

# CONGREGATIONAL HANDBOOK

SECOND CONGREGATIONAL MEETING HOUSE SOCIETY  
UNITARIAN UNIVERSALIST

FOUNDED IN 1809



NANTUCKET'S UNITARIAN UNIVERSALIST CONGREGATION

Adopted October 25, 2009

Revised January 21, 2011

October 29, 2012  
January 25, 2015  
May 1, 2015

December 15, 2015  
February 21, 2017  
January 27, 2018

November 13, 2018  
July 15, 2019  
March 19, 2023

**January 28, 2024**

## Unitarian Universalist Principles

(Adopted by the UUA in 1985)

Unitarian Universalist 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.

## Our Mission

Working toward a more just and inclusive society, our congregation supports spiritual growth and service with open doors, minds, and hearts:

***Open doors*** for welcoming our diverse island communities and visitors;

***Open minds*** for exploring differing ideas and beliefs;

***Open hearts*** for deepening our connection with others and ourselves.

(Adopted by the congregation in 2018)

# **CONGREGATIONAL HANDBOOK**

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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

Second Congregational Meeting House Society ('SCMHS')  
(Adopted 2005; Revised 2008; Revised 9/2014; Revised 2/2017)

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

- A. Start and end promptly.
- B. Listen carefully and fully to one another.
- C. Strive to listen without interrupting.
- D. Make every effort for efficiency by modeling brevity and sticking to topic.
- E. Not repeat our own views until everyone who wishes to speak has spoken.
- F. Be respectful of other members, and be tactful when disagreeing.
- G. Assume the best possible motive and trust our fellow Board members to hear our concerns.
- H. Contribute personal ideas but then make decisions based on the needs of the congregation as a whole.
- I. Maintain confidentiality with personal and personnel matters.
- J. Bring up all new business through the agenda or liaison reports.
- K. Read all materials including minutes, assigned readings and other reports before meeting.
- L. ~~Assign a Board member to each action item that arises in a meeting to ensure follow through.~~  
[removed Feb 21, 2017]
- M. Follow through with assigned tasks prior to next meeting.
- N. Share responsibility for observing the covenant.
- O. Review the covenant and revise as necessary when there are new members or it is a new year.

## Church Staff

Rev. Dr. Althea Smith ..... [minister@UnitarianChurchNantucket.org](mailto:minister@UnitarianChurchNantucket.org)

Minister Emeritus ..... 508-228-5466 Church Office

Rev. Ted Anderson ..... [office@UnitarianChurchNantucket.org](mailto:office@UnitarianChurchNantucket.org)

Business Manager

Raymond Haskell ..... [office@UnitarianChurchNantucket.org](mailto:office@UnitarianChurchNantucket.org)

Music Director

Nigel Goss ..... [nigelgoss@yahoo.com](mailto:nigelgoss@yahoo.com)

Citizens of the World Explorers

Children and Youth Program Director ..... Leyah Jensen     [LeyahJensen@gmail.com](mailto:LeyahJensen@gmail.com)

Sexton

Bridgett Bloise-Smith ..... leave message with Business Manager

## Church Office

OPEN 8:30 am – 4:30 pm Monday-Friday  
or by appointment

Located in the Activities Room on the ground floor

11 Orange Street, Nantucket, Massachusetts

Phone: 508-228-5466

Email: [office@UnitarianChurchNantucket.org](mailto:office@UnitarianChurchNantucket.org)

Website: [www.UnitarianChurchNantucket.org](http://www.UnitarianChurchNantucket.org)

Mailing address:

Unitarian Universalist Church

PO Box 1023

Nantucket MA 02554

## 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 six to nine elected 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 (other than the treasurer) have completed two full or partial consecutive terms before they shall be eligible for reelection. The Board shall elect a President, a Vice President, and a Clerk from among its members. Church membership is a prerequisite for holding an elected 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 or, in the Minister’s extended absence, the Board President, to discuss membership, 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 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 four to 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' 2-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 Fiscal Year** The fiscal year of the Church shall be January 1 to December 31.

**Article 7 Meetings** The annual meeting of the Church shall be held within six weeks of the end 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. Notification by email shall suffice as notification for those members with established email addresses, except for those members who request written notification. A quorum for such meetings shall be thirty percent of the number of members most recently certified to the UUA.

**Article 8 Nominating Committee** The nominating committee shall be elected at the annual meeting 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 Indemnification** The Society shall indemnify and reimburse out of corporate funds all 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 Bylaws**

1. It shall be the duty of the President to preside at all meetings of 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 the 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 Amendments** This constitution may be amended at any legal meeting, the proposed 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.

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- 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)
- Amendment to Article 3 adopted by the Annual Congregational Meeting Jan. 17, 2010 (“Church membership is a prerequisite for holding a position on the Board of Trustees.”)
- Amendment to Article 3 adopted by the Annual Congregational Meeting January 31, 2021 (‘elected’, two consecutive full terms, clarifications)
- The 1/22/2023 Congregational Meeting approved amendments to:
  - Article 3 paragraph 1 (add “six to” before the phrase “nine elected members”)
  - Article 4 paragraph 4 (add Board President and “to discuss membership” phrase)
  - Article 5 last paragraph (add “four to” before the phrase “six persons”)
  - Article 7 paragraph 1 (change quorum from 25 members to 30% of certified members)
  - Article 10 paragraph 2 (add “the” before the first instance of “Church”).
  - Article 5 paragraph 6 (remove “Nominating and” before “Ministerial”)

### Notes on attending Committee and Board Meetings

- a) All regular Board and Committee meetings are open to attendance by members of the congregation, except when in Executive Session. Most meetings are on the church calendar which is accessible from the web site. If you wish to be specially informed of meetings, please contact the chair of the respective group.
- b) The Board of Trustees has found that the progression of Vice President, to President, to ‘past President’, although not a requirement, provides good learning and support for all involved. In particular, even if the Board term of a President ends, such a President is encouraged to attend Board meetings in the following year to provide whatever support and advice is requested by the new President.

Adopted by the Board of Trustees December 15, 2015

## **Animals in the Meeting House**

To ensure the safety and well-being of humans and other animals in the interdependent web of which we are a part, we ask that animals (with the exception of service animals) refrain from coming inside the Meeting House. To request an exception or if more information is needed, it is necessary to speak to the Minister or the President of the Board of Trustees. When an exception is granted, people who bring the animal into the Meeting House have complete responsibility for the close supervision and behavior of the animal, as well as any necessary clean-up.

Adopted by the Board of Trustees January 19, 2016

Amended by the Board of Trustees January 16, 2018

## **Minister's Discretionary Fund collections**

We wish for our Minister to have a Minister's Discretionary Fund share-the-plate collection when the balance of the minister's discretionary fund is under \$2,500 - up to 2 share-the-plates per year.

Adopted by the Board of Trustees – December 19, 2017

## Creating and Sustaining a Safe Church

### Safety Policy for Citizens of the World Explorers for Children and Youth

The Unitarian Universalist congregation on Nantucket takes every precaution to maintain the physical, emotional, and spiritual safety of its children and youth while they are participating in scheduled worship services, programs, classes, and events within the church facility and grounds, and in the community. The following policies are designed to ensure that children and youth are protected and nurtured:

1. All children and youth must be accompanied by a parent/guardian or authorized volunteers/staff persons at all times while in the church building or on the property.
2. Volunteers and staff members must register and submit a CORI (Criminal Offender Record Information) request form, which will be submitted to the Massachusetts Criminal History Systems Board by the authorized church representative. All CORI information is filed securely as part of the church's Written Information Security Plan (WISP) as required by the Commonwealth of Massachusetts.
3. Volunteers must have an active association with the church as determined by the Minister, President of the Board of Trustees, Director of Citizens of the World Explorers, and/or Chair(s) of the Religious Exploration Committee.
4. There must be at least two authorized volunteers and/or staff people assigned to each group of children and youth during Sunday morning or Thursday evening programs or any other scheduled children's and youth program. No adult (other than a related parent or guardian) may be alone with a child or youth at any time or any place on the church property.
5. Class activities and/or children's and youth programs must be easily observable at all times.
6. Citizens of the World Explorers volunteers and church staff are responsible for providing and maintaining a safe physical environment for children and youth. Toys, books, supplies, snacks, and beverages will be carefully reviewed to ensure their safety and appropriateness.
7. Parents are requested to sign an image use consent form for their child/ren as part of the registration process.
8. No child or youth may participate in a church-sponsored activity or program outside of the church property without a permission slip and medical release form completed and signed by a parent or guardian.
9. Children and youth will not be released to anyone other than the child's parent(s) or guardian(s) without written parent/guardian permission. Parents or guardians *not known* to the volunteer or staff person *must* show identification before a child will be released to their care.
10. All staff members, teachers, youth group leaders, and chaperones are required to complete a training program to ensure their understanding of and compliance with these safety policies. Additional training in first aid may be provided.
11. A fire/emergency drill must be conducted once or twice a year to ensure the children and youth know the location of exits and the meeting place.
12. Members of the Religious Exploration Committee and Minister will review and update these policies annually and obtain the approval of the Board of Trustees.

Adopted by the Board of Trustees 2013

## Channels of Communication and Decision-Making

In this discussion, we distinguish *Visitors*, *Friends*, and *Members*, each of whom has an increasing connection with our *Congregation*.

- *Visitors* are welcome as long as they are considerate of our practices and Principles.
- *Friends* have a longer and deeper connection to the *Congregation*, providing ongoing support and assistance as they are able.
- *Members*
  - a. have been *Friends* for a time,
  - b. conform and agree to the requirements for membership in our Constitution,
  - c. have attended a ‘New UU’ meeting with our Minister, and
  - d. have been welcomed as a Member.
- *Congregation* is the term for all those persons together; *congregant* is its singular.

Living by our seven Unitarian Universalist Principles, we believe in the inherent worth and dignity of every person. When the behavior of one or more of us diminishes the worth and dignity of others, then all parties have a responsibility to resolve the situation.

*Congregants*, our staff, and our Minister should 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.

It is expected that *congregants*, 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 communication and relationships.

It’s important for all 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, we encourage direct communications and discourage anonymous complaints. It is inappropriate to voice concerns to multiple others except through these channels of communication.

Observance of these concepts will avoid many misunderstandings.

If you have a concern **with a congregant**:

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/his best to alleviate your concern, or will refer you to someone in a position to help you.

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

- (a) Assume that the Minister is acting with good intentions and is concerned about the wellbeing of the *Congregation* and its *congregants*, 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.
- (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 Committee on Ministry (page 26). That person will take the concern to the Committee on Ministry for discussion.
- (d) 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*.
- (e) 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.
- (f) The Committee 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.
- (g) 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.
- (h) 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.
- (i) 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 Committee on Ministry (or a single member of the Committee) can be a transformative experience from which member, Minister, and congregation benefit.

**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 (page 16), 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 Board of Trustees. If you prefer, tell the Chair of the Board.
  - The Board will meet to consider the concern.
  - You may be asked to present your concern to the Board, and the staff member may also be asked to meet with the Board.
  - The Board will make a decision about how to resolve the matter. The Chair of the Board will let you know how your concern was resolved.

**If you have more serious or immediate concerns that cannot be resolved as above,** please raise those to the Minister or any other Trustee. They will work together (possibly with the Committee on Ministry) to reach a solution appropriate to the particular situation.

Communications Policy • Adopted 2008  
Amended by the Board of Trustees 6/2019

## New ideas

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 or Board 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.

Adopted 2008  
Amended by the Board of Trustees 6/2019

## Personnel Policy

Second Congregational Meeting House Society, Unitarian Universalist  
Nantucket, Massachusetts

### **I. INTRODUCTION**

The Personnel Policy of the Unitarian Universalist Church of Nantucket (hereafter referred to as South Church) is established to provide direction and consistency in the management of the work relationships among the employees of this Church. The Policy is reviewed yearly by 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.

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 Board. 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 from 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 Board 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 Board will be informed. A designated member of the Board will meet with the employee to provide support, clarification of policies and to affirm the Church's commitment to a positive resolution. The Board 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 Board 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 Board 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 Board must also be consulted. The Chair of the Board 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 Board, 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 Board. 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 Board 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. Paid Sick Leave

All full-time staff members (deemed to work 8 hours per day times 5 days per week) accrue paid sick leave at the rate of 8 hours per month. Part-time staff accrue on a pro-rated basis. Accrued hours not used are banked for up to 160 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.

Sick leave is used by an employee in case of his or her own 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.

Example: a staff member working an average of 10 hours per week accrues  $(10/40 * 8 * 12 =)$  24 hours per year of paid sick time and can bank (accumulate for future use) up to  $(10/40 * 160 =)$  40 hours of paid sick leave.

### C. Vacation

The Minister's vacation time is described in his or her contract with the Congregation and is to be consistent with guidelines set by the UUA.

Hourly employees are entitled to two weeks of paid vacation per year based on the number of hours they work per week, e.g. a 15 hour/week employee gets 30 hours a year vacation (15 x 2 weeks). First year employees may not take vacation time in their first 6 months. Vacation does not carry over from one year to the next for an hourly employee.

All vacations must have a vacation form that received supervisor's approval and was submitted at least 2 weeks before the vacation is taken, unless otherwise arranged.

### D. Holidays

The following paid holidays are granted the Minister or as below.

New Year's Day	Labor Day
Martin Luther King, Jr.'s Holiday	Indigenous Peoples' Day
Presidents' Day	Veterans' Day
Patriots' Day	Thanksgiving Day
Memorial Day	Christmas Eve, half-day
Juneteenth	Christmas Day
Independence Day	

Hourly employees who regularly work 15 or more hours per week will receive a paid holiday at their usual prorated rate if the holiday falls on one of their regular work days. Employees who work less than 15 hours per week will not receive paid holidays. In order to work on a holiday, employees must be requested to work by a supervisor and will receive 1.5 their regular wage.

### D. 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.

#### E. 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.

#### F. 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.

#### G. 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 Board, will determine if benefits will continue for a leave longer than five days.

#### H. 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. 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 1,000 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 10% 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.

- Approved by the Board of Trustees, December, 1999, Stanley Kilty, MD., President
- Revised by the Board of Trustees, October, 2001, David Bartsch, President
- Revised by the Board of Trustees, 2005, Rebecca Anderson, President
- Revised by the Board of Trustees, 2006, Debby Merritt, President
- Revised by the Board of Trustees, May 2009, Nancy Rappaport, President
- Revised by the Board of Trustees, December 2010, Craig Sperry, President
- Revised by the Board of Trustees, December 2013, Linda Sperry, President
- Revised by the Board of Trustees, January 20, 2015, Jim Sulzer, President
- Revised by the Board of Trustees, February 17, 2015, Susan Richards, President

## Summary of “Rules” for Counting Membership

For congregational purposes, members are those that have ‘signed the Book’ and fall into various categories as below. However, at the start of each year the UUA asks us to certify the number of members and list those members who will receive the UU World. As we have a large number of Members for whom this church is seasonal or secondary, we choose to have a fairly specific set of rules on how to count Members to certify to the UUA.

### **Process for Counting Members for Congregational purposes:**

Regular Members (counted as currently active members)

1. Over 18
2. Signed the book
3. Currently active by periodic attendance, 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 will be listed as inactive.
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 as above.

### **Process for Counting Members for the UUA certification report:**

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 and gifts list, and decides whether people are members for whom Nantucket is their primary church and whether they are active or inactive.

To make the process easier and more consistent, ‘UUA’ Members include only those Regular Members that:

- have as their main mailing address a Nantucket address OR for which Nantucket is their only UU church, and
  - have made an identifiable gift during the year
3. Board reviews and approves lists.
  4. Each January the congregation certifies membership to UUA and includes the count in the Annual Report.

Adopted by the Board January 27, 2009  
Revised by the Board January 20, 2015  
Revised by the Board November 13, 2018

## Policy on the Use of Reserve Funds

(Adopted at the Congregational Meeting July 25, 2010 as a Guideline for the Board;  
Updated when funds moved from TIAA-CREF to Vanguard and UU CEF)

1. The congregational Reserve funds ~~on deposit with TIAA-CREF~~ shall be accounted for as follows: The \$800,000, which constitutes the balance of money bequeathed to the Church prior to 2003, shall be designated **Capital Reserves**. The remainder of the money on deposit, approximately \$500,000, which constitutes the balance of money realized from the sale of the 50-year lease of the tower space to the cell phone providers, shall be designated **Working Reserves**. Additionally, the use of the principal from the Capital Reserves shall be limited to major capital projects and emergencies. The use of the principal from the Working Reserves shall be limited to unexpected smaller projects, and working capital.
2. The withdrawal of principal from the Working Reserves, for the purpose of balancing the budget, shall be limited as follows: For the budget year 2011 the amount withdrawn may not exceed \$50,000; for 2012 the amount of \$37,500; and for 2013 the amount of \$25,000. For all subsequent years, funds, not exceeding 5% of the current year's budget, may be withdrawn with the approval of the Board of Trustees. This 5% withdrawal is only intended to be a mid-year adjustment to accommodate unanticipated shortfalls of income.

### Related Policies

**Finance Committee** (amendment to Committee Description by the congregation at the Congregational Meeting July 25, 2010):

The Finance Committee shall develop the Church's annual budget in conjunction with the various departments and committees, within the context of the actual financial realities and long-term goals, and present a budget to the Board of Trustees for their approval by December 15, and then to the congregation two weeks prior to the annual meeting.

**Pledge Committee** (amendment to Committee Description by the congregation at the Congregational Meeting July 25, 2010):

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 beginning the middle of September and ending October 31, in preparation for budget planning for the next calendar year. The result of the campaign will be submitted to the Board of Trustees by the second week in November.

## 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 relayed via the church Facebook page and via MailChimp e-mail blast. The Church voicemail (508-228-5466), the Inquirer and Mirror, and our website, [www.UnitarianChurchNantucket.org](http://www.UnitarianChurchNantucket.org) will also be used to get the word out. 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 Change the Voicemail:  
508-825-2500

To Change the Website:  
Office Manager or Minister as on page **Error! Bookmark not defined..**

To get the News Out on Facebook:  
The Minister and Gary Langley are administrators on the Facebook account and can post the news.

To inform the Inquirer and Mirror:  
Office Manager or Minister inform the I&M to add our cancellation to their list of cancellations due to bad weather.

To get the News Out Via MailChimp:  
Office Manager is able to relay the message via MailChimp from home laptop computers.

*Adopted 2/28/2006  
Revised 10/09/2008  
Revised 2/2/2014  
Revised 1/20/2015  
Revised 5/1/2015*

## Service Location Policy

In liaison with the music director and organist (in the case that there is one), the service leader or a member of the Board or Building and Grounds, if service leader is not present by 9:30am, will make a decision as to whether to move the service from the sanctuary to Hendrix Hall when the heat or humidity is too high for those conducting and attending the service to do so comfortably.

*Adopted by the Board 1/17/2017*

## Newsletter Policy

### Second Congregational Meeting House Society

The responsibility for the editorial policies and practices of the church newsletter rests with the Board of Trustees. The newsletter coordinator is responsible for the production of the newsletter and for implementing Board policies.

The Primary function of the newsletter is to inform the congregation of church programs and activities. Space and emphasis will be allocated according to the following priorities:

- Communications from the Board, the staff, and church committees
- Communications from the Minister
- Information about Sunday services
- Information about Citizens of the World Explorers programs and classes (all ages)
- Information about all-church functions, e.g. annual pledge drive, congregational meetings
- News of church members/friends; brief announcements of members' special needs
- District and denominational news
- 'Letters to the editor' to be submitted to the Board.
- As space permits, community news and announcements of activities of organizations of particular interest to the church or its members

Every newsletter item should be submitted to the newsletter coordinator by using email by the deadline set forth by the newsletter coordinator.

The newsletter coordinator may edit material that is too long or that contains incorrect grammar or spelling.

Any questions or problems concerning the newsletter should be addressed to the Minister.

Approved by the Board of Trustees November 23, 2010

Revised 2/2/2014

Revised 12/15/2015



## Data, email, and office policies and procedures

As part of the ongoing effort to increase staff productivity, maintain accountability, improve communications flow, and create a professional working environment for church staff, the Board of Trustees hereby adopts the following policies and procedures:

1. Access to the office computer, church email, and data files will be limited to the Office Manager and Bookkeeper with oversight of the Minister. Access to the system will be password protected. Only the two designated staff may create forms, enter data, and produce reports. The Minister is responsible for periodic review and quality control. Expertise and guidance from church volunteers are always welcome. Church Officers may be request reports and have them delivered in printed or electronic form on a timely basis. A one-week notice is requested.
2. The Chair of the Finance Committee and Treasurer have “read only” access to Quickbooks during times at which the Office Manager or Bookkeeper are not holding office hours. Third-party auditors have access to Quickbooks as needed upon notification of the Finance Committee, Treasurer, and Minister and the obtaining of passwords.
3. Access to the Internet and Microsoft applications is available to church volunteers and other staff upon request of the Office Manager.
4. Only the Office Manager may use the office@UnitarianChurchNantucket.org email account. Church Officers (President, Vice President, Clerk, and Treasurer) may request their own church email address (e.g., treasurer@UnitarianChurchNantucket.org) that bounce emails to their personal accounts. Likewise, other church staff may request email accounts (e.g., bookkeeper@UnitarianChurchNantucket.org and Minister@UnitarianChurchNantucket.org.)
5. The Office Manager and Bookkeeper are employed on part-time basis, so their time availability is constrained by the number of work hours budgeted; therefore, it is requested that church Officers and members needing assistance limit drop-in visits or make appointments in advance. Church sextons have access to the office for weekly cleaning and other tasks.
6. The office is not available for meetings or as a workspace for members and volunteers during the hours of the Office Manager or Bookkeeper. Church volunteers and staff may use the office at other times upon request of the Office Manager and the obtaining of the office key.
7. Office filing is the sole responsibility of the Office Manager and Bookkeeper. Items to be filed should be placed in the “To Be Filed” box. Files may be requested by designated Officers and staff as needed. The Office Manager is the WISP (Written Information Security Program) Officer and responsible for adhering to state guidelines for confidential materials.
8. The Office Manager and Bookkeeper are responsible for the creating, securing, and updating of passwords and log-in codes for online accounts (e.g., myUUA, Staples, Massachusetts CORI, Google Calendar, website, and Verizon).
9. The Office Manager is responsible for weekly electronic data backups according to current procedures as well as keeping the virus protection application up to date.
10. The Office Manager may request assistance of the outside IT consultant as needed with the approval of the Minister.
11. The Office Manager is responsible for the maintenance and security of the key safe and maintaining records of keys issued. Access to the key safe (combination lock) is restricted to the Office Manager, Bookkeeper, Treasurer, and Minister.
12. Access to the money safe (key lock) is restricted to the Chair of the Finance Committee, Treasurer, and assistants to the Treasurer.
13. The Office Manager and Bookkeeper are responsible for keys to the locked files, with a back-up key issued to the Board President.

Approved by Board Of Trustees 7/22/2012  
Revised by Board of Trustees 1/20/2015  
Revised by Board of Trustees 12/15/2015

## Committees

### Committees Established by the Constitution

#### Board of Trustees

The Board of Trustees comprises 9 members, all but the Treasurer serving staggered three-year terms. 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 to pledgers 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.

#### Committee on Ministry

Under Article 5 of the Constitution, the Committee on Ministry 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 Committee on Ministry 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**

Under Article 8 of the Constitution, the Nominating Committee is elected at the annual meeting. It has three members who serve for one year. Its primary task is to present a list of nominees at the annual meeting for all vacancies on the Board of Trustees, including anyone currently filling an unexpired term, the Treasurer, and for the Nominating Committee for the coming year. 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.

The Nominating Committee will attend at least one Board Meeting no later than September to review the Board Covenant and discuss the skills desired of nominees to maintain a well-rounded group in the coming year.

Updated by the Board (added 'attend Board meeting' paragraph) 12/15/2015

### **Committees Established by the Board of Trustees**

#### **Buildings & Grounds Committee**

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

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:
  - a) Reviewing the Church's goals and needs as defined by the Board and articulating these in terms of short- and long-term financial strategies
  - b) The Finance Committee shall develop the Church's annual budget in conjunction with the various departments and committees, within the context of the actual financial realities and long term goals, and present a budget to the Board of Trustees for approval by December 15, and then to the congregation two weeks prior to the annual meeting.
  - c) Monitoring the Church's assets, liabilities, income and expenses and making periodic (at least annual) reports to the Board and the congregation
  - d) 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 members, including the Treasurer, who serves as an ex officio member. All members serve one-year renewable terms.
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 President of the Board, though not voting members of the FC, are encouraged to attend committee meetings and are to be notified of all such meetings.
7. **Meetings:** The FC normally meets once a month but will adjust its schedule as necessary.

Description adopted 2003

Paragraph 2b was adopted at the Congregational Meeting on 7/25/2010

Updated by the Board 12/15/2015

Board removed 'but no more than 5' and "(January 1 December 31)" from 3. Membership 1/17/2017

## **Pledge Campaign Committee**

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 beginning the middle of September and ending October 31, in preparation for budget planning for the next calendar year. The result of the campaign will be submitted to the Board of Trustees by the second week in November. (Note: The text of this paragraph was adopted at the Congregational Meeting July 25, 2010.)

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.

### **Lifespan Religious Exploration Committee**

The scope of the Religious Exploration 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 exploration programs of the congregation. In consultation with the Minister and Lead Citizens of the World Explorers teacher, 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 Citizens of the World Explorers programming can be an expression of the congregation's guiding vision and sense of mission, and reaches into the Nantucket community.

Citizens of the World Explorers 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 Lead teacher of Citizens of the World Explorers are members *ex officio*.

### **Congregational Committees**

#### **The Caring Team (includes the Shawl Ministry)**

The Caring Committee was reactivated as The Caring Team in 2014. The mission of the Caring Team is to augment the pastoral care provided by the Minister and to facilitate a culture of caring within the Meeting House community.

In coordination with the Minister, the Caring Team will:

1. Facilitate providing meals, transportation and errands for those in need.
2. Help identify needs and determine resources among friends and families.
3. Reach out to parishioners with phone calls, visits and cards when appropriate.
4. Facilitate or provide help with small household chores as needed.
5. Encourage others to participate in fulfilling its mission.

It is clear that this community has a well-practiced history of caring for one another. Many times, when someone in the congregation has faced a time of challenge, the necessary meals, visits and transportation to appointments, church services and other church activities have already been arranged by members of the community without facilitation from the Team. Home visits to community members who are unable to get to the Meeting House is an ongoing priority.

In late 2013, the Shawl Ministry was initiated at the Meeting House. The response of volunteers has been heart-warming. The shawls are knit and crocheted by members of the congregation to be given to parishioners (and close affiliates) in times of challenge. The shawls are meant to convey the care of the whole congregation. Before they are given away, every

attempt is made to pass the shawls through the membership for their good thoughts during a “shawl blessing”.

### **Membership Committee**

Reactivated in 2013, the mission of the Membership Committee is to build and support community. The committee works to:

1. Support and recognize current members.
2. Welcome and encourage new members.
3. Recognize summer members and facilitate their participation in congregational social activities, and
4. Encourage all members to participate in church activities and governance.

The focus for the Membership Committee is on community building social activities. Each season, several small dinner parties, “Seasonal Suppers”, are held simultaneously in members’ homes. In July, the committee works with the Board of Trustees to host the Summer Members’ Gathering.

**The 7th Principle Project** (was Grassroots Nantucket, originally Peace and Justice Committee)

The UU 7th Principle is: “Respect for the Interdependent Web of all existence of which we are a part.” Our mission in connection with The 7th Principle Project is: We are committed to sustainability and environmental justice, including partnering with the most vulnerable among us, in response to the challenge that our Earth and its people are facing.

Examples of projects are:

1. Food Rescue
2. Immigration Resource Center & immigration rights support
3. J-1 Visa student worker meals & welcome
4. Make It Stop: Sensible Gun Use Advocacy
5. Gender awareness and celebration
6. Climate change witness and advocacy
7. Island Responsiveness

### **Lay Led Service Committee (née Fourth Sunday Committee)**

The Lay Led Service Committee meets to discern, design, plan and implement one Sunday service a month. Subjects are chosen from a broad field of interests. Congregants and guest speakers share these Sundays that culminate in an experience of congregational and island talent and wisdom.

## 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.

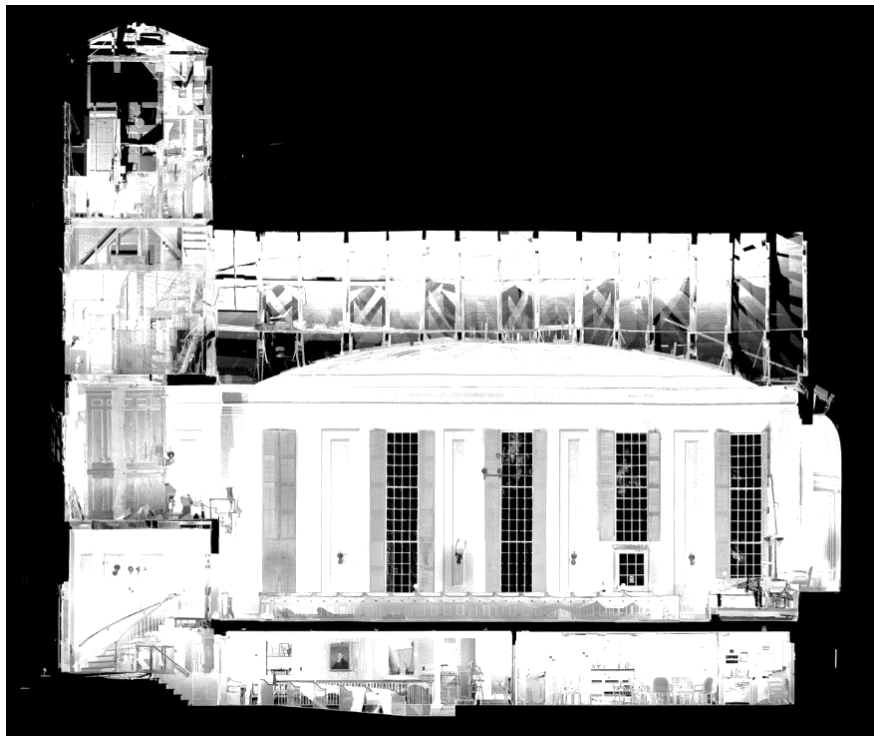
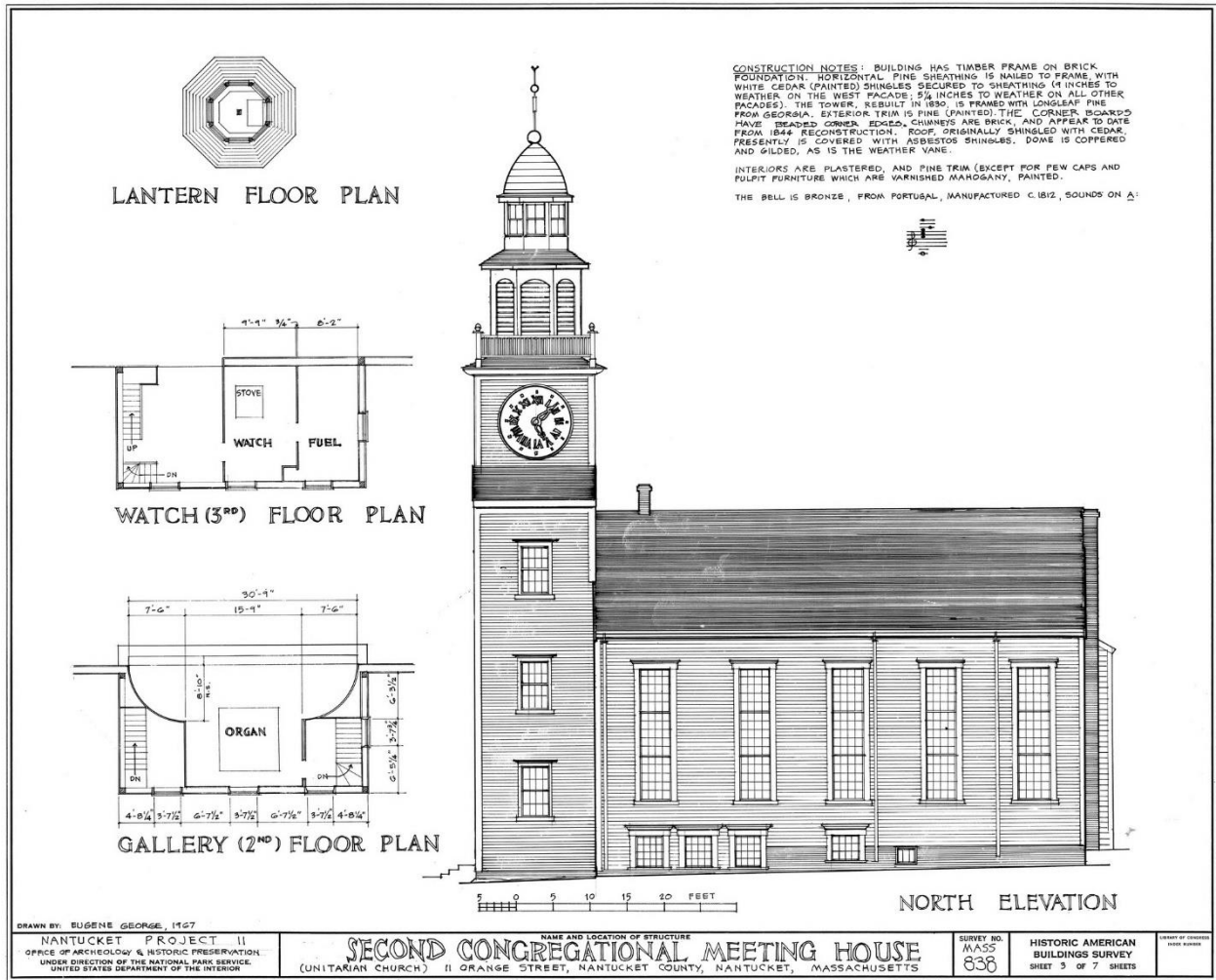
*SOUTH CHURCH PRESERVATION FUND, INC. [the Fund] was established by vote of the members of the Second Congregational Meeting House Society, Unitarian Universalist Church of Nantucket, Massachusetts [the Society], and duly incorporated as a nonprofit organization [501(c)(3)] in the Commonwealth of Massachusetts on August 18, 1982.*

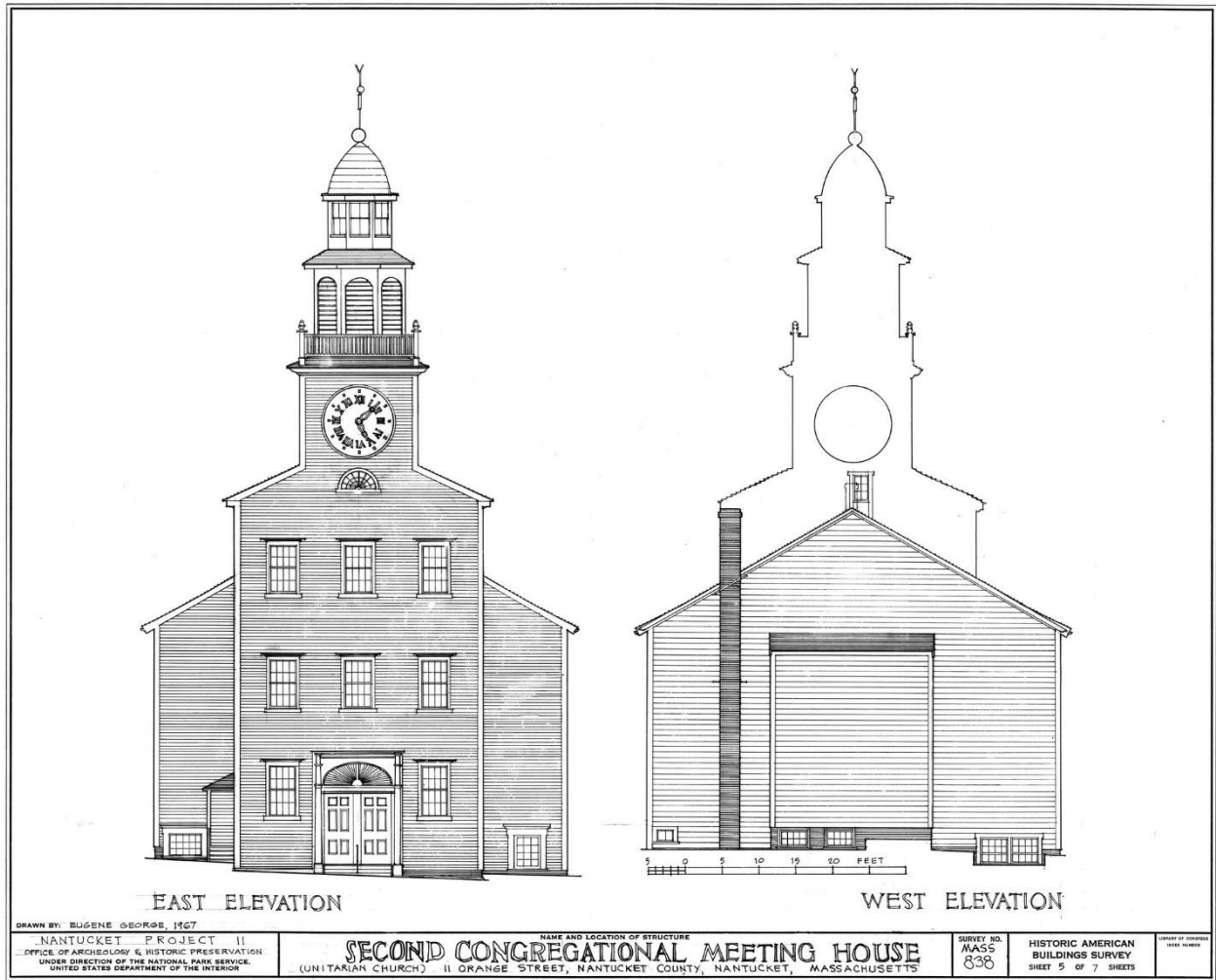
### SOUTH CHURCH PRESERVATION FUND, Inc. Bylaws

- Article 1**  
*Purpose* The purpose and business of the FUND are (A) to generate, by public subscription, grants-in-aid, pledges, or outright gifts, funds for the preservation, restoration, and maintenance of the historic building belonging to the Society at 11 Orange Street, Nantucket, Massachusetts; and (B) to expend those funds by entering into contracts with such vendors, suppliers, and tradespeople as will perform the work necessary for the said preservation, restoration, and maintenance of said building. .
- Contracts entered into by the Fund shall be subject to approval by the Society's board of trustees.
- Article 2**  
*Board of Directors* The board of trustees of the Society shall nominate a board of directors of the Fund, who shall then be elected by a majority vote of the members of the Society at a called meeting. The board of directors shall consist of no fewer than seven (7) and no more than eleven (11) members, of whom a minority may be nonmembers of the Society. The directors shall be elected for staggered terms of three years. Vacancies occurring on the board of directors due to an uncompleted term may be filled by the board of trustees of the Society at any of its meetings. .
- Article 3**  
*Officers* The board of directors shall elect a president whose duty shall be to preside at all meetings of the Fund, or to appoint a delegate to so preside.
- The board of directors shall elect a treasurer whose duty shall be to hold all funds in custody, to keep an account of all receipts and expenditures, to pay such bills as may be approved by the directors, and to render a full financial statement at the end of the fiscal year. .
- Article 4**  
*Fiscal Year* The fiscal year of the Fund shall coincide with the calendar year.
- Article 5**  
*Committees* The board of directors shall appoint such committees as may seem proper and necessary.
- Article 6**  
*Reports* Full reports of the activities of the Fund shall be made to the members of the Society at its annual meeting.
- Article 7**  
*Indemnification* The Fund shall indemnify and reimburse out of corporate funds persons who at any time serve, or shall have served, as a director or officer of the Fund, 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 8**  
*Quorum* A majority of directors shall constitute a quorum.

[end of SCPF Bylaws]







[These booklets print in sets of 4 pages. Here I am filling a few pages to have it come out to an even multiple of four pages.]



## **Our Mission**

Working toward a more just and inclusive society, our congregation supports spiritual growth and service with open doors, minds, and hearts:

*Open doors* for welcoming our diverse island communities and visitors;

*Open minds* for exploring differing ideas and beliefs;

*Open hearts* for deepening our connection with others and ourselves.

