

UUCA

Redbook of Procedures and Guidelines – September 2014

- 1. Policies and guidelines** considered beneficial to the mission and ministry of the church shall be drafted by the staff, approved by the Executive (senior minister), and included in this document
 - 1.1 Administrative policies shall be reviewed by the staff and volunteer staff not less than once each year.
 - 1.2 It is the responsibility of the Chief Administrative Officer to see that Administrative Policies are distributed, reviewed, and followed. This should be a part of the annual Outcomes statement of the CAO.
 - 1.3 These policies should be drafted in compliance with Board Limitations Policies, and used in monitoring those policies.
- 2. Gifts** to the church of money, bequests, stocks and bonds are always gladly received.
 - 2.1 Other gifts (not mentioned in item 2) are not accepted unless solicited by the staff and approved in writing by the Executive. (Small tokens of appreciation and supplies that meet immediate needs, etc., may be accepted.)
 - 2.2 Gifts with monetary value may not be designated for any specific use, but may be designated for either the General Fund or the Endowment. Donors may suggest a specific use for a monetary gift; such suggestions should be carefully considered, but are not binding.
 - 2.3 Memorial gifts are gladly accepted; they may, when appropriate, be acknowledged by the inscription of a name on the walls of the Memorial Garden.
 - 2.4 The Memorial Garden is the appropriate place to honor members and friends of the church who have died.
 - 2.5 Contributions for Give The Plate are to be received during the collection portion of Sunday services. Checks received after completion of services may be returned. When there are multiple agencies/recipients designated for the same service, all monies received for Give The Plate will be split and distributed equally among said agencies/recipients.

3. Weddings, Memorial Services and other rites-of-passage worship services.

To assure more perfect unions:

- 3.1 No wedding, memorial service, baptism, child dedication or other service of religion shall be scheduled or performed at UUCA except in accordance with these policies.
- 3.2 Requests for weddings start with one of the ministers (in the absence of an available minister, a list shall be kept of area community ministers and other ordained Unitarian clergy approved to conduct services here.)
- 3.3 The UUCA minister meets and/or talks with the applicant. If the minister feels the wedding would be consistent with the mission and ministry of UUCA, and comes to agreement with the applicants on date and time, the minister causes the wedding to be entered on the calendar of the church, pending payment of fees.
- 3.4 If the applicants wish to have an officiant who is not an ordained Unitarian minister, a UUCA minister must still review the request, and an ordained Unitarian minister found, either on staff or off, to co-officiate.
- 3.5 Following ministerial approval of a rite of passage, the administrative assistant or other staff person responsible shall contact the applicants to let them know that the date can be confirmed as soon as one-half of all fees are paid. The staff member will send to the applicants a friendly statement of fees including the minister's honorarium and the musician honorarium. (Fees will be refunded in full for services cancelled in writing 30 days or more in advance.)
- 3.6 The applicants (with the exception of pledging members and members of their immediate families) shall be informed that all fees must be paid at least 30 days prior to the occasion in order to hold the date.
- 3.7 No fees shall be charged for pledging members and members of their immediate families except for custodial fees and musician fees.
- 3.8 The UUCA music director and staff members shall always have right of first refusal for any service, and will assist applicants in finding suitable musicians when no church staff musician is available. In the case of

weddings and memorial services, a UUCA staff music fee must be paid even if applicants choose not use the music staff.

(These policies do not apply to worship services conducted by approved UUCA groups to which other policies apply, nor to groups enjoying ongoing rental or authorization.)

4. Use of **Buildings and Grounds**. Policies designed to enhance the enjoyment of the facilities and to protect them for lasting use shall be a part of this Admin Policy Book, with annual review
 - 4.1 Grounds around the building shall be maintained for the purpose of offering 'curb appeal' for potential visitors, and shall be designed and carefully maintained for the primary purpose of creating a positive aesthetic impression.
 - 4.2 All groups using the Building and Grounds will be given the "Guidelines and Rules for Building Use" document.
5. A **Personnel Policies Manual** shall be a part of these policies and included in the Book.
6. **Fundraising**, including sales of any items, acceptance of donations, or the sale of any items must be approved in advance, in writing, by the Executive or person designated by the Executive.
 - 6.1 The Director of Congregational Life shall process all fundraising requests and keep a list of approvals.
 - 6.2 Church income is generally indicated in the annual budget and received from pledges, bequests, and rentals. Other fundraising is discouraged.
 - 6.3 Fundraising by outside groups is limited to representatives authorized in connection with Give the Plate, and by organizations renting space and filing a financial statement with the office.
7. **UUCA Childcare Resources and Guidelines**- It is the intent of UUCA to make all programs offered at the church accessible to everyone. That means providing safe supervision of children at church.

The Religious Education ministry of UUCA serves as a resource, to provide guidelines and recommendations for quality childcare. It is the

responsibility of all the ministries of UUCA to provide childcare following those guidelines.

7.1 The UUCA RE staff will provide a list of approved caretakers and church guidelines to event planners.

7.2 The UUCA will compensate the caretakers for time worked.

7.3 Caretakers will go through UUCA training before becoming eligible for the “approved list.”

8. UUCA Social Media and Online

8.1 The official UUCA website will be administered and maintained by the Communications Assistant under the direction of the Director of Congregational Life. The Chief Administrative Officer will be given login and administrator access as well.

8.2 Creation of a UUCA profile on any 3rd party social media site (e.g. Facebook, Twitter, Instagram) will fall to the Director of Congregational Life or designee. Once created, at least 2 other staff members must be granted “administrator” status.

8.3 All official websites and pages under control of the UUCA and its administrators will contain the following: *The UUCA welcomes all people to contribute to conversations on this page and to share content directly related to the UUCA. Wall posts, comments, photos, and other content posted on this page are expected to be relevant and respectful.*

UUCA has the right to delete any inappropriate content from this page, including but not limited to: irrelevant content, hateful content, financial solicitations, and content that violates the UUCA Congregational Covenant.

9. Inclement weather

9.1 Activities (Office, Programs, Rentals, etc.)

9.1.1 The safety of UUCA staff, congregants, and guests is of the utmost importance. Worship services, RE and other activities will be canceled if it is determined that conditions are unsafe. Generally,

on weekdays, UUCA will close if the Arlington County School system closes.

9.2 Worship Services, Sunday Programs, and Special Events

9.2.1 Sunday morning worship and RE programs will be cancelled only in extremely hazardous weather and impassable travel conditions.

9.2.2 Weddings, memorial services, and major one-time special events will be conducted as scheduled, unless weather conditions are extremely hazardous.

10. Solicitations

10.1 Solicitation of signatures for petitions is limited to assigned tables in Fellowship Hall or scheduled meetings of church social justice groups whose chairs have approved petition circulation in advance.

10.2 To avoid misunderstandings, and to make the church a safe place for all to gather, cash handouts should never be given. No one at UUCA ever gives cash (except the offering.) Those in need can be directed to community resources, several of which are supported by UUCA. Staff and congregants should also not offer rides, food, or money except through our community partners. By working with and through these community partners, UUCA serves those in need.