

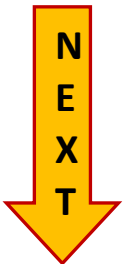


# OPERATIONS MANUAL

(Webpage Version)

*for the*

*Tri-County  
Unitarian Universalists*

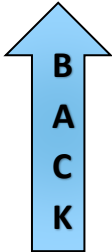




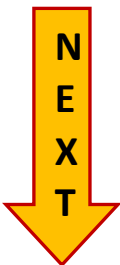
## Preface

*The Operations Manual is an accumulation of institutional knowledge that the various Boards of the Congregation have found to be necessary and useful in the governance of the Congregation.*

*The documents are separated for ease of use into these sections: Bylaws, Organization, Policies and Procedures, <sup>[SEP]</sup> Covenant of Right Relations (CoRR), Team Leader Guide, Appendix A: Supplementary Material, and Appendix B: Forms. Each item is a living document and can be altered and supplemented. The Bylaws and the CoRR are Congregational documents and as such may be changed solely by the Congregation. The other documents herein may be changed by the Board of Trustees at any time to suit the purposes and needs of the duly elected Board. Protocols for making changes in the elements of this Manual are an essential part of these living documents and will be found in appropriate places within. <sup>[SEP]</sup>*



Rev 2021



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## BYLAWS

### Article I: Name

The name of this religious society shall be Tri-County Unitarian Universalists, Florida, Inc.

### Article II: Purpose

The purpose of this church is to foster liberal religious living through worship, study, service, and fellowship in keeping with Unitarian Universalist heritage. The purpose is exclusively religious, charitable, scientific, and educational within the meaning of section 501 (C) (3) of the Internal Revenue code of 1954 or the corresponding provision of any future United States Internal Revenue Law.

### Article III: Denominational Affiliation

The Congregation shall be a member of the Unitarian Universalist Association of Congregations and of the Unitarian Universalist Southern Region. It is the intention of this society to make annual contributions equal to its full fair share as determined by the Association and the District.

### Article IV: Welcoming Congregation

We are a Welcoming Congregation. Membership is open to all persons without regard to race, color, sex, gender identity, physical ability, class, economic status, affectional or sexual orientation, or national origin. There is no creedal test for membership. We create and foster community by providing an intentionally welcoming and safe environment where all feel valued and cared for, and where all are given opportunity to form meaningful connections with one another. We foster a climate of purposeful inclusion of all. We cherish the diversity of gender, age, race, ethnicity, and national origin, range of abilities, sexual orientation, gender identity, financial means, education, and political perspective.

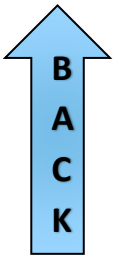
### Article V: Membership

A. Any person who:

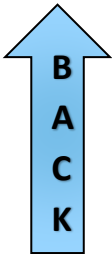
1. Subscribes to Tri-UU's Covenant of Right Relations
2. Affirms and promotes the Unitarian Universalist principles
3. Is in accord with the Mission, Vision, and Values of this Congregation

May become a Member of Tri-UU when he or she:

4. Is 18 years of age
5. Participates in an orientation program
6. Signs the Tri-UU Membership Book in the presence of the Minister, a member of the Membership Team, or a member of the Board of Trustees
7. Makes a pledge and a Financial Contribution of Record (FCOR) to the Congregation and continues, when able to do so, to make a pledge and financial contribution on an annual basis. This requirement may be waived by the minister where special consideration is warranted
8. Participates regularly in worship and other congregational events.
9. Contributes time and talent as able.



- B. Members are eligible to:
1. Vote on all questions before the congregation
  2. Have access without fee to services such as child dedications, weddings and/or commitment ceremonies, memorial services, and memorial stone dedication ceremonies.
  3. Serve as team leaders or members of team
- C. Associate Member: Anyone who meets the requirements of full membership, as described in Article V.A, who is a member of another Unitarian Universalist congregation and has chosen that group as their primary congregation, may become an Associate Member by so indicating when signing the Membership Book.  
Associate Members are eligible to:
- a. Vote on questions before the congregation when the issue pertains only to Tri-UU
  - b. Have access without fee to services such as child dedications, weddings and/or commitment ceremonies, memorial services, and memorial stone dedication ceremonies.
  - c. Serve as team leaders or members of teams, excepting Associate Members may not serve on the Nominating Team or the Auditing Team
- D. Associate Members will not be included in the count of members for the certification report required by the UUA, Southern Region.
- C. There shall be a 30-day waiting period between becoming a Member or Associate Member and having the voting privilege.
- D. A Member, or Associate Member, may be removed from the membership list by:
- a. Their request
  - b. Transfer to another Unitarian Universalist group
  - c. The Board of Trustees for cause.
  - d. Having had no contact with this Congregation for more than one fiscal year, as verified by the Membership team. The team will recommend to the Board of Trustees those members whose names should be purged from the membership list
- E. Friends are those who wish to be in a relationship with the Congregation and support it through time, treasure, or talent but have not declared membership. At the invitation of the Membership Team, a visitor may move to Friend status when he or she:
1. Subscribes to Tri-UU's Covenant of Right Relationships
  2. Affirms and promotes the Unitarian Universalist Principles
  3. Is in accord with the Mission, Vision, and Values of this Congregation
  4. Friends will not be included in the count of members required to establish the annual assessment by the UUA and Southern District.
  5. Friends are eligible to:
    - a. Serve on teams and programs, except the Nominating or Auditing Teams
    - b. Serve as leader of a team, at the Board's discretion, when there is no member willing and able to serve in that capacity.
    - c. Participate in Congregation activities
- F. Any Member who wishes to be reclassified as a Friend shall consult with the minister.



## Article VI: Fiscal Year

The fiscal year shall run from April 1st to March 31st.

## Article VII: Meetings

- A. Annual Meetings: The annual meeting shall be held each year in the month of March at such time and place as determined by the Board. The agenda shall include the election of officers and trustees, adoption of the budget and other necessary business.
- B. Special Meetings: Special meetings of the Congregation may be called by the President as the Board deems necessary or upon the written petition by 15 percent of the voting members. The written request shall specify the purpose of the meeting and other business to be conducted.
- C. Quorum: Thirty (30) percent of the membership must be present to constitute a quorum, except in the purchase or sale of real estate or in the removal of a minister, the quorum shall be 40 percent. In the call of a minister, the quorum shall be 50 percent.
- D. Notices: The business to be transacted at all meetings shall be set forth in a written notice at least two (2) weeks prior to the meeting. The two-week notice may be waived by the Board in an emergency.
- E. Voting: A member must be present in person or online to vote. The method of voting shall be by voice, or a show of hands except in the case of elections where there is more than one candidate for office, and then the vote shall be by written ballot. A written ballot may be used when a motion is made and a majority of those present vote by show of hands to do so. If the meeting is conducted electronically or in a hybrid fashion, electronic voting can be used. If secret ballots are required, they will be provided electronically or in person.
- F. Parliamentary Procedure: The latest edition of Robert's Rules of Order, shall govern in all cases not covered by these Bylaws or by special rules of order adopted by the membership.

## Article VIII: The Board of Trustees

- A. The Board of Trustees shall consist of the officers of the Congregation as described in Article IX and three trustees elected at the annual meeting. The trustees shall serve staggered terms with the president, vice president and two trustees elected for two- year terms in odd numbered years. The secretary, treasurer and one trustee shall be elected for two-year terms in even numbered years. The two-year terms of office will be from April 1st through March 31st of the second year. No officer or trustee shall serve more than two full consecutive terms. If there is no nominee for an officer position, an additional trustee will be elected, and the vacant position will be filled by one of the trustees through appointment by the Board. The Minister shall be an ex-officio member of the Board of Trustees without a vote.
- B. Eligibility: Officers and Trustees of the Congregation must be voting members, full-time residents and may not have extended absences longer than three months.



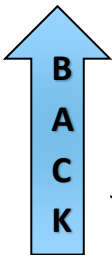
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- C. Legal Capacity: The Board shall be the legal representative of the Congregation and have charge of its property, business and administrative affairs including amending the budget and appointing an audit team.
- D. Removal from office: Any Officer or Trustee may be removed from the Board for cause by vote of four (4) or more members of the board.
- E. Trustees who are absent at two consecutive regularly scheduled board meetings shall forfeit their trusteeship upon majority vote of the Board of Trustees.
- F. Monthly Meetings: The Board of Trustees shall meet monthly. These meetings will be conducted in accordance with the latest edition of Robert's Rules of Order. Meetings may be suspended at the Board's option. Five trustees shall constitute a quorum of the Board to conduct any meeting lawfully convened. Any Member or Friend may attend the monthly meeting of the Board of Trustees to witness the proceedings, except when an executive session is called.
- G. Special meetings of the Board of Trustees may be called at any time by the President or by written request of any two Board members. Each trustee shall be notified of the time, place and purpose for which the special meeting of the Board of Trustees is called at least 24 hours before such meeting.
- H. In an emergency or for time sensitive matters, any action required or permitted to be taken by the Board may occur without a meeting and with the same force and effect as if by vote of the Board members if a majority of Board members consent in writing, electronically or orally to such action. Such action shall be entered into the minutes by the Board at its next meeting.
- I. When vacancies occur during the term of any officer or trustee, the Board shall fill such vacancies through appointment or, at its discretion, refer such vacancies to a vote by the congregation. The person(s) chosen shall hold office for the remainder of the term the person(s) vacating the Board was elected to serve.
- J. No spouses shall serve on the Board simultaneously, nor shall anyone be eligible to serve on the Board when his or her spouse is a paid employee of the Congregation.



## Article IX: Officers- Duties and Succession

- A. The Officers of the Congregation shall consist of President, Vice President, Secretary and Treasurer.
- B. The President shall be the executive officer of the Congregation and shall preside at all meetings of the Board and of the congregation. The President shall submit a report of the Board's activities at the Annual Meeting. The President shall be an ex-officio member of all Teams except the Audit Team and Nominating Team.
- C. The Vice President shall assist the President whenever possible. In the absence or disability of the President, the Vice President shall perform the duties of the President. If the term of the President is not completed when they leave office, the Vice President shall serve for the balance of the term. The Vice President is the presiding officer of the Program Council and convenes monthly meetings of the Council.
- D. The Secretary shall keep a permanent record of the proceedings of all Board and Congregation meetings, have charge of the correspondence of this Congregation, and shall give notice of meetings as specified in Article VII (D). All records shall be turned over to the Board at the end of the Secretary's term.
- E. The Treasurer shall use acceptable accounting and other procedures in receiving and disbursing monies under the direction of the Board. All records shall remain the property of the Congregation and shall be audited before the Annual Meeting. A current financial statement shall be submitted to the Board by the Treasurer at each Board meeting. A statement of a member's financial contribution pursuant to prior pledge commitment shall be furnished to that member twice yearly. Where there may be a perception of a conflict of interest in financial decisions to be made by the Board, the Treasurer may be recused.
- F. An audit shall be conducted of the accounts and records kept by the Treasurer to verify the correctness of those accountings for the Annual Meeting.

## Article X: Indemnification

The Congregation shall provide insurance to indemnify Officers, Directors, Clergy, and duly elected, or constituted team members assigned governing duties of the Congregation while acting within the scope of their duties and while acting in good faith against any claim of liability, made against them for acts or omissions, neglect or breach of duty, misleading statements, errors, or misstatements for which they may become legally obligated to pay and for which the law allows for indemnification. No person shall be indemnified under this provision of the Bylaws for dishonest, criminal, fraudulent acts or for intentional, willful, and wanton conduct or for acts of reckless disregard.



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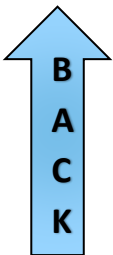
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## Article XI: Use of the Congregation Name

- A. Use of the Congregation name as a sponsor of an outside event shall require approval by the Board of Trustees.
- B. The Board may actively support UUA approved Actions of Immediate Witness.
- C. Any other use of the Congregation name in support of a statement of conscience or belief, or any statement which suggests it is the view of the Congregation as a whole, shall require approval by the affirmative vote of two thirds of the members present and voting at a duly called meeting of the Congregation.
- D. When making public statements of their personal beliefs or opinions, ordained ministers may use the Congregation name to identify themselves.

## Article XII: Teams

- A. Executive Team: There shall be an Executive Team comprised of the President, Vice President, Secretary, and the Treasurer. In emergencies, the Executive Team shall have, and may exercise between meetings of the Board, any and/or all, of the powers of the Board. A quorum shall be comprised of three members of the Executive Team. Any action taken between Board meetings on an emergency basis, shall be reported to the Board at the next meeting.
- B. Standing Teams: Each Standing Team implements program plans under the general directions of the Board. Team minutes, records and materials are the property of the Congregation and are to be turned over at the expiration of the Team Leader's term to the new Team Leader. Each team shall recognize and make a good faith effort to meet time schedules and requests required for the conduct of the Congregation business. Such requests shall be consistent with the objectives described in the Policies Manual.
- C. Ad Hoc Teams: Special teams may be established by the Board of Trustees as deemed advisable. The team leaders of such ad hoc teams shall be discharged on completion of their assigned responsibilities.
- D. Team leaders shall be affirmed by the Board of Trustees. Team leaders shall have authority to select members on their teams except as otherwise shown in the Policy Manual.
- E. Team leaders must be Members, or Friends, if approved by the Board of Trustees, and accessible by email.
- F. Nominating: The Nominating Team shall be elected by the congregation at the annual meeting to serve for the following fiscal year. Vacancies occurring in the Nominating Team prior to the annual meeting will be filled by the appointment of the Board of Trustees. The team shall consist of three (3) Members including one Board member, other than the President, and two non-Board members. The Nominating Team shall inform the membership of its recommendations for the Officers, Trustees of the Board, and Nominating Team members for the following fiscal year not less than two weeks before the Annual Meeting.



- G. Nominations of members who agree to serve may be made from the floor at the Annual Meeting. The Nominating Team shall also recommend Members to serve on a Search Team when the Congregation has need to Call a new minister.
- H. If a member of the Nominating Team is asked and wishes to be a candidate for the Board of Trustees they must first resign from the Nominating Team.

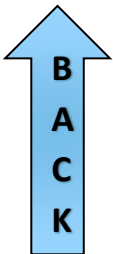
**Article XIII: Minister**

When calling a minister, or upon the termination of a minister, the following procedures are applicable:

- A. A Ministerial Search Team will be formed when required. The Ministerial Search Team will consist of no fewer than five Members of the congregation and will recommend the Call to the Congregation.
- B. The Congregation, then, makes the Call. An affirmative vote of ninety (90) percent of the members who are present and voting at a Special Meeting shall be necessary to Call a minister. If the candidate is an inside Call, i.e., already engaged with the congregation in some way, then the required affirmative vote is eighty-five (85%).
- C. A vote of fifty (50) percent is required for the removal of a minister.
- D. The duties of the minister shall be established by a Written Covenantal agreement of the Board and the minister that is approved by the Membership. In general, the minister shall provide overall religious leadership and guidance in accordance with the established purpose of this Congregation and shall be guaranteed freedom of the pulpit. The minister shall be a non-voting, or ex-Officio, member of the Board.

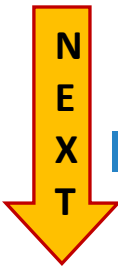
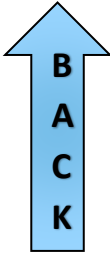
**Article XIV: Amendments**

- A. These Bylaws may be amended at any legal meeting of the membership by a majority vote with a quorum of the membership present.
- B. Any member may present a proposed amendment to the Bylaws in writing, to the Bylaws Team. Proposed amendments must be limited to a single subject and will be evaluated by the Bylaws Team as to the substantive or stylistic effect of the revision. The Bylaws Team shall present proposed amendments to the Board and the Board will present them to the membership at any legal meeting on a timely basis.
- C. Notice of a meeting to consider a proposed amendment, along with a written copy of the proposal, shall be given at least two weeks prior to the meeting of the membership at which the proposal is to be considered.
- D. A current copy of the Bylaws and Policy Manual shall be available on the Congregation’s internet site and shall be provided to any voting member of this Congregation upon request.
- E. Additional description of the policies not specifically set out in these Bylaws will be found in this Manual.



**Article XV: Endowment**

- A. An endowment fund shall be established to assure the long-range financial future of the Congregation. All funds which have been designated “Endowment Fund” by donors or by the Board shall be placed by the Treasurer into this fund.
- B. The purpose of any distribution of the funds shall be to further the long term and basic mission of Tri-UU.
- C. The Board shall identify and recommend the use for any distributed funds.
- D. The Board shall submit a detailed description of the proposed usage to the Congregation at least two weeks prior to a vote.
- E. Distributions from the earnings of the fund shall not be made unless and until the market value of the fund itself is at least two hundred fifty thousand dollars (\$250,000) as of December 31 of the previous fiscal year or unless insolvency is unavoidable.
- F. Distribution of the earnings of the fund, or any portion thereof, in any one fiscal year
  - a. Requires a majority affirmative vote of the membership present and voting at an Annual Congregational meeting or at a Special Meeting called for this purpose
  - b. Is limited to five percent (5%) of the market value of the fund as of December 31 of the prior fiscal year
  - c. Is derived entirely from the fund’s earnings; and, does not touch the principal.
- G. Distribution of the principal of the fund is to be considered only when the solvency of the Tri-UU is in question. An emergency distribution of this kind requires
  - a. A ninety percent (90%) affirmative vote of the membership present and voting at an Annual Congregational meeting or at a Special Meeting called for this purpose.
  - b. A quorum at such a meeting to be fifty percent (50%) of the membership.
  - c. Money thusly distributed from the Endowment Fund must be returned to the fund as soon as is feasible according to a plan stipulated by the Board of Trustees.

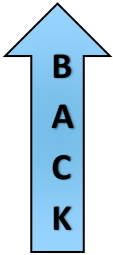


**Article XVI: Legacy Society**

- A. The Legacy Society is established to recognize those individuals who provide financial support for the future of Tri-UU.
- B. The Planned Giving Team and the Board of Trustees will invite individuals and their spouses to membership when an individual:
  - 1. Makes a provision for a planned gift to any Fund of TRI-UU in their Estate Plan and/or, (2)
  - 2. Makes a gift specifically to the Endowment Fund during their lifetime.

## Article XVII: Dissolution of the Congregation

- A. In the event this Congregation ceases to function and is to be dissolved it shall be pursuant to the applicable law of Florida.
- B. Upon being dissolved all assets, real and personal, shall be deeded or otherwise transferred to the Unitarian Universalist Association of Congregations of 24 Farnsworth, Boston, Massachusetts.



Tri-County Unitarian Universalists, FL, Inc.

Revised on

April 1, 2017

March 29, 2020

By the

Congregation, duly assembled,

At its annual business meeting



Organizational Chart

# TRI-UU CONGREGATION

Nominating Team

MINISTER

Lay Pastoral

Music Director

Small Groups

BOARD OF TRUSTEES

Nominating Team

Program Council

Planned Giving

Building & Grounds

Communications

Fun & Friendship

Finance

Information Technology

Lifespan Education

Membership

Social Justice

Stewardship

Worship

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## BOARD OF TRUSTEES

1. The Officers of the Congregation shall be the President, Vice President, Secretary and Treasurer.
2. Executive Team Members are the President, Vice President, Secretary, and Treasurer
3. In emergencies, the Executive team shall have, and can exercise, between meetings of the Board any and/or all powers of the Board.
4. A quorum shall be comprised of three or more members of the Executive Team
5. Any action taken by the Executive Team between Board meetings on an emergency basis shall be reported to all members of the Board via email and/or phone messages as soon as possible and presented to the entire Board for recording in the minutes of the Board at their next meeting.



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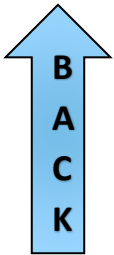


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## President

1. The President shall be the executive officer of the Congregation and shall preside at all meetings of the Board and of the congregation.
2. The President shall submit a report of the Board's activities at the Annual Meeting
3. The President shall be an ex-officio member of all teams except the Audit and Nominating Teams.
4. In addition to these duties the President shall model UU principles, act in accord with the mission, and values of the congregation
5. Plan a Retreat for each newly constituted Board shortly after the annual meeting in which members are elected
6. Lead the Board in developing a new approach to Board function and its view from the balcony
7. Arrange for a facilitator and a venue for the Annual Board Retreat
8. Plan meaningful Board meetings that encourage participation
9. Have regular and meaningful dialog with the minister, other Board members, and Council Team leaders
10. Encourage Board members to be fully engaged both inside and outside of Board meetings
11. Place on the Congregation calendar dates related to Board activities
12. Consider a mid-fiscal year Congregational meeting
13. Request goal setting by Council Teams
14. Request year end reports of accomplishments from Council Team
15. Participate in the life of the Congregation and outreach programs
16. Keep apprised of current trends in progressive religion
17. Strive to motivate others
18. Be protective of his/her personal well-being and encourage the same in others

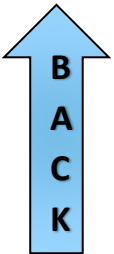


### Vice President

1. The Vice President shall assist the President whenever possible.
2. In the absence or disability of the President, the Vice President shall perform the duties of the President.
3. If the term of the President is not completed when s/he leaves office, the Vice President shall serve for the balance of the term.
4. In addition, the Vice President will: Plan, convene, and facilitate monthly meetings of the Program Council
5. Encourage interactions of team leaders to maximize efficiency and cooperation between teams when the interests of two or more teams overlap
6. Assure that actions of the Program Council are made known to the Board of Trustees
7. Make use of the channels of communication to keep the Congregation appropriately informed of actions of the Council.

### Secretary

1. The Secretary shall keep a permanent record of the proceedings of all Board and Congregation meetings
2. Shall have charge of the correspondence of this Congregation,
3. Shall give notice of meetings as specified in Article VII (D).
4. Shall turn over all records to the Board at the end of the Secretary's term.
5. In addition to the duties specified in the Bylaws, the duties of the Secretary are to record minutes of Board meetings, distribute completed minutes to members of BOT for approval, and after approval, send to Communications for distribution to the congregation.
6. Record minutes of congregational meetings.
7. Distribute completed minutes to members of BOT for approval.
8. Arrange for distribution 2 weeks prior to subsequent congregational meeting.
9. Assist in preparing agenda for congregational meetings.
10. Arrange for electronic distribution of budget and any other documents relative to the congregational meeting.
11. Make hard copies of documents available for those without email
12. Maintain files of Board-related and congregational documents.



## Treasurer

1. The Treasurer shall use acceptable accounting and other procedures in receiving and disbursing monies under the direction of the Board.
2. All records shall remain the property of the Congregation and shall be audited before the Annual Meeting.
3. A current financial statement shall be submitted to the Board by the Treasurer at each Board meeting.
4. A statement of a member's financial contribution pursuant to prior pledge commitment shall be furnished to that member twice yearly.
5. Where there may be a perception of a conflict of interest in financial decisions to be made by the Board, the Treasurer may be recused.
6. An audit shall be conducted of the accounts and records kept by the Treasurer to certify the correctness of those accountings for the Annual Meeting.
7. In addition to the duties specified in the Bylaws, the duties of the Treasurer are to:
8. Establish goals for financial management program.
9. Plan and preside over the Finance Team meetings
10. Work closely with the Investment Sub-team.
11. Ensure that an audit is performed on an annual basis.
12. Institute a risk management plan to correct any finding in audit reports.
13. Support ICON System Administrator in all financial areas.
14. Assist with the Minister's Developmental Contract documentation and ensure timely payment salary and housing allowance.
15. Prepare IRS Form W-2 for proper submission and FICA withholding.
16. Review insurance policies periodically to ensure adequate coverage and pricing.
17. Review funds periodically to make recommendations to the Board of Trustees on investment strategy, such as earning interest on a savings account, Certificate of Deposit, etc.
18. Maintain file documentation on mortgages for land and building and ensure proper payments  
Ensure timely submission of forms and payment for legal fees, dues and licenses
19. Assign different individuals the tasks of making and recording deposits, writing checks, and reconciling the bank statements to ensure separation of duties for the Accounts Payable and Accounts Receivable functions.
20. Ensure person is designated and receives training to keep accurate expenditure records and write checks using ICON.
21. Ensure a person is designated and receives training to keep accurate income records using ICON and to make monetary deposits.
22. Ensure that assistants are designated to collect the Sunday service offering and count it.
23. Monitor the files and bookkeeping system to ensure correct procedures are followed and proper documentation is entered
24. Confirm each year the status of Tri-UU as a non-profit organization with the Florida State Department, Divisions of Corporations

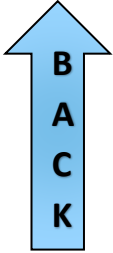


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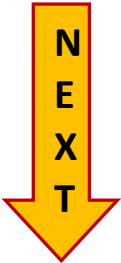


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## Trustees

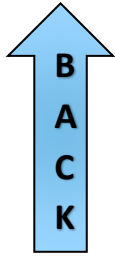


1. Trustees shall, in consultation with the President and/or the Executive Team, determine how best to serve the Board and the Congregation in view of the circumstances that exist at the time of their tenure
2. Trustees shall attend all regular monthly Board meetings
3. Shall participate in all deliberations of the Board
4. Shall support the officers of the Board by assuming appropriate tasks
5. Shall expect to be asked to head up special Board related projects and/or assist officers in the execution of their duties
6. Trustees serve two-year terms and are limited to two full consecutive terms



## Resignation

1. In recognition of unforeseeable changes, if an elected Board member determines that their effectiveness is impeded by circumstances and wishes to withdraw from the encumbrance of the office to which they were elected, it is expected that a Letter of Resignation will be tendered to the presiding officer for submission to the Board for acceptance.
2. In the case of the resignation of the President, the letter should be tendered to the Vice President, the presumed presiding officer, subsequent to the acceptance of the resignation.
3. To make the matter official, the Board would normally meet in Special Session, or virtually, to accept the resignation by unanimous consent, or otherwise, for entry into the record of the business of the Board.
4. Subsequent to the resignation of the president and the assumption of the president's duties by the Vice President, the Board shall appoint a Vice President.
5. Precedence for this appointment shall proceed from the three duly elected Trustees to congregants that have been previously elected to the Board, and finally to members-in-good-standing of the congregation.
6. Board vacancies created by such appointments shall be filled promptly to assure a complete and fully functioning Board of Trustees.

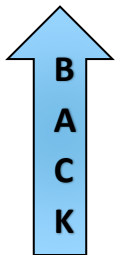


## Board Meetings

1. Current practice is to meet on the third Monday of each month with exceptions made to accommodate unusual circumstances.
2. Members and Friends are always welcome to attend the monthly meetings of the Board of Trustees to witness the proceedings, without comment, except when an executive session is called.
3. Upon request, up to fifteen (15) minutes will be allotted on the agenda for members to speak for a maximum of three minutes per person. A request to be placed on the agenda for this purpose must be submitted to the Board seven (7) days prior to the meeting. See Appendix B for the request form.
4. Process Observer. A non-Board member may be asked to observe a meeting and report on how well the Board comported itself. Volunteers are encouraged to speak to the president

### First Order of Business

1. Retreat for newly constituted Board
2. Confirm Team Leaders
3. Establish roles for Board Members
4. Populate the Operations Manual Team.
  - a. Two or three Board members who will act as custodians of the Operations Manual and assist the Board of Trustees in the preparation of new entries and the revision of existing entries in a manner consistent with the section of the document into which they are to be placed
  - b. If a non-Board member has relevant experience and/or knowledge, the Board may add that person to the team.
  - c. Because the integrity of the Operations Manual is of paramount importance, it shall be the policy of the Board of Trustees that two people only will be granted editing access to the Operations Manual
5. Amendments and edits of this or any in the series of documents can be suggested to the Board of Trustees by any congregant.
6. Amendments and edits of this or any in the series of documents can be accomplished by majority vote of the sitting Board.
7. Approved amendments and edits will be directed to the Operations Manual Team for inclusion in the manual and then passed on to the Website Administrator for inclusion on the Tri-UU website ([triuu.org](http://triuu.org))
8. Any member or team may request a new entry or an amendment to an existing entry in the Operations Manual
9. See Appendix B for a Template and formatting guidelines regarding new Policy and Procedure entries, Standard Procedure, and an example for editing established Policy and Procedure statements.
10. Establish Board goals and priorities



## POLICIES AND PROCEDURES

**Revised 2017, 2020, 2021**

To confer responsibility for the daily governance of Tri-UU, the Board of Trustees establishes and issues a Charter to the Program Council and to each of the nine (9) member teams represented on the Council, to frame their existence in terms of Purpose, Structure, Function, their Position in the organization, and the guidelines under which they will Operate. The charters are written in a standard format suggested by the Charter Format Template which is found in Appendix B.

Each Charter is a living document and can be altered and supplemented by the Board at any time to suit the purposes and needs of the duly elected Board of Trustees.

Each Board will appoint a Policies and Procedures team consisting of two or three Board members who will oversee the *Operations Manual* and prepare each new entry by formatting it in a manner consistent with the section of the document into which it will be placed.



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## PROGRAM COUNCIL

### *Program Council Charter*

#### **Purpose:**

1. To be the operational arm of the Board of Trustees
2. To facilitate two-way communication, coordination, and cooperation between teams at all levels
3. To enable resource sharing
4. To coordinate initiatives and set calendar dates
5. To develop synergies, generating and building upon ideas
6. To build awareness of institution identity and needs between stakeholders
7. To review applications for Groups and Special Events and make recommendations to the Board of Trustees regarding the applications
8. To maintain, and submit to the Operations Manual Team, a list of the routine tasks that are to be accomplished by the Program Council

#### **Structure:**

1. Sitting on the Program Council will be the Team Leaders of the following teams: Building and Grounds, Communications, Membership, Finance, Fun and Fellowship, Lifespan Education, Social Justice, Stewardship, and Worship
2. The Vice President of the Congregation will serve as Facilitator of the Council and convene monthly meetings
3. The Council will select a Recording Secretary from its membership. The Recording Secretary will record and file the minutes of each meeting of the Council and send an e-version of the minutes to each member of the Board of Trustees.

#### **Function:**

The Board of Trustees hereby grants to the Program Council decision-making authority for matters that are exclusively or primarily related to all aspects of its stated purposes.

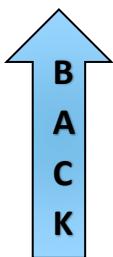
#### **Organizational position:**

The Program Council reports directly to the Board of Trustees and is in constant communication with the Board of Trustees through the elected Vice President of Tri-UU and who serves as the Facilitator of the Council.

#### **Operationally:**

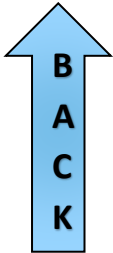
All actions of the Program Council must be in accordance with the Bylaws of Tri-UU, the Policies of the Board of Trustees, in keeping with our Covenant of Right Relations and be in alignment with, and support of, the Vision and Mission of Tri-UU.

Adopted: February 15, 20 Revised: 2020, 2021 Effective date: April 1, 2016





*Program Council Attendance Policy*



Although it is the duty of every team leader to attend all Program Council meetings, certain situations may make that impossible or impractical.

To assure representation of every team at each Council meeting, teams will appoint a person to act in place of the team leader should she/he be unable to be present (physically or electronically) at a meeting.



All leaders and alternates must be approved by the Board of Trustees and are authorized to make all decisions on behalf of the team at the meeting which they attend.

Approved by Board of Trustees 04/16/2018

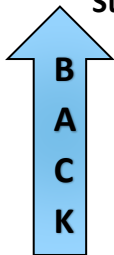
***Building and Grounds Charter***

**Purpose**

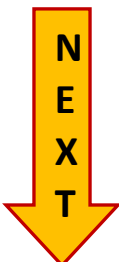
To oversee operation and maintenance of the building and grounds.

1. To be mindful of the appearance of the property and the building, both inside and outside, to assure a visually appealing environment that is both welcoming and free of clutter.
2. To be attendant to issues of functionality so that the physical components of the environment serve as enhancements and not hindrances to the mission of Tri-UU.
3. To be vigilant for issues of safety and respond promptly with remedies.
4. To monitor the building for security issues and make corrections as needed.
5. To process applications for use/rental of the building, and to address approval, fees, use of facilities and equipment, supervision, building security, security deposit, etc.
6. To give reasonable assistance to individuals or groups who rent the building or use the building for special events. Reasonable assistance does not include major changes in the positioning of furniture in the Sanctuary or on the Chancel. For such requests the team will provide detailed instructions for returning furniture to its usual position.
7. To inspect the building and property to assure that activities and duties are performed as expected. Specific items: Interior cleaning, lawn mowing and cleanup, pest and termite control, air conditioning, security, sprinkler.
8. To maintain, and have available, records of necessary inspections. Specifically, for: Water and well, sprinkler system, fire protection, building security, fire extinguishers, HVAC systems, etc.
9. To maintain the Memorial Garden
10. To arrange for the ordering, engraving and placement of memorial stones. [SEP]
11. To obtain bids for anticipated projects and purchases and make recommendations to the Board when the costs exceed budgeted amounts.
12. To facilitate seasonal decorations.
13. To maintain, and submit to the Policies and Procedures team, a detailed list of the routine monthly tasks that are to be accomplished by the Building and Grounds Team

**Structure:**



1. Members of the Team will include Tri-UU congregants who have special skills and interests that are compatible with the team's tasks.
2. The Team Leader will serve on the Program Council as the representative of the team.
3. The Team Leader will designate a surrogate to attend all meetings involving the Building and Grounds Team in the event that the Team Leader is unable to be present at the meeting either in person or by virtual means.
4. The Team will have a recording secretary chosen from its membership.
5. The Team will meet monthly, with additional meetings as needed and with the proviso that, in the absence of actual business to come before the team, meetings may be cancelled by the team leader or replaced with virtual meetings for processing minor issues.
6. Since the work of the team is often accomplished by response to pre-assigned tasks, virtual meetings are encouraged whenever possible.



**Function:**

The Board of Trustees hereby grants to the Building and Grounds Team decision-making authority for matters that are exclusively or primarily related to all aspects of its stated purposes.

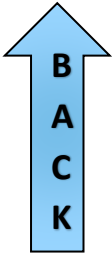
**Organizational position:**

The Building and Grounds Team is designated as one of the teams that comprise the Program Council. It communicates directly with the other Council teams in regularly scheduled meetings and with the Board of Trustees through the Team Leader of the Council, i.e., the Vice President of the Board of Trustees.

**Operationally:**

All actions of the Building and Grounds Team Leader must be in accordance with the Bylaws of Tri-UU, the Policies of the Board of Trustees, in keeping with our Covenant of Right Relations and be in alignment with, and support of, the Vision and Mission of Tri-UU.

Adopted: 2016    Effective: April 1, 2016  
Revised: 2018, 2020, 2021



### Responsibilities of the Team Leader

1. Recruit members.
2. Assign tasks and monitor performance of tasks.
3. Schedule meetings and develop agendas as required.
4. Assure that team Covenant is adhered to.
5. Serve on the Program Council.
6. Oversee preparation and submit budget.
7. Approve and monitor expenditures.
8. Maintain team records, including approved minutes, invoices and financial records.

### Water Testing (Chlorine)

We are required to chlorinate the water serving our building and test the chlorine level at least twice a week.

### Water Testing (Bacteria and Nitrates)

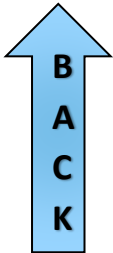
We are required to test our drinking water quarterly for bacteria and annually for nitrates. We take the samples in vials provided by Marion County Water Test Lab, Inc., and deliver the samples on ice to the lab. Detailed instructions are in our black box in the storage room off the chalice room.

The lab reports the test results to us and the Florida Department of Environmental Protection.

Failure to complete and report these tests in a timely manner can result in suspension or loss of our drinking water license and other penalties.

### Drinking Water System Repair

We are required to disinfect our drinking water by injecting chlorine solution. The chlorine is swimming pool chlorine—a stronger version of household chlorine bleach. Some tasks can be performed by a trained volunteer, taking the same precautions as one would with pool chlorine in other settings—wearing goggles and gloves, and avoiding breathing or other contact with fumes.



### **Water Wells, Pumps and Tanks Maintenance**

We have two water wells—one under the large tank for the fire suppression system, and one behind a fence on the northeast corner of the property for all other uses. We visually inspect all systems periodically to look for any obvious malfunctions.

### **Drinking Water License Renewal**

We pay an annual fee for renewal of our drinking water license from the Florida Department of Environmental Protection (DEP).

### **Fire Suppression System Maintenance**

We have a fire suppression system (“Sprinkler system”) throughout the building. The shutoff valve for the sprinklers is in the storage room off the chalice room.

Maintenance consists of scheduling an annual inspection.

### **Termite Inspection**

We have a termite protection guarantee that requires an annual inspection and re-treatment every 5 years costing. The “guarantee” only covers re-treatment, not repair, in the event of infestation.

### **Pest Control other than Termite**

We monitor the premises and grounds for insect infestations, such as roaches and fire ants, and treat on an “as needed” basis.

### **Security Alarm System Inspection and Maintenance**

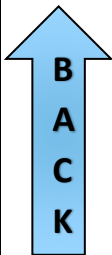
We have a fire and intrusion alarm system that continually monitors the building

### **Security Alarm Response**

Our doors and the outdoor air conditioning units, as well as the fire suppression system, are connected to an external alarm system.

### **Air Conditioning and Heating System Maintenance**

Inspection of our seven (7) air conditioning and heating units is done annually and necessary maintenance is done professionally as needed. We change the filters quarterly. Instructions for setting the thermostats are posted by each thermostat.



### **Defibrillator**

The defibrillator is located on the wall in the northwest corner of the chalice room  
Periodically, classes are scheduled to train congregants in CPR and the use of the defibrillator.

### **Electrical and Lighting**

We replace or repair lighting, indoor and outdoor, as required.  
Irrigation System Maintenance

### **Irrigation System**

We have three irrigations systems that service the outdoor landscaping and inspect them and make seasonal adjustments.

### **Plumbing and Septic System**

We have three (3) septic tanks and a septic field to the south and west of the building.

### **Janitorial Service**

The building is cleaned weekly.

### **Building Interior Maintenance**

The building interior is periodically inspected, and additional cleaning and repair is accomplished as needed and on “congregational clean-up days”.

### **Yard Maintenance**

Volunteers are needed to organize periodic cleanup days for the building and grounds. This requires scheduling, setting priorities and recruiting participants from the congregation at large.

### **Lawn Mowing**

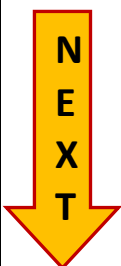
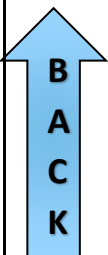
Our lawn is mowed 2-5 times a month “as needed”. Melody Meadows is mowed only when we request it.

### **Landscaping and Trimming**

Hedge, bush, and tree trimming are done by volunteers, either as required or at periodic “clean-up days”.

### **Additions and Improvement**

The B&G Team recommends, contracts for, and oversees additions and improvements to the building and facilities, subject to Board approval.



### **Memorial Garden Stones and Services**

Upon request Memorial Stones will be purchased, inscribed, and placed in the Memorial Garden.

### **Memorial Garden Maintenance**

The Memorial Garden requires regular weeding and plant care, periodic irrigation, inspection, and cleaning. The work is done by Team Members and volunteers.

### **Key Manager**

Building keys are issued as needed and expected to be turned in when the need no longer exists. Key holders will be trained in the opening and closing procedures, including the operation of the security alarm.

### **Building Rental**

[See Appendix B for rental information, including the application form]

For UU Groups there is no charge. This includes special activities sponsored by the Board or teams, the cluster or district, or other UU groups. Wedding and memorial services for Congregation members, their families and Friends who support the Congregation are included. Board approval is required for activities not sponsored by Tri-UU. Contact the Building and Grounds team leader, or any member of the Building and Grounds team for further Information.

### **Building rental for non-profit individuals or groups**

The purpose of the activity must be essentially religious, educational, civic, or charitable and applications must be completed. Up to two organizational meetings may be held at no charge. For additional meetings of such groups, fees shall be set by the Building and Grounds Team. For other groups the schedule of fees set forth by the Building and Grounds Team will apply.

### **Liaison for Rental**

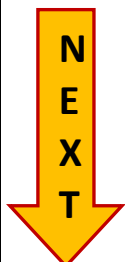
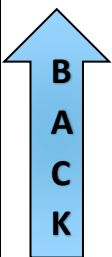
If on-gong communications with a Renter/User are needed or expected, the B&G Team Leader may appoint another member of the Team to act as a Liaison between the Renter/User and the B&G Team

### **For Profit individual or groups**

Activities which essentially are for profit will not be offered the use of the building.

### **Rental Fees**

Rental fees will be adequate to cover operational costs, such as air conditioning, paper products, and wear and tear on equipment and facilities. Fees are to be reviewed at least annually and amended for renters as appropriate. For long term renters, payments should be made monthly. See the Rental Agreement form in appendix B for current rental fees.



### **Rental Applications**

Each application for rental/use of the building by non-profit individuals or groups is to be submitted to the Building and Grounds Team for review and recommendations for action to be submitted to the Board for consideration. The team is to proceed as it deems appropriate for each application.

### **Rental Agreement**

A "Building Use Agreement" and all other pertinent forms must be signed by a responsible adult who, as a representative of the group requesting the use of the building, agrees to abide by the rules/guidelines as set forth herein. This policy is applicable to Tri-UU members and non-members for use of the building outside of normal Tri-UU business.

### **Rules for Use of Building**

The **Building and Grounds Team** shall maintain a list of "Rules for the Use of Building" which sets forth the responsibility of the renters/users for care of the building. The Building and Grounds Team will provide potential users/renters with (1) an application form, (2) a copy of the Rules for Use of Building", (3) a copy of the "Policies on Building Use and Rental" and (4) copies of any amendments to these documents as they may occur.

The Renter/User is responsible for leaving the premises and property of the congregation in the same condition and location as it was found. All equipment and furniture must be returned to their original locations.

### **No Mailing Address for Renters**

The Tri-UU address is not to be used as a mailing address by any renters.

### **Signs**

Renters may not place signs on Tri-UU property or affix any items to the interior walls of the Tri-UU building

### **Changes in Rental Conditions**

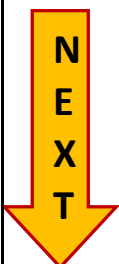
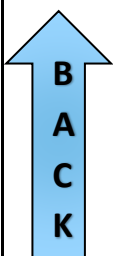
Any renter wishing to change rental conditions must notify the Building and Grounds Team directly or through their liaison. If the change in conditions involves a change in fees, renters are to be notified and given an opportunity to comment on the change

### **Insurance**

The **Renter/User**, if representing a group that has insurance, agrees to provide evidence of insurance naming the Congregation as an additional insured

### **Decorations**

Decorative material may not be placed on walls, windows, or furnishings without the approval of the Tri-UU designated agent.





**Deposit**

The deposit will be forfeited up to the amount required to repair any damages. The lessee/user will also be charged the designated amount for the building and kitchen cleaning as listed in the Rental Fee schedule to restore the area to its condition prior to the lessee/user’s use of the building.

**Equipment and Supplies:**

No equipment or supplies belonging to Tri-UU are to be used unless prior approval has been received from the Building and Grounds Team

**Candles**

Candles may be used only with advanced permission and only in fireproof containers. Any decorations near candles must be fireproof. Protection must be used to prevent candle wax from spilling on furniture and floors.

**Political advertising**

Political advertising is not to be displayed on Tri-UU grounds.

**Smoking**

Smoking is not permitted in the building or on the grounds of Tri-UU.

**Animals**

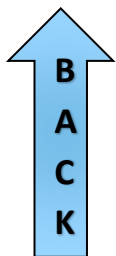
Animals are permitted in the building when they are trained and certified as service animals and are on a leash.

**Assistance**

Assistance will be provided to any individual or group not associated with the Tri-UU in opening and closing the building and to oversee the event and the clean-up following the event.

**Kitchen**

If use of the *kitchen* is specified in the Use/Rental Agreement, the lessee may use all equipment and appliances in the kitchen. The lessee shall provide the necessary food and beverage items, including coffee, tea, sugar, and cream. The lessee shall also provide tablecloths, napkins, dishes, cups, flatware, disposable, or otherwise, etc. Utensils belonging to Tri-UU are not to be used. If the coffee pot or other appliance is used, it must be unplugged, washed, and put away. All waste generated by the event is to be removed from the building. Any food placed in the refrigerator or freezer by the lessee must be removed. All countertops and tables are to be cleaned and spills are to be cleaned from the floor. The amount listed as the Kitchen Cleaning Fee in the Rental Fee Schedule will be withheld from the deposit if the kitchen is not returned to its pre-event condition.



**Publicity**

Renter's publicity must not imply Tri-UU sponsorship of their activities.

**Rental Termination**

A Renter/User or Tri-UU may terminate the rental agreement by notifying the other party in writing. A Renter/User that violates the Rules for Use of the Building will be so notified and continued violation could result in assessments, suspension, or termination of the Rental Agreement.

**Storage**

Due to space limitations, Tri-UU cannot provide storage space for the use of Renters/Users.

**Information and Forms**

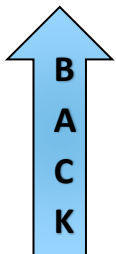
Copies of the Building Use Request, Building Use Agreement, Rental Rules and Guidelines, and related Forms will be posted on the Tri-UU web site in Appendix B of this document.

**Policies and Agreement**

The Team maintains a written policy and standard agreement governing rental and other outside use of the building and grounds. The team approves rental and use applications, and contracts for same, subject to Board approval.

**Signage**

The B&G Team purchases and installs appropriate signage to identify Tri-UU, gives directions and regulates parking.



## COMMUNICATIONS TEAM

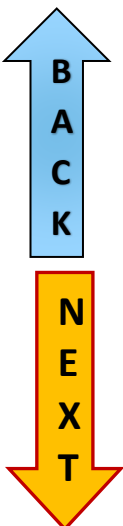
### *COMMUNICATIONS TEAM CHARTER*

#### **Purpose:**

1. Provide timely information about Tri-UU activities, events, and programs within the church and in the larger community
2. Welcome members, friends, visitors, and the public to participate in Tri-UU activities
3. Allow coordination of activities and external publicity
4. Encourage open, respectful communication among individuals in the Congregation
5. Provide information about events and activities that fit with our Tri-UU Mission, Vision and Values
6. To oversee and handle various aspects of internal and external communication about our Congregation
7. To manage and update our website and our Facebook information
8. To publish the Weekly Update
9. To manage advertisements, including decisions not to advertise in some publications
10. To see that our Congregation is listed in local telephone books
11. To gather information each month of the next month's Forums and Worship Services, and then to pass this along to appropriate internal personnel
12. To take pictures of important events that involve our congregation
13. To provide press releases when events warrant
14. To maintain, and submit to the Operations Manual Team, a list of the routine tasks that are to be accomplished by the **Communications Team**
15. \*To provide information about Tri-UU happenings to the Southern Regional and Cluster. (See note in next bullet)
16. \*Note: External communications shall be the responsibility of the Minister., the Leader of the Communications Team, or the President unless otherwise specifically approved by those three

#### **Structure:**

1. The Communications Team shall be composed of the following persons or their designated representatives: Communications Team Leader, chosen by the team from its membership and approved by the Board; Membership Team Leader; Board of Trustees liaison to the Communications Team Newsletter ["Timetable"] editor and Webmaster if appropriate.
2. The Team is a loose federation of people responsible for various functions
3. The Team Leader will serve on the Program Council as the representative of the team and will oversee the Team's budget



**Function:**

1. The Team will meet only on rare occasions, with most business being handled through email or by telephone
2. The Team Leader will oversee the Team’s budget
3. The Board of Trustees hereby grants decision making authority to the Team for matters that are exclusively or primarily related to the business of the Team as determined by the purposes listed above.

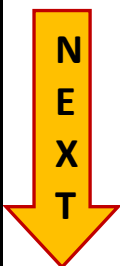
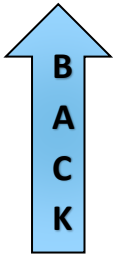
**Organizational position:**

The Communications Team is designated as one of the teams that comprise the Program Council. It communicates directly with the other Council teams in regularly scheduled meetings and with the Board of Trustees through the Team Leader of the Council, i.e., the Vice President of the Board of Trustees.

**Operationally:**

Non-partisan communications: Congregation communication media may not be used for partisan political messages. All actions of the Communications Team must be in accordance with the Bylaws of Tri-UU, the Policies of the Board of Trustees, in keeping with our Covenant of Right Relations and be in alignment with, and support of, the Vision and Mission of Tri-UU.

Adopted 2/15/2016 Effective date: 4/1/2016 Revised: 2020, 2021



## **Definitions:**

1. Communications are defined as any means of conveying information among people and groups in the congregation or about Tri-UU to the larger community.
2. Internal communications have a primary audience of Members, Associate Members, Friends, Visitors, and potential members. They shall include: The Timetable web site; email communication to Tri-UU list; bulletin boards; posters and other communications within Tri-UU.
3. External communications are targeted to the larger community, especially through social media, and shall be defined as: news releases; interviews with news media on behalf of Tri-UU; advertising; written communication on Tri-UU letterhead; banners, posters or displays using Tri-UU name; and other communication publicly representing Tri-UU.
4. Internal/external communications: The Tri-UU web site and some other communications may be defined as both internal and external.
5. Content. All communications should reflect Unitarian Universalist values; provide information about Tri-UU's ministry, business, and activities; and/or encourage action in keeping with our mission, vision, values and UU principles.

## **Spokespersons.**

External communication shall be made by authorized spokespersons, only. Authorized persons are the President of the Board of Trustees and other persons designated by the Board of Trustees for a one-year term. Those persons may include the team leader or designated representative of the Finance Team and Communications Team.

## **Responsibilities:**

**Editor and Web Administrator.** The web site administrator is responsible for editing and updating the Tri-UU web site content.

**Communications Team.** The Communications Team shall oversee development and maintenance of systems to support effective communications, unless responsibility is delegated to another group, as with Worship Team's responsibility for communications related to church services.

## **Specific responsibilities shall include:**

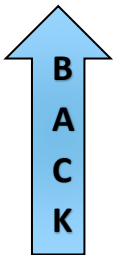
**Content and design.** Ensuring content of newsletter, web site, bulletin boards and other communications that have specific relevance for members of Tri-UU or affiliated groups; periodically reviewing content and design and implementing changes as needed.

**allocation.** Developing guidelines for priorities for use of space in communications, including space for news about Board action, ministry and social responsibility opportunities, religious education, and team information.

**Staff.** Recommending one or more volunteers and web administrators to serve on the team. The Communications Team Leader or designee will develop job descriptions and procedures for the team with the members of the team.

**Disputes.** Convening meetings of the Communications Team as needed to resolve disputes about communications content or allocation of space. [The Communications Team Leader shall convene meetings of the team and other interested parties for the purpose of resolving disputes regarding content of communication and the allocation of space.]

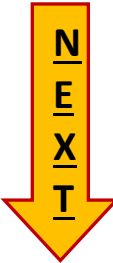
**Coordination.** Serving as a clearing house for external communications that represent Tri-UU groups and activities associated with Tri-UU. Groups such as the Forum, may be approved to publicize activities that fit within guidelines without submitting specific publicity materials for review.



### Guidelines and Procedures

The Communications Team shall develop guidelines and procedures for the areas of responsibility as defined in this policy, update them as necessary, and make them available to the congregation.

Guidelines and procedures may be modified from time to time without specific approval by the Board of Trustees. The Board shall receive copies of any changes and may recommend or act on changes as deemed necessary.



Approved: 2009  
Rev 2020, 2021

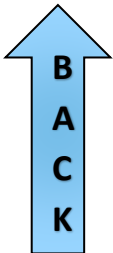
## Media Relations Liaison

The major duties of this position are the following:

1. Receive and solicit story ideas from the Minister, staff, and from members of Tri-UU about activities and programs of interest to the broader community.
2. Write news releases, when appropriate, and pitch them to local print and online media.
3. Write calendar notices and send them to local print and online media.
4. Compile lists of story ideas, when appropriate, and pitch them to local print and online media.
5. Take photos – and solicit photos from others – to accompany stories.
6. Interview sources for information to include in news stories.
7. Send copies of all news stories and calendar ideas to the Minister, Worship Team Leader, and the subjects of the stories for their approval before sending them to the media.
8. Speak on the phone with and send emails to media contacts in The Villages and Ocala.

## Weekly Newsletter (Timetable)

1. Send a reminder to the Communication email list detailed in Constant Contact, usually on Monday. Any announcements must be received by Wednesday for Thursday publication.
2. Collect the emails to be included in the Timetable. Ensure they are properly sponsored activities within
3. Tri-UU. Personal ads are not allowed. Clarification is sometimes necessary and usually accomplished via email.
4. Prepare the weekly newsletter on Thursday for distribution through Constant Contact data base. Currently this is accomplished in Word, saved as a PDF, uploaded, and attached via hyperlink to the actual email that is distributed.
5. Other information is sent out thru the CC system as needed:
  - a. minutes of the Board of Trustees
  - b. Train of Thought from the Minister
  - c. Other special communications as necessary
6. The Membership Team will add contact information for new Members, Associate Members, and Friends, as well as update all existing information as needed,



## Website Management

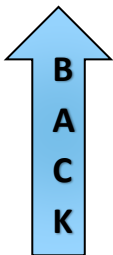
Website: TriUU.org

### The main activities are:

1. Add the weekly sermon (weekly)
2. Add the Train of Thought (monthly)
3. Add a gallery of photos for each event (varies)
4. Update the Month-at-a-Glance on home page (monthly)
5. Update the descriptions of forums/sermons on Forums/Sermons page (monthly)
6. Maintain the Events and News page (daily/weekly)
7. Make requested updates (as requested)
8. Check for currency of the information and update design as needed
9. Add additional pages as deemed necessary (for example, description of What to Expect at Sunday Services) or as requested by groups (for example, vegan recipe database for Eating for Life)
10. Research the feasibility/possibility of adding video recordings of the sermons
11. TriUU.org is very easy and intuitive. Experimenting and learning by doing is essential.

Here are a few notes to get you started:

- a. The top line shows the page you are currently editing. You can select.
  - b. You need to Save changes to pages before going to another.
  - c. The changes you make are not available to other users until you Publish (top line).
  - d. The dashboard is on the upper left and I use only two of the choices:
  - e. The first icon allows you to add pages, delete pages, and to change page settings. (To edit a page, select the page from the top line)
  - f. The third icon allows you to add objects to a page. Here, only the following were used:
    - a. Add Text
    - b. Add Image
    - c. Add Gallery
    - d. Add Shapes/Lines
12. Right Clicking on any object on a page brings up a menu which allows one to go into edit mode, change the settings, copy, and paste elements, set elements forward or back or delete. The options may vary depending upon its type.
  13. It is recommended that a “First” experience with a web page would be to create a page and experiment with adding, changing, and deleting elements. One can save it locally without publishing it.
  14. Also, look at each page of the site and become familiar with the organization. Note that the normal menus were not used because they obscure whatever is on the page. Instead, the menus on the left of the page were used. Also, note that various items such as sermons have a separate page for each and an index page for navigation.
  15. All this is easier to understand just by looking!





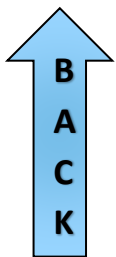
16.

### **Facebook Management**

- [https://www.facebook.com/TRIUUspringfield/?ref=aymt\\_homepage\\_panel](https://www.facebook.com/TRIUUspringfield/?ref=aymt_homepage_panel)

Currently, the main activities are as follows:

1. Add a post daily (visuals seem to attract the most attention) that reflect the values and mission of TRI-UU and UUism in general
2. UUA website and UU World have appropriate items for posting as well as CLF (Church of the Larger Fellowship).
3. Publish the Train of Thought
4. Publish the topic of the Forum and Sermon (generally on Thursdays)
5. Alert the public about events to which they are invited
6. Respond to comments with love and grace and delete those comments which take us off mission
7. If a message is not crafted with love and grace, please run it by the Communications team Leader or the minister
8. Respond to messaging about Tri-UU (generally, questions deal with attending a service or questions regarding our beliefs)
9. A quick response is a must because Facebook shows how fast our response time is.
10. A quick response is also necessary because guests in the past have contacted us for last minute directions and questions
11. You can prepare canned responses to frequently asked question, keep these
12. Add posts that showcase our involvement in the community (e.g., Pride Fest)
13. Boost (paid for advertisements) posts as deemed necessary by the Communications Team Leader.
14. Serve as a symbol of liberal/progressive religion



## INFORMATION AND TECHNOLOGY TEAM

### Information and Technology Team Charter

#### CHARTER FOR THE INFORMATION TECHNOLOGY (IT) TEAM

##### PURPOSE:

THE PURPOSE AND MISSION OF THE INFORMATION TECHNOLOGY (IT) TEAM IS TO ASSIST THE TRI-UU CONGREGATION AND OTHER TRI-UU TEAMS IN USING COMMUNICATION AND INFORMATION TECHNOLOGY TOOLS AND RESOURCES, AND TO CONNECT, UNITE AND ASSIST IN SHARING INFORMATION WITHIN AND BEYOND THE WALLS OF THE TRI-UU CONGREGATIONAL BUILDING.

##### THE IT TEAM WILL:

1. MONITOR THE INTERNET AND TRI-UU COMPUTER HARDWARE AND SOFTWARE FOR USE AND COMPATIBILITY WITH TRI-UU'S OBJECTIVES.

2. ASSIST THE WORSHIP TEAM IN FURNISHING AND STAFFING THE TECHNOLOGICAL TOOLS USED TO CONDUCT THE SUNDAY SERVICE AND ALL OUTGOING "BROADCAST" COMMUNICATIONS.

3. ASSIST THE COMMUNICATION TEAM IN THE ADMINISTRATION OF THE WEB SITE OF TRI-UU AND PROVIDE WEBSITE STANDARDS AND BEST PRACTICES AS NEEDED.

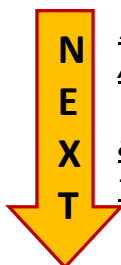
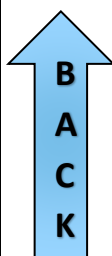
4. ASSIST THE COMMUNICATION TEAM IN THE ADMINISTRATION OF TRI-UU SOCIAL MEDIA SITES.

5. WITH THE COMMUNICATION TEAM, ESTABLISH STANDARDIZED EMAIL, SOCIAL NETWORKING, AND INFORMATION TECHNOLOGY COMMUNICATIONS AND PROTOCOLS.

6. WITH THE COMMUNICATION TEAM, PROVIDE THE APPROPRIATE TOOLS SO AS TO MAKE NEEDED INFORMATION EASILY AVAILABLE TO ALL MEMBERS.

7. RECOMMEND TECHNOLOGY SOLUTIONS THAT WILL ENHANCE THE DELIVERY OF SERVICES, PARTICIPATION, AND ATTENDANCE FOR VIRTUAL MEETINGS AND CONFERENCES.

8. RECOMMEND INFORMATION TECHNOLOGY SOLUTIONS THAT WILL ENHANCE THE ABILITY OF EACH TRI-UU TEAM TO DELIVER AND AMPLIFY ITS MESSAGE.



**9. TOGETHER WITH OTHER LEADERS, DEVELOP A STRATEGY FOR MAINTAINING SECURITY AND PRIVACY IN THE USE OF ALL THE VARIOUS MEANS OF ELECTRONIC COMMUNICATION AND STORAGE USED BY THE TRI-UU BELOVED COMMUNITY, AND THEN EXECUTE SUCH A STRATEGY.**

**STRUCTURE:**

**THE IT TEAM WILL HAVE A CHAIR.**

**THE IT TEAM IS A LOOSE FEDERATION OF VARIOUS FUNCTIONS AND PEOPLE RESPONSIBLE FOR EACH FUNCTION WITH REPRESENTATION FROM OTHER TEAMS (E.G., COMMUNICATIONS, WORSHIP, BUILDINGS AND GROUNDS). THE TEAM WILL MEET ONLY ON RARE OCCASIONS, WITH MOST BUSINESS BEING HANDLED THROUGH EMAIL OR BY TELEPHONE.**

**THE CHAIR WILL OVERSEE THE TEAM'S BUDGET.**

**FUNCTION:**

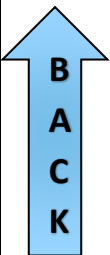
**THE BOARD OF TRUSTEES WILL GRANT DECISION MAKING AUTHORITY TO THE IT TEAM FOR MATTERS THAT ARE EXCLUSIVELY OR PRIMARILY RELATED TO THE BUSINESS OF THE TEAM AS DETERMINED BY THE PURPOSES LISTED ABOVE.**

**ORGANIZATIONAL POSITION:**

**THE IT TEAM IS A TEAM UNDER THE BOARD OF TRUSTEES AND IS A MEMBER OF THE PROGRAM COUNCIL. IT DRAWS ITS AUTHORITY FROM THE BOARD AND IS RESPONSIBLE TO THE BOARD AND ULTIMATELY TO THE CONGREGATION. IT SUPPORTS OTHER TEAMS WITHIN THE CONGREGATION THAT USE IT SERVICES FOR THE DELIVERY OF THAT TEAM'S CHARTER AND PURPOSE.**

**OPERATIONALLY:**

**EVERYTHING THAT IS DONE MUST BE IN ACCORDANCE WITH THE BYLAWS OF TRI-UU, THE POLICIES OF THE BOARD OF TRUSTEES, IN KEEPING WITH OUR COVENANT OF RIGHT RELATIONS AND BE IN ALIGNMENT WITH AND SUPPORT OF THE VISION AND MISSION STATEMENTS.**



### Tri-UU Hybrid Sunday Service Instructions

- Turn on all lights in the sanctuary
- Chancel lights turned up to 100%
- AC turned on per instructions posted by the 2 thermostats in the front and 1 in the back

#### Turn on AV System and log into Tri-UU computers

- Turn on audio equipment following the numbered sequence.
- Turn on computers and log in using pin #7280
- Turn on IPAD
- Turn on the 3 TV monitors in the chancel using the remotes
- Turn on camera
- Do a sound check of the pulpit mic.

#### Setting up Zoom

- Host (person who scheduled the Zoom session) logs into Zoom, and makes Tri-UU Main and designated tech crew co-hosts( usually Helene, Maria and Oscar, Dan, Tim).
- \*\* The person who sits at the Audio desk should have both the audio and video **muted** in the Zoom settings.
- Tri-UU Main at Video Desk logs into Zoom by going to Tri-UU.org and clicking on the Service Link.
- Make sure that audio and video are **muted** in Zoom settings.
- Host “Spotlights” Tri-UU Main unless there are presenters who will be speaking from an offsite location. When it is time for them to speak, the Audio person will Spotlight the speaker.

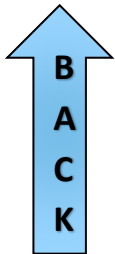
#### Pre-service Preparation

##### Scenario I

Video person runs the Service PowerPoint from their own computer (either on or off site) and shares and stop share throughout the Service.

##### Scenario II

Video person is in the sanctuary and runs the PowerPoint from the Tri-UU computer following the proceeding steps:



- Load the Service PowerPoint onto the Tri-UU Main computer.  
This can be done by using a Flash Drive or by downloading the PP from the OneDrive in advance and saving it onto the desktop of the Main Computer.  
**Directions for transferring the PP from OneDrive to the desktop:**
  1. From the Tri-UU main computer find the OneDrive (Blue cloud) icon. Click on it.
  2. Once in One Drive go to My Files, find the correct PP file (usually the most current) and select it by placing a check in the circle in the right upper corner.
  3. Click on Download. Once the download is complete (you will see the download processing in the lower left corner of the screen), click on Files (icon that looks like a folder), go to the Download folder, find the PP for current Sunday's Service.
  4. Click and drag the PP to the Desktop folder.
  5. From the desktop click and drag the PP to the monitor on the left. Not sure if PP should be on the monitor on the left or right
- 10-15 minutes before the service start the PowerPoint and "share" the screen via Zoom.
- \*\* Click the options at the bottom of the share screen window: "optimize sound" and "optimize video"
- Audio desk does a sound check for volume. (Main, PC and Pulpit)

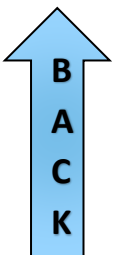
### During the Service

Once the end of the pre-service music and weekly calendar have been reached, stop share and be sure that the camera is on setting #3.

At various points throughout the service the screen will be shared and then the share will stop. See the Order of Service to determine when to share or stop share and which camera settings to use.

### Comments/Reflections on the sermon

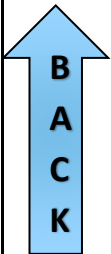
1. Cancel spotlight on Tri-UU Main (Pulpit).
2. The Minister, Service Leader or guest speaker calls on the first person in the sanctuary who has raised their hand to speak. A person responsible for a microphone will give it to the person who wishes to comment.
3. The Minister, Service Leader or guest speaker will monitor the chat box in the Zoom session and will call on the first person who is attending virtually to make their post sermon comment.
4. Helene will unmute the person wishing to speak.
5. Persons who wish to make a comment will be alternated between in-person and virtual attendees until there are no further comments or the maximum time allowed for post sermon comments is reached- whichever comes first.
6. When the comment period has ended Audio person returns the Spotlight to Tri-UU Main.



## Post Service

- Leave Zoom meeting
- Turn off computers, monitors, screens, and sound in reverse numerical order.
- Turn of
- f all lights- check, office, conference room and bathroom lights as well as the sanctuary
- Set thermostats back to pre-service settings in the sanctuary and hallway.
- Person recording the service extracts the sermon and sends it to the Facebook editor.

July 13, 2021



Elements for Multi-Platform Worship Service

**Before the service Under the Portoco Outside the main doors:**

Equipment: 4 Card Tables with the following on each:

- 1 - Clipboard for signing in
- 1 - Supply of masks
- 1 - Hand sanitizer
- 1 - Fans?

Four Greeters\* to:

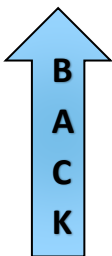
- Get names of people attending (for contact tracing)
- Ensure everyone has a mask to be worn indoors
  - o If no mask, offer one from a supply at each of the 4 tables
  - o If refusal to wear one, hand the person/s a slip of paper with the service link and invite them to attend via Zoom at a location of their choice
- Invite people to use hand sanitizers both in and outdoors
- Suggest asking people of their preference before touching or hugging someone
- Ask people to proceed directly to the sanctuary where chairs are set up to accommodate social distancing recommendations.

?

\*check with Membership Team

**In the sanctuary**

Element	Script	Person/s Responsible	Notes
Gathering Music	None (Slide Only)	Kagan/Rev/IT	Music heard ONLY to those online; not in sanctuary
Weekly Schedule <sup>(1)</sup>	None (Slide Only)	Rev/IT/Teams	Music accompanying slide
Welcome & Announcements	See Attachment A	Service Leader (SL) <sup>(2)</sup>	Inform IT if SL is onsite or virtual
Mission Statement	See Attachment A	Service Leader	Changes monthly
Chalice Lighting	?	Chalice Keeper (CK) <sup>(3)</sup>	Inform IT if CK is onsite or virtual
Prelude	None	Kagan/Rev	Pre-recorded until further notice
Invitation to Centering	None	Rev/Guest	?



## **Before the service** under the Portico outside the main doors:

Equipment: 4 card tables with the following on each:

- Clipboard for signing in
- Supply of masks
- Hand sanitizer
- Fans?

Four Greeters\* to:

- Get names of people attending (for contact tracing)
- Ensure everyone has a mask to be worn indoors
  - o If no mask, offer one from a supply at each of the 4 tables
  - o If refusal to wear one, hand the person/s a slip of paper with the service link and invite them to attend via Zoom at a location of their choice
- Invite people to use hand sanitizers both in and outdoors
- Suggest asking people of their preference before touching or hugging someone
- Ask people to proceed directly to the sanctuary where chairs are set up to accommodate social distancing recommendations.

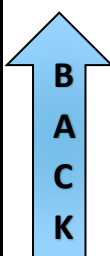
\*check with Membership Team

## **In the sanctuary**

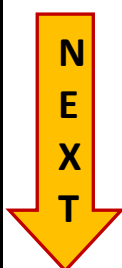
<i>Element</i>	<i>Script</i>	<i>Person/s Responsible</i>	<i>Notes</i>
Gathering Music	None (Slide Only)	Kagan/Rev/IT	Music heard ONLY to those online; not in sanctuary
Weekly Schedule <sup>(1)</sup>	None (Slide Only)	Rev/IT/Teams	Music accompanying slide
Welcome & Announcements	See Attachment A	Service Leader (SL) <sup>(2)</sup>	Inform IT if SL is onsite or virtual
Mission Statement	See Attachment A	Service Leader	Changes monthly
Chalice Lighting		Chalice Keeper (CK) <sup>(3)</sup>	Inform IT is CK is onsite or virtual
Prelude	None	Kagan/Rev	Pre-recorded until further notice
Invitation to Centering	None	Rev/Guest	



<i>Element</i>	<i>Script</i>	<i>Person/s Responsible</i>	<i>Notes</i>
Hymn	None	Kagan/Rev/Guest	Recorded & sung by Kagan/Kelly.
Whistle Stop	None	Rev/Guest	
Bridging Music	None	Kagan/Rev	
Joys/Sorrows	See Attachment B	Rev or SL	
Meditation	See Attachment B	Rev or SL	Recorded singing bowl after one minute of silence.
Congregational Response	None	Rev or SL	Changes monthly. Recorded & sung by Kagan/Kelly
Sharing Abundance		Rev or Speaker <sup>(4)</sup>	If speaker, inform IT if live or virtual
Offertory or Choir	None	Kagan	Recorded music while ushers <sup>(5)</sup> pass baskets to those in sanctuary. This might be a good time to have a slide with TriUU mailing address showing
Sermon	None	Rev or Guest	
Hymn	None	Kagan/Rev	Recorded & sung by Kagan/Kelly
Chalice Extinguishing	None	Chalice Keeper	Inform IT is CK is onsite or virtual
Benediction	None	Rev/Guest	
Postlude	None	Kagan/Rev	Pre-Recorded
Reflections on Sermon	None	Rev or Guest (at Guest's discretion)	



- (1) Should update website weekly
- (2) BJ Rolli is responsible for Service Leaders
- (3) Gretchen Lewis is responsible for Chalice Keepers
- (4) Anne McCusker has been responsible for asking Teams and others to share story
- (5) Ushers have been catch-as can before the service. Perhaps membership can find 3-4 people who are planning to be on-site to pass baskets and count.



NB: All music is pre-recorded until further notice. Nor will there be congregational singing until further notice. All live music will be instrumental.

Attachment A

**SERVICE LEADER SCRIPT for WELCOME & ANNOUNCEMENTS, MISSION STATEMENT**

Good morning and welcome to the weekly multi-platform service of Tri-County Unitarian Universalists, based in Summerfield, Florida. I am (SL Name), today's service leader. Hello to our members and friends and a special welcome to those who might be visiting here for the first time. Unitarian Universalists are gathered and held together by a covenant, not a creed. We celebrate that we do not need to think alike to love alike. It's our respect and encouragement of each other's diversity of thought that truly binds us together. For the curious and for the seekers, Unitarian Universalist principals and sources of wisdom can be found at our website [triuu.org](http://triuu.org).

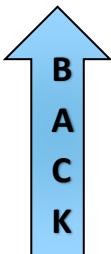
This morning, our Service is being broadcast, by Zoom, to congregants, friends and visitors who are with us in the virtual world. To ensure that everyone derives the most from our Service, I have an important request to those who are with us here in the building: **Please, turn off your cell phones, pads, or other electronic devices.** [Pause a few seconds and add, "I'm waiting . . ."]. This not only a courtesy to those around you, but it will also improve the quality of our Zoom broadcast. Thank you.

And speaking of broadcast quality, our Zoom sessions are brought to you by our talented Audio/Visual team members, 5 of whom are right here in the building. Believe me, they have their hands full, so please don't engage them in conversation until the Service is over.

Before the service begins, here are some quick announcements. Monday through Friday, we are continuing the two daily Zoom chats. The morning chat is 10-11 and the afternoon chat is 4-5. The links and ongoing chat themes are found on the home page of [triuu.org](http://triuu.org). Those attending chats, regularly or occasionally, have formed new friendships and have discovered much "food for thought". Every Wednesday evening at 7pm Tri-UU presents a special 20-minutes of Mid-Week Musings. This unique time is both a respite from the busy world and a short minister or lay-lead consideration of a timely subject. It is presented with music, invitation to remembrance, and usually a story. Again, the Zoom link is on the [triuu.org](http://triuu.org) homepage.

*(INSERT ANY SPECIAL ANNOUNCEMENTS, 100 WORDS MAXIMUM EACH, HERE.)*

This concludes our announcements. As we begin the service proper, we will recite the Tri-UU Mission Statement as shown on the screen. Please join with your voice at home as we recite together . . .



MISSION STATEMENT (January, March, May, July, September, November): We unite in religious community to seek spiritual growth, live with integrity, and serve with compassion.

VISION STATEMENT (February, April, June, August, October, December): We will be an influential voice for progressive religious values in a diverse community.

Our Chalice Keeper today is (CK's Name)

*SL lights a chalice while CK presents. If SL and CK are in different locations (i.e., one at home and one in sanctuary, look to AV Desk for start signal)*

**Notes:**

### *Attachment B*

## **JOYS, SORROWS, CONCERNS and MEDITATION**

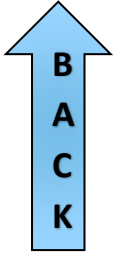
*(Onsite two people will flank the JSC table. One – it could be the minister or the SL – serves as a proxy for individuals attending virtually. They will select several stones from each of the bowls and place them in the water. The other serves to model a listening presence, acknowledging the people coming to the table with a silent smile or head nod. Please don't touch anyone unless they reach out to you.)*

As we move deeper into our service let us turn inward to consider joys, sorrows, and concerns. These three bowls of stones are different colors, representing the gratitude of joy, the grief of sorrow, and the hope of concern. We know those participating remotely have those same experiences and feelings. To acknowledge our bond with each other in spite of distances our (*minister or service leader*) will place stones from each of the bowls into the water on behalf of those not physically present. This bowl of clear water echoes our flaming chalice: the rippling of the water is like the dancing of the flame. The bowl and the chalice both define and contain the ever-changing movements of fire and water.

During this quiet time please remember (*Name joys, sorrow, or concern relating to congregation, community, or world event*)

As you come to the table to express what is in your heart hear the words of James Vila Blake: "Love is the spirit of this church and service is its law. This is our great covenant: to dwell together in peace, to seek the truth in love, and to help one another." (*Rev. or SL could choose any other appropriate poem or prayer.*)

When all of the stones have been mingled in the water we will take a minute for silent meditation or prayer. As the sound of the singing bowl brings us back into community we will sing our congregational response, (*responses rotate monthly through "Spirit of Life", "Find a Stillness", and "Voice Still and Small"*).



*Music or choir while people come to the table and place stones. When everyone is seated—including minister/SL and pastoral observer – say,*

Let us take a moment to silently join the great breathing of our planet in our own breaths. Let us join the beating of all living hearts. Let us connect with the mind of the eternal.



*Wait one minute until AV plays the sound of the singing bowl. If onsite, use the soft mallet to rotate around the bowl without touching it. (The sound of the bowl confuses the a/v broadcast)*

**Notes**

## Finance Team

### Finance Team Charter

#### **Purpose:**

1. Establishes goals for the financial management program ensuring fiscal responsibility and safekeeping of Tri-UU's finances
2. Reports on the current financial condition to the Board of Trustees and to the congregation
3. Manages all financial transactions, including accounts receivable and accounts payable
4. Utilizes ICON as the financial computer system and provides required reports
5. Prepares Annual Budget and reviews semi-annually; recommends changes to teams and to the Board of Trustees
6. Works with the Stewardship Team on the annual Pledge Season activities
7. Manages the Investment and Fundraising programs
8. Arranges for annual audit of financial records
9. Maintains staff's salary and benefit information as well as information on the Minister's Reserve Fund
10. Maintains documentation on all financial matters, such as insurance, loans, annual fees, endowments, etc.
11. Maintains, and submits to the Policies and Procedures team, a detailed list of the routine monthly tasks that are to be accomplished by the Finance Team

#### **Structure:**

1. Members of the team will include Tri-UU congregants.
2. The team will have a team leader, who also serves as Tri-UU's Treasurer
3. The team will have a recording secretary
4. The team will have an Investment team
5. The team will manage the fundraising program
6. The team will provide support to the Stewardship team
7. The team will meet at least monthly

#### **Function:**

The Board of Trustees hereby grants the Finance Team decision-making authority for matters that are exclusively or primarily related to all aspects of its stated purposes. The Annual Budget will be proposed by the Finance Team but approved at the annual congregational meeting. The Board of Trustees will approve any changes to the budget.

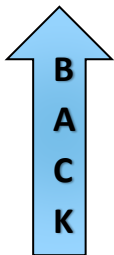
#### **Organizational Position:**

The Finance Team is designated as one of the teams that comprise the Program Council. It communicates directly with the other Council teams in regularly scheduled meetings and with the Board of Trustees through the Team Leader of the Council, i.e. the Vice President of the Board of Trustees.

#### **Operationally:**

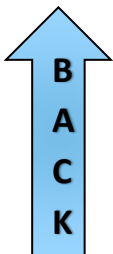
All actions of the Finance Team must be in accordance with the Bylaws of Tri-UU, the policies of the Board of Trustees, in keeping with our Covenant of Right Relations and be in alignment with, and support of, the Vision and Mission of Tri-UU.

Adopted: February 15, 2016, rev 2021



## Responsibilities of Treasurer

1. Serves as the Treasurer and attends the Board of Trustee (BOT) meetings
2. Establishes goals for financial management program
3. Plans and presides over the Finance Team meetings
4. Recruits new Finance Team members and plans orientation and training
5. Ensures fiscal responsibility and safekeeping of TRI-UU finances
6. Reports on the financial position to the BOT on a monthly basis and to the congregation on an ongoing basis
7. Ensures congregation is aware of current pledge and financial status in a monthly news article
8. Prepares an annual budget in conjunction with input from TRI-UU teams and submits to the BOT for approval prior to April 1<sup>st</sup>
9. Performs a six-month review of the annual budget to assess status of income and expenditures
10. Proposes changes to the annual budget after the six-month review and requests BOT approval to reallocate funds within accounts as necessary
11. Requests BOT approval prior to exceeding the annual budget
12. Meets with TRI-UU teams to improve communications on budget issues and other financial matters
13. Assists in planning and promoting fund raising events for the TRI-UU
14. Assists the Stewardship Team to educate and develop opportunities for endowments/planned giving
15. Works closely with the Investment sub-team
16. Ensures an audit is performed on an annual basis
17. Institutes a risk management plan on an annual basis to correct any findings in audit reports
18. Supports ICON System Administrator in all financial areas
19. Assists with the Minister's Developmental Contract documentation and ensures timely payment of salary and housing allowance
20. Prepares IRS Form W-2 for proper submission and FICA withholding
21. Review insurance policies periodically to ensure adequate coverage and pricing
22. Reviews funds periodically to make recommendations to the BOT on investment strategy, such as earning interest on a savings account, Certificate of Deposit, etc.
23. Maintains file documentation on mortgages for land and building and ensures proper payments
24. Ensures timely submission of forms and payment for legal fees, dues, and licenses
25. Assign different individuals the tasks of deposits, check writing, and reconciling the bank statements to ensure separation of duties for the Accounts Payable and Accounts Receivable functions
26. Ensure person is designated and receives training for Accounts Payable function, who writes checks to pay invoices and enters data on ICON
27. Ensures a person is designated to make all monetary deposits and enters data on ICON
28. Ensure person is designated to reconcile the monthly bank statements
29. Ensures offering assistants and counters are available at the Sunday service to collect and count the offering
30. Monitor the files and bookkeeping system to ensure correct procedures and proper document protection are being followed



**PURPOSE**

1. Foster strong community connections through activities and events.
2. Coordinate and consolidate social activities on one Team.
- 3. Encourage members, friends, and visitors to participate in social events.**
4. Maintain and submit to the Policies and Procedures team a list of the routine tasks that are to be accomplished by the Fun & Friendship Team.

**STRUCTURE**

1. The Team will have a Team Leader selected by the Team and Approved by the Board
2. The Team Leader will serve on the Program Council as the representative of the Team.
3. The Team will choose a recording secretary from among its membership.
4. The Team will meet regularly with additional meetings as necessary.

**FUNCTIONS**

1. Members of the Team will work to ensure that every person interacting with Tri-UU experiences acceptance, has fun, finds open-minded discussions, and feels valued and respected.
2. The Board of Trustees hereby grants to the Fun & Fellowship Team decision making authority for matters and exclusively or primarily related to all aspects of the stated purposes.

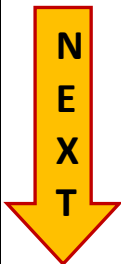
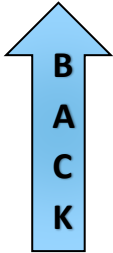
**Organizational position.**

The Fun and Fellowship Team is designated as one of the teams that comprise the Program Council. It communicates directly with the other Council teams in regularly scheduled meetings and with the Board of Trustees through the Team Leader of the Council, i.e. the Vice President of the Board of Trustees.

**Operationally.**

All actions of the Fun & Fellowship Team must be in accordance with the Bylaws of Tri-UU, the Policies of the Board of Trustees, in keeping with our Covenant of Right Relations and be in alignment with and support of the Visions of the Mission of Tri-UU

Approved: 2020  
Effective: 2020  
rev 2021



## LIFESPAN EDUCATION TEAM

### Lifespan Education Team Charter

#### **Purpose:**

1. To initiate year-round opportunities to deepen understanding of Unitarian Universalist principles and practices
2. To provide a venue for classes, workshops and other events consistent with Unitarian Universalist values
3. To assure, materials, and facilitators are provided for children and youth visiting Tri-UU
4. To coordinate, insofar as possible, the forums with the monthly worship themes
5. To encourage participation of Tri-UU members and friends as well as members of the tri-county community

#### **Structure:**

1. Members of the team will include Tri-UU congregants who have special skills and interests that are compatible with the teams' tasks
2. The team will have a leader selected by the team and approved by the Board. The team leader will serve on the Program Council as the representative of the team.
3. The team will have a registrar chosen from its membership
4. The team will meet monthly, with additional meetings as needed

#### **Function:**

The Board of Trustees hereby grants to the Lifespan Education Team decision-making authority for matters that are exclusively or primarily related to all aspects of its stated purposes

#### **Organizational position:**

The Lifespan Education Team is designated as one of the teams that comprise the Program Council. It communicates directly with the other Council teams in regularly scheduled meetings and with the Board of Trustees through the Team Leader of the Council, i.e. the Vice President of the Board of Trustees.

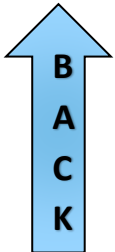
#### **Operationally:**

1. All actions of the Lifespan Education Team must be in accordance with the Bylaws of Tri-UU, the Policies of the Board of Trustees, in keeping with our Covenant of Right Relations and be in alignment with, and support of, the Vision and Mission of Tri-UU.
- 2.

Adopted: February 19, 2018

Effective: April 1, 2018

Rev 2021





## MEMBERSHIP TEAM

### Membership Team Charter

#### Purpose:

1. Welcome attendees to services
2. Greeting
3. Welcome Packet
4. Coffee hour
5. Provide a path to membership
6. Conduct Orientation Classes for aspiring members
7. Integrate and sustain members and friends into active participation in the life of the congregation
8. Maintain an electronic database of contact information for members, friends, and visitors
9. Be aware of individual needs and communicate information appropriately (i.e ,with Care Team)
10. Foster hospitality through various activities and events
11. "UU and You" social hour
12. Potluck" dinners
13. Maintain, and submit to the Policies and Procedures team, a list of the routine tasks that are to be accomplished by the Membership team

#### Structure:

1. The team will have a leader selected by the team and approved by the Board. The leader will serve on the Program Council as the representative of the team.
2. The team will choose a recording secretary from its membership
3. The team will meet regularly with additional meetings as needed

#### Function:

1. Members of the team will work to ensure that every person interacting with Tri-UU experiences acceptance, finds open-minded interaction and feels valued and respected.
2. The Board of Trustees hereby grants to the Membership team decision-making authority for matters that are exclusively or primarily related to all aspects of its stated purposes.

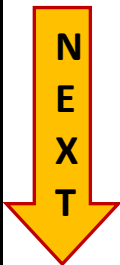
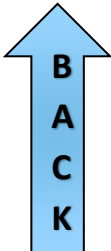
#### Organizational position:

The Membership Team is designated as one of the teams that comprise the Program Council. It communicates directly with the other Council teams in regularly scheduled meetings and with the Board of Trustees through the Team Leader of the Council, i.e., the Vice President of the Board of Trustees.

#### Operationally:

All actions of the Membership team must be in accordance with the Bylaws of Tri-UU, the Policies of the Board of Trustees, in keeping with our Covenant of Right Relations and be in alignment with, and support of, the Vision and Mission of Tri-UU.

Adopted: February 15, 2016 Effective: April 1, 2016 rev: 2020



## Membership Team Procedures

1. Print letters of welcome, print envelopes, print and cut guest cards, track and order brochures and cards.
2. Keep updated record of membership
3. Contact every visitor that fills out a guest card within the week
4. Model and encourage a warm welcome to visitors
5. Schedule greeters for Sundays
6. Take responsibility to see that there are stewards to collect offerings on Sunday
7. Recruit volunteers for Sunday Child Care
8. Offer Nu to UU orientations for prospective members (3 x annually)
9. For Orientation sessions Give personal invitations to prospective members
10. Seek feedback from attendees of Orientations
11. Announce/Welcome new members into congregation
12. Match prospective members with mentors
13. Order name tags – both stick-on and permanent
14. Have a team member on duty each Sunday to be available to answer questions etc.
15. Make sure that UU and U (evening home gatherings) are scheduled
16. Make sure Potlucks are scheduled
17. Host one Potluck per annum
18. Encourage new members to add their information to the bio book.
19. Reach out and try to contact members and friends who have been absent for awhile
20. Send personal welcome notes to new members
21. Inform Board of Trustees and Stewardship Team of new members
22. Invite those who are not ready for membership but want to be involved to be “Friends” as described in By-laws.
23. Request and record birthday information of Friends and Members and share with Caring Team so that cards can be sent.
24. Send weekly birthday announcements to the “Timetable” for publication
25. Assist at Congregational Meetings to ascertain quorum and voting rights.
26. Provide a “parting gift” to members in good standing in the event of a move.
27. Be pro-active in seeing the visitors are made to feel welcome at social and other gatherings.
28. Relay contact information for new Members, new Associate Members, and new Friends to the Timetable editors for insertion on mailing list
29. Submit to the Board of Trustees the names of those that should be purged from the membership list. [As required by Article V, Section E of the Bylaw



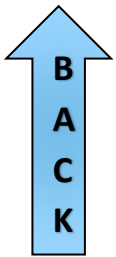
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## Membership team Tasks (team leader)

1. Coordinate the efforts of the other volunteers on the team who handle aspects of internal and external communication: weekly update, Facebook, website, media relations, and photography.
2. Seek approval of non-routine external releases from the minister and/or board president.
3. Collect the titles of forums and sermons for the up-and-coming month and distribute this to those handling the weekly update, Facebook, and website as well as to those handling AV, order of service, and music for the service.
4. Work with the Facebook handler in determining which news items should be boosted (advertised) and in managing the Facebook budget.
5. Ensure that we are listed in appropriate tri-county telephone books
6. Submit information to Southern Regional personnel for possible publication in their online news



## SOCIAL JUSTICE TEAM

### Social Justice Team Charter

#### Purpose:

1. To become aware of situations where Social Injustices are occurring within our community, and actively take part in creating positive change that will benefit those involved.
2. To work in partnership with UUA and UUJF in eliminating global Social Injustice.
3. To create educational programs that will bring awareness of issues of Social Injustice to the Congregation and the community.
4. To make a visible statement in the community (Standing On The Side of LOVE) through demonstrations and vigils.
5. To research and choose an outstanding non-profit organization that supports community social needs and designate them for our fifth Sunday special collections.
6. To support our Martin Luther King, Jr., Scholarship, local scholarships with fundraisers and yearly 5th Sunday collections.
7. To support our minister and congregation in our commitment to put into practice our Unitarian Universalist Principles, especially the first, second and sixth principles.
8. To consider Immediate Witness Action items that come from the UUA for possible involvement of Tri-UU
9. To maintain, and submit to the Policies and Procedures team, a list of the routine tasks that are to be accomplished by the Social Justice Team

#### Structure:

1. The team will have a team leader selected by the team and approved by the Board. The team leader will serve on the Program Council as the representative of the team.
2. The team will have a recording secretary chosen from its membership
3. The team will meet monthly
4. Members of the team agree to commit to participate in planning-meetings, which will take place monthly at a time agreed upon by the team.

#### Function:

1. Members of the team will include Tri-UU congregants who agree to devote their time and talent to the work set forth by the team.
2. The Board of Trustees hereby grants to the Social Justice Team decision-making authority for matters that are exclusively or primarily related to all aspects of its stated purposes.

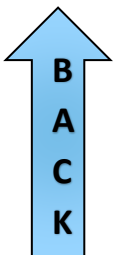
#### Organizational position:

The Social Justice Team is designated as one of the teams that comprise the Program Council. It communicates directly with the other Council teams in regularly scheduled meetings and with the Board of Trustees through the Team Leader of the Council, i.e., the Vice President of the Board of Trustees.

#### Operationally:

All actions of the Social Justice team must be in accordance with the Bylaws of Tri-UU, the Policies of the Board of Trustees, in keeping with our Covenant of Right Relations and be in alignment with, and support of, the Vision and Mission of Tri-UU.

Adopted: February 15, 2016 Rev 2020, 2021

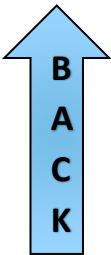


## Social Justice Team Procedures

1. Social Justice Team decides and arranges 5<sup>th</sup> Sunday Forum speakers.
2. The speakers represent the local 501c3 agency that will benefit from the 5<sup>th</sup> Sunday collection.
3. Social Justice sponsors the annual Rummage Sale, usually held the first or second week in February.
4. The congregation is encouraged to donate both time and treasure.
5. The money raised at this event is shared 50/50 between the general fund of Tri-UU and the Social Justice team to support their work.

The **Team Leader**, or the surrogate designee, will represent the team on the Program Council.

1. Social Justice, in conjunction with Life Span Education, will develop programs to present to Tri-UU and the wider community.
2. Social Justice supports and promotes participation of Tri-UU congregants in the following activities:
  - English as a second language in the Dallas community
  - Transportation for the Dallas community, as needed
  - Distribution of hygiene products and mats from “plarn (plastic yarn) to the homeless
  - MLK celebrations
  - The Grace-Crumel Coaching Program and the William F. Crumel, Jr. Foundation Scholarship Program
  - LGBTQ community activities
  - Trade School scholarships
  - Legislative Day in Tallahassee
  - Food and/or clothing donations
  - Community of Gratitude Emergency Food Center in Ocklawaha
  - Interfaith Emergency in Ocala
  - Homeless/Needy Student Program with the Marion County Public Schools

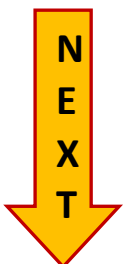
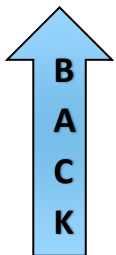


Revised May 2019, 2021

### ***Fifth Sunday***

1. The Social Justice Team shall select by consensus a worthy charitable cause to receive the cash and designated checks from the Fifth Sunday offering. All undesignated checks shall be treated as a regular offering.
2. A written announcement shall be included in the Timetable to shall inform congregation members and friends that all cash and designated checks collected on the Fifth Sunday will be donated to the selected charity. The content of this notice shall be the responsibility of the Social Justice Team leader. A brief description of the selected charity shall be included.
3. The service leader shall make an announcement before the Fifth Sunday collection, which shall include the information which had been included in the Timetable.
4. All announcements should emphasize that the selected organization will receive “all cash collected as well as checks with a notation that it is to be credited to 5<sup>th</sup> Sunday or the name of the organization.”

Rev: 2018, 2021



## STEWARDSHIP TEAM

### Stewardship Team Charter

#### **Purpose:**

1. Create an organizational culture and climate that promotes commitment, service and generosity within the congregation and community.
2. Promote Tri-UU as an organization worthy of full support
3. Establish a stewardship program that advances yearlong, open discussions with references to resourcing our mission and values
4. Permeate through all Tri-UU, both functions & teams, key messages about ownership of and engagement in Tri-UU
5. Implement stewardship education, including discussion about giving time, talent, and treasure
6. Organize and lead the annual pledge season
7. To maintain, and submit to the Policies and Procedures team a detailed list of the routine tasks that are to be accomplished by the Stewardship Team

#### **Structure:**

1. The team will have a leader and an alternate leader
2. The team will have a recording secretary chosen from its membership
3. The team will meet monthly or as needed

**Function:** The Board of Trustees hereby grants to the Stewardship Team decision-making authority for matters that are exclusively or primarily related to all aspects of its stated purposes.

#### **Organizational position:**

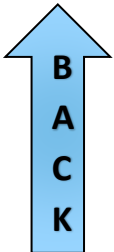
The Stewardship Team is designated as one of the teams that comprise the Program Council. It communicates directly with the other Council teams in regularly scheduled meetings and with the Board of Trustees through the Team Leader of the Council, i.e., the Vice President of the Board of Trustees.

**Operationally:** All actions of the Stewardship Team must be in accordance with the Bylaws of Tri-UU, the Policies of the Board of Trustees, in keeping with our Covenant of Right Relations and be in alignment with, and support of, the Vision and Mission of Tri-UU.

Adopted: February 15, 2016

Effective: April 1, 2016

Revised: 2018, 2020, 2021



## Yearly Tasks and Activities

### APRIL

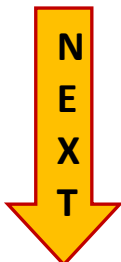
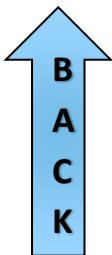
1. Identify opportunities for Stewardship Team members to attend a seminar or workshop related to the advancement of stewardship. Plan for attendance for the team leader and at least one Team member. If possible, a Team member shall attend stewardship sessions at UUA General Assembly.
2. Notify congregants who have not pledged for the current fiscal year of the bylaw requirement for a financial contribution of record (FCOR)
3. Meet with representatives of the Membership Team to discuss follow up with individuals who have not met FCOR requirement.
4. Ensure that all congregants have been thanked for pledges with written acknowledgement that includes their pledge amount. Express appreciation at Sunday service after pledge drive completed and share final report, including summary statistics.
5. Encourage the collection of photographs of congregational activities (and initiate this activity whenever appropriate) and forward the photographs to the appropriate person for cataloging; this activity needs to be ongoing throughout the year.
6. Represent the Stewardship Team on the Program Council

### MAY

1. Assess strengths and weaknesses of the current Stewardship Team and invite new members to join to complement existing members' strengths.
2. Strengths and skills that may be of benefit to the Stewardship Team include: Management of financial/pledge data; expertise in data analysis; marketing expertise; computer graphics and design; hospitality; knowledge of congregational history; fundraising experience; commitment to modeling generosity and good stewardship.
3. Ensure that all members understand the difference between fundraising and stewardship.
4. Provide orientation for new team members with full discussion of confidentiality and ways to build trusting relationships among team members and with the congregation; revisit confidentiality discussion whenever indicated.
5. Represent the Stewardship Team on the Program Council

### JUNE

1. Assess congregation's patterns of giving.
2. Compare pledge data from three prior fiscal years.
3. Share comparative pledge data with Minister and Board of Trustees to obtain feedback about patterns of giving.
4. Identify a book focused on stewardship for the team to read and discuss during this fiscal year.
5. Represent the Stewardship Team on the Program Council
6. Prepare overall plan for annual pledge season for the next fiscal year. Begin discussion of the overall concept/theme.
7. Represent the Stewardship Team on the Program Council





## **JULY**

1. Continue to develop plan for annual pledge season for the next fiscal year. Identify concept/theme.
2. Begin to draft ideas for logos and designs that can be used in a variety of formats.
3. Represent the Stewardship Team on the Program Council.

## **AUGUST**

1. List current stewardship activities.
2. Represent the Stewardship Team on the Program Council

## **SEPTEMBER**

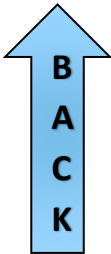
1. Publish the list of current stewardship activities.
2. Solicit feedback from members regarding current and future stewardship activities and their views on the use of pledges.
3. Begin to prepare video of yearly activities for Celebration Sunday in January to launch the new pledge season.
4. Represent the Stewardship Team on the Program Council

## **OCTOBER**

1. Ensure that quarterly reports have been sent to each congregant summarizing their pledge contribution given to date (as provided by the Finance Team); review this information.
2. Summarize and discuss feedback from members regarding stewardship activities and use of pledges.
3. Begin preparations for hosting a Sunday Forum on stewardship to be scheduled in November or December.
4. Finalize content of pledge drive season material.
5. Represent the Stewardship Team on the Program Council

## **NOVEMBER**

1. Send any necessary printed pledge season material to the printer in early November.
2. Discuss with the Board of Trustees the pledge season goal for operations; review the charge with the Stewardship Team.
3. Host a Sunday Forum regarding stewardship.
4. Provide opportunity to discuss the stewardship activities that are current and what future activities are of importance to the members. (Forum can be scheduled in either November or December)
5. Represent the Stewardship Team on the Program Council



## DECEMBER

1. Launch silent pledge season with the Board of Trustees.
2. Attend Board of Trustees meeting and distribute pledge cards to the members.
3. Meet with all Tri-UU teams to distribute pledge cards for silent portion of the campaign; express appreciation for their leadership.
4. Plan Celebration Sunday (ensure video ready; work with Minister to plan the service; contact Hospitality to plan and coordinate food for the Sunday service.
5. Plan the "Sharing Our Abundance" portion of each Sunday service during the pledge season. Presenters may be members of the Stewardship Team and/or other members of the congregation.
6. After pledge season is over identify members who are willing to do the Sharing Our Abundance on the first and third Sundays through the remainder of the year.
7. Represent the Stewardship Team on the Program Council

## JANUARY

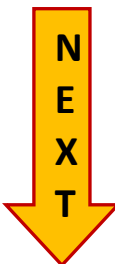
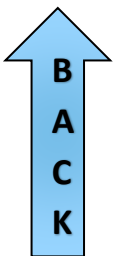
1. Send quarterly report to each congregant of pledge contribution given to date (done by Finance Team)
2. Kick off annual pledge season on Celebration Sunday.
3. Present data to the congregation regarding progress of the annual campaign on a weekly basis.
4. Distribute remainder of pledge cards at Sunday service or in the mail.
5. Represent the Stewardship Team on the Program Council

## FEBRUARY

1. Complete pledge season for fiscal year and inform treasurer of projected operational funds
2. Discuss with minister those members who might need a waiver; request that minister follow up with these individuals
3. Identify members who have not pledged yet and re-contact them in writing, by phone or in person regarding the bylaws requirement of making a pledge and a financial contribution of record. Consider using members of the congregation who are not on the Stewardship Team for making these contacts especially if they might know the unpledged person and feel comfortable doing this.
4. Represent the Stewardship Team on the Program Council

## MARCH

1. Send quarterly report to each congregant of pledge contribution given to date (done by Finance Team)
2. Prepare and write annual report including accomplishments of the past fiscal year and goals for the next year.
3. Represent the Stewardship Team on the Program Council
4. Notify Minister or designee of congregants who have not pledged or who have made a remarkable decrease in pledge, since this may indicate a concern that the minister may need to follow-up.



## WORSHIP TEAM

### Worship Team Charter

#### **Purpose:**

1. To work with and support our minister as we strive for meaningful and inspirational services that reflect our mission and vision statements
2. To fill pulpit vacancies with quality and appropriate guest speakers, while staying within our budget
3. To be a sounding board for our minister should she/he need our guidance, assistance, and/or reactions
4. To recruit and train new service leaders and worship associates
5. To provide support and guidance to our musicians, A/V operators, and chalice keepers
6. To encourage congregational involvement and lay led services. Provide support and guidance to individuals and groups
7. To be attentive to congregational feedback
8. To maintain, and submit to the Policies and Procedures Team, a list of the routine tasks that are to be accomplished by the Worship Team

#### **Structure:**

1. The team will have a Team Leader selected by the team members and approved by the Board. The Team Leader will serve on the Program Council as the representative of the Team.
2. The team will have a Recording Secretary chosen from its membership.
3. The Team will meet monthly, although extenuating circumstances may prompt canceling a normally scheduled meeting

#### **Function:**

Members of the Team will include Tri-UU congregants who commit to participate in regular Team meetings and who commit time and talent to the work of Team.

The Board of Trustees hereby grants to the Worship Team decision-making authority for matters that are exclusively or primarily related to all aspects of its stated purposes.

#### **Organizational position:**

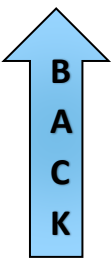
The Worship Team is designated as one of the teams that comprise the Program Council. It communicates directly with the other Council teams in regularly scheduled meetings and with the Board of Trustees through the Team Leader of the Council, i.e. the Vice President of the Board of Trustees.

#### **Operationally:**

The minister is the architect of the services conducted in our congregation

All actions of the Worship Team must be in accordance with the Bylaws of Tri-UU, the Policies of the Board of Trustees, in keeping with our Covenant of Right Relations and be in alignment with, and support of, the Vision and Mission of Tri-UU.

Adopted: February 15, 2016 Rev 2016, 2020, 2021



## Worship Team Procedures

1. The Team generally meets each month on the third Wednesday at 10:00 a.m. Circumstances may cause other arrangements. In February and March, we review that year's team goals and we set new goals for the coming fiscal year beginning April 1<sup>st</sup>. We send bullet points from our minutes to the Program Council members.
2. The Team shall have choir/pianist representation and will work closely with the minister

### Typical Agenda Items

1. We evaluate recent guest speakers to determine if a particular speaker should be invited back. We talk about slight changes to the worship service.
2. We can advise the minister of our opinions, but as the settled minister she has freedom of the pulpit.
3. We listen to members and friends of the congregation and pass along complaints and suggestions.

### Filling the pulpit

1. Our team has the responsibility for inviting lay speakers and guest speakers to fill the pulpit when the minister is unavailable.
2. The team leader does this in cooperation with the minister.
3. When time permits, the SST is consulted as to which possible speakers to approach.
4. When feasible, the team has input into the selection of sermon topics.
5. Guest speakers are contacted well in advance (several months or many months).
  - a. Once the speaker and the team leader agree on a date, the team leader forwards to the speaker two documents: The Guest Speaker Letter \* and a sample of the Order of Service.
  - b. The speaker is asked to provide the title and a brief description of the sermon at least six weeks in advance.
  - c. That information is forwarded to the Team Leader of the Communications Team who compiles a month-at-a-glance list of Forums and Sermons.

Other information (biography, hymn selections, chalice messages, the Whistle Stop title, etc.) should be provided by the guest speaker about two weeks in advance of the speaking date.



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**Schedule of payment for speakers:**

1. No payment/stipend for lay speakers, including ministers, who are Members of Tri-UU
2. \$150 for lay speakers plus mileage at current IRS rate.
3. \$200 for professional speakers who earn their living by speaking engagements, plus mileage at current IRS rate.
4. \$220 for UU interns and candidates for Ministerial status plus mileage at current IRS rate.
5. \$265 for ministers, rabbis, and the like who are not Unitarian Universalist, plus mileage at current IRS rate.
6. \$315 for UU ministers, plus mileage at current IRS rate plus mileage at current IRS rate.

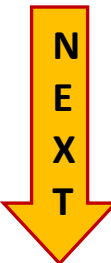
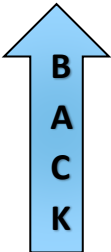
**Service Leaders**

1. The SST team leader consults with the minister when recruiting a new service leader.
2. The team leader normally spends one hour on the podium in the chalice room training the new service leader before that person actually handles the duties of the service leader.
3. The team leader compiles a schedule for service leaders for a six-month period. If this schedule is modified, the revised schedule is emailed to all service leaders, the minister, and the order of service (OOS) preparer.
4. On rare occasions the team leader may ask a service leader to step down from his/her duties if that person's performance is less than satisfactory.
5. The team leader maintains a detailed script or set of instructions for the service leaders.
6. This document is often amended, and then new copies are emailed to all service leaders and the OOS preparer. (If desired this instruction document can be included in this listing as an attachment. It is eight pages long and will add much length to this listing.)

**Chalice Keeper Coordinator (CKC)**

1. NOTE: The lighting and extinguishing of the Chalice is a regular part of the Sunday service: The Sunday service leader initially lights and later extinguishes the chalice while a volunteer member or friend will give an appropriate reading at the pulpit.
2. The Team Leader of the SST will designate a Chalice Keeper Coordinator (CKC) to obtain a list of volunteer Chalice Keepers to be scheduled to facilitate these rituals.
3. The CKC will maintain a sign-up clipboard which is located on the rotating rack in the rear of the Chalice room. The clipboard will contain the following:
4. A three-month Sunday calendar for Chalice Keeper volunteers to choose a date for Chalice duties and furnish their name and email address.
5. UU history of the Chalice.
6. Information/guideline sheet for sign-ups.
7. Sample Chalice Lighting/Extinguishing readings.

The CKC will send a monthly email schedule confirmation to all of the Chalice Keeper volunteers. The email will also be directed to the Order of Service Preparer, SST leader, and the minister. In the absence of volunteers to sign up as Chalice Keeper, the CKC will solicit the UU members and friends for Chalice duties.



### **Order of Service Preparer**

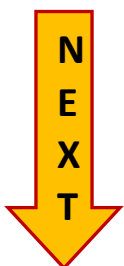
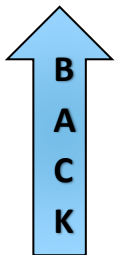
The OOS preparer, handles the collection of information and the finalizing of the order of service (OOS). The preparer is recruited by the team and the minister and may not be a member of the Sunday Service Team but will work in close association with it.

### **Publishing/Printing the Order of Service**

The following is an explanation of how this order of service (OOS) is printed, once the preparer has finalized the document. The preparer sends a copy by email to the Publisher on Friday or Saturday prior to the service on Sunday.

The publisher checks it for possible errors. The publisher needs to open the OOS in word and print out the final OOS in landscape. This copy (the two inside pages) is the master for the printing process at the Church. Using this copy together with the master copy (front and back pages stored in the church) will yield the final product on our printer. After printing the OOS, is folded. The printing process is relatively simple and can be done in roughly 30 minutes.

The OOS is put on the cabinet in the hall to be handed out by the greeters or picked up by attendees if no greeter is present. More copies are made each Sunday between November through April than are prepared in the other months.



## NON-COUNCIL TEAMS

### Investment Team Charter

**Purpose:** The Investment Team is charged with investing identified funds, including the Endowment Fund, of the TRI-UU as determined by the Board of Trustees in accordance with the Tri-UU Investment Guidelines and UU values.

**Function:** In consultation with licensed representatives of major investment firms, the Investment team will:

1. Actively monitor Tri-UU's current investment portfolio regularly and make general and specific recommendations to the Treasurer regarding the repositioning of funds.
2. Prepare and present a plan for investment of additional funds to the Treasurer
3. Execute all transactions.
4. Maintain monthly records of the investment profile.
5. Report the gains/losses quarterly to the Treasurer
6. Coordinate investment of funds received from the Planned Giving Team

**Structure:** The team shall be comprised of three members. The Team leader and each member shall be appointed Leader of the Finance Team /Treasurer.

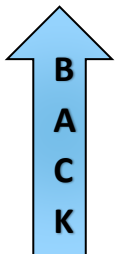
**Organizational Position:** Reports to the Team Leader of the Finance Team/Treasurer.

**Operationally:**

1. The team will meet monthly, on a "needs-basis", and as requested by the team leader of the Finance Team/Treasurer.
2. The team leader will have authorized access to the investment accounts (currently Charles Schwab) and will initiate all approved transactions, as directed by the Leader of the Finance Team/Treasurer.
3. The team will maintain Account Statements from Schwab and a hard copy of all reports generated by the Team.
4. Any reporting to the congregation will be included in that of the Leader of the Finance Team/Treasurer.

Approved by Treasurer: October 4, 2017

Approved by the Finance Team: October 4, 2017 Approved by the Board of Trustees: October 27, 2017 Effective Date: November 1, 2017, rev 2021



## Planned Giving Team Charter

**Purpose:** The purpose of the Planned Giving Team is to represent the interest of the Board of Trustees in assuring the long-term viability of Tri-UU by promoting, managing, and increasing legacy contributions through estate planning.

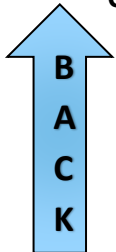
**Function:** The Planned Giving Team will perform these functions:

1. Develop and conduct campaigns aimed at encouraging members (and others) to make provisions for the Tri-UU in their Estate Plans.
2. Identify and cultivate potential donors.
3. Provide a list of independent legal and estate planning resources for prospective contributors
4. Maintain records of all Legacy Intent Forms.
5. Recognize intentions of legacy giving by “thank you” notes and invitation to membership in the
6. Legacy Society.
7. Establish contact with executors of estates to facilitate transfer of funds to the Tri-UU.
8. Coordinate the investment of funds through the Investment Team

**Structure:** The Planned Giving Team will be appointed by and report directly to the Board of Trustees.

**Operationally:** The team will:

1. Meet quarterly, or more frequently, as the need arises.
2. Report semi-annually to the Board of Trustees
3. Report to the congregation at its annual meeting





## Legacy Society Charter

**Purpose:** The Legacy Society is intended to recognize those individuals who made provisions for the Tri-UU in their Estate Plan. Secondly, the Legacy Society assists the Planned Giving Team in promoting contributions to the Endowment Fund.

**Function:** The Legacy Society will work with the Planned Giving Team as ambassadors of the Endowment Fund by performing these functions:

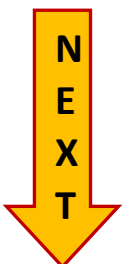
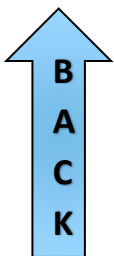
1. Assisting Planned Giving Team in recognizing donors.
2. Assisting the Planned Giving Team in promoting and managing legacy giving.

**Structure:** The Legacy Society, sponsored by the Planned Giving Team, will have no "Structure", per se. The membership is comprised solely of individuals who have provided evidence of the inclusion of Tri- UU in their Estate Plans. Membership is offered; acceptance is voluntary. Membership is also offered to spouses and significant others of the donor.

**Organizational position:** All correspondence, requests, and/or inquiries to the Society shall be transmitted to the Leader of the Planned Giving Team, who reports directly to the Tri-UU Board of Trustees.

1. **Operationally:** The records of the Legacy Society and its members will be maintained by a member of the Planned Giving Team
2. All actions of the Legacy Society and its members must be in accordance with the Bylaws of the Tri-County Unitarian Universalists, the Policies of the Board of Trustees, in keeping with our Covenant of Right Relations and be in alignment with, and support of, the Vision and Mission of Tri-UU.

Approved: October 27, 2017 Effective date: November 1, 2017, rev 2021



## GENERAL POLICIES

### Activity Policy

Members and Friends are encouraged to participate in activities which supplement and reinforce the Mission, Vision, and Values of the Congregation and for mutual interest and enjoyment. These activities may be structured for social, educational, spiritual, and/or advocacy purposes.

Although innovation and creativity are encouraged, all congregational activities shall operate as integral parts of Tri-UU and must be in accordance with the Bylaws of Tri-UU, the Policies of the Board of Trustees, in keeping with our Covenant of Right Relations and be in alignment with, and support of, the Vision and Mission of Tri-UU.

Participation in congregational activities is open to all. Members and Friends may invite or encourage others to join them.

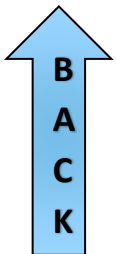
Information about specific **Activities, Clubs, and Groups** is available in the Leadership Directory

### Alcoholic Beverages

Alcoholic beverages may be consumed in moderation at Tri-UU by persons of legal drinking age only during scheduled social events. At no time, can alcoholic beverages be consumed in excess or sold.

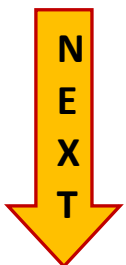
When alcoholic drinks are provided, non-alcoholic beverages and food must also be served.

### Audit



A financial audit shall be conducted each year by either a professional accounting firm or by an Ad Hoc Team of members as designated by the Treasurer.

The financial audit shall become a matter of record and be made available to the congregation in a timely manner.



### Budget Limitations

**Unless otherwise approved by the Board, all persons authorized to control budgets are to honor their approved budgets.**

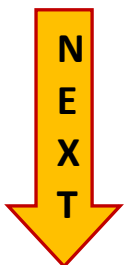
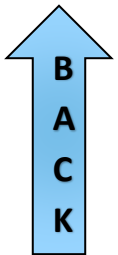
Team members are responsible for controlling the approved budget for the Team. Each team should have a procedure in place for approving expenditures. The team can assign these functions to its team leader. The Treasurer is to be notified of such procedures.

Generally, approval of the Board should be obtained prior to exceeding any budget. In emergencies, the President or other authorized representatives of the Board can approve requests which exceed the approved budget and report these to the Board at its next meeting.

Congregation funds cannot be donated to causes other than those approved at its congregational meeting.

### Building Keys

1. The keys to the Tri-UU building will be managed by the Building and Grounds Team Leader or his/her designee
  2. The master keys will be held in a secure location.
  3. Keys may be issued, as needed, to those assigned to open the building on Sundays, board members, and team leaders
  4. Key may be issued only to members in good standing except under special circumstances with the approval of the Building and Grounds team leader or his/her designee and a member of the Board of Trustees.
  5. Keys will be issued to those who are on the emergency call list for the security company.
  6. Keys may be issued to janitorial and maintenance people. A record of key assignments will be kept up to date.
  7. Key holders will be advised against loaning keys to anyone.
  8. Key holders will relinquish their keys when a reason for having a key no longer exists.
  9. Key holders will be trained in the opening and closing procedures, including the operation of the security alarm.
  10. In the event of a lost key, the Building and Grounds Key Officer should be notified
  11. immediately so that “damage control” action could be taken if needed
- [Board approved: 05/31/09 Updated: April 2018, rev 2021]



## Building Rental and Use

**Building Use for UU Groups: No Charge.** This includes special activities sponsored by the Board or teams, the cluster or district, or other UU groups. Wedding and memorial services for Congregation members, their families and friends who support the Congregation are included. Board approval is required for activities not sponsored by Tri-UU. Information about all these activities is to be given to the Use/Rental Team.

**Non-profit individual or groups:** Purpose of the activities is to be essentially religious, educational, civic, or charitable and applications must be completed.

With the approval of the Board, up to two organizational meetings may be held at no charge. For additional meetings of such groups, the Board, unless it chooses to do otherwise, is to charge fees set by the Use/Rental Team.

For other groups, the Board may follow the schedule of fees set forth by the Use/Rental Team or assess such fees as they consider appropriate for the activity

**For Profit, individual or groups:**

Activities which essentially are for profit will not be offered the use of the building.

**Rental Fees:** Rental fees should be adequate to cover costs such as air conditioning, paper products, and wear and tear of equipment and facilities.

Fees are to be reviewed at least annually and amended for renters as appropriate.

For long term renters, payments should be made on a monthly-basis.

Process Applications for Use

Each application for use/rental of the building by non-profit individuals or groups is to be submitted to the Use/Rental Team for review and development of recommendations for action to be submitted to the Board for consideration at their next meeting. That team is to proceed in whatever way it considers appropriate for each application.

On the initiative of the President, when warranted, the Board members may be polled by phone or otherwise to act on the recommendations of the Use/Rental Team. The President is to report on this at the next Board meeting. Recommendations from the Use/Rental Team are to address approval, fees, use of facilities and equipment, supervision, building security, security deposit and any additional items related to the use/rental of the building.

Other Rental information can be found below, under Building and Grounds, and in the rental documents in Appendix B



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## Rules for Use of Building

1. The Use/Rental Team will develop and maintain a statement of “Rules for the Use of Building” which sets forth the responsibility of the users/renters for care of the building.
2. The Use/Rental Team is to provide potential users/renters with an application, a copy of the Rules for Use of Building” and a copy of the Board’s “Policies on Building Use and Rental.” They also are to be given copies of any amendments to these documents as they occur.

### Termination of Rental

1. The Board or renters may terminate the rental agreement by so notifying the other party in writing.
2. Any user/renter who violates the rules for use of the building or the Board’s rental policies are to be so notified.
3. Continued violations could result in assessments, suspension, or termination of the rental by the Board.

### Storage

1. Any request for storage by a user/renter is to be referred to the Use/Rental Team for response.
2. Generally, priority for storage space is to be given to on-going functions of Tri-UU.
3. Valuable items of user/renters, such as TV’s and VCR’s, cannot be stored in the building.

### Liaison with Renters

The Board may appoint one or more members of the congregation to serve as liaison with specific renters. Where none is appointed, the Use/Rental Team will appoint such person.

### Key to Building

The Board will determine whether users/renters will be given a key to the building and, if so, will set forth conditions related to the use and availability of the key.

### Changes in Rental Conditions

1. Any renter wishing to change any rental conditions must notify the Use/Rental Team directly or through their liaison. Unless the change involves a change in fees, the Use/Rental Team can respond to the request.
2. Unless specifically covered by the Board approved fee schedule, any change in fees is to be brought to the Board for action.
3. Prior to any fee change initiated by the Board, renters are to be notified and given an opportunity to comment on the changes.

### No Mailing Address for Renters

The Tri-UU address is not to be used as a mailing address by any renters.

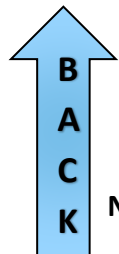
**Signs** No signs are to be erected nor any items affixed to the walls.

### Publicity

Renter’s publicity is not to imply Tri-UU sponsorship of their activities.

### No Smoking

Smoking is not permitted in the building or on the grounds of Tri-UU.



## Building Use Agreement

1. A “Building Use Agreement” and all other pertinent forms must be signed by a responsible adult who, as a representative of the group requesting the use of the building, agrees to abide by the rules/guidelines as set forth herein. This policy is applicable to Tri-UU members and non-members for use of the building outside of Tri-UU purposes.
2. The lessee/user of the building is responsible for leaving the premises, equipment, and personal property of the Congregation in the same condition as at the beginning of the building use.
3. Cleaning of the kitchen area includes bagging and removal of trash generated by the event.
4. The lessee/user, if representing a group that has insurance, agrees to provide evidence of insurance naming the Congregation as an additional insured.
5. All equipment and furniture must be returned to their original locations. Decorations or other material may not be placed on walls, windows, or furnishings without the approval of the Tri-UU designated agent. The lessee/user should be cautious with food and beverages to avoid spills. The deposit will be forfeited up to the amount required to repair the damages. The lessee/user will also be charged the designated amount for the building and kitchen cleaning as listed in the Rental Fee schedule to restore the premises to its condition prior to the lessee/user’s use of the building.
6. No equipment or supplies belonging to Tri-UU are to be used unless prior approval has been received from the Building Use/Rental Team Leader.
7. Candles may be used only with advanced permission and only in fireproof containers. Any decorations near candles must be fireproof. Protection must be used to prevent candle wax from spilling on carpets.
8. Political advertising is not to be displayed on Tri-UU grounds.
9. Smoking is not permitted in the building or on the grounds of the Tri-UU site.
10. Service animals are always welcome. Other arrangements need to be made for animals that are not under the immediate and constant control of their owner.
11. A church member will assist any individual or group not associated with the Tri-UU in opening and closing the building and to oversee the event and the clean-up following the event
12. If use of the kitchen is specified in the Use/Rental Agreement, the lessee may use all equipment and appliances in the kitchen. The lessee is to bring his/her own food and beverages, including coffee, tea, sugar, and cream. The lessee is to supply his/her own tablecloths and napkins. The lessee is to provide his/her own dishes. Dishes, disposable cups, etc. and utensils belonging to Tri-UU are not to be used by non-members. If the coffee pot or other appliance is used, it must be unplugged, washed, and put away. All garbage is to be removed from the building, put in garbage bags, and placed in the Tri-UU dumpster. Any food placed in the refrigerator or freezer by the lessee must be removed. All countertops and tables are to be cleaned and spills are to be cleaned from the floor. The amount listed as the Kitchen Cleaning Fee in the Rental Fee Schedule will be withheld from the deposit if the kitchen is not restored to its pre-rental condition.



BACK



NEXT

## Clubs and Special Events

Member(s) proposing to adopt Tri-UU as a sponsor for a club or an event and to use the Tri-UU facilities, need to meet certain requirements. These include promoting a positive image of Tri-UU, assuring that activities supported by Tri-UU are aligned with our mission and vision and using the facilities appropriately. The purpose and activities of the club or event must be in harmony with Unitarian Universalism principles.

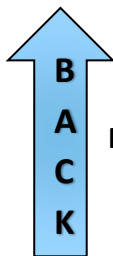
To achieve these goals, members must meet the criteria specified in the Tri-UU Bylaws regarding membership, facilities, and communication. When members sponsor a club or an event, they are assuming responsibility above and beyond normal membership status. Putting first things first, they should be considered as **members in good-standing**.

To be a **Member in Good-Standing**, one must:

1. Normally attend at least 2 services per month except during periods of illness, either self or family members, traveling or seasonal absences.
2. Make a financial pledge and fulfill such pledge. This requirement may be waived after a discussion with the minister.
3. Participate on a team performing a service function for Tri-UU or volunteer at least four times per year for various duties such as chalice lighter, greeter, coffee service or for clean-up when requested by Building and Grounds.
4. Be in accord with the mission, vision, values of Tri-UU and affirm the UU principles and our Congregational Covenant of Right Relations.

**Additional Specifications** related to Clubs and Events:

- 75% of those enrolled in the club or event should be Members or Friends.
- Friends are defined as those who support Tri-UU with their time and talent.



### Facility Use

The sponsoring member(s) should be familiar with the Building & Grounds Policy on Building Use. Participants in the club or special event need to be good stewards of the building by make sure the facilities and equipment are left clean and secure and the HVAC system is properly set before leaving the building.

### Communication

On an ongoing basis, the sponsoring member(s) must agree to report their activities to the designee of the Program Council and relay to the participants of the club communications that come from the Program Council.



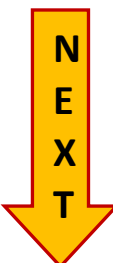
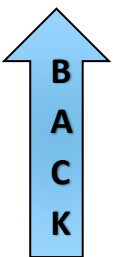
### Application for starting a club

1. The facilitator of the club or event must complete an application form (See Appendix B)
2. The completed application should be submitted to the Team leader of the Program Council (i.e., the Vice President).
3. The Council will vet all applications according to the criteria described in this policy.
4. The Council may ask the person making the request to attend a Program Council meeting to present the application and answer any questions the Council might have before deciding to either grant or deny the request. With either decision the Council will so inform the person making the request.
5. If the request is approved, the Renter/User Team will be notified, and they will follow up with the person that made the request.



## Disruptive Behavior

1. While openness to differences in individual beliefs and opinions is one of the prime values held by our congregation and expressed in our denomination's purposes and principles, we affirm the position that our congregation must maintain a secure atmosphere where such openness can exist.
2. When any person's physical and/or emotional well-being or freedom to safely express his or her beliefs or opinions is threatened, the source of this threat must be addressed firmly and promptly, even if this ultimately requires the expulsion of the offending person(s).
3. Disruptive or dangerous behavior in the church building, on the church grounds or expressed in written communications including e-mail can lead members to voice their concerns about one or more of the following:
  - a. Perceived threats to the safety of any adult, or child
  - b. Disruption of church activities
  - c. Diminished appeal of the congregation to its potential, and membership
4. Dangerous or disruptive behavior is immediately addressed by the minister, or the members of the Board of Trustees or the leader of the group involved.
5. Actions taken may include:
  - a. Asking the offending person or persons to leave.
  - b. Suspending the meeting/gathering until it can safely be resumed
  - c. Calling the police department.
  - d. People and situations will be dealt with individually; stereotypes will be avoided.
6. In all cases of disruptive and/or dangerous behavior the following steps are to be taken:
  - a. The Minister and President of the Board of Trustees are immediately notified of the incident. The President notifies the Board of Trustees as soon as possible.
  - b. The incident is documented to provide a complete written record of the situation, including any statements made by the offending individual(s) and witnesses and the impact of the behavior of those involved.
  - c. The Minister and President or his/her designee, writes a letter to the offending individual(s) stating his/her status of membership and attendance of Congregation activities while the incident is being investigated.
  - d. The President or his/her designee will investigate the incident.
  - e. An ad hoc team may be formed to assist with the investigation.
  - f. The Minister will serve as an ex officio member of the ad hoc team.
  - g. A summary of the findings will be prepared.
  - h. The President or his/her designee will inform the Board of Trustees of the findings and the recommended response to the incident.
  - i. The individual(s) will be informed of the decision.

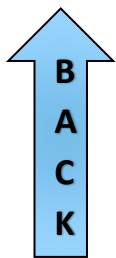


**Questions to be considered by the President or the team:**

1. Dangerous: Is the individual the source of actual or perceived physical or emotional threat to person(s) including harm to self? Is the individual the source of a threat or perceived threat to property?
2. Disruptive: How much interference with church functions is occurring?
3. Offensive: How likely is it that prospective or existing members will be driven away from the Congregation?
4. Cause: Why is this disruption occurring? Is it a conflict between the individual and others in the Congregation or is there some other reason?
5. History: What is the frequency and degree of disruption caused in the past?
6. Probability of Change: How likely is it that the problem behavior will diminish in the future?

**Possible responses:**

1. No action: It may be determined that the complaint is not warranted. This determination will be explained to the complainant by the President or his/her designee.
2. Mediation by a neutral party is sought.
3. Warning: The President, his/her designee or members of the ad hoc team will meet with the offending individual to communicate the concern and expectations for future behavior.
4. Removal from position of office or team leader while maintaining membership.
5. Suspension: The offending individual is excluded from the Congregation and/or specific activities for a limited time, with the reasons and the conditions of return made clear in writing
6. Voluntary resignation from membership of the Congregation. Expulsion: The President or ad hoc team in consultation with the Board of Trustees recommends that the offending individual should be expelled from membership. If expulsion is approved by 2/3 majority vote of the Board of Trustees, the President will write a letter to the individual explaining the reasons.
7. In conclusion: Tri-UU strives to be an inclusive community, affirming our differences in beliefs, opinions, and life experiences. However, concern for the safety and well-being of the Congregation must be given priority over the privileges and inclusion of the individual. To the degree the disruptive behavior compromises the health of this congregation, it is necessary for us, as people of faith, to take action that reflects this emphasis on safety and security.



## Electronic Fund Transfers

1. Electronic Fund Transfers are paid automatically and entered through ICON using EFT rather than a check number
2. Persons authorized to be reimbursed for legitimate expenses incurred in the conduct of Tri-UU business are:
  - a. With the approval of the team leader or authorized representative, team members who incur expenses doing team business
  - b. With the approval of the Board President or authorized representatives, any Board member or others authorized to incur expenses in doing Board business
  - c. With the approval of the Board or an authorized representative, any members of the congregation who incur expenses representing the Congregation in denominational affairs, such as cluster meetings, district meetings, special training programs and UUA sponsored activities.
3. Members authorized to incur expenses may pay the expenses and request reimbursement from the Treasurer, may present bills to the Treasurer for payment to another party, or may request advance payments for expenses, such as for registration at approved events. Appropriate documentation is to be provided for each expense. All expenses must be presented in a timely manner.

## Employees Policy

### MEMBERS AS EMPLOYEES

1. As a general policy, employment with Tri-UU is **not** open to members of the congregation.
2. This policy is based upon two factors:
3. Each person is expected to fulfill the promise of membership:
  - (a) To be present (b) to pledge (c) to participate.
  - (b) There are no established guidelines for the degree to which any one person fulfills these promises. However, a well-functioning Tri-UU is dependent upon the active participation of numerous members performing numerous and varied tasks. Deciding which task or which person deserves compensation is difficult and presents opportunities for discord.

Paying volunteers “a little something” changes their status from “volunteer” to “employee”. Numerous laws and responsibilities govern “employees”: paying FICA, withholding taxes, filing W2s, providing benefits, etc.

In addition to creating work for another volunteer, issues involving employees exposes the congregation to potential lawsuits or violation of federal laws which could endanger Tri-UU’s non-profit status. The cost to defend such cases would not be covered by current liability insurance.

September 18, 2017, rev 2021

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### Fifth Sunday Policy

1. The Social Justice team shall select by consensus a worthy charitable cause to be the recipient of the Fifth Sunday cash and designated check donations. All undesignated checks shall be treated as a regular offering.
2. A written announcement shall be included in the Timetable to inform members and friends that all cash and designated checks collected on the Fifth Sunday will be donated to the selected charity. The content of this notice shall be the responsibility of the Social Justice Team leader. A brief description of the selected charity shall be included.
3. The service leader shall make an announcement before the Fifth Sunday collection, which shall include the information which had been included in the Timetable.
4. All announcements should emphasize that the selected organization will receive “all cash collected as well as checks with a notation that it is to be credited to 5th Sunday or the name of the organization.”

### Financial Policies

**Investment Guidelines** These guidelines are based upon standards generally recommended for non-profit investment portfolios. The Guidelines are to be used as a reference, whether reviewing the investment accounts or considering transactions affecting them. They assure that actions taken by the Investment Team will be compliant with the Tri-UU Board of Trustee goals and UU values.

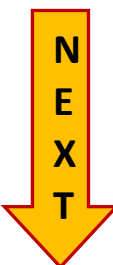
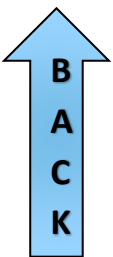
1. The primary priority of investing Tri-UU funds is to protect the assets; the secondary priority is to grow the assets. These priorities can be achieved by following general principles:
2. The members of the Investment Team will be experienced in investing, preferable having a financial career background.
3. Only investments which meet these ALL criteria are acceptable:

#### Mutual funds

1. High-quality rating (Morningstar 4 or 5),
2. Solid track record
3. Adherence to the appropriate Medium-Term Funds or Long-Term Funds goals as designated here:

#### Medium-Term Funds:

1. Investment Period = 3 years (funds should be liquid at any time without penalty).
2. Recommended Equity/Fixed Income = 50% Equities / 50% Fixed Income
3. Percentage of Total Return goal = 5-7%, on average, every 3-years



**Long-Term Funds (Endowment Fund):**

1. Investment Period = 5+ years
2. Recommended Equity/Fixed Income = up to 70% Equities / 30% Fixed Income
  
3. Percentage of Total Return goal = 6-8%, on average, every five (5) years
  
4. NOTE: These requirements are not mandatory when the fund is managed professionally such as the Unitarian Universalist Fund.
  
5. A combination of Balanced, Equity, and Fixed Income funds may be utilized provided the recommended Equity/Fixed Income ratio is maintained.
  
6. All dividends and interest earned will be transferred automatically to the principal unless directed otherwise by the Board of Trustees.
  
7. Percentage of Total Return, will be calculated as:
8.  $((\text{End Value} - \text{Initial Value}) + \text{Earnings}) / \text{Initial Value}$ .
  
9. "Green" investments, representing UU values, should be considered in each investment plan.
  
10. Holdings will be reviewed at least quarterly for quality, performance and suitability and adherence to the fund's Percentage of Total Return goals.
  
11. Holdings will be reported quarterly to the Board of Trustees and to the Congregation at its Annual Meeting in March.

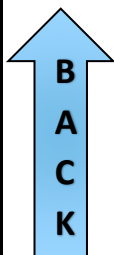
Approved by the Treasurer: October 4, 2017

Approved by the Finance Team: October 4, 2017

Approved by the Board of Trustees: October 27, 2017

Effective Date: November 1, 2017

Updated: April 2018, 2021



## Fund Raising Activities

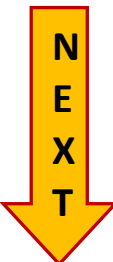
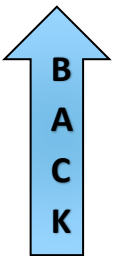
1. The Program Council must approve, in advance, all Tri-UU fund raising activities.
2. All financial transactions shall be reported to the Treasurer.

## Gift Policy

In general, Tri-UU encourages the solicitation and acceptance of gifts to the Congregation for purposes that further the Tri-UU's mission. A notice of a potential gift shall be directed to Vice President for the purpose of bringing the offer to the Program Council for consideration. The Council will determine which of the Council teams would have a stake in the potential acceptance of the gift. Those teams would evaluate the net effects of the gift and make a recommendation to the Board of Trustees regarding acceptance or non-acceptance of the gift offer. The Board, after making their decision, would appoint an appropriate party to relay the Board decision to the potential donor and to facilitate the transaction if that is the intended outcome.

### *Financial Gifts*

1. This Gifts Acceptance Policy applies to all gifts offered to the Congregation (other than payments on pledges to the annual operating budget).
2. The Congregation may accept both gifts that are unrestricted and gifts that are designated for specific purposes ("restricted gifts"), provided that such gifts are consistent with the Congregation's mission, purposes, and priorities. All decisions on the acceptance of gifts, both unrestricted and restricted, will be made by the in consultation with the Treasurer, Finance team leader and others as deemed appropriate. All unrestricted gifts, once accepted, immediately become the property of the Congregation, and are given with the understanding that the gifts have been donated with no restrictions, including restrictions on use, sale or disposal. Restricted gifts, once accepted, will be managed in accordance with the agreed restrictions unless and until the restrictions are modified or removed.
3. In deciding whether to accept a gift, the Finance Team will consider any potential costs associated (including maintenance, insurance, transport, appraisal, potential liability, costs of disposition or sale, etc.).
4. The Congregation may seek the advice of legal counsel in matters relating to acceptance of gifts when appropriate (such as closely held stock, restricted stock, transactions governed by contracts, potential conflicts of interest, etc.)
5. **Marketable Securities:** As a general rule, gifts of marketable securities will be converted to cash and transferred to the Congregation's Treasurer for investment as quickly as possible.
6. **Personal Property:** In deciding whether to accept gifts of tangible personal property, these criteria are to be followed:
  1. Is the property consistent with the Society's mission?
  2. Are there carrying costs associated with the property?
  3. Is the property marketable?
  4. Are there any undue restrictions on the use or sale of the property?



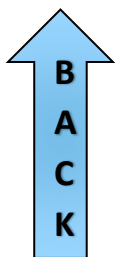
**\*\*\*\*\* NOTE: The following requirements are not mandatory when the fund is managed professionally, such as money invested in the Unitarian Universalist Common Fund.**

1. A combination of Balanced, Equity, and Fixed Income funds may be utilized provided the recommended Equity/Fixed Income ratio is maintained.
2. All dividends and interest earned will be transferred automatically to the principal unless directed otherwise by the Board of Trustees.
3. Percentage of Total Return, will be calculated as:  
((End Value – Initial Value) + Earnings) / Initial Value.
4. “Green” investments, representing UU values, should be considered in each investment plan.
5. Holdings will be reviewed at least quarterly for quality, performance and suitability and adherence to the fund’s Percentage of Total Return goals.
6. Holdings will be reported quarterly to the Board of Trustees and to the Congregation at its Annual Meeting in March.

[Approved by the Treasurer: October 4, 2017 Approved by the Board of Trustees: October 27, 2017 Approved by the Finance Team: October 4, 2017 Effective Date: November 1, 2017 Updated: April 2018, 2021

**7. Real Estate:** In deciding whether to accept gifts of real estate, the Finance Team may wish to consider the following criteria:

1. Is the property useful for the purposes of the Congregation?
2. All gifts will be promptly acknowledged in writing on behalf of the Congregation by the Finance Team leader and/or the Minister.
8. The Treasurer of the Congregation will be responsible for providing donors with receipts sufficient to satisfy IRS requirements.
9. The receipt may include a description of the property, but each donor will be expected to rely upon his or her own professional counsel concerning valuation, tax and estate planning implications of gifts and representatives of the Congregation should refrain from advising donors on these issues.
10. Exceptions to this Gift Acceptance Policy should be rare and require the approval of the Finance Team leader, acting in consultation with the Board of Trustees and others as deemed appropriate.



## Photo and Video Policy

Photography, videography, live streaming, and other recording may be in progress at Tri-UU's services, activities, classes, programs, and other events. Tri-UU may use the media recorded at these events in materials in our bulletins, posters, brochures, newsletters and other printed and electronic materials, digital media (e.g., on our triuu.org website, Tri-UU Facebook page and other social media sites).

By participating in Tri-UU's services, activities, classes, programs, and other events it is understood that attendees:

1. consent to be photographed, videotaped, or recorded
2. grant permission for Tri-UU to use recordings containing images, likeness, voice or statements, without compensation, credit or other consideration for Tri-UU's promotional, publicity and other purposes, throughout the world, and in perpetuity agree to release, hold harmless and indemnify Tri-UU from any, and all liabilities and claims involving the use of images, likenesses, voice, or statements.

While Tri-UU reserves the right to photograph and record events, it strives to ensure that photography and videography are used in safe and positive ways. Tri-UU will not knowingly and intentionally post any photo, video or other recording that would be embarrassing, objectionable or hurtful to any clearly, personally identifiable individual.

Tri-UU will remove images objectionable to an individual upon notification to the Communications Team. Please understand that Tri-UU has no control over the recording, use and posting of images or other media by persons not associated with Tri-UU (such as news outlets) and no ability to remove such media from publications, including internet or social media sites, that are not run by Tri-UU.

## Purchase of items to be used at Tri-UU

1. The encouraged method for purchasing items for use at Tri-UU is to pay for the item(s) and present the receipt to the Disbursement of Funds officer or the Treasurer for reimbursement. Prior to a purchase, however, the team leader should be asked to determine that sufficient appropriated funds are available to cover the cost of the purchase.
2. Additionally, two Purchasing Agents, appointed by the Board of Trustees, are given Regions Bank Debit Cards for the purpose of purchasing office supplies, items for the kitchen and restrooms, and other items that are included in the approved budgets of the various teams. The funds that support the Debit Cards are limited and notification of expenditures on the card are to be reported promptly and documentation of the purchases, i.e. sales slips, invoices, etc., are to be submitted in a timely fashion. If this method is your choice, you'll find a form in Appendix B to use for requesting a purchase to be made by one of these agents.
3. All approved purchases shall be for Board of Trustee approved activities. Purchase of personal items to be used by the purchaser will not be permitted.



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## Reimbursement

Persons authorized to be reimbursed for legitimate expenses incurred in the conduct of Tri-UU business are:

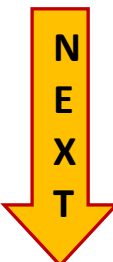
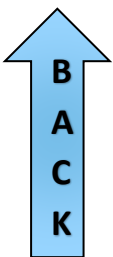
1. With the approval of the team leader or authorized representative, team members who incur expenses doing team business
2. With the approval of the Board President or authorized representative, any Board member or others authorized to incur expenses in doing Board business
3. With the approval of the Board or authorized representative, any members of the congregation who incur expenses representing the Congregation in denominational affairs, such as cluster meetings, district meetings, special training programs and UUA sponsored activities.

### **Payment of Incurred Expenses.**

1. Members authorized to incur expenses may pay the expenses and request reimbursement from the Treasurer, may present bills to the Treasurer for payment to another party, or may request advance payments for expenses, such as for registration at approved events.
2. Appropriate documentation is to be provided for each expense. All expenses must be presented in a timely manner.

### **Reimbursement Requests**

1. For any expenses incurred by members outside the normal operating expenses, a Purchase/Reimbursement Form must be made out by the person making the purchase. The form can be found in Appendix B.
2. The form should be signed by the “approving authority” which could be the Treasurer, President of Board of Trustees, Minister, or Team Leader. Place the signed form in the Finance mailbox or give it directly to the treasurer or the disbursement of funds officer (if signed) or to the person who is required to sign it.
3. The check will be mailed to the claimant or delivered in person at church.
4. All documentation is stapled together and kept in a file organized by account number.
5. Team members are responsible for controlling the approved budget for the team. Each team should have a procedure in place for approving expenditures. The team can assign these functions to its team leader. The Treasurer is to be notified of such procedures.
6. Generally, approval of the Board should be obtained prior to exceeding any budget. In emergencies, the President or other authorized representatives of the Board can approve requests which exceed the approved budget and report these to the Board at its next meeting.
7. Congregation funds cannot be donated to causes other than those approved at its congregational meeting.



### Selling Material from the Pulpit policy

1. This policy applies to members and non-members of Tri-UU.
  2. The Sunday Service Program Team recognizes that speakers may have authored material which they would like to make available to the congregation, for purchase, after a presentation.
  3. The speaker will advise the Worship Team that s/he has material to make available to the congregation in advance of the presentation.
  4. Since our Congregation is providing the speaker with the place and the opportunity to make sales, we ask that a contribution of 10% of sales be made to Tri-UU.
  5. The service leader will inform the congregation during the announcement period that materials will be available for sale at the end of the service and that 10% of the sales will be donated back to our Congregation.
  6. The speaker will refrain from making statements during his/her talk that would directly or indirectly encourage our members to make purchases after the service.
  7. The speaker may be asked to provide a list of items to be sold.
  8. Merchandise on sale should be related to the speaker's topic or area of expertise.
  9. The Principles of the UUA and the Mission, Vision and Values of Tri-UU will not be violated.
- June 8, 2009    Revised July, 2014    revised: April 2018, 2021

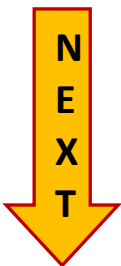
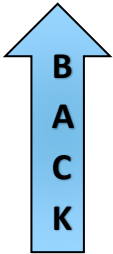
### Sexual Harassment policy

#### Purpose Statement:

1. We believe that Tri-UU should be a safe and welcoming environment that respects the human dignity of all who attend.
2. All who attend or are employed by Tri-UU have a right to participate in an environment that is free of discrimination, which includes freedom from sexual harassment.
3. The adoption of a sexual harassment policy provides a means for dealing with harassment experienced within the church community.
4. The best resolution of any situation will both stop the unwanted behavior and allow all parties to still feel comfortable within the church.
5. We understand that harassment is not always intentional but, may in fact arise through miscommunication or lack of awareness. Regardless, we believe this is a serious issue that our congregation can best face by adoption of the following policies.

#### Underlying Principles and Assumptions:

1. Sexual harassment is unacceptable within Tri-UU.
2. Sexual harassment is not the fault of the victim.
3. People who have been harassed need support, empowerment, and a structure within which to respond effectively and safely.



**Definitions of Sexual Harassment:**

Sexual harassment includes unsolicited and unwelcome conduct that has sexual overtones. This includes but is not limited to:

1. physical conduct: such as touching, pinching, brushing against another’s body, impeding, or blocking movement, assault, coercing sexual intercourse.
2. verbal conduct: such as sexually suggestive or obscene comments, threats, slurs, epithets, jokes about gender-specific traits, sexual propositions.
3. written conduct: such as sexually suggestive or obscene letters, notes, invitations.
4. visual conduct: such as gesturing, displaying sexually suggestive objects or pictures, cartoons, posters, or magazines.

Sexual harassment must be understood as an exploitation of the various relationships that exist within the church community (for example: minister/congregant, adult/child, amongst peers) rather than as an exclusively sexual issue.

Sexual harassment has all persons as its victims and perpetrators. All who attend or are employed by Tri-UU should be free from harassment by members of the opposite sex or of the same sex.

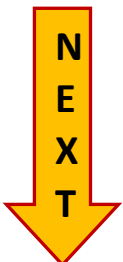
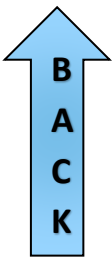
**Travel Expenses**

**Travel Reimbursement**

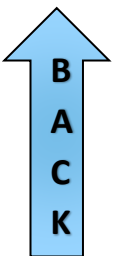
1. Whenever possible, participants should use carpools to minimize travel expenses.
2. Reimbursement for travel shall be set at an amount per mile as approved by the Board, plus tolls, or the actual cost of other approved means of travel.
3. The Board must approve in advance each request for travel expenses to events outside the Florida District or those requiring air travel.
4. Other requests for travel expenses may be approved by the Board within budgetary constraints.

**Lodging and Food Reimbursements**

1. When, feasible, participants are to use home hospitality for overnight trips.
2. When an event requires an overnight stay and home hospitality is not feasible, expenses for lodging and food shall be reimbursed up to \$100 per day.
3. Other requests for travel expenses may be approved by the Board within budgetary constraints
4. Events Lasting More than One Day. Unless specifically authorized otherwise, reimbursement for a participant who attends an event which lasts more than one day shall be limited to the time necessary for the person to carry out his or her obligations for the event.



# COVENANT OF RIGHT RELATIONS



## COVENANT OF RIGHT RELATIONS

*The purpose of this covenant is to increase awareness of actions that each of us can take to nurture and support our beloved community. To this end, we, the people of the Tri-County Unitarian Universalists, affirm the following Covenant.*

WE WILL TREAT ONE ANOTHER WITH DIGNITY AND RESPECT BY:

- Maintaining privacy and confidentiality
- Speaking to issues, not personal traits
- Listening attentively using eye contact and appropriate body language with the aim of understanding another person's point of view; signaling to other persons that we really are listening to them.
- Assuming persons have good intentions.
- Expressing gratitude.

WE WILL STRIVE FOR CONSENSUS AND ACCEPT THE RESULTS OF THE DEMOCRATIC PROCESS BY:

- Expressing our own points of view as active participants in our discussions and decisions.
- Acknowledging the positions of others when there are disagreements.
- Setting aside personal agendas to best serve the whole Congregation.
- Keeping in mind the needs of the Congregation as a whole.
- Actively participating in teams and other decision-making bodies.
- Being present and prepared to participate at meetings of the congregation, sharing our own ideas, listening attentively to others, and voting when it is appropriate.

WE WILL RESOLVE CONFLICTS THROUGH INTENTIONAL COMPROMISE AND COLLABORATION BY:

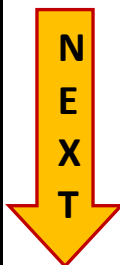
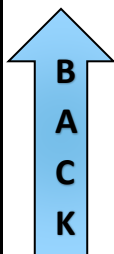
- Talking directly to the person(s) involved in a disagreement.
- Using "I-statements" to express our own feelings and opinions instead of generating defensiveness by using "you-statements".
- Approaching discussions of conflict with the goal of reconciliation.
- Seeking help from the Congregational Relations Team.

WE WILL RESPECT THE RIGHT OF PERSONS TO HAVE DIFFERENT RELIGIOUS, POLITICAL AND CULTURAL BELIEFS BY:

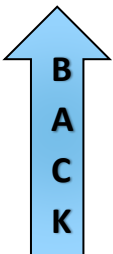
- Listening nonjudgmentally with care and curiosity when trying to understand the thoughts, opinions, and beliefs of others.
- Maintaining composure when expressing our own beliefs, thoughts, and opinions.

WE WILL EXTEND THESE PRINCIPLES OF OUR COVENANT TO THE LARGER COMMUNITIES OF WHICH WE ARE A PART.

[February 14, 2014]



# TEAM LEADER GUIDE



*Revised 2017, 2020*

## Purchasing Procedures and Annual Budget

The Finance Team oversees the financial health of Tri-UU so that its mission can be accomplished.

All purchases being made for supplies or services for the fellowship by any team must be approved by the Team Leader. For any purchase, the form “Tri-UU Purchase/Reimbursement Form” must be completed. A copy of this form is in the Appendix section and in the *Forms* document on the website. This form must be signed by the team leader and either put in the Finance inbox in the Conference Room or given directly to the Disbursement Agent. All blanks should be filled in on the form except for the Expenditure Account No., which will be filled in by either the Disbursement Agent or Treasurer.

Purchases are either paid for by Tri-UU's Purchasing Agent using a debit card Tri-UU the Disbursement Agent issuing a check. Since Tri-UU is a tax-exempt organization, no sales tax should be paid. A tax-exempt certificate should be provided to the vendor at time of purchase. A copy of the Consumer's Certificate of Exemption is available in the Treasurer's mail slot in the conference room.

Purchases of office supplies and items available at Sam's Club, Staples or Office Depot can be made by contacting the Purchasing Agent, who completes these purchases using a Tri-UU Debit Card.

Any purchase needed to be made using a check can be done in two ways: A check can be written directly to the vendor as specified on the voucher form, or a check can be written to the person who has already paid for the item or service in advance. In all cases, a receipt from the vendor is required.

The team leader is responsible to ensure that funds are available before authorizing anyone to make a purchase. This can be done by being familiar with and referring to the Annual Budget for the line items used for the purchase. The Treasurer can answer questions. If the item is in the office supplies category, the team leader can purchase it if the amount is minimal (\$50 or less).

## Explanation of Annual Budget

The fiscal year begins on April 1<sup>st</sup> and ends on March 31<sup>st</sup>. The team leader should review and speak with the Treasurer at the beginning of the fiscal year to know the team's budget for the year. The team leader is responsible to relay additional needs to the Treasurer throughout the 1 year. It is recommended that teams track and monitor their expenses. Near the end of the fiscal year an estimate of the needs for the upcoming year should be submitted by each team leader to the Treasurer for the new budget being developed.

The budget is based on an estimate of the Tri-UU's revenue and expenditures for the operating fund for one fiscal year, April 1 through March 31. The first line items on the budget are the sources of revenue, such as pledges or plate collections. This is followed by the expenditures, a listing of accounts that have been set up for reoccurring expenses, grouped in like categories. Depending upon the team, only one or two of these accounts for expenditures may be used or many accounts may be used.

After the list of account numbers and names, the first column across the page gives the actual amount either received in revenue or spent for the expenditures. The second column is the amount budgeted for the year, and this amount should not be exceeded. The third column is the variance or difference between the amount budgeted and the amount spent. The last column is the percentage of the budget that has been reached thus far. At the end of the budget is a summary of the total revenues and expenditures for the year. Refer to the *Budget* document on the website for the approved budget for the current year.



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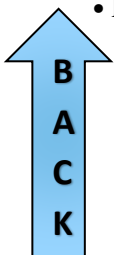
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## Maintaining Files

There are many reasons to keep accurate and timely records of events and files for each team, everything from faulty memories and computer crashes to loss of data from lightning strikes can impact our lives and our ability to be able to have a basis for recall of important information. Each team leader may decide on the most effective method of recording and saving details, but it is important to start the process at the beginning of the fiscal year.

## Recommendations for Records Retention:

- Keep computer records of:
  1. minutes of meetings and corrections
  2. team members and roles
  3. lists of actionable items, i.e., speakers, building repairs, equipment, forum topics with necessary backup documentation.
  4. budget amounts and expenditures
  5. copies of all correspondence, except handwritten notes
  6. Excel spreadsheets
  7. PowerPoint presentations
  8. Back up computer records
    - at least at the end of each fiscal year, March 31
  9. if the team leader is stepping down, use a flash drive clearly labeled for the team
  10. consider keeping this flash drive in the file cabinet at Tri-UU
  11. update it once a year as a minimum
  12. if lost data would be very difficult to replicate, do the backup quarterly
  
- A binder or notebook with hard copies of pertinent details should be kept
  1. the recording secretary or other volunteer should have copies
  2. the notebook will be delivered to the next volunteer for that position
  3. these can be shredded at the end of the fiscal year after flash drive copies are secured, if so desired but not as a requirement
  
- Privacy
  1. all subject matter is considered proprietary to TRI-UU
  2. each team may decide to disclose certain details to the congregation
  3. the Board of Trustees will publish their minutes monthly
  4. other teams will share current business during regularly scheduled forums or other stated formats





## Recruiting New Members to Team

### **Get to know prospective members.**

Establish a friendly relationship by chatting after services, inviting them to join in social settings.

Having a positive connection on a personal level will open the door to further involvement.

### **Be positive**

Communicate the satisfaction and pleasure of working on projects with other dedicated people. Share information about Teamwork and accomplishments via newsletter, etc.

### **Suggest attending a team meeting**

Invite prospective members to sit in on a meeting, possibly as a process observer. Be sure meetings are efficient and effective and enjoyable.

### **Gradual involvement**

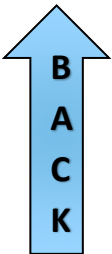
Provide opportunity to participate in Team work on a limited, trial basis such as participating in a specific, short-term project.

### **Listen**

Ask for feedback and comments, perhaps the candidate needs more time or is more interested in some other involvement. If appropriate, suggest other areas they might like to explore.

### **Invite**

You'll need to proactively recruit members. It's best to directly ask individuals to serve.



**Share the Load**

If possible, establish a pattern of progression from team member to sharing the leadership as co-leader. Ideally there would be a continuity of one co-leader continuing to serve as a new one comes on board.

**Be Positive**

Communicate your sense of satisfaction and fulfillment in serving. Avoid giving the impression of being overworked and exhausted.

**Create Bite Size Roles**

Invite members of the team to take responsibility for projects that are short term and specific.

**Inventory Talents and Skills**

Be aware of team members' interests, skills and talents. Keep in mind that just because someone has been active in a certain field previously, they may be more interested in something new.

**Communicate Opportunities**

Be open to new possibilities and encourage dialogue of potential action.

**Limit Terms**

Be clear that the leadership role is not a life-long commitment.

**Empower Possibility**

Be willing to accept new ideas and approaches. Avoid saying, "We've already tried that and it doesn't work."

**Allow Failure**

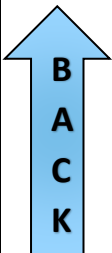
Encourage, develop, and make it okay to experiment and fail.

**Communicate Expectations**

Be reasonable, but clear in communicating expected outcomes.

*Adapted from: "How to Recruit Leaders in Your Volunteer Organization" by Karin Hurt (Jan. 13, 2014)*

Revised 2017



### Team leader's Responsibility for Preparing a Successor

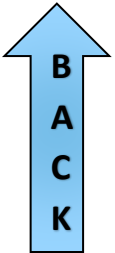
When it's time to relinquish the leadership role, make sure that the team is poised to continue successfully. Here is a checklist of items to review with the person who will be the new team leader.

- Team documents, including meeting agendas and minutes
- Location of team files
- Team goals
- Budget
- Members of the team, their personalities and how they best like to work
- Lines of communication both within and outside of the team (Who do you frequently advise of teamwork or actions?)
- Location of team mailbox
- History (What has worked previously and what has been tried or discussed)
- Resources available to the team

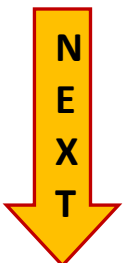
### Setting Goals

Look at setting goals as a road map to where to go and how to plan to achieve this. Setting goals is a good management tool that facilitates the determination of what is important to be accomplished during the fiscal year and enables the monitoring of the progress in doing so. Goals focus resources, motivates people to achieve objectives, and are recognizable when success is attained.

It is recommended that teams set goals at the beginning of each fiscal year (April 1<sup>st</sup>). Goals can be developed and discussed during the first monthly meeting each year. The Board of Trustees (BOT) sets such goals at the beginning of each fiscal year, and it would be a good idea to review these, if possible, to see if they affect the team's mission. Obtain a copy of the past year's goals as both a sample and to see if anything is still pending that needs to be completed. A sample of the BOT goals and other goals are in the appendix.



Revised 2017



The *Beginner's Guide to Goal Setting* by Michael Hyatt is provided below. Goals should be based on what you need to achieve for the upcoming year. Remember to review the goals throughout the year and to celebrate milestones as they are reached.

## Beginner's Guide to Goal Setting - Excerpts from Michael Hyatt

1. **Keep them few-in-number.** Productivity studies show that you really can't focus on more than 5 – 7 items at any one time. And don't try to cheat by including sections with several goals under each section. This is a recipe for losing focus and accomplishing very little. Instead, focus on a handful of goals that you can repeat almost from memory.
2. **Make them "smart."** This is an acronym, as you probably know, and it is interpreted in various ways by different teachers. When I refer to *smart goals*, I mean this. Goals must **meet five criteria. They must be:**

- **Specific**—your goals must identify exactly what you want to accomplish in as much specificity as you can muster.

Bad: Write a book.

Good: Write a book proposal for *The Life Plan Manifesto*.

- **Measurable**—as the adage says, "you can't manage what you can't measure." If possible, try to quantify the result. You want to know absolutely, positively whether you hit the goal.

Bad: "Earn more this year than last."

Good: "Earn \$5,000 more this year than last."

- **Actionable**—every goal should start with an action verb (e.g., "quit," "run," "finish," "eliminate," etc.) rather than a to-be verb (e.g., "am," "be," "have," etc.)

Bad: Be more consistent in blogging. Good: Write two blog posts per week.

- **Realistic**—you must be careful here. A good goal should stretch you, but you must add a dose of common sense. I go right up to the edge of my comfort zone and then step over it. (If I am

not out of my [comfort zone](#), I'm not thinking big enough.)

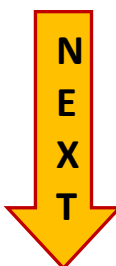
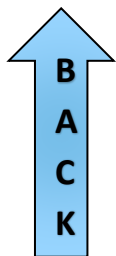
Bad: Qualify for the PGA Tour.

Good: Lower my golf handicap by four strokes.

- **Time-bound**—every goal needs a date associated with it. When do you plan to deliver on that goal? It could be by year-end (December 31) or it could be more near-term (September 30). A goal without a date is just a dream. Make sure that every goal ends with a "by-when?" date.

Bad: Lose 20 pounds.

Good: Lose 20 pounds by December 31st.



**3. Write them down.** This is critical. There is a huge power in writing your goals down even if you never develop an action plan or do anything else (not recommended). When you write something down, you are stating your intention and setting things in motion.

**4. Review them frequently.** While writing your goals down is a powerful exercise, the real juice is in reviewing them on a regular basis. This is what turns them into reality. Every time I review my goals, I ask myself, *What's the next step I need to take to move toward this goal.* You can review them daily, weekly, or monthly.

### Team Meetings

#### Chalice Lightings and Check-In

It is recommended that the chalice lighting begin each meeting. The chalice lighting sets the stage. It is a reminder to participants that this is the work of the fellowship; that our UU principles and our TRI-UU values and covenant apply. A benefit of the chalice lighting is that it centers participants helping to make them more present in the room and to turn their attention to the business at hand.

The check-in is also recommended because it provides an opportunity for everyone to voice whatever concerns they have either about the meeting or about personal issues that may impact his/her participation in the meeting. Additionally, it fosters greater understanding of each person and aids team building.

### Covenant

Each group needs to develop a covenant which is simply a statement of how members want to work together, what they need and/or expect from one another. When members commit to a covenant, they increase their investment in the team or team, feel part of the process and have a greater understanding of their fellow participants. The covenant should be read at the beginning of the meeting to remind members about its contents.

### Agenda Preparation

An agenda is a list of specific items to be covered during a meeting. The team leader makes up the agenda after reviewing past minutes to ascertain what needs to be discussed. Often, they are arranged in order of the most important to the least important, so that if time runs out, the least important can be tabled until the next meeting. Sometimes, the agenda sets the exact amount of time for consideration of each item. Each member should have a copy of the agenda, preferably distributed several days before the meeting, so members can offer additions if needed.

At TRI-UU, the agenda includes approval of minutes, old business including reports, new business, date and time of next meeting and adjournment. It should also include a chalice lighting, the reading of the CORR (Covenant of Right Relations), check-in and then check-out at the end.



BACK



NEXT

## Simple: Robert's Rules for Running a Meeting

This can be the start of the agenda and what a team leader would say.

### AGENDA

Call to order  
Chalice lighting  
Guests  
Minutes

Treasurer's report  
Guests may speak at this time or wait until "New Business"  
Sub-team reports (if there are any)  
Old business (list the items). Certain items can be "tabled" or added to a future meeting's agenda  
New Business (list the items) See above.  
Adjournment

### Team Leader's Words

The meeting will now be called to order  
The chalice will now be lit  
Introduction/acknowledgement of guests  
Are there any corrections to the Minutes? The minutes are approved as read/corrected? (No motion is needed)  
Just thanks is all that is necessary

Do I have a motion to adjourn? A second? The meeting is now adjourned.

### Motions

A motion is in order when action is required. The member says, "I move that..." and the team leader asks for a second. If no second, the motion is withdrawn and not put in the Minutes. Suggestions or alterations of the motion can be made at this time. And after alterations are made, the member who seconded the motion can withdraw their second. And then you would need to ask for another second.

After the above, repeat the motion. Then ask for discussion.

During the discussion: the motion might be divided into parts so members could vote on part of the motion, then vote on the rest of it. This requires a second, discussion, and a vote must be taken to divide it and the majority rules. The motion might be amended by any member—this needs a second, discussion, and then a vote must be taken to amend it and the majority rules. The motion might be withdrawn by the member who made the motion.



BACK



NEXT

## Group Dynamics

For successful meeting outcomes, the team leader needs to be clear what the goal(s) of the meeting are and to share them with the members. If the goals are not clear, it's okay to ask for help from the meeting members and together clarify the purpose. It is not okay to begin a meeting and not know what you're trying to achieve. Using a sports analogy, football touchdowns could not be scored if the team members did not know a touchdown was the successful outcome of the game and the location of the goal post.

Some members work best when given time to think. Therefore, it's important to have the agenda and pre-reading sent out about a week before the meeting. By doing this, everyone will have time to give a proposal careful consideration.

While in the meeting some members may be quiet while others are quite talkative. A successful meeting provides opportunity for everyone to have their say. A member who has already spoken may be asked by the team leader to hold his/her comment until others have an opportunity to speak. On the other hand, it may be necessary to ask an individual for his/her opinion since some are not comfortable just speaking up.

In the Appendix, there is a meeting review questionnaire. It would be helpful to review that questionnaire before a meeting or review it afterwards to further understand the dynamics. Another meeting participant could provide his/her observations or enlist a congregant outside of the team to be a process observer using these questions.

## Time Management

It is vital to begin and end a meeting on time. Not starting a meeting as scheduled may annoy participants that arrived on time. It is also a sign of respect – respecting the participant's time – to start and end on time.

If the meeting appears to be taking more time than anticipated, you can ask participants if they can stay longer or suggest that certain agenda items be tabled to the next meeting or be handled through e-

Revised in May of 2017 When preparing the agenda, you may want to note the time allotted for each item. This lets participants

know that time is important. Also, you may want to ask that a participant serve as timekeeper to keep the meeting on track



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## Minutes

Minutes should include the name of the team/group, the date and time the meeting began and who “called the meeting to order” (most often the team leader). They include the kind of meeting (regular or special). They should include who gave the chalice reading and who read the CORR. Members who were present at the meeting (and anyone excused) and names of any guests should be included. They also include the approval or approval as corrected of the previous meeting minutes and any treasurer’s report.

The minutes have 3 purposes: to refresh the memory of those present at the last meeting (including the team leader while making future meeting agendas), to inform those who were absent and to compile a history of the acts and accomplishments. They include who moved and seconded a motion (though the name of the member who seconded does not have to be included), the wording of the one who moved and whether it was “carried.” Withdrawn motions are not included in the minutes. They also include reports, time of adjournment (and can include the next meeting date), and the signature of the one who wrote the minutes.

The minutes do not include any detailed discussion but could include general information about what was discussed. They do not include the secretary’s opinion (“X gave a wonderful report”). If a guest speaker was present, the name and subject matter is recorded, but no summary.

## Notification, Coordination and Follow-Up

Before the meeting ends, take time to note who must be notified of the meeting outcomes and who is responsible for doing the notification. If a task involves more than one member, then make sure all members involved have arranged a time to complete the task.

When the meeting is completed, the job as team leader does not end. Follow-up with the members who have accepted tasks assures that it will be completed and conveys to them their work is important. When preparing the agenda for the next meeting, review what tasks needed to be accomplished at the last meeting and check with the member that volunteered on its status.

## Goal Planning Worksheet

Consider answering the questions below for each goal your team wants to adopt:

**Give your goal a short name:** \_\_\_\_\_

- Is it in keeping with our Unitarian Universalist ideals and values?
- Do we really want to do this?
- Is it framed in a positive way?

### Specificity:

- Can you make a list of steps you will take to implement the goal?
- Can you now say why this goal is important enough it needs to be put forward?
- Review your action steps, would anyone reading them know exactly what you propose to do?



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**Measurability:**

- What will indicate that you've accomplished the goal?
- What do you need to test as a plausible outcome?
- When will you get there?

**Attainability:**

- Can we really do this?
- Do we have the resources at hand? Or can we get them?
- What obstacles might we need to be overcome?

**Reality Check:**

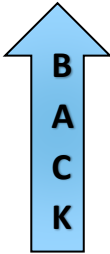
- Does this goal make sense for our congregation?
- Is it consistent with our skills and resources?
- Will the membership support it? Do we need to "sell" this idea? Whose support do we need?

**Timeliness:**

- Do we have a schedule for implementation, assessment, and reporting?
- When do we expect the goal to be met? What exact dates are noted for interim and final reports on progress?
- Are there any compelling reasons to suggest this is a good or not so good time to act?

**Ownership**

- What person or group will carry the responsibility for acting on the goal?
- Who will monitor or supervise that effort?
- Who needs to be held accountable for results?



**AGENDA FOR TRI-UU FINANCE TEAM MONDAY, MAY 12, 2017, AT 10 A.M.**

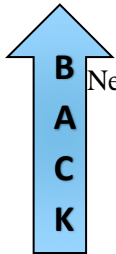
Call to Order – Eleanor  
Chalice Lighting – Diane  
Covenant  
Personal Check-in  
Approval of Minutes (April 17, 2017) Program Council News – Eleanor

Treasurers Report as of April 30, 2017:

- Annual Budget (in Excel format)
- Balance Sheet
- Change in Net Assets
- Statement of Activities
- Content of Monthly Finance Message to Fellowship

Old Business:

- Approval of procedures on handling gifts of marketable securities – Wendy
- Finalize FY 2015 Goals - Eleanor



New Business:

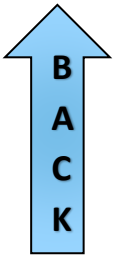
- Review the UUA Audit Checklist to ensure compliance and assign action items for correction if necessary
- Review proposed Investment guidelines and Team members – Bob
- Develop a policy for the BOT on fundraising - Bill
- Brainstorm on fundraising activities for upcoming year - Bill
- Review Purchase Voucher form used for checks written and discuss approval process for purchases - Eleanor and Diane



Review Assignments Personal Checkout

Extinguish the Chalice – Adjournment

# APPENDIX



A



## Charter for the (team name)

[Date]

### Purpose:

To supervise and facilitate the day-to-day operations of Tri-UU as they pertain to (team name). To determine, maintain, and submit to the Policies and Procedures team, a detailed list of the routine tasks that are to be accomplished by the (team name).

### Structure:

1. Members of the (team name) will include Tri-UU congregants who have special skills and interests that are compatible with the teams' tasks
2. The team will have a leader selected by the team and approved by the Board. The team leader will serve on the Program Council as the representative of the team.
3. The team leader will designate an alternate to attend Council meetings when needed
4. The team will have a Recording Secretary chosen from its membership

**Function:** the *(team name)* will:

1. Meet monthly as a general practice, making use of virtual meetings when practicable or when conditions warrant
2. Establish team goals for each fiscal year
3. Give regular briefings to the Program Council on its actions
4. Actively engage with other Council teams on issues of common interest

**Charge:** The Board of Trustees hereby grants to the *(team name)* decision-making authority for matters that are exclusively or primarily related to all aspects of its stated purposes.

**Organizational position:** The *(team name)* (include a paragraph describing whether the team reports directly to the Board of Trustees, the Program Council, or another entity.)

**Commitment:** All actions of the Program Council shall be in accordance with the Bylaws of Tri-UU, the Policies of the Board of Trustees, in keeping with our Covenant of Right Relations and be in alignment with, and support of, the Vision and Mission of Tri-UU.

Adopted: *(date)*

Effective: *(date)*

Updated: *(date)*

[Template: 2016 updated: 2019, 2021]

Note: A **Policy** is a general statement of a rule, or regulation, and **Procedures** are statements that describe the protocols for implementation of the Policy. When a new Policy is approved by the Board of Trustees, the Operations Manual team will forward a copy to the Communications Team for placement on the website.

**Tri-County Unitarian Universalists**

**OPERATIONS MANUAL**

**[\*\*\*\*\* Note: This NOT an actual policy of Tri-UU but intended only as a reference for formatting new policies\*\*\*\*\*]**

**Subject:** Weapons on church property

**Responsible Group:** Board of Trustees

**Prepared by:** Jeremy Slosser

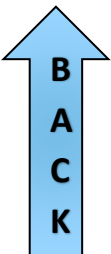
**Approved:** Draft sent to the Board o [TBD]; approved by the Board on [TBD]

**Effective Date:** [TBD]

**PURPOSE:** To assure congregants and visitors that threats to their personal safety posed by the presence of weapons will not be tolerated.

**POLICY:** It shall be the policy of the Board of Trustees that all weapons, excepting those carried by law enforcement officers, but including fire arms, knives with blades longer than 3 inches, blackjacks, machetes, straight razors, stun guns and nun-chucks or other fighting weapons, explosives, incendiary devices, and/or their look-alikes, whether concealed or exposed, are prohibited on property owned or leased by Tri-County Unitarian Universalists, Inc. (Tri-UU).

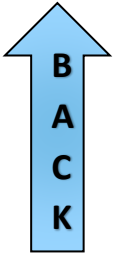
**PROCEDURES:**



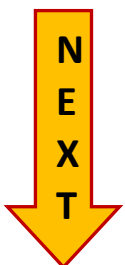
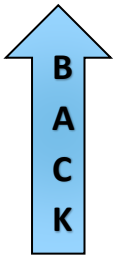
1. The policy shall be published and made known by the usual methods of communication with the congregation.
2. The essence of the policy shall be posted and easily visible. (e.g., **Weapon Free Zone**)
3. Anyone in violation of this policy will be asked to leave Tri-UU property immediately and, upon non-compliance, the police will be called.

# APPENDIX

# B

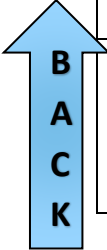


# *FILLABLE FORMS*



*REQUEST FOR SUPPLIES*

date	description	quantity	requested by	(v)





**REIMBURSEMENT FORM**

*Please complete this form and attach it to all invoices being submitted for payment to a vendor or for personal reimbursement for purchases made for Tri-UU.*

Date: \_\_\_\_\_

Amount: \_\_\_\_\_ to be paid or reimbursed

Pay to  
(name) \_\_\_\_\_

(address) \_\_\_\_\_

(address) \_\_\_\_\_

Purpose or description of purchase: \_\_\_\_\_

\_\_\_\_\_

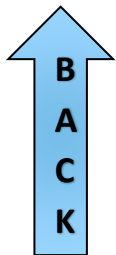
\_\_\_\_\_

Name of expenditure account (if known) \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Finance will provide Expenditure Account No. \_\_\_\_\_

*Sales tax will NOT be reimbursed as TRI-UU is tax exempt.  
Tax exemption certificates are available in the Finance/Treasurer mail slot.*



**BUILDING USE APPLICATION**

**Contact Information:**

\_\_\_\_\_  
*(name)*

\_\_\_\_\_  
*(phone)*

\_\_\_\_\_  
*(email)*

\_\_\_\_\_  
What part of the facility do you wish to use?  
\_\_\_\_\_  
\_\_\_\_\_

Is this a One-Time event? YES \_\_\_\_\_ NO \_\_\_\_\_ (it repeats)

Proposed Date(s):  
\_\_\_\_\_

Proposed Time(s):  
\_\_\_\_\_

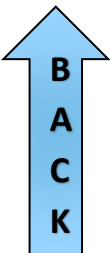
Will there be any exchange of money involved with this club/special event? (For example: dues, funds for a trip, underwriting expenses for club/special events, fundraising for Tri-UU, etc. If "YES", explain:  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
If Tri-UU or any member or friend will benefit financially from this activity, please describe how that might happen.  
\_\_\_\_\_

By signing this application, I agree to be a steward of the facilities and to fulfill the communication requirements of the Tri-UU.  
\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



**BUILDING USE AGREEMENT**

Date: \_\_\_\_\_

Parties to the Agreement:

\_\_\_\_\_ and Tri-UU

This Agreement grants \_\_\_\_\_, as a non-assignable right, the use of that portion of the Tri-UU facility described as:

- Sanctuary
- Conference Room

for the sole purpose of:

Dates and Times: \_\_\_\_\_

Fee: \_\_\_\_\_

Special Considerations: \_\_\_\_\_

The Understanding of the parties consists of this Agreement and any additional written understanding, however delivered or transmitted to Tri-UU, referencing this agreement, and signed by the parties.

User: \_\_\_\_\_ Tri-County Unitarian Universalists

Address: \_\_\_\_\_ 7280 SW 135<sup>th</sup> St, PO Box 829

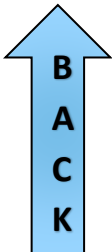
City: \_\_\_\_\_ Summerfield, FL 34492-0829

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Tri-UU rep: \_\_\_\_\_

*( approved 2018 rev 2021 )*

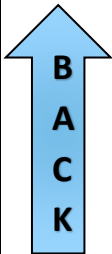




***NAME TAG REQUEST FORM***

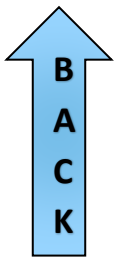


<b><i>Name</i></b>	<b><i>to appear on tag</i></b>	<b><i>pronouns?</i></b>



## PROCESS OBSERVER CHECKLIST/MEETING REVIEW

- **Time Control**
  - Is the group staying on task?
  - Are issues being over or under-discussed?
  - Is the group using its time efficiently and effectively?
  - Does the meeting drag?
  - Does it start and end on time?
- **Airtime**
  - Who is speaking more? Who less?
  - Does the group encourage reticent members to speak up?
  - Do the chatty members allow others to get a word in?
- **Relevance**
  - Does the conversation stay on track?
  - Are there side bar conversations going on?
  - How often does interesting but not pertinent information get onto the table?
  - Are decisions being made? Are they clear?
- **Covenant & Ground-rules**
  - Is the group honoring its previously formed statement of “How we want to work together?”
  - Are decisions made by consensus or vote? Does everyone know how to form a proper resolution or policy?
  - If a member fails to observe the group’s process rules, who calls him/her to account?
- **Leadership**
  - The chair or team leader is responsible for presenting the agenda: Is there an opportunity to modify it?
  - Do other members take the lead in presenting motions or defining issues?
  - Do members come prepared? Are they engaged in the conversation?
  - Are reports timely and relevant?
  - Do members volunteer to address follow-up issues?
- **Quality**
  - What is the tone of the meeting? Is it filled with good feeling? Or irritation? Is it relaxed? Fun? Or Heavy?
  - How do members interact? With respect and good will? Do they listen well and speak fairly? Or nastily? With suspicion or distrust?
  - Do members work toward a common goal or seem more interested in scoring points or triumphing with their own agenda?
  - If tension or conflict arises, how is it dealt with?



revised 2021

We, as religious persons, focus on celebrating life and living full and healthy lives. We also recognize that situations do change, and that in the event of serious accident, illness, or death, when immediate family members are not nearby, Tri-UU is often expected to serve as an information resource. Having this information on file will enable Tri-UU to serve you and your family in the event of death or crisis.

This form is for the **confidential use of the Minister** of Tri-UU and others you select to receive copies. Please complete all the information you would like to have on file with the minister and attach any other appropriate information. (If you wish to complete only some parts of this form and leave others blank, that is fine.) If you would like to have a conference to receive assistance with completing the form or to facilitate a family discussion, please call 941-323-8513 to make an appointment with Rev. Snavelly.

You may place your form in a locked box outside the minister's office to ensure confidentiality.

### EMERGENCY CONTACT INFORMATION

NAME \_\_\_\_\_

1. HOME PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_

3. PRIMARY ADDRESS \_\_\_\_\_

4. SECONDARY ADDRESS \_\_\_\_\_

5. BIRTHDATE \_\_\_\_\_

6. NAMES/CONTACT INFORMATION OF FAMILY OR FRIEND TO NOTIFY IN CASE OF EMERGENCY:

#1 \_\_\_\_\_  
Name Phone Email

#2 \_\_\_\_\_  
Name Phone Email

7. PHYSICIAN'S NAME AND CONTACT \_\_\_\_\_

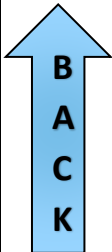
8. ATTORNEY'S NAME AND CONTACT \_\_\_\_\_

9. IF YOU HAVE A HEALTH CARE PROXY, WHO IS NAMED? \_\_\_\_\_  
Name Phone: Cell:

10. IF YOU HAVE PET/S WHAT IS YOUR WISH FOR IT/THEM IN CASE OF EMERGENCY: \_\_\_\_\_

11. WHO HAS A SET OF KEYS TO YOUR HOUSE? YOUR CAR? Name/Contact Information

\_\_\_\_\_  
(SIGNATURE) (DATE)



**ARRANGEMENTS IN CASE OF DEATH**

HAVE YOU MADE A WILL? \_\_\_\_\_ WHERE IS IT FILED? \_\_\_\_\_  
Yes No

WHO IS YOUR EXECUTOR? Name/Contact Information/ Relationship \_\_\_\_\_

WHO HOLDS YOUR POWER OF ATTORNEY? Name/Contact Information/Relationship \_\_\_\_\_

DO YOU BELONG TO A FUNERAL OR MEMORIAL SOCIETY? \_\_\_\_\_  
Yes No

LIST NAME/CONTACT INFO: \_\_\_\_\_

WHICH FUNERAL HOME DO YOU PREFER? \_\_\_\_\_

WHAT ARRANGEMENTS DO YOU WISH? Burial \_\_\_ Cremation \_\_\_ Donate body to science\* \_\_\_

Funeral Service at Death \_\_\_\_\_ Memorial Service Later \_\_\_\_\_ Other \_\_\_\_\_

Memorial Service Later \_\_\_\_\_ Other \_\_\_\_\_

\*If donating body to science, do you want funeral home to do fluid removal for viewing? \_\_\_\_\_  
Yes No

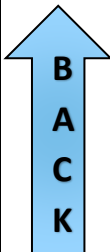
WHERE DO YOU WISH BURIAL OR STORING OR SCATTERING OF ASHES? \_\_\_\_\_

DO YOU HAVE A SPACE FOR INTERMENT OF BODY OR ASHES IN A CEMETERY? No \_\_\_\_\_ Yes \_\_\_\_\_

If yes, then  
CEMETERY NAME/ADDRESS \_\_\_\_\_

Section Number \_\_\_\_\_ Lot Number \_\_\_\_\_ Crypt Number \_\_\_\_\_

SPECIAL MUSIC, POETRY, OR WRITINGS YOU WANT INCLUDED IN YOUR SERVICE?  
Yes (Attached) \_\_\_\_\_ No \_\_\_\_\_



OTHER REQUESTS ABOUT FUNERAL/MEMORIAL ARRANGEMENTS? Yes (Attached) \_\_\_\_\_ No \_\_\_\_\_

BIOGRAPHICAL INFORMATION YOU WANT TO HIGHLIGHT? Yes (Attached) \_\_\_\_\_ No \_\_\_\_\_

DO YOU WISH MEMORIAL GIFTS TO BE GIVEN TO SPECIFIC ORGANIZATION(S)?  
IF SO, LIST NAME/S & ADDRESS/ES:

\_\_\_\_\_

HAVE YOU PREPARED WRITTEN INSTRUCTIONS (OTHER THAN THIS FORM)? Yes \_\_\_\_\_ No \_\_\_\_\_

HAVE FAMILY/FRIENDS BEEN INFORMED OF THESE DIRECTIONS? Yes \_\_\_\_\_ No \_\_\_\_\_

DO THEY KNOW WHERE THESE INSTRUCTIONS AND OTHER IMPORTANT DOCUMENTS ARE KEPT?  
Yes \_\_\_\_\_ No \_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

