

Unitarian Universalist Fellowship of Central Oregon

BOARD POLICY BOOK

Date initially approved: March 9, 2017

Date of last approved modification: Jan 25, 2024

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Chapter 1

Introduction and Links to Guiding Documents

Policies discussed here are general statements of direction and purpose that allow users to exercise good judgment in the daily operation of the church, relate to each other with care, and promote the efficient use of resources in the congregation.

Policies and procedures are not meant to be restrictive, but to offer parameters within which we may organize and develop our common life. This Policy book reflects our understanding that we are a faith community grounded in a covenantal relationship with one another that allows all to grow into full maturity. Our policies and procedures also reflect our church's vow to strive for justice and peace and to respect the dignity of every human being.

It is hoped that every member will help in the continued development of these covenant-based agreements that grow out of the Bylaws of our Church, our Mission Statement and Relational Covenant, as well as the continued work of our Board of Directors and Ministry/Program Leaders.

This resource is designed to help our leadership with the effective management of our church and its ministry, with decision-making, and with accountability. Additionally, it contains information that will facilitate our management of legal risks and help us shield our church and its leaders from possible litigation.

The Bylaws of UUA and the Bylaws of UUFCO govern all policies contained herein. These policies and their application are intended to comply with all applicable federal and state laws and regulations.

This Policy manual supersedes any previous manual and/or written or unwritten policies. UUFCO reserves the right to establish, administer, change or eliminate policies, guidelines, benefits and procedures via majority vote of the Board at any time.



Who's on the UUFCO Board?

President	1 Year (2nd Year of 3 Year Term)	Call and preside over Board meetings, Annual Meeting, and other congregational meetings, as needed; develop agendas; follow up on action items; act as primary liaison for the fellowship and minister; assign tasks to Board members, as needed; sign all UUFCO accounts and contracts.
Vice President	1 Year (1st Year of 3 Year Term)	Attend and participate at all meetings, retreats, and other special Board meetings; contribute expertise and thoughts to the process of making decisions on all subjects brought before the Board; be available to represent the president at Board meetings, Fellowship events, or public activities, in his/her absence; work on special projects as assigned.
Past President	1 Year (3rd Year of 3 Year Term)	Attend and participate at all meetings, retreats, and other special Board meetings; share knowledge of past decisions or thinking of the Board of Trustees as appropriate and helpful to other Board members. Facilitate Policy review and bringing policies to Board.
Treasurer	3 Year Term	Attend and participate at all meetings, retreats, and other special Board meetings; monitor the overall financial condition of the Fellowship; present monthly financial statements and Treasurer's report to the Board; act as liaison to the Stewardship committee; chair the Finance committee; assist with counting Sunday offering (other Board members may substitute); act as signatory on all accounts; participates in financial audits; works with the bookkeeper and the New Home Treasurer regularly; acts as primary point person for finance queries.
Recording Secretary	3 Year Term	Attend and participate at all meetings, retreats, and other special Board meetings; take minutes at all Board meetings and the Annual Meeting; prepare minutes for acceptance by the Board; prepare and maintain permanent record of all minutes with appropriate attachments; other duties as assigned.
Member at Large	3 Year Term (2 positions)	Member-at-Large with Facilities portfolio: Serves as Board liaison to the Facilities Cluster and coordinates Cluster meetings. Reviews facilities related policies and issues, ushering them between the Cluster and the Board for review.
		Member-at-Large with Personnel portfolio: Serves as chair of the Personnel committee and liaison with Minister on personnel related issues. Responsible for the Personnel Manual and personnel related policies. Serves as Board representative on most hiring committees. Works with Finance committee and Minister in determining changes to benefits and compensation.



non-Policy Guiding Documents and Philosophies

UUFCO BYLAWS

UUFCO Relational Covenant

UUFCO Board Members and Board Covenant

UUFCO Mission Statement

Together, we find meaning, celebrate life,
and serve the spirit of love and justice in our world.

UUFCO Philosophy of Ministry

At UUFCO the ministry will be led by a settled Minister in a guiding role,
in order to establish a cohesive and coordinated spiritual program.

There has been a long and vital history
involving significant contributions from lay members.

We intend this to continue, under the Minister's leadership.

The full range of ministerial activities, including all programs and projects
designed to accomplish our mission, will be the shared responsibility
of the Minister, the Fellowship, and Board of Trustees.

UUFCO Philosophy of Governance

The congregation elects a Board to function as its governing body
and calls a Minister to serve as its spiritual, programmatic, and administrative leader.

The intended style of leadership shall be consultative, collegial and inclusive.

The Board will delegate authority to leadership in proportion to their responsibilities.

As much as possible, the Board will delegate management decision-making
and devote its own attention to discernment, strategy and oversight.

We expect all leaders to practice open decision-making, healthy conflict management,
and mutual support in their respective roles.

We welcome the process of evaluation and assessment
as a means to discover how we can learn and grow together.



Chapter 2

UUFCO Board Policies

Governance Policies & Board Rules

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Fiscal Policies

[UUFCO Policy on Income, Expenditures and Related Fiscal Matters](#)

[UUFCO Policy on Restricted Funds](#)

[UUFCO Endowment Committee Governing Instrument](#)

[UUFCO Policy on Non-monetary Gifts](#)

[UUFCO Policy on Review of Insurance](#)

[UUFCO Policy on Activities of UUFCO with Revenue or Payments for Services of Leaders](#)

Oversight and Evaluation Policies

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Building & Grounds Related Policies

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[UUFCO Board Policy: Service Animals and Pets](#)

[UUFCO Board Policy: Sustainability Practices](#)

[UUFCO Board Building Use Policy](#)

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[UUFCO Board Keys Policy](#)

[UUFCO Emergency Site Closure Policy](#)

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Information and Communications Policies

[UUFCO Information Access Policy](#)

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Conduct Policies

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Personnel Policies

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GOVERNANCE POLICIES

UUFCO Policy on Policies

Date initially approved: November 12, 2014
Date of last approved modification: January 25, 2024

Governance by policy means: a form of governing in which governance is separated from management. It seeks to provide a structure whereby the Board proposes broad policies which lead and direct the organization forward in accordance with the UUFCO mission and the minister and staff implement those Board policies. An essential element of this form of governance is the need for accountability among all active elements i.e., Board, Minister, staff and congregation. It allows the Board to delegate authority over the day-to-day operations of UUFCO to accomplish Board policy while ensuring that the parties to whom authority is delegated comply with reporting obligations to the Board which has the ultimate responsibility for the proper administration of the work of UUFCO. No policies shall conflict with the Bylaws of UUFCO, its Articles of Incorporation or any governing law or regulation.

The following policies in the UUFCO policy manual have been adopted by the Board of Trustees of the Unitarian Universalist Fellowship of Central Oregon (“UUFCO” or the “Fellowship”) and may be changed, deleted or added to by the Board. Policies shall each be reviewed at least every 3 years.

Per our Bylaws, new or modified policies must be brought to the Board in the form of a Resolution (see [UUFCO Rules Governing Board Meetings and Procedures](#) for format). If a quorum is present, Resolutions may be approved with a unanimous vote in a single Board meeting, or in 2 majority votes in 2 separate Board meetings.

For policies that are reviewed and re-affirmed with no changes, no resolution is required, and a single majority vote with a quorum present is sufficient for approval. Board minutes shall document the re-affirmation, and subsequent Policy Book revisions shall note the more recent date of Policy approval. Approved policies may go into effect immediately after approval and posting in our online policy documentation.

The Board is responsible for Policy writing, creation and sharing of a Policy Book, and monitoring of how Policies are working. The Board President shall define clear duties and responsibilities for individual Board members in order to assure that these Board responsibilities can be fulfilled.



UUFCO Policy on Delegation of Administrative Authority

Date initially approved: March 9, 2017
reaffirmed: February 14, 2019

The Minister is responsible for the leadership and direction of all administrative and programmatic functions of the congregation.

Except as limited below, the Board delegates to the Minister the authority to:

- Make all operational decisions
- Develop administrative and programmatic policies
- Manage communications
- Allocate church resources as limited by Board policies and approved budgets

Limitations on the delegation of administrative authority are listed below:

1. Firing and compensation of staff is a mutual decision of the Board and the Minister, and the Minister is expected to bring recommendations and information to the Board to enable an informed, mutual decision. Employment contracts shall be authorized by the Board.
2. The Minister shall work with the Personnel committee to establish and document updated personnel policies, and compensation practices and recommendations, as well as performance assessment and performance review practices.
3. The Minister shall continue to consult with the Board on Policies and practices around building use and operation, including programmatic uses of the building, as we are continuing to learn about the strategic implications of owning, operating and sharing our building.
4. The Minister is expected to comply with UUFCO bylaws, Board policies, and applicable laws and regulations, to uphold a high standard of ethical and professional conduct, and to work towards the goals established in an annual vision of Ministry.

The Board, and individual members of the Board, shall respect the boundaries implied in this delegation of authority, and refrain from interfering in or managing the activities or priorities of staff members, except as mutually agreed after completing the afore mentioned process.

This delegation of authority does not prevent the Board as a whole from modifying or withdrawing authority if it determines that the actions of the Minister are preventing UUFCO from accomplishing its mission. The Board maintains ultimate responsibility for the health of UUFCO.



UUFCO Policy on Fellowship Committees: Establishment, Authority & Operation

Date initially approved: March 9, 2017
reaffirmed: February 14, 2019

The Minister is responsible for the organization and structure of the Teams, Committees and volunteers in support of executing programmatic, operational and administrative responsibilities.

Except as limited below, the Board delegates to the Minister the authority as well as the responsibility to approve a charge for each Fellowship committee and determine its structure.

Limitations on Ministerial Authority for leadership of UUFCO Fellowship Committees:

1. Committee charter changes, or adding/subtracting committees, shall be shared with the Board as part of a normal process of change ratification.
2. If the minister desires to remove a member or chair from their position, this choice to “fire” a volunteer shall be shared with the Board before taking action, in order to avoid risks of triangulation if complaints are brought to the Board without previous knowledge of the situation.
3. The Minister shall inform the Board of any criteria that are developed for being recognized as a “UUFCO affiliated Group,” before broad communication or action is undertaken.
4. Meeting structures to coordinate the works of fellowship teams, such as “councils” of committee leaders, shall be communicated to the Board, including expected decision making authority for such councils.
5. If the Minister wants to clarify limits of authority for individual committees, and to be able to “overrule” the decisions of a given committee, it is expected that these expectations and limits on authority will be clearly stated, and shared with the Board.

This delegation of authority does not prevent the Board from taking action if it determines that the structures or leadership of such fellowship committees/teams are preventing UUFCO from accomplishing its mission. The Board maintains ultimate responsibility for the health of UUFCO.



UUFCO Policy on Activities of UUFCO

Date initially approved: December 14, 2017
reaffirmed: December 12, 2019

“Activities of UUFCO” include events, programs, groups, meetings or exhibit installations that are officially determined to be a part of the activity of the UUFCO. The purpose of this policy is to clarify the authority and criteria for determining if an “activity” is an “activity of UUFCO.”

Since “activities of UUFCO” are essentially “programs of the church,” the Minister is delegated the authority to determine if an activity shall be treated as an “activity of UUFCO.” The Minister is authorized and is expected to delegate most of the decision making to Committee Leaders, and only intervene in those cases where there is a difficult judgment call relative to the criteria listed below, or cases where there is an extraordinary demand for resources from the broader UUFCO community.

The key factors for determining if an activity is an “activity of UUFCO” are:

The activity is supported by a UUFCO committee or recognized ministry team and:

- . The activity is deemed to support an important initiative of the committee or recognized UUFCO ministry team that wishes to host the activity.
- . The activity coordination, planning, promotion, supervision, setup/teardown and cleanup shall be led by the supporting UUFCO committee or team.
- . There must be an onsite UUFCO Member, authorized by the supporting committee or team, who ensures that UUFCO policies and activity specific agreements are followed for the duration of the activity.

Activity size, complexity, timing and frequency may be considered when deciding whether or not to treat an activity as an “activity of UUFCO.”

Liability Insurance for an “Activity of UUFCO” is normally covered under the UUFCO insurance policy, since these are authorized activities of the fellowship and not activities of an outside group or individual, even if non-members may participate in or help lead some activities.



UUFCO Policy on Activities of UUFCO with Revenue or Payments for Services of Leaders

Date initially approved: December 14, 2017
reaffirmed Dec 12, 2019

Since “activities of UUFCO” are essentially “programs of the church,” the Minister is delegated the authority to decide if revenue may be made, or if payments may be made to compensate leaders for their service. The Minister may work with committees to create committee-level guidelines that will apply to more than a single activity.

Required Process and Decision Authority if Revenue is anticipated or Payment to Leaders is Desired: Agreements shall be signed by the Minister and the sponsoring Committee Chair ahead of the planned activity, on the amount and designation of any planned revenue, and on any payments to be made to activity leaders. Signed agreements shall be sent to the Bookkeeper, Treasurer, Minister, Event Manager.

Revenue shall normally go into our General Fund and shall not be reserved for spending by the committee/team supporting the activity. A description of who pays for any online payment fees, and who pays for other activity related costs, shall be included in these agreements.

Collecting and tracking revenue is one of the responsibilities of the UUFCO group that is supporting a revenue generating activity, including tracking who has paid, how much they have paid, and estimating the “fair value” of services received, so that the Bookkeeper can determine how much, if any, of the revenue received shall be considered a “donation” to UUFCO, and how much is payment for fair value of services received.

Activities with Revenue:

If revenue is generated from any source (including free will offerings), special care must be taken to ensure that the activity’s purpose is predominantly about supporting the UUFCO mission and not about making money for an outside organization or individual, unless support for that outside organization is one of the key mission objectives for the supporting committee (EXAMPLES: Hosting a fundraiser for Bethlehem Inn, or hosting UUA training seminars).

Paying money to a leader or service provider of an activity of UUFCO:

Payments for services provided must be for recovery of service provider cost or viewed as necessary to attract a particularly capable, suitable and trained individual, and shall follow all policies for spending from the funding source being used. UUFCO shall follow employment laws on independent contractor vs UUFCO employment status, and therefore the Personnel Chair and the Treasurer must be informed of any planned payments to individuals.



UUFCO Policy on Board Committee Structure and Operation

Date initially approved: February 9, 2017
Date of last approved modification: April 11, 2019

The Board has the authority to [establish, appoint and coordinate Board Committees and Task Forces](#), in addition to those standing Committees required in the Bylaws, with the following requirements for reporting and accountability:

1. A current list of all Board committees, Task Forces, and their responsibilities and chairs and members shall be maintained, and shall be visible to all members of the congregation.
2. Official meetings of Board Committees and Task Forces shall be open to visitors, similar to Board meetings, since their work is part of the work of the Board. Meeting times/dates and locations shall be posted on a publicly visible calendar. Notes shall be made available to the Board and to the Minister upon request.
3. Significant changes to Board Committees or Task Forces shall be brought to the attention of the full Board and the Minister in a timely manner, including a description of the reason for change.
4. The Board may request reports, and will consider recommendations for Board action, but will not be bound to accept the recommendations made by Board Committees or Task Forces.

Although the Board has authority to add, remove, change charters and/or change members of Board Committees and Task Forces at will, it is expected that this will always be done in right relationship with the Minister and with the members and the staff of UUFCO. The Board may delegate some of these authorities via resolution if it so decides.

All Board Committees must follow UUFCO Bylaws and policies and must strive to live into the mission of UUFCO, and to follow our Covenants.



UUFCO Conflict of Interest Policy

Date initially approved: November 12, 2014
Date of last approved modification: November 12, 2014
Date last reviewed and re-affirmed: March 16, 2019

The following UUFCO Conflict of Interest Policy, adapted from the Sample Conflict of Interest Policy in Appendix A of Instructions for IRS Form 1023, was presented to the Trustees by e-mail for a first reading and discussion on November 24, 2014; every Trustee responded with positive supportive comments on that same day. On November 25, 2014, the President presented it for a second reading and called for a vote; every Trustee responded with a “yes” vote on that same day, and the policy was adopted. This vote is reported in the Board minutes of November 12, 2014.

Article I Purpose

The purpose of the conflict of interest policy is to protect this tax-exempt organization’s (Unitarian Universalist Fellowship of Central Oregon) interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Organization or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Article II Definitions

1. Interested Person

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

2. Financial Interest

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which the Organization has a transaction or arrangement,
- b. A compensation arrangement with the Organization or with any entity or individual with which the Organization has a transaction or arrangement, or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Organization is negotiating a transaction or arrangement.



Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

Article III Procedures

1. Duty to Disclose

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

2. Determining Whether a Conflict of Interest Exists

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

- a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the governing board or committee shall determine whether the Organization can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Organization's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.



4. Violations of the Conflicts of Interest Policy

- a. If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article IV Records of Proceedings

The minutes of the governing board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board's or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

Article V Compensation

- a. A voting member of the governing board who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Organization, either individually or collectively, is prohibited from providing information to any committee regarding compensation.



Article VI Annual Statements

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflicts of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands the Organization is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

Article VII Periodic Reviews

To ensure the Organization operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to the Organization's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

Article VIII Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, the Organization may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.



UUFCO Board Policy on Board Executive Sessions

Date initially approved: October 8, 2008
Date of last approved modification: October 11, 2018

The UUFCO Board of Trustees desires as much of its business as possible to be conducted in an open and transparent manner. Member attendance at Board meetings is encouraged in order to promote an informed congregation. However, the Board recognizes that because of the sensitive nature of some limited number of subjects it may be necessary for the Board to meet in executive session without member participation.

Therefore, the Board may meet in executive session only for the following purposes:

- Evaluation or discipline of or other discussions relating to Staff and or Minister
- Legal or potential legal issues
- Contract matters
- Other matters which the Board believes require confidentiality to protect a member's privacy

Notice that an executive session will be held at an upcoming Board meeting shall be placed in the agenda and notice of that Board meeting. There might be rare occasion when an Executive session might not be scheduled in advance and congregational notification may not be possible.

Only matters which have been scheduled and noticed for a Board executive session may be discussed in that executive session.

The Minister(s) may attend all executive sessions of the Board except those that are called to evaluate or discuss matters related to these persons and in that event neither shall be in attendance. There might be occasions when the Minister's presence at an Executive session is allowed in the event that the matter being discussed pertains to the Minister.

No other person(s) shall attend executive sessions except upon invitation of the Board.

No minutes of discussions at executive sessions shall be taken.

No decision shall be taken by the Board in executive session.



UUFCO Policy on Political Activity

Date initially approved: October 8, 2008
Date of last approved modification: October 13, 2016
Date last reviewed and re-affirmed: October 2022

The Fellowship may speak out on issues in accordance with UU principles or matters approved by a vote of the congregation. However, no one shall speak on behalf of the fellowship or take any action which would contravene the restrictions on political campaigns as established by the Internal Revenue Service for 501(c)(3) organizations.

A copy of the most recent rules of the IRS on this subject is attached hereto as Exhibit A and incorporated herein by reference. The primary restriction relates to endorsing specific political candidates.

When the Fellowship does take a position on a particular political issue, the spokesperson shall be either the Minister, the President of the Board, or a designee of the Board of Trustees. No one else may speak for the fellowship on political matters.

This policy should in no way interfere with an individual expressing an opinion about a political subject or candidate so long as the opinion given is identified clearly as being personal to the party stating the opinion.



Exhibit A: (from IRS website)

The Restriction of Political Campaign Intervention by Section 501(c)(3) Tax-Exempt Organizations Last Reviewed or Updated: 13 September 2016

Under the Internal Revenue Code, all section 501(c)(3) organizations are absolutely prohibited from directly or indirectly participating in, or intervening in, any political campaign on behalf of (or in opposition to) any candidate for elective public office. Contributions to political campaign funds or public statements of position (verbal or written) made on behalf of the organization in favor of or in opposition to any candidate for public office clearly violate the prohibition against political campaign activity. Violating this prohibition may result in denial or revocation of tax-exempt status and the imposition of certain excise taxes.

Certain activities or expenditures may not be prohibited depending on the facts and circumstances. For example, certain voter education activities (including presenting public forums and publishing voter education guides) conducted in a non-partisan manner do not constitute prohibited political campaign activity. In addition, other activities intended to encourage people to participate in the electoral process, such as voter registration and get-out-the-vote drives, would not be prohibited political campaign activity if conducted in a non-partisan manner.

On the other hand, voter education or registration activities with evidence of bias that (a) would favor one candidate over another; (b) oppose a candidate in some manner; or (c) have the effect of favoring a candidate or group of candidates, will constitute prohibited participation or intervention.



UUFCO Rules Governing Board Meetings and Procedures

Date initially approved: February 9, 2017

Date of last approved modification: February 9, 2017

Date last reviewed and re-affirmed: March 16, 2019

1. Each Board member will treat all other Board members with courtesy and respect.
2. All Board members will be given an opportunity to be heard on all matters coming before the Board.
3. Policy proposals shall be brought before the Board by written Resolution in the form shown on Exhibit A, which is attached.
4. All other matters shall be brought before the Board by oral Motion. Unless otherwise required by law or the Bylaws, motions shall be passed by simple majority vote of those present at a meeting at which there is a quorum.
5. Written minutes of all Board meetings shall be taken by the Secretary of the Board and reduced to writing. The written minutes shall be maintained in a manner which assures access to the minutes by all members of the congregation.
6. No written minutes shall be kept of Executive Sessions of the Board.
7. Board members shall comply with the UUFCO Standards of Conduct, which are set forth in attached Exhibit B.
8. Board members shall also comply with standards of conduct for nonprofit corporation directors, as set forth in ORS Statute 65.357 “General Standards for Directors”, and shown in Exhibit C.
9. In the event that a Board member is believed to have violated a Standard of Conduct adopted by the Board, such alleged violation shall be brought by any member of the congregation to the attention of the Board. The subject Board member shall be notified in writing, which notice shall specify the Standard of Conduct alleged to have been violated and the factual basis of the alleged violation. The Board member shall have 10 days after receipt of the notice to respond to the Board in writing regarding the alleged violation(s). The Board, at its option, may either decide the matter based upon the notice to the member and the member’s response or may call an executive session of the Board to discuss the matter with the noticed member. If the Board finds that a violation of the Standards of Conduct did occur it may take one or more of the following actions:
 - a. Reprimand the member
 - b. Require the member to take some specific action to rectify the breach of conduct.
 - c. Remove the member from the Board. In order to remove the member there must be a 2/3 majority vote of the entire Board.
10. If the Board cannot decide a method of resolving a procedural issue on its own, Roberts Rules of Order shall prevail.



Exhibit A: Template for UUFCO Board Resolutions:

RESOLUTION NO. XXXX(year)-Y(number for that year)
UNITARIAN UNIVERSALIST FELLOWSHIP OF CENTRAL OREGON

A Resolution to XXXXXXXXXXXXXXXXXXXXXXX

The Unitarian Universalist Fellowship of Central Oregon (UUFCO) makes the following findings:

- a. Finding 1
- b. Finding 2
- c. Etc.

Therefore the UUFCO Board resolves as follows:

The following text shall be adopted.

This resolution takes effect (describe when resolution takes effect).

Date of first majority board vote: _____ (Date)

Date of 2nd majority board vote, or first unanimous vote: _____ (Date)

BOARD APPROVAL AND ADOPTION: _____ (Date)

NAME
Board President

Adoption and date attested by:

NAME
Board Secretary

Text of the content that is being resolved is shown below:

Policy, rule, procedure, or other material that is being proposed follows here:



Exhibit B: UUFCO Standards of Conduct for Board Members

It is not possible to set forth with specificity each area of expectation for personal conduct. Nevertheless, the following are issues of specific concern with regard to expected standards of personal conduct. This list is not exclusive and all Board Members are expected to act in accordance with the principles and Covenants that we share, as well as following Oregon Law (see Exhibit C), even if a specific act of misconduct is not described below.

A Board member of the UUFCO Board of Trustees shall not:

1. Fail to meaningfully carry out their duties as a member of the Board.
2. Disregard the Policies and/or Bylaws of UUFCO.
3. Act in such a way that the safety of others at UUFCO would be threatened.
4. Respond to inquiries about the work of the Board or of UUFCO as a whole in an untruthful or intentionally deceptive manner.
5. Behave in a manner that clearly and consistently is disrespectful of a class of people.



Exhibit C: Oregon State Law on Director Standards of Conduct

Article 65.357 “General Standards for Directors” States

- 1) A director shall discharge the duties of a director, including the director’s duties as a member of a committee:
 - (a) In good faith;
 - (b) With the care an ordinarily prudent person in a like position would exercise under similar circumstances; and
 - (c) In a manner the director reasonably believes to be in the best interests of the corporation.
- (2) In discharging the duties of a director, a director is entitled to rely on information, opinions, reports or statements, including financial statements and other financial data, if prepared or presented by:
 - (a) One or more officers or employees of the corporation whom the director reasonably believes to be reliable and competent in the matters presented;
 - (b) Legal counsel, public accountants or other persons as to matters the director reasonably believes are within the person’s professional or expert competence;
 - (c) A committee of the board of which the director is not a member, as to matters within its jurisdiction, if the director reasonably believes the committee merits confidence; or
 - (d) In the case of religious corporations, religious authorities and ministers, priests, rabbis or other persons whose position or duties in the religious organization the director believes justify reliance and confidence and whom the director believes to be reliable and competent in the matters presented.
- (3) A director is not acting in good faith if the director has knowledge concerning the matter in question that makes reliance otherwise permitted by subsection (2) of this section unwarranted.
- (4) A director is not liable to the corporation, any member or any other person for any action taken or not taken as a director, if the director acted in compliance with this section. The liability of a director for monetary damages to the corporation and its members may be eliminated or limited in the corporation’s articles to the extent provided in ORS 65.047 (Articles of incorporation) (2)(c).
- (5) A director shall not be deemed to be a trustee with respect to the corporation or with respect to any property held or administered by the corporation, including without limit, property that may be subject to restrictions imposed by the donor or transferor of such property. [1989 c.1010 §88]



UUFCO Rules Governing Fellowship Meetings

Date initially approved: February 9, 2017

Date of last approved modification: February 9, 2017

Date last reviewed and re-affirmed: March 16, 2019

1. Meetings shall be conducted by the Board President, the Minister or a member delegated by the Board President.
2. Matters voted upon by the fellowship shall be raised by motion. A motion shall require a second. Only members shall be entitled to vote.
3. In discussions regarding motions or other matters coming before a fellowship meeting, all members and friends shall be entitled to be heard. No member or friend may speak more than once until all other members and friends wishing to be heard have spoken.
4. Members and friends shall be respectful of the person conducting the meeting and all other members and friends.
5. Motions, unless otherwise required by law or the Bylaws, shall be passed upon majority vote of the members at a meeting when a quorum is present.
6. If no quorum is present the meeting may be adjourned to a new date and time without the need for additional notice.
7. Votes may be taken upon oral “ayes” and “nays” or by raising of hands except in the following instances:
 - a. To amend the Bylaws.
 - b. To call or dismiss a minister.
 - c. When requested by at least 5 members present at the meeting or by the chair of the meeting.
 - d. To elect a slate of Board candidates.
 - e. To approve an annual budget.In the above instances voting shall be by written ballot.
8. Robert’s Rules of Order shall generally be followed.



UUFCO Governing Document for Leadership Development Committee

Date initially approved: April 11, 2019

Plan of Operation

The UUFCO Leadership Development Committee (hereafter, the “LDC”) shall consist of a minimum of four and a maximum of six voting members, all of whom shall be active members of UUFCO. All members shall be elected by the Congregation. The minister shall be a non-voting, ex-officio member of the LDC. Except as herein limited, the term of each member shall be three years. No member shall serve more than two consecutive three-year terms. After a lapse of one (1) year, former LDC members may be reelected.

In the event of a vacancy of an elected position on the committee, the LDC, with the advice of the Minister, shall appoint a congregation member to fill the vacancy until the next annual meeting of the Congregation, at which the Congregation, following electoral procedures for other Fellowship officers, shall elect a member to complete the term of the vacancy.

The LDC shall meet at least quarterly, or more frequently as deemed by it in the best interest of the Fellowship. A quorum shall consist of three members and a majority of those members present and voting shall carry any motion or resolution.

Duties of the LDC and LDC Officers

The LDC is responsible for:

1. Identifying and making available resources and support that will nurture and grow the long-term health and vitality of our volunteers who take on all levels of responsibility in order to fulfill our mission as a congregation;
2. Planning and executing Leadership Collaborative workshops at least twice per year
3. Proposing to the congregation all nominations for all elected positions including, but not limited to, the Board, the LDC (with the advice of the minister), and the Endowment Committee;
4. Proposing all interim nominations;
5. Providing leadership resources for the Board, as requested.



The LDC shall elect from its membership a chairperson and a secretary. The length of terms for these officers shall be determined by the LDC. The responsibilities of these persons shall be as follows:

The Chairperson, or person designated by the Chairperson, shall preside at all LDC meetings, and shall provide an annual report to the Congregation.

The Secretary shall maintain complete and accurate minutes of all meetings of the LDC, redacting sensitive member information, shall supply a copy thereof to each member of the LDC, and make them available to the congregation. The Secretary shall provide quarterly reports to the board.

Conflicts of Interest Statement

A "conflict of interest" is any actual or potential situation in which an individual's close relationship to another party would make it difficult for the individual to be unbiased in carrying out his or her obligations to the Congregation.

A "close relationship" is one of the following

1. A relationship with a spouse or domestic partner; parent or child; sister or brother; aunt, uncle, niece, or nephew; or the spouse of any of these persons; or
2. Any other close family, intimate personal, professional, or business relationship that might cause a conflict of interest as it pertains to the nominations process.

If any member of the LDC has a close relationship with any member set forward for nominations, that LDC member must do the following:

1. Give notice to the committee, to be acknowledged in the minutes, and;
2. Recuse themselves from all discussion and voting on that nominee

Annual Reporting



The LDC shall provide an annual report to the Congregation in advance of the Annual Meeting. This report shall include the accomplishments of the LDC for the past twelve months and the plans for the next twelve months. The topics to be reported shall include its activities with regard to nominations, nominations process, and Leadership training activities

Nominations for any elected positions at UUFCO will be given to the congregation in accordance with Article 5.04.

Relationship with the Board

The LDC and the Board shall commit to the following working relationship.

The personnel member of the Board of Trustees shall serve as a liaison to the Leadership Development Committee. The associated duties of the Personnel Member will be as follows:

1. To maintain a line of communication between the Board and the LDC.
2. To attend specific LDC (member vacancy) meetings on an ad hoc basis as identified by LDC chair and Board President.
3. To convey to the LDC the wishes of the Board regarding skills and abilities of those to be nominated to elected offices.

The Board, Minister, and LDC will meet at least twice annually; once before nomination season begins to discuss the needs of the Fellowship and priorities of the Board, and once after completion of the nomination process to review the slate of nominees.

The Board, Minister and the LDC will review the success of this relationship after 12 months, and a completed round of nominations and elections, to determine the success of the process and the need for any amendments to this governing instrument.

Amendments

This Governing Instrument may be altered or amended by a majority vote of the LDC followed by approval of the Board of Trustees.



FISCAL POLICIES

UUFCO Policy on Income, Expenditures and Related Fiscal Matters

Date initially approved: September 2010
Date of last approved modification: January 25, 2024

Deficit Spending

The Board should make every effort to cover operating expenses with operating income. At the close of each fiscal year, operating deficits or surpluses must be balanced with restricted fund balances, following UUFCO policies for utilization of our restricted funds.

Budgets

The annual budget will be prepared by the Finance Committee in cooperation with staff, presented to the Board for approval and then approved by the congregation at the annual meeting. Submitted budgets must balance, though planned use of restricted funds may be part of the planned “income” to achieve a balanced budget.

Planned utilization of the Operating Reserve fund is discouraged and should only be used if there is some short-term perturbation in operating income or expense that is not appropriate for funding from another restricted fund and will likely return to “normal” soon.

Spending Controls

During the fiscal year any line item that exceeds the approved budget amount must have written approval provided to the accountant/bookkeeper before posting. The President or Treasurer can approve amounts up to \$500.00; larger amounts need prior approval by the Board. The accountant/bookkeeper should note these increases in the monthly Board financial reports.

Unbudgeted items (spending on an unforeseen category of expense), of any amount, may also be approved for amounts up to \$500 by the President or Treasurer, who must also propose a name and description for a new spending category for which this expense should be billed against, and this category name shall be provided to the bookkeeper. Such requests should be infrequent and may require the Board to review approved expense amounts. Some unplanned expenses may be paid for out of restricted funds, if appropriate, and if approved by the Board (see policy on Restricted Funds).



Income and Investments

All UUFCO funds must be deposited in our bank accounts or investment accounts named Unitarian Universalist Fellowship of Central Oregon. Earnings on money in our bank accounts will be allocated to operating revenue. Investments in such bank accounts must be insured. The Treasurer is authorized to make investment decisions on money in our bank accounts, to decide how much money shall be kept in bank accounts for operational use, and how much shall be kept in investment accounts. Some money designated for reserve funds may be deposited in bank accounts, at the discretion of the Treasurer, to enable adequate cash flow for the Fellowship. The Treasurer will report to the Finance Committee and the Board how funds are invested and their yield, twice per year.

The Sunday offertory collection will be counted in dual custody by a member of the Finance Committee or the Board and another congregant. A deposit form (showing the number and dollar amount of each cash denomination) will be prepared for the accountant/bookkeeper, and a copy kept by the Treasurer for audits.

Other cash amounts submitted to the accountant/bookkeeper should be counted in dual custody by the responsible parties with a form showing compliance.

Pledge amounts and payments will be posted by the accountant/bookkeeper or the Treasurer. Access to and restrictions from this information shall be per the Information Access Policy.

Undesignated contributions will generally be treated as part of operating income for UUFCO. Undesignated gifts collected on GCC Sundays will normally be treated as contributions to the GCC recipient, unless pledgers have communicated with the Bookkeeper or Treasurer that all weekly or monthly contributions shall be applied towards the donor's pledge payment, even if the contributions are received on a Greater Community Collection (GCC) Sunday. Undesignated gifts at special occasions where it is clear that the offering is for a designated purpose will be treated as though they were intended for the designated offering purpose(s).



Expenditures and Withdrawals

Withdrawals from UUFCO bank accounts can only be done by checks or similar orders such as bill-pay. Electronic transfers between UUFCO accounts may be done by the Treasurer or accountant/bookkeeper.

Signature authority on UUFCO accounts shall generally be held by the Treasurer, the President, and the Past President (or Vice President) of the UUFCO Board. The Minister may also be allowed to have signature authority on a separate, small checking UUFCO account for urgent expenditures. It is the responsibility of the Treasurer to ensure that all financial institution authorization change processes have been completed at the end of each fiscal year to authorize those who will hold signature authority in the upcoming fiscal year.

All checks issued must be signed by an authorized signer. All bill-pay and EFT transactions must be authorized by the Treasurer or the President of the Board.

Credit cards may be issued to individuals upon approval by the Board. The cards will have a maximum of \$5,000.00 credit limits. These are intended for use only for church related expenses and must be paid off each month. Receipts or invoices shall be provided to the accountant/bookkeeper for expenses incurred.

Periodic Review of the Financial Records

The Finance Committee will appoint an ad hoc committee of at least three members to review financial records including payroll documents. The Treasurer will be one member of the committee. This review must be done at least yearly using UUA provided guidelines for such church reviews. A written report must be provided to all Board members.



UUFCO Policy on Restricted Funds

Date initially approved: January 25, 2024
(replaces older separate policies on designated funds and building funds)

Restricted funds are designed to place restrictions on intended uses, funding sources, and authority to add or spend from funds, and to allow for designated donations to be allocated to these funds. On the balance sheet, the funds show up as equity, though they represent commitments of how the Board may use church money. The Treasurer is authorized to invest money and sell assets in our non-endowment investment accounts, and to recommend at the end of each fiscal year how to allocate earnings or losses from these investments amongst our various restricted funds, with the Board having final authority on such allocations.

Restricted funds may only be created at the explicit request of the Board.

If no other policy or legal contract states otherwise, the Board is the only authority that may decide to spend from a fund, transfer from one fund to another, take a loan from a fund, dissolve a fund, define the purposes for a fund, or put money into a fund. If the Board wishes to delegate some or all this authority for a given fund, it must do so via Resolution, and these resolutions must be reflected into policy for any funds that have an indefinite duration.

The following sections of this policy describe the authorized UUFCO restricted funds (as of Jan 1 2024), and the intended uses, authority, and contractual constraints on the use of these funds.
(See “UUFCO Endowment Committee Governing instrument” for Endowment Policy details)

Funds that are used to support programs of UUFCO:

UUFCO desires to foster a culture of giving where people are generally supporting the overall mission and activities of the fellowship, and not using their gifts to guide the priorities of the fellowship. It is our goal to adequately fund all programs and activities of UUFCO through our annual budget. We will no longer use restricted funds to support specific UUFCO programs.

Designated Funds for Minister’s Discretion and External Programs will still be supported.

The following Funds: Youth RE, Adult RE, Music, Library, Art Team, Ed Leadership and Social Justice will be closed to further contributions, and shall be dissolved on 6/30/2024.

Youth RE Program Discretionary Fund – funds designated to fund special supplies, enhance programs, etc. Approval required: RE Director and Minister

Music Program Discretionary Fund – funds designated to purchase additional music, attend



musical conferences, etc. Approval required: Music Director and Minister

Library Discretionary Fund – funds designated to purchase books, supplies, etc. Approval required: Library Committee Chairperson and Minister

Adult RE Discretionary Fund – funds designated for special supplies, new programs, etc. Approval required: Adult RE Committee Chairperson and Minister

Education Leadership Development Fund – funds used to enable members’ participation in conferences, workshops, and a broad spectrum of activities that are not included in the operating budget.

Approval required: Board President and Minister; If over \$500, Board and Minister

Art Team Fund – Funds to be used by the art team for supplies

Approval required: Chair of Art Team and Minister

Social Justice fund- Fund used to pay for all UUFCO social justice activities

Approval required for spending: Chair of Social Justice Steering Team.

Restrictions on contributions: closed to new individual contributions, except for any previously authorized “greater community collections” in fy 23-24.

Funds that are used to support specific external good causes:

Fireflies – fund designed to be used exclusively to acquire and send books and related learning materials to young learners in Central Oregon

Approval required for spending: Chair of Fireflies Team.

Restrictions on contributions: None.

Duration of Fund: Indefinite, but closes once effort is no longer supported by UUFCO.

Water for Warm Springs – Fund designed to be used exclusively to acquire and send clean water to residents of Warm Springs OR.

Approval required for spending: Chair of Diversity Equity and Inclusion Group.

Restrictions on contributions: None.

Duration of Fund: Indefinite, but closes once effort is no longer supported by UUFCO.

Fund that is used to support unplanned, unexpected work of the church:

Minister’s Discretionary Fund – fund for use at the discretion of the Minister, with consideration given to previous donor designations if designated funds moved here.



Approval required for spending: Minister.

Restrictions on contributions: none.

Duration of fund: indefinite.

Funds that are used for specific major short-term UUFCA projects:

Funds for short term project funding must be approved via resolution, with a narrowly defined purpose, a defined timeframe for accepting donations, and criteria for determining when the project and spending are complete. Funds shall be terminated once the donation time window is over and the project spending completion criteria are met. The Board has sole authority to determine how to allocate any residual money left in the fund at this point.

Examples of such recent funds have been the Solar project and the Sacred Grounds project. The Sacred Grounds project was already completed, and the fund is now closed. The solar project fund will close during fy23-24, though a Building Reserve fund loan for solar will still exist.

Funds that are used for expected but infrequent large expenses:

Minister's Sabbatical fund – Fund to be used to pay extraordinary UUFCA expenses associated with a Minister's Sabbatical (recent sabbatical just completed Sept 2023).

Approval required for spending: Board (details delegated to Sabbatical Taskforce).

Restrictions on contributions: none.

Duration of fund: indefinite.

Capital Replacement fund – Fund to be used to pay for large and infrequent repairs or replacement of equipment of the UUFCA Building and Grounds, including asphalt maintenance.

Approval required for spending: Board (proposals brought by Treasurer).

Restrictions on contributions: Only the Board may authorize additions to this fund, using either operating income (as approved by the fellowship in our annual budget), approving a special capital campaign for this purpose, or reallocating other fund assets for this purpose.

Duration of fund: indefinite.

Minister's Housing Fund – Reflects the amount payable to UUFCA when the current minister leaves the employment of UUFCA, and the interest only loan must be repaid to UUFCA.

This fund is closed to any contributions or spending, and uses of the repaid loan must comply with the major donor agreement that provided the money to enable UUFCA to make this loan.



Reserve Funds created by the major donor family during our new building creation:

Building Reserve Fund – Purposes and authority are specified in detail in the contractual agreement with our major donor signed 6/20/2018 (see end of this policy for pertinent clauses from this agreement). This fund is intended to support new functionality for our building or grounds and also to cover annual operating losses once the Operating Reserve fund is depleted.

Approval required for spending: Board

Restrictions on contributions: This fund is closed to new additions, unless the Board decides to use money in this fund for a “loan,” in which case repayments of the loan with interest may be paid back into the fund.

Duration of fund: Indefinite, until money in the fund is depleted.

Operating Reserve Fund – The purpose of this fund is to cover annual operating deficits when such deficits occur, whether they are planned or unplanned. It may also be replenished by operating surpluses, per the approvals shown below.

Approval required for spending: Treasurer if <\$10,000, otherwise full Board, allowed only if there is an operating deficit at the end of a fiscal year. The Board may use other Funds to pay for Operating Deficits if appropriate per the Fund criteria in this Policy.

Restrictions on additions: Treasurer if < \$10,000, otherwise full Board, allowed only if there is an operating surplus at the end of a fiscal year. The Board is always free to determine if additions to the operating reserve, or adding to another fund, or some other spending option, will be the preferred use of an unplanned large surplus. No individual contributions are allowed to this fund.

Duration of fund: Indefinite, until depleted (NOTE: The Building Reserve fund may be used to fund operating deficits once the Operating Reserve fund is depleted, with restrictions and approval per the above Operating Reserve fund policy).

Art Procurement Fund – Fund to procure art for the UUFCO Building or Grounds

Approval required for spending: Board (recommended projects may come from the ART Team, Aesthetics Team, or other congregants).

Restrictions on contributions: Closed to further additions, except for the Board paying back any loans it may choose to take from this fund.

Duration of fund: indefinite (until depleted).



Pertinent paragraphs of the legal Building Reserve Fund donor agreement are shown below:

“It is the intent of the parties that the **Building Reserve fund** shall be used only for the following purposes:

- a. It is intended that the scope of uses which would “enhance” the church building and grounds as set forth in paragraph b. below be broadly construed so as to enable the facilities and land to be of maximum use and as aesthetically pleasing as possible for the congregation.
- b. For furniture, fixtures, improvements, and other expenditures which enhance the building facility or the UUFCO real property comprising the total UUFCO contiguous land holdings at the corner of Skyliner Road and Skyline Ranch Road in Bend, OR. As examples, and not limitations of uses, the real property expenditures could provide for labyrinth improvements, play areas, parking spaces or other landscaping features.
- c. To cover operating deficits of UUFCO in any fiscal year. However, operating deficits shall not be paid from this fund until the monies set aside originally in a reserve account for the express purpose of paying operating deficits have been fully expended. [sic]

Funds may be disbursed from the building reserve account only upon the authority of a majority vote of the total number of members of the UUFCO Board of Trustees. If ten or more individual members or a committee or team of UUFCO, or the Minister of UUFCO or the Board on its own motion would like to expend funds from this Building Reserve fund, a written proposal of such request shall be made to the Board. Upon approval of such expenditures by the Board the designated amount of funds approved by the Board may be expended from the Building Reserve fund but only for the approved purpose. Any funds authorized which are not expended for the approved purpose shall be returned to the Building Reserve fund.

[sic]

The Building Reserve fund shall be maintained until all of the fund, including earnings, have been expended for Board authorized purposes.”



UUFCO Endowment Committee: Policies and Procedures

(Referred to as the “Governing Instrument” in the UUFCO Bylaws)

Date initially approved: February 24, 2016
Date of last approved modification: February 24, 2016
Date of last approved modification: January 19, 2021

Plan of Operation

The UUFCO Endowment Fund Committee (hereafter, the “Committee”) shall consist of a minimum of five voting members, all of whom shall be voting members of UUFCO. One member shall be appointed from the Board of Trustees by the board President. The other members shall be elected by the Congregation. Except as herein limited, the term of each member shall be two (2) years.

No member shall serve more than two consecutive two-year terms. After a lapse of one (1) year, former Committee members may be reelected. The UUFCO Treasurer shall be excluded from appointment or election to the Committee in order to avoid a conflict of interest with the Treasurer’s audit responsibility.

In the event of a vacancy of an elected position on the Committee, the UUFCO Board of Trustees shall appoint a congregation member to fill the vacancy until the next annual meeting of the Congregation, at which the Congregation, following electoral procedures for other Fellowship officers, shall elect a member to complete the term of the vacancy.

The Committee shall meet quarterly, or as needed in the best interest of the Fund. A quorum shall consist of three members and a majority of those members present and voting shall carry any motion or resolution.

Duties of the Committee and Committee Officers

The Committee is responsible for:

1. Promoting the concept of giving to the Fund.
2. Developing an investment policy.



3. Receiving or rejecting contributions to the Fund. Gifts other than cash will normally be liquidated as promptly as practical.
4. Investing gifts in accordance with the Investment Policy
5. Maintaining necessary records of gifts, investments and distributions.
6. Adopting means for acknowledging the receipt of gifts in a manner that will permit the donor to claim federal income, gift and estate tax charitable contribution deductions.
7. Causing distributions to be made from the Fund, consistent with Endowment policy.
8. Reporting to the Board of Trustees and Congregation on activities, Fund balances and the distribution of proceeds.

The Committee shall elect from its membership a chairperson, a recording secretary, and a financial secretary. The length of terms for these officers shall be determined by the Committee. The responsibilities of these persons shall be as follows:

The Chairperson, or person designated by the Chairperson, shall preside at all Committee meetings, and shall provide an annual report to the Congregation. The Chairperson shall submit a quarterly report to the Congregation Treasurer on the activities of the Committee and including the financial report prepared by the Financial Secretary.

The Recording Secretary shall maintain complete and accurate minutes of all meetings of the Committee, shall supply a copy thereof to each member of the Committee, and will make them available to members upon request. Each Committee member shall keep a complete copy of minutes to be delivered to his or her successor.

The Financial Secretary shall maintain complete and accurate records of receipts for the fund, income from the fund, and disbursements from the fund, including the names of donors and recipients. Should a donor wish to remain anonymous, their name and donation details will not be revealed in public records of the committee. The Financial Secretary shall assist the Congregation Treasurer and bookkeeper in maintaining complete and accurate books of account for the Fund, shall submit to the treasurer on behalf of the Committee written requests for checks payable from the Fund, and shall sign all other necessary documents on behalf of the Congregation in furtherance of the purposes of the Fund. The financial activity of the Endowment Fund shall be a part of the annual review of Fellowship finances.



The Financial Secretary is responsible for monitoring and placing trades in the brokerage account for the Endowment. He or she is responsible for preparing the quarterly financial report for review by the committee and for the Chair to include in his or her report to the Board. The Financial Secretary is also responsible for giving the committee a report on the investment allocation and whether any rebalancing is needed per the Investment Policy Statement. When contributions are received by the committee, the Financial Secretary shall assist the Bookkeeper in providing appropriate tax receipts for donors.

Members of the Committee shall not be liable for any losses that may be incurred upon the investments of the assets of the Fund except to the extent that such losses shall have been caused by bad faith or gross negligence. No member shall be personally liable as long as she or he acts in good faith and with ordinary prudence. Each member shall be liable for only her or his own willful misconduct or omissions and shall not be liable for the acts or omissions of any other member. No member shall engage in any self-dealing or transactions with the Fund in which the member has direct or indirect financial interest and shall at all times refrain from any conduct in which her or his personal interests would conflict with the interest of the Fund.

All assets are to be held in the name of the Unitarian Universalist Fellowship of Central Oregon Endowment Fund.

Recommendations to buy, hold, sell, exchange, rent, lease, transfer, convert, invest, reinvest, and in all other respects to manage and control the assets of the Fund, including stocks, bonds, debentures, mortgages, notes, or other securities, as in their judgment and discretion they deem wise and prudent, are to be made by the Committee, for approval by the Board of Trustees of the fellowship, with subsequent execution by the delegated member of the Committee. The Endowment Committee will approve and implement investment decisions for new funds and periodic rebalancing of the fund in accordance with the Investment Policy Statement approved by the Board.

The Committee shall provide an annual report to the Congregation in advance of the Annual Meeting. This report shall include the accomplishment of the Committee for the past twelve months and the plans for the next twelve months. The topics to be reported shall include its activities with regard to raising, administering, and disbursing funds. Information about the investments shall be provided including: type of investment(s), gain or loss, and the value of the account(s). This report shall be made available in written form to members of the Fellowship with the same lead time required by the by-laws for providing the list of candidates prior to the date of the meeting. Recognition shall be accorded to the donors and planned givers of the past year, if they so desire.



Raising and Administering Funds

The Committee shall provide for the continuing education of congregation members about the charitable aspects of estate planning, ways to transfer assets, the use of wills and trusts, life insurance, annuities, gifts of real property, securities or other tangible property of value such as art works and antiques.

Preferred donations to the Fund are cash, securities, or other financial instruments that can quickly and easily be converted to cash or other liquid assets.

The Committee shall encourage and assist members and friends of the congregation in making contributions to the Fund.

The Committee shall solicit gifts throughout the year, dealing with donors individually.

The Committee shall not hold general fund drives that would compete with regular Church pledge campaigns and anticipated capital fund drives.

Except in extraordinary circumstances, the Committee will not accept donations earmarked for special purposes. Other UUFCO funds are available for these types of donations.

The Committee shall invest the Fund's assets in a prudent manner.

The Committee shall consider the Congregation's social and ethical positions when formulating investment strategy.

Disbursement of Funds

The Committee shall place highest priority on disallowing any invasion of the accumulated original monetary value of the gifts to the Fund. However, momentous issues may arise that require the congregation to consider access to part or to all of the Fund's principal. For any meeting at which decisions shall be made on expenditures from the eligible endowment funds, fifty percent (50%), including proxy votes, of the voting congregational membership shall be required as a quorum, and a sixty six percent (66%) majority of those present, or by proxy, shall be required to adopt a substantive motion. A written ballot shall be required for all such decisions. The ballot shall include the amount of principal to be withdrawn along with the purpose of the withdrawal. Upon approval by the



congregation, the Board of Trustees shall have the power to make expenditures from the principal of the Endowment Fund in accordance with the authorizing motion by the congregation.

Once a Fund asset value (principal and income) of \$100,000 is reached and maintained for four (4) consecutive quarters, the Committee may, at the direction of the Board of Trustees, disburse annually any new Fund income and not withhold it for further growth. The primary means for fund growth shall then be the Committee's fund raising activities.

The Endowment Committee will approve and implement investment decisions for new funds and periodic rebalancing of the fund in accordance with the Investment Policy Statement approved by the Board.

Amendments

These Policies and Procedures may be altered or amended by a majority vote of the Endowment Committee followed by approval of the Board of Trustees.

Dissolution of the Fellowship

In the case of dissolution of the Fellowship, all assets of the Endowment Fund, subject to all claims against it, shall be vested in the Unitarian Universalist Association or its successor to be held in trust for the benefit of a future Unitarian Universalist Fellowship in Central Oregon.



UUFCO Policy and Procedures on Non-monetary Gifts

Date initially approved: June 9, 2016
Date of last approved modification: May 11, 2017
Date of last reaffirmation: Nov 16, 2023

Policy

UUFCO welcomes non-monetary gifts from its congregants and friends. Gifts must support the vision and aspirations of the design and the intention of our church, conform to UUFCO's purpose, programs and values, and comply with the donation procedures outlined below, and detailed on the attached UUFCO Non-monetary Gift Proposal form. The Board of UUFCO reserves the right to negotiate the conditions of the gift with the donor.

Procedures for the acceptance of non-monetary gifts:

1. The donor proposes the gift to a specific related committee, program, Minister or Board in the attached written format. Gifts of art shall initially be proposed to the ART Committee, who shall refer to the art guidelines document for intentions that we have set for art in our building.
2. The committee, program, Minister or Board under which the gift's purpose falls will review the proposal and explore possible implications the gift has to the UUFCO budget. (For example, if there are moving, installation, labor, or maintenance costs associated with the gift either for the short or long term). If the proposed gift does not fit the criteria stated in the policy above, or if the associated costs of accepting the gift are deemed to be too high, the gift will not be accepted. The entity to which the proposal was submitted will make recommendations of acceptance to the Board.
3. The donors and the Board President, Treasurer or Vice-President will sign off on the "Gifts Acceptance Form" if the Board decides to accept the gift.



UUFCO Non-monetary Gift Proposal Form

Donor/s Name: _____

Donor/s Contact information: _____

Date submitted: _____

1. Brief statement of the purpose of the gift and attach photos if possible:
2. How does the gift adhere to and/or support the vision and aspirations of the design of the UUFCO building?
3. What UUFCO committee or program this gift will support? (Social Justice, Music, Children's RE, Adult RE...)
4. How might this gift impact the UUFCO budget in terms of moving, labor, long term maintenance?
5. How willing are you to negotiate the terms of this gift?
6. If this is an item related to seasonal use, where do you propose the item be stored?

Online version of this form is named [Tangible Gift Form](#)



UUFCO Donations of Art and Non-monetary Gifts Acceptance Form

Whereas, the undersigned (name of donor) _____

is the owner of the following (hereafter referred to as "donation." (Specify such as: paintings, sculpture or as appropriate with titles and descriptions of each work and artist.)

Whereas, the undersigned _____, hereafter called "Donor" desires & intends to make a gift of the Item/Collection to UUFCO.

Whereas, Donor certifies that he/she is the sole owner of this Item/Collection. Now, therefore, the undersigned Donor does hereby give title and interest in the Item/Collection to UUFCO with artist retaining copyright.

Donor does not make any expressed or implied warranty of any kind, including without limitation, any expressed or implied warranty of merchantability or fitness for a particular purpose.

UUFCO can use the Item/Collection for not---for---profit use such as on their website, in brochures and other materials.

UUFCO shall be responsible for the proper maintenance of the Item/Collection. If necessary, UUFCO retains the services of someone qualified to clean and /or repair the Item/Collection, which may or may not be that of the original artist.

UUFCO reserves the right not to have the work on display at any given time. If UUFCO should decide the fellowship no longer wishes to keep the piece, the donor's wishes for the disposition are:

Donor and UUFCO agree that the Item/Collection is in acceptable condition and agree that the fair market value of the collection is \$ _____.

Witness our signatures this the _____ day of _____, 20 ____.

Donor _____

President of the Board of Directors _____



UUFCO Art Guidelines

Updated 05/11/2017

Our building is a beautiful, welcoming space and a work of art, both inside and out. Its design and placement expresses a harmonious relationship with the land with a strong connection between inner and outer spaces. Natural light, views, clean, flowing lines, and organic textures, finishes and colors contribute to an environment that inspires community, spiritual contemplation, learning, and social action.

We are committed to choosing art for our building that is in tune with the values, aspirations, and aesthetic expressed in the building. This art falls into several categories with different timelines for decision-making and/or acquisition:

- Permanent art that is integrated into the structure or design of the building, which might include:
 - Service essentials: custom-made chalice, bell or singing bowl, lectern, nesting tables, chairs for the front of the sanctuary.
 - Strategically placed art glass in windows and doors between gathering space and sanctuary.
 - Donor wall, cornerstone, history, time capsule.
 - UU Principles and signage.
 - Sculptural elements on front entry plaza, perhaps rocks at the main entrance, creating visual layering, a contemplative atmosphere, and a connection with water and wildlife in the high desert
 - Focal art piece at front of stage (hanging sculpture, possibly glass).
- Individual pieces (paintings, hand-pulled prints, sculpture, fiber arts) that will be acquired over time after the building is completed;
- Small temporary exhibits hung in designated, well-lit spaces throughout the building.

We will focus initially on rotating exhibits beginning with congregants' work and artists from the greater community, before acquiring permanent paintings and sculpture, other than permanent art pieces mentioned above that are integral to the architecture.

Guidelines for selecting and integrating permanent art in our New Home:

- Art that reflects our Unitarian Universalist principles, values, and sources.
- Art that nourishes spirituality and inspires contemplation or play depending on its setting
- One-of-a kind, well-crafted pieces
- Work that is site-specific in terms of scale and setting
- Work of local and Northwestern artists whenever possible



UUFCO Policy on Review of Insurance

Date initially approved: March 9, 2017

Date of last modification: Nov 16, 2023

It is fiscally prudent to have an active risk management program that includes a comprehensive insurance package. This will ensure the viability and continued operations of the church.

The treasurer of the Board shall lead an annual insurance review for the Board to be sure the church has adequate insurance to recover losses, and to ensure that the appropriate types of insurance and endorsements are purchased.

Annual Board approval of the insurance coverage must be documented in Board minutes, including any action taken to decrease/increase insurance.

“Insured Persons” in our liability insurance shall be understood to cover, but not be limited to, those “elected officers” spelled out in our bylaws, article 5.03, which includes Board of Trustees members, Endowment Committee members and Leadership Development Committee members, and the term “elected officers” in our bylaws shall be understood to be synonymous with the term “officer” in our insurance policy.

The complete language of our current liability insurance says that “Insured person” means any former, present, or future director, officer, trustee, employee, volunteer or member of the staff, faculty or any duly constituted committee of the “organization.”



OVERSIGHT AND EVALUATION POLICIES

Policy on Ministerial Reviews

Initially Approved April 19, 2022

An evaluation of the UUFCO Minister and Ministry should take place every other year. The purpose of this review is to determine how priorities established by the congregation, Minister and Board are being met.

The reviewing group is a Board appointed committee. This committee will include the minister, Board Past President, Board Personnel At-Large Member, and another non-Board member selected by the entire Board.

Findings of the Review Committee will be shared with the congregation.



FACILITIES & GROUNDS RELATED POLICIES

UUFCO Board Safety Policy

Date initially approved: February 10, 2015
Date of last approved modification: December 12, 2016
Date of last reaffirmation: November 8, 2018

Policy

The church building and grounds are owned by UUFCO, and the fellowship has assumed full responsibility for its safe operation and maintenance.

The facility and grounds shall be managed and maintained at all times in a manner that preserves the safety and security of the building, its equipment and furnishings, the Congregation, Staff, and all other occupants.

Safety concerns shall be brought to the attention of staff.



UUFCO Board Alcohol Policy

Date initially approved: December 10, 2014

Date of last approved modification: June 21, 2022

Policy

UUFCO limits alcohol allowed on the premises to non-spirit beverages (wine, beer, cider, etc.). This shall apply to all events where UUFCO provides liability coverage, regardless of who is hosting or renting.

For renters who provide their own liability insurance that covers the additional risks of serving hard alcohol, hard alcohol may be permitted on the premises. All users must strictly comply with OLCC rules and requirements.

Violation of this policy by any outside group or individual using the UUFCO property may result in the Minister or Administrator barring them from any future use of the building and grounds.



UUFCO Board Smoking Policy

Date initially approved: December 10, 2014
Date of last approved modification: December 10, 2014
Date of last reaffirmation: June 4, 2023

Policy

Smoking of any kind, the use of smokeless tobacco, or the use of electronic cigarettes is limited to a designated smoking area, to be on pavement, and not less than 10 feet from the building entrance, accompanied by a fire-safe, self-extinguishing receptacle for waste, unless otherwise posted. During high fire danger periods, smoking will be banned completely.



UUFCO Board Fragrance Policy

Date initially approved: February 10, 2015
Date of last approved modification: February 10, 2015
Date of last reaffirmation: May 18, 2023

Policy

1. UUFCO expects that our facility remains free of scented products.
2. Personal care products such as cologne, perfume, aftershave, perfumed lotions and/or similar products are not to be worn in the facilities owned and operated by UUFCO.
3. Use of air fresheners, incense, and scented candles are prohibited from the facilities owned and operated by UUFCO.
4. We will seek to use cleaning products that are unscented.



UUFCO Board Policy: Service Animals and Pets

Date initially approved: February 10, 2015

Date of last approved modification: October 13, 2016

Date of last reaffirmation: September 13, 2018

Policy

Service animals are welcomed within UUFCO when accompanied by an individual who has disability or who indicates that the service animal provides a specific service.

Animals in the kitchen are prohibited by Health Department regulations.

Pets are only allowed at events where their presence is specifically designated as part of the event or service. At the discretion of the Minister, staff members may bring pets to the administrative office area.

Any procedures developed to implement this policy must comply with the Americans With Disabilities Act (ADA).



UUFCO Board Policy: Sustainability Practices

Date initially approved: January 14, 2015
Date of last approved modification: December 12, 2016
Date of last reaffirmation: December 12, 2019

Policy

UUFCO will strive to minimize our footprint on the earth's resources in all aspects of our use, maintenance of, and improvements to our church building and grounds. We will strive to maintain the health of our Congregation and our employees by making sustainable choices. We will balance cost effectiveness as a subordinate consideration in our purchasing decisions.

UUFCO will continue our commitment to maintain the Earth Advantage Platinum certification.



UUFCO Board Building Use Policy

Date initially approved: January 14, 2015
Date of last approved modification: December 12, 2016
Date of last reaffirmation: December 12, 2019

UUFCO constructed our building to further our ministry and to affirm and promote the seven principles of Unitarian Universalism to its members and to the community of Central Oregon.

We are pleased to make the building and grounds available to individuals and groups in the community that seek to serve and enrich human life through the arts, education, social and environmental justice, celebrations, weddings, or other activities that are compatible with our mission.

In keeping with UU principles, no individual or group will be denied use of the building on the basis of religion, race, sex, national origin, disability, sexual preference, age, or public assistance status.

Priority for building use and scheduling decisions shall be determined by the following guidelines, in descending order of priority: <NOTE: The Minister may choose specific priorities based on his/her judgment of the overall good of the church.>

1. Services, programs, groups, exhibit installations and meetings of UUFCO
<all above activities are considered to be “Activities of UUFCO”>
2. Programs and meetings of organizations with a working relationship with the Congregation
3. Programs and meetings of organizations affiliated with Members of our Congregation
4. All other uses

Once a rental event is confirmed, and a contract is signed, this becomes a commitment, and “higher priority” events will not cause us to break such a commitment.

Substantially all uses of the building must be consistent with “furthering the Mission of UUFCO”, in order to be compliant with Federal tax law and to maintain our 501c3 status.

At the discretion of the Minister, UUFCO may reject requests for building use if the principles or activities of the requesting organization or individual are, or appear to be, inconsistent with UU principles, or are judged to be failing to further the Mission of UUFCO.

All building users must comply with applicable Deschutes County Health Department and Oregon Liquor Control Commission rules and regulations.



UUFCO Board Property Placed in the Building Policy

Date initially approved: November 9, 2017
Date of last reaffirmation: December 12, 2019

Insurance for any non-UUFCO property left in the church is the responsibility of the provider of the property. UUFCO insurance for items not owned by UUFCO is very limited and shall not be used to protect valuable non-UUFCO property placed in our facility.

Any group that wants to place an item in the building must get prior approval for use of floor space from the church administrator and must verify that they have read and understood this policy on limited UUFCO liability, if this property is not owned by UUFCO.



UUFCO Board Building Use Fees Policy

Date initially approved: December 14, 2017

Date of last approved modification: January 11, 2018

Date of last reaffirmation: December 12, 2019

Building use fees are intended to help defray costs of operation and are not intended to create a profit from rentals. Building use fees and building use policies shall be publicly posted on our Website and shall also be available upon request.

Authority to set building use fees is delegated to the Facilities Management Committee, working with the Event Manager. The Board may ask for review of rate schedules and rationale, to verify that the strategic intent of building use fees is being met.

The Minister is authorized to offer building use at reduced fees in unusual circumstances, but this practice shall not be mentioned as part of our publicly available policy or fee structures, as it is not intended to be a common part of our building use procedure.

Building use fee categories shall be as follows:

“Standard building use rates.” (for users not in special categories below)

“Non-profit Rates” apply when the building user has a 501c3 nonprofit designation.

“Members Rates” apply when:

- The building user is an individual who is an active member of the church
- The activity or purpose of building use is for personal or immediate-family activity for this member
- This rate is not intended for situations where members are a part of organizations that wish to use space in our building

“Activities of UUFCO” will not pay a building use fee.

- Major life events (weddings/funerals) of members will also not pay a fee



UUFCO Board Keys Policy

Date initially approved: February 10, 2015

Date of last approved modification: January 25, 2024

Keys, including digital keys, will be assigned to Members and staff on an as-needed basis. To be issued a key, a Member must:

- a. Be active in good standing, and
- b. Be a member in a leadership position, or
- c. Have a clear need to access the building during non-office hours.

The Administrator will maintain an inventory and control system over keys in circulation. Key cards may be disabled at the administrator's discretion to maintain building safety.

The UUFCO Administrator or designated staff member will issue keys to activity leaders (e.g., yoga instructors), outside renters and contractors on a strict as-needed basis, and will retrieve them as soon after events as practicable.

The Safety and Security Committee will continue to advise and assist the Administrator.



UUFCO Emergency Site Closure Policy

Date initially approved: August 14, 2017

Date of last approved modification: December 12, 2019

Policy:

Emergencies that may lead to a building closure include but are not limited to:

Weather events (snow, ice, tornado, floods)

Fire

Earthquake

Criminal or terrorist activity

It is the responsibility of staff to attempt to alert the Minister of any emergency conditions that may warrant the closure of the building. If the Minister is not available, staff shall attempt to alert the Board President. These people shall determine if the conditions described warrant a sufficient emergency to close the building. If neither the Minister or the Board President are available in a timely manner, staff onsite may make an emergency decision themselves.

In general, if the neighboring schools have decided that they need to close, we MAY also choose to close the Church building.

If a decision is made to close the building, the following actions must happen, unless the nature of the emergency makes some of these actions not feasible.

1. Building doors shall be locked, and a sign posted on the front door stating the closure and the reason for the closure.
2. A notice shall be posted on the home page of the UUFCO website describing the closure, and reasons for the closure.
3. Local media and law enforcement shall be notified of the closure and reasons.
4. An email shall be sent to all members notifying them of the closure and reasons.
5. All staff must be personally notified, including all those involved in children's programming and child care.

The same people and process shall be used to make the decision and communications about re-opening the building after an emergency closure.



UUFCO Policy on Placement of Memorials in the UUFCO Sacred Grounds

Date initially approved: November 17, 2022

Placement of memorials is reserved to honor and memorialize members of UUFCO after their death. Memorials may be hung by the member's family, friends, or members of the fellowship. Memorials are limited to one per family unit. Deaths of additional family members that are also UUFCO members may be acknowledged by adding their name on the original memorial with a tag.

Cost of the memorial will be the responsibility of the member's family or friends. Installation will follow established designs and procedures to be found in the administrative office.

Memorial options are available for members to plant trees or shrubs as memorials for friends or family. Cost, labor and ongoing maintenance of this memorial will be borne by the member and be within the parameters of the Master Plan including an approved plant list.

The minister has the final authority to decide unanticipated future conflicts that may arise around who may hang or place a memorial or where one may be placed.



UUFCO Land Use Policy

Date initially approved: January 25, 2024

It is the policy of UUFCO that its grounds be held in a managed wild state¹ for the spiritual use and low-impact recreation of Fellowship members and the surrounding community. To this end all purposeful use of Fellowship grounds and property, beyond small *ad hoc* groups of individuals, must receive approval of the Fellowship. This policy excludes revenue-generating events sanctioned by the minister and event manager.

A. Small Organized Activities

Small, organized activities having an impact on our grounds, lasting no more than a few hours and with no added structures, tents, or equipment, will require the approval of the relevant members of the church staff.

Longer use of the grounds, of no more than a few days length and with the erection of temporary structures or equipment, will require the approval of a majority of the Board of Trustees.

All evidence of use must be removed upon completion of the event.

B. Permanent Structure, Fixtures and Artwork

Any party wishing to erect a permanent addition or make a substantial change to any portion of our grounds for any purpose, such as parking designations, the installation of structures, fixtures, or artwork, will be required to submit a detailed proposal to the Board of Trustees jointly through the Chair of the Aesthetics committee and the Chair of the Building and Grounds committee, with consultation from the Chair of the Finance committee.

The proposal must address the following:

- a. What is being requested.
- b. Why is this addition needed.
- c. The specific impact of the addition on congregational lives (qualitatively or quantitatively).
- d. An implementation plan that includes time and cost estimates.
- e. The anticipated source of funding for the project (e.g. UUFCO operating budget, capital campaign, outside grant, etc.)

¹ Managed wild: unaltered except for maintenance of narrow trails, and removal of fire fuels, downed timber, and invasive species.



If approved by the UUFCO Board of Trustees, the detailed proposal may be sent to the members of the UUFCO fellowship for a vote if the cost is estimated to exceed 25 percent of the fiscal year total operating budget as per By-law 4.05. The vote will be conducted according to Article IV of the Fellowship by-laws, pertaining to Fellowship meetings.



INFORMATION AND COMMUNICATIONS POLICIES

UUFCO Information Access Policy

Date initially approved: August 11, 2016
Date of last reaffirmation: August 11, 2018

A. DEFINITIONS

1. **"Members"** are individuals who have been admitted to the Fellowship as defined under the UUFCO Bylaws.
2. **"Friends"** shall be understood as non-members who have consented to sharing their personal information with lay leaders in accordance with this policy. Typically, such people will have a high current level of involvement in the life of the church, but the judgment shall be made by the participant via an opt-in process, with an opt-out option also available if a "friend" wishes to stop sharing their personal information with UUFCO lay leaders.
3. **"Personal information"** shall be understood to include, but not be limited to: electronic or printed materials containing identifying information about those who participate in the activities of UUFCO, where "identifying information" is any combination of name, photo, address, or email where a person could be uniquely identified or contacted. Examples of places with UUFCO personal information are: Members area of the website, Directory, Church management software.
4. **"Financial information"** shall be understood to include, but not be limited to: electronic or printed materials that describe pledges or contributions to UUFCO or affiliated groups, as well as pledge totals and annual UUFCO budgets as described in the annual meeting.

B. POLICY

1. Policy on control of and access to personal and financial information of UUFCO Members and non-Members is a responsibility of the Board. All such information is to be treated as "for personal use or for uses of the official activities of UUFCO only," and designated as such.
2. As a general rule, none of the personal or financial information about UUFCO Members or non-Members will be provided to anyone outside of UUFCO. Only the Board can override this rule should such a request for use be made. Any individual found to be abusing his or her information access privileges may have them revoked, and people who are administering sites where information is provided may temporarily reduce access if issues are discovered.
3. In general, there will be greatest information access for people who are most actively involved in UUFCO, and least information access for those who are least actively a part of UUFCO.



C. LEVELS OF ACCESS

1. **Non-Members** have no access to personal or financial information about UUFCO Members but are limited to information maintained on UUFCO's public website or displayed in UUFCO's public areas.
2. **Members** can see personal information on Members, church calendar, and public church business such as board minutes and church policy documents. Members may also see their own pledge and contribution information, as well as the UUFCO annual budget and pledge drive totals.
3. Members who **are Committee Chairs, team leads or Board members** may also see personal information on all Members and Friends. Other members may be granted access to this level of access by approval of the board.
4. Staff may allow Members temporary permissions to edit other's personal information *if Members are volunteering to help Staff update personal records*. Such expanded permissions should be communicated by staff to the board and the minister. These Members would have only the access to financial information given them as Members.
5. **Staff** may be granted permission to view and edit personal information of any people connected with UUFCO, as appropriate for their job responsibilities. Staff may be able to see who has pledged, and who is current with pledges, as appropriate for their job responsibilities.
6. The **Minister** may see all personal information. The Minister may also see individual pledge and contribution records, unless an individual specifically requests that their gift or pledge NOT be viewable by the minister. The minister will be able to see who has pledged, and who is current with their pledge responsibilities.
7. **System Administrators** of the UUFCO website and online church management system software have access for viewing and editing purposes to all personal and financial information contained within the systems that they administer. Agreements should be signed by all System Administrators to ensure ethical use of this information.
8. The **Stewardship Chair** will have access to information whether any Member or non-Member has pledged or contributed to UUFCO, and to the aggregate of all pledges and contributions, but will not have access to information about the amount of any individual pledge or contribution.
9. The **Bookkeeper and the Treasurer** each has a right to see and edit all Individual pledge and contribution records. Personal information access is the same as committee chairs.



UUFCO Policy for Use of Photographs, Video and other Recordings

Date initially approved: May 11 2017
Date of last reaffirmation: June 9 2019

Authorized members of UUFCO may take photographs, videos, and audio recordings of adults and children participating in congregational events such as worship, social events, and social justice events. We use these images to promote our Fellowship in print, on the Web, and in social media.

We make every effort to select images that are sensitive and tasteful, and reflect our community values; and would not knowingly post any media that would be embarrassing, objectionable, or hurtful to anyone in the photo or video.

We ask our ministerial staff for input regarding images we wish to use if there is any uncertainty about their use. We do not identify children or youth by name and will gladly remove photos from our website or other media upon request. We reserve the right to use recordings if individuals are not recognizable, as in viewed in the far distance or from the back.

The Church has no control over photographs, videos and other recordings made or published by individuals. Individuals need to be respectful of one another. Intrusive behavior while recording will trigger the Disruptive Behavior Policy procedures.

The UUFCO staff understands that some people may choose to not have their photos used and we want to respect their wishes. Therefore, we provide the following [Photographs/Videos/Audio Recordings Release Form](#).

Those who do not fill out this form will be deemed to have given “implied consent” to allow uses of recordings made during public congregational events. Notice of this Implied consent will be:

- Posted on a bulletin board in a public space within UUFCO
- Periodically included in church newsletters, at least once per year



UUFCO Photographs/Videos/Audio Recordings Release Form

Please complete and return this form to indicate your preference regarding the use of photographs, videos, or audio recordings (“Recordings”) of you (and/or minor children, if applicable) to be used in UUFCO communications venues (both print and electronic media).

We make every effort to select images that are truly reflective of our community. We understand that images must be selected with sensitivity, and we will ask for input from the ministerial staff and individuals whose images we wish to use if there is any uncertainty about using an image.

I, the undersigned, give to Unitarian Universalist Fellowship of Central Oregon (UUFCO), its legal representatives, and all persons or corporations acting with the permission of UUFCO, the rights granted in this agreement. I give permission to copyright and/or use and/or record images of me in either still, video, or audio format.

I agree that UUFCO may use such “Recordings” of me with or without my name and for any lawful purpose, including such purposes as publicity, illustration, advertising, and web content. Our Policy grants implied consent to UUFCO for this purpose, so this form only needs to be completed if you wish to withhold consent, or to grant consent after previously requesting to withhold consent.

PLEASE CHECK (✓) ALL THAT APPLY, BELOW:

_____ I **do** give permission to UUFCO to use “Recordings” of myself in UUFCO communication materials (both print and electronic media).

_____ I **do** give permission to UUFCO to use “Recordings” of my minor children in UUFCO communication materials (both print and electronic media).

_____ I **do not** give permission to UUFCO to use “Recordings” of myself in UUFCO communication materials (both print and electronic media).

_____ I **do not** give permission to UUFCO to use “Recordings” of my minor children in UUFCO communication materials (both print and electronic media).

Your Name (please print): _____

Your Name (please print): _____

Names of Minor Children (please print):

1. _____ 4. _____

2. _____ 5. _____

3. _____ 6. _____

Signature: _____ Date: _____

Signature: _____ Date: _____

Online version of this form is found at [Recordings Release Form](#)



UUFCO Policy on Interaction with External Media

Date initially approved: May 11, 2017
Date of last reaffirmation: June 9, 2019

It is policy of UUFCO to protect the identity of its congregants from the media, unless persons specifically agree to have their pictures taken or have their names identified.

In order to provide this protection, the following procedures shall be followed: (The following does not apply to media or video recorded by authorized church staff.)

Any person from the media seeking to conduct an interview and/or any outside organization requesting a speaker shall be directed to the Lead Minister, their designated media liaison, or in their absence, the President of the Board of Directors. UUFCO reserves the right to deny requests for interviews if it deems the publication to be unsuitable for furthering UU principles.

Any person or group wishing to contact the media on behalf of the church must first obtain approval from the Minister, who may designate a media liaison, or in their absence, the President of the Board of Directors.

The Minister or their designated media liaison will inform the media of the rules by which they may take video, photographs, or interview congregants which are:

The media will be advised that they are on private property and they shall only be allowed to stay if they agree to follow the rules/procedures.

If they are present during a worship service or other special event, they should conduct themselves in a manner that will not disrupt the service/event.

All congregants shall be informed of media presence prior to the service/event.

No videos or photographs, or interviews that identify a congregant shall be allowed unless specifically authorized by the subject(s).



UUFCO Policy on Copyright Infringement

Date initially approved: May 11, 2017
Date of last reaffirmation: June 9, 2019

:

UUFCO will adhere to the provisions of the United States Copyright Law and Congressional Guidelines currently in effect. Each church employee and volunteer is responsible for maintaining the highest ethical standards in the use of copyrighted materials. The church does not sanction the use of unauthorized duplicates of copyrighted works in any form. Unlawful copies of copyrighted materials may not be produced, reproduced or used on church equipment.

Church employees and volunteers who willfully violate this policy do so at their own risk and may be held personally liable for copyright infringement.



UUFCO Policy on Official Website Privacy Practices

Date initially approved: May 11, 2017
Date of last reaffirmation: June 9, 2019

UUFCO will take every reasonable precaution to protect and ensure that privacy concerns are respected and that the church remains a safe place for members and friends. Material published on the Church's web page shall identify individuals only where appropriate and then, only with written permission.

Written permissions will be obtained from the individuals concerned prior to publishing surnames or other personal information such as home or work addresses, email addresses, and phone / fax numbers. (see Recordings Policy for photo policy on website)



UUFCO Policy on Computer Information Systems

Date initially approved: May 11, 2017

Date of last reaffirmation: June 9, 2019

Purchased software and software documentation may be copied only as specified by the vendor. No versions of any purchased software are permitted beyond the number the church has purchased.

Personnel, members and friends of the Church may not purchase or write their own software for use in the Church without authorization. The downloading of any unauthorized software to Church-owned hardware is also not permitted. Any violation of this policy subjects the offender to immediate discharge and/or the reimbursement of all costs associated with such action.



UUFCO Policy on Prohibited Use of Email/Internet/Social Media

Date initially approved: June 8, 2017
Date of last reaffirmation: June 9, 2019

Policy:

Harassment of any kind is prohibited. No messages with threats of violence, harassment or discriminatory remarks about any individual's race, age, disability, religion, national origin, physical attributes, sexual preference, or any other protected class shall be transmitted in any electronic communication through the Church's internet connection or on Church hardware.

Further, electronic media using Church resources may not be used for any purpose that is illegal, against church policy, or contrary to the Church's best interests. Solicitation of non-church business, or any use of the Church email or internet for personal gain, is prohibited.



CONDUCT POLICIES

Policy on Religious Education for Children and Related Matters

Date initially approved: September 2010
Date of last approved modification: December 12, 2016
Date of last approved modification: June 13, 2019

In the context of a safe, nurturing, intergenerational community the Unitarian Universalist Fellowship of Central Oregon supports the spiritual development of its children and youth based on UU values. This mission is promoted by teaching and modeling:

- Respect for diversity of ideas and religious traditions
- Respect for the worth and dignity of each person
- Service to the community
- Good stewardship of the earth

A Religious Exploration Committee shall work with the Director of Religious Exploration to oversee the Fellowship's religious exploration program. A background check on all teachers and childcare providers is required. The results of the background check must be satisfactory with the hiring authority in accordance with the position being offered. UUFCO shall use a background screening service approved by our insurance company.

The Childcare Handbook will be maintained by the Director of Religious Exploration which will provide information regarding childcare providers, parental responsibilities, health, safety and discipline policies.



UUFCO Policy on Firearms

Date initially approved: July 13, 2017

Date last modified: November 16, 2023

Policy:

UUFCO prohibits the presence of firearms, including those with concealed carry permits, in the church building or on the grounds with the exception of on-duty law enforcement officers and certified, board-approved security personnel.

Violation of this policy will result in directing the offending party to remove the firearm from the premises and/or calling law enforcement for assistance.

A second violation of this policy will trigger our disruptive behavior policy.



UUFCO Disruptive Behavior Policy

Date initially approved: June 11, 2008
Date of last approved modification: September 8, 2016
Date of last reaffirmation: November 17, 2022

This policy provides a procedure to be followed in the event a congregation member, friend, or guest who is on church premises, or is engaged in a church activity, behaves in a manner that is disruptive to the orderly conduct of congregational business or is threatening to the safety of persons or property.

Disruptive behavior includes

- Perceived threats to the safety of any adult or child
- The disruption of church activities
- Perceived threats to the church facility or grounds
- Behavior so offensive that it prevents the participation of others in church activities

Other intra church conflict will be managed in a respectful manner according to the UUFCO Relational Covenant.

If an immediate response to the conduct is required, action shall be taken by

- The minister, if present, or
- Any board member, if present, or
- Any church member witnessing the offending conduct

The action taken shall be appropriate to the circumstances causing the disruption and may include, but is not limited, to the following

- Asking the offending person(s) to leave or desist from his/her offending behavior
- Suspending the meeting or activity until such time as it can be safely resumed
- In case of immediate danger, confronting the offender(s) physically if necessary
- If the offending person(s) refuses to leave or cannot be controlled, call police.

If action is taken by anyone other than the minister or president of the board, then the minister or president of the board shall be notified of the problem and some action taken at the earliest reasonable opportunity. A record should be made of notification to church leaders.

If appropriate, a letter shall be sent by the minister to the offending party or parties within five working days of the incident with an explanation of what must be done by the offender(s) to rectify the problem caused by the disruptive behavior. If the offensive conduct does not require immediate action, the matter shall be referred to an appropriate committee or individual appointed by the board president for the purpose of investigating the incident.



The committee or individual shall investigate the alleged incident and conduct in any manner deemed reasonable to ascertain the facts surrounding the incident, and use their own judgment observing the following:

- The response will be to problems as they arise. There will be no attempt to define “acceptable” behavior in advance.
- Persons identified as disruptive will be dealt with as individuals. Stereotypes will be avoided.
- All necessary information will be collected.
- To aid in evaluating the problem, these points will be considered:
 - Dangerousness – Is the individual(s) the source of a threat or perceived threat to persons or property?
 - Disruptiveness – How much interference with church functions is going on?
 - Offensiveness – How likely is it that prospective or existing members will be driven away?

To determine the necessary response, these points will be considered:

- Causes – why is the disruption occurring? Conflict within the church? A condition of mental illness?
- History – Has there been a history of this or similar disruptive incidents in the past?
- Probability of change—How likely is it that the problem behavior will diminish?

After making its investigation, the individual or committee shall take one of the following steps:

1. Inform the minister of the disruptive conduct and either the minister or the appointed person or committee member shall meet with the offending individual(s) to discuss the incident and to give the individual(s) a written copy of the findings of the investigation.
2. The offending individual(s) shall be excluded from the church and/or specific church activities for a limited period of time with an explanation for the action and conditions of reinstatement set forth in writing. The investigating party or committee may meet with the offending party or parties personally or may notify them by mail of the decision.
3. Any action taken under either of steps (1) or (2) may be appealed to the Board of Trustees within 30 days of the meeting or mailing of the written notice of the action taken.
4. The offending party or parties may be permanently excluded from the church premises and all church activities. Before this sanction is imposed the investigator shall consult with the minister and the Board of Trustees. If it is determined that expulsion shall occur, a letter shall be sent by the minister to the offending party or parties explaining the reason for the expulsion. If the offending party being excluded is a member of UUFCO, they shall also be removed from UUFCO membership if expelled.
5. The individual or committee may recommend that no action be taken in which case the party or parties shall be notified in writing of such decision.



UUFCO Policy on Harassment

Date initially approved: November 14, 2007

Date of last reaffirmation: October 13, 2018

Harassment of any sort will not be tolerated in the Fellowship. Any victim of alleged harassment should report such events to any member of the Board or the Minister immediately upon occurrence. The Board, or the Board's designee(s), shall investigate as thoroughly as practical, the validity and the seriousness of the accusation.

If the investigation indicates that a significant act or pattern of harassment has taken place, the offending person may be requested by the Board, in writing, to abstain from further attendance at Fellowship functions. As harassment can be understood as a type of disruptive behavior, see the "disruptive behavior" policy for more details on the process to be followed.

In the particular case of sexual harassment, the sexual harassment policy found in the personnel manual shall be understood to apply to any participants in UUFCO activities, not just to paid employees of UUFCO.

