

# Foothills Unitarian Church

## Board Policies

### June 2021

Approved by the Board of Trustees June 17, 2021

These policies and other included and attached documents are subject to review by the Board of Trustees. Each document and section will contain a most recent approval date. The Board will ensure that a continuing effort is made to keep the document as a whole updated with the most recently approved versions.

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## **Board Policies**

### **Overview**

Date Adopted: 5-1-2018

Under the authority the congregation has given us through the bylaws, the Board has adopted the following policies to provide a framework for the conduct of the Board and guidance for the Senior Minister. These are statements of direction, intention and limitations, as we engage in governance and conduct the work of the church. We commit to working in covenant and mutually supportive partnership with each other and with the Senior Minister in their role as ex-officio board member and chief executive of the church.

## **1 Governance**

### **1.1 Guiding Principles**

Date Adopted: 5-16-2016

Date Last Amended: 6-17-2021

The following subsections identify the principles and moral sources that inform and guide the work of the Board of Trustees and the congregation as a whole.

#### **1.1.1 Our Mission**

Approved by the Congregation 10-16-2016

Foothills Unitarian Church unleashes courageous love in Northern Colorado and beyond by embracing our diversity, growing our faith, and awakening our spirits to the unfolding meaning of this life.

#### **1.1.2 Our Guiding Values**

Approved by the Congregation 12-20-2018

Joyful Resilience

Collective Courage

Deepening Belonging

## Transcendent Wonder

### **1.1.3 Our Bold Vision**

Approved by the Congregation 12-20-2018

*We, the members of Foothills Unitarian Church, commit to create and sustain a healthy, vibrant religious community where:*

1. Foothills is a vital part of the lives of its people, providing abundant opportunities for relationships across differences that provide joy, care, and belonging for all.
2. We are committed to a path of lifelong spiritual deepening that allows us to live lives of meaning and purpose in a world that needs our Unitarian Universalism.
3. We understand that being a part of Foothills requires us to give abundantly of our time, and this deepening involvement helps us to identify and grow our individual gifts.
4. We each engage in joyful and generous financial giving that fosters a deep ownership of the impactful work we support.
5. We are committed to recognizing and dismantling prejudice and oppression in all their forms, including within ourselves, allowing us to be more effective and trusted partners to marginalized communities in Northern Colorado and beyond.
6. Foothills is a leader in Northern Colorado in developing sustainable, innovative, intersectional approaches to caring for our earth and its people to ensure a greater flourishing of all life.
7. We do the work to make Unitarian Universalism accessible to all in Northern Colorado.

### **1.1.4 Our Sources of Accountability and Authority**

Date Last Amended: 9-22-2020

The Board is actively working on developing this section.

## **1.2 Role of the Board**

Date Adopted: 7-13-2017

Date Last Amended: 9-22-20

The Board governs by:

***Articulating mission, values, and vision.*** The Board regularly communicates with our sources of authority and accountability to articulate and update the mission, values, and vision that guide all of the work at Foothills.

***Governing through policy.*** Board policies establish the principles that guide all of our work, keeping us focused on the future and on ends, rather than means. All of the work of the Board should be directly connected to Board policy.

***Monitoring policy compliance.*** The Board's oversight function involves monitoring the ministry's compliance with Board policies. The central question the Board uses to monitor compliance is simply "Is this a reasonable interpretation of our policy?" The Board follows its monitoring schedule (Appendix A) for scheduled monitoring, and does situational monitoring as needed (as issues arise).

***Linking to the future.*** The Board does this future-focused work by connecting regularly with our sources of authority and accountability.

### **1.3 Board Covenant**

Date Last Amended: 09-22-20

*United in our shared commitment to serve the mission, values, and vision of Foothills Unitarian Church we, the Board of Trustees, covenant with one another to:*

Show up with our best selves and as full partners: equally responsible and jointly accountable.

Listen with openness & willingness to the voices in the room, with an awareness of those that are not.

Speak from authenticity, grounded in our lived experience, and mindful of other interpretations.

Communicate with one unified voice when presenting Board conversations and decisions to the congregation.

Center our personal work and our work as a board, around anti-racism, anti-oppression, and multicultural accountability.

Recognize that each of us is fully human and allow that we will at times fall short of the promises of this covenant. When these challenges arise, we promise to turn to each other, to seek and offer forgiveness generously, to learn well from our experiences, and to begin again.

And to always bring a sense of adventure, curiosity, and playfulness to our work together.

#### **1.4 Board Officers**

Date Adopted: 7-13-2017

Date Last Amended: 6-17-2021

The Bylaws establish the terms of office and manner of selection for the following officers of the Church: President, Vice President, Treasurer, and Secretary. In addition to the duties defined in the Bylaws, the officers have the following responsibilities:

- **Board President:** The Board President speaks on behalf of the board, is responsible for calling and managing congregational meetings, and facilitates the healthy functioning of the board as a whole. The President prepares the Board's meeting agendas and facilitates or arranges for the facilitation of Board meetings. The President is responsible for ensuring that Board meetings are focused on the primary purpose of the Board. The Board President works in close collaboration with the Senior Minister to promote a productive partnership between the Board and the ministry.
- **Vice President/President-Elect (alternating years):** The President-Elect trains for the role of the President. The Vice President or President-Elect substitutes for the President as requested.
- **Treasurer:** The Treasurer supports fulfillment of the Board's financial oversight responsibilities by working with the Senior Minister to ensure that appropriate financial reports are made available to Board members on a timely basis and that the financial operations of the church are in line with best practices and with the church's mission. The Treasurer plays no direct role in financial management.
- **Secretary:** The Secretary ensures the accuracy and security of Board records, including the minutes, Board policies, and Church Bylaws. In cooperation with the staff, the Secretary regularly reports Board proceedings to the Congregation, and ensures that meeting minutes, Board policies, and Bylaws revisions are promptly posted on the Church website and maintained in e-archives.

#### **1.5 Board Committees and Task Forces**

Date Adopted: 7-13-2017

Date Last Amended: 9-22-2020

Board Committees and Task Forces exist to help the Board to carry out its governance responsibilities. Committee charters are included in the Appendix, and should be

reviewed by the Board annually. For time-limited tasks, the Board will create Task Forces with clearly defined charges.

Standing Committees of the Board as articulated in the Bylaws include:

- **Finance Committee (herein “Financial Oversight Committee”)**  
The Financial Oversight Committee assists the Board in its oversight of the congregation’s finances, ensures that routine financial reports are clear and helpful, and coordinates the annual audit.
- **Personnel Committee**  
On hiatus pending Bylaws revision.
- **Governance Committee (herein “Policy Committee”)**  
The Policy Committee assists the Board in reviewing and revising its policies and in educating the congregation about policy governance.
- **Nominating Committee**  
The Nominating Committee is responsible for the annual development of a slate of nominees for all elected positions.

The Board has created an additional standing committee:

- **Linkage Committee**  
The Linkage Committee assists the Board in maintaining its focus on the future. This committee helps to identify and, where appropriate, facilitate conversations between the Board and its sources of accountability and authority. It brings materials to the Board to help develop capacity for future focus, and takes the lead in planning for upcoming visioning efforts.

Members of the Financial Oversight, Personnel, Policy, and Linkage Committees are appointed by the Board. Three members of the Nominating Committee are elected by the congregation as specified in the Bylaws; one member is a Board member appointed by the Board.

Task Forces may be formed by the Board at any time. The Board will clearly direct the Task Force by developing a charge that outlines specific objectives, any limitations, and a time frame for completing its work.

Board Committees and Task Forces may not speak or act for the Board except when formally given such authority for specific and time-limited purposes. They will not be involved in Senior Minister or Staff operations and will not exercise authority over them.

## **1.6 Conflicts of Interest**

Date Adopted: 7-13-2017

Date Last Amended: 6-17-2021

The Board expects all its members to carry out their duties with undivided loyalty to the congregation and its mission. A conflict of interest exists whenever a Board member has interests or duties that may hinder or appear to hinder the Board member from fulfilling this duty. To prevent internal conflicts of interest within the Board, partners shall not serve on the Board at the same time. Other relationships that could create conflicts of interest within the Board shall be carefully considered by the Nominating Committee prior to nomination.

### **1.6.1 Definition**

Conflicts of interest arise when the Board member:

- Stands to gain or lose financially because of an action of the congregation in which he or she has a decision-making role;
- Has a fiduciary duty or close personal or business relationship to any person or corporation that stands to gain or lose because of their action;
- Holds a substantial property interest or position in a corporation, business, or other organization that stands to gain or lose because of their action;
- Cannot set aside his or her personal preferences as an individual consumer of the congregation's services to act in behalf of the whole congregation and its mission; or
- Faces any other situation that creates or appears to create divided or conflicting loyalties.

### **1.6.2 Conflict of Interest Disclosure**

The Board will annually require its members to disclose in writing all existing or foreseeable conflicts of interest. Disclosure forms will be kept by the Secretary and made available to any member of the Board who asks to see them. If another individual believes a conflict of interest exists, he or she should disclose the appearance of such a conflict to the Board President or Senior Minister.

### **1.6.3 Conflict of Interest Process**

When a Board member reports a potential conflict of interest related to a matter before the Board, the Board (minus the affected member) will determine how to handle the situation. Possible responses include:

- Disclosure in Board minutes of the nature of the conflict. The Board member will file a supplemental disclosure form if the conflict was not reported in the annual disclosure form, but then may continue to participate and vote as usual.
- Leaving the room during all Board discussions and votes related to the conflict of interest.
- Resignation from the Board.

## **1.7 Discipline and Removal of Board Members**

Date Adopted: 7-13-2017

In exercising its power under the bylaws to remove an officer or Board member, the Board will follow the following procedures:

### **1.7.1 Removal for Misconduct**

The Secretary will notify the member in writing and offer a hearing before the Board. Pending such a hearing, the Board may suspend the member's voting privileges without notice if necessary to protect individuals or the congregation from harm. Reasons for removal include, but are not limited to, repeated serious violations of the Board Covenant or a violation of the Conflict of Interest policy.

### **1.7.2 Removal for Absence from Board Meetings**

If an officer or Board member misses more than three meetings in a twelve-month period, then the Secretary will notify the member in writing that the member may appear at the next meeting to ask the Board to excuse the absences, or the Board will request the member's resignation.

## **2 Delegation to Staff**

### **2.1 Senior Minister as Spiritual Leader**

Date Adopted: 7-13-2017

Date Last Amended: 10-15-2020

The Senior Minister acts as spiritual leader and shares responsibility for ministry with the congregation. The minister helps us explore life's questions, challenges us to live our values and comforts us in times of suffering. The minister leads regularly scheduled worship services and gives sermons, challenges and guides the congregational spiritual focus, provides pastoral care and counseling, and conducts special services. The minister serves as the representative of the congregation and the voice of its values to the denomination and to the community, the region and beyond.

### **2.2 Global Delegation to Senior Minister as Head of Staff**

Date Adopted: 7-13-2017

Date Last Amended: 10-15-2020

The Board hereby delegates all of its authority to manage the work and resources of the Church, except as expressly limited by these policies, to the Senior Minister as Head of Staff. The Senior Minister as Head of Staff is responsible for maintaining a productive and effective staff team, ensuring that efforts are directed toward

fulfilling the congregation's Mission, Values, and Vision, and ensuring staff compliance with the Bylaws and Board Policies. The Senior Minister is authorized to establish operating procedures, make decisions, take actions, and develop activities using a reasonable interpretation of the Board's Policies and directions.

### **2.3 Board - Senior Minister Relationship**

Date Adopted: 7-13-2017

Date Last Amended: 10-15-2020

The Board works in shared partnership with the Senior Minister to help the Congregation live into its Mission, Values, and Vision. The relationship between the Board and the Senior Minister will be covenantal, based on mutual trust, support, and kindness. They will work collaboratively, together discerning their respective roles and shared values, and engage each other in deep dialogue with open minds and hearts.

The Board's official connection to church operations, achievements, and conduct is solely through delegated authority to the Senior Minister. In collaboration with the Senior Minister, the Board will engage the congregation to articulate shared Mission, Values, and Vision, and will set written policies. The Senior Minister is responsible for directing the church's ministry towards the Mission, Values, and Vision in accordance with Board policies.

The primary tool used by the Board and Ministry to ensure that the work of the church is so directed is the Vision Interpretation. The Senior Minister is responsible for annually updating the Vision Interpretation that shall guide the work of the Ministry, which the Board must approve. This interpretation shall be presented to the Board in advance of the annual budget.

#### **2.3.1 Board Direction to Senior Minister**

Only decisions of the Board acting as a body are binding on the Senior Minister. These may be officially passed motions or other instructions recorded in the Board Minutes.

- Decisions or instructions of individual Board members, officers, or committees are not binding on the Senior Minister except in rare instances when the Board has specifically authorized such exercise of authority.
- In the case of Board members or Board Committees requesting information or assistance without full Board authorization, the Senior Minister can refuse such requests that require, in the Senior Minister's opinion, a material amount of staff time or funds, or are disruptive.

#### **2.3.2 Accountability of Staff and Senior Minister**

All authority and accountability of staff, as far as the Board is concerned, is considered the authority and accountability of the Senior Minister.

- The Board will refrain from giving instructions to persons who report directly or indirectly to the Senior Minister.
- The Board will refrain from evaluating, either formally or informally, any staff other than the Senior Minister.
- The Board will view the Senior Minister’s performance as identical to organizational performance, so that fulfillment of the Vision Interpretation with adherence to Board Policies will be viewed as successful Senior Minister performance.

### **2.3.3 Monitoring Senior Minister Performance**

At least annually, the Board and the Senior Minister will review and discuss their working relationship and their respective contributions to fulfillment of the Vision Interpretation. Regular and systematic monitoring of the Senior Minister’s performance will be accomplished as stated in the policies in the Oversight section of this policy book.

### **2.3.4 Reviewing Compensation**

Date Adopted: 10-15-2020

As part of its review of the annual budget, the Board is responsible for reviewing the compensation package for the Senior Minister.

## **2.4 Executive Team**

Date Adopted: 7-13-2017

Date Last Amended: 10-15-2020

The Senior Minister manages the work of the Church in collaboration with an Executive Team composed of senior staff members selected by the Senior Minister. While the team is expected to work collaboratively, the authority and accountability as well as the measures of performance continue to reside with the Senior Minister. The Board expects the Executive Team individually and jointly:

- To lead and unify the paid and volunteer staff in directing their efforts toward the fulfillment of the Vision Interpretation;
- To ensure compliance with the Bylaws, Board Policies and applicable laws and regulations; and
- To uphold a high standard of ethical and professional conduct.

## **2.5 Staff Accountability**

Date Adopted: 7-13-2017

Date Last Amended: 07-6-2017

All staff members are accountable to the Senior Minister, who is accountable to the Board for their performance.

## **2.6 Conflicts of Interest**

Date Adopted: 7-13-2017

Date Last Amended: 10-15-2020

The staff, including the Senior Minister, will carry out their duties with undivided loyalty to the Congregation and its Mission, Values, and Vision. A conflict of interest exists whenever a staff member or a close relative has interests or duties that interfere with the staff member's duty of loyalty.

- Conflicts of interest arise when a staff member:
  - Stands to gain or lose personally because of their actions;
  - Has a fiduciary duty or close personal or business relationship to any person or corporation that stands to gain or lose because of their action;
  - Holds a substantial property interest or position in a corporation, business, or other organization that stands to gain or lose because of their action;
  - Cannot set aside their personal preferences as an individual consumer of the congregation's services to act in behalf of the whole congregation and its mission; or
  - Faces any other situation that creates or appears to create divided or conflicting loyalties.
- If the Senior Minister has a conflict of interest in some matter, they should disclose this conflict in writing to the Board.
- If any other staff member has a conflict of interest, the staff member should disclose this conflict to the Senior Minister or designee as prescribed in the Personnel Handbook.

## **3 Guidance and Limitations**

### **3.1 Personnel Decisions**

Date Adopted: 7-13-2017

Date Last Amended: 03-15-2021

As Head of Staff, the Senior Minister is responsible for hiring, supervision, and discharge of all paid staff.

#### **3.1.1 New Positions**

New positions will normally be created as part of the budgeting process. If a new position is identified outside of the budget process and funding is available, the Senior Minister can initiate a hiring process.

### **3.1.2 Employment at Will**

With the exception of called ministers, all employees are employed “at will” within the meaning of Colorado employment regulations, and hiring procedures as well as communications to potential candidates will make this clear. Board approval will be required for any employment contract that states otherwise.

### **3.1.3 Discipline and Termination**

Discipline and termination procedures will be detailed in the Employee Handbook. Prior to discharging a paid staff member, the Senior Minister will ensure that the decision complies with applicable laws, Board policies, contracts and the Employee Handbook. The Senior Minister shall in the spirit of partnership inform the Board of significant discipline issues that are being handled within the staff structure and promptly notify the Board when an employee has been terminated.

### **3.1.4 Professional Misconduct**

Date Adopted: 7-13-2017

Date Last Amended: 3-15-2021

Professional misconduct occurs when an individual violates the ethical or professional standards of practice applicable to their position. The Board is committed to creating and maintaining a healthy culture at Foothills where each person’s integrity is respected and expectations for healthy boundaries are clear; people understand why these boundaries exist; and there is a clear path toward accountability and healing if violations do occur. This policy is guided by principles of transparency, accountability, healing, and restorative justice, and is informed by the recognition that professional misconduct within a church has broad consequences that go beyond those directly impacted.

#### **3.1.4.1 Ministers and Interns**

Date Adopted: 3-15-2021

The Board expects all ministers and ministerial interns at the Church to abide by the current Code of Conduct of the Unitarian Universalist Ministers Association. Some examples of prohibited conduct include, but are not limited to, sexual, sexualized, or romantic relationships between the minister or intern and persons they serve in ministry and sexual harassment of all kinds. Ministers are also prohibited from using their position of authority for their personal gain.

If anyone believes that a minister working at the Church has violated the Code of Conduct, they should contact the Senior Minister, or if the issue is with the Senior

Minister, the President of the Board, who will immediately contact their primary staff contact at the UUA. The complainant may also contact the UUA directly following the UUA Misconduct Complaint Process.

#### **3.1.4.2 Other Professionals**

Date Adopted: 3-15-2021

The Board expects all professional staff members to abide by the current codes of conduct for their professional positions.

If anyone believes that a professional working at the Church has violated their Code of Conduct, they should contact the Senior Minister for resolution.

#### **3.1.4.3 Misconduct Reports**

Date Adopted: 3-15-2021

All complaints about ministerial, staff, or lay leader misconduct will be heard in confidence, however, in many cases action can only be taken if the complainant themselves is willing to come forward to communicate the issue personally to ministers and/or the Board. The Board will respect all requests for confidentiality and will receive anonymous complaints but anonymity may complicate church leadership's ability to investigate.

#### **3.1.4.4 Disclosure to the Board**

Date Adopted: 3-15-2021

The minister shall notify the Board of Trustees within 30 days of notification of any credible reports of misconduct.

#### **3.1.4.5 Disclosure to the Congregation**

Date Adopted: 3-15-2021

The Board will use its discretion to determine whether the complaint should be disclosed to the Congregation. When determining whether to disclose, the following shall be given consideration:

- Severity of the complaint / level of injury / criminality
- Safety to congregants, victim(s), others
- Need to determine the full scope of misconduct by creating space for additional victims to come forward
- Weighing good served by disclosure vs. potential harm caused
- Potential harm caused by few (Board members) having knowledge that is not shared with all (Congregants) jeopardizing a core value of transparency
- Recommendations from the UUA and/or legal counsel if sought

Should the Board discern that disclosure of the misconduct would serve the health and integrity of the congregation, the Senior Minister and the Board shall agree

upon a written statement that explains the misconduct and any restorative work that is planned. The contents of this disclosure statement will be shared at disclosure and processing meetings that are open to all members of the congregation (with accommodations made for members who cannot attend in person).

In addition, the Board and Senior Minister shall agree upon a detailed narrative that includes all relevant details, background and other contextualization of the misconduct and its impacts, to be added to the church's official archives, ideally within one year. In cases where additional information arises, the Board President and Senior Minister shall update the narrative, and inform the full Board of the update. If incidents of misconduct arise (that were previously unknown), they constitute new misconduct and will trigger the full disclosure process.

#### **3.1.4.6 Congregational Healing**

Date Adopted: 3-15-2021

In the wake of any ministerial, staff, or lay leader misconduct, the Board charges the Senior Minister with tending to the health of the congregation as a whole, through pastoral work that is informed by principles of restorative justice, honesty, transparency, compassion, respect, and personal responsibility. If the misconduct involves the Senior Minister, the Board will delegate this responsibility to another party.

#### **3.1.5 Members as Staff**

Date Adopted: 7-13-2017

Date Last Amended: 3-15-2021

Employment with the Church is not open to members of the congregation except in rare and unusual circumstances. The Employee Handbook shall include a section specifying those circumstances, both for members who may want to work for the Church and employees who may want to become members. This policy is intended to preserve the singular relationship between a minister and a congregant.

#### **3.1.6 Paying Members for Services**

Date Adopted: 3-15-2021

Members shall not be paid for services provided to the church on an ad hoc basis. The Senior Minister has the discretion to evaluate a specific situation based on values of congregant need, urgency of the work, and specialization of congregant skills in meeting the particular need. In cases where these values outweigh the value of not monetizing congregant contributions to the church, the Senior Minister will report the decision to the Board.

### **3.1.7 Employment of Relatives**

Date Adopted: 7-13-2017

Members of an employee's family may be considered for employment; however, relatives may not supervise one another.

### **3.1.8 Former Staff as Members**

Date Adopted: 7-13-2017

The Church welcomes former staff back into the life of the congregation. In line with published guidance about best practices for UU religious professionals, a former staff member shall work with the Senior Minister to create a covenant before qualifying for membership. This procedure is detailed in the employee handbook.

## **3.2 Care for Paid Staff**

Date Adopted: 7-13-2017

Date Last Amended: 3-15-2021

### **3.2.1 Supervision and Evaluation**

All Paid Staff will be assigned an immediate supervisor, who will provide an up-to-date job description and complete an annual process of goal-setting and performance review as detailed in the Employee Handbook. Personnel reviews are confidential, to be shared only when necessary to support Church decision-making or as required by law.

### **3.2.2 Compensation and Benefits**

The Senior Minister will ensure that a review of compensation for all paid staff (excluding those under specific contracts) will occur annually as part of the budget process, and as part of that process will recommend adjustments as needed. The Senior Minister is responsible for ensuring staff compensation and benefits are aligned with UUA policies and guidelines. The Board also recognizes the importance of professional development for its staff and expects the staff-recommended budget to include funds for that purpose.

### **3.2.3 Employee Handbook**

Date Adopted: 7-13-2017

Date Last Amended: 3-15-2021

The Senior Minister will be responsible for maintaining an up-to-date Employee Handbook including matters not specifically addressed in these Board policies, ensuring that the church complies with legal requirements and denominational norms for employment practices.

The Employee Handbook and Board Policies regarding personnel matters will be reviewed by a Human Resources professional and an employment attorney at

regular intervals. This should occur at least every five years and more frequently if significant internal changes are made or when changes in external laws require updating, so as to maintain a high level of confidence that the Church as an employer is in compliance with all applicable civil law and generally accepted HR practices.

The Employee Handbook will address the following topics:

### **3.2.3.1 Hiring Practices**

The Senior Minister will ensure the development and implementation of practices for hiring that comply with all state and local laws governing nondiscrimination in hiring. In addition, these practices shall:

- Establish a high degree of fairness in the hiring process
- Strive to develop a diverse pool of candidates for each open staff position
- Inform and engage stakeholders who will interact with the position
- Evaluate candidates effectively and ensure appropriate background investigations and testing
- Notify the Board when a new employee is hired

### **3.2.3.2 Nondiscrimination**

Decisions about recruiting, hiring, training, promotions, compensation, benefits, and all similar employment matters will be made based on legitimate job qualifications and performance and must be made accommodating all legal nondiscrimination protected classes. Religious opinion and affiliation may be considered only to the extent that it may be a bona fide occupational requirement or may prevent an employee from being fully supportive of the Church's mission and values. Any complaint of discrimination should follow the grievance procedures shown below and detailed in the Employee Handbook.

### **3.2.3.3 Harassment**

The Church is committed to providing a work environment free of harassment. Harassment of any kind, including sexual harassment, is absolutely prohibited, and allegations of harassment will be reported and acted upon promptly. The Employee Handbook will include detailed definitions of restricted activities and responses. Any complaint of harassment should follow the grievance procedures shown below and detailed in the Employee Handbook.

### **3.2.3.4 Grievances**

The Church is dedicated to fair treatment of staff and providing a safe process for addressing grievances from staff, whether hired at will or by contract. Any grievance should be presented to the Senior Minister as head of staff in writing and should be specific, including the names of individuals involved and the names of any witnesses. The Senior Minister makes a decision. If the grievance is from the Senior Minister,

they should promptly report it to the Board President in writing. The Board officer will immediately initiate an investigation and recommend a response to the Board, who will then respond.

If a complaint is about the Senior Minister, the employee should start with the Senior Minister to resolve the issue. If desired, the complainant may ask a Board member or other third party to participate in the conversation. If this does not resolve the issue, then the staff member presents the grievance to the Board in writing.

A staff member who alleges that the decision violates law or Board policy to his or her detriment may present his or her grievance in writing to the Board, which shall immediately acknowledge the complaint in writing, and undertake an investigation and response. The resolution recommended by the Board will be final.

### **3.2.3.5 Whistleblower Protection**

The Church prohibits retaliation against employees or other persons who in good faith report legal concerns.

### **3.2.3.6 Anti-Nepotism**

The Church discourages the practice of nepotism.

### **3.2.4 Ministerial Self-care**

Date Adopted: 3-15-2021

The Board recognizes the importance of ministerial self-care in maintaining spiritual health and ensuring sustainability. To that end the Senior Minister will submit a yearly Ministerial self-care plan, outlining actions to be taken in support of maintaining the health of Called Ministers and Ministerial Staff. This plan shall include membership and participation in relevant professional associations within the UUA and a commitment to developing and maintaining meaningful and mutually supportive collegial relationships.

### **3.3 Care for Members and Guests**

Date Adopted: 7-13-2017

Date Last Amended: 3-15-2021

The Senior Minister will establish written procedures for providing care for members and guests that are regularly reviewed and updated.

#### **3.3.1 Welcoming**

The Church is committed to being a welcoming place for everyone. The Senior Minister will ensure that procedures are in place to ensure that guests are greeted and feel welcomed during their first few visits. The Senior Minister is responsible for ensuring the provision of a clear path to membership, invitation to participate in

groups or activities, and clear communication on opportunities for engagement, leadership, and spiritual growth.

### **3.3.2 Right Relations**

Date Last Amended: 2-15-2019

The well-being, strength, and reputation of the Church depend on a sense of fellowship among the members, guests, and staff, which thrives in an atmosphere of trust, respect, and cooperation. The Senior Minister will ensure that the Church's Covenant of Right Relations is observed in any policies or procedures developed by the staff of the Church. The Senior Minister will ensure that the staff follows the Covenant of Right Relations in responding to congregants' concerns, and that concerns are responded to in a timely manner. This Covenant applies to interactions that take place both in person and online.

### **3.3.3 Support for Volunteers**

Because shared ministry is at the heart of Unitarian Universalism, the Senior Minister will ensure that systems are in place to prepare congregants for successful volunteer participation. Members of the congregation are to be aware of volunteer opportunities and their requirements, and have access to services such as training, coaching, assistance with identifying strengths, ongoing support and resources, process for feedback about volunteer experience, clear line of communication for help, and encouragement to walk the path to leadership.

### **3.3.4 Leadership Development**

The Senior Minister will ensure that a ministry team is in place to provide Leadership Development activities for interested members of the congregation, recruit potential leaders, provide training and preparation for roles, and identify possible candidates for elected and appointed positions.

### **3.3.5 Church Groups and Activities**

In determining whether to sponsor new church groups and activities, the Senior Minister will review the stated purpose for alignment with the Mission, Values and Vision. Each sponsored group or activity will have an assigned staff contact that would be aware of its activities, provide guidance, facilitate access to Church resources, and coordinate activities with other groups and activities. The Senior Minister will ensure a periodic review of the status of each Church group and activity to ensure ongoing alignment.

### **3.3.6 Health and Safety**

The Senior Minister shall be responsible for taking all reasonable care to prevent harm to the members and guests who take part in Church activities or use Church property, and shall have the power to take all necessary steps to deal with situations where such persons are at risk. The Senior Minister shall ensure that all facilities are

maintained in a safe, sanitary, and secure condition; that required licenses and inspections are kept up to date; and that problems are corrected promptly.

### **3.3.6.1 Tobacco**

Date Last Amended: 5-15-2019

Smoking or vaping of tobacco products is not allowed on any portion of the Church property at any time. This prohibition applies to any lighted or heated cigar, cigarette, pipe, hookah, or any other lighted or heated tobacco or plant product intended for inhalation, whether natural or synthetic, in any manner or in any form. This prohibition further applies to the use of an electronic smoking device which creates an aerosol or vapor, in any manner or in any form, such as an e-cigarette, e-cigar, e-pipe, e-hookah, or vape pen.

### **3.3.6.2 Alcohol**

Date Last Amended: 5-15-2019

Alcohol consumption is allowed within civil laws and when integrated with a sponsored Church function. Regulations on alcohol use by renters and other non-Church groups will be developed and implemented by the Senior Minister and will ensure that any permitted use of alcohol is in compliance with applicable rules and regulations.

### **3.3.6.3 Marijuana**

Date Adopted: 5-15-2019

Using marijuana in any way — smoking, eating or vaping — is not allowed on Church property at any time, consistent with Colorado law on marijuana use in public places.

### **3.3.7 Emergency Planning**

The Senior Minister will create and maintain a written plan for responding to reasonably foreseeable emergencies such as medical emergencies, fire, toxic conditions, weather problems, threatening communications, power outages, and natural disasters.

### **3.3.8 Child Protection and Vulnerable Adults**

Because of the Church's special responsibility for children and youth in its care, the Senior Minister will establish clear, written procedures for the selection, training, and supervision of all Ministry team members who work with persons age eighteen and younger or any vulnerable adults; will ensure that the procedures are consistently applied; and will review them annually.

### **3.3.9 Disruptive Behavior**

Disruptive behavior is defined as behavior that: endangers the Church's reputation or diminishes its appeal to potential and existing membership; disrupts Church programming; threatens, intimidates, or endangers any person or group; endangers property; or is unlawful. The Senior Minister will establish clear, written procedures for identifying and responding to disruptive behavior, and will ensure that the procedures are consistently applied.

### **3.3.10 Registered Sex Offender**

The Senior Minister will establish written procedures for appropriate interactions with registered sex offenders to ensure the protection of children and vulnerable adults, and in accordance with our values to respect all individuals while providing a safe environment for all church participants.

### **3.3.11 Privacy of data/photos**

The Senior Minister will ensure that procedures are in place to protect the private information of individuals as it is collected and retained in the legitimate course of Church operations. That information, including printed documents, electronic data and photographic records of individuals, will be appropriately safeguarded.

### **3.3.12 Harassment**

Employees, volunteers, and agents of the Church are prohibited from acts of harassment (repetitive behavior that disturbs or upsets) including sexual harassment, against any member or participant in Church activities or any employee or applicant for employment. A member who believes they have been subject to harassment should report their concerns immediately to the Senior Minister or, if the concerns involve the Senior Minister, to the Board President. In response to violations of this policy, the Senior Minister will take disciplinary action, which may include termination of employment or membership or exclusion from Church property and programs.

### **3.3.13 Firearms and Other Weapons**

Date Last Amended: 2-15-2019

Firearms and other weapons are prohibited on Church grounds without prior authorization from the Board, except when carried by on-duty public law enforcement officials. Violation of this policy should be reported to any staff member immediately. The Senior Minister or his/her designee will request that the weapon be removed from the premises and will contact law enforcement if necessary to ensure compliance.

### **3.3.14 Building Security**

The Senior Minister will ensure that procedures are in place to protect the building and other physical assets of the Church and to limit access to those who have legitimate cause for access.

### **3.3.15 Universal Access**

The Senior Minister will ensure that the Church is accessible to all, meeting or exceeding all legal requirements. The Senior Minister will establish and implement procedures for a regular accessibility review of our properties, practices, activities, opportunities, and attitudes.

### **3.3.16 Whistleblower Protection**

The Church prohibits adverse actions being taken against volunteers, or any member in retaliation for any good faith report of (a) a suspected violation of any law or local, state or federal rule or regulation, (b) mismanagement, (c) gross waste or misappropriation of Church funds or assets, (d) a suspected danger to public health and safety; or (e) other alleged wrongful conduct. Any person found to have so violated this policy will be disciplined, up to and including termination from employment or expulsion from Church membership. A member who believes they have been subject to adverse actions should report their concerns immediately to the Senior Minister or, if the concerns involve the Senior Minister, to the Board President.

### **3.3.16 Nondiscrimination**

No one acting for the Church shall discriminate because of race, color, age, sex, marital status, sexual orientation, gender identity and expression, disability, national origin or ancestry, economic status, union membership, or political affiliation.

### **3.3.17 Complaints to the Board**

It is the intent of the Board to be accessible and responsible to the congregation and other stakeholders, but it is not a function of the Board to resolve complaints or grievances that are not directly related to the Board's policy making and monitoring functions. Our Covenant of Right Relations requires that members first speak directly with the person who is most directly involved when they have a concern.

Therefore, all complaints and grievances should first be addressed to the staff member directly responsible for the concern.

The Board as a body will only get involved in resolving a complaint about an issue if there is a violation of Board policy, or if there is reason to question the appropriateness or adequacy of existing policy (the process for responding to allegations of misconduct is separate, and detailed in section 3.1.4). In such situations, the Board will analyze and then resolve the problem, including creating or adjusting policy as needed.

When Board members (either individually or as a full Board) receive complaints from members of the congregation, the following process will be followed:

1. The Board shall determine whether the complaint falls under the guidelines outlined above. In cases where it is clear that Board involvement is not warranted, the Board president will direct the complainant to the appropriate party or process. In cases where there is lack of clarity about whether Board involvement is warranted, the Board member receiving the complaint shall consult first with the Board President, who may then consult with the full Board if they are also unclear.
2. In cases where Board involvement is warranted, the process shall be as follows:
  - a. Congregants shall present their concern in writing, and directly reference the elements of Board Policy that they believe are relevant.
  - b. Upon receipt of a complaint, the Board may create an ad hoc committee of the board to review it. They will have the authority to gather any information they deem necessary to assess the concern, including talking directly with the complainant and other involved parties. Their review will culminate in a report to the board, who will then determine the appropriate course of action.
  - c. In cases where the complaint involves board members, those board members will exempt themselves from the decision-making process.
  - d. The Board shall review and respond to complaints in writing within thirty days of receiving a written complaint. Board decisions shall be considered final.

### **3.4 Care for Material Resources**

Date Adopted: 7-13-2017

Date Last Amended: 4-15-2021

The Senior Minister, as administrative leader, is accountable for the organization's financial performance and condition and for the planning, budgeting and management of the Church's financial and capital resources. These responsibilities will be carried out in a professional and prudent manner and in ways consistent with the Church's mission statement, bylaws, and the Board policies.

#### **3.4.1 Operating Budget**

Each year, no later than September 30, the staff shall present a one-year operating budget for affirmation by the Board.

- Proposed budgets will be based on the Mission, Values, and Vision and any strategic plan currently in effect.
- The Senior Minister will, when presenting a budget, express an opinion about whether it is adequate to fulfill the Mission, Values, and Vision.

### **3.4.2 Accounting and Financial standards**

The Senior Minister will be responsible for maintaining an up-to-date Financial Handbook which will specify all operational procedures for the handling of the Church's financial affairs, including procedures that ensure responsible purchasing and limit the church's financial risk. The procedures in that handbook will comply with the Bylaws of the Church and these Board Policies, and will meet generally accepted accounting principles.

Further, the Senior Minister shall maintain accounting that ensures operating reserves that are at least 10 percent of the annual operating budget.

### **3.4.3 Financial Oversight**

Date Adopted: 4-15-2021

The Senior Minister shall establish a Finance Team composed of congregants with financial expertise to share responsibility and enhance transparency in financial oversight. This team will work with the Executive Team to provide redundancy and support in financial oversight.

### **3.4.4 Spending Authority**

The Senior Minister holds a singular line of authority and responsibility for all church spending and accounts, and they shall ensure that expenditures are made in alignment in service of the Mission, Vision, and Values. This is accomplished primarily through alignment with the congregation-approved budget. Any deviations from the budget in excess of \$25,000 or single transfer of funds in excess of \$50,000 shall be reported to the Board. Any use of funds that deviates from the budget in excess of \$75,000 must be determined in partnership with the Board.

### **3.4.5 Credit Cards and Debt**

Only the Congregation approves any new debt except credit cards. The Board authorizes refinancing of debt.

Staff members may be issued credit cards for the purpose of allowing staff members to make timely purchases in service of the Ministry's programs, and as a short-term cash-flow management tool. Any credit cards are intended to be paid off monthly and to be used within limits prescribed by the Church's Financial Handbook.

### **3.4.6 Stewardship**

Annually the Senior Minister will ensure that a stewardship campaign is conducted to secure sufficient financial support from the members to fund the operations and activities of the church that are needed to achieve the Mission, Values, and Vision.

### **3.4.7 Capital Campaign**

The Board is responsible for initiating any capital campaign for the repair, renovation, purchase, or new construction of land, buildings, or equipment. The Senior Minister is responsible for carrying out any capital campaign.

#### **3.4.8 Endowment Fund**

An Endowment Fund has been established by the congregation by resolution. The Endowment Committee elected by the Congregation is responsible for ensuring the Standing Rules and Procedures of the Endowment Fund are followed. The Endowment Committee will report quarterly to the Board Finance Committee and annually to the Congregation.

#### **3.4.9 Acting as a Fiscal Agent or Sponsorship**

The Church may become a fiscal agent for another organization or a community fund for purposes that further the Congregation's mission. When a need for this arises, the Senior Minister will bring the goals for the sponsorship, the related procedures, and the projected impact on church resources to the Board for authorization. The Church Financial Handbook will include procedures to assure that the other organization's funds are administered appropriately.

#### **3.4.10 Contracts**

The Senior Minister has the authority to enter into contracts less than \$10,000 on behalf of the Church and designate signatory responsibility to Executive Team Staff as needed. The Senior Minister, and only the Senior Minister, may enter into a contract that exceeds \$10,000 in total value. Any contract exceeding \$50,000 in total value or that requires a commitment of more than two years must be approved by the Board.

#### **3.4.11 Asset Protection**

The Senior Minister shall take all reasonable care to ensure that Church assets are protected from loss or theft including:

- Adequate insurance to protect against property losses, liability for injuries to others, corporate liability, personal liability of Board members and staff, honesty bond for all personnel with access to material amounts of funds.
- Maintenance of Church property and equipment to keep it in good working order, subject to reasonable wear and tear.

#### **3.4.12 Information Retention and Distribution**

The general principle will be that all church documents will be accessible to the members of the congregation except private personnel matters and legally restricted information.

- The Senior Minister is responsible for retaining and distributing the Church’s intangible property, including intellectual property, electronic data, and paper files and protecting it from significant damage or loss.
- The Senior Minister shall maintain written procedures to govern the backup, retention, destruction and distribution of the Church’s documents, giving definite retention periods for classes of financial, business, pastoral, personnel, governance, and corporate records in both paper and electronic form.
- The Board will develop standards regarding the creation, editing, retention and distribution of Board documents. The creation and editing of documents are the responsibility of the Board, and the retention and distribution of those documents are the responsibility of the Senior Minister.

### **3.4.13 Environment**

The Senior Minister and the Board have a responsibility to act as stewards of our environment. To this end, whenever possible, the church will operate in ways that support environmental sustainability.

## **4 Oversight**

### **4.1 Mission Focus**

Date Adopted: 7-13-2017

Date Last Amended: 10-15-2020

The Board is expected to ensure that the Church’s human and material resources are used for the benefit of its mission. The Board addresses this in two ways: by monitoring regular reports provided by the staff and by scheduled evaluation of the Church’s progress toward accomplishing our Mission, Values, and Vision.

### **4.2 Monitoring**

Date Adopted: 7-13-2017

Date Last Amended: 10-15-2020

The Senior Minister will provide regular written reports from the Staff to the Board. The reports will focus on progress towards accomplishing the Vision Interpretation and on compliance with Board policies. The standard of compliance will be “any reasonable interpretation” by the Senior Minister of the Board policy being monitored.

#### **4.2.1 Monitoring Methods**

Most policies will be monitored through internal reports from the Senior Minister, but the Board may also inquire into specific questions of policy compliance, organizational concerns, or other serious issues by appointing a Task Force or ad

hoc committee, or by engaging an outside consultant, to assess some aspect of Church program or organizational functioning.

#### **4.2.2 Programmatic Monitoring**

On a schedule to be agreed upon by the Senior Minister and the Board and included in this policy book, the Senior Minister shall provide reports to the Board regarding progress towards accomplishing the Vision Interpretation and compliance with applicable Board policies. Each report will focus on selected areas of progress and compliance, so that over the course of a year the entire Vision Interpretation and all policies applicable to the Senior Minister are covered. A sample schedule is provided in the Appendix.

#### **4.2.3 Financial Monitoring**

On a schedule to be agreed upon by the Senior Minister and the Board and included in this policy book, the Senior Minister shall provide reports to the Board regarding the church's finances.

#### **4.2.4 Internal Financial Review or External Financial Audit**

At least once every five years, a qualified professional will be engaged to conduct an audit of the Church's financial records and processes. The auditor's report will be provided to the Board upon completion. In the years when no audit is performed, an internal financial review will be conducted in accordance with procedures identified in the Church's Financial Handbook. The report on the internal review will be provided to the Board upon completion.

#### **4.2.5 Review of compensation and benefits**

Date Adopted: 10-15-20

Annually, the Senior Minister will provide the board with an audit of three employees' benefits and compensation, selecting employees on a rotating basis across years, to ensure compliance with UUA and Foothills policies.

### **4.3 Evaluation**

Date Adopted: 7-13-2017

Date Last Amended: 6-17-2021

#### **4.3.1 Ministry Evaluation**

Annually, the Board will evaluate the Church's success or difficulties towards accomplishing the Vision Interpretation, through direct reporting and dialogue with the Senior Minister, whose information will summarize at least some degree of direct congregational feedback.

#### **4.3.2 Board and Senior Minister Partnership Evaluation**

Annually, the Senior Minister and the Board will together review their partnership and their effectiveness in their respective roles.

#### **4.3.3 Evaluation of Ministry Teams**

The Senior Minister will ensure that ministry teams engaged in ministry develop and work toward goals supportive of the Vision Interpretation and that they regularly evaluate their progress.

#### **4.3.4 Senior Minister's Triennial Review**

Every three years, the Board and Senior Minister will jointly appoint an ad hoc Review Committee mutually acceptable to the Board and the Senior Minister. Working together with the Senior Minister, the Committee will design and facilitate a process of providing comprehensive feedback to the Senior Minister, and produce a report for the Board.

#### **4.3.5 Board and Board Committee Evaluation**

Annually, the Board will review its compliance with Board policies on Governance and Oversight, in addition to the review of its effectiveness described in section 4.3.2. Board Committees will perform an annual self-evaluation in conjunction with the Board President to ensure their ongoing relevance and effectiveness. A schedule for this self-evaluation will be a part of this policy and a sample for this schedule is provided in the Appendix.

#### **4.3.6 Policy and Bylaws Review and Revision**

The Board will review the Board Policies and Church Bylaws at least once every five years. The Board will evaluate each policy to assess whether and the extent to which that policy furthers the mission and vision of the Church. The Board will evaluate the Bylaws to ensure that the Bylaws facilitate the Church's mission and ongoing ministry.

Proposals for Board Policy revisions will generally arise from the Board itself. Other church groups, members, or staff may suggest revisions by contacting the Board President directly.

Proposals for Board Policy revisions shall be introduced at one Board meeting for discussion only, and voted upon at a subsequent meeting of the Board in order to provide time for reflection and evaluation.

The Board will publish a list of revised policies annually, and will communicate directly with stakeholders who requested revisions in a timely manner.

# Appendices

**Foothills Bylaws ([link only](#))**

**Monitoring Schedule ([link only](#))**

**Sample Board Calendar ([link only](#))**

**Letter of Call: Rev. Gretchen Haley ([link only](#))**

**Letter of Call: Rev. Sean Neil-Barron ([link only](#))**

**Staff Handbook: Employee Handbook ([link only](#))**

**Staff Handbook: Operational Handbook ([link only](#))**

**Staff Handbook: Financial Handbook ([link only](#))**

**Board Handbook ([link only](#))**

## **Covenant of Right Relations**

Date Adopted: 1-1-2015

We covenant to build a religious community guided by love and sustained by respectful relationships which work towards the greater and common good. Believing that building healthy relationships is a spiritual practice, we aim to listen appreciatively, speak with care, express gratitude, honor and value our differences, and assume good intentions. We will communicate directly, honestly and compassionately, particularly when we are in conflict, and we will not expect to always get our own way. When we feel hurt or when we hurt others, we will try to forgive, make amends and connect in a spirit of love. In celebration of the common purpose that unites us, we will do our best to abide by this covenant.

This Covenant is intended as a model for interactions that take place both in person and online.

## **Glossary**

**By-laws** - This is a legal document that is registered with the state. It specifies the rules on how the organization is going to operate. All Board policies must align with the By-Laws.

**Committee** - The term Committee is reserved for the established groups reporting to and authorized by the Board (Finance, Personnel, and Governance), while Teams report to the staff or other members of the ministry.

**Executive Team** - This Team includes the Ministers and any Senior Staff that the Senior Minister designates as part of the Executive Team. The Executive Team helps to develop and execute the Strategic Plan along with guiding the day to day operation of the church.

**Minister, Assistant** - Any minister that acts as an assistant to the Senior Minister.

**Minister, Associate** - A minister that is in a hired position, typically with a contract length.

**Minister, Called** - A minister that has been selected by the Congregation as a permanent moral guide. This is in contrast to a hired minister.

**Minister, Interim** - A temporary hired minister to facilitate a transition.

**Minister, Senior** - The minister designated as the lead minister. They operate much like a CEO (Corporate Executive Officer) of a company.

**Ministry** - Generally refers to the leaders and staff that work with the Senior Minister to accomplish the mission of the church.

**Mission Statement** - This is developed every 3 to 7 years by a special Committee created by the Board. They develop it by interactions with the Congregation, and Executive Team. It is then ratified by the Board and Congregation.

**Officers** - According to the Bylaws, the officers of the Church are: President, Vice President, Treasurer, and Secretary but others may be added as needed, or a single person could hold two positions.

**Senior Staff** - Is designated by the Senior Minister and is part of the Executive Team.

**Task Force** - For work that falls outside the scope of its standing committees, the Board can form Task Forces. These groups are typically time-limited, and can include both board members and lay leaders.

**Team** - The term Team is reserved for groups formed, reporting to, and authorized by the Ministry, while Committees report to the Board.

## **Board Committee Charters**

### **Nominating Committee Charter**

Date Approved: 2-13-18

The Bylaws state that the Nominating Committee shall have three members who are elected by the congregation for three-year terms, plus one Trustee in a one-year renewable term. The duties of the committee are to nominate candidates for all of the elective offices of the Church and to present these nominations to the congregation. After this committee has presented its report to the Congregational meeting, additional nominations may be made from the floor. Nominees for any elective office must be members of the church.

#### Board Policy

In addition to duties prescribed by the Bylaws, the Nominating Committee fulfills the following responsibilities. First, the Committee consults annually with the Board to ascertain future leadership needs and criteria for open positions. Second, it consults with the Senior Minister and the Leadership Development team, and requests nominations from the congregation, to identify potential leaders with the required skills. With these inputs, the Committee prepares a slate of nominees, and certifies to the Board that the criteria have been addressed and that the nomination process was compliant with Board policies. After Board affirmation that the criteria have been addressed and Board policies have been followed, the Nominating Committee presents the slate to the congregation.

#### Goals for the Nominating Committee:

1. Keep updated the job descriptions of elected positions by communicating with the Board about changing roles and emerging leadership needs.

2. Work with the Senior Minister and Leadership Development Team to identify congregants who have demonstrated their commitment to personal growth, to leadership activities, and to the Foothills' mission and values; and who have the particular skills that are needed in a given year.
3. Use proactive communication practices throughout the year to share about leadership development opportunities and open positions.
4. Continue our commitment to a transparent process allowing for congregational input and receiving suggestions for nominations from any source.
5. Ensure that nominations are based on qualifications and competencies rather than on personal relationships.
6. Present a slate to the Board in March.

### **Finance Committee (“Financial Oversight Committee”) Charter**

Date Adopted:

#### Purpose

The purpose of the Finance Committee is to assist the Board in its oversight of Church finances. The committee will ensure policy is in line with bylaws and that routine financial reports are clear and helpful. Routine audits are part of Board Policy.

#### Goals/Objectives

1. Ensure that appropriate financial reports are made available to Board members on a timely basis and are clear and helpful.
2. Working with the Finance Team, review Bylaws and existing policy to confirm alignment.
3. Ensure through policies and monitoring that the financial operations of the Church are in line with best practice. Make sure that the Board's responsibilities for financial oversight are fulfilled and in accordance with the church's mission.
4. Provide periodic financial reports to the congregation.

## Membership

1. The Finance Committee is chaired by the Treasurer and consists of two or three others with some degree of knowledge and expertise related to finance.
2. The committee has no management authority and does not participate in day-to-day financial decision making.
3. Meets as required.
4. Each member will serve a two year term that may be renewed once.

## Responsibilities

1. Work with the Financial Ministry Team to ensure policies and a monitoring schedule are in place to:
  - a. Confirm that the financial operations of the church are in line with best practices.
  - b. Make sure the Board's responsibilities for financial oversight are fulfilled and in accordance with the church's mission.
  - c. Regular audits of all financial records be completed according to the schedule in the Board's monitoring policies.
2. Ensure that appropriate financial reports are made available to Board members on a timely basis and are clear and helpful.
3. Provide educational sessions when requested or during Board Forums to ensure that the congregation understands the church's financial standing, goals and the Board's responsibilities for oversight are being fulfilled.

## **Personnel Committee Charter**

Date Adopted: 12-8-2018

## Purpose

The Personnel Committee assists the Board in developing policies to ensure compliance with applicable laws and with the highest standards of integrity and compassion in its relationship with the staff.

#### Goals/Objectives

1. To confirm that church personnel policies and procedures are consistent with best practices of UUA and other employers, and make recommendations for revisions as requested by the Board.
2. To ensure compliance of Employee Handbook with Board policies and applicable laws.

#### Membership

1. The Personnel Committee will have 3-4 members (determined by BOT, on recommendation of the Leadership Committee).
2. Each member will serve a 3-year term. Term beginnings and endings will be staggered such that during turnover there will be at least one continuing member. A two-year commitment may be approved to ensure that only one member changes during a single year.
3. A member of the Board of Trustees serves as liaison. A Chair is selected from other committee members.
4. The Personnel Committee has no management authority, does not participate in supervision or personnel decision-making, and is directly accountable to the Board of Trustees.
5. Meetings will occur as necessary to ensure document compliance of Employee Handbook with the Board Policy Book and applicable laws.

#### Responsibilities

1. Audit Employee Handbook to ensure compliance with Board Policies and applicable laws, and that it is kept up to date.

2. Provide Board with a written monthly report.
3. Provide advice to the Board of Trustees and answer questions related to personnel issues.
4. To ensure that the Employee Handbook addresses Board Policies sections 3.2.3.1 - 3.2.3.6 and any new policies requiring address related personnel handbook changes in these sections.
5. Assist with other personnel actions as needed.

### **Governance Committee (“Policy Committee”) Charter**

Date Adopted: 12-18-2018

#### Purpose

The Governance Committee is a working committee of Foothills Board of Trustees. It assists in focusing the BOT on its governance role and in its efforts to ensure that the organization and governance of the Church serves its mission and members.

#### Goals/objectives

To assist the Foothills Board of Trustees to streamline and maintain the Governance Policy, allowing the church to function effectively and efficiently towards achieving the Mission of Foothills Unitarian Church.

1. As requested by the Board, help to translate policies into action items.
2. As requested by the Board, review and make recommendations on matters of procedure to determine if they are within the Ministry or Board of Trustees purview.
3. Review Bylaws for consistency with mission and vision of Church.

#### Responsibilities

4. Maintain and update the Foothills Governance Policy Book.

5. Address and make recommendations on Board requested policy additions or changes.
6. Reviews/edits Board Policies and recommends changes to the Board.
7. Review Board Policies to ensure they are consistent with Bylaws.
8. Maintain a log of Board requested policy reviews.
9. Assist the Board in establishing an effective governance process.

#### Membership

1. The Governance Committee shall have four to six members, and shall include a Board of Trustees liaison.
2. Members of the committee will select the chair.
3. The Governance Committee has no management authority and is accountable to the Board of Trustees
4. Meets as required.
5. Each member will serve a two year term that can be renewed once.