

Board of Trustees

Date: October 20, 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

6:30	<p>Opening Opening Reading and Chalice Lighting Covenant Check In</p>	<p>All All</p>
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6:40	<p>Meeting Reports Approve Minutes Approve Reports</p>	
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6:50	<p>Ongoing/New Business Annual Pledge Drive Special Building Fund Annual Priorities</p> <ul style="list-style-type: none"> • Internal & External Communications • Leadership Development: Appointments & Vacancies • Establish Process & Infrastructure: Revise Policies & Procedures 	
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7:20	<p>Closing 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, September 15, 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
 - A. Internal & External Communications
 - B. Leadership Development: Appointments & Vacancies
 - C. Establish Process & Infrastructure: Revise Policies & Procedures
9. Annual Pledge Drive
10. Special Building Fund
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 6:35 p.m., beginning the meeting. Due to the current COVID-19 pandemic, members met using the Zoom video conferencing app.

Minutes

David Voisin motioned to approved the minutes of the August 18, 2020 board meeting as presented. Eric Wood seconded. All members approved.

Treasurer Report

David Voisin presented the Treasurer's report. While church is behind on income, it is also behind on expenses, though still in the red. He has contacted the church's insurance agent about revising the policy for the State St. property now it is rented. There's a brief discussion about the possibility of opening the West St. property up for rental. The board would first have to approve the opening and then the worship committee would need to come up with guidelines for safely conducting meetings. No decision was made.

Minister Report

Justin McCreary's report was approved as written.

Ministry Teams, Advisory Councils, and Taskforces Reports

David Morgan motions to accept all reports as presented. David Voisin seconded. All members approved.

Annual Priorities

Internal & External Communications

Bob Keller is putting together a master list of current UUCJ members and friends. David Morgan will compare Bob's list to the secretary's master list. The church has a Microsoft One Drive account for church documents. The board has used the Google drive for document storage. Stacy Callender covered how to sign in to the One Drive account.

The current plan is for the Welcoming Community committee to send out cards to members, but they first need correct addresses. Bob is working on database of member and friend information. He is integrating responses from the 2020 Time, Talent, and Treasure forms.

Leadership Development: Appointments & Vacancies

Is the board using the Time, Talent, and Treasure form information in the best way for drafting members into leadership positions in the church. Why aren't people filling out the forms?

Establish Process & Infrastructure: Revise Policies & Procedures

This was tabled for another meeting due to time.

Annual Pledge Drive

The board will handle the pledge drive. Bob Keller will update the member list as pledges come in.

Special Building Fund

Stacy Callender covered the proposed establishment of a special building improvement fund for development of the West St. property which would be funded by rent from the N. State property minus real estate agent fees and insurance, along with special fundraising drive for donations. The Rene Rosenfeld bank account could be used for this purpose. Stacy proposed the remaining \$1421 from the ordination fund be transferred to this new fund. David Voisin motioned to put entire amount towards the building fund. Eric Wood seconded. Patricia Ice introduces a motion to create the building fund. Eric seconded. She amended her motion to state that the fund be place in a separate bank account from the general church account. David V. suggests we wait until the fund has accrued an amount large enough to avoid bank account fees before opening the bank account. Patricia amends her motion once again to include that caveat. Eric again seconded. All approved. While most of the rent amount will go into the building fund, the renter's \$1000 security deposit will be kept in the general fund.

Extinguish the Chalice

The chalice is extinguished at 8:17 pm. The next board meeting is scheduled for Tuesday, October 20, 2020.

**Unitarian Universalist Church of Jackson
Special Board Meeting
Sunday, September 27, 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)

Agenda

1. Vote on whether or not to resume in-person services.
2. Approval of voter registration sign on church property

Meeting Opening

The meeting began at 10:30 am. Due to the current COVID-19 pandemic, members met using the Zoom video conferencing app.

In-person Services

The board discussed the resumption of in-person services. It was suggested that for the short term, services be held outside. The language was modified to make in-person gatherings a “special event” due to the unpredictability of both the weather and coronavirus.

The final wording of the proposal was “The Unitarian Universalist Church of Jackson will resume in-person services in accordance with federal, state, and city guidance beginning with outdoor meetings on an event-by-event basis.”

Patricia Ice motioned for a vote. Bob Keller seconded. A roll call vote was taken. Four members voted in favor, one opposed. The proposal to resume in-person meetings is approved.

Resumption of Church Building Rental

There was a brief discussion about whether and when to reopen the church building to rental. Issues brought up included the need for appropriate cleaning before and after rental events, a rental liability agreement, and what would constitute safe use during the pandemic. No decision was made.

Display of Voter Registration Sign on Church Property

The board discussed whether to approve displaying a sign encouraging people to register to vote on the church grounds. David Morgan motioned for a vote to approve the sign. Patricia Ice seconded. All approve.

Meeting Closing

The meeting ended at 10:58 am.

Minister's Report

Rev. Justin M McCreary

10/13/2020

September 2020

I lead two services in the month of September, the first was our annual blending of the Waters Ceremony. This year due to Covid we decided to share our water over zoom, and then to save that water until we come together again to allow it to be a renewal of connection with each other. The second service was called *Reflection on Rebirth*. This sermon focused on the renewal that begins in the fall, and carries us through the cold winter into the Spring.

For Pastoral Care, I attended Vespers twice, and Coffee hour twice this month. I also took various calls from members and friends. This month I was contacted by Amanda Lutz and it was reported that long time member, George Vockroth had passed away on September 3rd. I would spend a lot of time over the next month connecting with Amanda and her brother Graham Vockroth. The service was held on October 3rd. I will talk more about it on my next report, however it was very well supported by the Church. The family was incredibly happy with our involvement.

Regarding Administration, I prepared report for and attended a board meeting on September 15th. The Ministerial Relations Committee met regarding the annual evolution and preparing a contract to bring to the board in November. That process is going very well, and it will be prepared in plenty of time. Kristin Golden oversaw the process this year. Jim Becker will be overseeing the process of Evaluation. This Evaluation will meet the requirements of the Ministerial Fellowship Committee for Minister's in Preliminary Fellowship, and is due on November 1st to the MFC. During the month I also spend considerable time keeping up with the various chats, emails, and phone calls that regularly take place during the month.

I also connected with Katie Covey, regarding the outreach task force. I am going to begin working on a report for that in the coming month. Scheduling a meeting has been very difficult due to time constraints and other scheduled events. I have given a few oral reports to the board over the last few months and shared during our church forum.

This month I also met (virtually) with Cameron Young, member of the Southern Region Congregational Life Staff. Much of our conversation revolved around adapting services for Mississippi during Covid-19 and a youth outreach program that the Southern Region is asking the youth to be a part of. I coordinated with Eric Wood in regard to this. I also attended the monthly MS Minister's Cluster call. During that call I got to connect with Bob Spencer, long time lay minister for the fellowship in Tupelo, one last time. His death was reported to me in October. This will be a difficult time for Tupelo, I wanted to thank Jim Becker for reaching out on our behalf.

PRESIDENT REPORT TO THE BOARD

I. Activities

Completed/Ongoing Activities

- On 9/16, I updated a FB messenger group for use by the UUCJ Leadership Development Council and shared Leadership Development resources on Multiplying Leaders with Eric (Leadership Development Council).
- On 9/17, I developed a draft communication plan and shared it with Eric (Welcoming Community) for continued development.
- On 9/20, I shared UUA resources about in-person and outdoor gatherings as well as CDC guidance on cleaning facilities with the Board.
- On 9/20, I recruited Kat Kalika to serve on the COW Team and set up a FB messenger group and a FB group page which could be used to promote events.
- On 9/20, I also downloaded and saved the recording from our security cameras of the individual who dumped household items on West Street.
- On 9/24, I shared a UUA article with UUCJ Families FB Group about discussing traumatic events with their children without losing hope and a UU the Vote Electoral Justice Media Kit and link to other social justice media kits with the UUCJ COW Team.
- On 9/27, I shared my responses to the UUA *Questions to Guide Congregational Thinking about Online or In-Person Gatherings* with the Board for consideration.
- On 9/27, I (attempted to) led a YUUTH Sunday gathering attended by Justin and Anabel; however, due to a falling tree and power/internet outage, the meeting ended after approximately 10-15 minutes.
- On 9/29, I chaired a Personnel Council meeting (*see report*). Based on our discussion and the bylaws, I developed a draft of policies for the Personnel Council which were submitted to the full Board for consideration.
- On 9/30, I went to the bank to complete paperwork to get signing authority; however, it must be signed by a person with signing authority.
- On 10/1, I scheduled a meeting with the Transition Taskforce (*see report*); however, the meeting was cancelled as there was no new information to share. The next meeting is scheduled for 11/5.
- On 10/3, I responded to a request for information on Board decisions and shared the SoulMatters Soulful Home materials with the UUCJ Families FB Group.
- On 10/3, I also attended and delivered a remembrance at the memorial for George Vockroth, long-time member.
- On 10/4, I wrote and shared a message to be included in card of condolence for the family of Elandria Williams, former UUA Co-Moderator who suddenly passed.
- ONGOING: Throughout the month, I have maintained the website, updating plug-ins/applications, web pages, service information, congregational news, and events. I also post news items to UUJackson FB group (if not already posted).

UNITARIAN UNIVERSALIST CHURCH OF JACKSON

- ONGOING: Prior to month (October), I also added UUCJ logos to the images from the SoulMatters Social Media Toolkit images for October, scheduled their release on FB, and created additional posts to ensure a post for each day.

Planned Activities

- The Board needs to schedule another learning/workshop day to continue our ongoing leadership learning.
- UUCJ should participate more actively with the Widening the Circle Study/Actions. One way is to recruit a team of leaders to participate in *Retooling for New Realities: A Year-Long Learning Community for Congregational Leaders*. At least four leaders must commit to the process for a minimum of 8 months. To participate, the team must complete an application by 10/25/2020 and pay a fee of 1.5% of our APF.
- The Board needs to begin an intense 2021 Pledge Drive if we are to successfully fund the next year.

II. Expenditures

- I have not made or authorized any expenditures for the UUCJ. (I am not currently authorized to sign checks for UUCJ.)

III. Needs

- I need to be added as a signer to the bank account.
- I need the access information for the church's MyUUA Account (used for official reports to the UUA)
- I need candidate for leadership from the Leadership Development Council.
- Pledge Drive resources need to be updated, including resources from before and letter from the Minister.

Report Submitted: By Stacy Callender on 10/13/2020

UNITARIAN UNIVERSALIST CHURCH OF JACKSON

REPORTS TO THE BOARD

ADVISORY COUNCILS

Advisory Council: Calm Council

Members: Jim Becker, Lisa Kersen, and Judy Williams

- No situations have been referred to the CALM Council.
- Draft policies have been developed and submitted to the Board.

Advisory Council: Personnel Council

Members: Stacy Callender (Chair), Eric Wood, David Morgan, and David Voisin

- The Personnel Council met September 29, 2020 and reviewed expectations included in the Bylaws and guidance provided by the UUA and UUMA. The Council members discussed policies and the role of this Council in relation to the MRC.
- On October 13, the Minister requested the President complete a formal evaluation by 11/1 as needed for continued fellowship with the UUMA. The President referred the evaluation to the Personnel Council. The Personnel Council will meet later this week to complete the process.
- Draft policies have been developed and submitted to the Board.

Advisory Council: Leadership Development Council

Members: Eric Wood (Chair), Jill Morgan, and Joe Clayton

- No report provided at this time.

Advisory Council: Ministerial Relations Council

Members: Jill Morgan (Chair), Kristen Golden, and Jim Becker

- No report provided at this time.
- Draft policies have been developed and submitted to the Board.

UNITARIAN UNIVERSALIST CHURCH OF JACKSON

MINISTRY TEAMS

Ministry Team: Welcoming Community

Members: VACANT (Chair), Kristen Draper, Brenda Taylor, and Eric Wood

- No report provided at this time.

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

- No report provided at this time.

Ministry Team: Living Our Values

Members: VACANT (Co-Chair), VACANT (Co-Chair), Lisa Dunn, Patricia Ice, and Natalie Maynor.

- No report provided at this time.

Ministry Team: Changing Our World

Members: VACANT (Chair), Patricia Ice, and Kat Kalika

- No report provided at this time.

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 TC followed up with the Treasurer and real estate agent on the switching of utilities to the tenant. The utilities should have transitioned in early October.
- The TC also followed up with the real estate agent about obtaining the certificate of insurance from the tenant. The agent was to email the certificate by October 16, 2020. Once obtained the Treasurer can also adjust our insurance on the State Street property to cover the facilities only (instead of liability).
- The October 1st meeting for the TT was cancelled. The next meeting is scheduled for Thursday 11/5 - 7:00 pm on Zoom.

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

- No report provided at this time.

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

- No report provided at this time.

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 of the Board Meeting, with information about how to participate, 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).

Commented [S1]: Should this read a majority of the total members (N=7) or a majority of the members present forming a quorum (N=4)? If it is the later, then it is possible for a vote to be accepted by two members if one of the members forming a quorum is the President who does not vote except to break a tie. I feel for responsible governance it should be the former.

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.

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.

PROPOSED POLICIES & PROCEDURES

- 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

- A. The President shall report at each Congregational meeting the activities of the Board, decisions regarding administrative matters, and progress on annual priorities.
- B. The President shall report at each Board meeting, as appropriate, the activities of the President undertaken during the previous month.
- C. The President shall report to the Board at least once each quarter on the activities of the Personnel Council.

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. 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.
- C. The President-Elect may sign 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.
- D. 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.
- E. The President-Elect serves as a member of the Personnel Council.

PROPOSED POLICIES & PROCEDURES

Reports

- A. The President-Elect shall report at each Congregational meeting, as appropriate, activities of the President-Elect and the Ministry Council.
- B. The President-Elect shall report at each Board meeting, as appropriate, the activities of the President-Elect undertaken during the previous month.

PAST PRESIDENT

Responsibilities

- A. The Past President is responsible for maintain continuity on the Board across the years, as appropriate and necessary.
- B. The Past President may sign 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 and President-Elect.
- C. The Past President serves as the Chair of the Leadership Development Council and as a member of the Personnel Council.

Reports

- A. The Past President shall report at each Congregational meeting, as appropriate, activities of the Past President and the Leadership Development Council.
- B. The Past President shall report at each Board meeting, as appropriate, the activities of the Past President undertaken during the previous month.
- C. The Past President shall report to the Board at least once each quarter on the activities of the Leadership Development Council.

SECRETARY

Responsibilities

- A. The Secretary is responsible for maintaining all official non-financial records for the UUCJ, including:
 - 1. Recording the minutes of all Board and Congregational meetings;
 - 2. Maintaining the official list for members in good standing; and
 - 3. Maintaining the official church calendar, including the schedule of building use by church members and groups and renters.
- B. The Secretary, and/or his/her designee, is responsible for maintain the UUCJ historical non-financial paper and digital files. All non-financial records must be available for inspection by the members in good standing or a member appointed by the Board for that purpose.
- C. The Secretary is responsible for informing the members in good standing of all Congregational and Board meetings and decisions made by the Board of Trustees.
 - 1. The Secretary will mail a letter from the President to the members in good standing to notify them of the date and location of an upcoming Congregational Meeting, with instructions about how to participate, at least 30 days prior to any meeting where changes to the Bylaws will be considered or at least 14 days prior

PROPOSED POLICIES & PROCEDURES

to the meeting for any other instance. The Secretary will also ensure information about the upcoming meeting is posted on all official communication outlets, including the church bulletin board, calendar, website, social media accounts, and newsletter.

2. The Secretary will ensure the date and location of the Board Meeting, with instructions about how to participate, are posted on all official communication outlets, including the church bulletin board, calendar, website, social media accounts, and newsletter at least 14 days prior to the meeting, except for emergency meetings.
3. The Secretary will notify the members in good standing of an emergency meeting of the Board on official communication outlets, including the church bulletin board, calendar, website, social media accounts, and newsletter, as soon as possible and practical.
- D. The Secretary serves as a member of the Personnel Council.

Reports

- A. The Secretary shall report draft minutes for each Board and Congregational meeting as soon as possible after the meeting and distribute them with the notice of the subsequent meeting.
- B. The Secretary shall ensure approved minutes for each Board and Congregational meeting are distributed via all official communication outlets, including the church bulletin board, calendar, website, social media accounts, and newsletter as soon as possible after they are approved.
- C. The Secretary shall report at each Board meeting, as appropriate, the activities of the Secretary undertaken during the previous month, including the securing of historical records and efforts to communicate with the members in good standing.

TREASURER

Responsibilities

- A. The Treasurer is responsible for maintaining all official financial records for the UUCJ, including
 1. Recording budgets, including annual and special budgets;
 2. Recording all expenditures made by or on the behalf of UUCJ, whether reimbursed or donated;
 3. Maintaining records of all monetary and non-monetary pledges and donations, including a description of the donation, the donor, the date, and any restrictions on the donation made by the donor; and
 4. Maintaining records of all fees collected on the behalf of UUCJ from the use of the facilities and/or purchase of goods.
- B. The Treasurer is responsible for managing all accounts and processing all payments made to or by the UUCJ, as directed by the Board.
 1. Each week, the Treasurer or approved designee will:

PROPOSED POLICIES & PROCEDURES

- a. Record all payments, pledges, and donations submitted to UUCJ by plate, mail, or electronic transfer as well as all payments or reimbursements by UUCJ in the church financial records, using any approved forms and/or accounting software;
 - b. Prepare all payments, pledges, and donations for deposit in the appropriate fund and account and all checks for payment or reimbursement for signature by the President or other authorized signer;
 - c. Deposit all payments, pledges, and donations and mail all payments or reimbursements as soon as possible after processing;
 - d. Review church accounts for balances and reconcile prior deposits and expenditures; and
 - e. Move monies from one account to another as needed to minimize fees, as authorized by the Board.
2. Every other week, the Treasurer or approved designee will:
- a. Record all payroll in the church financial records, using any approved forms and/or accounting software;
 - b. Prepare all payroll payments, either as checks to be signed by the President or other authorized signer or, at the discretion of the employee, authorize an electronic payment to be directly deposited into the designated account of an employee; and
 - c. If using paper checks, mail all payroll payments as soon as possible after processing.
3. Every quarter, the Treasurer or approved designee will:
- a. Prepare all payroll withholding documents as required by the US Internal Revenue Service and the Mississippi Department of Revenue; and
 - b. Submit all required payments before the deadline to ensure no penalties or fees are incurred.
4. In January, the Treasurer or approved designee will:
- a. Prepare and file all required tax documents for employees, including 1099-MISC and 1096 forms with the US Internal Revenue Service and the Mississippi Department of Revenue; and
 - b. Provide documentation to each employee of these records by January 31st.
- C. The Treasurer, and/or his/her designee, is responsible for maintain the UUCJ historical financial paper and digital files, including any invoices, bills, and statements from financial institutions.
1. Digital records should use a "YYYY-MM-DD [Record Type]" naming convention to enable ease of access and maintained in the cloud data storage drive.
 2. Paper records should be maintained in the UUCJ Church Office.
 3. All financial records must be available for inspection by the members in good standing and for annual financial review by a member appointed by the Board.
- D. The Treasurer is responsible for informing all donors of their total annual donations.

PROPOSED POLICIES & PROCEDURES

1. In January, the Treasurer or designee will prepare a summary of all tax-deductible donations for the previous year for each donor and mail or hand delivery this statement by January 31st.
 2. In July, the Treasurer or designee will prepare a summary of all tax-deductible donations for the current year to date for each donor and mail or hand delivery this statement by July 31st.
- E. The Treasurer serves as a member of the Personnel Council.

Reports

- A. The Treasurer shall prepare a draft financial report for each Board meeting including the budgeted and actual income and expenses for the month, income and expenses to date, and percentage of annual budget expended. The report should also include the starting and ending balance for all accounts and funds.
- B. The Treasurer shall provide a quarterly report for each Ministry Team, Advisory Council, and Taskforce including the income and expenses to date and percentage of annual budget expended.
- C. The Treasurer shall provide a report for each Congregational meeting, approved by the Board, of the income and expenses to date and percentage of annual budget expended. At the Fall Congregational Meeting, the Treasurer, with input from the Ministry Council, Board, and any associated Taskforce, will provide a proposed budget for the following year for consideration of the members in good standing.
- D. The Treasurer shall provide any additional financial reports requested by the Board, Ministry Council, Ministry Teams, Advisory Councils, and/or Taskforces to enable them to perform their duties.

TRUSTEE

Responsibilities

- A. The First and Second Trustee serve as liaisons to the Board for members and friends of the congregation, Ministry Teams, Taskforces, and affiliated groups.
- B. The First and Second Trustee may be assigned additional responsibilities by the Board as deemed necessary for fulfilling its duties.

Reports

The First and Second Trustee shall report at each Board and Congregational meeting, as appropriate, activities of the First and Second Trustee and any assigned responsibilities.

Adopted date

PROPOSED POLICIES & PROCEDURES

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

PROPOSED POLICIES & PROCEDURES

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.

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ADVISORY COUNCIL: MINISTERIAL RELATIONS COUNCIL

Purpose and Scope

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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

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- A. The MRC identifies and nurtures the needs of the minister and maintains a channel of communication between the minister and the congregation.
- B. The MRC conducts an annual evaluation of the minister-congregation relationship for promoting the mission and ministry of the UUCJ.
- C. 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.
- D. The MRC prepares and submits reports to the Board.

Membership

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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.

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Preparing and Developing Ministerial Relations Council Members

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- A. New members of the MRC should review the following and discuss with existing or previous members in preparation for their role:
 - a.1. UUCJ contract with the minister and previous evaluation reports
 - b.2. UUCJ policies and procedures relating to professional ministry
 - c.3. UUMA Guidelines for the Conduct of Ministry
 - d.4. Sections of the UUCJ by-laws addressing professional ministry
 - e.5. Recent MRC meeting minutes
- B. 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

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- A. The MRC meets regularly throughout the year with the minister.
- a.1. In-person or remote meetings are held 2 – 4 times per year.
 - b.2. Monthly check-ins are made with the minister to identify any issues that require support.
 - c.3. Ad hoc meetings (in-person or remote) may be called to address specific issues.
- B. 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.1. Reviewing the previous year's ministerial evaluation report to identify areas for needed growth;
 - b.2. Listening to the minister's plans for and reflections on self-study and/or other professional development activities;
 - c.3. Taking action to support open communication about shared ministry between the minister and congregation;
 - d.4. Offering suggestions to the minister to address areas of concern or opportunities for growth, including identifying resources for professional development;
 - e.5. Soliciting feedback from the congregation and/or Board, Advisory Councils, or Ministry Teams to share with the minister; and
 - f.6. Soliciting reflections of the minister to share with the congregation and/or Board, Advisory Councils, or Ministry Teams.
- C. The MRC conducts an annual evaluation of the minister-congregation relationship for promoting the mission and ministry of the UUCJ which includes:
- a.1. Reviewing the previous evaluation process used and the summary report generated;
 - b.2. Reviewing previous actions identified, status and results;
 - c.3. Reviewing recommended evaluation procedures to assess the minister-congregation relationship and quality of shared ministry and select a process; and
 - d.4. Completing the evaluation, developing a summary report and sharing with the minister and the Personnel Council.
- D. The MRC conducts a biennial review of the minister's job description and contract terms, which includes:
- a.1. 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.2. Discussing any issues that need to be addressed in the revised contract with the minister;
 - c.3. Identifying any issues raised by the congregation that need to be addressed in the revised contract;

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- d.4. Reviewing UUA and UUMA guidelines regarding covenant, roles/responsibilities, and fair compensation of professional ministers;
 - e.5. 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.6. 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.7. Supporting the Board presentation of the Personnel Council-approved contract to the congregation for approval during the (Fall) Biannual Meeting.
- E. The MRC regularly reports to the Board.
- a.1. The MRC prepares and submits a quarterly report to the Board to include the following information:
 - i.a. Activities, completed, ongoing and planned
 - ii.b. Expenditures made and/or funding needed
 - iii.c. Support needed by the MRC
 - b.2. 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.3. 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.

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PROPOSED POLICIES & PROCEDURES

ADVISORY COUNCIL: PERSONNEL COUNCIL

Purpose and Scope

The Personnel Council (PC) hires, terminates, and provides direct supervision and accountability for any professional and support staff.

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

Responsibilities

- A. The PC develops and revises descriptions of the duties and responsibilities for each professional and staff position.
- B. The PC regularly evaluates the performance of each professional and staff member employed by UUCJ.
- C. The PC develops and revises the contract terms for professional and staff positions hired on a contractual basis.
- D. The PC prepares and submits reports to the full Board.

Membership

The PC shall consist of the Officers of the Board. Members serve consistent with their terms on the Board of Trustees.

Preparing and Developing Personnel Council Members

- A. New members of the PC should review the following and discuss with existing or previous members in preparation for their role:
 1. UUCJ contracts with all professional and staff employees
 2. UUCJ performance evaluations of all professional and staff employees
 3. UUCJ policies and procedures relating to hiring, terminating, and supervising employees
 4. UUA guidance, including Compensation Standards and Legal Compliance, and UUMA Guidelines for the Conduct of Ministry and *Fulfilling the Call: A Model for Unitarian Universalist Ministry in the 21st Century*
 5. Sections of the UUCJ by-laws addressing personnel
 6. Recent PC meeting notes
- B. Throughout the year, the PC 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 employment.

Activities and Practices of the Personnel Council

- A. The PC meets regularly throughout the year to determine staffing needs, employment policies, and to supervise employees.
 1. Full meetings are held at least 4 times per year.
 2. Ad hoc meetings may be called by the Chair to address specific issues.

PROPOSED POLICIES & PROCEDURES

- B. The PC applies principles of inclusion and social justice in making all hiring decisions, as authorized by the Board and/or Congregation:
 - 1. The PC develops a job description, including any required qualifications, job duties and responsibilities, and compensation for the position.
 - 2. The PC, or designee, advertises the position to solicit applicants through an inclusive process.
 - 3. The PC reviews all applicants and selects a candidate for the position, using a combination of reviews of resumes and work samples, interviews, and/or reference checks, as appropriate.
 - 4. The PC, or designee, works with the candidate to complete all hiring paperwork including entering into a formal contract, as appropriate, and conducting background checks consistent with safety policies.
- C. The PC works with the MRC to revise an annual contract for any ministers, as authorized by the Bylaws, Board, and/or Congregation.
 - 1. The PC reviews reports and proposals from the MRC related to ministry, including:
 - a. Annual evaluation summary report
 - b. Proposed changes to the contract terms, including covenant, roles and responsibilities, and compensation and benefits
 - 2. The PC negotiates on behalf of the congregation with the MRC until a final version has been approved by the Minister and MRC.
 - 3. The PC works with the Minister to execute a formal contract, as appropriate.
- D. The PC provides direct supervision of all employees, which includes, but is not limited to:
 - 1. Reviews of employee time logs and monthly reports of professional personnel.
 - 2. Provision of feedback to personnel on their job expectations and their activities.
- E. The PC conducts mid-year and annual evaluations of all personnel for the purpose of giving feedback on their performance.
 - 1. The PC develops, adopts, or adapts a performance evaluation tool appropriate for the position of the personnel to be evaluated.
 - 2. The PC reviews the job description, focusing on expectations, and past feedback provided to the employee.
 - 3. The PC comes to a consensus on the evaluation results to share with each employee.
 - 4. The Chair of the PC meets with each employee twice a year to provide performance evaluation results and recommendations for continued or improved performance. The minister may invite a member of the MRC to be present during the provision of feedback.
 - 5. A summary of the evaluation results and discussion will be maintained in the personnel file for each employee.
- F. The PC terminates all employees, as authorized by the Bylaws, Board, and/or Congregation:

PROPOSED POLICIES & PROCEDURES

1. The PC may decide to terminate an employee with or without cause during an initial probationary period of 6 months.
 2. The PC may decide to terminate an employee after an initial probationary period with cause.
 - a. The PC should attempt to provide feedback to the employee, use informal efforts, and/or develop a formal improvement plan to improve performance and resolve issues before terminating any employee.
 - b. The PC may immediately terminate any employee for a significant breach of ethics or violation of policies related to safety of members and friends, including the prevention of abuse and neglect.
- G. The PC regularly reports to the Board.
1. The PC prepares and submits a quarterly report to the full Board to include the following information:
 - a. Activities, completed, ongoing and planned
 - b. Expenditures made and/or funding needed
 - c. Support needed by the PC
 2. The PC 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.
 3. The PC prepares and submits ad hoc reports upon request of the full Board and/or congregation for any Special Congregational Meeting in which the work of the PC will be addressed.