

The following policies are currently in effect and are being actively reviewed by the FPBUU Board of Trustees for consistency with current vision and practices. The Board of Trustees, in conjunction with the Policy Committee, has published them here for all to read and follow. As changes are made, they will be posted. Please contact Carol Ann Yeaple (CAYeaple@live.com) or Jim Hild (JRHild@comcast.com) if you have any questions or concerns about these policies.

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CURRENT FPBUU POLICIES

1.0 GUIDELINES FOR TRUSTEES

1.1 The Board will seek congregational input when considering Board decisions that would create a major departure from current practices. (March 2006)

1.2 At the beginning of each Board meeting time will be allotted for members of the congregation to come before the Board to make comments or ask questions. (May 2006)

1.3 "Board News" bulletin board shall be placed in a very visible spot in the Parish Room or the hallway near the other bulletin boards. The following information may be posted on the bulletin board:

- Photos of, and contact information for, all Board members along with an invitation for members to contact Board members with their ideas and concerns.
- A copy of the most recent, approved Board meeting minutes, to be posted within a week of the approval date.
- A copy of each upcoming meeting agenda posted no less than one week before the meeting.
- An invitation to attend Board meetings.
- A website address, with a notice that all of the above information can be found on the website.
- Other items deemed appropriate by the Board, such as a copy of the by-laws, letter from the Board president, etc. (June 2006)

1.4 The Board shall consider holding some meetings during the day to accommodate those who want to attend Board meetings but do not drive at night. (June 2006)

1.5 Before any vote by the Board, comments and opinions from any congregants present will be solicited. (July 2006)

1.6 When issues arise that require tasks beyond Board members' available time or special skills or knowledge, the Board will be mindful of the possibility of appealing to the church community for assistance in order to insure the best outcome and as a way of inviting greater numbers of church members to become involved in the operation of the church. (July 2006)

1.7 When a member or members of the community bring proposals or concerns to the Board that require further study, a written response by the Board will be made to the initiating member(s). (July 2006)

1.8 Employees of First Parish Brewster are not eligible to serve on governing bodies (e.g., Board of Trustees, Council, Finance Committee, Endowment Board, and other committees as may be determined by the Board of Trustees) that exercise authority over the duties, privileges, and responsibilities of the employee's position. An ex-officio (non-voting) membership is both permitted and welcomed. IF the employee is a congregation member, s/he is eligible for membership on governing bodies, committee or otherwise, that do not exercise authority over the employee's position. (February 2009)

2.0 FINANCIAL POLICIES

2.1 The Treasurer or Administration and Finance Director is authorized to receive any securities received in payment of pledges, oversee their sale, and transfer the funds to the operating account. A brokerage account at a local bank will be used for this purpose. (February 1993)

2.2 Any check in excess of \$1000 (with the exception of payroll checks or checks which are specifically provided for in the approved budget) requires the initials of the Board president,

or in the absence of the president, those of the president elect, or the clerk. (September 1996, September 1994)

2.3 All gifts to First Parish go to the Endowment Fund, unless otherwise stipulated by the donor. The Endowment Board is authorized to liquidate non-monetary gifts and add the proceeds to the Endowment Fund. (October 2002)

2.4 First Parish Brewster will maintain a \$20,000 contingency fund. (November, 2002)

2.5 Checks received in a fundraiser for an individual church member must be made out to the beneficiary, not to the church. (January 2007)

2.6 Clergy, staff and committee chairs have sole authority to spend operating funds and are responsible for staying within their budgets. All others must obtain prior approval from the appropriate responsible person. (October 2008)

2.7 Monthly budget progress reports will be given to all those responsible for spending and a system of early warning of overspending put in place. (October 2008)

2.8 Within approved budgets, any expenditure in excess of \$1000 requires advanced notification of, and approval by, the Administration and Finance Director or the Treasurer. (October 2008)

2.9 Any expenditure outside of or exceeding the budget must receive prior approval from the Board. A procedure for approving emergency expenditures will be developed to avoid lengthy delays. (October 2008)

2.10 Check signing authority is vested in the Treasurer, the President and the Clerk. (January 2009, July 2016)

2.11 Funds collected as part of church events, including Sunday service collections, collections at special events, and rental fees, shall be handled as follows: ushers at Sunday services are responsible for sorting, counting and recording the cash collection, counting and recording the number of checks, and depositing the funds in cash and checks in the safe. The same procedure is to be followed by organizers of special events. Rental fees should be deposited in the safe or placed with the Administration and Finance Director. (January 2009)

2.12 Policy for building maintenance: It is FPB policy that a fixed amount of 5% of the annual budget be committed to maintain the Meeting House and other campus buildings. If additional funds are needed in any given year, e.g. for a capital expenditure, the Board will conduct a special capital campaign. (November 2010)

3.0 COMMUNICATIONS POLICIES

3.1 The following statement is to be included in the Sunday Order of Service, the weekly and the quarterly Angles, the FPB website and other appropriate First Parish publications.

As the first UU church to earn the UU designation WELCOMING CONGREGATION, First Parish Brewster is intentional about celebrating the presence and full participation of lesbian, gay, bisexual, and transgender persons in all aspects of congregational life. We also welcome all persons regardless of race, economic status, theological perspective, or any of the other distinctions that keep us from embracing our common humanity. All are welcome." (October 2004)

3.2 The following statement is to be included in the Sunday Order of Service. "Please be aware that services and church related activities may be videotaped and/or photographed and posted online."(01/2015)

3.3 The quarterly Angle is a more in-depth communication tool to communicate the mission and vision of the congregation as a whole. The weekly Angle is a communication vehicle for church events, special meetings, calendar events, activities around the Cape that are relevant to our congregation and in keeping with our values, including but not limited to:

- Announcements of specific future events sponsored by First Parish Brewster, the district, the denomination and, occasionally fund raising events of other Unitarian Universalist churches.
- Announcements of non-church sponsored events may be included on a space available basis if the Administration and Finance Director with advisement from the Minister or Board of Trustees as needed deem there would be wide spread interest among the membership. Announcements of non-church sponsored events must include this statement: "This is not a church sponsored event. This notice is included only for your information."
- Promotional articles on UU programs.
- Miscellaneous items of interest to members.

(01 2015)

3.4 Relevant flyers approved by the Minister may be included in the Angles and/or Order of Service.

(01 2015)

3.5 A gratitude list is generated for the weekly Angle by a designated member of the congregation. A pastoral notes section appears in the weekly Angle as appropriate, with permission from the person about whom a note is written. This section may be written and submitted by a member of the congregation. (01 2015)

3.6 The weekly and quarterly may contain links to other church resources such as the Children and Youth Ministries updates, the website, the Board of Trustees minutes and the Council notes, the all-church calendar as well as event flyers and information sheets. (01 2015)

3.7 All material submitted by the professional staff will be printed in the Angles without editing of content, except for spelling, punctuation and grammatical precision. (01 2009)

3.8 General submissions may be edited, postponed, or redirected at the discretion of the editor(s). (01 2015)

3.9 The Angles will be sent by electronic mail to those for whom e-mail addresses are available, unless the addressee requests postal service mail (only for the quarterly Angle). (09/2008) A printed version of the weekly and quarterly Angles will be posted and extra copies will be available at the welcome table on Sunday mornings. (01 2015)

3.10 Letters from members which challenge a policy, respond to a sermon topic, or are controversial in nature will not be published in the Angles, redistributed via email or at Sunday services. The writers will be encouraged to discuss their position with the board leadership, the minister or staff person responsible for the area addressed in the letter. (01 2009) Permission to publish should be obtained from any person who is included in a photograph that is reproduced in an article. (01 2009)

3.11 Only the Senior Minister or the Board President are authorized to issue public statements on church policies or positions. (10 2009)

4.0 CALENDAR POLICIES

4.1 Church business/ fund raising by committees for church/ pledge drive etc., will be given priority over all other events/ meetings. As much as possible, all church events/pledge drive events will be scheduled, in advance, at least 6 months. Any scheduling of events during these times by mistake will be removed by the Administrator and communicated to appropriate contact person for re-scheduling.

4.2 Non FPB community groups can rent space. FPB sexton hiring will be required.

4.3 Non FPB community events that need a space but do not have ability to pay the rental fee must be sponsored by a committee. The committee is responsible for covering sexton duties if sexton is not available to ensure the building maintenance for the event is complete (follow closing checklist).

4.4 In most cases, Brewster Meeting House Presents is responsible for rentals for concerts and events that require use of the sanctuary and sound system. CYM has use of the Sanctuary (for our CYM program, events, etc.) and is not required to go through BMHP. A sexton is required for all events that Brewster meeting house presents and will be paid by group hosting event, unless otherwise determined by BMHP committee and Administrator in consultation with BMHP.

4.5 Member scheduled events that invite the public will follow the closing clean-up checklist unless sexton services are requested (The administrator is working on the checklist). The administrator, will determine scheduling of events and will seek input from minister and or council if needed.

4.6 Committees can schedule events by contacting cove and filling out forms. Committees must work with other committee's to resolve unforeseen conflicts that may arise regarding scheduling. Conflicts such as scheduling similar events at the same time that might burden the time and resources of the congregation and interfere with regularly scheduled church business may be resolved between the committees involved. If a resolution is not reached between the committees, the administrator may seek input from the minister and or the council if needed. Because we are

a large community with much going on, some overlap of offerings is to be expected and is not necessarily a conflict.

4.7 The Administrator determines the scheduling of the rental of rooms.

4.8 As much as possible we request/encourage committees not changing the date of your meeting, host meetings on church grounds, and inform the office ASAP if there is a change and/or cancellation.

(April 2015)

5.0 USE OF CHURCH FACILITIES INCLUDING EQUIPMENT, BUILDINGS, AND GROUNDS POLICIES

5.1 The use of church equipment (including but not limited to the organ, piano, sound system, audio-visual equipment, computers and other office equipment) by non-staff is not allowed unless permission of the President or an appropriate staff person is obtained. (June 1992)

5.2 The copy machine will only be used for church business. (June 1992)

5.3 The Social Justice Committee may have a permanent table at the coffee hour in the Parish Room after Sunday services. (September 1993)

5.4 Any potential projects having structural or esthetic aspects are to be referred to the Building Maintenance Committee in advance. (March 1995)

5.5 No chairs are to be placed in the aisles of the sanctuary during any service or event. (March 1996)

5.6 Per Town of Brewster regulations, the Winslow House parking lot shall provide a maximum of six (6) spaces for cars plus one handicapped space in front of the Barn. Parking on the grass is not permitted. (February 2001)

5.7 Any projects for plantings or other special uses of the grounds are to be referred to the Landscaping and Grounds Committee for advanced approval. (April 2001)

5.8 A rainbow flag is to be flown over the middle door of the sanctuary. (October 2005)

5.9 No work shall be performed anywhere on the campus unless supervised by a person with appropriate expertise or license where required by law, as determined by the Building Maintenance Committee, and if paid, such person should provide an appropriate certificate of insurance. (November 2006)

5.10 Any room, whose furnishings are rearranged for a meeting or event must be returned to the original set-up at the conclusion of the meeting or event. (April 2009)

6.0 USE OF CHURCH RECORDS POLICY

6.1 The First Parish Church Directory may be used for personal and church purposes only. Membership mailing lists, including email, cannot be used for commercial solicitations, to endorse political candidates, for any use that might encroach on the principle of separation of church and state, or in any way that would constitute an abuse of privacy. (February 2009)

7.0 SPECIAL EVENTS POLICIE

7.1 Requests to erect tenting on church property for special events must be reviewed by the Administration and Finance Director. Rules for usage shall be uniform and payment is required. (November 2002)

7.2 The Administration and Finance Director will determine the appropriateness of any request for the use of church property by non-First Parish Brewster groups for fundraising events. The AFD will check for schedule conflicts. Current charges are available in a brochure. (April 2003)

7.3 Special events held in a tent erected on the Winslow House campus with an expected attendance of more than fifty persons must provide temporary sanitary facilities on the grounds. The sanitary facilities of Winslow House are not available for use at such events. (July 2009)

8.0 MINISTERS, CHAPLAINS AND RITUALS POLICIES

8.1 The Board reaffirmed the policy first adopted in 1982 that student ministers are authorized to perform weddings once so authorized by the First Parish Board and the Commonwealth of Massachusetts has been notified. (July 1990, October 2009)

8.2 Pastoral Associates are especially trained lay volunteers working under the supervision of the ministers to help fulfill the ministry of the church. (August 1996, October 2009, July 2016)

9.0 BOARD ORGANIZATION POLICIES

9.1 Policy on making decisions in an emergency, e.g. a critical safety issue which needs to be resolved in less than three days. In an emergency the Board President and the Senior Minister(s) is authorized to make a decision to take any action necessary in the name of the Board of Trustees. If either party is unavailable, a member of the executive committee will substitute in this order: Past President, President-Elect, Clerk and Treasurer. Once the decision has been made, the rest of the Board of Trustees and the Council will be notified in a timely fashion. Such decision would later need to be ratified by the Board. (October 2010)

10.0 CHILDCARE AT FIRST PARISH BREWSTER POLICY

10.1 It is FPB policy that there be two child care providers as recommended by UUA in any situation where childcare is provided, including services and special events. Paid providers must be CORI/SORI checked. (October 2010)

11.0 FUNDRAISING POLICIES AND PROCEDURES

11.1 Policy: Church members, committees and special project fundraising efforts conducted on behalf of or under the sponsorship or guise of First Parish Brewster will submit between 50-100% of all fund raising projects' monies raised in a fundraising event, to the First Parish Brewster church budget.

Purpose(s):

- To empower groups of church members or committees to envision and create fundraising projects to support our church mission.
- To protect the assets of First Parish Brewster including funds, church members and friends who donate to First Parish Brewster.
- To support First Parish Brewster's justice work in the community.
- To build strength in the spiritual give-away by giving as an entire community and not a segmented part or group of the church community.

Procedures:

1. Committees or groups wanting to conduct a fundraiser will discuss their idea and identify a target date for their event with their designated Council representative. It is the responsibility of the committee or group to find out if the date of their event will be scheduled correctly so as not to interfere with other events in the church community. Conflicting fundraising event dates may result in cancellation or lack of First Parish Brewster sponsorship.
2. Fundraising for First Parish Brewster committees or projects of the church, with the exception of youth events conducted under the supervision of the Coordinator of Children and Youth Ministries require approval of the Council or a special task force designated by the Council. The committee or group requesting permission to conduct a fundraising event will complete forms that will include the specific designation of the amount or percentage of the fundraising monies that will be added to the church budget. Between 50-100% of all fund raising projects' monies will be given to the church budget.
3. Fundraising proposals should be submitted in the last quarter of the church fiscal year so that as many of these fundraising events as possible will be determined by early May. This will allow recurring annual events to be scheduled in the church calendar.
4. Fundraising events that support Youth groups (e.g. trips), must be approved by their adult advisors and appropriate staff (e.g. the Coordinator of Children and Youth Ministries or designee) but do not require approval by the Council.

Goals: It is our hope and our goal in creating this policy that by following the steps outlined above, congregants, committees and special groups comprised of First Parish Brewster members will be encouraged and feel supported in planning and conducting fund raising events. It is also our hope and our goal to raise awareness of the fact that one of the Board of Trustees' primary roles is to protect the assets of First Parish and that the Council is directed to keep fundraising for the core activities of the church as its first priority. (June 2012)

12.0 ANIMALS IN FPB BUILDINGS POLICY

12.1 We ask that you leave your animals at home out of respect for other members' possible allergy, health and safety concerns. Exceptions to this policy are Seeing Eye Dogs or other Certified Service Dogs. (November 2012)

13.0 DISRUPTIVE BEHAVIOR POLICIES(CURRENTLY SUSPENDED UNDER REVIEW)

13.1 It is important to the identity of First Parish Brewster to be not only inclusive, but joyfully inclusive – celebrating our differences in beliefs, opinions and life experiences. However, concern for the safety and well-being of the congregation as a whole must be given priority over the privileges and inclusion of the individual. To the degree that disruptive behavior compromises the health of this congregation, our actions as people of faith must reflect our responsibility to provide a safe and healthy environment for all our members to grow.

As a religious community, we covenant together to uphold the principles of our Unitarian Universalist faith and to provide a safe place in which members and visitors can explore and grow spiritually. When that covenant is broken this safety may be threatened. The Board of Trustees, in accordance with our Bylaws, has a responsibility to maintain a safe environment for all members of the community. The following shall be the policy for dealing with unacceptable behavior.

When any person's physical and/or emotional well-being or freedom to safely and appropriately express his or her beliefs or opinions is threatened, the source of this threat must be addressed firmly and promptly.

Disruptive behavior of an individual within the church includes the following:

- A. Perceived threats to the safety of any adult or child;
- B. The disruption of church activities;
- C. Diminishment of the appeal of First Parish Brewster to its potential and existing membership.

The following shall be the policy of the First Parish Brewster in dealing with disruptive behavior:

1. If an immediate response is required at a church meeting or activity, this will be undertaken by the Minister(s), if available, and/or the leader of the meeting or activity. This may include asking the offending person or persons to leave, or suspending the meeting or activity until such a time as it can safely be resumed. If further assistance is required the Police Department may be called. If a person is disruptive during worship, members of the Right Relations Team or members of the Board of Trustees shall be responsible for immediately responding to the person and/or situation.

Any time any one of these actions is undertaken without the Minister(s) being present, the Minister(s) will be notified.

A follow-up letter detailing what steps must be taken before returning to the activities involved will be sent by the Minister(s), in consultation with the Right Relations Team, to the offending party or parties.

2. An immediate response may also be required if any alleged criminal activity by a church member or person attending church presents a perceived threat to the safety of an adult or child. It shall be the responsibility of the Minister(s) to take whatever steps are necessary (or to delegate this responsibility in their absence) to address such concerns, using his/her discretion to balance the protection of church members with the rights of the offender(s). Safety of church members, however, shall be the Minister's primary concern.

3. For situations not requiring immediate response, the process begins with a written and signed letter to the Minister(s) explaining the disruptive behavior and its impact. The Minister(s) will determine whether he/she wishes to handle the matter privately, or request the involvement of the Right Relations Team (RRT) appointed by the Board of Trustees. The RRT is an advisory body responsible for investigating the facts and recommending a course of action to the Minister(s) and the Board. When the minister(s) deem it appropriate and possible, the Minister(s) will inform the person that a complaint has been filed and that an investigation is beginning.

4. Congregation leaders including the minister(s), board members, committee chairs, RRT members and staff may be invited to participate in the conflict resolution, as determined by the RRT and minister(s).

5. The RRT will respond to problems as they arise, using their own judgment. There will be no attempt to define "acceptable" behavior in advance.

a) Persons identified as disruptive will be dealt with as individuals; stereotypes will be avoided.

b) The RRT will collect all necessary information.

c) To aid in evaluating the behavior, the following points will be considered:

DANGEROUSNESS - Is the individual the source of a threat or perceived threat to persons or property?

DISRUPTIVENESS - How much interference with church functions is going on?

OFFENSIVENESS - How likely is it that prospective or existing members will be driven away?

d) To determine the necessary response, the following points are among those that be considered:

CAUSES - Why is the disruption occurring? Is it a conflict between the individual and others in the church? Is it due to a professionally diagnosed condition of mental illness?

HISTORY - What is the frequency and degree of disruption caused in the past?

PROBABILITY OF CHANGE - How likely is it that the disruptive behavior will diminish in the future?

e) The RRT shall make its recommendation to the Minister(s) and the full Board of Trustees.

The following levels of response are suggested:

NO ACTION - It may be determined that the complaint is not warranted, and the Minister(s) will explain and discuss this with the person who filed the complaint.

LEVEL ONE - The RRT shall inform the Minister(s) of their work and collaborate with the Minister(s) to meet with the offending individual to communicate the concern and expectations for future behavior.

LEVEL TWO -The offending individual is excluded from the church and/or specific church activities for a limited period of time, with reasons and the conditions of return made clear and in writing from the RRT and the Minister(s). In lieu of temporary exclusion, the RRT and Ministers may impose conditions on the individual's participation in any or all church activities.

LEVEL THREE - The offending individual is permanently excluded from the church premises and all church activities. Before this is carried out, the RRT will consult with the Minister(s) and with the Board of Trustees. If it is decided that expulsion will take place, a letter will be sent by the Minister(s) explaining the expulsion and the individual's rights and possible recourse.

6. Any action taken under Level II and III of item (e) (above) may be appealed to the full Board of Trustees at the written request of the offending individual within thirty days of a receipt of notification of Minister's letter. The request will be reviewed and responded to in writing at the next scheduled meeting of the Board of Trustees.

7. If the offending individual is removed from membership and participation in church activities, the Board of Trustees will reconsider membership and/or participation at First Parish Brewster, should circumstances change, on a case-by-case basis.

8. In the event of alleged criminal activity that is considered dangerous to our congregation, (Note: not every criminal charge is grounds for action) such as crimes of a predatory nature that may threaten the congregation: theft, pedophilia, sexual harassment, assault, the illegal use of alcohol or other drugs on church property, the Board may limit or remove the individual from activities and/or membership until such an imminent threat or charge is removed. As with the disruptive behavior above, the Board will reconsider membership and or participation for any individual convicted on a case-by-case basis.

9. In the event an individual seeking to join or attend First Parish is understood to have been the focus of a Disruptive Behavior investigation, or has exhibited a pattern of disruptive, threatening or abusive behavior at another religious community or other community context, this information will be handled by the Minister(s), who may, at their discretion, impose conditions on the individual's participation. Should this occur the Minister(s) will inform the Right Relations Team, and, at the minister(s)' discretion, work with the RRT to develop appropriate conditions or covenants for the individual's participation. (April 2013)