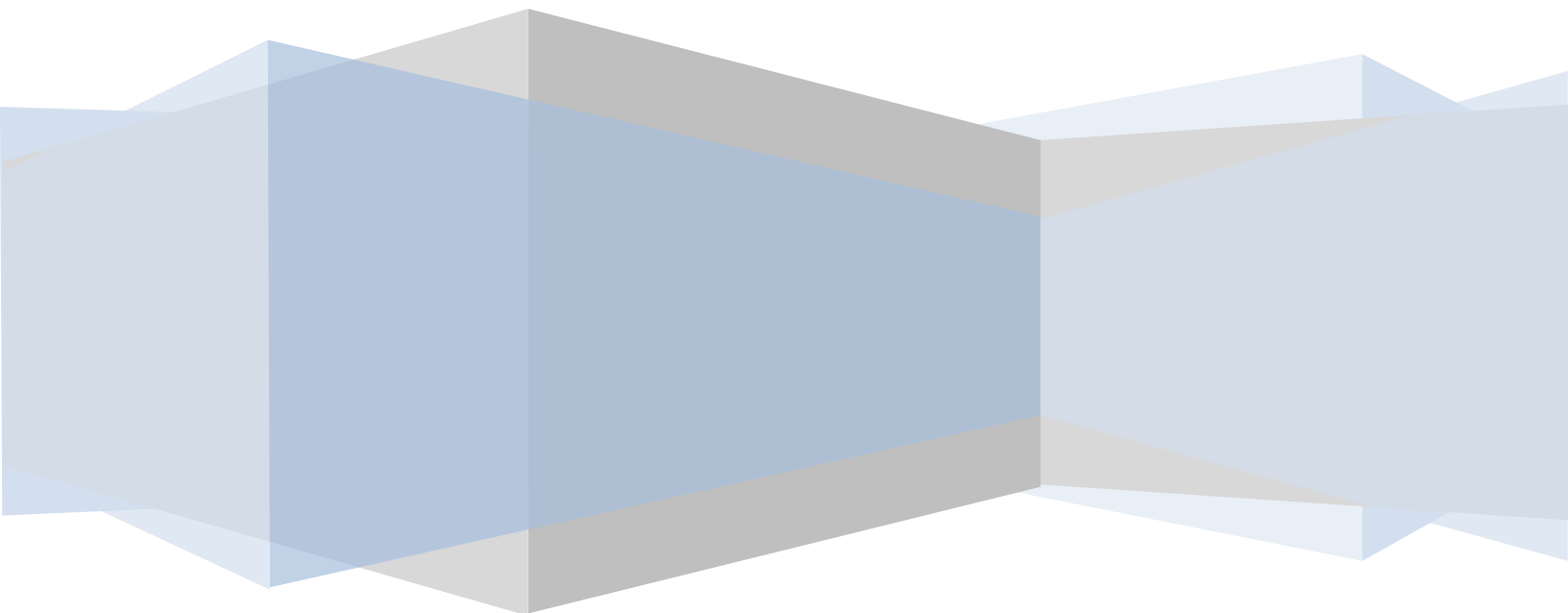


Unitarian Universalist Church of Sarasota

# Policy Manual

Revised as of 5/17/11

Board of Trustees



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# INTRODUCTION

## Revised 11/16/2010

### Mission

The mission of the Unitarian Universalist Church of Sarasota is:

- To provide and perpetuate the principles of Unitarian Universalism;
- To provide the motivation and means to serve the wider community;
- To promote justice, tolerance and compassion in ourselves, among ourselves and in the wider community.

The business of the congregation is guided by its mission and conducted in accordance with two sets of semi-permanent rules:

- A. **Bylaws** are the fundamental laws governing the congregation and may be amended only by the congregation.
- B. **Policies** contain decisions of the board that provide guidance to future boards and members and are non-transitory. (Example: a board decision to hold the Holiday Fair on November 11 of this year is not a policy. A board decision to hold the Holiday Fair on November 11 of each year is a policy.) Such decisions should be formatted appropriately and included in the Policy Manual. Policies as well as transitory decisions must be consistent with the bylaws.

Policies may be amended by a simple majority of the board present at any meeting at which there is a quorum.

The Policy Manual is on file and readily accessible to all members on the church website.

# **Building Use**

**Revised 9/21/2010**

The facilities of the Unitarian Universalist Church of Sarasota will be used to advance the mission of our religious community.

Normal facility availability is between 9:00 AM and 9:00 PM. Office hours are normally from 9:00 AM. until 4:00 PM, Tuesday through Friday and 9:00 – 12:00 noon on Sunday.

It is the policy of the Unitarian Universalist Church of Sarasota to make its building facilities available to individuals and groups within the Church and within the community that seek to serve and enrich human life, whether through the arts, education, recreation, celebrations or other activities that are compatible with Church policies. Long-term commitments to outside groups may be modified in response to changing Church needs.

## **Master Calendar**

The Church Administrator will keep a master calendar with initial scheduling for on-going Church activities. Requests for other use of the facilities by individuals or groups within the congregation shall be made to the Church Administrator with reasonable notice, generally a minimum of 72 hours, but in the case of events requiring extensive planning, a minimum of 30 days (or more) is preferred.

Scheduling conflicts and requests for events outside of the normal Church operating hours will be submitted to the Church Administrator for her/his decision.

## **Fees for Non-Church Groups**

An annual review of all fees will be done by Finance Committee in consultation with the Church Administrator. Fees shall be set taking into consideration the costs of maintenance, operation and depreciation of the property used. The fee schedule shall be submitted to the Board of Trustees (BOT) for approval. Following approval, the Church Administrator shall publish the fee schedule as an appendix to the Church's policy manual.

## **Reduced or Waived Fees for Non Church Groups**

The Board of Trustees, (BOT) may recognize as Special Interest/Good Neighbor Groups those organizations that include members of the Unitarian Universalist Church of Sarasota and/or whose work or purpose is in sympathy with the principles and purposes of the Unitarian Universalist Association. Such fees may be reduced or waived by the Finance Committee if it is judged that the goals and interests of the Church would be served. The BOT may terminate such recognition upon finding that the organization no longer meets those qualifications.

## **Waived Fees for Members**

Fees for the use of the Church's property and ministerial services for Rites of Passage (child dedications, weddings, commitment ceremonies or memorial services) shall be waived for Church members and their immediate families including domestic partnerships. Fees for other personnel and services, including, but not limited to, musicians, audio visual services and custodial services, are not waived.

## **Property Leases**

### **Special Interest/Good Neighbor Groups**

Use of the Church's property by Special Interest or Good Neighbor Groups shall require completion of a Property Lease Agreement. At least one current member of Unitarian Universalist Church of Sarasota (in the case of a Special Interest Group) or an approved representative (in the case of a Good Neighbor Group) shall attend each meeting or event and be responsible for maintaining rules governing rentals. Use of the Church by Special Interest/Good Neighbor groups shall make it clear both in presentations to their meetings and to the public through press releases that the Church is not responsible for, nor does it necessarily endorse their views. Arrangements for using the Church facilities must be made through the Church Administrator.

### **Property Use by Individuals and Groups outside the Congregation**

Persons or groups not in opposition to our UU principles who wish to rent facilities within the Church shall submit a written application to the Church Administrator on forms provided by the Church, complete a Property Lease Agreement and provide any required deposit. The Church Administrator will conduct an initial review and advise the applicant of any further information that may be required and of the potential availability of the requested facility on the proposed date.

The Church Administrator shall approve or deny all applications according to this policy statement and the directives of the Board of Trustees.

External users shall clearly indicate in any promotional materials or media coverage that the Unitarian Universalist Church of Sarasota is not a sponsor of the event. The Church's contact information (including telephone number, fax, email address or website) may not be used in association with the event or to obtain information about the event.

## **Rules and Regulations Applicable to all Users**

It is always expected that only the space requested will be used, that all users of Church property will show the appropriate respect for the Church's facilities, furnishings and equipment, and that all users will demonstrate diligence in caring for Church property during its use.

### **Alcoholic Beverages**

Alcohol may be served within the buildings only with prior approval from the Church Administrator and under certain conditions, noted below. The host or group sponsoring the activity on the Church premises assumes all responsibility for observance and enforcement of the rules regarding the use of alcohol. Renters will sign an "Indemnity and Hold Harmless Agreement" for the Church as part of their rental agreement.

Any alcoholic beverages to be served are to be provided only by the host and must be provided free of charge. Alternative non-alcoholic beverages must also be offered and displayed and served in a manner that is equally as prominent as the alcoholic beverages. Food must also be served when alcoholic beverages are served. Underage drinking, as defined by Florida State Law, is prohibited and must be strictly enforced. Unopened containers of alcohol left after an event must be stored in a secured location. Open containers of alcohol must not be left on

church property after an event. Such containers are to be disposed of in compliance with Florida laws.

### **Animals**

Animals, with the exception of guide or service animals, are not permitted in any of the Church buildings due to safety and liability concerns. If animals are brought onto Church grounds outside the buildings, owners are expected to be in full control of their pets at all times and to clean up after them as necessary.

The prohibition of animals in the church's buildings may be waived for a special event sponsored by the church. Anyone seeking a waiver must send a written request to the Church Administrator in such a manner that allows enough time for the administrator to consider the request.

### **Smoking**

Smoking is not permitted in any of the church buildings or patios. Smoking is limited to the parking lot on the north side of the kitchen. All smoking materials must be properly disposed of in the receptacles provided in that area.

### **Weapons and Illegal Drugs**

Weapons (except for those carried by law enforcement officers while on-duty) and illegal drugs are not allowed on Church property at any time. The police will be notified immediately in the event this policy is violated.

### **Kitchen Use by Renters**

Use of the kitchen may include most equipment and appliances, **excluding all dishes, glassware and utensils**. Renters are also required to bring their own consumables, including coffee, tea, sugar, cream, etc., as well as providing their own tablecloths and napkins. The dishwasher in the kitchen may not be used unless specifically authorized by the Church Administrator. All garbage is to be removed from the premises or disposed of in appropriate receptacles. Any food stored in the refrigerators must be removed. All countertops and tables are to be cleaned and spills wiped up from the floor.

### **Kitchen Use by the Congregation**

Use of the kitchen may include all equipment and appliances in the kitchen. All dishes, glassware and utensils belonging to the church are to be washed and put away. The dishwasher in the kitchen is to be used only by volunteers trained by the facilities manager or authorized assistant. All garbage is to be removed from the premises or disposed of in appropriate receptacles outside, following posted instructions. All countertops and tables are to be cleaned and spills must be wiped up from the floor.

Items that can be recycled should be placed in bins in a manner that complies with the posted instructions.

# Church Communications Policy

## Revised 10/19/10

### Communication from the Church to Members and Friends

The Church Administrator will receive all announcements and information for publication and sends out all email to the congregation. The Administrator also provides information to be posted on the web to the webmasters.

Friday Email delivers the *Weekly Contact* content via the internet. Email to inform members and friends of emergencies may be sent out when necessary.

Announcement of a member's death will be a stand-alone announcement and not included as part of a larger set of announcements.

Appropriate announcements received in the church office by 4:00 p.m. on the Wednesday preceding the Sunday service will be sent in the Friday Email and printed. The Weekly Contact which is enclosed with the Order of Service is the preferred method of dispensing important information.

Church group emails should conform to the following guidelines:

**The message should relate to activities within our church or within our Denomination.**

**The message should target a significant portion of our membership, not just a small group within the membership.**

**In deciding whether or not to use email, consideration should be given to the fact that a significant minority of our membership does not have email capability.**

**No embedded messages or links may be sent by email to the entire congregation.**

**Information about activities or groups outside of the church is permitted only if sponsored by a church committee.**

**The minister and/or church executive committee may make exceptions to these guidelines.**

### Weekly Contact Newsletter

**Purpose:** Provide communication about church events and issues for members and friends of the Unitarian Universalist Church of Sarasota. *Weekly Contact* will be inserted in the Order of Service as well as mailed

free to all members without access to email and who are unable to attend Sunday services.

Items published in any given issue will be selected, in general, according to the following priorities:

**Immediate:**

1. Sunday morning service, Religious Education, forums, etc.
2. Notices of congregational meetings and elections
3. Weekly calendar
4. Time sensitive messages from minister, Life Span Learning/Social Justice Director, President, Treasurer
5. Information on church events for the period covered

**As Soon As Possible:**

1. Notices of Church, District, Cluster, General Assembly meetings taking place after the period covered
2. Thanks and acknowledgments
3. Directory update
4. Informative articles directly related to church concerns, e.g., UUSC
5. Personal news of members
6. Columnists from the Board, Staff and Committee Chairs

**Policy for *Weekly Contact* articles and letters:**

1. Articles may be edited for length, clarity and usage.
2. Writers should be concise, clear and accurate. All submissions must be signed. Topics and tone should be appropriate for a Unitarian Universalist church newsletter.
3. Material should reach the Church Administrator by 4 p.m. on Wednesday for publication in the Friday Email and Sunday's *Weekly Contact*.
4. The church administrator, who is editor, has the authority to select and edit articles and letters within the priorities and policies outlined above.
5. Grievance procedure: Anyone dissatisfied with the publication of *Contact* should first bring the matter to the attention of the editor and, if still dissatisfied, should inform the president.
6. No employee except the minister shall submit a letter or personal article to the newsletter regarding personnel issues without first gaining the approval of his or her supervisor.

**UUCS Website**

The minister, church administrator, and webmasters will together make adjustments to the website as necessary to accommodate the changing needs of the congregation. Committees and groups will report on their activities soon after they occur. Each committee will update its contact and descriptive information at least once a year.

### **Sunday Announcements**

Sunday announcements are provided from the pulpit to inform the congregation about church and denominational activities that were not included in the *Weekly Contact* or which need special emphasis.

### **Denominational Affairs**

Delegates to denominational meetings shall be appointed by the Board of Trustees upon nomination by the Denominational Affairs Committee.

If there are issues to be voted on in the meeting to be attended, the delegate or delegates will solicit the opinion of the congregation prior to the meeting. This should include as many congregants as possible. Polling or surveying is acceptable.

Delegates shall report the results of the meeting to the congregation through an article published on line and in the *Weekly Contact* as soon as possible after returning.

### **Communications with the Public**

Announcements of upcoming Sunday Sermons, Forum topics and information about the children's Religious Education program will be sent to the Sarasota Herald Tribune weekly. Opportunities to use other venues will be considered as they arise.

# **Board of Trustees**

**Revised 11/16/2010**

Ordinary church/board duties are fully described in the UUCS Bylaws Article V, Section 3.

## **Secretary**

It shall be the duty of the secretary to see that the following materials generated by board meetings are filed in the Official Record Book of the Board of Trustees, kept in the office, and are posted in a place(s) where the documents can be easily accessed by members of the congregation:

**Agenda for that month's meeting**

**Minutes of the previous month's meeting and other special meetings of the board or congregation held during the past month**

**Treasurer's Report (including budget work-ups)**

**Church Census Report**

**Minister's Report (when written)**

**Committee reports and task force reports made to the board (when written)**

**Special reports by the president and/or other board members prepared for the meeting**

**Special letters to and from the Board of Trustees (at the request of the president)**

**Other materials that may be generated for board meetings shall be given to the Church Administrator by the secretary for disposition in the proper office files.**

**The board secretary is designated to review annually all board decisions and bring to the board all items that require board approval for inclusion in the Policy Manual.**

**The secretary shall additionally serve as chair of the Governance Committee.**

## **Vice President**

**Chairs the Personnel Committee**

**Maintains the Personnel File**

**Presides in the President's absence**

## **Treasurer**

**Serves on the Endowment Board**

**Chairs the Finance Committee**

## **Executive Committee**

The Executive Committee consists of the church president, vice president, secretary, treasurer and minister. The Executive Committee sets the agenda for board meetings and provides advice and counsel to the minister and president regarding the daily operation of the church.

## **Role of Past President**

The immediate past president of the board may be invited by the board to serve as a nonvoting member of the Board of Trustees.

# Committees and Groups

## Revised 11/16/2010

### General Information

UUCS relies upon committees to help accomplish its ministry to this congregation and to the wider community. The Minister and Board President are ex officio members of all committees except the Nominating Committee and the Search Committee.

Activities of the church must be sponsored by a committee and approved by the Board of Trustees.

New groups wishing to form must bring their written requests to the Church Administrator who will present such requests to the Board of Trustees for approval. Criteria for such requests will include a statement of purpose for the group, whether or not the group is limited to members and friends of the church, space and calendaring needs and any financial or liability implications for the church.

Committees will actively recruit members in order to engage as many members as practical in the activities of the church

### Committee chairs:

**must be members of the Church**

**must be willing to serve for the church year**

**must ensure that all committee meetings and activities are conducted in a manner consistent with Unitarian Universalist principles**

**will actively mentor and encourage leadership on their committees with the goal of passing on their committee chair position to new leadership within three years.**

Membership on most committees is open to all members and friends of the Church; however, voting members of committees must be members of the Church in good standing. It is understood that membership on some committees requires special skills and experience. Nominating Committee members are elected by the congregation at the Annual Meeting. The Personnel Committee is chaired by the Vice President and members are selected for their expertise. Members of the Committee on Shared Ministry are selected by the Minister and the Board of Trustees.

**Each committee shall**

**submit a statement of purpose and goals to the Board of Trustees for annual review by the time of the Annual Meeting.**

**provide the Finance Committee an itemized budget request as input to the annual budgeting process.**

**be responsible for expenditures within the budget amount assigned to them and shall not exceed the assigned amount without prior review by finance and approval of the board.**

**inform the board of significant committee issues, activities and accomplishments.**

**provide a written report to be included in the minutes of the Annual Meeting of the church.**

**provide successors with records of responsibilities, procedures and previous activities.**

Committees of the Board are those that recommend policy to the Board of Trustees.

**FINANCE**

Provides oversight that seeks to maintain sound financial health for the church and makes recommendations to the board supporting this end, with the understanding the Board has final authority on all financial matters.

**GOVERNANCE**

Reviews and recommends updates of bylaws and policies.

**LONG RANGE PLANNING**

Concerned primarily with planning for the future of the church. The committee sponsors congregational meetings to gain insight about what our members wish our church to achieve. A five year plan is the goal.

## **PERSONNEL**

Responsible for monitoring the personnel policies as necessary to ensure compliance by the Board and congregation with periodic updating to reflect changing needs; defining and/or updating job descriptions; designing and overseeing the annual performance review cycle; providing consultation for supervisors and dispute resolution as requested; and assisting the Minister and/or Church Administrator as requested in personnel issues.

### **Standing Committees**

Standing Committees carry out the core functions of the church as directed by the Board of Trustees.

#### **They Include:**

**BUILDINGS & GROUNDS:** Responsible for maintenance and improvement of the physical plant and equipment. Maintains and beautifies buildings and grounds, oversees contracted ground maintenance.

**MEMBERSHIP GROWTH AND DEVELOPMENT:** Staffs Welcome Center on Sundays, assists with census, supports activities to involve members in church, conducts New Member luncheon and orientation program.

**RELIGIOUS EDUCATION:** Meets monthly to strategically plan the education of our youth.

**SOCIAL JUSTICE:** The Social Justice Committee is dedicated to working on a local, national and international level to identify social justice issues, and to educating and involving our congregation regarding these needs.

**STEWARDSHIP:** Stewardship is entrusted with the growing, nurturing, and building of our congregants' gifts and talents and promotes the spirit that influences our service to each other and the greater community.

### **Program Committees, Teams, and Activities**

These groups carry forth the ministry of the church with the approval of the Board of Trustees. Current groups are listed in a separate attachment.

## **Attachment to Committees and Groups**

These are current committees, teams and activities of the church. Descriptions of these groups with contact information may be found on the church website at [uusarasota.com](http://uusarasota.com).

Archives  
Artisans  
Arts Council  
Audio  
Bed & Breakfast  
Board of Trustees  
Book Discussion Group  
Book Table  
Bridge for Fun  
Buildings & Grounds  
Caring  
Chalice Groups  
Choir  
Communications Outreach  
Denominational Affairs  
The Elves (Friday Folders)  
Emerson Library  
Film Forum  
Finance  
Flea Market  
Flowers for Sunday Service  
Freethinkers  
French Conversation  
Friday French Conversation Group  
Gardening  
Get Together Dinners  
Interweave  
Lay Pastoral Care Associates  
L.E.A.P. (Life Enriching Adult Programs)  
Meditation  
Membership Committee  
Memorial Services Committee  
Music Program  
Nominating Committee  
Performing Artists Series  
Recorders  
Religious Education Committee  
Religious Education Roundtable  
Second Sunday Potluck

See Sarasota & More  
Serendipity Auction  
Short Story Group  
Social Justice Committee  
Stewardship Committee  
Sunday Celebrations  
Sunday Forums  
Sunday Hospitality  
Sunday Service Arrangements  
Tribute Fund  
UU Service Committee  
UU-UNO  
Volunteer Coordinator  
Website Design & Maintenance  
Writing Group

# MEMBERSHIP POLICIES

Revised 9/21/2010

## Membership/Joining

Any person wishing to become a member of the UUCS is encouraged to attend a new member orientation class before signing the membership book. If the prospective member has had a prior UU membership elsewhere, he/she would also benefit from the class. In lieu of the class, a prospective member should meet with the minister or church president and membership chair to ensure his/her being made aware of the privileges and responsibilities of joining the UUCS, in accordance with Article II, Section 4 of the bylaws.

## Membership Status

The Church Administrator and Membership Chair(s) shall review membership records for accuracy at least annually. On November 1, the president shall request from the treasurer a list of members who have not made an identifiable financial contribution to the church in the current fiscal year. Members on this list must be contacted in the manner the president in consultation with the minister deems appropriate to establish the member's intent to continue membership in the church.

If a member in question wishes to continue, an identifiable contribution needs to be made unless 1) it is waived by the minister in the case of hardship (this status should be reviewed annually); 2) it is paid by the minister from the Minister's Discretionary Fund; or 3) the member is given Emeritus status by the minister in consultation with the president. Otherwise, the member is removed from the church roll.

Members who have had their financial contribution waived by the minister may have the benefits of national UUA membership withheld at the discretion of the minister by removing their names from the list of members sent to the UUA. They will still be eligible to vote and receive other local benefits. A list of the remaining members will be provided to the UUA for purposes of denominational dues and *UU World* subscriptions. These persons will be eligible to vote and receive all benefits of membership unless and until a future membership review disqualifies them.

The president will also review member qualifications before major congregational votes such as: calling or removing the minister, major building projects, spending Endowment Fund principal, etc., or if voting status is challenged by a member. Dual members (those whose primary UU affiliation is outside the District) are considered full members of this church and may vote on all congregational matters except those of UUA national issues.

## **Withdrawal of Membership**

A member who wishes to withdraw from membership should do so with a written notice. Such notice may be sent to the Church Administrator who will inform the Minister, President and Membership.

## **Friends of the Church**

Those who wish to affiliate with the Church, are in agreement with the purposes and objectives of the Church, and are willing to make an identifiable financial contribution, but do not choose to be Members, may be considered Friends of the Church. Friends are entitled to participate in committees and activities, but may not vote on congregational matters or serve as committee chairs. An interested person may contact the Minister or Membership Chair to be designated as a Friend.

Parents of children who participate in the Religious Education program who are not Members are encouraged to become Friends of the Church.

## **Civil Behavior**

### **Purpose**

To provide a secure atmosphere where individual physical and emotional state, lifestyle, opinion, expression, behavior, etc. is accepted so long as one's behavior doesn't threaten, intimidate, or otherwise interfere with others' freedom of belief, expression, opinion, physical and/or emotional well-being.

Concern for the wellbeing, openness, safety, and stability of the congregation as a whole shall be maintained and given priority over the actions of any particular disruptive individual or group. When concerns regarding disruptive behavior are expressed, the situation should be investigated tactfully and forthrightly, even if it means expulsion. Recognizing that the investigation will not always concur with expressed concerns, a failure to investigate and take appropriate action regarding such concerns would discount the expressed discomfort of members and staff and thereby aggravate the situation.

### **Criteria**

The following are recommended as dimensions along which to evaluate problems:

- a. DANGEROUSNESS – Is the individual the source of threat to persons or property?
- b. DISRUPTIVENESS – How much interference with essential church functions is going on?
- c. IMAGE TARNISHING -- How likely is it that prospective or existing members will be driven away?

- d. CAUSES -- Why is this occurring? Is it a conflict between the individual and others in the church? Is it due to a professionally diagnosed condition of mental illness?
- e. PROBABILITY OF CHANGE – How likely is it that the problem behavior will diminish in the future?
- f. HISTORY – What is the frequency and degree of disruption caused in the past?

### **Immediate Action**

If an activity is being disrupted, the leader of that activity will consult with the minister and/or members of the Executive Committee and/or other board members present to determine what if any immediate action is required. Immediate action may include:

- a. Asking the offending person to leave, or
- b. Suspending the meeting or activity until it can be safely and productively resumed, or
- c. Calling the police department for assistance.

**FORCE WILL NOT BE USED TO EJECT THE OFFENDING PERSON UNLESS NECESSARY TO PROTECT AGAINST A THREAT OF PHYSICAL HARM.**

### **Deferred Action**

Situations involving disruptive behavior shall be referred to an ad hoc committee appointed by the Board of Trustees. This committee will have available to them the following guidelines. However, they will respond to the problems in terms of their own judgment.

- a. The committee will act by responding to the problems as they arise. They will not attempt to define ‘acceptable’ behavior in advance.
- b. Persons identified as disruptive will be dealt with as individuals. Stereotypes will be avoided.
- c. Information concerning the incident(s) that led to the complaint will be systematically collected from the complaining parties before any action is taken.
- d. An assessment of the problem behavior will be made, with personal communication emphasized. There are four levels of response recommended. The committee, however, will decide on an individual basis what is appropriate.

Level One. One member of the committee makes personal contact with the person named as the source of the problem behavior, and takes notes of what is going on—from the points of view of the individual and from his/her own point of view.

Level Two. The fact that a problem exists is clearly communicated to the offending individual, and an agreement for a clearly defined behavioral change is made.

Level Three. The offending individual is excluded from the church for a limited period of time, with the reasons made clear, as well as the conditions for return.

Level Four. He or she is permanently excluded from the church and church premises.

e. If the committee decides that exclusion or expulsion from the church is appropriate, they will consult with the board before taking action.

### **Training**

Members who conduct open meetings or activities of the church must be familiar with this Disruptive Behavior Policy. A training session on church policy regarding civil behavior will be held at least annually for leaders and others who volunteer to assist in such situations.

# **Fees**

## **Revised 12/14/2010**

An annual review of all rental fees will be done by the Church Administrator, reviewed by the Finance Committee, and then submitted to the Board of Trustees for consideration.

### **Facilities Rental**

Permission to use church facilities without rental charge requires sponsorship by a church committee and approval from the Church Administrator. See building-use section of the policy manual. Custodian services and sound system use may require payment of fees. See appendix X for facility-rental fees, custodian, and sound system operation.

### **Sale of Artist's Works**

- A purchaser pays the full purchase price to the artist.
- For each sold piece, the artist pays the church a fee of 20% of the purchase price for the opportunity to display.
- Artists are personally responsible for sales-tax collection, reporting and payment.
- The church does not insure and is not responsible for damage to or loss of artwork. Artists are solely responsible for loss or damage to their artwork, and must release and indemnify the church.
- See Appendix W for the required agreement between the artist and the church.

### **Sales and Petitions**

- Arrangements must be made with the Church Administrator, at least one week before an event, for sales of products related to the event. The sales must directly benefit the congregation or organization with which it is in sympathy.
- Because of space limitations, no products may be sold in the sanctuary before or during a Sunday service. Only under extraordinary circumstances (e.g., all-church-event or inclement weather) may sales take place in the sanctuary after a service. There must be prior written permission from the Church Administrator. No setting up will be permitted until after the service is concluded.
- The Social Justice Committee's table may be available to groups wishing to circulate information on organizations and events or to solicit signatures on petitions or letters of social concerns.

### **Memorial Garden Fees**

The use of the garden for interring of ashes shall be a privilege of members. Members may plan for interment and plaque by paying \$400 (non-refundable) in advance of death; otherwise,

interment requires payment of \$500 to cover the cost of the plaque and to assist in the maintenance of the Memorial Garden. In hardship cases and other special circumstances, the minister can waive a payment.

## **Memorial Services: Ministerial, Music Staff, Building Use**

There are no ministerial or building-use fees for memorial services of members, although contributions are welcome. Non-members will be charged \$1200. Additional information is included appendix Y.

## **Additional Fees**

Fees for other rites of passage, weddings, etc., will be developed.

## **Financial Support**

- All financial activities of the church are recommended by the Finance Committee for Board consideration.
- The annual pledge drive provides the primary financial support of the church. Because some members may be more able or willing to contribute in other ways or for specific purposes, the following additional sources of income are recognized.
- Endowment Fund: Bequests and undesignated gifts in memoriam are transferred to the Endowment Fund to provide continuing income to the church after a member or loved one has deceased.
- Collections: The regular collection for the first three Sundays of the month goes toward the operating budget. On the fourth Sunday of each month, the collection goes to a charity designated by the Social Justice Committee. Other collections during the Sunday service or other events may be recommended by the Finance Committee and approved by the Board for specific purposes.
- Cash collections from the Sunday plate collections are counted by two unrelated people. When a committee or an event collects funds, two other unrelated people will count the collection. Collections should be counted promptly and stored in a secure facility as designated by the Church Administrator and the Minister.
- Fundraisers: Provide opportunities for members to contribute time and/or goods toward either the operating budget or for special purposes. Fundraisers must be reviewed by the Finance Committee and approved by the Board to supplement income to the operating budget or for special purposes.
- When minor fund raising requests for existing RE or Social Justice programs occur between meeting times, the minister, president and treasurer are empowered to approve them, reporting back to the Finance Committee at its next meeting. Such requests are not to exceed \$1000.
- Undesignated gifts other than in memoriam go toward the operating budget. Gifts designated for specific purposes that affect the esthetics or function of the building or grounds must be in keeping with the desires of the congregation as a whole. Therefore, such gifts should be channeled through the appropriate committee, and must be approved

by the Board.

- Gifts of less than \$100.00 may be tentatively accepted by an appropriate committee without prior Board approval, but must be reported to the Board at the next Board meeting for final approval. Such gifts belong to the church, and may be disposed of by the Board when no longer required without the approval of the donor.
- Gifts of tools, expendable supplies, etc. which do not affect the esthetics or function of the building or grounds and do not entail expense to receive or maintain, do not require Board approval.
- Rentals: Fees and administrative procedures for use of church buildings by non-church groups are set by the Board upon recommendations of the Finance Committee. Proceeds go toward the operating budget or restricted funds designated by the Board.
- Grants: Grants for special purposes are available from the UUA Grants Panel, the UUSC, the Veatch Foundation and other foundations. Such grant requests must be initiated by a committee, reviewed by the Finance Committee, approved by the Board, and signed by the president.
- Self-Supporting Events: Social events, meetings, workshops, LEAP classes, or community outreach are expected to be self-supporting. Therefore, reasonable charges for these events do not require Finance Committee or Board approval unless there is a risk to church funds not covered by the sponsoring committee budget. When there is such a risk for any church activity, a financial projection must be presented to the Finance Committee and Board for approval.

## **Restricted Funds**

- Restricted funds may be established by the Board upon recommendation of the Finance Committee for specific purposes. Restricted funds are carried over from one year to the next.
- Restricted funds may be discontinued by the Board when the purpose has been met or is no longer viable.
- Interest and dividends go to the operating budget.
- Residues of a discontinued fund revert to the operating budget and/or contingency fund when the restricted fund is discontinued.
- The Board will designate responsibility for each restricted fund upon recommendation of the Finance Committee.
- Each restricted fund manager must submit timely calendar-quarterly reports for review and approval by the Finance Committee for recommendation to the Board.
- The following major restricted funds are permanent and have been designated by the Board. Other restricted funds are in Appendix Z.

**Contingency Reserve Fund:** Established to meet emergency expenses or other high priority unanticipated expenses that cannot be met by reallocation of other restricted funds or the operating budget. Unexpended funds from the operating budget will be applied to the Contingency Reserve Fund at the end of each fiscal year. Board approval is required for expenditures from this fund. The goal is to

maintain this fund at 25 percent of the operating budget in order to meet emergencies. The Finance Committee will recommend to the Board high priority use for any excess in the fund greater than 25 percent of the operating budget or strategies for replenishing the fund when it falls short of this goal.

**Endowment Fund:** See Endowment Fund Bylaws for purposes and practices. Responsibility of the Endowment Board.

**Memorial Garden Fund:** Established to provide perpetual care of the Emerson Memorial Garden. Responsibility of the Emerson Memorial Garden Committee.

**Minister's Sabbatical/Search:** Provides for ministerial coverage during the minister's sabbatical. Increased annually from the operating budget so as to be sufficient when the sabbatical is taken. Responsibility of the Finance Committee and Board of Trustees. During periods of interim ministry, this fund provides finances for facilitating the search for a settled minister.

**Capital Repair and Replacement:** Established to meet major scheduled building or equipment repair or replacement, which would unduly affect the annual operating budget. For example: roof, air conditioners, plumbing, major painting etc. Increased annually from the operating budget based on estimates of the life of major items. Responsibility of the Board with recommendations from the Building and Grounds and Finance Committees.

**Minister's Discretionary Fund:** Established for confidential charitable acts and good works, controlled by the minister. The minister will report on this account to the Board and to the Finance Committee quarterly and will disburse funds through a separate checkbook for this fund.

## **Financial Expenditures**

- For items over \$2500, three bids are required prior to purchase. Exceptions to this policy will be reviewed and approved by the Finance Committee.
- An inventory of new capital equipment purchases of items above \$1000 must be maintained and updated.
- Request for payment must be completed prior to receiving a reimbursement check. The request for payment must include budget line item. If budget line item is not known, the Church Administrator should be contacted for the needed information.

**Appendix W:**  
**Approved December 14, 2010**  
**Art Display Agreement**

This agreement between UUCS and the named Artist concerns the Artist's display of artwork (the "displayed artwork") in the UUCS South Wing gallery during the identified display period.

Artist: \_\_\_\_\_

Display Period: \_\_\_\_\_

This agreement only enables the Artist to use the UUCS gallery to display artwork. This is not a consignment agreement. UUCS has no ownership or rights in or control of the displayed artwork. UUCS is not an art dealer. UUCS may permit more than one exhibitor to use parts of the gallery space during the same display period. UUCS retains sole right to assign and approve how gallery space is used, and reserves the right to exclude any piece that it deems unsuitable for any reason. The Artist may not use any of the gallery space before this agreement is fully signed.

UUCS will notify its congregation of the exhibition through printed and email announcements and on its website, and may use press releases or other methods to inform the general public. To enable those notifications, the Artist promises to supply to UUCS, 6 to 8 weeks before the opening of the exhibition, appropriate biographical information, theme, digital photos (if desired), and description of the show. UUCS will host a reception for the exhibitor(s) on the opening day of the exhibition.

The Artist should preview the gallery space and hanging systems, and must prepare the artwork for exhibition. Paintings must be wired for hanging in secure frames, with hooks and wires attached (saw tooth hangers may not be used). The Artist must securely hang on the gallery walls all artwork that is to remain in the exhibit, under a display plan approved by UUCS, and must supply all assistance needed to hang heavy or complex artwork. The Artist must also mount display cards for each exhibited piece, identifying the piece and showing its price if it is available for purchase. With prior UUCS approval, the exhibitor may also place mat bins, browse boxes and items such as cards in the gallery only during the reception.

If any piece is available for purchase, the Artist must note on the ID card for that piece, or in another conspicuous place in the exhibit, that anyone interested in purchasing any of the displayed artwork should contact the Artist directly (providing contact information). UUCS will not negotiate details of sale, receive payments, or otherwise act as the Artist's agent. If the artist agrees to sell any displayed piece during the exhibition, the Artist may mark the piece "Sold," but the Artist will leave the piece on display throughout the exhibition unless the Artist replaces it on display with a similar piece.

The Artist promises promptly to donate to UUCS, in consideration for the opportunity to display artwork hereunder, 20% of the actual pre-tax selling price of any piece that the Artist sells to a purchaser who observed the piece in the exhibition and purchases the piece within three months following the end of the exhibition.

The Artist assures UUCS that all artwork exhibited will be the sole artistic work of the Artist, or of another who has expressly and specifically authorized the Artist so to exhibit the artwork, and that the Artist has full right and authority to display the artwork. The Artist will indemnify UUCS and hold it harmless from liability, loss and cost of defense attributable to any claim that displayed art work in any way violates any right of another.

**The Artist retains full risk and responsibility for the displayed artwork, releases UUCS from all liability or other responsibility for any damage to or loss or theft of the displayed artwork, and promises to indemnify UUCS and hold it harmless from liability, loss and cost of defense attributable to all claims for damage to or loss or theft of displayed artwork.**

This agreement merges and supersedes all other oral and written agreements between us relating to the exhibition or the displayed artwork and is governed by Florida law. Its provisions may only be amended or waived by a writing signed by UUCS and the Artist and not by course of dealing.

**ARTIST**

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

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone number: \_\_\_\_\_

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

**UNITARIAN UNIVERSALIST CHURCH OF SARASOTA**

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

**Appendix X**  
**Rental Fees – Up to four hours (1/2 day)**

| <b>Room</b> | <b>Rental Fee (\$)</b>             | <b>Capacity</b> |
|-------------|------------------------------------|-----------------|
| Sanctuary*  | \$300                              | 300             |
| South Wing* | \$250                              | 90              |
| Jefferson*  | \$150                              | 50              |
| Library*    | \$ 60                              | 20              |
| Kitchen*    | \$ 50 to stage a meal - No cooking |                 |

\*Fee of \$50 for custodian services and/or fee of \$75 for sound system operation may be charged, if appropriate.

## Appendix Y:

### Memorial Service Arrangements and Costs

#### UUCS Member

##### Basic:

|  |                 |
|--|-----------------|
| Use of Sanctuary   | no charge       |
| Incl. memory table for pictures, mementos, etc. supplied by the family |                 |
| Minister (plan and officiate)  | no charge       |
| Technician to operate the sound system and record the service          | \$ 75.00        |
| Custodian to set up and clean up                                       | <u>\$ 50.00</u> |
|  | \$125.00        |

##### Optional:

|   |          |
|---|----------|
| Order of Service set-up and printing  | \$ 50.00 |
| (extra charges for color printing or special paper)   |          |
| Church Pianist  | \$125.00 |
| Reception immediately following the service for 100 guests  | \$ 50.00 |
| Includes: punch and cookies, cups, napkins, tablecloths (choice of navy, celadon, yellow, light blue, maroon, dark green) |          |

UU Church Administrator (administrator@uusarasota.com) and minister (minister@uusarasota.com) must be contacted to make all memorial service arrangements.

Ashes may be interred in the Emerson Memorial Garden on the west side of the Sanctuary. If arrangements have not been made prior to the death, the cost for the plaque and maintenance of the garden is \$500, payable before the plaque is ordered. The size and type style of the plaque are standardized. A drawing will be prepared for approval before the plaque is cast. When the plaque is received and before it is mounted on the west outside wall of the Sanctuary, the person will be notified of receipt of the plaque. If ashes are interred, they must be in a biodegradable (cardboard) box.

#### Non-member

For interested non-members, a memorial service can be provided that includes the following basics.

##### Basic: \$1200.00

|   |  |
|---|--|
| Use of Sanctuary  |  |
| Includes memory table for pictures, mementos, etc. supplied by the family |  |
| A host/hostess to supervise the guest book                                |  |
| Technician to operate the sound system and record the service             |  |
| Custodian to set up and clean up  |  |

##### Optional:

|  |          |
|--|----------|
| Church Pianist   | \$125.00 |
| Reception immediately following the service for 100 guests   | \$100.00 |
| Includes: punch and cookies, cups, napkins, tablecloths (choice of navy, celadon, yellow, light blue, maroon, dark green). |          |

## **Appendix Z:**

### **Other Restricted Funds**

- **Book Table:** Located outside the South Wing and is open periodically on Sundays after the service. A variety of books for both children and adults are available. Orders for specific titles are encouraged. Proceeds from sales are reinvested in this fund. Responsibility of the Book Table Committee.
- **Lectureship Series:** The Rose Frank Lectureship Series is expected to be supported by ticket sales and gifts to the Church that are designated for the Lectureship Series Restricted Fund, and is expected to be self-replenishing and not to burden other resources of the Church. The Lectureship Committee must obtain prior review by the Finance Committee and approval by the Board of the terms of any contract or agreement concerning a lecture, and of the annual budget and every event budget.
- **Social Justice Fund** includes FPL Assist/Janie Poe provides for distribution of funds raised for that purpose. This fund receives all Sunday plate collections for Social Justice efforts and should be disbursed timely.
- **Audio:** Manages the sound system in the sanctuary. Responsibility of the Audio Committee.
- **Health Reimbursement/Minister**
- **Innovative Initiative – Minister approves of expenditures**
- **Music Concert Series**
- **Sanctuary Improvements** including lighting, audio-visual, and pulpit improvements.