

CONGREGATIONAL HANDBOOK

SECOND CONGREGATIONAL MEETING HOUSE SOCIETY

UNITARIAN UNIVERSALIST

NANTUCKET'S UNITARIAN UNIVERSALIST CHURCH

FOUNDED 1809

Adopted October 25, 2009

Revised January 8, 2010

CONGREGATIONAL HANDBOOK
Second Congregational Meeting House Society, Unitarian Universalist
Nantucket's Unitarian Universalist Church

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Congregational Covenant

Second Congregational Meeting House Society, Unitarian Universalist (Adopted 1987; Revised 2002)

Being in sympathy with the principles and purposes set forth in the bylaws of the Unitarian Universalist Association and wishing to associate ourselves with this congregation, we unite in the freedom of truth and in the spirit of love, for worship and for service to humanity, to our community, and to one another.

Board of Trustees Covenant (Adopted 2005; Revised 2008)

We, the members of the Board of Trustees of the SCMHS, covenant and promise to:

- Start promptly at 5:15 and end at 6:30 unless all agree to go later.
- Listen carefully and fully to one another.
- Strive to listen without interrupting.
- Make every effort for efficiency by modeling brevity and sticking to topic.
- Not repeat our own views until everyone who wishes to speak has spoken.
- Be respectful of other members, and be tactful when disagreeing.
- Assume the best possible motive and trust your fellow board members to hear your concerns.
- Contribute personal ideas but then make decisions for the congregation as a whole.
- Maintain confidentiality with personal and personnel matters.
- Bring up all new business through the agenda or liaison reports.
- Read all materials including minutes, assigned readings and other reports before meeting.
- Assign a board member to each action item that arises in a meeting to ensure follow through.
- Follow through with assigned tasks prior to next meeting.
- Before ending the meeting, state our “assigned tasks” from the course of the meeting.
- Copy emails regarding Board business to all Board members, to keep everyone informed and encourage transparency.
- Share responsibility for observing the covenant.
- Review the covenant and revise as necessary when there are new members or it is a new year.

Unitarian Universalist Principles (Adopted by the UUA in 1985)

Unitarian Universalist (“UU”) congregations affirm and promote seven principles:

1. The inherent worth and dignity of every person;
2. Justice, equity and compassion in human relations;
3. Acceptance of one another and encouragement to spiritual growth in our congregations;
4. A free and responsible search for truth and meaning;
5. The right of conscience and the use of the democratic process within our congregations and in society at large;
6. The goal of world community with peace, liberty, and justice for all;
7. Respect for the interdependent web of all existence of which we are a part.

Unitarian Universalist Sources
(Adopted by the UUA in 1985)

Unitarian Universalism draws from many sources:

- Direct experience of that transcending mystery and wonder, affirmed in all cultures, which moves us to a renewal of the spirit and an openness to the forces which create and uphold life;
- Words and deeds of prophetic women and men that challenge us to confront powers and structures of evil with justice, compassion, and the transforming power of love;
- Wisdom from the world's religions that inspires us in our ethical and spiritual life;
- Jewish and Christian teachings, which call us to respond to God's love by loving our neighbors as ourselves;
- Humanist teachings, which counsel us to heed the guidance of reason and the results of science, and warn us against idolatries of the mind and spirit.
- Spiritual teachings of earth-centered traditions, which celebrate the sacred circle of life and instruct us to live in harmony with the rhythms of nature.

STAFF

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Constitution and Bylaws

Second Congregational Meeting House Society, Unitarian Universalist 11 Orange St., Nantucket, Massachusetts

- Article 1**
Name The name of this church shall be Second Congregational Meeting House Society / Unitarian Universalist
- Article 2**
Purpose The purpose of this church is set forth in its covenant: “Being in sympathy with the principles and purposes set forth in the bylaws of the Unitarian Universalist Association and wishing to associate ourselves with this congregation, we unite in the freedom of truth and in the spirit of love, for worship and for service to humanity, to our community, and to one another.”
- Article 3**
Board of Trustees and Officers The board of trustees shall be the governing body of the church and shall have nine members, each of whom shall serve a three-year term, excepting the treasurer, who is elected annually and may be re-elected for an indefinite number of consecutive terms. There shall be an interval of at least one year after trustees have completed a full term before they shall be eligible for re-election. The board shall elect a president, a vice president, and a clerk from among its members. [Approved at the Annual Meeting Jan. 17, 2010, insertion of the words: Church membership is a pre-requisite for holding a position on the Board of Trustees.]
- Article 4**
Membership Any person eighteen years of age or older who is in sympathy with the purpose of this church, has read and accepts the covenant of the church, has met with the minister, and has agreed to support the church to the extent of that person’s ability, shall be welcomed to membership on signing the Membership Book. All members are expected to support the church and to participate in its activities.
- Persons who may have their principal church affiliation elsewhere may follow the procedure above to be welcomed as associate members. Associate members may vote at any church meeting but may not hold office. The associate membership is not counted in determining a quorum at an annual or special meeting or in determining a quorum at a special meeting called to consider the dismissal of the minister.
- Membership may be terminated by a written statement of resignation signed by the member and given to either the clerk or the president of the board. The Membership Committee shall periodically contact persons who have neither attended Sunday service nor shown any interest in church activities for some time to ascertain whether they wish to continue their affiliation. If there has been no response to the inquiry within thirty days, the Membership Committee shall notify the clerk or president with the recommendation that said members be declared “inactive” and that their names be removed from the membership list.

The clerk of the church shall have the responsibility of maintaining accurate lists of the members and associate members.

Article 5
Minister

The minister and the congregation share responsibility for the leadership and ministry of the society.

The minister shall be called upon recommendation of the Ministerial Search Committee by a ninety (90) percent majority of the members of the congregation present at a meeting called for that purpose. A quorum for such a meeting shall be fifty (50) percent of the number of members reported to the UUA in the current fiscal year.

The minister may be dismissed by a majority vote of the qualified members present at a meeting called for that purpose.

The minister shall be responsible for the conduct of worship and for nurturing the spiritual interests and affairs of the congregation.

The minister shall be responsible for performing such functions as ordinarily pertain to the office of minister in congregations of the UUA and as prescribed by the Code of Professional Practices and Guidelines of the Unitarian Universalist Ministers Association (UUMA). The minister shall be in fellowship with the Unitarian Universalist Association.

The minister shall be a nonvoting, ex-officio member of the board of trustees and its committees, except for the Nominating and Ministerial Search Committees, and shall have the privileges of the floor at all meetings of those bodies, except for executive sessions of the board of trustees.

The minister shall maintain a strong working relationship with the Director of Religious Education, the Director of Music, and the chairs of all standing committees.

The Committee on Ministry shall serve as liaison between the Minister and the congregation and shall oversee the quality of ministry provided by the Minister and by the congregation as a whole. On the arrival of a settled minister, the Ministerial Search Committee shall serve for six months as the Committee on Ministry. At the end of that period, the President and the Minister shall jointly nominate six persons for the Committee to be appointed by the Board. Beginning December 31 of the year following the year of the initial appointments, and every year thereafter, members' 3-year terms are to be staggered so that two members depart, and two new members are appointed, each year. Nominations to fill vacancies are to be made jointly by the Minister and the President, with appointment by the Board. If the President and the Minister are not able to agree on joint nominations, each shall nominate half the persons to be appointed by the Board. One member of the Ministry Committee shall also be a member of the Board, and shall serve as liaison between the Board and the Committee. In the

event the Board declines to appoint a nominee, the nominator shall then propose three persons, one of which must be appointed by the Board.

Article 6 The fiscal year of the church shall be January 1 to December 31.
Fiscal Year

Article 7 The annual meeting of the church shall be held within six weeks of the end
Meetings of the fiscal year for the purpose of electing trustees and transacting all other business. Special meetings may be called at the order of the board only for such purposes as may be specified in the call. Ten days' notice shall be given for each such meeting. Twenty-five (25) voters shall be necessary for a quorum.

Article 8 The nominating committee shall be elected at the annual meeting
Nominating Committee following nominations from the floor. It shall consist of three members who shall serve for one year and shall present to the annual meeting a list of nominees for all vacancies on the board of trustees, including individuals filling any unexpired term(s) that may exist. This shall not preclude nominations from the floor at the annual meeting. Any vacancy occurring on the board of trustees in the course of the year shall be filled through appointment by the nominating committee.

Article 9 The Society shall indemnify and reimburse out of corporate funds all
Indemnification persons who at any time serve, or shall have served, as a director or officer of the Society, whether or not in office at the time, against and for, any and all claims and liabilities to which they may be, or become, subject to by reason of such service, and against and for, any and all expenses necessarily incurred in connection with the defense or reasonable settlement of any legal or administrative proceedings to which they are made a party by reason of such service, except in relation to matters as to which they shall be finally adjudged to be liable for negligence or misconduct in the performance of their official duties. Such indemnification or reimbursement shall not be deemed to exclude any other rights or privileges to which such persons may be entitled.

Article 10 1. It shall be the duty of the president to preside at all meetings of
Bylaws the church and of the board of trustees. The president is ex officio a member of all committees, excepting the nominating committee.

2. It shall be the duty of the clerk to keep a record of all meetings of church and of the board of trustees, to keep a roll of members, to hold in custody all documents and papers belonging to the church, and to perform such other duties as may naturally develop upon the office.

3. It shall be the duty of the treasurer to hold in custody all funds of the church; to keep an account of all receipts and expenditures; to pay such bills as may be approved by the board of trustees; and to render at the annual meeting, and at such other meetings as may be required, a full financial statement of the church.

4. The board of trustees shall have general charge of the administration of the affairs of the church, but no contract involving an expenditure of money exceeding three thousand dollars (\$3,000) shall be made without a vote of the church.
5. The minister of the church shall be chosen and the minister's salary determined by a vote of the church at special called meetings; a vote of the church shall be necessary for dismissal.
6. The board of trustees shall establish such committees as may seem to them proper and necessary and shall appoint members thereto. Exceptions to this section of the bylaws are the Nominating Committee and the Committee on Ministry.
7. Full reports of the activities of the church shall be made at the annual meeting by the minister, department heads, and committee chairs, as appropriate.
8. At meetings of the board of trustees, a majority of its members shall constitute a quorum.
9. The church declares and affirms its special responsibility to promote the full participation of persons in all of its activities and in the full range of human endeavor without regard to race, color, gender, disability, affectional or sexual orientation, age, or national origin, and without requiring adherence to any particular interpretation of religion or to any particular religious belief or creed.

Article 11 This constitution may be amended at any legal meeting, the proposed
Amendments amendment having been previously set forth in the call, a two-thirds vote being necessary for adoption. Bylaws not conflicting with the U. S. Constitution or with the laws of the Commonwealth of Massachusetts may be added or changed by a majority vote.

- *Adopted at the Annual Meeting of the Congregation – January 2002*
- *Amended at the Annual Meeting of the Congregation – January 2006 (revised provision in Article 5 on appointments to the Committee on Ministry)*
- *Proposed Amendment to Article 3 adopted by the 2009 Board for presentation at the Annual Congregational Meeting Jan. 31, 2010.*

Summary of “Rules” for Counting Membership

Adopted by the Board January 27, 2009

Regular Members (counted as currently active members)

1. Over 18
2. Signed the book
3. Primary church affiliation is with SCMHSUU.
4. Currently active by attending, volunteer work, donations, or pledging.

Associate Members (counted as currently active members)

1. Over 18
2. Signed the book
3. Primary church affiliation is with another congregation.
4. Currently active by attending, volunteer work, donations, or pledging.

Inactive Members (people who have joined the church sometime in their lives but are no longer active and have not asked to be removed from the rolls)

1. If a member seems to be inactive for a three-year period, he or she may be listed as inactive, but the Clerk should check to make sure that is correct.
2. If someone wishes to withdraw from membership, they may do so by writing to the Clerk or the Board President.
3. Inactive members are not counted for purposes of counting membership.

Friends of SCMHSUU (nonmembers and not counted as members)

1. Over 18
2. Have not signed the book
3. Currently active by attending, volunteer work, donations, or pledging.

Proposed Process for Counting Members

1. Clerk organizes a small committee to review the membership list annually prior to the UUA certification deadline (late January).
2. Committee reviews membership lists, the church record books, and pledge list, and decides whether people are members and whether they are active or inactive, making calls to verify information as needed.
3. Board reviews and approves lists.
4. Each January the congregation certifies membership to UUA and includes the count in the Annual Report. UUA “fair share” is paid only for Regular Members, though both Regular and Associate Members are counted as members. Inactive members are not counted for purposes of counting membership.

Channels of Communication and Decision-Making

Congregation members and staff will always speak with the best intentions. Communication must be respectful and gracious. This is especially important in written messages, which may be passed on to others. Observance of these principles will avoid most misunderstandings.

If you have an *idea* for a new project, activity, program, committee, or group:

1. If you're not sure where the idea fits—
 - Talk to the Minister
 - Talk to a Board member
2. If the idea seems to fit within a committee area—
 - Attend a committee meeting
 - Talk to the committee chair
3. If the existing committee decides not to take up the idea—
 - (a) As it is congregation policy to encourage new ideas and projects that are consistent with UU principles, the Minister can provide guidance about how to proceed. The idea may have been circulated but simply be waiting for a volunteer to begin. The idea may be one that the Board should review, and you may be asked to put your idea in writing and submit it to the Board. You can attend the Board meeting to hear what happens.
 - (b) It's also OK to bring your idea to any Board member to start the process, though the Minister may be more likely to know about other people with similar interests who may be in the process of developing a similar idea.

If you have a *concern* with a member of the congregation:

1. It is expected that members, friends, staff, and the Minister will seek to maintain good relationships with others. Conflict can arise even in the friendliest of settings and even among people who desire to remain in a positive relationship. Our concern resolution process does not “adjudicate” a “dispute,” but promotes the development of healthy relationships.
2. It's important for members of our community to understand that being “civil” in someone's presence is essential but not sufficient. It damages the fabric of community when someone harbors concerns without resolving them appropriately. To support healthy relationships, the congregation encourages direct communications and discourages anonymous complaints. It is inappropriate to voice concerns to multiple others without first checking facts and assumptions.
3. Assume the best intentions and seek additional information from the best information source—
 - (a) If your concern is about a person or that person's comments or behavior, the best information source is most likely that person.
 - (b) Speak directly to the person who is the focus of your concern before voicing your concern to others. If you assume the best intentions and keep in mind that your information may be incomplete, it will be easier to speak directly, because you will be asking first for more information and can begin by saying that you appreciate that the person has the best interests of the congregation at heart.

- (c) If you nonetheless feel unable or unwilling to speak directly to the person, speak to the Minister who will do her best to alleviate your concern, or will refer you to someone in a position to help you.

4. **If you have a *concern*** with the Minister:

- (a) Assume that the Minister is acting with good intentions and is concerned about the well-being of the congregation and its members, including you.
- (b) It is best for the well-being of the entire community that you speak directly to the Minister if you feel able. The Minister is trained and experienced in hearing concerns and is open to constructive criticism, and may be able to help you resolve your concern quickly and in a way that fully satisfies you. (See "Ministry Committee," pp. 27-28.)
- (c) If you feel unable or unwilling to speak directly to the Minister, or have spoken to the Minister and feel your concern is unresolved, then speak privately with a member of the Ministry Committee. That person will take the concern to the Ministry Committee for discussion.
 - The Committee is made up of diverse individuals who can give the Minister feedback from their different perspectives. Together the Committee members advise the Minister. Ministers are flexible and actively seek growth and skill improvement. Discussion of your concern can help the Minister and the congregation.
 - The Committee discussion usually involves the Minister. This is recommended practice in UU congregations, and encourages the phrasing of concerns in ways that are constructive and compassionate.
 - The member you spoke to will come back to you with more information that may resolve your concern. In some situations, the member may ask you to sit down and talk with the Minister directly, with a Committee member present.
 - If you still feel your concern has not been fully resolved, you may ask to speak to the entire Committee without the Minister present. In this situation, the Committee will also speak to the Minister without you present, and then may ask you both to come into the room for a facilitated conversation.
 - Anonymous transmission of concerns is discouraged. Sometimes people do not wish to be identified because they do not wish to impair their standing with the Minister, yet (as with anyone) it is more respectful to be direct, and ministers appreciate direct communication. A member of the Committee will relay your concern even if it is anonymous, but most often a concern cannot be fully understood or responded to without complete information.
 - The Committee and the Minister are experienced in maintaining confidentiality so that you and the Minister can develop your relationship in a positive way. An open conversation guided by the Ministry Committee (or a single member of the Committee) can be a transformative experience from which member, Minister, and congregation benefit.

5. **If you have a *concern*** with a staff member other than the Minister:

- (a) Assume that the staff member is acting with good intentions and is concerned about the well-being of the congregation and its members, including you.
- (b) It is best for the well-being of the entire community that you speak directly to the staff member. Often a concern is the result of incomplete information or a misunderstanding,

and it may be possible for the staff member to resolve your concern quickly and with gratitude for the respect you show in speaking directly.

- (c) If you feel unable or unwilling to speak directly to the staff member, or have spoken to the staff member and feel your concern is unresolved, speak directly to the Minister. Under the Congregation's Personnel Policy (see p. 29), the Minister is the chief of staff.
- The Minister may have information that will resolve your concern, or may be able to obtain it readily.
 - The Minister may offer to facilitate a conversation between you and the staff member.
 - The Minister, after investigation, may decide to take action under the Personnel Policy.
 - The Minister will always let you know how your concern was handled.
- (d) If, after talking with the Minister, you feel that your concern is not resolved to your satisfaction, tell the Minister that you would like to have the concern considered by the Personnel Committee. If you prefer, tell the chair of the Personnel Committee. (See "Personnel Committee," p. 29.)
- The Personnel Committee will meet to consider the concern.
 - You may be asked to present your concern to the Personnel Committee, and the staff member may also be asked to meet with the Personnel Committee.
 - The Personnel Committee will make a decision about how to resolve the matter, and may or may not make a recommendation to the Minister or to the Board of Trustees. The Chair of the Personnel Committee will let you know how your concern was resolved.

Personnel Policy
Second Congregational Meeting House Society, Unitarian Universalist
11 Orange St., Nantucket, Massachusetts

I. INTRODUCTION

The Personnel Policy of the Unitarian Universalist Church of Nantucket (hereafter referred to as South Church) is established to provide a direction and consistency in the management of the work relationships among the employees of this church. The Policy is reviewed yearly by the Personnel Committee who will make recommendations to the Board of Trustees, who will make changes as appropriate. This document in no way establishes a contract between an employee and South Church. Both the employee and South Church remain free to terminate employment at will or as provided by contract.

It is the task of the Personnel Committee to advise the Minister and the Board of Trustees on matters of employee relations, salary levels, benefits, employment practices, record keeping, performance reviews and to act as a resource in the maintenance of a positive work environment. This policy applies to regular staff members including ministerial, professional and support staff with exceptions as noted. These policies do not apply to temporary or per-diem employees or to volunteers.

II. EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION

South Church is committed to equal-employment opportunity for all employees and applicants for employment without regard to race, color, religion, creed, sex, sexual orientation, national origin, age, disability, or veteran status in all aspects of employment.

III. HIRING POLICIES

The Minister will be called by vote of South Church as provided for in Article V of the Bylaws of South Church.

All other personnel after thorough vetting and clean CORI and SORI reports shall be hired by the Board of Trustees on the recommendation of the Minister and the advice of the personnel committee.

The Board of Trustees will agree on the starting salary. An offer letter describing the salary, benefits and work hours will be given to the selected candidate as part of the job offer. The candidate will be provided with a job description. An applicant must agree to a criminal records check, and employment is dependent upon results acceptable to the Board of Trustees. Upon acceptance of the offer, the new employee will sign a statement indicating acceptance of the terms described in the letter.

IV. HOURS AND PAYROLL

The work week for full-time employees at South Church is 40 hours per week beginning Sunday and ending Saturday.

All Employees are paid at least once per month according to the schedule adopted by the Treasurer in consultation with the Bookkeeper.

South Church requires that all overtime be authorized prior to the performance of the work.

Full time employees who are subject to Social Security and State and Federal withholding tax deductions as required by law are made from these employees' paychecks. Ministers are recognized by the Internal Revenue Service as self-employed and are, therefore, responsible for paying their own State and Federal income taxes and Social Security, as required by law. As a matter of convenience, the Minister's taxes may be withheld and paid by the bookkeeper or payroll service, with the understanding that this payment by the Church is on behalf of the Minister and constitutes part of the Minister's income.

V. JOB DESCRIPTION

Each position shall have a written job description that provides an outline of duties and responsibilities and reporting relationships. It is understood that responsibilities will be somewhat fluid and that no description can be all-inclusive. Job descriptions will be changed or amended from time to time as major responsibilities shift.

VI. SUPERVISION AND EVALUATION

A. Supervision

The Minister has overall responsibility for all Church programs. Staff reports to and receives direction for the Minister or his/her designee. In the course of work, Sextons report to Building and Grounds Committee and receive direction from that committee. Regular supervision meetings encourage job-related communication and feedback as well as the opportunity to address and resolve problems at an early stage.

B. Evaluation

A written evaluation of each employee's performance will be made by the Minister in consultation with the Personnel Committee and other committees involved. The evaluations will be provided to all employees on an annual basis. The purpose of this evaluation is to provide a formal communication to the employee that reviews performance and provides specific feedback as to the extent to which expectations have been fulfilled. Through mutual discussion, areas for improvement and goals for the future are outlined. Accumulated evaluations show the progress made in job performance and are a reference for salary adjustment or advancement.

The Board of Trustees will do the performance evaluation of the Minister annually. A copy of all performance evaluations will be kept in the personnel file maintained in a locked file in the Minister's Office.

VII. PERFORMANCE MANAGEMENT AND TERMINATION GUIDELINES

A. The Role of Supervision

Occasionally, an employee's performance will not meet the requirements of the position. Performance, in this case, is broadly defined and may be related to a lack of skill or knowledge, a shortfall in applying the skills or in unacceptable behavior on the job. Usually these discrepancies in expectations will be managed through the supervisory process in which the employee and supervisor will work toward a resolution. Documentation of this process will be maintained by the supervisor. A discrepancy that is significant or long standing will be addressed in the performance evaluation.

B. Written documentation

In the event that supervisory discussions do not result in the required improvement, the supervisor may provide written documentation to the employee. This documentation will include a description of the problem and a description of the expected behavior. Improvement will be expected immediately and consistently or further disciplinary action may occur, up to and including termination.

If an employee receives written documentation, the Personnel Committee will be informed. A designated member of the Personnel Committee will meet with the employee to provide support, clarification of policies and to affirm the Church's commitment to a positive resolution. The Personnel Committee will provide a liaison with the Minister and Board of Trustees about a documented employment matter and will mediate, negotiate and seek resolution as requested.

C. Suspension

In the event of gross misconduct including harassment on the job, the Minister may immediately suspend an employee, with or without pay and benefits. The Chair of the Board of Trustees and the Chair of the Personnel Committee must be notified as soon as possible. With the Minister, they will determine how an appropriate investigation will be conducted. This investigation should take place as soon as possible. The investigation may result in the recommendation for reinstatement, for reinstatement with some disciplinary action or immediate termination.

D. Termination

Involuntary termination may take place if an employee's performance is: a) not satisfactory, b) if there has not been immediate or consistent improvement in a documented performance or behavior problem, c) or if there is an instance of gross misconduct that has not been satisfactorily explained by an investigation, or, d) in other instances recommended by the Minister or Personnel Committee to the Board of Trustees.

If termination is recommended by the Minister; the Chair of the Board of Trustees must be notified and provide necessary support of the action. The Chair of the Personnel Committee must also be consulted. The Chair of the Personnel Committee must be certain that the action is consistent with Church policy and the prevailing laws. The employee may be given the opportunity to resign or may be given a letter of termination which includes the succinct reason for termination and the terms of the separation including the employee's right to COBRA if

covered by health insurance. Accrued vacation will be paid at termination. Sick leave time is not reimbursed at termination.

VIII. PLANNED RESIGNATION

Support staff members are expected to provide at least one month's notice before resignation. Professional staff members are expected to give at least two months of notice unless specified otherwise. Staff members are eligible for COBRA. Accrued vacation time is paid at the end of employment.

IX. EMPLOYEE COMPLAINT PROCEDURE

Through regular supervision, ongoing communication and the support of the Personnel Committee, South Church endeavors to resolve immediately and informally any complaint that an employee might have that he/she is being treated unfairly. An employee who believes that he/she has a legitimate unresolved complaint that established benefits, policies and procedures are not being properly or fairly applied in his/her situation may use the procedures below.

- (1) The employee will meet with his/her supervisor to explain the complaint. With the employee, the supervisor will, if possible, develop steps toward resolution at that time.
- (2) If the issue is not able to be resolved at this time, the employee must write the complaint, including the basis for the complaint and the date the event occurred, and submit it to the supervisor and the Chair of the Personnel Committee. They will meet to develop appropriate steps toward resolution of the complaint and will communicate with the employee in a timely fashion.
- (3) If no resolution is attained through this process, the matter and all pertinent documents and information will go to the Board of Trustees for resolution. If the Minister is a participant in the complaint the Board of Trustees may act alone or seek additional input as appropriate.

X. BENEFITS

Based upon current economic conditions and survey information on benefit programs provided in the marketplace and in other churches of similar size and budget, the Personnel Committee will make recommendations to the Minister and Board of Trustees regarding adjustments to the benefits offered to the staff. Funding for benefits is included in the annual budget of South Church.

A. Workers Compensation

Provided to all eligible employees as required by law.

B. Sick Leave

Staff members accrue sick leave in hours equal to their work day. All full-time staff members accrue at the rate of 8 hours per month. Part-time staff working 20 or more hours will accrue on a pro-rated basis. Accrued hours not used are banked for up to 240 hours [for full-time staff; pro-rated for part-time staff] for future use. An employee starting work before the sixteenth of the month is entitled to one full month's credit toward sick leave. An employee starting work on or after the sixteenth of the month does not earn sick leave credit for that particular month. Staff members working less than half-time do not accrue sick leave unless they are co-holders of a half-time or more position.

Sick leave is used by an employee in case of his illness or injury or for medical or dental appointments. It may be taken to care for a sick or injured spouse, life-partner, parent, sibling, child, grandparent or grandchild. Sick leave may not be used for absence covered by Worker's Compensation payments.

A supervisor may request a doctor's note if there is a question about the legitimacy of sick time taken or question about the fitness of an employee to return to work.

C. Vacation

The Minister's vacation time is described in his or her contract with South Church and is to be consistent with guidelines set by the Unitarian Universalist Association (UUA).

Any other full-time employee is entitled to two full-time weeks of paid vacation, per year, during the first two years of employment; three full-time weeks per year during years 3-5 and four full time weeks per year after completion of the fifth year. Part time employees receive paid vacation on a pro-rated basis. Example: Half-time worker would get half-time weeks, i.e. 20 hours.

Employees working fewer than 20 hours per week receive paid vacation on a pro-rated basis.

D. Holidays

The following holidays are granted all employees. Employees who are scheduled to work fewer than 40 hours a week will be paid for these holidays on a pro-rated basis.

New Year's Day	Labor Day
Martin Luther King, Jr. 's Birthday	Columbus Day
Presidents' Day	Veterans' Day
Patriots' Day	Thanksgiving Day
Memorial Day	½ Day Christmas Eve
Independence Day	Christmas Day

If an employee is required to work on a holiday, the employee will be granted another day off.

E. Personal Leave

Full-time employees are entitled to 6 paid full-time days of personal leave per year. Part-time employees working twenty hours or more will receive 6 paid half-time days per year.

F. Jury Duty

Employees called for jury duty will give immediate notice to their supervisor. They will be excused from work for the duration of their jury obligation. South Church will pay the employee's regular salary during the first three days of jury duty and thereafter will pay the difference between their regular pay and their jury duty earnings.

G. Bereavement

Full-time employees are entitled to up to five days of bereavement leave per year. Part-time employees working twenty hours or more are entitled to a prorated amount of bereavement leave.

H. Authorized Unpaid Absence

An authorized unpaid absence may be taken for personal or family illness or other reason approved by the supervisor. If the leave will be longer than five working days, the Board of Trustees must approve the leave. If the leave is for illness, all accrued sick and vacation time

must be used before the leave is taken. If the leave is for matters other than personal or family illness, vacation time must be used before the leave is taken. Benefits will be continued for leaves of five days or fewer. The Board of Trustees and Minister, in consultation with the Personnel Committee, will determine if benefits will continue for a leave longer than five days.

Parental Leave

A full- or part-time employee working twenty hours or more may take up to eight weeks of unpaid leave for the purpose of birth or for the adoption of a child under the age of eighteen. During such leave South Church will continue to pay for health insurance but no other benefits will be paid or accrued. The employee on parental leave must use accrued sick time and vacation time before becoming eligible for unpaid leave. As much notice as possible must be given to the supervisor.

J. Health Insurance

South Church provides health insurance for all employees working twenty hours or more per week. Employees who work less than half-time are not entitled to this benefit unless they are co-holders of a half-time or more position. This benefit is offered to all employees except where medical coverage is available to the employee through some other means. An employee who has health care benefits available through an alternative subsidized source, or who declines coverage, shall have no claim to the monetary sum that otherwise would be paid toward health insurance.

K. Pension

Regular employees over the age of 21 working 1000 hours a year or more are eligible for pension benefits after two full years of employment, effective at the beginning of the next calendar year. South Church contributes an amount equal to 12% of the employee's annual salary to a pension program. If a half-time or more position is shared, the pension benefit attaches as if the position were held by one person, but the benefit is allocated pro-rata between the co-holders of the position.

- *Voted by the Board of Trustees, December, 1999 Stanley Kilty, MD., Chair*
- *Revised by the Board of Trustees, October, 2001 David Bartsch, Chair*
- *Revised by the Board of Trustees 2005, Rebecca Anderson, Chair*
- *Revised by the Board of Trustee 2006, Debby Merrit, Chair*
- *Revised by the Board of Trustees, May 2009, Nancy Rappaport, Chair*

Internal Financial Controls and Fraud Prevention Measures
for the
Second Congregational Meeting House Society, Unitarian Universalist

February 2009

By Meghan Blair-Valero, Treasurer

What & Why?

Internal Controls and review of financials is a process of checks and balances that are “designed to ensure that the assets of the entity are protected from loss, theft, or misuse. The internal control structure is designed to provide reasonable assurance that these objectives are met. The concept of reasonable assurance recognizes that 1) the cost of a control should not exceed the benefits likely to be derived and 2) the valuation of costs and benefits requires estimates and judgments by management.”¹

Creating a system of adequate checks and balances that is effective and cost conscious in a smaller nonprofit such as the Nantucket UU Church is challenging. It is so because the control methods and practices recommended by Public Company Accounting Oversight Board in relation to the Sarbanes-Oxley Act require numerous staff members with diversified and segregated responsibilities.

The measures that follow in this document take the Public Company Accounting Oversight Boards Recommendations for the “Guidance of Auditors of Smaller Companies” document, and melds it with the practical realities of a very small staff overseen by limited numbers of board members. It also adds some practical elements regarding employee oversight and fraud prevention. In the end this should be a practical, realistic, relatively easy to maintain, system of checks and balances that protects the interests of the Second Congregational Meeting House Society, Unitarian Universalist.

¹ Author Unknown. “Glossary of Terms.” Online posting:
http://www.southportland.org/vertical/Sites/%257B7A5A2430-7EB6-4AF7-AAA3-59DBDCFA30F2%257D/uploads/%257B9D1C6536-671E-46AF-AA88-4F5B670CDB38%257D.DOC&usg=AFQjCNEiztYFSWp4YB6_3u0tyfCWwDZxA

The General Process

Mail is to be received at the P.O. Box address. It shall be collected by the office assistant daily, opened, date stamped and sorted. All mail of a financial nature such as bills, vendor statements, banking and investment statements, funds and correspondence regarding finances not directed to the treasurer shall be forwarded to the bookkeeping firm. All other mail for committee heads and other departments should be sorted and held for pick up at the office. It is not necessary for those items to be forwarded to the bookkeepers.

All funds should be entered on a summary deposit slip from the binder held in the office following the directions enclosed in the same binder. Check numbers, name of payer if known, and amount should all be recorded. Once completed the deposit summary should be initialed. Checks should be immediately stamped with a “for deposit only” stamp. The stamp must include the bank name, account number and wording stating the funds are for deposit only. All materials for pick up should be kept together in the delivery envelope in a secure place. Materials will be either picked up by the bookkeeping service, or delivered to them, a minimum of three times a week, one of which must be Monday.

The bookkeeping service shall provide the following services on a weekly or monthly basis as appropriate:

- (a) Enter all bills and verify statement balances from vendors.
- (b) Deposit all funds at the time of receipt to the operating account of the Second Congregational Meeting House Society, Unitarian Universalist Church.
- (c) Reconcile cash accounts such as the credit card processing account, bank account, investment account statements.
- (d) Enter employee time into spreadsheet with employees weekly hour totals.
- (e) Run payroll with payroll service.
- (f) Generate statements for tenants, pledge units, and other billable parties.
- (g) Print monthly reports including:
 - 1. Balance Sheet previous years comparison.
 - 2. Income statement by month and or against budget
 - 3. Accounts receivable reports
 - 4. Reconciliation reports for all cash and credit accounts
 - 5. Reconciliation discrepancy report
 - 6. Statement of Cash Flows
- (h) Journal Entries and correcting entries will be entered and printed with full notes of explanation.

All of the work of the bookkeeper as presented will be reviewed at a minimum by one objective individual monthly. That individual must have knowledge of financial matters and proper accounting practice. It would be the duty of that individual to investigate any anomalies or irregularities promptly and thoroughly with the assistance of outside professional accounting help if needed. All printed reports should be initialed and be maintained within organized accessible files at the church. At the end of the fiscal year, in as timely a manner as possible, an official review or audit of the churches financials shall be conducted.

The Specifics

Deposits

Deposits are to be made by the bookkeeper in accordance with notes and memos from donors and other standard allocation practice. Payment will be applied to pledges first unless otherwise noted. Copies of all checks, the original deposit summary, Quickbooks printed deposit summary and the deposit receipt are all to be kept together in an annual deposit binder or folder. The binder should be reviewed weekly by the treasurer, and monthly, in conjunction with the reconciliation reports, by a member of the Finance Committee that is not the treasurer. Transfers between the Church owned accounts are to be treated the same as deposits.

Pledge Payments

Pledge payments shall be allocated to pledge unit accounts as of the date of receipt. Over payments will be recorded as other donations. Pledges that are underpaid at the end of the fiscal year will be written off after 30 days of the next fiscal year has passed. No other credits to pledges will be made without written documentation and approval of the treasurer or a member of the finance committee. All pledge cards shall be remitted to the bookkeeping staff upon receipt for processing. Pledges are to be recorded in the form of an invoice in the bookkeeping system. Gifts given by credit card shall be processed within the credit card processing interface within 5 business days and recurring transactions shall be noted with a memorized transaction in the bookkeeping system for follow up monthly. Pledge cards and online donation details will be maintained in their original form in a separate binder with the bookkeeping staff for one fiscal year. The binder will then be included with other financial documents for storage at the church.

Sunday Collections and Special Events

Following the Sunday service, special service, or fundraiser of the church, two volunteers shall complete a deposit summary together. This will include all guest speakers and performances, as well as any other congregation sponsored event. Cash amounts should be verified by both persons completing the form. Envelopes shall be opened and included in the count. Funds from envelopes should be kept with their respective envelopes as some pledge units depend on the number system of the envelopes to assure their gift is credited to the proper account. All anonymous cash will be allocated to general donations from the general public/congregation. Special event revenue should be noted on the deposit summary form. The form should be initialed by both volunteers.

Special Donations

Donations given with temporary or permanent restrictions must be recorded as such. These funds are to be held among the general funds, but within a subsidiary bank account for the purpose of tracking their use. Upon receipt of such funds a small note delineating the donor's name, date of donations and any restrictions should be completed. Such a note should be copied and included both with the deposit summary as well as in a special paper file called restricted gifts. This file will not be changed out at year end, but rather kept on for the life of the organization.

Payroll

Payroll is to be remitted to the processing company by the independent bookkeeper on a regular basis not to exceed one month. Hours and final reports should be reviewed by the finance committee, and or the treasurer, and signed off on within seven days of running the payroll. All pay is to be in accordance with budget and employee contracts. No pay advances shall be granted without written approval of two Finance Committee members, one of which must be the treasurer. Payroll reports are to be kept in the office once processed and kept in a locking cabinet along with the timesheets for the related period.

Payables

All expenses in excess of \$500 will be reviewed and approved by two members of the board. Staff must seek approval before incurring any special charges in excess of \$200. Approval can be provided by any member of the board or committee head.

Payment of all payables and other requests for funds whether for individuals or businesses must be accompanied by adequate paper documentation. For the purpose of general bills, a paper bill or printout of an electronic bill addressed to the organization is needed. For those requests for funds that are not self explanatory notes and appropriate details should be attached. For example, the National Grid bill for the electric company is very self explanatory and clear. However, a bill from Plumber Smith should include detail regarding the building worked on and the nature of that work. It must also include the date of service and a remittance address.

All work provided by independent contractors will not be paid until proper documents with regards to tax identification numbers and insurances have been provided. A W-9 form shall be filled out completely by the vendor and kept on file for the remainder of that fiscal year. W-9 forms are required to be updated annually. Certificates of Insurance for both Workers Compensation insurance and Liability insurance shall also be kept on file. Insurance limits shall not be below the acceptable standards of the Second Congregational Meeting House Societies own insurance carriers. Insurance certificates shall be updated upon the end of that vendor's policy period if the vendor is continuing to provide services to the organization.

Once received by the bookkeeping staff, payables must be entered into the bookkeeping system within 7 business days. Payables will be coded in the following way:

- Date:** Date accrued.
- Account:** Budget allocation
- Amount:** Of the current charge only
- Signature:** Of authorizing officer.

All payable transactions paperwork will accompany checks at the time of signing by the Treasurer, or finance committee chair. Upon completion of payment to vendor the paper records shall be kept as follows. A remittance stub from the printed check will be attached to the original bill and be filed according to the vendor name. All checks shall include an account or reference number.

No tax on goods shall be remitted.

Reconciliations

Reconciliations shall be reviewed by two knowledgeable members of the board. Those that review the reconciliations shall do so consistently. Frequent change of the reviewer increases the likelihood that inconsistencies would go unnoticed.

Any uncleared checks more than six months old should be removed and reissued if need be. Uncleared deposits, not posted after the closing date of the statement, should be immediately addressed and corrected. All adjustments should be printed and reviewed. Checks in the reconciliation detail shall be matched to the check images to assure the proper recipient and dollar amount is recorded in the accounting system accurately. No reconciliation discrepancy shall ever be recorded. Reconciliations of all cash accounts shall be stapled with the original statement and held by the church in the office.

Banking Errors and Changes to Previously Closed Periods

Deposit corrections must be signed by the Finance Committee and attached to the original deposit. Bounced checks to the institution shall be recorded in an asset account named bounced checks and replacement funds shall be recorded in the same account. This account shall be monitored in detail monthly whenever a balance is present.

Reports

Reports shall be reviewed by the Finance Committee at a monthly meeting and signed by all members present with a minimum of two signatures. Monthly reports are as follows:

1. Balance Sheet previous years comparison.
2. Income statement by month and or against budget
3. Accounts receivable reports
4. Reconciliation reports for all cash and credit accounts
5. Reconciliation discrepancy report
6. Statement of Cash Flows

Reports shall be maintained in a file, or binder, in the church office. Minutes, adjustments and general journal entries shall be maintained the same way.

The General Ledger shall be reviewed monthly by the treasurer. All financials shall be audited or reviewed by an independent auditor.

At the time the reports are prepared that fiscal period shall be closed in the bookkeeping system and password protected.

Paper Documentation

In accordance with GAAP principles paper documentation of all transactions shall be kept filed in the office of the church for a period of one fiscal year. At the end of that fiscal year documents shall be maintained according to GAAP for the respective period relative to the type

of documentation. Files shall be kept on church property or on property under contract with the church. No records shall be maintained in persons' residences. No records shall be destroyed without permission of the finance committee. A back up copy of the accounting electronic file shall be provided to the church monthly for storage at the church. The file shall also be stored on an external back up source by the bookkeeping staff as well.

Bad Weather Cancellation Policy

The Minister, Board President, Music Director, and Sexton will consult the night before and the morning of a Sunday when bad weather threatens. In making a decision, they will check with the fire department and police for updates on driving conditions and check the weather reports. The decision will be based on public safety recommendations, driving safety, walking safety, and availability of parking. The cancellation decision will be made early Sunday morning (or sooner if it is obvious sooner).

Notice of cancellation will be given to members via TV (Channels 17 & 22), radio (91.1 CAI-NAN) the church voicemail (508-228-5466), our web site, www.unitarianchurchnantucket.org, The Music Director will call the choir members. A sign will be put on both front and back doors of the church. If possible, the Minister will be present during the normal hours of the Sunday service.

To Notify Plum TV, Channel 22:

Email ackticker@plumtv.com or call 228-8001 and speak to Kate Brosnan. Need about 2 hours' notice, late night or early am. Email is best.

To Notify Geno TV. Channel 17:

genogeng@hotmail.com

To Notify CAI-NAN (NPR 91.1):

Call 508-548-9600, Dan Trittel, ext. 114

To Change the Voicemail:

508-825-2500 Passcode: 0084

To Change the Website:

Minister, Mary & Al Novissimo, anovissimo@novationmedia.com, or Amy Jenness at ajenness@comcast.net

**SECOND CONGREGATIONAL MEETING HOUSE SOCIETY, UNITARIAN UNIVERSALIST
("The Unitarian Church" or "South Church")**

11 Orange St., Nantucket, MA 02554
Church Office Phone (508) 228-5466 • Fax (508) 374-0081

CONTRACT FOR RENTAL

This is a contract between the Second Congregational Meeting House Society, UU ("the Church") and the Guest specified below for rental use of a portion of the Church's building at 11 Orange St. This contract consists of PART I, PART II, and may include an Addendum.

PART I, RENTAL SPACE AND GUEST CONTACT INFORMATION

GUEST Name: _____

HISTORIC 1809 SANCTUARY

FEE: Standard Rate \$1000 • 501(c)(3) Use \$600 • Special Rate _____

HENDRIX HALL, INCLUDING ACTIVITIES ROOM AND KITCHEN

FEE: Standard Rate \$225 • 501(c)(3) Use \$125 • Special Rate _____

HENDRIX HALL w/o AR & KITCHEN or AR & KITCHEN w/o HENDRIX HALL

FEE: Standard Rate \$150 • 501(c)(3) Use \$75 • Special Rate _____

DATE OF EVENT: _____

TIME of EVENT: **From** _____ **To** _____

Plan to Arrive _____ Plan to Depart _____

Equipment/Flowers Drop-Off by [name]: _____ at [time]: _____

Reserve 3 parking spaces in front? Yes ___ No ___

EVENT DESCRIPTION: _____

Anticipated Number Attending Event: _____

NAME OF RESPONSIBLE PARTY: _____

ADDRESS: _____

PHONE: _____ CELL _____ FAX _____

EMAIL: _____

2nd CONTACT PERSON: _____

(or Wedding Planner contact person)

ADDRESS: _____

PHONE: _____ CELL _____ FAX _____

EMAIL: _____

PART II, CONDITIONS

1. **Rental dates.** Availability is guaranteed on date and time stated. If Guest wishes to change the time or date, Church will make reasonable effort to accommodate the Guest but cannot guarantee the alternative time or date. No change is allowed unless the change has been confirmed in writing by the Church Office.
2. **Cleaning in Preparation for the Event/Other Building Users.** The Church cleans in preparation for each event. Guest’s rental begins and ends at the stated time so as not to interfere with the cleaning schedule or the activities of other building users.
3. **Sanctuary.** Food or beverages are not allowed in the 1809 sanctuary or Hendrix Hall.
4. **Storage.** Only limited storage space is available in the church building, and Guest is permitted to store only the specific items agreed-upon through consultation with the Church Office.
5. **Decorations.** Please do not use tape, nails, tacks or uncoated wire to affix signs or flower arrangements to the pews, banisters or any woodwork or plaster in the church. “Pew Hooks” may be used instead. Please remove decorations and other items brought in for the event, and arrange for disposition of flowers. If necessary, only soft-release (blue) painter’s tape should be used. If furniture is moved, please return to original location.
6. **Fire Safety.** In this old wooden church, fire is a serious hazard. No open flames (including candles, incense) are allowed without written permission through an addendum to this agreement.
7. **Smoking is not allowed** in the building or on church grounds.
8. **Kitchen.** If the rental arrangement includes kitchen use, Guest is responsible for cleaning kitchen thoroughly. Clean equipment, stove, oven; put dishes into dishwasher and start it; place trash in clear bags and carry to the built-in bin on the driveway side of 10 Fair St (the Parish House behind the church). Absent prior arrangement, remove Guest’s dishes and leftover food and beverages. Please recycle; a recycling guide is posted on the kitchen wall.
9. **Energy Conservation.** Please turn off faucets and lights; shut and lock exterior doors.
10. **Supplies.** Guest is responsible for supplying event food, beverages, and decorations.
11. **Supervision.** Children must be supervised at all times, and must not be left in the Activities Room without at least one adult in charge.
12. **Cancellation Policy** – All cancellations must be in writing. Prior to six months of event, 75% refund. Between three and six months before event, 50% refund. Less than three months notice, no refunds.
13. **Use of Pianos.** Please make advance arrangements with the Music Director to use pianos.
14. **Additional Conditions.** See addendum if “Yes” is circled: YES NO

PAYMENT. Rental fees are payable in advance. Space can be tentatively reserved by phone for up to 14 days, but unless other arrangements are made with the church office, space is not guaranteed until the office has received and accepted the signed contract and all fees.

Check is payable to the	Refundable Cleaning Deposit.....	\$300.00
Second Congregational Meeting	Sexton Fee.....	100.00
House Society, UU	Space Rental Fee.....	_____
	Total rental fee.....	=====

For the Guest	(Please sign and also print name & title)	Date
For the Church	Office Manager	Date

Note: This historic building requires constant maintenance and care at a cost not covered by rental fees. Please consider making a donation for the long-term support of the building. Make a separate check payable to South Church Preservation Fund, a separate non-denominational charity under section 501(c)(3) of the Internal Revenue Code. It will be received with gratitude by those entrusted with the preservation of this Nantucket landmark. *Guest may include a donation with the rental payment, and will receive a separate receipt for the donation.*

Committees

Committees Established by the Constitution

Board of Trustees
Ministry Committee
Nominating Committee

Committees Established by the Personnel Policy

Personnel Committee

Committees Established by the Board of Trustees

Buildings & Grounds Committee
Finance Committee
Fundraising Committee
Pledge Campaign Committee
Religious Education Committee

Congregational Committees

Caring Community Network
Membership Committee
Newsletter Committee
Partner Church Committee
Peace and Justice Committee
Small Group Ministry Program

Coordinators

Hospitality Coordinator
Welcoming Coordinator

Affiliate Organization

South Church Preservation Fund (SCPF)

Committees Established by the Constitution

Board of Trustees

(Established by the Constitution)

The Board of Trustees comprises 9 members serving a three-year term. Terms are staggered. The Board members are responsible for the overseeing of the operations of the congregation as set forth at the annual meeting. The Board positions are President, Vice President, Clerk, and Treasurer. Responsibilities of the officers are as follows:

President: creates the agenda for meeting, moderate meetings, and attends as ex officio meetings of committees.

Vice President: assists the President and presides when the President is absent.

Clerk: keeps the membership rolls, prepares quarterly pledge update statements and mails top ledgers quarterly, keeps all church records, prepares Board meeting minutes and, with Treasurer, oversees the archives.

Treasurer: is an active member of the Finance Committee, prepares with committee the monthly financial statements and present them to the Board, oversees the church archives with the Clerk.

Ministry Committee (Established by the Constitution)

Under Article 5 of the Constitution, the Ministry Committee is the liaison between the Minister and the congregation. Its responsibility is to oversee the quality of ministry provided by the Minister and by the congregation as a whole. It serves as a communication channel between the congregation and the Minister in furtherance of the Minister's role, and consults with the Minister about the ministry of the congregation as a whole. The Committee's broad goal is to maintain a positive congregational environment, facilitating the reconciliation of people who desire to remain in relationship with one another. The Committee discourages anonymous submission of a concern, although discussion may begin with identities undisclosed. Members or friends of the congregation are encouraged to discuss any concerns they might have with regard to ministry first with the minister and then if needed with a member of the committee.

The specific functions of the Ministry Committee are:

- To aid the minister in carrying on an effective ministry by being available for counsel.
- To keep the minister advised concerning conditions within the congregation as they affect relations between minister and members, with the main intention of strengthening and improving relationships.
- To be available to interpret to the congregation the nature and scope of work of the minister, including clarification of role expectations for the minister and development of realistic priorities for minister and members.
- To consider the overall picture of the congregation's ministry and to be available to reconcile concerns among members.
- To consult with the minister on pastoral care needs of members and the resources available to meet them.
- To consult with the minister on continuing professional development, study leave, and sabbatical plans.
- To consult with the minister on and submit to the Board recommendations for changes in the minister's compensation.

Nominating Committee (Established by the Constitution)

Under Article 8 of the Constitution, the Nominating Committee is elected at the annual meeting following nominations from the floor. It has three members who serve for one year. Its primary task is to present at the next annual meeting a list of nominees for all vacancies on the Board of Trustees, including anyone currently filling an unexpired term. The committee's presentation of its slate does not preclude nominations from the floor at the annual meeting. If a vacancy occurs on the Board of Trustees during the course of the year, the Nominating Committee appoints someone to fill the vacancy.

Committees Established by the Personnel Policy

Personnel Committee

(Established by the Personnel Policy)

The Personnel Committee advises the Minister and, as requested, the Board of Trustees, on matters of employee relations, salary levels, benefits, employment practices, record keeping, and performance reviews. It carries out the duties specified in the Personnel Policy. As necessary it makes recommendations to the Board of Trustees on personnel matters and on changes to the Personnel Policy. It acts as a resource in the maintenance of a positive work environment in which responsibilities are carried out in a satisfactory way. Personnel issues not resolved after consultation with the Minister go to the Personnel Committee for review. Members are appointed by the Board of Trustees.

Committees Established by the Board of Trustees

Buildings & Grounds Committee

(Established by the Board of Trustees)

The Buildings & Grounds Committee has primary responsibility for oversight of the physical condition of the Meeting House, the Parsonage, and the grounds. In consultation with the maintenance sexton, who is *ex officio* a (non-voting) member, the B&G Committee enlists and coordinates the efforts of volunteers in making repairs and keeping up the buildings, grounds, and gardens.

The B&G Committee forecasts the need for repair or replacement of equipment and structures, and makes recommendations to the Board of Trustees for items to be included in the capital budget. It plans for regular review, upkeep, repair, and replacement of equipment and structures. Decisions about repairs and related minor expenditures are within the purview of the Committee. A larger project, a change to the historic structure, a substantial change to the grounds, or the purchase of a capital item or an item costing more than \$500 require approval of the Board of Trustees. As requested by the Board, the B&G Committee consults on and cooperates with projects proposed by the South Church Preservation Fund, which raises funds to preserve the Meeting House and recommends for Board review proposed contracts for restoration and preservation.

The B&G Committee is the first line of oversight for outside contractors and the review of proposals by outside contractors. In conjunction with the maintenance sexton, the Committee is responsible for issues of accessibility, safety, snow removal, and the placement of window protection when storms are predicted.

Finance Committee

(Established by the Board of Trustees; Description Adopted 2003)

1. *General Purpose:* The FC is responsible for making recommendations to the Board on all matters relating to church finances, but it is not a canvas, pledge, or fundraising committee.

2. *Specific Responsibilities:* The responsibilities of the FC include but are not limited to the following:

- Reviewing the church's goals and needs as defined by the Board and articulating these in terms of short- and long-term financial strategies

- Developing the church's annual budget within the context of actual financial realities and long-term goals; presenting the budget, as approved by the Board, to the congregation
- Monitoring the church's assets, liabilities, income and expenses and making periodic (at least annual) reports to the Board and the congregation
- Advising the Board on investment strategies and long-term needs for raising funds
- Arranging for an annual audit or review of the church's financial records

3. *Membership*: The FC has at least 3 but no more than 5 members, including the Treasurer, who serves as an ex officio member. All members serve one-year renewable terms (January 1 December 31).

4. *Chairperson*: The FC Chair is appointed by the Board for a one-year renewable term (January 1- December 31), and the Constitution specifies that the Treasurer is a member of the Committee. The Chair proposes the other members of the committee for approval by the Board, making a good-faith effort to make the membership of the FC as representative as possible of the congregation in terms of gender, age, personal experience, cultural background, and involvement in a variety of church activities.

5. *Vacancies*: Any members resigning from the FC within their term of appointment shall, in so far as possible, be replaced for the remainder of the year, with the chair proposing the replacement to the Board for approval.

6. *Guests*: The Minister and the Chair of the Board, though not voting members of the FC, are welcome to attend all committee meetings and are to be notified of all such meetings. Other members of the congregation shall request an invitation from the FC chair before a scheduled meeting.

7. *Meetings*: The FC normally meets once a month but will adjust its schedule as necessary.

Fundraising Committee

(To be established by the Board of Trustees)

The Board of Trustees plans to create a fundraising committee to concentrate on fundraising events throughout the year, and also to inform members about the opportunities for giving through estate planning. As of October 2009, this committee was not yet formed.

Pledge Campaign Committee

(Established by the Board of Trustees)

The Pledge Committee is responsible for providing members with an opportunity to contribute financially so that the goals of the congregation may be realized. The committee's primary responsibility is the annual pledge drive, conducted in the fall prior to budget planning for the next calendar year.

A Pledge Committee with new members should be convened following the completion of the campaign, if possible chaired by a person or persons who served on the prior year's committee. The first meeting is a joint meeting of the retiring members and new members to conduct an evaluation of the just-completed campaign. The evaluation should include a review of the process: What went right? What can be done better? Did people understand their roles? Did they fulfill their responsibilities?

A second component of this meeting is a financial evaluation. How much was raised? How many pledges—

- Increased?
- Stayed the same?
- Decreased?
- Dropped out?
- Were new?

The committee needs to look for patterns that indicate areas in which the campaign needs improvement.

The committee is responsible for developing a calendar and timetable for pledge campaign activities and for coordinating these with the congregation's master calendar. The committee also coordinates activities with the Finance Committees and works with it to develop campaign materials. The committee recruits, trains, and manages canvassers. It plans and conducts pledge campaign gatherings, including campaign kickoffs, canvasser training, and post-campaign celebrations.

Communication is one of the critical functions of the pledge committee. The congregation needs to be clear about its dreams for the coming year and what is needed from the membership for these dreams to come true. Information needs to be positive, upbeat, inspiring, and frequent. It should be communicated in a variety of formats: information sessions, pulpit testimonials, newsletter articles, brochures, and invitations.

The committee strives to ensure that every printed piece is attractive, appealing, and readable—especially the pledge card. The committee needs to communicate success to the congregation. Whenever possible, the congregation should celebrate its ability to fund its dreams.

Religious Education Committee

(Established by the Board of Trustees)

The scope of the Religious Education Committee's work is religious and ethical programming for children, youth, and adults. Program development, teacher and leader recruitment, and publicity for programming are handled by the Committee.

The Committee sets goals and establishes a philosophy for the lifespan education programs of the congregation. In consultation with the Minister and the Director (Co-Directors) of Religious Education, the Committee considers the interests and needs of all members, children, youth, and adults, and—

- explores program materials available from the Unitarian Universalist Association and other sources;
- assesses the interests and skills of members within the congregation and recruits members and friends for program development, leadership, and promotion;
- designs a program for each year that is balanced and adapted to the needs and interests of various segments of the congregation and that can be carried out with available resources;
- evaluates the program in a way that includes feedback from participants and leaders;
- plans programs with and for the congregation's leadership so that religious education programming can be an expression of the congregation's guiding vision and sense of mission, and reaches into the Nantucket community.

Religious education is the responsibility of the entire congregation. The Committee is composed of at least three members, not limited to parents. Adults without children, older teenagers, and grandparents in the congregation may also serve. The Minister and the Director (or Co-Directors) of Religious Education are members *ex officio*.

Congregational Committees

Caring Community Network (Congregational Committee)

The volunteers who make up the “Caring Community Network” stand ready to help with practical support during an illness or family crisis. Volunteers are needed to drive, visit the homebound, make meals, make minor repairs, take care of children when a parent is ill. To get help or to volunteer, call Rev. Jennifer Brooks (508-228-7597).

Membership Committee

The congregation currently has a membership coordinator who is gathering a small group to “mentor” newcomers and help them to connect to others in the congregation. The following excerpt from the UUA Congregational Handbook describes an active Membership Committee.

One of the most important committees in a congregation is the membership committee. If we believe that our Unitarian Universalist message is sorely needed in the wider world, then this committee is one of the keys to reach newcomers and ensure they have the best possible experience as they explore congregational life.

Although the charge of the membership committee varies from one congregation to another, it is usually responsible for contacting potential new members, welcoming newcomers, and recognizing and helping to integrate new members into the life of the congregation. This committee works closely with the publicity and hospitality committees and, if they exist, with the minister, volunteer coordinator, or both.

The typical membership committee's job is as follows:

- As committee members, to be well versed in the principles of Unitarian Universalism, the nature of the local congregation, and its programs and emphasis, and to be able to formulate reasons for people to join.
- To welcome newcomers and help them get acquainted with one another and with the congregation's existing members and friends.
- To survey the community to discover areas (geographic, economic, social, and political) in which potential new members might be found.
- To search out potential new members.
- To develop means of approaching people not affiliated with a church who might find a focus and association in the Unitarian Universalist religion.
- To plan orientation programs for individuals new to Unitarian Universalism, such as the New UU class.
- To plan with the minister, the congregation president, and the worship committee for suitable recognition of new members.

- To examine the membership roll and assist in keeping it current, and to maintain contact with members whose participation may be waning.

Ideally, every member of the congregation would be on the membership committee. Realistically, this committee should have at least 3 hard-working members for a small congregation and 5 to 7 members for a congregation of 150 or more. The size of the committee also depends on its responsibilities.

Members of the membership committee should be personable, outgoing, articulate, and enthusiastic Unitarian Universalists. A membership committee that reflects the full range of the demographic makeup of the congregation is more effective in working with a variety of newcomers. It is also valuable to have at least one brand-new member of the congregation on the committee, as well as longer-term members.

The ways in which the membership committee carries out its responsibilities also vary from congregation to congregation. Generally, the committee members discover newcomers, greet them, and introduce them to members who can be counted on to help them get acquainted and answer their questions with friendly intelligence. Committee members encourage newcomers to sign a guest book—making it clear that it is not the membership book—or to fill out a pew card.

The committee may be responsible for maintaining a rack of pamphlets about Unitarian Universalism and preparing an attractive brochure about the local congregation to be added to the pamphlet rack. For information about stocking up on pamphlets about Unitarian Universalism, please see UUA.org/bookstore/. The committee selects a way to follow up with visitors—a personal note, a telephone call, a special invitation to a congregational event, or all three options in succession. The committee also sees that the visitors' names are added to the mailing list if they wish to receive the congregation's newsletter.

At least once a year, and more often for large or rapidly growing congregations, the membership committee should sponsor an orientation for newcomers who wish to know more about Unitarian Universalism and the local congregation. These sessions should be carefully planned to involve newcomers and longer-term members, who will share personal religious views and explore together the liberal religious heritage. The newcomers will also hear about the programs and organizational structure of the local congregation. In addition, as personal interests, needs, and skills of newcomers become known, the membership committee should see that they are invited to social events, special programs, interest groups, work parties, or committee meetings.

Some newcomers soon indicate an interest in becoming members. Others wait for an invitation. And still others prefer to take their time in joining. The membership committee should be ready to explain what is involved in joining when newcomers ask and should extend the invitation when the time seems right to newcomers who do not ask. Although we do not want to pressure people to join, some people who attend fairly regularly have never become members because it was never suggested to them or they were never asked.

Most often, the work of the membership committee involves getting a member through the joining process. Many membership committees run mentoring programs of limited duration for new members. Rarely is the committee actively involved in the continued, deepening stages of membership development, such as finding one's ministry within the congregation and in one's daily life and fostering ever-deepening connections to one's religious community and spiritual path. But membership committees may find it beneficial to actively understand the retention of

members. It can be difficult to help members articulate why they are staying or leaving, why they are becoming more or less involved, or what aspects of congregational life are calling to them and where they feel a sense of emptiness. The membership committee often has the skills to undertake this task. In addition to the direct benefits to members and the possible improved communication and congregational life, helping members understand their relationship to the congregation may provide insights that will prove useful to the committee's primary task of welcoming new members.

ADDITIONAL RESOURCES

Closing the Back Door to Keep Members You Add

UUA.org >Leaders' Library> search "BacMembk Door"*

Create Memorable Moments to Welcome New Members

UUA.org > Leaders' Library> search "Memorable Moments"*

Greet Visitors Thoughtfully to Build Feeling of Welcome

UUA.org > Leaders' Library> search "Greet"*

Meaningful Meetings That Work

UUA.org > Leaders' Library> search "Meetings that Work"*

Mentoring and Friendship Programs Aid New Members

UUA.org > Leaders' Library> search "Mentoring"*

Seven Tools Help Churches Welcome Newcomers

UUA.org >Leaders' Library> search "Seven Tools"

Newsletter Committee

(Congregational Committee)

The Newsletter Committee publishes the congregation's monthly newsletter, The Weathervane, and also helps with special mailings. All are welcome to contribute articles and to fold the newsletter for mailing. It's fun to fold! New folders welcome. The 20th of the month is usually the deadline for submissions; call the Church Office near that date to find out what day the folding will take place. It usually occurs at 10 am on a weekday morning soon after the 20th of each month. Call or email the church office to get more information about submissions, or contact the Editor or Associate Editor directly.

Partner Church Committee

(Congregational Committee)

The Partner Church Committee affirms and supports our relationship with a Unitarian church in Transylvania (now part of Romania but originally settled by Magyars, the traditional Hungarian culture). Transylvania was the first nation to adopt a religious toleration law, which allowed Unitarians to practice in accordance with their beliefs, and King John Sigismund was the first (and only) Unitarian monarch. Each year in March the Committee sponsors a benefit dinner featuring authentic Hungarian cuisine. The proceeds support our partner church and its minister.

Peace and Justice Committee

(Congregational Committee)

The Peace & Justice Committee of Nantucket's UU Church is a coalition of members from the congregation and the larger Nantucket community. There is no limit to the number of members,

and the members choose their leaders. The Committee has several ongoing projects: a fair trade coffee, tea & chocolate project, in partnership with Equal Exchange; peace vigils scheduled at appropriate times during the year; and support for PlayPumps International, which was brought to the congregation's attention in 2009 by local high school student River Bennett, who spoke at a Sunday morning service planned by the Committee. The Committee's meetings are scheduled from time to time and are usually held at the home of one of the members. To get on the email list for announcements of meetings, please contact the Church Office.

The Peace & Justice Committee does not yet have a formal description. The following excerpt from the UUA Congregational Handbook describes a "Social Justice Committee."

A job description enables the members of a social justice committee to understand the tasks and functions of their group. The beginning of the program year is a good time to write or revise the job description. Writing a job description reminds longtime members of what they are supposed to accomplish and provides new committee members a chance to learn the tasks of the group.

The following are elements of a job description for your social justice committee, which you can adapt to your own congregation:

- Choose a minimum number of members.
- Decide upon duration and number of terms of office for committee members.
- Develop a budget to allocate the financial resources of the committee.
- Select a leadership structure.
- Determine the purpose of the social justice committee (for example, to inform and educate congregation members and the public in areas of social concern; to find ways and means to rectify social injustices; to sponsor and support groups organized to deal with social problems; and to develop informed leaders to foster a just and peaceful world).
- Examine the best means of coordination with other corporate bodies, both internal and external to the congregation. (Members of the committee will serve as liaisons to the board of trustees, the congregation council, the congregation's Unitarian Universalist Association district, and the local Interfaith Coalition for Peace and Justice.)
- Provide opportunities for members and friends of the congregation to participate in social service projects, including collecting money, donating food and clothing, and supporting senior citizen and youth programs.
- Conduct educational programs (worship services, seminars, and forums) to raise the congregation's consciousness about social issues.
- Enable members and friends of the congregation to witness about social issues, including writing letters to and visiting elected officials, writing letters to the editor, signing petitions, participating in demonstrations, and testifying at public hearings.
- Encourage members and friends of the congregation to organize in order to change systems of oppression and injustice.
- Research and analyze social justice issues in depth. Develop action strategies to achieve significant results.
- Develop public statements in the name of the committee or, where appropriate, in the name of the congregation.

- Publicize what is being done so that members of the congregation and the wider community know what is happening and how they can become involved.
- Use the special talents of congregation members and local citizens to implement change. Many members are gifted problem solvers, organizers, and researchers; others enjoy doing hands-on work such as fence mending, typing, serving food, or staying at an overnight shelter.
- Train people in organizational and social-change skills.
- Ensure that the congregation building is used to facilitate social change: Have special programs take place in the building; open the building for meetings of community groups; and allow controversial groups whose purposes are congruent with the congregation's vision to meet in the building.
- Make sure the congregation's financial resources are used for positive moral ends, such as investing endowment funds ethically, fund-raising for community projects, purchasing supplies from organizations involved in social change, purchasing environmentally safe products, and using the congregational building to support bail bonds.
- Develop links with, and use, the resources of denominational social change groups (for example, the Unitarian Universalist Service Committee, Cambridge Forum, Unitarian Universalist United Nations Office, and Unitarian Universalist Peace Network).
- Create alliances with community organizations (for example, the National Association for the Advancement of Colored People [NAACP]; National Organization for Women [NOW]; Rainbow Coalition; Parents, Families and Friends of Lesbians and Gays [PFLAG]; American Civil Liberties Union [ACLU]; and churches, synagogues, and ecumenical and interfaith groups).
- Educate members of the congregation on the use of the financial resources of the congregation to bring about social change.

Small Group Ministry Program (Congregational Committee)

The congregation has explored small group ministry, and members have been trained as facilitators, but we've had trouble with scheduling and coordination. This effort needs leadership. Do you have those talents and an interest in contributing to build our small group ministry? Here is a description from the UUA.

Small Group Ministry (SGM) provides a format with which we nurture connections and explore spirituality within our congregations. In supporting Small Group Ministry the Unitarian Universalist Association (UUA) recommends a number of excellent resources to help you get started and to build relationships with others involved in SGM.

"Covenant groups are a transformational practice through which we, with others, can discover our own underlying assumptions about reality and examine our ways of being, some of which have become so habitual that they seem to us just 'the way things are.' The practice of Small Group Ministry does ask us to suspend judgment long enough to hear respectfully the understandings of others, even those vastly different from our own."

—Hill, Robert L., *The Complete Guide to Small Group Ministry: Saving the World Ten At a Time*. Boston: Skinner House Books, 2003.

"As Unitarian Universalist (UU) congregants and ministers, we are humanist, Buddhist, atheist, Christian, Jewish, pagan, eco-feminist, and more. This diversity of religious ideas and theological claims often makes it difficult to find a common ground, a place where we might all stand comfortably as Unitarian Universalists. This challenge is difficult, but not impossible if we step outside the language of classic, Christian theological discourse and undertake a social analysis of group power as a religious phenomenon. We can then affirm the foundation of our religious experience as the regenerating power of life itself. This affirmation unites us all as one religious people who have a diversity of theological perspectives on the human experience universal salvation. We thus begin with an explanation of the way in which we work together."

—Thandeka, *The Life of Small Group Ministries*.

Resources

Books from Skinner House 2009: *Heart to Heart: Fourteen Gatherings for Reflection and Sharing*, by Christine Robinson and Alicia Hawkins. A reimagined model of Small Group Ministry, which focuses on deep listening and thought-provoking exercises.

Awakening the Soul was conceived as a private devotional book, a simple guide for individuals to nurture their spiritual disciplines. The guide may be helpful to groups and congregations.

[Study Guide by John C. Morgan \(PDF\)](#)

Learn about *The Complete Guide to Small Group Ministry: Saving the World Ten At a Time*, the Skinner House publication by eloquent SGM proponent, Robert L. Hill. This 6-page introduction by Thandeka includes compelling reasons for exploring the small group ministry model, as well as a short, handy guide, [Elements of Small Group Ministry \(PDF\)](#). [The Sample Brochure For Small Group Ministry \(PDF\)](#) is a 14-page section taken from Hill's book.

A Small Group Ministry book for men's groups: *Gatherings: Small Group Ministry for Men* by Tony Bushman and Bill Hamilton-Holway, is available in the Unitarian Universalist Association (UUA) Bookstore.

Small Group Ministry Resource Book by Calvin Dame et al. Low-cost manual that shows how a church set up its small group ministry, including multiple session plans and topics.

Small Group Ministry Session Book by Calvin Dame et al. Detailed, ready-to-use session plans on topics that will spark discussion.

Email. Subscribe to the UUA-sponsored email list [Covenant Group Ministry](#)—for congregations who are interested in or engaged in Covenant Group or Small Group Ministry to share experiences, questions, comments, problems, innovations, and insight.

http://lists.uua.org/mailman/listinfo/covenant_group_ministry

Website. *UUA Small Group Ministry* is for interested UUs. It publishes *Covenant Group News*, a monthly e-newsletter on small group ministry: <http://www.smallgroupministry.net>.

Coordinators

Hospitality Coordinator

A Hospitality Coordinator enlists volunteers to bring simple refreshments and make coffee for the Coffee & Conversation time after the service. The volunteer sign-up sheet is on the kitchen door.

Welcoming Coordinator

A Welcoming Coordinator enlists volunteers to greet and usher on Sunday mornings. The volunteer sign-up sheet is on the literature table near the entrance of the sanctuary.

Affiliate Organization

South Church Preservation Fund (SCPF)

The SCPF is a separate 501(c)(3) affiliate organization for fund-raising to support restoration and preservation of the historic building. The Board of Directors of the Preservation Fund is elected by the members of the Unitarian Church, but includes Directors who are not Church members. Although the Preservation Fund's Board makes plans for preservation work and identifies and engages preservation contractors, no work can be carried out on the building without the approval of the Church's Board of Trustees.