

**Policies of the  
Mount Vernon Unitarian Church**

**June 2009**

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## **POLICY DEVELOPMENT AND MAINTENANCE**

Church policies are meant for the guidance of church officers, employees, committees, and members. Board policies, including personnel policies, are subordinate to the church Bylaws, and are supplemented by the employee handbook, committee charters, job descriptions, and letters of agreement approved by the Board, which also constitute official church policy.

*Adopted March 5, 2002*

### ***Adopting and Changing Policies***

Policies may be added or existing policies amended by a majority vote of the trustees present at any regularly scheduled meeting of the Board of Trustees. The text of the proposed change or addition will be provided to all members of the Board at least two days in advance of the meeting at which it is to be considered. Policies may be adopted by unanimous vote at the meeting at which they are first considered. If one or more members request a delay, the vote will be postponed until a future meeting.

Policies may also be adopted by a majority of resident members present at a congregational meeting, provided that the wording of the proposed policy was distributed in advance, in accord with the Bylaws.

*Adopted March 5, 2002*

### ***Responsibility for Updating Policies***

The Secretary of the Board will assure that a set of all current church policies is kept on file in the church office in both written and electronic form. Each policy includes the date on which it was adopted or most recently revised. The Board will review all policies annually, making revisions as necessary.

*Adopted March 5, 2002*

## **ALCOHOL**

### ***Alcohol at Church Events***

Alcoholic beverages may be served at Church-sponsored functions under the following conditions:

- 1) The function must be primarily a social occasion. Alcohol may not be served in conjunction with worship or business functions.
- 2) Non-alcoholic beverages must also be made available.
- 3) All federal, state, and local laws and ordinances must be observed. This includes regulations requiring licenses for the sale of alcohol, prohibiting the distribution of alcohol to minors, and serving alcohol to intoxicated persons. When applicable, an ABC permit must be obtained.
- 4) Tapped beer kegs, or any beverage served from taps, may be used only outside any of the buildings.
- 5) Alcoholic beverages must be handled and stored so as to prevent consumption by minors.

*Revised July 10, 2007*

### ***Alcohol at Non-MVUC Events Held on Church Property***

Event sponsors are responsible for acquiring state liquor licenses, ensuring that the foregoing rules are followed, and for preventing excessive consumption by participants. Full information and forms to apply for a state liquor license may be found on the Virginia ABC website -- <http://www.abc.state.va.us/licensing.html>.

*Adopted July 10, 2007*

## **BOARD OF TRUSTEES**

### ***Board - Annual Retreat***

Except when unusual circumstances make it inadvisable, the Board will hold a 1-2 day retreat near the beginning of the church year to establish working relationships and set long- and short-term goals. The Minister, DRE, and other professional staff members will be invited. If the budget for Board expenses is insufficient to pay full expenses of all participants, the minister and DRE may at their discretion be reimbursed for their expenses from their professional expense accounts.

*Adopted March 5, 2002*

### ***Board Meetings***

The Board will meet monthly except when a particular meeting is cancelled for good cause. The time and place of the meeting, along with any major topics to be considered, will be communicated to members of the congregation. Church members present at a Board meeting may speak if recognized for that purpose by the chair.

*Adopted March 5, 2002*

### ***Board Meetings, Minutes of***

Actions taken by the Board at official meetings will be communicated promptly to the congregation. When actions affect particular individuals, the individuals will be promptly informed.

*Adopted March 5, 2002*

### ***Board - Removal of a Trustee for Absences***

A trustee who fails to attend Board meetings regularly may be removed from office. Any member of the Board of Trustees who has two unexplained absences during the course of his or her term will be called or visited by the Board chair and asked if they wish to continue serving on the Board. Any additional unexplained absence will be considered resignation from the BOT.

Any member of the Board who has been absent for three consecutive meetings will be called by the Board chair, asked if he or she wishes to continue, and offered the opportunity to do so. If during the term of office, that trustee again has three consecutive absences, the Board chair will call or visit the trustee to determine whether or not it is appropriate for the trustee to resign. In case of a difference of opinion on the matter, the Board chair, with advice of the Board, is authorized to make the final decision of whether or not to request resignation and/or to declare the seat vacant. (An absence is unexplained if the trustee has not notified the Board chair, or another member of the Executive Committee, in advance of the meeting, that he or she will not attend.)

*Adopted September 3, 1997*

### ***Board - Election of Interim Officers***

For transition purposes, the chair of the outgoing Board may hold an election of interim officers, who will serve until the new Board elects its own officers as provided in the Bylaws. The chair of the outgoing Board may appoint an internal nominating committee, composed of Board members whose terms are expiring, to propose nominees for interim officers. Interim officers are elected at the March or April Board meeting and serve from the Annual Meeting until the new Board elects its own officers.

*Adopted March 5, 2002*

## **CHILDCARE AT CHURCH EVENTS**

**Childcare Provided if Needed.** Childcare will be provided, if needed, at church-wide events, meetings, and activities.

**Providers.** The Religious Education program will maintain a list of individuals who have stated their interest in working as childcare providers. The list will be available from the Director of Religious Education.

**Coordinator.** A volunteer childcare coordinator will be the centralized person for hiring childcare providers. Event sponsors are expected to use the childcare coordinator in order to maintain high standards. To arrange for childcare for an event, the event sponsor should contact the coordinator through the church office.

**Sponsor's Responsibility.** It is the event sponsor's responsibility to determine whether or not childcare is needed for a particular event, to determine how it will be paid for, to announce its availability in publicity about the event, and to notify the volunteer childcare coordinator that a provider is needed. Requests for assistance from the coordinator should be made as early as possible but no later than a week before an event is scheduled to occur.

**Payment.** Childcare will be paid for either by the event sponsor—for example the Membership Development Committee, the Social Justice Council, or the Board—or by parents who make use of the childcare. The event sponsor will be responsible for setting and collecting fees and paying the provider.

*Adopted June 16, 2009*

## **COMMITTEE CHARTERS**

Committee charters will be reviewed by the Program Council and forwarded to the Board for approval. The church administrator, working in coordination with the Program Council, is the repository and maintaining official for committee charters.

*Adopted June 3, 2008*

## **CONFIDENTIALITY**

Staff members and lay leaders of the congregation will respect the confidentiality of all members of the church community. Personal information, including records of pledges and other financial data, will be shared with others only on a “need to know” basis unless the individual in question gives specific permission otherwise.

*Adopted March 4, 2003*

## CONFLICT, MANAGEMENT OF

Serious disagreements involving staff members or members of the congregation will be managed as follows:

- Between members of the congregation and the minister(s) – By the Committee on Ministry, with further involvement, if necessary, of the Board.
- Between members of the congregation and staff members other than the minister(s) – By the group or individual specified as immediate supervisor in the staff member's letter of agreement, with additional involvement as necessary of the minister(s), the Personnel Committee, and the Board.
- Between members of the congregation – By the minister(s), with further involvement, if necessary, of the Board.
- Between the minister(s) and other staff members – By the chair of the Board of Trustees, with appropriate involvement of the Committee on Ministry, the relevant committees (such as the Music Committee or RE Director Advisory Committee), the Personnel Committee, and the Board.
- Between staff members other than the minister(s) – By the minister(s), with appropriate involvement of the Committee on Ministry, the relevant committees (such as the Music Committee or RE Director Advisory Committee), the Personnel Committee, and the Board.

Any dispute involving the minister(s) or other staff member will be handled in accord with the provisions in the individual's letter of agreement (which takes precedence) and/or the church's employee handbook.

Unless a procedure is otherwise specified in one of these documents, the individual shown above as the initial mediator will meet with both parties to try to resolve the situation to the satisfaction of those involved. If requested, both parties will receive a written copy of the mediator's understanding of the meeting, including any agreements made by the parties. If the results of the mediation are unsatisfactory to the complainant, the mediator will take appropriate steps to involve one or more of the groups listed.

The assigned mediator will be guided by four fundamental principles: confidentiality, caring for the persons involved, fairness, and concern for the severity of the issues.

Consistent with these principles, persons bringing complaints and grievances, or against whom complaints and grievances may be brought, are assured that collegial confidences will not be disclosed to anyone except as mandated by law, to prevent a clear and immediate danger to a person or persons, where disclosure of a confidence may be required for defense in a legal action, or if, and only to the extent that, a waiver has previously been obtained in writing.

*Adopted March 4, 2003*

## **CONGREGATIONAL MEETINGS, MINUTES OF**

Accurate minutes of all Congregational Meetings will be taken by the Secretary of the Board of Trustees, or his or her designee. Minutes will be submitted promptly for approval by the Board and, when approved, will be made available promptly to the members of the congregation and to any others who need to be informed.

Procedures: Minutes of each congregational meeting are distributed electronically by the secretary to Board members, staff members, and others who made motions or amendments within one week after the meeting, with a request for corrections or additions. Three to five days after the initial distribution, the secretary prepares a revised version, if needed, and distributes the revision to the same parties. Approval of the minutes is placed on the agenda of the next Board of Trustees meeting. If there is any disagreement about how the events of the meeting are represented in the minutes, the Board of Trustees will determine which version of the minutes is the most accurate. Within one week after the minutes are approved, they are prominently posted on a bulletin board in the commons and on the MVUC website, and a copy placed in the permanent office files.

*Adopted May 7, 2002*

## **DATA, REPORTING OF**

The Membership Committee, in cooperation with the Church Administrator, shall be responsible for collecting and publishing key data reflecting trends in vitality of the congregation. Specifically, the Committee shall provide, in quarterly written reports to the Board of Trustees and in an annual report to the congregation, current data presented in the context of relevant historic data such as the following:

- Sunday services attendance (determined in accord with current UUA guidelines)
- Membership, including number of new members, number of members lost (because of death, relocation, or resignation), and current total membership.
- Number of pledging units and summary of amounts pledged.

*Adopted April 1, 2008*

## **DISRUPTIVE BEHAVIOR**

While openness to diversity is one of the prime values held by our congregation and expressed in our denomination's Purposes and Principles, we affirm the belief that our congregation must maintain a secure atmosphere where such openness can exist. Concern for the congregation as a whole must be given priority over the privileges and inclusion of the individual.

The following policy shall guide us in actively and promptly addressing situations in which individuals' behavior threatens the emotional and/or physical security of our members and friends. The privacy/anonymity of the allegedly offensive individual will be maintained at all times, except in cases in which he/she poses a threat to others. MVUC will follow all applicable state laws and reporting requirements.

When a person's disruptive behavior requires an immediate response, it will be undertaken by the minister and/or the leader of the group involved. This may include asking the offending person or persons to leave, or suspending the meeting or activity until it can safely be resumed. If further assistance is required, the Police Department may be called.

Such actions must be reported to the Minister and Chair of the Board of Trustees as soon as is practicable. The notification will be made in person or by telephone. E-mail or other electronic communication is not recommended for notification.

In cases where an immediate response is not required, when any participant or member experiences what he/she perceives as disruptive or inappropriate behavior, that person is urged to draw the disruptive person aside and explain in what way he/she finds the behavior unacceptable. If the offended person continues to experience the disruptive behavior, or does not feel able to deal directly with the person deemed to be disruptive, he/she/they should bring the matter to the attention of the leadership of the committee or group, or to a member of the Board of Trustees. That leadership person will discuss the matter with the person deemed to be disruptive. If this type of intervention is unsuccessful, a formal complaint may be pursued.

Since it is serious business to file a formal complaint against a fellow member, doing so should never be taken lightly. Every attempt should be made to resolve disruptive situations by addressing them directly, with compassion and concern, before resorting to the use of this policy. For ongoing situations and those not requiring an immediate response, a written, signed explanation of the disruptive behavior and its impact, from the person or people who witnessed it is sent to the Minister. In the absence of a Minister, the letter of explanation shall be presented to the Chair of the Board of Trustees.

In all cases, whether immediate response was taken or ongoing, the Minister (or Chair) will determine whether he/she wishes to handle the situation privately, or request the formation of an ad hoc committee to further investigate the matter. An ad-hoc committee will typically contain at least three individuals and include the Minister (or Chair). When appropriate and whenever possible, the Minister (or Chair) will inform the person that a complaint has been filed and is being investigated.

The Minister (or Chair) and/or the committee will respond to situations as they arise, using their own judgment, without defining acceptable behavior in advance. People and situations will be dealt with individually. Stereotypes or stereotyping will be avoided. The Minister (or Chair) or the committee will collect any additional information required to obtain a complete picture of the situation and research any applicable laws. When the ad hoc committee considers such information essential to performing its task, the Board shall authorize funds to pay costs for a professional background check, to provide such facts as the correct identity of the

person in question and records of past criminal activity involving threats, harassment, or actual harm to other persons or property. Note: MVUC members have a long history of public engagement with issues of individual freedom and social justice. Therefore, acts of conscience or civil disobedience which may have resulted in criminal charges or convictions will receive distinct consideration and careful attention under this policy.

The following questions must be considered by the Minister (or Chair) or the committee:

*Dangerous:* Is the individual the source of a threat or perceived threat to persons or property, including himself or herself?

*Disruptive:* How much interference with church functions is occurring?

*Offensive:* How likely is it that prospective or existing members will be driven away?

The following questions may be considered by the Minister (or Chair) or the committee:

*Causes:* Why is this disruption occurring? Is it a conflict between the individual and others in the fellowship? 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 problem behavior will diminish in the future?

The Minister (or Chair) or the committee will respond on a case-by-case basis. Mediation by a neutral party is also a possibility. The following levels of response are options the Minister or the committee can implement:

*No Action:* It may be determined that the complaint is not warranted, and the Minister or Chair will explain and discuss this with the person who filed the complaint.

*Warning:* The Minister, Chair, or a member of the committee shall meet with the offending individual to communicate the concern and expectations for future behavior.

*Suspension:* The offending individual is excluded from the fellowship and/or specific activities for a period of time, with the reasons and the conditions of return made clear in writing. In the event of a suspension, a trespass notice may be filed with Fairfax County.

If disruptive behavior is repeated after church authorities take appropriate action, additional action may be necessary, depending on the incident. This additional action may include permanent prohibition from the church and church-related activities. Each incident will be treated on a case by case basis.

*Appeals:* The offending individual may appeal the decision in writing to the Board of Trustees. The decision of the Board of Trustees is final.

*Adopted May 2007*

## **ENDOWMENT FUND**

### ***Distribution***

The minimum liquid amount in the Endowment Fund must be at least \$1,000,000 (one million dollars) before any income may be distributed.

*Adopted January 8, 2002*

### ***Transfer from the Endowment to the Operating Fund***

1. When the Endowment Fund reaches the threshold level set by the Board (currently \$1 million) funds will be made available to the Operating Fund in the following year on the basis of a percentage of liquid assets. The liquid asset base shall be based on the average balance for the past 13 quarters.

2. The percentage to be applied to the liquid asset base will be based on a tiered approach, with an increasing percentage being made available as the total value of the Endowment Fund increases, up to a specified level.

3. The amount to be distributed to the Operating Fund will be provided to the Finance Committee on or about January 30 to be incorporated into their budget planning for the following church year (July 1 through June 30). Funds will be transferred from the Endowment Fund to the Operating Fund during the church year.

*Adopted November 11, 2008*

## **FINANCE**

### ***Finance - Managing Funds***

#### ***Duties and Responsibilities***

- The fiscal year shall be July 1 through June 30.
- The method of accounting shall be cash receipts and disbursements.
- All transactions shall be posted accurately and in a timely fashion.
- The Finance Committee shall recommend and the BOT shall approve the selection of all banks, financial institutions, and managers used for the depositing or investment of church funds.
- A treasurer and assistant treasurer shall be appointed by the Board of Trustees (BoT).
- The treasurer and assistant treasurer shall be signatories on operating fund accounts.
- Loans to the church must be recommended by the Finance Committee and approved by the BoT.
- The Finance Committee shall review insurance coverage at least every two years, to assure that adequate coverage is carried. The Finance Committee may recommend and the BOT may approve a change of insurance carriers or coverage.

## ***Finance – Calendar***

July and August – summer operations

September and October – first budget review versus actual results and interim adjustments if needed.

November, December, and January – final budget interim adjustments and next fiscal year budget planning and preparation.

February and March -- Annual Stewardship Campaign.

April -- Final Budget prepared, approved by BOT and provided to Congregation at Annual Meeting.

May and June – review of policies and procedures, review building and grounds maintenance proposals for next fiscal year, final check of budget.

## ***Finance - Types of Funds***

- There is an operating fund which may have both undesignated and designated funds within it. Examples of designated operating funds are the Property Major Maintenance (PMM) and Partner Church funds. There is no requirement to have separate bank accounts for designated funds, but revenue, expenses, and balances for each fund shall be reported separately in monthly financial reports.
- Special funds (the Endowment Fund, Windmill Fund, Memorial Walks Fund, Susan B. Anthony (SBA)/Women’s Group Fund, Minister’s Discretionary Fund, Building Fund, and Greenhouse Fund) are separate from the operating fund. These monies are to be held in separate bank or investment accounts and invested in accordance with the fund’s approved investment policy.
- There is also an SBA designated fund. When the SBA/Women’s Group special fund makes its annual, earmarked contribution to church operations, the contribution is treated as a debit to the SBA/Women’s Group special fund and a credit to the operating fund, specifically to the SBA designated fund. The SBA designated fund is then debited as the earmarked expenses are incurred.

## ***Finance - Internal Control Procedures for Operating Funds***

The separation-of-duties standard for internal control procedures states that different individuals shall perform the daily financial duties. The procedures shall include:

### **Income**

- Sunday collection. After each service, two people shall count and record the cash and the number of checks. They shall put cash, checks and report into an envelope, date, sign it, and secure the funds properly, normally by depositing them into the locked mailbox slot in the church office door.
- Staff shall prepare the deposit summary and a bank deposit. On the deposit summary the contributor’s name, contribution amount, and fund to be credited shall be noted.
- The deposit summary shall be used to update the contribution database and the bookkeeping system.
- Notices of pledge and amounts received to date shall be sent to each contributing member or friend at the end of each fiscal quarter. These notices may be sent by e-mail if authorized by the individual contributors.

## **Expenditures**

- The Treasurer shall pay all bills authorized by appropriate MVUC officials and within either the annual budget or a designated fund balance for type of expense. The Treasurer or Assistant Treasurer is authorized to sign checks under a \$5,000 per check limit. Amounts greater than \$5,000 require two signatures.
- The Chair of the Finance Committee is precluded from signing any check.
- The BOT must approve in advance any proposed expenditures that fall outside the annual budget or a designated fund balance for type of expense. These approvals shall be recorded in the Board minutes.
- Staff shall reconcile the monthly bank account and report any discrepancies to the Treasurer, the Chair of the Finance Committee, and the Chair of the BoT.
- Payroll expenses (compensation, benefits, and payroll taxes) shall be reconciled to expected amounts per employee contracts semiannually. For the calendar year, the quarterly payroll returns and the annual W-2s and 1099s shall be reconciled to the accounting records.

## ***Finance - Internal Control Procedures for Special Funds***

### **Income**

- Staff shall maintain a log of checks for special funds. The log shall record the contributor's name, contribution amount, and fund receiving the contribution.
- Checks received in the church office shall be logged and given to the committee responsible for the applicable special fund.
- For checks given directly to a committee responsible for a special fund, a copy of the check shall be given to the staff, who shall log the check.
- The committee responsible for the applicable special fund shall deposit the check and update the fund's contribution and financial records.
- Annually, the staff and each committee responsible for a special fund shall reconcile the log of checks for special funds with the committee's financial records. Any discrepancies shall be investigated and resolved.
- Notices of amounts received each calendar shall be sent to each contributor at the end of each calendar year.

### **Expenditures**

- The BOT must approve in advance any proposed expenditures from the Endowment, Building, and Windmill Funds. These approvals shall be recorded in the Board minutes.
- Funds may be withdrawn from the Endowment and Building, only with written dual authorization of (1) the Committee Chair or Deputy Committee Chair and (2) the Treasurer or Assistant Treasurer.
- Funds for minor expenses (\$500 or less) may be withdrawn from the Memorial Walks Fund at the discretion of the Memorial Walks Committee. Expenditures for expenses above this limit must be approved in advance by the BoT.
- Funds may be withdrawn and dispersed from the Minister's Discretionary Fund at the discretion of the minister. The minister is authorized to sign checks dispersing funds from the Minister's Discretionary Fund, up to the limit of the designated funds available for that purpose.

- Funds may be withdrawn from the Susan B. Anthony/Women’s Group Fund at the discretion of the Women’s Group.
- Funds may be withdrawn from the Greenhouse Fund at the discretion of the Greenhouse Committee.
- Exceptions to the above: if there is no active committee, minister, or Women’s Group, respectively, funds may be withdrawn with dual authorization of the Treasurer and Assistant Treasurer.
- The applicable committee shall maintain financial records and report annual beginning and ending balances and a summary of transactions to the congregation in its annual report.

### ***Finance - Use of Credit Cards***

- Credit cards may be issued to staff for MVUC business purposes only.
- Each card shall have a \$2000 limit.
- The cards shall be used to purchase goods and services for MVUC only. No personnel expenses shall be incurred on the cards.
- Purchases shall be budgeted and necessary for the conduct of church business or operations. Questions about appropriateness shall be referred to the Church Administrator and/or Treasurer before a purchase is made.
- Staff using the credit cards shall turn in all receipts to the church administrator, (or if made by the church administrator to the treasurer) promptly, and in no case more than five business days after the expense is incurred.
- The Treasurer may withdraw credit card privileges from any staff member who fails to abide by policy.

### ***Finance - Annual Budget Process***

**Drafting the Budget.** The Treasurer with the assistance of the Finance Committee shall create a draft budget of the undesignated operating fund. The budget detail shall include adequate breakdown of personnel and non-personnel expenses to facilitate easy tracking and reporting. Foreseeable events that might give rise to a surplus or deficit shall be identified to the BoT.

**Coordination with the Planning Process.** The budget shall be based on planned program objectives and committee activities as presented by each committee chair to the appropriate member of the Program Council. The Program Council shall present the proposed program budget requests to the Finance and Stewardship Committees at a joint meeting in the month of January. Working together, the Program Council and these Committees shall prioritize the programmatic funding requests and determine which to include in the case statement for the annual stewardship campaign. The extent to which the program requests are included in the final budget depends on the success of the stewardship campaign.

**Forecast Endowment Income.** Annually, by January 31, the Endowment Committee shall forecast the amount of income available to be paid from the Endowment to support continuing operations.

**Completion and Approval of the Budget.** After the stewardship campaign is completed (or using the best forecast available), the Finance Committee, with assistance from the Program Council, shall adjust the proposed budget as appropriate. A budget shall be submitted to the BOT at its April meeting. The BOT shall adjust the budget as it deems necessary and approve a

budget for the coming fiscal year. The BOT shall present the budget to the membership at the Annual Meeting.

**Adjustments During the Year of Execution.** At any time during the year, budget adjustments may be proposed by the Finance Committee and approved by the BoT.

### ***Finance - Member Contributions***

- Members are encouraged to give to the Church cash, checks, securities and other liquid financial instruments in fulfillment of pledges or for other purposes. Gifts of cash and checks that are not specifically designated, for example, for a special collection shall be deposited in the operating fund account. Securities and non-cash financial instruments shall be converted into cash and deposited in the operating fund account, also in a timely manner. The monetary value on the date of the gift or transfer is the amount that shall be credited to the member's pledge.
- Members are discouraged from giving non-cash or non-financial contributions, such as cars, boats, jewelry and other valuables, to the Church in fulfillment of their pledge. Such contributions may cause a burden to the Church to convert into cash.
- Members and friends are encouraged to give monies in memory of a loved one or for other memorial or celebratory purposes. Generally, such gifts are accepted into the Endowment Fund, Any exceptions must have BOT approval.

### ***Finance - Reports***

- The Treasurer shall prepare monthly revenue/expense and fund balance reports for undesignated and designated operating funds and the Building Fund, which shall be reviewed by the Finance Committee before being presented to the BoT. The monthly reports shall present the month, year to date, budget, and fraction of budget spent information. Operating fund reporting shall reflect income, expenses, and balances separately for each designated fund.
- All special funds except the Building Fund shall report on the previous calendar year's activities in the MVUC Annual Report. The report shall indicate beginning and ending balances, listing revenue and expenses in enough detail to provide a reasonable sense of the year's activity. The report on the minister's discretionary fund may, at the minister's discretion, omit the names of beneficiaries or the particulars of circumstances.

*Adopted October 14, 2008*

### ***Finance - Transfer of Excess Funds in Operating Account***

Prior to closing the operating account books for the end of the fiscal year, the treasurer and chair of the Finance Committee will review the church's financial status with the financial records manager. If income exceeds expenses, they may recommend, and the Board may approve, transferring a portion of the excess to the Property Major Maintenance Fund and/or prepayment of debt.

*Adopted May 7, 2002*

## **FUND-RAISING**

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:

- Annual Holiday Shop
- Annual concert for the Bryant Early Childhood Center
- Annual youth trip to Boston: dinner and occasional coffee and bake sales
- Semi-annual used book sale
- Partner Church program: dinners, summer brunches, and annual special collection, plus scholarships for individual students
- Youth trip to Partner Church in Romania: coffee and bake sales
- Social Justice monthly special collections recommended by the Our Larger World coordinator
- Book Nook: sale of new books and related materials
- Sale of grocery scrip
- Donations for coffee and other refreshments served on Sunday mornings
- Occasional sale of tickets for concerts to be held at MVUC.

*Adopted March 4, 2003*

## **GIFTS AND BEQUESTS**

Memorial gifts intended to memorialize individuals connected with the life of the church will be acted upon by the Gifts and Bequests Committee. Duties of the Gifts and Bequests Committee, listed in the charter approved by the Board of Trustees, will include:

- maintain a gifts and bequests book to catalog memorializations,
- recommend action on proposed gifts/bequests to the Board, and
- advise the Board, the Finance Committee, and the Treasurer as to the appropriate expenditure of Memorial Gifts and Bequests Funds.

The following guidelines will be followed in giving recognition to memorial gifts:

Entries in the Gifts and Bequests book. The primary means of giving recognition to a Memorial Gift is an acknowledgement in the Gifts and Bequests book. This record book is to be kept on permanent display in the Commons. The Gifts and Bequests Committee is charged with the responsibility of keeping the book current, but major responsibility for the provision of personal data and photographs rests with the donors. Multiple gifts in behalf of the same individual are to be consolidated in a single entry. Anonymity of donors is to be respected when requested.

Naming of rooms, structures and facilities, etc. The naming of rooms, structures, facilities and grounds areas as a means of providing memorial recognition generally should be avoided inasmuch as such possibilities are extremely limited in view of the potential number of possible requests for such recognition over time, continuing maintenance in the original mode cannot be guaranteed in perpetuity, and eventual refurbishment, replacement, or abolishment to some degree may become necessary in the continuing life and development of the church.

Mounting of plaques, busts, photographs, etc. The mounting of plaques, busts, photographs, and other personal tributes also should be generally avoided inasmuch as a profusion of such personal tributes tends to become unwieldy, unsightly, and even ineffective, questions of relative size and prominence of display can become serious points of dissention. Exceptions to the above guidelines: The Board of Trustees has authority to approve exceptions to the above guidelines in the case of exceptionally large Memorial Gifts which have critical implications for the success of important church programs or projects, the Board may, at its discretion, allow for the display of modest-sized plaques. In the case of exceptionally significant accomplishments or sacrifices rendered by individuals connected with the church, the Board may, at its discretion, allow for the display of busts, photographs, or other personal tributes. *Adopted September 8, 1986*

## **GIFT ACCEPTANCE**

### **Unrestricted Gifts**

An unrestricted gift is defined as a gift that has no restrictions placed on it by the donor, or a gift that is designated as unrestricted by the donor. MVUC may accept unrestricted gifts, and gifts for specific current programs and purposes, provided that such gifts are not inconsistent with its stated mission, purposes, and priorities. Therefore, MVUC will accept all unrestricted financial gifts for:

**Annual Operating Budget** - The annual operating budget provides money for the ongoing expenses for a fiscal year (July 10-June30). These expenses include (but are not limited to) staffing, programming, supplies, routine and minor maintenance of equipment, buildings and grounds, communications and debt service. Financial gifts for payment of pledges and donations for the annual budget will be accepted. They may not be given toward a specific budget line.

**Property Major Maintenance Fund** - The PMM Fund holds cash reserves for repair, replacement and upgrades of equipment, buildings and grounds needs not covered by the operating budget. Financial gifts will be accepted but may not be given for a specific item.

**Endowment Fund** - Financial gifts may be given for the Endowment Fund. Unrestricted gifts or bequests in memory of or to honor an individual shall be given to the endowment fund unless otherwise specifically designated

**Other Unrestricted** – All other unrestricted gifts will be designated to an established endowment fund, capital project or current program as the BOT in its discretion may decide. At this time, these programs have been approved:

Windmill Restoration and Maintenance (no longer accepting gifts)

Memorial Walks (for inclusion in the program-upkeep expenses)

Partner Church Committee (for the PCC church and scholarships)

New Trees Committee (details of arrangements)

Monthly Second Collection for Social Justice Projects.

## **Other Proposed Gifts**

MVUC will not accept gifts that are too restrictive in purpose. Gifts that are too restrictive are those that violate MVUC's Bylaws, gifts that are too difficult to administer, gifts that are for purposes outside the mission of MVUC, or gifts that fall outside ethical boundaries. MVUC will not generally accept gifts restricted to use for items or projects that are either outside of the current budget of MVUC or unauthorized by the BOT. Proposed gifts that are not unrestricted and liquid must be reviewed by a Gift Acceptance Committee consisting of the Chair of the BOT, the Treasurer, the Chair and Vice Chair of the Endowment Committee, the Chair of the Gifts and Bequests Committee, the Chair of the Finance Committee, and such other members as appointed by the Chair of the BOT. The Committee shall review all proposed gifts to MVUC or one of the entities listed above.

Gifts requiring review by the Gift Acceptance Committee include real estate or other assets that may be difficult to sell or may carry liabilities. Any gift, including cash, that has restrictions attached must be reviewed by the Committee to determine if accepting the gift would distract from MVUC's primary mission and purpose or if it will expose MVUC to expense or other liabilities that pose a hardship on MVUC's resources or threaten MVUC's tax exempt status as a religious organization.

When appropriate, the Gift Acceptance Committee may seek the advice of legal counsel in matters relating to acceptance of gifts. After reviewing a proposed gift, the Committee shall recommend to the BOT whether the gift should be accepted or rejected. The BOT shall make all final decisions on the acceptance or refusal of a gift after considering the recommendation by the Gift Acceptance Committee.

*Adopted November 17, 2005*

## **GROUNDS, USE OF**

All parties are urged to show respect for church property and grounds. The following sign will be posted near the entrance to the property:

Neighbors, friends, and visitors are reminded that the church grounds are private property.

For health and safety reasons –

- Children must be supervised at all times.
- Our brick walls, the windmill, and all trees are off limits.
- Skateboards and scooters are not permitted.
- Dogs must be leashed, and owners must pick up after pets.
- Dogs are not allowed near the preschool area or inside the walled garden.

These expectations are posted near the main entrance to the church grounds.

*Adopted June 4, 2002*

## MEMBERSHIP

### Privileges and Responsibilities of Membership

**Resident Members.** “Resident Members” are defined, in accordance with the Bylaws, as persons who, by signing the membership book, have assumed the privileges and responsibilities of membership. Aside from the satisfaction of “belonging” to the church community, the privileges include:

- the right to hold elected positions of leadership,
- the right to participate in church governance by voting at congregational meetings,
- receipt of pastoral care when needed, including ceremonies such as weddings, memorial services, and child dedication services, and for those who meet length-of-membership requirements, reduced fees for rental events, such as weddings and anniversaries, and no charge for memorial services.

The responsibilities of membership include:

- regular attendance at Sunday services and other events,
- an annual stewardship pledge to support the operating budget of the church (which includes fair share dues to the Unitarian Universalist Association and the Joseph Priestley District), and
- volunteering for such duties as serving on committees, helping maintain property, participating in social justice functions, and teaching religious education classes.

**Non-Voting Members.** Although the Bylaws refer only to “resident members” (those who live in the metropolitan Washington, DC area and are therefore eligible to vote and hold office), our church also has a small number of Non-Resident Members: former resident members who, though they now live elsewhere, maintain their connection with the congregation and continue to make annual financial commitments. Because for the time being these persons cannot vote or hold office, they are not considered current “resident members.”

**Resignation from Membership.** As provided in the Bylaws, members may resign their membership at any time by notifying the church office.

**Reinstatement of Membership.** Former members who inquire about renewing their membership will be asked to meet with the minister or a member of the board of trustees regarding the privileges and responsibilities of membership. Once that is done, they are not required to sign the membership book a second time, but may reinstate their membership by notifying the church office.

**Removal from Membership.** The Bylaws provide that members who are “thought to be inactive” may be sent written notification that they will be removed from membership if they fail to respond. For the purpose of implementing this provision, a member will be considered inactive who is believed not to have attended a Sunday service or other church event in the past 12 months and who has not made a contribution of record in the past 12 months [see Annual Review section below].

**Implementation of This Policy At the Time New Members Join the Church.** As new members sign the membership book, they are made aware of their responsibilities and privileges. This effort is led by BOT members, Minister, Welcoming Committee or other lay leaders.

**Annual Review by the Membership Committee.** Each Fall, in preparation for the annual membership count to be submitted to the UUA, the Membership Development Committee will conduct an annual review of membership participation. Using information from a variety of sources, including pledging and contribution records, the Committee will compile a list of persons “thought to be inactive.” The minister will be consulted to determine whether he or she has confidential information bearing upon the seeming lack of participation of a particular member.

Membership Development Committee members may decide to make personal contacts by telephone or other means, but after such preliminary work, they will compile a list of persons to be sent letters of inquiry by the church office. As provided in the Bylaws, these letters will specify that the person will be removed from membership if he or she fails to respond within 60 days. This process is to be completed in time for letters to be mailed by November 15.

**Reports from Other Sources.** Word sometimes reaches the church office at other times of the year, particularly in connection with stewardship campaigns, that a member is “no longer interested.” When that happens, the office staff will make an effort to confirm the member’s intention to resign, ordinarily by sending a letter requesting confirmation. If the member does not respond, he or she will be removed from membership.

*Adopted November 11, 2008*

## **NEWSLETTER**

The content, editing, and format of each issue of the church newsletter will be the responsibility of the appointed newsletter editor. Priority for inclusion of items in the newsletter will be:

1. Announcements of future church events,
2. News of church programs, events, members, and Board of Trustees actions,
3. A column by the minister and occasional columns by other professional staff members,
4. Comments submitted by church members and friends, and
5. Brief notices of community events or events at other UU churches of probable interest to members of the congregation.

*Adopted March 4, 2003*

## **PERFORMANCE APPRAISALS**

All church employees, including the minister(s), will participate in a process emphasizing self-assessment of group and individual goals and culminating in a written summary at least once a year. The timing, principles, and procedures for appraisal of the minister(s), business administrator, religious education director, and director of music will be established by the Board of Trustees upon recommendation of the Personnel Committee, consistent with any provisions in each employee's letter of agreement. Appraisals of other staff members will be conducted by their supervisors. All performance appraisals will provide for input from church members in a position to observe the staff member's performance.

The primary purpose of annual performance appraisals is to assist staff members in their continuing efforts to improve their own performance. However, to ensure that pay adjustments are made fairly, consistently, and equitably, Mount Vernon Unitarian Church will use appraisal results to help determine any such pay adjustments.

Additional details about performance appraisals are contained in the Personnel Handbook.

*Adopted December 5, 2006*

## **POLITICAL ACTIVITY**

Political activity at Mount Vernon Unitarian Church shall be strictly in accordance with federal legislation, as interpreted by reliable guidelines such as those issued by the UUA Washington Office for Advocacy and the Interfaith Alliance. In brief, the church and its spokespersons (including the minister) may make public statements about moral and political issues, and may advocate for or against proposed legislation, provided that such legislative advocacy is confined per IRS standards, but they may not endorse or provide official support to candidates for public office or to political parties.

*Adopted December 5, 2006*

## **PROGRAM COUNCIL**

The work of all committees and volunteer functions shall be coordinated by the Program Council. Members of the Program Council shall be six area coordinators representing the major areas of church ministry (Worship, Social Justice, Religious Education, Administration and Communication, Property, and Our Home Community), plus the minister and the convener from the BOT. Assignment of each group or individual volunteer to one of the program areas shall be determined by the Program Council. Members of the Council may elect a chair from their membership to call and conduct meetings. Coordination by Program Council members shall be limited to facilitation (such as reminding committee chairs of deadlines for reports and budget requests). Program Council members shall not direct or control committee actions.

*Adopted January 2, 2007*

## **RELIGIOUS EDUCATION**

### ***Religious Education - Registration***

All families must fill out registration forms each year. This enables the church and RE program to maintain accurate records regarding numbers of children in the program and special needs that staff and teachers need to be aware of. Parents who leave the area or who otherwise decide that their children will no longer be participating in the program are requested to inform the DRE or RE Assistant.

### ***Religious Education - Parent Participation***

Religious Education at MVUC is a cooperative effort. Parents of children enrolled in the program are expected to help support RE. This support may take the form of teaching, serving on the RE Council, volunteering in the nursery, helping out in RE intergenerational events, or working with youth in other programs. The DRE and RE Assistant provide training, and maintain a list of volunteer preferences so that parents can be involved in appropriate ways.

### ***Religious Education - Nursery***

Nursery care will be available for children ages 0-3 during Sunday services. Parents are not required to use this service, but are requested to consider the needs of others for a tranquil worship environment.

1. No fees will be charged for nursery care during church service hours.
2. At least one paid nursery provider or at least two volunteer adults (or one teen and one adult) will be assigned to the nursery when care is provided.
3. Paid nursery providers will be required to undergo criminal background checks, regardless of their age.
4. A nursery coordinator will be designated each year to monitor materials and conditions of the nursery and report to the RE Council and/or Board of Trustees as needed.

## ***Religious Education - Child Safety***

**Prevention of Child Abuse.** In teacher training activities, the DRE and RE Council will provide ongoing education intended to prevent child abuse.

**Dual Responsibility.** For religious education classes or social activities involving children and youth, two adults\* will be assigned joint responsibility for each classroom group. On occasions on which one of the two assigned adults cannot be present, the RE office will arrange for a substitute. (If necessary, the DRE or RE Assistant will substitute.) In the event of illness or other emergency situation, a group of children or youth may be supervised temporarily by one adult while a substitute is being sought.

\*For purposes of this provision, an adult is defined as a person 21 years of age or older, except that a person 15 years or older (the age required for church membership) may be the second “adult” assigned to a classroom group.

**Teachers Known.** To be assigned responsibility for a classroom group, adults must have been known personally for at least six months to one or more of the individuals providing leadership to the RE program and/or to others in the congregation or denomination.

### **References, Background Information, and Code of Ethics.**

- Teachers and others offering to work with children and youth will be required to provide references and information about any charges or allegations made against them involving moral offenses. In the event that the DRE decides on the basis of this information not to permit a person to teach or work with children, MVUC will provide a copy of the information to that person and allow the person an opportunity to respond. All such records, including the person’s response, will be kept strictly confidential, with access limited to the individuals who need to be informed to carry out their responsibilities (ordinarily only the DRE, RE asst, and the minister).
- All teachers will be required annually to sign a copy of the Code of Ethics.
- These records will be kept in the DRE’s office.

**Adult Chaperones for Trips or Overnights.** Adult chaperones who accompany children or youth on out-of-town trips or other overnight activities must be at least 25 years old and must have been found in a required background check to have no record of criminal activity. Parents of children and youth participating in such activities must sign permission forms, which will specify the names of the adult chaperones. (If the originally-identified chaperones are unable to participate, MVUC may substitute other qualified adult chaperones.)

**Supervision and Visibility.** Adults assigned to teach classes or supervise social activities will make a good-faith effort to ensure that children and youth are appropriately supervised. To permit visibility from outside, such activities will ordinarily be held in rooms with windows in the doors. Youth (grades 7-12) attending overnight activities may be in unsupervised rooms as long as two adults are present in the same building and have open access to them at all times.

**Suspected Child Abuse.** Anyone who is made aware of or suspects child abuse, or is concerned about safety of a child is required by law to report the information. All adults working with children or youth at MVUC will be informed that they are to report such suspicions to the RE Director and/or the minister immediately. When the minister or RE Director receives such a report, he or she will:

- a. Respect the confidentiality of all parties, informing only those individuals who have a need to know because of their official duties.
- b. Inform the chair of the Board of Trustees. (If a staff member is accused, the Board will decide what action will be taken in respect to staff responsibilities.)
- c. Inform appropriate government agencies.
- d. If a volunteer is accused, relieve the volunteer of his or her responsibilities pending outcome of the investigation. Such investigation will provide a due process opportunity for the accused person to respond to the accusations.
- e. If warranted upon completion of the investigation, take appropriate steps to support the accused individual's standing in the MVUC community and offer the accused individual an opportunity to participate in a re-screening process.
- f. If abuse took place, determine an appropriate way to communicate to the congregation what happened and what actions will be taken.
- g. Provide pastoral care to victims, families, and other affected by accusations or investigations of child abuse.

*Adopted October 14, 2008*

## **RENTALS**

The Board of Trustees has final authority on use of MVUC buildings and grounds, including placing restrictions on rental uses at certain times or in certain facilities. All church programs (for example, worship services, religious education classes, congregational and committee meetings) are presumed to have priority over rental uses. Rental of church properties is allowed only when the proposed use is in harmony with the purposes and policies of MVUC and does not conflict with previously scheduled church programs. Applications for rentals for catered events such as weddings are made through the MVUC Events Coordinator. Rental applications for all other uses are made through the MVUC Rentals Committee; the Board of Trustees delegates authority to the Rentals Committee to determine whether the proposed rental use is consistent with the purposes and policies of MVUC.

The Board of Trustees establishes a Rental Rate Schedule for each church year.

*Adopted November 5, 2002*

## **RENTAL EVENTS AT NO CHARGE OR REDUCED RATE**

The Rental Events Coordinator may schedule events at MVUC on a no-charge or reduced rate basis when the events are considered to serve a worthy community purpose in accord with Unitarian Universalist principles. Such events should not unduly interfere with the program of the church, and should not appear to conflict with potential income-producing rentals.

Organizers of the events may be charged for incidental costs, such as for necessary custodial services. The Church Administrator will inform the Board of Trustees when such an event has been scheduled. *Revised April 1, 2008*

## **SEARCH COMMITTEES FOR STAFF OTHER THAN MINISTER**

In the event of a vacancy in the position of Director of Religious Education, Director of Music, or Business Administrator, the Board of Trustees shall appoint a search committee and establish a budget for the search committee. Before establishing the search committee, the Board shall consult relevant groups, such as the Music Committee or the Religious Education Council, for nominations. The Board may appoint the chair or may authorize committee members to choose their own chair. The position description, including general conditions of employment and salary range, used in the search shall be prepared by the Personnel Committee (with advice as necessary from relevant groups) for approval by the Board. When a satisfactory candidate has been identified, final terms of the employment shall be negotiated between the candidate and a team appointed by the Board, which may include the chair of the search committee, chair of the Board, chair of the Personnel Committee, and the Business Administrator. A letter of agreement specifying the salary and other conditions of employment negotiated with the successful candidate shall be prepared by the Business Administrator, or appropriate designee, and signed by the candidate and the chair of the Board.

*Adopted January 2, 2007*

## **SMOKING**

Smoking is not permitted inside any of the buildings on MVUC property.

*Adopted March 5, 2002*

## **SOCIAL JUSTICE**

Social Justice is an important part of the life of Mount Vernon Unitarian Church. Much social justice work is integrated into the worship, religious education, caring community, and social programs of the church.

### **1) Action Groups**

Some aspects of the social justice program are led by self-selected action groups, which in turn are coordinated by the Program Council coordinator for Our Larger World. Action groups may employ a variety of strategies to focus on a particular problem or issue (such as affordable housing, environmental concerns, or education of students in high-need public schools). These strategies may include direct service (such as helping remodel housing units or tutoring individual students), fund-raising, training and publicity, or maintaining alliances with community organizations and interfaith groups.

### **2) Statements of Advocacy**

Church staff members or members of the congregation who engage in public policy advocacy are ordinarily expected to speak only for themselves. With approval of the chair of the Board of Trustees, they may present spoken or written statements on behalf of the church only if the statements are fully consistent with adopted position statements of the church, the UUA, or an agency of the UUA. If the chair is unsure whether the statement reflects the views of the church as a whole, he or she may refer the question to the full Board.

### **3) Identification at Public Meetings**

If recommended by the Our Larger World coordinator and approved by the chair of the Board, action groups attending public demonstrations may identify themselves as affiliated with the church by means of banners and signs bearing the name of the church. However, if they identify themselves in this way, they may not also display messages that go beyond official church positions. *Adopted March 4, 2003*

## TREES, PLANTING OF

The New Trees Subcommittee, a standing subcommittee of the Grounds Committee, is authorized to accept money donations from members of the MVUC congregation for the specific purpose of planting trees or shrubs on the grounds dedicated to a named person or other entity. Donations for this purpose begin at \$300 and rise in increments of \$100 to the level necessary to cover the cost of the plant, planting, and initial maintenance. Actual trees or shrubs will not be accepted as donations.

The Subcommittee has the sole authority to decide which species and variety of trees or shrubs may be planted and the locations in which they may be planted. It also has the sole authority to remove live trees and shrubs which would be in conflict with newly planted trees or shrubs.

*Adopted December 3, 2002*

## WEBSITE MANAGEMENT

**Purpose.** This policy defines in broad categories the standards for posting of content to the church website and defines implementation of these standards. It covers maintenance of the website, including the standards that regulate its appearance, and identifies those authorized to update the site or authorize others to update it.

**Information Content.** Preference for posting of content will be given in this order:

1. Information about MVUC worship services.
2. Content related to communications from, policies adopted by, or minutes of the Board of Trustees.
3. Content pertaining to fundraising activities.
4. Content pertaining to program areas of the Program Council.
5. Content related to other official MVUC activities, such as congregational special committees or small group ministry.
6. Content related to any outside group or organization directly supported by MVUC. (Examples: Unitarian Universalists for Social Justice, United Community Ministries, etc.)
7. Any content related to the activities of the Joseph Priestly District of the UUA.
8. Any content related to the activities, interests, or proposals of the Unitarian Universalist Association of Congregations (UUA).
9. Any content related to the interests and activities of individual MVUC members, provided such content conforms to the content standards.

### **Content Standards**

- All content must present Mt. Vernon Unitarian Church in a positive way.
- No content posted to the site may defame any individual or be libelous or slanderous.
- All content must be original or be posted with the consent of the originator.
- Content may be posted that quotes or references partial works, provided such content is attributed to the originator, and is used in accordance with acceptable legal practice.
- No content may advocate a position that might put the MVUC tax exemption at risk.
- No content may be posted that appears to have the congregation of MVUC advocate a public policy position that has not been voted on by the congregation.
- All content must conform to all church policies.

## **Responsibilities**

**Church Administrator** - Has primary responsibility for assuring that the content of the website adheres to the adopted standards and is in accord with church policies. The Church Administrator will arbitrate any disputes between users and content posters. The website arbitration decisions can be appealed to the Communications Committee. With the approval of the Board of Trustees the Church Administrator may delegate some of these duties, but remains responsible for assuring that church policies and website standards are followed.

**Communications Committee** - Responsibilities include:

- Developing and maintaining standards for the appearance of the website, including
  - fonts, font sizes, and colors
  - front page layout, and
  - standardized layouts for secondary pages, menus, and content types.
- Monitoring functioning of the site,
- Verifying that the site has sufficient space and bandwidth resources,
- Promoting use of the site within the church,
- Promoting its use outside the church by getting other websites to link to it and improving its rankings in various search engines,
- Establishing a process for periodic review of its use, functioning, and appearance, including input from users of the site,
- Working with the Church Administrator to identify those who will be trained to post content to the site, and to identify those permitted to approve content posted to the site or related sites, and
- Reporting regularly to the Board of Trustees on the Committee's activities pertaining to the website

With approval of the Board of Trustees, the Committee may delegate some of these activities to a subcommittee or task force but if so, will remain responsible. The Committee will appoint and supervise any such subcommittee or task force.

**Webster** - The Webster is responsible for technical workings of the website and will advise the Board on changes requiring the outlay of funds. The Webster is appointed by the chair of the Board of Trustees in consultation with the incumbent Webster, the Chair of the Communications Committee, and appropriate members of the professional staff. The webster shall be a member of the Communications Committee and is expected to advise the Communications Committee on all website matters. The Webster is expected to lead any subcommittees or task forces created to evaluate, advise, or modify the website content, design, or functionality.

*Adopted March 10, 2009*

## **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.

### **PRIVACY OF 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.

## **PRIVACY OF 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 February 10, 2009*

## **WINDMILL PRESERVATION**

A Windmill Preservation Account will be established for the purpose of insuring the maintenance and preservation of the windmill and its supporting tower. The account will be administered and invested by the Endowment Committee. Minor and routine maintenance of the windmill will be arranged for by the Buildings Committee. More extensive maintenance expenses will be recommended by the Buildings Committee for approval by the Board of Trustees.

*Adopted October 2, 2002*