



Unitarian Universalist  
Church of Minnetonka

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# **POLICY GOVERNANCE MANUAL**

# Unitarian Universalist Church of Minnetonka

## Policy Governance Manual

*Note: When a section is flagged as 'Under Review' the section is determined to be not in force and the board will operate under the guidelines and decisions traditionally made by the board.*

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# I. ENDS

## **Mission Statement (Global End)**

**In a spirit of wonder and with courageous love we connect, grow, and act.**

### **Within**

**The people of UUCM open ourselves to a spirit of wonder.**

We:

- develop a meaningful spiritual practice.
- embrace the holy in ourselves and all that surrounds us.
- equip ourselves with forgiveness, humility, and courageous love.

### **Among**

**The people of UUCM connect in community.**

We:

- build relationships across differences.
- receive and provide support and spiritual care during life's journey.
- support our religious community with generosity and abundance.
- create and share experiences of beauty, truth, and meaning.

### **Beyond**

**The people of UUCM act together in the world with courageous love.**

We:

- work with community partners to advance racial, LGBTQ, and economic justice.
- join with others to protect the environment.
- connect with Unitarian Universalist congregations and organizations to strengthen the faith movement.

*(Approved September 14, 2017)*

## **II. GOVERNANCE PROCESS**

The Board Members of UUCM commit to govern in a manner that is consistent with our Unitarian Universalist faith and values. Through policy governance we intend to ensure that the church moves efficiently, consistently and ethically toward the realization of the mission and ends while maintaining appropriate costs and avoiding unacceptable actions and situations.

*(Approved October 2013)*

## **II.A MORAL OWNERSHIP**

The Board holds the assets of the church in trust for our moral owners. As such when we serve on the Board we do not represent ourselves but these groups. The Board has identified the following moral owners:

- Members (Legal owners)
- Friends
- Sunday Attendees

*(Approved October 2013)*

## II.B. GOVERNING STYLE

The Board will govern with a focus on vision and long term effects.

Accordingly the Board will:

Section 1. Encourage diversity in viewpoints

Section 2. Provide strategic leadership

- a. Respond to the moral and legal owners.
- b. Consider the expertise of individual members when making decisions.

Section 3. The board will enforce upon itself whatever discipline is needed to govern. Discipline will apply to such matters as attendance, preparation, policy-making principles, respect of roles, and ensuring continuance of governance capability. Continued Board development will include orientation of new Board members in the Board's governance process and periodic discussions of process improvements.

Section 4. The Board will speak with one voice. After subjects have been discussed and voted upon as official motions, both the majority and minority will support the approved action.

Section 5: The Board will govern with an emphasis on:

- a. Outward Congregational vision rather than internal Board preoccupation;
- b. Strategic leadership more than administrative detail;
- c. Clear distinction among Board and Minister Roles;
- d. Collective rather than individual decisions;
- e. Focusing on the future while honoring the past and present;
- f. Acting proactively rather than reactively, and
- g. Responsiveness to moral and legal owners.

Section 6: The Board will:

Direct, control, and inspire the organization through thoughtful establishment of broad written policies reflecting UUCM values and perspectives about ends to be achieved and means to be avoided. The Board's major policy focus will be on the intended long-term effects on the organization, not on the administrative or programmatic means of attaining those effects. The Board will be accountable to the moral owners for competent, conscientious and effective accomplishment of its obligations as a body.

*(Amended September 2014)*

## **II.C. BOARD JOB DESCRIPTION**

The job of the Board is to represent the moral owners of UUCM and ensure appropriate organizational performance against the ends and compliance with the limitations.

Accordingly, the Board:

1. Will identify and review organizational ends based on policies and input from the moral owners, while taking into account ethical and prudent Minister limitations.
2. Is the leadership connection between the Minister and the moral owners and holds accountable the Minister's work for alignment with the ends and compliance with the limitations.
3. Ensures compliance with the financial planning and budget limitations.
4. Is to administer the governance of the church in a transparent process.
5. Is to develop and update appropriate job descriptions for all Board members
6. Provides education enrichment opportunities that enhance Board performance and
7. Assures education and communication to enhance the Congregation's understanding of policy-based governance.
8. Links with the Congregation through Board member presence at church functions.

*(Approved September 2015)*

## **II.D. BOARD OFFICER AND MEMBER JOB DESCRIPTIONS**

### **Section 1: The President**

The primary function of the President is to assure that the board behaves consistently within its own rules and norms and those legitimately imposed upon it from outside the organization. The President ensures the integrity of the Board's process.

Accordingly, it is the responsibility of the President to:

- c. Prepare draft agendas for meetings and obtain additional agenda items from Board members.
- d. Direct the Minister to provide all necessary documents for a successful meeting.
- e. Preside over official Board meetings and meetings of the congregation with all the commonly accepted powers of that position (i.e. Ruling, recognizing, etc.)
- f. Focus Board discussion on issues that ensure that the Board deliberation is timely, fair orderly and thorough and in compliance with policy governance manual.

The President:

- a. Has no individual authority to make decisions about policies created by the Board within Ends and Executive Limitations policy areas. Therefore, the President has no individual authority to supervise or direct the Minister.
- b. May represent the Board to outside parties in announcing Board-stated positions.
- c. May spend the funds budgeted for Board expenses and is authorized to sign checks.
- d. Signs contracts as the authorized representative of the Board.
- e. Maintains communications with the congregation by calling Congregational Meetings not less than once a year, and sets the agenda for these meetings with the advice of the Board.

### **Section 2: The Vice President**

- a. Presides over the Board or performs any other duties of the President in the absence or at the request of the President and assists in establishing the agenda. When so acting, shall have all the president's powers and be subject to the same restrictions.
- b. Establishes the schedule for and presides over the Board's monitoring of its own performance.

*(Approved October 2013)*

## II.E. BOARD MEMBER'S CODE OF CONDUCT

The Board commits itself and its members to ethical, business like, and lawful conduct, including proper use of authority and appropriate decorum when acting as Board members. Accordingly:

1. Members must represent un-conflicted loyalty to the interests of the moral owners. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other Boards or staffs. It also supersedes the personal interest of any Board member acting as a consumer of the UUCM services.
2. Members must avoid conflict of interest with respect to their fiduciary responsibility. There must be no self-dealing or any conduct of private business or personal services between any Board member and the church staff except as procedurally controlled to assure openness, competitive opportunity, and equal access to inside information.
  - a. When the Board is to decide upon an issue about which a Board member has an unavoidable conflict of interest, that member shall absent herself or himself without comment from not only the vote but also from the deliberation unless the Board asks the member to participate in discussions.
  - b. Board members must not use their positions to obtain employment by UUCM for themselves, family members, or close associates. Should a member of the Board desire such employment, he or she must resign from the Board prior to consideration.
  - c. Members must disclose their involvement: with other organizations, with vendors, or with other associations that might produce a conflict.
3. Trustees may not attempt to exercise individual authority over the organization except as explicitly set forth in Board policies.
  - a. Trustees' interaction with Staff must recognize the lack of authority vested in individuals except when explicitly Board-authorized.
  - b. Trustees' interactions with public, press or other entities must recognize the same limitation and the inability of any Board member to speak for the Board except to repeat explicitly stated Board decisions.
  - c. Trustees will make no judgments of the Executive's performance except as performance is assessed against explicit Board policies by a formal evaluation process.
  - d. If Board members participate in operational committees, they must guard against undermining the Chief Executive Officer. A Board member's participation on an operational committee should be governed by inquiry as to how the Board member can best help the CEO.
4. Members will respect the confidentiality appropriate to issues of a sensitive nature.
5. Members will speak with one voice upholding the decisions of the Board.

*(Approved February 2016)*

## **II.F. BOARD COVENANT**

In working together to serve UUCM, the Board of Trustees will follow the Covenant of Right Relations and:

1. Set aside personal agendas for the best interests of the church, expressing our views fully and honestly.
2. Treat unfolding discussions with confidentiality while committing to regular and open communication with the moral owners about the process.
3. Respect our differences and recognize that disagreement is a part of Board life. .
4. Listen deeply to each other and assume that others have the best interests of the church at heart.

*(Approved October 2013)*

## **II.G. BOARD COMMITTEE PRINCIPLES**

Board Committees, when used, will reinforce the wholeness of the Board's job and never alter or interfere with communication and delegation from the Board to the Executive and Staff. They will be used solely to assist the Board in carrying out its responsibilities. Accordingly,

1. Board committees are to help the Board do its job, never to help or advise the Staff. Committees ordinarily will assist the Board by preparing policy alternatives and implications for Board deliberation. In keeping with the Board's broader focus, Board committees will normally not have dealings with current staff operations.
2. Board committees may not speak or act for the Board except when formally given such authority by Board action or controlling documents of the church for specific and time-limited purposes.
3. A Board committee that has helped the Board create policy on some topic will not be used to monitor organizational performance on that same topic
4. The Board and its committees will meet periodically to discuss progress based on established timelines.

*(Approved October 2013)*

## II.H. COMPLAINT AND INQUIRY PROCESS

The Board will address any complaints the Board or its members receive solely in relationship to Board policies. The Board will only get involved in resolving a complaint about an issue if there is a violation of church policy, or there is no relevant policy, or there is reason to question the appropriateness or adequacy of existing policy. In such situations, the Board will analyze and then resolve the problem, including making or adjusting whatever the deficiency is in existing policy. Complaints or grievances that are not the responsibility of the Board will be referred, as appropriate, to the Minister.

Accordingly, the Board establishes the following procedures and guidelines for the resolution of formal complaints about the compliance with these policies by Board members or by the Minister:

1. A formal complaint that is "valid on its face" is a factual claim which, if true, would indicate a significant violation of one or more of these policies. In determining whether a complaint is valid on its face, it may be appropriate to consider whether the claimed act or omission happened only once, or whether it was, instead, part of a pattern of behavior.
2. Handle complaints brought to the Board with respect, but handle them at the appropriate level, gathering accurate and complete information as necessary. Anyone concerned about a possible violation of policy may raise the matter with any member of the Board. The Board member should discuss with the concerned party the advisability of resolving the matter informally. However, if the concerned party wishes to lodge a formal complaint, the Board member will so advise the President.
3. A formal complaint should be made in writing. The Board will acknowledge the complaint in writing.
4. On being advised of a formal complaint, the President will appoint one, two, or three Reviewers from the Board and will inform the Board about the appointment. If the President is one of the reviewers, at least one other Board member must be appointed.
5. The Reviewer(s)
  - a. will promptly offer to meet with the concerned party,
  - b. may, as a matter of discretion depending on the circumstances, ask the concerned party to attempt to resolve the matter informally before proceeding further,
  - c. will determine whether the complaint is valid or invalid on its face, or whether further investigation is needed to determine the validity of the complaint. If the complaint is determined to be valid, talk to those with knowledge of the facts and take all other reasonable steps to learn what actually happened,
  - d. will report to the Board on all the foregoing, including any complaints found to be factually invalid or factually unsubstantiated.
  - e. if a complaint is factually substantiated, the Reviewer(s) should report to the Board their recommendation as to what specific steps the Board might take in order to fulfill its responsibility to require accountability.
6. Based on the report, the Board will take action it deems appropriate to enforce accountability. In accordance with the general procedures for conducting sensitive matters in executive session, the Reviewers' report and the Board's discussion of the report may be held in executive session. If the complaint is against a Board member, that member will have no part in the Board's deliberations.
7. The President will ask a member of the Board to advise the concerned party, in writing, as to the outcome of the review and the Board's actions.

*(Approved October 2013)*

## **III BOARD MINISTER RELATIONSHIP POLICIES**

### **III.A GLOBAL RELATIONSHIPS**

The Board's connection to UUCM operations is solely through its designated Chief Executive Officer, titled Minister. The Board will hold the Minister accountable for the operations of the organization, its achievements, and its conduct.

*(Approved October 2013)*

### **III.B. MINISTER RESPONSIBILITIES**

As the Board's official link to the operations of the organization, the Minister is accountable for all organizational performance and exercises all authority delegated by the Board's governing policies. The Minister's job can be stated as performance in three areas:

1. Accomplishment of organizational ends as stated in board policies
2. Organization operation within the boundaries of prudence and ethics established by the Minister Limitations policies.
3. Appropriate use and delegation of power.

*(Approved October 2013)*

### **III.C. ACCOUNTABILITY OF THE MINISTER**

The Minister shall report to the Governing Board. The Minister will operate in two ways - independently, and through volunteer and paid staff (including non-employee consultants). The Board considers all volunteer and paid staff (including non-employee consultants) to be under the authority of and accountable to the Minister. The exception to this is individuals serving on committees that report to the Board.

*(Approved October 2013)*

### **III.D. DELEGATION TO THE MINISTER**

The Minister is responsible for management of the church's operations and is answerable to the Board of Trustees and to the moral owners.

The policies in this section address how authority is delegated to the Minister and how the Board and Minister should work together.

4. The Minister is authorized to establish all operational policies, make all decisions, take all actions and develop all activities that are true to the Board's policies. The Board may, by extending its policies, "un-delegate" areas of the Minister's authority but will respect the Minister's choices so long as the delegation continues.
5. No individual trustee, officer, or Board committee has authority over the Minister or staff. Information may be requested by any individual trustee, officer, or committee, but if such request in the Minister's judgment requires a material amount of staff time, it may be refused with explanation.
6. The Minister may not perform, allow, or cause to be performed any act that is contrary to explicit board constraints on Minister authority.
7. Should the Minister become aware of a violation of Board policy, he or she shall inform the Board President or Vice President. Informing is simply to guarantee no violation is intentionally kept from the Board, not to request approval. Board of Trustees response, either approving or disapproving, does not exempt the Minister from subsequent Board judgment of the action nor does it impede any decision.
8. Minister authority does not extend to supervising or otherwise directing individual trustees or Board subgroups regarding Board policy or interpreting Board policy to such individuals or subgroups.

*(Approved October 2013)*

### **III.E. MONITORING MINISTER PERFORMANCE**

1. Evaluation Criteria

The standard of evaluation shall be whether the Minister has made reasonable progress toward achieving the Ends, while remaining within the boundaries of the established Board policies. The Board will make the final determination as to whether the Minister's interpretations of the Ends Statements are reasonable and whether reasonable progress is being made toward their achievement.

2. The Board will acquire evaluation information by one or more of three methods:

- a. By internal report, in which the Minister provides information to the Board.
- b. By external report, in which an external, disinterested third party, such as an auditor, consultant, or counselor, etc., selected by the Board assesses compliance with policies.
- c. By direct Board inspection of information, documents, activities, or circumstances, in which a designated member or members of the board assess compliance with the appropriate policy criteria.

3. At the Board's discretion, any policy may be monitored by any method at any time. However, each Ends and Minister Limitations policy of the Board will be classified by the Board according to frequency and method of regular monitoring (see next page). As often as possible, these reports should be included in the Board mailing for regularly scheduled Board meetings so that trustees may thoroughly review them prior to the meeting.

*(Approved October 2013)*

Chart: Frequency and Method of Regular Monitoring

	<b>Policy</b>	<b>Method</b>	<b>When</b>
	<b>Minister Limitations</b>		
IV A	Volunteer/Lay leader Assessment	Direct Inspection	January/May
IV A	Treatment of Staff/Volunteers	Direct Inspection/ Staff/Volunteer Survey	January/May
IV B	Communication to Board and Congregation	Direct Inspection	January/May
IV C	Public Statements	Internal Report	Monthly
IV D	Compensation and Benefits	Internal Report	February
IV E	Financial Planning (Budget)	See Financial Monitoring Committee Schedule	April (Board)
IV F	Financial Condition	See Financial Monitoring Committee Schedule	Monthly (Board)
IV G	Asset Protection		See Financial Monitoring Committee Schedule
IV H	Emergency Succession	Internal Report	September
I	Core Values	Direct Inspection	June
	<b>Assessment of Ministry</b>		
III A	Work Plan	Internal Report	Monthly
I	Ends Policies/ Strategic Outcomes	Board Survey/Internal Report	May
II A & C	Semi-Annual Summary	Moral Owner Survey/ Direct Inspection/ Board Survey	September/January/June
II	Governance Process	Direct Inspection/ Board Survey/Internal Report	January/May
II & III	Board-Sr. Minister Relationship – Board Performance	Direct Inspection/Board Survey/Internal Report	January/May

*(Approved October 2013)*

### **III.F. UNITY OF VOICE**

Only decisions of the Board acting as a body are binding on the Minister.

As a result:

9. Decisions or instructions of individual Board members, officers, committees or UUCM members are not binding on the Minister or President except in rare instances when the Board has specifically authorized such exercise of authority.
  
10. In the case of Board members or committees requesting information or assistance without Board authorization, the Minister is expected to decline such requests that, in the Ministers opinion, are disruptive or require a significant amount of staff time or funds.

*(Approved October 2013)*

### **III.G. POLICY DEVELOPMENT**

The Board will:

11. Develop policies instructing the Minister to achieve certain results, for certain recipients, within a specified budget. These policies will be developed systematically from the broadest, most general level to more defined levels.
12. Develop policies that limit the latitude the Minister may exercise in carrying out the work of the church. These policies will be developed systematically from the broadest, most general level to more defined levels, and they will be called Ministerial Limitations policies.
13. The Minister will use any reasonable interpretation of the Board's Policies and Ministerial Limitations policies to develop all activities within the defined boundaries.
14. The Board may change its Policies and Ministerial Limitations policies, thereby shifting the boundary between Board and Ministerial domains. By doing so, the Board changes the latitude of choice given to the Minister. But as long as any particular delegation to the Minister is in place, the Board will respect and support the Minister's choices.

*(Approved October 2013)*

### **III.H. INTENTIONAL POLICY VIOLATION**

Should the Minister deem it necessary to contradict Policy, he or she will inform at least one member of the Board in advance. Informing the Board is simply to guarantee no contradiction may be intentionally kept from the Board, not to request approval. Any response, either approving or disapproving from individual Board members does not exempt the Executive from subsequent Board judgment of the action. The Minister will provide to the Board a recap of the outcome of Minister Actions that contradict policy.

*(Approved October 2013)*

## **IV. MINISTER LIMITATIONS POLICIES**

The Minister shall not cause or allow any practice, activity, decision, or organizational circumstance that is illegal, imprudent or in violation of commonly accepted business and professional ethics. Accordingly, the Minister shall not fail to operate with a procedural policy against misconduct and dishonesty that meets accepted business practices. For purposes of this policy, misconduct and dishonesty must include but not be limited to:

1. Theft or other misappropriation of assets, including assets of the corporation or others with whom UUCM has a business relationship.
2. Misstatements and other irregularities in corporation records, including the intentional misstatement of the results of operations.
3. Forgery or other alteration of documents.
4. Fraud or other unlawful acts.
5. The Minister may not perform, allow, or cause to be performed any act that is contrary to explicit Board constraints on Minister's authority.

UUCM specifically prohibits these and other illegal activities in the actions of the Minister, all employees, and all others responsible for carrying out its activities.

*(Approved October 2013)*

#### **IV.A. TREATMENT OF STAFF AND VOLUNTEERS**

With regard to treatment of paid staff and volunteers, the Minister may not cause or allow conditions which are inhumane, unfair, disrespectful, or otherwise contrary to Unitarian Universalist principles and values. Accordingly, the Minister shall not:

1. Illegally discriminate (as defined by city, state and federal laws) among existing or potential staff or volunteers.
2. Subject staff or volunteers to unsafe or unhealthy conditions.
3. Withhold from staff or volunteers a due-process grievance procedure, able to be used without bias.
4. Prevent staff or volunteers from grieving to the board.
5. Neglect the staff and volunteers' need for effective supervision.
6. Fail to ensure that staff are provided and comply with updated employment policies.

*(Approved October 2013)*

#### **IV.B. COMMUNICATION TO THE BOARD AND UUCM MEMBERS**

The Minister shall insure that the Board and Members are fully informed concerning important issues, and that the Board is, to the degree possible, supported in its work. Accordingly, the Minister shall:

7. Inform the Board in a timely manner of any relevant trends, issues, or events affecting the health of the organization.
8. Submit monitoring information required by the Board in a timely, accurate and understandable fashion.
9. Gather as many staff and external points of view, issues and options as needed for fully informed Board decisions.
10. Advise the Board immediately of any deviations from established policies. Within 30 days of such deviation make recommendations for changes in such policies whenever needed. .
11. Ensure that a complete and current set of all Church operating policies is readily accessible.

*(Approved October 2013)*

#### **IV.C. PUBLIC STATEMENTS**

The Minister shall not make public statements about the official position of the Congregation or Board on controversial social, political, and/or congregational issues beyond what the Members or Board has formally and explicitly adopted as positions of record. Nothing in this policy shall be construed to infringe upon the fundamental principle of “freedom of the pulpit”.

*(Approved October 2013)*

#### **IV.D. COMPENSATION AND BENEFITS**

With respect to employment, compensation, and benefits to employees, consultants, contract workers and volunteers, the Minister may not cause or allow jeopardy to fiscal integrity or public image. Accordingly, the Minister may not:

12. Promise or imply permanent or guaranteed employment.
13. Establish current compensation and benefits that:
  - a. Deviate materially from the nonprofit or geographic market for the skills employed.
  - b. Create obligations over a term longer than revenues can be safely projected, in no event longer than one year and in all events subject to losses of revenue.
  - c. Fail to align compensation with accurate measures of employee performance.
14. Establish deferred or long term compensation and benefits that:
  - a. Cause unfunded liabilities to occur or in any way commit the organization to benefits that incur unpredictable future costs.
  - b. Provide less than some basic level of benefits to all full-time employees.
  - c. Allow any employee to lose benefits already accrued from any forgoing plan.

*(Approved October 2013)*

#### **IV.E. FINANCIAL PLANNING**

With respect to fiscal planning, the Minister may not jeopardize either programmatic or fiscal integrity of the organization. The Board must review and approve the annual budget, with sufficient information to permit reasonable Board evaluation in the light of the Church's policies, priorities, and resources, by the April Board meeting of each year. The Minister will present the draft budget to the finance committee for review and comment in March of each year. Accordingly, the Minister may not cause or allow fiscal projections that:

15. Contain too little detail to enable reasonably accurate projection of revenues and expenses, separation of capital and operational items, cash flow and subsequent trails, and disclosure of planning assumptions.
16. Plan the expenditure in any fiscal year of more funds than are conservatively projected to be received in that period.
17. Do not separately present a plan for capital expenditures and the means to pay for them. Capital expenditures are all repayments of debt and any building additions or equipment purchases over \$2,500.00 each.
18. Deviate materially from Board-stated priorities and requirements (see Ends policies) in its allocation among competing fiscal needs.

*(Approved October 2013)*

#### **IV.F. FINANCIAL CONDITION**

With respect to the actual, ongoing condition of the organization's financial health, the Minister may not cause or allow the development of fiscal jeopardy, loss of allocation integrity, or a material deviation of actual expenditures from board priorities established in Ends policies. Accordingly, the Minister may not:

19. Expend more funds than have been received in the fiscal year to date unless the debt guideline (next item) is met.
20. Indebt the organization in an amount greater than can be repaid by certain, otherwise unencumbered revenues within 90 days.
21. Allow cash to drop below the amount needed to settle payroll and debts in a timely manner.
22. Expend any endowment or designated funds other than for the purposes determined at time of receipt or designation.
23. Conduct inter-fund shifting in amounts greater than can be restored to a condition of discrete fund balances by certain, otherwise unencumbered revenues within 30 days or make un-budgeted transfers or "loan" between the general funds and the endowment funds without Congregation approval.
24. Allow actual allocations to deviate materially from Board priorities in Ends policies.

*(Amended September 2014)*

#### **IV.G. ASSET PROTECTION**

The Minister shall not allow the assets of the church to be unprotected, inadequately maintained or unnecessarily risked. Accordingly, the Minister may not:

25. Fail to insure against theft and casualty losses at replacement value less reasonable deductible and/or co-insurance limits.
26. Fail to insure against corporate liability and personal liability of Board members and staff, taking into account pertinent statutory provisions for indemnification and exemptions applicable to Minnesota non-profit organizations.
27. Allow un-bonded personnel access to material amounts of funds.
28. Subject plant and equipment to improper wear and tear or insufficient maintenance.
29. Unnecessarily expose the organization, its board, or staff to claims of liability or risk the nonprofit status.
30. Make any purchases not provided for in either the capital expenditure or operational projections.
31. Make any planned purchase of over \$10,000.00 without at least three competitive bids.
32. Receive, process, or disburse funds under controls insufficient to meet generally accepted accounting standards.
33. Fail to invest foundation and church capital in accordance with the investment policy.
34. Fail to protect intellectual property, information, and files from significant damage.
35. Endanger UUCM's public image or credibility, particularly in ways that would hinder its accomplishment of Ends.
36. Solicit funds from members or external sources for purposes that deviate materially from Board stated priorities and requirements.
37. Fail to honor documented donor and source restrictions placed on funds.

*(Approved October 2013)*

#### **IV.H. EMERGENCY SUCCESSION**

In order to protect the church from sudden loss of the Minister's services, the Minister may not: Fail to have a plan in place for the continuation of full ministerial services in the event of the Minister's absence.

*(Approved October 2013)*

#### **IV.I. TREATMENT OF MEMBERS/FRIENDS/VISITORS**

In interactions with members, friends and visitors the Minister shall not cause or allow conditions, procedures or decisions that are unsafe, unfair, disrespectful, unnecessarily intrusive, that fail to provide appropriate confidentiality or privacy or are otherwise contrary to UU principles and values.

Accordingly, the Minister shall not:

1. Use methods of collecting, reviewing, transmitting or storing personal information that fails to protect against improper access to the material elicited.
2. Fail to operate facilities with appropriate safety.
3. Operate without a clear plan to communicate membership expectations and benefits.
4. Fail to provide a grievance process and inform members accordingly.
5. Fail to effectively and respectfully communicate with members.
6. Operate without appropriate child abuse and sexual harassment policies.

*(Approved November 2015)*