President	Roy Wandelmaier
Secretary	Roy Wandelmaier
Controller	Jay Pearly
Treasurer	Martha Bell
Pledge Reporter	Vacant
Church Council	?
Trustee	Lisa Horton
Trustee	Jeff Feinstein
Trustee	Joan Field
Trustee	Annette Machac
Trustee	Andy Hirschfeld
Trustee	Theodora Lacey
Trustee	Mary Frances Raynault
Trustee	Michael Patrick
Trustee	Robin Cannata

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D.4 Committees and Chairs

As of 12/1/04

Committee	FY05 Chair	FY05 co-chair
Activities	Lynda Fritsch	
Advisory	TBA	
Aesthetics	Werner Wandelmaier	
Capital	Werner Wandelmaier	
Committee of the Future	TBA	
Computer	Sajee Mathew	
Endowment	Kip Welson	
Facilities	Werner Wandelmaier	
Finance	Jay Pearly	
Flowers	Betty Heald	Judith Hishikawa
Garden	Bruce Calabro	
K. Miller Award	Diana Adams	Sandy Woodson
Membership	Rab Bell	Martha Bell
Ministerial Relations	Kim Fuchs	
Music	Syd Systma	Pam Kohlman
Nominating	Hank Carlsen	
Outreach Auction	Brooke Cannata	
Pastoral Care	Sue Pearly	
Personnel	Louise Lessersohn	TBA
Publicity	Ann Marie Rezen	Bill Howe
RE Committee	Allison Sosinsky	Tracey Carson Gina Webb-Metz
Rummage Sale	Lisa Dodenhoff	Ronda Fultz
Social Responsibility	Luis Merlo	
Homeless	Betty Buffington	Helen Brender
Welcoming Congregation	Lynda Fritsch	Susan Boyd
Disabilities Subcommittee	June Donahue	
Anti-Racism Sub-committee	MA Woods-Murphy	
Spring Fling	Mary Fran Renault	
Stewardship	Peter Horton	
Ushers	Susan Havens Lang	

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Women's Alliance President	Betty Buffington	
Vice President		Genia Kornhaber
Secretary		Mary Ann Claxton
Treasurer		Betty Heald
Worship	Paul Dodenhoff	
Youth & Young Adult	Ben Goodwin	

D.5 Voucher

To be added