

**Board of Trustees**

Date: September 15, 2020

Time: 6:30 - 7:30 pm

Attendees:  Stacy Callender  David Morgan  Patricia Ice  
 Eric Wood  David Voisin  Bob Keller  
 [President-Elect]  Min. Justin McCreary

Please read: Written Reports submitted with the Agenda

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6:30	<p><b>Opening</b>  Opening Reading and Chalice Lighting  Covenant  Check In</p>	<p>David Morgan  All  All</p>
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6:40	<p><b>Meeting Reports</b>  Approve Minutes  Approve Reports</p>	
<hr/>		
6:50	<p><b>Ongoing/New Business</b>  Annual Priorities</p> <ul style="list-style-type: none"> <li>• Internal &amp; External Communications</li> <li>• Leadership Development: Appointments &amp; Vacancies</li> <li>• Establish Process &amp; Infrastructure: Revise Policies &amp; Procedures</li> </ul> <p>Annual Pledge Drive  Special Building Fund</p>	
<hr/>		
7:20	<p><b>Closing</b>  Process Observer Report Out  Check Out  Extinguish the Chalice  Set Next Meeting</p>	<p>Process Observer  All  Stacy Callender  All</p>

**Additional Information:** Join the Zoom meeting online at <https://zoom.us/j/98945246207?pwd=d1dwMTFzYkIIRVY2bC9KQWpkOUJ5QT09>

**Unitarian Universalist Church of Jackson  
Board Meeting  
Tuesday, August 18, 2020**

Attendance

Past President: Eric Saulters-Wood X  
President: Stacy Callender X  
President Elect: Vacant  
Treasurer: David Voisin X  
Secretary: David Morgan X  
Trustee: Patricia Ice X  
Trustee: Bob Keller X  
Quorum (4)

Justin McCreary, Minister

Agenda

1. Opening Reading and Chalice Lighting
2. Covenant
3. Check-In
4. Minutes
5. Treasurer Report
6. Minister Report
7. Ministry Teams, Advisory Councils, and Taskforces Reports
8. Annual Priorities
9. Policies
10. Appointments and Vacancies
11. Process Observer Report Out
12. Check Out
13. Extinguish the Chalice
14. Set Next Meeting

**Opening Reading and Chalice Lighting**

The chalice was lit at 6:38 p.m., beginning the meeting. Due to the current COVID-19 pandemic, members met using the Zoom video conferencing app.

**Minutes**

Eric Wood motioned to approved the minutes of the July 14, 2020 board meeting as presented. David Voisin seconded. All members approved.

**Treasurer Report**

David Voisin presented the Treasurer's report. Patricia made motion to accept as read. Eric seconds. All approve.

**Minister Report / Ministry Teams, Advisory Councils, and Taskforces Reports**

In reference to the Transition Task Force report, David Voisin asked when the new tenant will move into the old church building. Stacy Callender said the buyer is currently making repairs to the building before moving in. The lease begins in October 2020. Until then the church will continue to pay utilities.

Care Ring lead, Patricia Ice, reported that she has recruited Natalie Maynor, Brenda Taylor, and Lisa Dunn to fill vacant positions. However, additional members are still needed because two of the volunteers are not comfortable making phone calls. David Voisin motioned to accept all reports as amended. Patricia Ice seconded. All approve.

### **Annual Priorities**

Internal and External Communication - Getting accurate contact information for congregation is imperative for good internal communication. Bob, Eric and Stacy will meet on Zoom to finalize the list. Justin McCreary suggested that all church task force and committee communication move towards GroupMe and away from Facebook Messenger. For external communication - like the Facebook page and groups, the website, print ads – the board suggested that the welcoming committee look into both traditional and internet-based marketing ideas to reach potential new members.

Engaging Members and Developing Leaders – How can the board develop members for specific roles? How do we feed members into positions where they can make a contribution?

There is a brief discussion off the agenda about the upcoming town hall meeting and the lack of advance communications.

### **Policies**

Individual board members will develop a policy description of their role on the board before the September meeting. This can take the form of a bulleted list for now. The Ministerial Relations Council policy and procedures were reviewed by the board. It was decided to table discussion and approval until all board members can review the document.

### **Appointments and Vacancies**

The board position of President-Elect is still vacant, as are the chair of the Welcoming Community team, the co-chair of the Exploring Our Beliefs team, the chair of the Living Our Values team, and the chair of the Changing Our World team. Stacy Callender and Bob Keller will review the 2020 Time, Talent and Treasure forms for potential volunteers for these positions.

### **Extinguish the Chalice**

The chalice is extinguished at 8:12pm. The next board meeting is scheduled for Tuesday, September 15, 2020.

**Unitarian Universalist Church of Jackson**  
**2nd Quarter Report**

**I N C O M E**

Category	Approved Budget, 2020 (\$)	Budget to Date (\$)	Obtained (\$)	Excess over Budget (\$)
Pledge (Plg. made: \$33,680) . . . . .	35,000	17,500	9,125	-25,875
Plate . . . . .	5,000	2,500	7,391	2,391
Material Donation . . . . .	100	50	0	-100
Fundraising . . . . .	1,000	500	44	-956
Rentals . . . . .	1,000	500	700	-300
Income from N. Campus. . . . .	0	0	1,000	1,000
		0		
Appreciation on Investments . . .	<u>100</u>	<u>50</u>	<u>16</u>	<u>-84</u>
<b>TOTAL BUDGETARY INCOME</b>	<b>42,200</b>	<b>21,100</b>	<b>18,276</b>	<b>-23,924</b>
Other Income . . . . .			<u>0</u>	
<b>TOTAL INFLOW:</b>			<b>18,276</b>	

## CORE BUDGETARY EXPENSES

Category	Approved Budget, 2020 (\$)	Budget to Date	Used (\$)	Remaining (\$)
<b>Administration</b>				
Secretary . . . . .	100	50	0	100
Treasurer . . . . .	300	150	177	123
Fundraising . . . . .	300	150	0	300
Board . . . . .	600	300	0	600
Storage . . . . .	700	350	348	352
<b>Affiliation . . . . .</b>	<b>3,600</b>	<b>1,800</b>	<b>951</b>	<b>2,649</b>
<b>Minister</b>				
Salary, Housing, FICA Taxes . . . . .	26,913	13,450	13,456	13,457
Benefits. . . . .	4,192	2,100	0	4,192
Travel & Discretionary . . . . .	2,500	1,250	0	2,500
<b>Child Care . . . . .</b>				
Childcare, Salary	1,000	500	136	864
Childcare, FICA	80	40	0	80
<b>Welcoming Community</b>				
Hospitality . . . . .	200	100	0	200
Social Events . . . . .	0	0	0	0
Outreach . . . . .	200	100	150	50
Membership . . . . .	100	50	70	30
<b>Exploring our Beliefs</b>				
Programs . . . . .	2,800	1,400	767	2,033
Religious Education . . . . .	700	350	388	312
<b>Living Our Values</b>				
Building & Grounds . . . . .	7,600	3,800	3,849	3,526
Utilities. . . . .	6,900	3,450	3,378	3,522
Internet service, website, phone . . . . .	2,100	1,050	955	1,145
Security . . . . .	1,400	700	1,189	211
Pest Control . . . . .	500	250	0	500
CareRing . . . . .	500	250	0	500
Insurance. . . . .	3,100	1,550	1,761	1,339
<b>Changing Our World</b>				
Social Concerns . . . . .	300	150	0	300
<b>Special Coll. . . . .</b>				
<b>Other</b>				
Awards . . . . .	150	80	0	150
Office & Kitchen Supplies . . . . .	600	300	19	581
Unallocated . . . . .	0	0	0	0
<b>OPERATING BUDG. EXPENSES . . . . .</b>	<b>67,435</b>	<b>33,720</b>	<b>27,595</b>	<b>39,615</b>
BUDGETARY INCOME	42,200	21,100	18,276	
BUDGETARY SURPLUS	-25,235	-12,620	-9,319	

## EXPENSES FOR NORTH CAMPUS

Category	Spent (\$)
Electricity	595
Natural Gas	519
Jackson City Services	0
Yard	225
Mainten. & Repair	0
Insurance	0
Internet service, phone	<u>541</u>
<b>TOTAL</b>	1,880
<b>BUDGETED</b>	22,100
<b>BUDGET TO DATE</b>	11,050
<b>REM. IN BUDGET</b>	20,220

## SUMMARY OF EXPENDITURES

	Spent (\$)
<b>OPERATING EXPENSES . . . . .</b>	27,595
<b>NORTH CAMPUS . . . . .</b>	1,880
<b>SOUTH CAMPUS RENOVATIONS</b>	0
(Budgeted – \$0)	
<b>ORDINATION . . . . .</b>	<u>902</u>
<b>TOTAL EXPENDITURES . . . . .</b>	30,377

**MONETARY ASSETS**

<b>Account</b>	<b>Start of Yr. (\$)</b>	<b>End of June (\$)</b>	<b>Incr. from Jan. 1 (\$)</b>
Bancorpsouth Checking . . . .	15,460	6,444	-9,016
Bancorpsouth MM . . . . .	16,965	13,973	-2,992
Rosenfeld Memorial (Regions)	576	576	0
Schwab Sweep	49,976	49,984	8
Amts Received, not Deposited	1,090	1,175	85
Atmos Credit, S. Campus . . .	185	0	-185
S. Campus Utility Deposits . .	2,256	2,256	0
City of Jackson, N. Camp. Cred.	<u>17</u>	<u>17</u>	<u>0</u>
<b>TOTAL . . . . .</b>	<b>86,526</b>	<b>74,426</b>	<b>-12,100</b>

**LONG TERM ASSETS**

Schwab Stocks (less Sweep) . . .	77,494	67,925
Church Property . . . . .	135,000	135,000

INFLOW LESS TOTAL EXPENDITURES: -\$-12,101

AMT. UNACCOUNTED FOR: \$0

**RESTRICTED FUNDS**

<b>Fund</b>	<b>Start of Yr. (\$)</b>	<b>Donated, 2020 (\$)</b>	<b>Used, 2020 (\$)</b>	<b>End of 1<sup>st</sup> Q. (\$)</b>	<b>Incr. from Jan. 1 (\$)</b>
Ordination	2,323	0	902	1,421	0
Travel to General Assembly	46	0	0	46	0
Fran Leber Book Project	200	0	0	200	0

# Minister's Report

Rev. Justin M McCreary

September 9, 2020

August, 2020

In the month of August, I preached twice. The first sermon was an introduction to the *UUA Report from the Commission on Institutional Change*. My sermon was titled *An Introduction to a Living Theology*. This work from the UUA has been a multiyear process attempting to look at the direction of Unitarian Universalism since 1961, though the focus of the report seems to be on race, in my opinion it is a wonderful treatise on the theological imperative of Unitarian Universalism, built on the stories of UU's of Color.

My second sermon *A Journey in Parts*, was intended to cast quarantine as a journey, noting that even though it is difficult and many days fold into one another, we are still in fact on a journey. Though the focus has been individual, the intention was also to point out that our church is also in a journey even in this difficult time.

During my services, I have been trying to highlight the importance of giving/pledging and relating it as sacrifice through the heritage of faith from past generations and a core aspect of what makes a faith community. I am happy to take this a step further and add specific financial information if I were given talking points.

There were also many opportunities for Pastoral Care, some of which through Vespers and Sunday Services, but also for connection to the homeless community that surrounds the church. I spent considerable time a few days with the encampments around our facility. It is important that as we work toward the safety of our space, we also remember that homelessness and drug use is an expression of societal failures. We must make sure we approach all relationships in line with our first principle regarding that, all humans be treated with dignity.

August was filled with many important Administrative events beyond the August board meeting. I have been working with a broker from New York Life to create an IRA at the request of the board so that I can collect the annual retirement benefits I have missed from the last 4 years. By the time we meet, this should be completed, I have also renewed my membership with both the UU Minister's Association and the Liberal Religious Educators Association. I encourage any member who works with our Religious Education Program to join the latter. It is open to all UUs.

I also attended the Ordination of Rev. Robin Stillwater in New York (Obviously over zoom) had multiple calls with UU Ministers including the MS Minister's Cluster, and connection with our representatives from the southern region. I have been in regular contact with my mentor, and have been making sure I am meeting the requirements of MFC.

During August we also met the Ministry council to talk about the shortages of leaders in the Ministry Council. During that time, I remind the team that I am limited in time and having no Co-Chair and lacking



some members makes the job of team ministry almost impossible. Over that meeting many names were floated for leadership, and I am awaiting response from the faith development team before I move forward with more meetings.

The month ended with a successful town hall, even though there were technical issues, I do not believe that took away from the success of the leadership.

I would also like to thank David Morgan for his regular help in services. Over the last few months of pandemic, David and I have figured a way to continue offering online services even into return of in person services. What we've found is that the most important thing the church needs is a computer and a decent webcam. An audio mixer would also be helpful.

# UNITARIAN UNIVERSALIST CHURCH OF JACKSON

## REPORTS TO THE BOARD

### ADVISORY COUNCILS

**Advisory Council:** Calm Council  
**Members:** Jim Becker, Lisa Kersen, and Judy Williams

- The CC has not submitted a report for this month.

**Advisory Council:** Personnel Council  
**Members:** Stacy Callender (Chair), Eric Wood, David Morgan, and David Voisin

- The PC has not met this month; however, the PC has established a GroupMe group for ongoing communication.

**Report Submitted:** By Stacy Callender on September 2020

**Advisory Council:** Leadership Development Council  
**Members:** Eric Wood (Chair), Joe Clayton, Jill Morgan, and VACANT

- The LDC has not submitted a report for this month.

**Advisory Council:** Ministerial Relations Council  
**Members:** Jill Morgan (Chair), Kristen Golden, and Jim Becker

- The MRC has not submitted a report for this month.

## UNITARIAN UNIVERSALIST CHURCH OF JACKSON

### MINISTRY TEAMS

**Ministry Team:** Welcoming Community  
**Members:** VACANT (Chair), Kristen Draper, Brenda Taylor, and Eric Wood

- The WC Team has not submitted a report for this month.

**Ministry Team:** Exploring Our Beliefs  
**Members:** Jim Becker (Co-Chair), VACANT (Co-Chair), Stacy Callender, Lisa Dunn, Patricia Ice, Bob Keller, Justin McCreary, David Morgan, and Eric Wood

- The EOB Team will be resurrecting the RE team and start small groups online in October.
- The EOB-Worship and EOB-RE Teams will be somewhat independent except for joint ventures.

**Report Submitted:** By Jim Becker on September 2020

**Ministry Team:** Living Our Values  
**Members:** VACANT (Co-Chair), VACANT (Co-Chair), Lisa Dunn, Patricia Ice, and Natalie Maynor.

- The LOV Team has not submitted a report for this month.

**Ministry Team:** Changing Our World  
**Members:** VACANT (Chair), Patricia Ice, and Kat Kalika

- The COW Team has not submitted a report for this month.

## UNITARIAN UNIVERSALIST CHURCH OF JACKSON

### TASKFORCES

**Ministry Team:** Transition Taskforce  
**Members:** Stacy Callender (Coordinator), Jim Becker, Jason Griggs, Patricia Ice, Eric Wood, and VACANT

- The TT met on 9/3 and developed a phased plan for improvements:
  - Phase 1 – Make the building sound (French drain, repair rear wall, etc.)
  - Phase 2-3 – Improve functioning of interior/exterior
  - Phase 4-5 – Major interior/exterior improvements
  - Phase 6+ – Renovation of warehouse and upgrade to furnishing/equipment
- The Coordinator contacted the architect/contractor about phasing in the building improvements. The TT is currently waiting on the pricing for Phase 1 work and carving out the expenses for the ADA bathrooms to enable UUCJ to seek grants for this effort
- The TT has not made any expenditures recently. The real estate agent will charge a monthly fee throughout the lease purchase and the remainder of their fee at closing. The Treasurer should receive a month invoice.
- The TT needs the insurance for North State Street Property to be decreased to cover only the facilities (after proof of insurance by new tenant has been verified) and the utilities to be disconnected and transitioned to the tenant as of October 1, 2020.
- The TT recommends the Board establish (or call a special congregational meeting to establish) a special building improvement fund as required for grant applications and to promote accountability for expenditures separate from the regular budget (e.g., utilities, maintenance, or grounds care). Funding should come from the rent paid for the North State Street property minus insurance and relator fees and from a special fundraising drive for targeted donations (i.e., separate from pledges). The TT further recommends the Board open a separate bank account for the fund. UUCJ may be able to repurpose the “Rene Rosenfeld” account if it is still operational.
- The next meeting is scheduled for Thursday 10/1 - 7:00 pm on Zoom.

**Report Submitted:** By Stacy Callender on September 2020

**Ministry Team:** Right Race Relations  
**Members:** Kayla Roberts, Yolanda Walker, and Aloni Jefferson

- The RRR Taskforce has not submitted a report for this month.

**Ministry Team:** Community Outreach and Engagement  
**Members:** Justin McCreary (Chair), ?.

- The COE task force has not submitted a report for this month.

### **Purpose and Scope**

The Ministerial Relations Council (MRC) provides ongoing guidance and support for professional ministers serving the UUCJ to promote a positive relationship between the minister(s) and the congregation.

This policy defines the roles and responsibilities of the MRC and applies to the membership, activities, and oversight of the MRC.

### **Responsibilities**

1. The MRC identifies and nurtures the needs of the minister and maintains a channel of communication between the minister and the congregation.
2. The MRC conducts an annual evaluation of the minister-congregation relationship for promoting the mission and ministry of the UUCJ.
3. The MRC conducts a biennial review of the minister's job description and contract terms and recommends revisions, as needed, including appropriate compensation, to the Board.
4. The MRC prepares and submits reports to the Board.

### **Membership**

The MRC shall consist of three members in good standing who are not Officers or Trustees of the Board. Two members shall be appointed by the President, with the affirmation of the Board. An additional member shall be appointed by the Minister. Members serve a minimum of 2 years.

**Commented [CS1]:** This constitutes a change to the bylaws. It also means that only every other President (who serves for only one year) will be able to appoint a member.

### **Preparing and Developing Ministerial Relations Council Members**

1. New members of the MRC should review the following and discuss with existing or previous members in preparation for their role:
  - a. UUCJ contract with the minister and previous evaluation reports
  - b. UUCJ policies and procedures relating to professional ministry
  - c. UUMA Guidelines for the Conduct of Ministry
  - d. Sections of the UUCJ by-laws addressing professional ministry
  - e. Recent MRC meeting minutes
2. Throughout the year, the MRC members may engage in ongoing growth and learning through individual and group study of resources available from the UUA, UUMA, and other organizations promoting best practices in ministerial-congregational relations.

### **Activities and Practices of the Ministerial Relations Council**

1. The MRC meets regularly throughout the year with the minister.
  - a. In-person or remote meetings are held 2 – 4 times per year.
  - b. Monthly check-ins are made with the minister to identify any issues that require support.
  - c. Ad hoc meetings (in-person or remote) may be called to address specific issues.
2. The MRC nurtures the needs of the minister and promotes a channel of communication between the minister and the congregation, which includes, but is not limited to:
  - a. Reviewing the previous year's ministerial evaluation report to identify areas for needed growth;

- b. Listening to the minister's plans for and reflections on self-study and/or other professional development activities;
  - c. Taking action to support open communication about shared ministry between the minister and congregation;
  - d. Offering suggestions to the minister to address areas of concern or opportunities for growth, including identifying resources for professional development;
  - e. Soliciting feedback from the congregation and/or Board, Advisory Councils, or Ministry Teams to share with the minister; and
  - f. Soliciting reflections of the minister to share with the congregation and/or Board, Advisory Councils, or Ministry Teams.
3. The MRC conducts an annual evaluation of the minister-congregation relationship for promoting the mission and ministry of the UUCJ which includes:
  - a. Reviewing the previous evaluation process used and the summary report generated;
  - b. Reviewing previous actions identified, status and results;
  - c. Reviewing recommended evaluation procedures to assess the minister-congregation relationship and quality of shared ministry and select a process; and
  - d. Completing the evaluation, developing a summary report and sharing with the minister and the Personnel Council.
4. The MRC conducts a biennial review of the minister's job description and contract terms, which includes:
  - a. Reviewing the minister's job description, contract terms, and covenant as well as the minister's activity logs with the minister 3 – 6 months prior to the end of the contract term;
  - b. Discussing any issues that need to be addressed in the revised contract with the minister;
  - c. Identifying any issues raised by the congregation that need to be addressed in the revised contract;
  - d. Reviewing UUA and UUMA guidelines regarding covenant, roles/responsibilities, and fair compensation of professional ministers;
  - e. Drafting proposed changes to the terms of the contract, including covenant, roles and responsibilities, and compensation and benefits, as needed, and presenting the proposed contract revision to the Personnel Council;
  - f. Negotiating with Personnel Council on revisions to the contract until a final version has been approved by both the Minister and the Personnel Council; and
  - g. Supporting the Board presentation of the Personnel Council-approved contract to the congregation for approval during the (Fall) Biannual Meeting.
5. The MRC regularly reports to the Board.
  - a. The MRC prepares and submits a quarterly report to the Board to include the following information:
    - i. Activities, completed, ongoing and planned
    - ii. Expenditures made and/or funding needed
    - iii. Support needed by the MRC
  - b. The MRC prepares and submits an annual report to the Board prior to the Fall congregational meeting providing an overview of annual activities, expenditures, support needed and recommendations.

- c. The MRC prepares and submits ad hoc reports upon request of the Personnel Council and/or congregation for any Special Congregational Meeting in which the work of the MRC will be addressed.

DRAFT

# PROPOSED POLICIES & PROCEDURES

## BOARD OF TRUSTEES

### ***Purpose and Scope***

The Board of Trustees (Board) conducts the business affairs of the UUCJ, subject to the Bylaws, and carries out policies, directives, and actions necessary for the effective operation of the UUCJ to ensure it may fulfill its mission and vision.

This policy defines the roles and responsibilities of the Board and applies to the membership and all activities of the Board.

### ***Responsibilities***

- A. The members of the Board will carry out general and role-specific policies, directives, and actions, as defined by the UUCJ Bylaws, policies, and procedures.
- B. The Board will schedule and lead all congregational meetings.
- C. The Board will conduct regular business meetings to make decisions to ensure the effective operation of the UUCJ.
- D. The Board will conduct a Transition Meeting after the installation of new Board Members.
- E. The Board may conduct Special Meetings to address issues where a timely decision is needed between meetings.
- F. The Board may also conduct asynchronous business between meetings using electronic communication.
- G. The Board will review the Bylaws and propose revisions to the congregation.
- H. The Board will implement, maintain, and review policies and procedures necessary for the effective operation of the UUCJ and maintain a written Policies and Procedures Manual.
- I. The Board will establish and oversee all Ministry Teams, Advisory Councils, and Taskforces consistent with the Bylaws.
- J. The Board oversees the finances of the UUCJ.
- K. Officers of the Board may sign official documents for UUCJ.
- L. The Board will determine the use of all UUCJ property consistent with the Bylaws.
- M. The Board will maintain all records of the UUCJ and ensuring they are subject to review by its members.
- N. The Board may remove members for violations of the UUCJ Behavioral Covenant.
- O. The Board may recommend an affiliation between an organization and UUCJ and dissolve an affiliation for good cause.
- P. The Board at its discretion may hire professional and support staff to meet the needs of the UUCJ provided the congregation approves funds for the position.

### ***Membership***

The Board shall consist of five officers (President, President-Elect, Past President, Secretary, and Treasurer) and two Trustees who must all be members in good standing. All Ministers serve as ex-officio (non-voting) members of the Board. Board members are elected by the congregation at the Spring Biennial Meeting. In odd numbered years, a



## PROPOSED POLICIES & PROCEDURES

President-Elect, Treasurer, and First Trustee shall be elected. In even numbered years, a President-Elect, Secretary, and Second Trustee shall be elected. Installation of new Board Members shall be performed the month following the election.

The President-Elect, President, and Past President shall serve for a one-year term per position in a rotation for a total of three years. The Treasurer, Secretary, and Trustees each serve for a two-year term. A person may serve in any positions on the Board for a maximum total of six consecutive years with the following limitations: (a) a person may serve for a maximum of two consecutive terms as Treasurer, Secretary, or Trustee; and (b) A person who has served as President-Elect/President/Past President must have at least one-year lapse before being eligible to serve again as the President-Elect.

If a vacancy on the Board occurs due to resignation, death, or inability to serve, the President, with affirmation of the Board, shall appoint a person to serve until the next Biannual Meeting, if scheduled within 90 days, or otherwise a Special Meeting called to fill the vacancy. If the President resigns, dies, or is unable to serve, the President-Elect shall assume the duties of the President and, with affirmation of the Board, appoint a person to serve as President-Elect until the next Biannual Meeting, if scheduled within 90 days, or otherwise a Special Meeting called to fill the vacancy.

An Officer or Trustee may be removed from the Board by a 2/3rds vote of all other Board members for (a) missing three consecutive meetings without just cause; (b) gross misconduct or abuse of office; (c) failing to maintain status as a member in good standing; or (d) inability or failing to fulfill responsibilities of the Board and/or the elected position.

### ***Code of Conduct***

The Board commits itself and its members to act in adherence with the UUCJ Bylaws and Behavioral Covenant, to conduct themselves ethically, businesslike, and lawfully, and to act with respect for others, with proper use of authority and appropriate decorum when serving as Officers and Trustees. The Board shall develop a Covenant of Behavior and ensure mutual accountability for adherence to it.

### ***Preparing and Developing Board Members***

- A. New members of the Board should review the following and discuss with exiting or previous members in preparation for their role:
  1. UUCJ Bylaws, Covenants, and Policies and Procedures Manual.
  2. [Congregational Board Member Training](#) from the UUA
- B. New members of the Board will participate in a Board Retreat organized by the President and the Leadership Development Council.
- C. Throughout the year, Board members will engage in ongoing growth and learning through individual and group study of resources available from the UUA and other organizations promoting leadership development for board members. (See [Leadership Development Learning Center](#).)

## PROPOSED POLICIES & PROCEDURES

### ***Activities and Practices of the Board***

- A. The Board will schedule and lead all congregational meetings.
  1. The Board will set the date and location for all congregational meetings.
    - a. The Spring Biannual meeting will be scheduled for late May or early June.
    - b. The Fall Biannual meeting will be scheduled for early December.
    - c. Town Halls, if scheduled, will be held during winter and summer months.
  2. The Board will set the agenda for all congregational meetings.
    - a. The agenda for the Spring Biannual Meeting will include the election of Board, Council, and Taskforce members and other business, including any proposed Bylaws revisions.
    - b. The agenda for the Fall Biannual Meeting will include the proposed budget for upcoming fiscal year and other business, including congregational votes on matters to be presented at the UUA General Assembly.
    - c. The agenda for any Special Congregational Meeting will include only the business to be transacted as specified in the written petition, if applicable, or notice provided prior to the meeting.
    - d. Town Hall agendas will include updates on congregational activities and matters of interest to the congregation.
    - e. At all congregational meetings, an opportunity will be provided for members to voice concerns. No immediate formal response to these concerns is required nor should be expected. The Board may, at its discretion, consider the concern and respond at a subsequent Board or Congregational Meeting.
  3. The Secretary will ensure the date, location, and agenda are posted on all official communication outlets, including the church bulletin board, calendar, website, social media accounts, and newsletter.
  4. A letter from the President announcing the congregational meeting, the agenda, and any proposals, including any changes to the Bylaws, will be mailed to all members in good standing by the Secretary:
    - a. At least 30 days prior to the meeting, if any proposed changes to the Bylaws will be considered; or
    - b. At least 14 days prior to the meeting, if no changes to the Bylaws will be considered.
  5. The President presides over the congregational meeting and all other Board members will provide reports, as appropriate to their role or assignment by the President. The Secretary will record the official record of the meeting.
  6. The meeting agenda, reports, and approved minutes will be posted on the church website.
- B. The Board will conduct regular business meetings to make decisions to ensure the effective operation of the UUCJ.
  1. All Board meetings are open to members and friends, except when called into Executive Session.

## PROPOSED POLICIES & PROCEDURES

- a. Executive Session is used only to discuss topics requiring confidentiality, such as discussions of salaries, contributions, or violations of the Behavioral Covenant.
  - b. The President will announce when a discussion warrants Executive Session and allow time for any participants to leave.
  - c. All discussions during Executive Session shall be conducted according with the Board Covenant and remain confidential afterwards.
  - d. The Minutes will note the time Executive Session was entered and exited and a statement of the outcome of the Executive Session, as agreed upon by the Board during the Executive Session.
  - e. Ministers serving as ex-officio members on the Board shall participate in Executive Sessions except during discussions of the salary, tenure, or conduct of ministers.
2. The Board will schedule monthly meetings, at a time and location determined by the Board, and accessible to the members of the congregation. Board meetings may be held in-person, virtually, or using a hybrid of methods. At its discretion, the Board may cancel a monthly meeting; however, the Board must conduct a minimum of six meetings per year.
  3. At least four Board Members (i.e., a simple majority) must be present to achieve quorum to enable the Board to transact business. If a meeting loses quorum, no additional business can be conducted until quorum is reestablished.
  4. The Secretary will ensure the date and location are posted on all official communication outlets, including the church bulletin board, calendar, website, social media accounts, and newsletter.
  5. The President will set the agenda for all Board Meetings. The agenda will include opening and closing rituals, approval of reports, opportunities for congregant comments (if any are in attendance), and old and new business.
    - a. At all Board meetings, an opportunity will be provided for congregational members to voice concerns. No immediate formal response to these concerns is required nor should be expected. The Board may, at its discretion, consider the concern and respond at a subsequent Board or Congregational Meeting.
  6. All Board members will provide reports, as appropriate to their role or assignment, at least seven days prior to the meeting.
  7. The Board will use a consent agenda to approve regular reports (e.g., Minister, Ministry Team, Advisory Council, and Taskforce reports) submitted prior to the meeting. Any recommendations or action items from the reports included in the consent agenda will be added to the business agenda at the request of any Board Member.
  8. The President presides over the Board Meeting. If the President is absent, the President-Elect presides over the Board Meeting. If both the President and President-Elect are absent, the Past President presides over the Board Meeting.

## PROPOSED POLICIES & PROCEDURES

9. All votes on matters before the Board will require a simple majority of the Board Members (**present?**) for passage. The President may not vote on any matter except in cases of a tie; the President will cast the tie-breaking vote.
  10. The meeting agenda, reports, and approved minutes will be posted on the church website and stored in the OneDrive of the official church account.
- C. After the installation of new Board Members, the next Board Meeting will be a Transition Meeting of the incoming and outgoing Board Members. The Meeting will be started by the incoming Past President and concluded by the incoming President.
  - D. The Board may conduct Special Meetings, called by the President or two other Board Members, to address issues where a timely decision is needed between meetings. The time and location for the meeting will be determined by Board Member(s) calling the meeting. The agenda for the meeting will include only the business to be addressed in the notice provided prior to the meeting.
  - E. The Board may also conduct asynchronous business between meetings using electronic communication. A Board Member must make a motion, receive a second, and votes be taken until a majority is reached or five days have passed, whichever comes first. All actions conducted via asynchronous business between meetings must be ratified and included in the minutes of any subsequent Board Meeting.
  - F. The Board will review the Bylaws biannually and approve any proposed changes prior to submitting them to the congregation for a vote at a Biannual or Special Congregational Meeting.
    1. Prior to the Biannual Congregational Meetings, the Board will review the Bylaws and recommended revisions from any Ministry Team, Advisory Council, or Taskforce.
    2. The Board may appoint a Bylaws Taskforce to conduct a thorough review of the Bylaws and to recommend revisions.
    3. Any proposed changes to the Bylaws must be approved by the Board by a simple majority prior to being submitted to the congregation for approval.
  - G. The Board will implement, maintain, and review policies and procedures necessary for the effective operation of the UUCJ. The Board will develop and maintain a written Policies and Procedures Manual and ensure the Manual is accessible to all members of the congregation.
  - H. The Board will establish and oversee all Ministry Teams, Advisory Councils, and Taskforces consistent with the Bylaws.
    1. The Board establishes Ministry Teams to support and fulfill the mission of the UUCJ. The Board will adopt policies and procedures describing the authority and responsibilities of each Ministry Team.
    2. The Board as will appoint (co-)chairs to lead the Ministry Teams and may remove or temporarily suspend Ministry Team members and (co-)chairs for gross misconduct or abuse of office, failing to abide by the UUCJ Behavioral Covenant, or an inability or failing to fulfill the responsibilities of the Ministry Team. All votes to approve, remove, or suspend Ministry Team members and (co-)chairs will require four Board Members (i.e., a majority of the Board).

## PROPOSED POLICIES & PROCEDURES

3. The Board will provide oversight of each Ministry Team.
  - a. The President will serve as an ex officio on each Ministry Team.
  - b. The President-Elect will meet regularly with Ministry Team (co-)chairs at Ministry Council Meetings.
  - c. The Board will review regular reports of Ministry Team activities, expenditures, and needs.
4. The Board will form the Advisory Councils with elected and appointed members or will fulfill roles on the Advisory Councils, according to the Bylaws. The Board will adopt policies and procedures describing the authority and responsibilities of each Advisory Council to promote the healthy functioning of the UUCJ.
5. The Board will provide oversight of each Advisory Council.
  - a. The President will serve as the Chair of the Personnel Advisory Council.
  - b. The Past President will serve as the Chair of the Leadership Development Council.
  - c. The Board will review regular reports of Advisory Council activities, expenditures, and needs.
6. The Board may form an ad hoc Taskforce to undertake specific tasks for a limited time period, as needed.
7. The Board will dissolve an ad hoc Taskforce at its discretion or when the assigned tasks have been completed successfully. The Board will receive and review a final report of the Taskforce within 30 days of its dissolution.
8. The Board will provide oversight of each ad hoc Taskforce.
  - a. The President will serve as an ex officio on each ad hoc Taskforce.
  - b. The Board will review regular reports of Taskforce activities, expenditures, and needs.
- I. The Board oversees the finances of the UUCJ.
  1. The Treasurer maintains paper and electronic financial records of the UUCJ and makes them accessible for inspection at any time by the Board.
  2. The Board conducts or appoints a Stewardship Taskforce to conduct an annual pledge drive to obtain pledges of time, talent, and treasure to support the UUCJ in carrying out its mission and achieving its vision.
  3. The Board develops and proposes an annual budget to the congregation. The proposed budget must contain a line item for contribution to the UUA Annual Program Fund to ensure continued affiliation with the UUA.
  4. The Board ensures the timely processing of donations and pledges, including special monetary donations allocated to a special fund.
  5. The Board authorizes expenditures by its members, Ministry Teams, Advisory Councils, and Taskforces as approved in the church budget, including the use of special funds for the purpose for which the monies were collected or donated.
  6. The Board may approve an expenditure up to \$2,000.00, not included in the approved budget without congregational approval; however, any expenditure in excess of \$2,000.00 not included in the approved budget must be approved in a congregational meeting called for that purpose.

## PROPOSED POLICIES & PROCEDURES

7. The Board regularly reviews statements of assets and expenses provided by the Treasurer at scheduled meetings
8. The Board ensures an annual review of all financial records by an Officer/Trustee of the Board other than the Treasurer.
9. The President, with affirmation from the Board, may call for an audit of the financial records at any time.
- J. Only Officers of the Board may sign and attest deeds, mortgages, contracts, and other documents to which the UUCJ is a party. The order for signing official documents for UUCJ shall be as follows: President, President-Elect, Past President, Treasurer, and Secretary.
- K. The Board will determine the use of all UUCJ property consistent with the Bylaws.
  1. The Board will adopt policies and procedures related to the appropriate use of the facilities and grounds of the UUCJ, including rental by individuals who are not members or friends.
  2. The Board will assign responsibilities for oversight of the facilities and grounds of the UUCJ.
  3. The Board will put to use all special nonmonetary donations, including property, given for any specific purpose at its discretion with strong consideration to the wishes of the donor or person being honored and/or any surviving family member.
  4. The Board may sell or dispose of real or personal property less than \$2,000.00 in value at its discretion. The Board may recommend the selling or disposing of real or personal property in excess of \$2,000.00 in value; however, approval requires a two-thirds vote of the congregation at a meeting called for that purpose.
  5. In the event of the dissolution of the UUCJ or disaffiliation with the UUA (or its successors), the Board must transfer all real or personal property, subject to legal claims, to the UUA (or its successors) for the benefit of a future Unitarian Universalist Church or fellowship in the Jackson area or for the furthering of Unitarian Universalism in another way. Property may not be disposed of in anticipation of dissolution or disaffiliation.
- L. The Board will maintain all records of the UUCJ and ensuring they are subject to review by its members.
  1. All UUCJ electronic records will be stored in the OneDrive of the official church account. All paper records will be stored in a secure location, including the office, storage unit, or area designated for file storage.
  2. All records of the Officers and Trustees of the Board created in the commission of their duties shall be the property of UUCJ. Board members may keep a local copy in their own files or on their own devices; however, final and official records must be maintained in the official church storage.
  3. The Treasurer is responsible for maintaining all UUCJ financial records.
  4. The Secretary is responsible for maintaining all UUCJ non-financial records.
- M. The Board may remove members for violations of the UUCJ Behavioral Covenant.

## PROPOSED POLICIES & PROCEDURES

1. All reported instances of violations of the UUCJ Behavioral Covenant by members and friends that do not constitute criminal behavior will be first referred to the CALM Council for resolution.
  2. If a successful resolution cannot be achieved, the Board will discuss whether removal of membership is warranted during Executive Session.
  3. If the member is to be removed, the Board will send a letter via certified mail to the member explaining the rationale of removal of membership and the terms, if any, that must be met for membership to be restored.
- N. The Board may recommend an affiliation between an organization and UUCJ and dissolve an affiliation for good cause.
1. Any organization wishing to affiliate with the UUCJ must submit a request in writing to affiliate with the UUCJ and affirm the Unitarian Universalist Principles and the policies of the UUA and UUCJ.
  2. The Board may recommend the request for affiliation to the congregation by a simple majority vote; however, approval requires a two-thirds vote of the congregation at a meeting called for that purpose
  3. The Board may dissolve the relationship between the UUCJ and an affiliated group for good cause, including violations of the Unitarian Universalist Principles, UUCJ Behavioral Covenant, or the policies of the UUA and UUCJ.
- O. The Board at its discretion may hire professional and support staff to meet the needs of the UUCJ provided the congregation approves funds for the position.
1. The Board may appoint a Ministerial Search Committee to identify and recommend potential candidates for ministry to the UUCJ.
  2. The Board, with input from the Ministerial Relations Council, shall negotiate and enter into a contract with professional and lay ministerial personnel. The contract must specify the responsibilities, duties, privileges, compensation, and other conditions of employment of the Minister, including the accountability of the Minister to the Congregation. This contract must be accepted by the Minister and affirmed by the congregation to be executed.
  3. The Board may, at its discretion, discontinue all or any portion of the duties required of the Minister in the event the congregation votes to terminate the services of a minister.
  4. The Board may employ and/or discharge personnel required to conduct the UUCJ business consistent with the Bylaws. These non-ministerial staff shall be under the responsibility and direct supervision of the Personnel Council.

**Adopted date**

## PROPOSED POLICIES & PROCEDURES

### PRESIDENT

#### ***Responsibilities***

- A. The President is responsible for carrying out the Board's decision on administrative matters, as appropriate and necessary.
- B. The President is responsible for representing the congregation on appropriate occasions at public functions and in the media.
- C. The President is responsible for signing official documents for UUCJ, including all deeds, mortgages, contracts, and other documents to which the UUCJ is a party.
- D. The President is responsible for calling, setting the agenda, and presiding over all Congregational and Board Meetings.
- E. The President is responsible, in collaboration with the Leadership Development Council, for calling, setting the agenda, and presiding over the Board Retreat.
- F. The President is be an ex-officio member of all Ministry Teams, Advisory Councils, and Taskforces consistent with the Bylaws. The President serves as the chair of the Personnel Council.
- G. The President is responsible for appointing, with the affirmation of the Board, two of the three Ministerial Relations Council members.
- H. The President is responsible appointing individuals to fill all vacancies, to be affirmed by the Board and/or congregation, as required in the Bylaws. The President is responsible for installing newly elected officers on the behalf of the congregation.
- I. The President, with the approval of the Board, may call for an audit of the books at any time.
- J. The President is responsible for reporting required data to the UUA and certifying the congregation with the UUA.

#### ***Reports***

The President shall report at each Board and Congregational meeting the activities of the President, Board decisions regarding administrative matters, and progress on annual priorities.

#### ***Adopted date***



## PROPOSED POLICIES & PROCEDURES

### PRESIDENT-ELECT

#### ***Responsibilities***

- A. The President-Elect is responsible for carrying out the duties of the President as delegated by the President or in the absence of the President, as appropriate and necessary.
- B. The President-Elect is responsible for signing official documents for UUCJ, including all deeds, mortgages, contracts, and other documents to which the UUCJ is a party, in the absence of the President.
- C. The President-Elect is the Co-Chair of the Ministry Council with the Minister. The President-Elect is jointly responsible for calling, setting the agenda, and presiding over the quarterly Ministry Council Meetings.
- D. If the President resigns, dies, or is unable to serve, the President-Elect shall assume the duties of the President and, with affirmation of the Board, appoint a person to serve as President-Elect until the next Biannual Meeting, if scheduled within 90 days, or otherwise a Special Meeting called to fill the vacancy.

#### ***Reports***

The President-Elect shall report at Board and Congregational meeting, as appropriate, activities of the President-Elect and the Ministry Council.

#### ***Adopted date***

## **ADVISORY COUNCIL: CALM COUNCIL**

### ***Purpose and Scope***

The CALM Council supports a healthy and safe church community by providing guidance in situations involving interpersonal conflict between members, friends, and/or groups and allegations of violations of the UUCJ Behavioral Covenant.

This policy defines the roles and responsibilities of the CALM Council and applies to the membership, all activities, and oversight of the CALM Council.

### ***Responsibilities***

- A. The CALM Council conducts conflict resolution meetings with members, friends, and/or groups to resolve interpersonal conflict and allegations of violations of the UUCJ Behavioral Covenant.
- B. The CALM Council provides recommendations on revisions to the UUCJ Congregational Behavior Covenant and policies and procedures to support healthy relationships in the congregation.
- C. The CALM Council prepares and submits reports to the Board, maintaining confidentiality of matters brought before it.

### ***Membership***

The CALM Council shall consist of at least three members in good standing who are not Officers/Trustees of the Board. The CALM Council members shall be elected annually by the congregation at the Spring Biannual Meeting. Members serve a minimum of one year and may be re-elected without term limits.

### ***Preparing and Developing CALM Council Members***

- A. New members of the CALM Council should review the following and discuss with exiting or previous members in preparation for their role:
  1. UUCJ Congregational Behavioral Covenant
  2. UUCJ policies and procedures relating to the CALM Council and healthy relationships among the congregation.
  3. [\*Better Than Before: Compassionate Conflict Resolution\*](#) Workshop
  4. [\*Conflict Resolution & Transformation\*](#) Workshop
- B. Throughout the year, CALM Council members will engage in ongoing growth and learning through individual and group study of resources available from the UUA and other organizations promoting positive conflict resolution practices. (See [\*Conflict Management in Unitarian Universalist Congregations\*](#).)

### ***Activities and Practices of the CALM Council***

- A. The CALM Council members meets at least once annually to review the UUCJ Congregational Behavioral Covenant and policies and procedures and make recommendations for changes, if any, to the Board of Trustees.
- B. The CALM Council will promote healthy relationships and positive conflict resolution practices and ensure members and friends are aware of how to access the conflict

resolution process and/or addressing violations of the UUCJ Congregational Behavioral Covenant

1. The CALM Council members may conduct Forum sessions or workshops for members and friends of UUCJ.
  2. The CALM Council will post information on the bulletin board, in the Membership Handbook, make announcements in the Services, and/or maintain a page on the UUCJ website.
- C. The CALM Council will conduct conflict resolution meetings with members, friends, and/or groups to resolve interpersonal conflict and allegations of violations of the UUCJ Behavioral Covenant
1. The CALM Council will meet as soon as possible, but no later than seven (7) days, after receiving any referrals from the Minister, Board of Trustees, or individual members and friends of interpersonal conflict or allegations of violations of the UUCJ Congregational Behavioral Covenant.
  2. The CALM Council will provide a response, which may include:
    - a. Contacting all parties involved to hold a facilitated resolution meeting;
    - b. Using discretion to maintain the confidentiality of the parties involved [NOTE: Confidentiality does not cover allegations of criminal behavior, including abuse and neglect. (See *Abuse and Neglect Prevention*.)];
    - c. Assuming all parties will act in good faith and seek just resolution;
    - d. Encouraging all parties to share their concerns, without accusatory, blaming, or bullying language, to increase mutual understanding;
    - e. Reminding all parties involved of the UUCJ Congregational Behavioral Covenant;
    - f. Calling for all parties to renew themselves to behave consistent with our covenant to promote right relations; and
    - g. Creating a plan of future action.
- D. The CALM Council regularly reports to the Board.
1. The CALM Council prepares and submits a quarterly report to the Board to include the following information:
    - a. Activities, completed, ongoing, or planned;
    - b. Recommendations for revisions to covenants, policies, or procedures;
    - c. Expenditures made and/or funding needed; and
    - d. Supports needed by the CALM Council.
  2. The CALM Council prepares and submits an annual report to the Board prior to the Fall Biannual Congregational Meeting providing an overview of annual activities, recommendations, expenditures, and needs, excluding information that would violate the confidentiality of parties engaged in resolution meetings.
  3. The CALM Council prepares and submits special reports upon request of the Board and/or congregation for any Special Congregational Meeting in which the work of the CALM Council will be addressed.