

Meeting Minutes
Board of Trustees of Mount Vernon Unitarian Church
10 February 2009
(Pending approval at the March meeting)

Board members present:

Reid Adler, Vice-chair
Bill Alsmeyer-Johnson
Bill Clontz
Joan Darrah
Tamara de la Camp
Lisa Guide
Birgit Robbert
Mike Walker
Ian Anderson, Youth Representative

Absent:

Lauck Walton, Board chairperson

Others present:

Ron Brandt, Church Administrator
Al Erickson, Treasurer
Al Robbert, Finance Committee chair

Absent:

Reverend Kate Walker

The meeting was called to order at 7:35 by Board vice-chair, Reid Adler. Reid opened with an inspirational reading on the impact of attitude on life by Chuck Swindoll, from the Wyoming Environmental Health Association newsletter.

1. The minutes of the Board meeting on 13 January 2009 were approved.
2. Staff reports from the minister and the DRE were noted and are attached.
3. Appreciation to church members:
 - Reid will write an article for the newsletter about the MVUC Inauguration Ball enjoyed by over 80 church members on January 20th. Approximately \$200 was raised for the church. The BOT expressed appreciation for the organizing committee--Rev. Kate, Esther Dickinson, Georgia and Eric Porchot and others—and especially for the band, MVUC Jammers, who played at the event.
 - Bill Clontz has written a newsletter article recognizing Sally Montanari and Betty Davis for preparing coffee on Sundays for three years, Sandy Peterson for organizing 20 consecutive new member dinners, and Barbara Al-Turki for coordinating floral arrangements for Sunday services for almost 20 years. Birgit Robbert has sent thank-you notes to each.
4. Al Erickson gave the monthly Treasurer's reports (attached). Al Robbert presented two requests from the Finance Committee:
 - Funds be transferred in savings accounts, money market accounts, or certificates of deposit, maximizing interest earning potential. **Approved 9-0.**

- Budget be revised to reflect additional spending requirements for Communications (raised from \$5,700 to \$8,000), Stewardship Committee (raised from \$0 to \$700), and Property Maintenance (raised from \$24,600 to \$35,000). **Approved 9-0.**

Bookkeeping procedures continue to be revised to make accounting more accurate and reports more representative.

5. Tamara de la Camp gave the Program Council's report (PC meeting minutes attached).
 - The Social Justice Committee requested Board approval for a money-making concert to be held Sunday, March 22. The concert, "Forever Wild", will be given by Jim Stoltz and focuses on the preservation of the earth. **The Board approved 9-0.**
 - Tamara reported that a substantial rental income activity is available on the weekend of Ingathering. Therefore, the Board elected to hold the Ingathering Picnic on Sunday instead of on Saturday so that the church can take advantage of this revenue opportunity.
 - According to Tamara, MVUC programs are going strong; however, there is still a need for a new chair for the Grounds Committee.
6. Reid reported that approximately 100 people applied for the church administrator position. The search committee screened the applications and reduced the number to 20 potential candidates; 8 of these candidates have been invited for interviews. Interviews will begin on 11 February and should be completed in two weeks.
7. Mike Walker reported that a task force has been formed to draft a charter for the Committee on Ministry. Mike requested that Board members give input on the possible make-up of the committee and its members. A final draft of the charter will be presented to the Program Council for review and to the BOT for approval at next month's meeting.
8. The Susan B. Anthony Committee's recommended recipients of funds (totaling \$18,640) are as follows:
 - \$300 for leadership seminar costs
 - \$3,150 to install power in the walled garden
 - \$3,000 for the Natural Playground
 - \$950 for a MovieMate projector for the Meeting House
 - \$1,000 for an energy efficient refrigerator for the Hollin Hall pantry
 - \$200 for 2 portable iPOD docking stations
 - \$500 for building signage
 - \$340 for 4 resin card tables
 - \$1,600 for 2 powered speakers
 - \$2,400 for 2 defibrillators
 - \$4,000 for the Property Major Maintenance account
 - \$1,200 (approx) for a humidifier for the piano and for 2 wedge-shape risers for the choir

The Board approved the list 9-0.

9. Three documents concerning church communications were discussed.

- A Web Privacy Policy drafted by Ron Brandt was **approved by the Board, 9-0**. This policy outlines guidelines to protect the privacy of users of the church's website and those whose personal information may appear on the website.
- Bill Alsmeyer-Johnson and others are working on a policy for the church's website, establishing guidelines concerning website content and maintenance, and also guidelines about who is authorized to post or update information on the website.
- Lisa Guide is working with Gregg Early and the Communications Committee to draft a communications plan for the church, based on an outline that Ron Brandt had provided.

Board members will give input (by e-mail) on the website policy and the communications plan so that both documents can be completed for review by the Program Council and for approval by the Board at next month's meetings.

10. Ron Brandt drafted proposed revisions to the by-laws concerning the following:

- The term of office for Board members, Program Council members and Nominating Committee members (and any other elected position) will begin on July 1 and end on June 30, coinciding with the church's fiscal year.
- Sensitive information concerning compensation of individual staff members will not be included in the annual church report. Totals of staff compensation will be reported, and any individual information will be made available upon request.

These revisions will be presented to the congregation for approval at the annual meeting in April. (The Board determined that no changes should be made to the definition or requirements for membership after all—a revision had been proposed at the January meeting.)

The meeting adjourned at 9:20. The next regularly scheduled Board meeting will be on March 10, 2009 at 7:30.

Respectfully submitted,
Birgit Robbert, Board Secretary

Attachments:

1. Minister's report
2. DRE's report
3. Revenue and expense report
4. Balance sheet
5. Building revenue and expense report
6. Program Council report
7. Web Privacy Policy

**Minister's Board Report
Mt Vernon Unitarian Church
February 10, 2008**

(Not in order of priority, but close)

1). Worship:

a). I've been focusing lately on services reflecting on aspects of a healthy community. I'm thinking about doing a theme year in 2009/10, and will talk with the Worship Committee about this in our March meeting.

2). Administration/staff:

a). weekly staff meetings continue. It feels like the culture of the staff meetings is slowly shifting away from "this is a chore" mentality. I'm continually impressed with the level of commitment and camaraderie amongst the staff.

b). I'm working with Mark Zimmerman on the long term health of the choir.

3). Community Development:

a). Started the process of creating a Small Group Ministry program. Unfortunately, my prayers for snow worked, and due to the weather I had to postpone the training to March.

b). Began twice monthly vespers service (first and third Wednesdays 7-7:30 p.m.). Attendance has been erratic so far.

4). UUA/JPD:

a). Attending a UUMA CONVO planning meeting in Toronto, Feb. 8-11. This conference is being held Nov. 11-16 in Ottawa. I'm the Arrangments/Program person for this conference

b). Attending the International UU Women's Conference in Houston, Feb. 26-28.

5). Ministerial Self Care:

a.) Ready for the winter. I'm taking a week of vacation March 1-8. I've learned through the years that taking a week in the winter helps me get through to June without burning out.

Submitted with hopes for snow, particularly in Keystone, Colorado!

Kate R. Walker

Minister

**Report to the Board of Trustees
Mt. Vernon Unitarian Church
Director of Religious Education
February 2009**

Mid-Year Program Update:

Average children and youth attendance on RE Sundays: 75

This is the same number as last year.

RE Budget spending at the 6 month point = \$3,482 (Jul. – Dec. 2008)

6 month spending for 2006 = \$3,034

6 month spending for 2007 = \$4,289

RE Events & Dates for Board Members Information:

Lasagna Dinner & Variety Show, Saturday, March 7th, 5:30pm

The dinner serves as a fundraiser for the COA trip to Boston.

MOUNT VERNON UNITARIAN CHURCH						
Fiscal Year 2008-2009 Revenue & Expenses						
As of JAN 31, 2009 - 58.33% of the fiscal year						
		ACTUAL	ACTUAL	ACTUAL	ANN	ToDate as
	Account	THRU DEC	Jan-09	TO-DATE	Budget	% of Budget
	REVENUE					
4100	Stewardship Pledges	190,976	37,612	228,588	360,000	63.50%
4200	Contributions	8,621	1,709	10,330	18,000	57.39%
4300	Facilities use and rental (other)	13,856	2,240	16,096	20,182	79.75%
4390	Weddings(net)	26,955	11,407	38,362	90,000	42.62%
4400	Fund Raising Income	268	229	497	16,000	3.11%
4500	Administrative & other income	462	20	482	800	60.25%
	TOTAL INCOME	241,138	53,217	294,355	504,982	58.29%
	EXPENSES					
5000	Worship programs (incl music)	1,759	305	2,064	4,700	43.91%
5100	RE programs incl youth ministries	1,750	242	1,992	7,600	26.21%
5200	Home community programs	102	0	102	200	51.00%
5300	Denomination Responsibilities	14,337	3,865	18,202	29,099	62.55%
5400	Our larger world/social justice	150	0	150		
5490	Virginia Interfaith	300	0	300	300	100.00%
5500	Administrative programs		67			
5520	Stewardship campaign	0	0	0	0	
5540	Other comm. & expenses	10,838	0	10,838	0	
5590	Search committees	0	0	0	3,000	0.00%
5600	Conferences & contin. edu.	421	0	421	6,300	6.68%
5700	Reimburse Prof. Expense	1,352	828	2,180	11,000	19.82%
6100	Operating Expense	6,831	613	7,444	20,500	36.31%
6200	Communications	6,918	313	7,231	5,700	126.86%
6300	Debt service	0	0	0	0	
6400	Insurance	4,852	0	4,852	0	
7000	Supplies	3,091	0	3,091	19,022	16.25%
7200	Property maintenance	26,713	389	27,102	24,600	110.17%
7300	Utilities	11,924	1,142	13,066	28,450	45.93%
8100	Employment compensation					
8110	Minister	54,573	7,874	62,447	115,990	53.84%
8130	Staff	76,249	13,345	89,594	184,021	48.69%
8300	Employee benefits					
8200	Payroll taxes	8,758	836	9,594	22,141	43.33%
8320	Health Insurance	4,109	757	4,866	6,580	73.95%
8330	Pensions	6,260	886	7,146	15,779	45.29%
9000	Miscellaneous	1,091		1,091		
	TOTAL EXPENSES	242,378	31,462	273,840	504,982	54.23%
	NET REVENUE(EXPENSES)	-1,240	21,755	20,515		

MT VERNON UNITARIAN CHURCH

Balance Sheet

As of January 31, 2009

	<u>Jan 31, 09</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · BHBT - Operating Account (00-81270-6)	139,081.46
1999 · BHBT - PMM Account (00-81194-7)	87,716.14
Total Checking/Savings	<u>226,797.60</u>
Total Current Assets	226,797.60
Fixed Assets	
1501 · Land	1,220,900.00
1502 · Buildings	1,717,000.00
Total Fixed Assets	<u>2,937,900.00</u>
TOTAL ASSETS	<u>3,164,697.60</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
2010 · Citibusiness MC	6,592.51
Total Credit Cards	<u>6,592.51</u>
Other Current Liabilities	
2050 · Due to/from PMM Account	2,939.59
2100 · Short Term Liabilities	
2101 · Grocery Scrip (Grocery Scrip)	80.00
2102 · Folk Dance - UCM	200.00
2103 · Coffee (Coffee)	547.13
2171 · Disaster Relief Fund	697.00
2521 · Memorial Society (Funds, mostly membership dues, fr...	1,266.47
Total 2100 · Short Term Liabilities	<u>2,790.60</u>
2191 · Deposits/Refunds	-250.00
2200 · Payroll Liabilities	
2202 · Due to/from Employee	222.34
2210 · Health Care Withholdings	
Director of Religious Education	78.68
Total 2210 · Health Care Withholdings	<u>78.68</u>
2211 · Minister Life & Disability	100.70
2220 · Payroll Tax Withholdings	
DC w/h	128.00
Federal w/h	309.24
Medicare w/h	75.34
Social Security w/h	318.30
VA w/h	696.00
2220 · Payroll Tax Withholdings - Other	972.51
Total 2220 · Payroll Tax Withholdings	<u>2,499.39</u>
2230 · MVUC Payroll Taxes	
Employer Medicare	75.34
Employer Social Security	318.30
2230 · MVUC Payroll Taxes - Other	-239.62
Total 2230 · MVUC Payroll Taxes	<u>154.02</u>
2240 · Employee Pension Contributions	550.00
2245 · MVUC Pension Contributions (Company paid pensions)	2,286.19
Total 2200 · Payroll Liabilities	<u>5,891.32</u>
Total Other Current Liabilities	<u>11,371.51</u>
Total Current Liabilities	17,964.02
Long Term Liabilities	
2500 · DESIGNATED FUNDS	
2501 · YRUU	1,908.88

3:12 PM

02/05/09

Cash Basis

MT VERNON UNITARIAN CHURCH

Balance Sheet

As of January 31, 2009

	<u>Jan 31, 09</u>
2504 · Music Fund - Gifts & Memorials	1,913.54
2505 · Partner Church	
General	3,078.90
Scholarships	6,185.00
Trip	1,005.86
	<hr/>
Total 2505 · Partner Church	10,269.76
2508 · Social Justice	982.19
2509 · RE Special Projects	6,418.57
2510 · Boston Trip	251.51
2511 · SBA Reserves	2,469.59
2513 · Playground - Early Space	4,288.09
2518 · Green Sanctuary	617.19
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Total 2500 · DESIGNATED FUNDS	29,119.32
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Total Long Term Liabilities	29,119.32
	<hr/>
Total Liabilities	47,083.34
Equity	
3001 · OPERATING FUND BALANCE	3,006,783.29
3002 · PMM FUND BALANCE	87,697.57
3900 · Retained Earnings	2,515.00
Net Income	20,618.40
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Total Equity	3,117,614.26
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TOTAL LIABILITIES & EQUITY	3,164,697.60
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MOUNT VERNON UNITARIAN CHURCH
Building Fund Finance Report - October 31, 2008

INCOME:from Pledges		
Balance outstanding of unpaid pledges		236,602.00
Balance brought forward	1,036,331.89	
Received in JAN 09		
At MVUC	Pledges	355.00
Interest fm B & H	Interest	271.12
Interest in McLughlin	Interest	100.36
W/D to Church Pledge(Stock)		
Total received for Building Fund (includes interest)	726.48	
		<u>1,037,058.37</u>

EXPENSES:

B & H Line of credit	265,000.00	
Campaign	16,845.36	
Consultant	20,890.00	
Architect, Engineers & Contractors	280,160.27	
Permits, fees	14,532.00	
Stained Glass Window	4,758.83	
Miscellaneous	980.90	
Total Expenses to Date		<u>603,167.36</u>

NET Funds on Hand for Building \$433,891.01

Expenses for January \$36.00

WHERE FUNDS ARE:

Funds at McLaughlin Inv.(Includes Interest)	231,326.38
Cash in B&H	202,564.63
	<u>\$433,891.01</u>

Program Council Notes
Monday, January 26, 2009
7:30 PM, Commons

Mary Barnett
 Kim Cobb
 Tamara de la Camp
 Doug MacCleery

Seileen Murphy
 Sandy Peterson
 Georgia Pourchot
 Kate Walker (Minister)

Agenda

Topic	Comments
1. BOT Minutes from January (review)	Done
2. Discuss comments/input to draft MVUC budget for 2010 church year	There were questions about RE budget and amount spent to date. Seileen and Meagan will discuss and Meagan to follow up with Al Robberts to clarify.
3. Use of the website to match volunteer opportunities with interested parties	Reviewed memo from Bill Clontz describing how website might be used to match up volunteers with specific opportunities. The Program Council is interested and will provide information when the feature is available.
4. Review draft child care policy	Reviewed suggested language from Kate Walker and agreed it was good. Kate to finalize policy and bring to BOT for approval.
5. Committees & Groups News	<p>Sandy Peterson, Our Home Community:</p> <ul style="list-style-type: none"> • Membership is looking at ways to incorporate some sort of signing ceremony when new members sign the membership book. • Continued data analysis has revealed that there are 37 regular attendees who are not members; Membership doing outreach to these people. • Membership drafted guidelines for table displays during coffee hour; will continue to discuss at their February meeting and then propose final guidelines. • Book sale will be held 3/26 through 3/28. • Caring Associates has three new members; things are going well and busy. <p>Seileen Murphy, Religious Education:</p> <ul style="list-style-type: none"> • SBA determining how to spend Holiday Shop money on 2/2 • Betsy Lowry is coordinating use of Survey Monkey to survey RE teachers. • Council is looking at better definition of what are IG Events • Council is interested in scheduling Red Cross training for babysitters; looking at options. • RE Council is changing meeting time to third Tuesday of the month. <p>Doug McCleery, Administration:</p> <ul style="list-style-type: none"> • SBA determining how to spend Holiday Shop money on 2/2. • Finance committee – put together draft budget; continued progress on cleaning up books. <p>Georgia Pourchot, Social Justice:</p> <ul style="list-style-type: none"> • Georgia was unable to attend meeting but a good summary of activities can be found in SJ meeting minutes, attached at the

	end of this document.
6. Other issues?	Discussed annual reports which Program Council coordinators will solicit from their groups. Annual reports should be submitted by 3/1 to Tamara.
7. Who else needs to know about tonight's meeting?	Done
8. Check out	Done

SJC team, please find the minutes of last night's meeting below, and the special collections document attached. We will need to discuss the special collection schedule for next year in the March and April meetings. Let us know your thoughts, thanks for this rewarding year. Georgia

Social Justice Council Monthly Meeting February 3, 2008

In attendance: Marybeth Bernhard, Dan Cohen, Lisa Gillispie, Georgia Pourchot, Al Robberts.

Issues and Decisions:

1. Reminders: ANNUAL REPORTS AND TASK FORCE REAUTHORIZATION FORMS ARE DUE MARCH 1ST. At the end of these minutes, you will find the template for both, please send your reports to Georgia.
2. Task force, committees and groups' updates:
 - a) Partner Church Dinner, March 21: If you are interested to prepare Romanian, Hungarian or Indian food, please contact Lisa Gillispie. All are invited to the dinner, its great fun!
 - b) Civil Liberties will organize two more movie nights in the Peace and Justice Series: Promises [Israel-Palestine issues], and Kickin' It [a soccer contest among the homeless of the world]. Based on past experience, the next movie nights will be held in HH/Morning room where an adequate TV and DVD player are available. Friday nights remain the favorite days for such events. Next steps: Marybeth will find calendar dates that do not conflict with other events and send to Georgia, to be added to the calendar.
 - c) Rt. 1 VIC-HOP is in full swing. Overnight volunteers are still needed, so if you can help, please contact Helen. Jr. Youth group will cook one dinner in March, and provide breakfast bags. YRUU will provide breakfast bags. YRUU will consider a summer commitment to cook dinner at the Kennedy Shelter for the Homeless.
 - d) Green Sanctuary continues to sell green products and fair trade coffee. On the third Sunday of the month, green products will be sold on a regular basis. At this time, the scheduling of the intergenerational event is on hold, due to conflicts and availability.
 - e) Repeal Don't Ask, Don't Tell continues to petition our representatives in Congress to repeal this piece of legislation.
 - f) Repro Rights lobbies in Richmond on February 5, ten volunteers signed up.
 - g) Blood Drive takes place on February 14, contact Jim Potter if you can donate.
3. Host a concert by Jim Stoltz, "Forever Wild," focused on the preservation of the earth.

- a) We were approached to host Forever Wild, a multimedia concert by Jim Stoltz, featuring music, poems, slides, words of wisdom etc. about preserving the earth and its creatures. Hosting this event can bring in funds and new people to our hill. Jim Stoltz offers two options: we either sell tickets at the entrance [recommended fee between \$10-\$20], or we offer it as a free public performance. If we sell tickets, Jim Stoltz will split the proceeds 50/50 up to \$600 his share; ie. if we sell \$600 worth of tickets, Jim receives \$300, and SJC \$300; if we sell \$2,000 worth of tickets, Jim receives \$600, and SJC the rest. It is a good and safe arrangement. If we offer it as a free public event, Jim requests a \$500 fee.
 - b) Agreement that we should charge a \$10/person, kids and youth free.
 - c) Our discussion of the pros and cons of hosting such event included concerns that we may dilute participation in other church events. Jim Stoltz is in Northern Virginia in mid-March, and we can host him on March 22, at 7 pm in the chapel. The only other activity going on at that time is Buddhist meditation. The night before, the Partner Church dinner takes place. Most of us felt that this will not constitute a conflict.
 - d) Next steps: Georgia will send out a link to promo materials about this show to SJC, and seek BOT approval for this event, because it involves entrance fees.
4. Host UUSJ cluster meeting:
- a. We were approached by UUSJ to host a cluster meeting on March 14. This will involve workshops on interfaith advocacy, affordable housing and homelessness, and environmental advocacy.
 - b. This will be a first for our church, we never hosted such event in the past. It will attract social justice UUs from across the Washington-Baltimore area.
 - c. Next steps: Georgia will put meeting on calendar and communicate with Cynthia Snavely on logistics.
5. Host debate among Democratic candidates for the Lt. Governor position:
- a. We were approached by the Pat Edmonson campaign to host Pat, who just joined the race for Lt. Governor.
 - b. SJC feels that in light of low attendance for September debate for US Congress seat, such event will likely draw very little interest. We resumed to put the burden of PR in the court of the campaign that approached us and offer the following: 1. Pat Edmonson's campaign invites the rest of the Democratic candidates to a debate; 2. All campaigns are asked to publicize the event on their websites; 3. Since not all the candidates will likely be interested to participate, we ask that Pat is joined by at least one other candidate, to avoid the impression that we endorse her; 4. MVUC/SJC provides the venue for event. We advise that event take place no sooner than mid-March, or April.
 - c. Next steps: Georgia will communicate with the campaign and keep SJC informed.
6. Special Collections schedule and procedure for next year:
- a. A list of this year's special collections is attached. Please review and start thinking about which ones we keep for next year, and which ones we drop and replace with something else.
 - b. Procedurally, a proposal was made to discuss the list of special collections for next year in two consecutive SJC monthly meetings (March and April): first meeting to brain-storm, second meeting to

- approve next year's list. An invitation should be extended to Rev. Walker to attend, or provide feedback for brain-storming session, since special collections may affect her services and planning.
- c. Another procedural proposal was made to designate SJC members to take care of specific special collections, and make sure that they are properly advertised in OOS, and outside guests from various agencies are invited to present these collections.
 - d. For next church cycle, a proposal was made and supported by all present that we empower YRUU to select a cause of their choice, and advocate for it during the YRUU service.
7. May 3 Social Justice service:
- a. Rev. Walker participation.
 - b. Main theme: What does it mean for each of us to serve? From our discussion, each seems to have a different reason for serving, ranging from altruism, personal fulfillment, generosity, patriotism, a sense of obligation to those who do not have what we have, raising our kids with a broader sense of the needs of the world and our responsibilities towards it, a desire to make the world a better place, etc.
 - c. Possible Titles: To Serve or Not To Serve: That Is the Question; Bearing Witness to Social Justice; more ideas sought from those who could not participate in Feb 3. meeting.
 - d. Possible format: Pick a few main themes [6. b], and indentify speakers for them. Rev. Walker to offer a homily. Reading #457 possible. Possible songs: Johnny Cash, The Man in Black, John Maher, Waiting on the World to Change. Other suggestions are welcome.

Submitted by Georgia Pouchot, February 4, 2008

SPECIAL COLLECTIONS BASIC FRAMEWORK AND SCHEDULE

1. Goal and Definition:

Special collections are taken monthly, to provide financial assistance to groups working to advance social justice, peace, and community building, in keeping with UU principles. The beneficiary of the collection must be a recognized agency or group that is not part of MVUC. The special collections support organizations that provide direct services related to MVUC social justice causes, and those that engage in advocacy.

2. Policy Framework for Raising Special Collections

Excerpt from MVUC Policy manual:

VI. Finance, C. Fund-Raising

Adopted March 4, 2003

All activities intended to raise funds for expenses beyond the regular operating budget must be approved in advance by the Board of Trustees. When asked to approve such an activity, the Board will ordinarily request a recommendation from the Finance Committee.

Fund-raising activities currently approved include:

- Social Justice monthly special collections recommended by the Social Justice coordinator.

3. Priority Criteria

The Social Justice Council adopts an annual plan for special collections, based on the following criteria:

1. Organizations whose function helps fulfill the goals of an approved MVUC task force or committee, and which are included in a task force's written plans.
2. Unitarian Universalist social justice organizations [UUSC, UUSJ, UU Ministry for the Earth].
3. Local service organizations known personally to church members and, preferably, where members of the congregation can also volunteer.
4. Local, regional faith-related and inter-faith organizations that help achieve our social justice goals [VIC, VA Interfaith Center for Public Policy].
5. Emergency situations such as assistance for massive disasters that require prompt response.
6. Other groups that receive majority support of the Social Justice Council. The Council will seek the advice of the minister in these cases.

Once a year, a special collection is taken for the Minister's Discretionary Fund.

4. Special Collections Schedule, May 2008 - April 2009

<u>September:</u>	Run/Walk for the Homeless
<u>October:</u>	Denomination Sunday
<u>November:</u>	UUSJ
<u>December:</u>	UCM
<u>January:</u>	Planned Parenthood of Metro. Washington
<u>February:</u>	Beacon House
<u>March:</u>	Partner Church
<u>April:</u>	UU Ministry for the Earth
<u>May:</u>	Minister's discretionary fund
<u>June:</u>	Disaster Relief Fund
<u>July:</u>	Open Door Housing Fund
<u>August:</u>	Outreach and membership organizations [VIC, Interfaith Center, UUSC]

All special collections are subject to annual revision by SJC, to revisit the need and relevance for the collection, in keeping with MVUC's priorities for social action.

5. Publicity

The purpose and beneficiary of each monthly special collection is described in the Order of Service of the Sunday in which the collection is taken. Articles in Windmill are strongly desirable. Each area chair person is responsible for such publicity.

NOTE for consideration by SJC, not for inclusion in this basic document:

1. The October collection may be replaced in the future with a social justice related beneficiary. The Denomination collection supports a UUA nation-wide publicity effort, with articles in The Times and other high-visibility magazines.

Mount Vernon Unitarian Church Policy on Website Privacy

This document outlines the guidelines by which we intend to protect the privacy of users of the church website and those whose personal information may appear on the site.

MEMBERS AND FRIENDS

Use of Names and Other Identifying Information

Names of church members and friends may appear on the church website unless individuals specifically request that their names not be published (see below). Personal identifying information other than a person's name (such as phone number, home address, or email address) will not be posted in areas available to the general public unless the named individual has submitted the information for publication or has given permission (parent or guardian's permission for children and youth under the age of 18). If there is any doubt as to the person's intent, the Website Administrator will request written permission before posting the information.

Controversial Matters

Names and other identifying information associated with potentially controversial matters will be published only with the individual's permission.

Online Directory

Names, photographs, and other identifying information of members and friends may be made available to other members and friends in an online directory provided that access to that portion of the site is limited to those with individual login and password protection.

Use of Photographs

Identification -When a photograph of a church activity is posted on the website, names and other identifying information will be associated with the photograph only if identification is warranted and the persons shown have given permission.

Individuals - Photographs of children and youth under the age of 18 years will be used only if the parents or guardians have given permission. If there is any doubt as to the person's intent, the Website Administrator will request written permission before posting the photograph.

Advance Notice of Non-Participation

A person who does not want his or her personal information or photograph to appear on the website under any circumstances should inform the Website Administrator by email (website@mvuc.org) or phone (703-765-5950). The Website Administrator will maintain a list of those who have made such a request. The Website Administrator and those who edit items for posting on the site will check submissions against the list in an effort to ensure that requests are respected.

Removal of Objectionable Information

A person who has not made an advance request but who objects to his or her photograph or other information having been posted should contact the Website Administrator, who will promptly remove the objectionable information.

References or Links to Other Organizations

The church website is intended primarily to provide information about MVUC to members, friends, and interested visitors. Information about activities of related organizations (especially UU organizations) or links to their websites will be posted only if a responsible MVUC official (such as the Minister, Director of Religious Education, or Chair of the Social Justice Council) determines that the information is relevant to MVUC.

USERS

Personal Data Concerning Users

Users will not be asked for personal identifying information in order to visit the MVUC website. Non-members may be asked to submit email addresses or other personal identifying information to take part in an activity via the website, such as to sign up for a mailing list, request information, or update their contact information. MVUC will not sell or rent personal information collected via the website to any organization, including UU organizations. MVUC will not share our contact lists with other organizations.

Tracking Website Use

Some personal information will be automatically gathered and used to determine trends in peak activity, determine the number of visitors, track the frequency that individual pages are accessed, and to ensure that links are working properly. For each visitor to our website, the website hosting server automatically recognizes the visitor's domain name, IP (Internet

Protocol) address, and browser software. It may also recognize the operating system and the site from which the visitor linked to us. It does not harvest email addresses or other personal information. This tracking information is not shared with other organizations.

Use by Children

MVUC encourages parents (or guardians) to assume responsibility for ensuring that children under age 13 have permission to access the website and have permission to send personal information (such as name, address, email address, etc.) via our website. MVUC will abide by the Children's Online Privacy Protection Act (COPPA).

Cookies and Spyware

This MVUC website will not place cookies on a user's computer in order to customize content delivery. The MVUC website will not place any spyware on a user's computer for any purpose and will not covertly gather user personal information.

Adopted by the Board of Trustees February 10, 2009