

FIRST UNITARIAN CHURCH OF VICTORIA
POLICY MANUAL

CHAPTER ONE
BOARD OF TRUSTEES

1.1 Mandate

1.1.1 The Board of Trustees (Board) is entrusted to oversee the management of the Church assets and to provide programs that foster a climate of spiritual growth and well being of all members in accordance with the Unitarian Universalist Statement of Principles.

1.1.2 As specified in Article VI Section I of the Bylaws, the Board may exercise all the powers and do all acts and things that members may exercise and do at a general meeting, except as provided in the Bylaws and the Society Act.

1.1.3 The Board may delegate its authority and obligations to Councils, Standing Committees, Operations Committees, Church staff, and Church members, but shall remain accountable to the membership for the performance of these bodies or persons.

1.1.4 The Board, Councils, Standing Committees, and Operations Committees shall adopt procedures and processes that encourage open communication and the application of democratic decision-making.

1.1.5 The Board may appoint Task Forces to carry out studies and short term tasks.

1.1.6 The Board shall retain direct responsibility for;

a) The development of Planning Documents to guide the Church programs and the management of Church assets.

b) The approval of Policy Statements to guide and control the manner in which the organization functions.

c) The evaluation of the performance of the organization and of the satisfaction of the membership.

d) The adjustment of the Operating Budget following its approval by the congregation.

e) The approval of all hiring and dismissal of staff.

f) The approval of the purchase and sale of major assets.

g) The approval or denial of major lease proposals.

h) The approval of a Schedule of Rental Donations for the use of church buildings and property.

i) Appointment of Lay Chaplains in accordance with Article VI Section 11 of the Bylaws.

1.2 Organization

- 1.2.1 To effectively carry out its mandate, the Board hereby establishes the following Councils:
- a) Lifespan Learning
 - b) Relations
 - c) Worship and Celebration
 - d) Finance
 - e) Social Responsibility
 - f) Congregational Life
 - g) Property Management
 - h) Outreach.
- 1.2.2 To effectively carry out specific major programs of the Church, the Board hereby establishes the following Standing Committees:
- a) Children's Religious Education Committee
 - b) Adult Religious Education Committee
 - c) Human Resources Committee
 - d) Worship Committee
 - e) Operational Finance Committee
 - f) Financial Canvass Committee
 - g) Neighbourhood Group Committee
 - h) Newcomers Committee
 - i) Garden and Grounds Committee
 - j) Building Maintenance Committee
 - k) Music Committee
 - l) Member Support Committee.
 - m) Fun & Fellowship
- 1.2.3 To carry out other functions of the Church, the Board may establish Operations Committees as required, including;
- a) Committee on Ministry
 - b) Lay Chaplaincy Committee
 - c) Youth Programs Committee
 - d) Recognition & Awards Committee
 - e) Investment Committee
 - f) Special Events Fund-Raising Committee
 - g) Care and Concern Committee
 - h) Editorial Board
 - i) Transportation Committee
 - j) Volunteer Co-ordination Committee
 - k) Arts and Aesthetics Committee
 - l) Library Committee
 - m) Denominational Affairs Committee

- n) Planned Giving Committee
- o) Health and Safety Committee
- p) Archives Committee
- q) Environment Committee
- r) Poverty Committee
- s) Social Justice Committee
- t) Committee on International Affairs and Governance
- u) Welcoming Congregation Committee.
- v) Publicity and Advertising Committee.

1.2.4 The Board hereby establishes a Policy Planning and Evaluation Committee that reports directly to the Board to assist in carrying out its responsibilities including the non-delegated functions listed in Section 1.1.6.

1.2.5 The Nominating Committee is established in Article VIII of the Bylaws and the Financial Review Committee is defined in Article IX of the Bylaws. These two committees are selected by the Congregation at the Annual General Meeting and report directly to the congregation.

1.2.6 Every Standing Committee and Operations Committee shall be a member of a specified Council.

1.2.7 The chairs of the Councils, Standing Committee and Operations Committee shall be appointed in the following manner:

a) The chairs of the Councils shall be appointed annually by the President. The chair of a Council need not be a Board Member.

b) The chairs of the Standing Committees shall be elected by the membership of the committee and affirmed by the Board for a two-year term. The chair of a Standing Committee may be re-elected once.

c) The chairs of the Operations Committees shall be elected by membership of the Committee.

1.3 Executive Committee

1.3.1 The President shall annually appoint the Executive Committee.

1.3.2 The Executive Committee may meet between Board Meetings to review matters impacting upon the operation of the Church and to prepare recommendations for the consideration of the Board.

1.3.3 The Executive Committee has only those decision-making powers specifically delegated to it by the Board.

1.4 Board Meetings

1.4.1 As specified in Article V Section 3 of the Bylaws, all Board meetings are open to the registered members of the Church. The agenda for all Board meetings shall include an opportunity for Church Members to ask questions.

- 1.4.2 In order to ensure confidentiality or to protect privacy interests, the Board may pass a motion to meet in-camera for a specific agenda item. In these cases the minutes of the meeting shall disclose the general nature of the matters under discussion and document the Board's decision, if any.
 - 1.4.3 As specified in Article V Section 2 of the Bylaws, one-half of the elected Trustees shall constitute a quorum for the transaction of business.
 - 1.4.4 As specified in Article V Section 1 of the Bylaws, a meeting of the Board may be called at any time by the President, or by any two Board Members. The time and place of Board Meetings shall be communicated to all Board Members. Normally, the Board meets monthly on a day to be decided by the Board.
 - 1.4.5 As specified in Article VI Section 5 of the Bylaws, the Board Secretary shall be responsible for keeping an accurate record of the transactions of the Board and general meetings and perform such duties as may be prescribed by the Board. A permanent record of all Board documents shall be maintained in a place of safe custody such as the Church office. As specified in Article V Section 4, draft minutes of all Board meetings are to be posted in the Church office within two weeks of the meeting.
- 1.5 Minister
 - 1.5.1 The Minister's duties are defined in the Minister's Letter of Agreement and the reporting relationship of the Minister is defined in the Church Bylaws.
- 1.6 Staff and Contractors
 - 1.6.1 All staff and contractors shall have a contract that specify their duties, pay, benefits and reporting relationships

CHAPTER TWO COUNCILS

- 2.1 Mandate
- 2.1.1 Each Council shall oversee the operation of all Committees within the Council.
- 2.1.2 Each Council has the authority to decide all operational issues involving the Committees within the Council that are within approved budget and approved policy.
- 2.1.3 Each Council has the authority to approve the Procedural Guidelines of the Committees within the Council

- 2.1.4 Each Council has the authority to move funding from Committee to Committee within the Council, provided the total approved revenues and expenditures of the Council are not altered.
- 2.1.5 Each Council shall facilitate clear and open communication among the Committees within the Council and between the Board and the Committees.
- 2.1.6 Each Council is accountable to the Board for meeting both its annual revenue and expenditure budget.
- 2.1.7 Each Council is accountable to the Board for completing those parts of the Five-year Plan assigned to that Council.
- 2.1.8 The only matters that must be referred to the Board for decision are:
 - a) Issues for which the Board has retained direct responsibility (Section 1.1.6)
 - b) Proposed amendments to approved Council budget totals.
 - c) Proposed amendments or additions to the Board Policy Manual.

- 2.2 Procedures and Practices
 - 2.2.1 Each Council shall meet (in person or electronically) at least three times a year.
 - 2.2.2 Minutes shall be kept of all Council meetings and a copy shall be sent promptly to the Church office.
 - 2.2.3 Annually each Council shall oversee the preparation of the proposed budget of each Committee within the Council. Each Committee budget shall identify both revenues and expenditures in a manner requested by the Operational Finance Committee.
 - 2.2.4 Annually each Council shall prepare an Annual Report that includes the activities of all the Committees on the Council. The Council Annual Report shall be submitted to the Church office by March 1 of the following year.
 - 2.2.5 When changes are made to the Committee budgets within the Council, the chair of the Council shall advise the Treasurer and the chair of the Operational Finance Committee.

- 2.3 Lifespan Learning Council
 - 2.3.1 The mandate of this Council is to oversee the programs that provide educational opportunities for spiritual development and the understanding of the Unitarian Universalist Principles by all ages in our congregation.
 - 2.3.2 The Standing Committees on this Council are Children's Education Committee, and the Adult Religious Education Committee.
 - 2.3.3 The Operations Committees on this Council is the Youth Programs Committee.

- 2.4 Administration Council
 - 2.4.1 The mandate of this Council is to oversee the management of personnel relations with the staff and Minister.
 - 2.4.2 The Standing Committee on this Council is the Human Resources Committee

- 2.5 Worship and Celebration Council

- 2.5.1 The mandate of this Council is to oversee the provision of diverse worship services and the music programs that embellish them.
- 2.5.2 The Standing Committees on this Council are the Worship Committee and the Music Committee.

- 2.6 Finance Council
 - 2.6.1 The mandate of this Council is to oversee the raising, collecting, and spending of all church funds, and to assist the Board in the development of long term Financial Plans.
 - 2.6.2 The Standing Committees on this Council are the Operational Finance Committee, and Financial Canvass Committee.
 - 2.6.3 The Operations Committees on this Council are the Special Events Fund-Raising Committee, the Investment Committee, Insurance Committee, and the Planned Giving Committee.

- 2.7 Social Responsibility Council
 - 2.7.1 The mandate of this Council is to raise the awareness with the membership of social, economic and environmental issues and to find solutions, often with the help of others, in a manner consistent with Unitarian Universalist Principles.
 - 2.7.2 The Operations Committees on this Council are the Social Responsibility Committee, Poverty Committee, the Environment Committee, the Social Justice Committee, and the Committee on International Affairs and Governance.
 - 2.7.3 This Council shall not take public positions on social, economic, or environmental issues on behalf of the church membership without specific permission of the Board or Congregation. However, the Council may speak out on its own behalf, or sponsor public events, or otherwise support various points of view, providing the Council expressly and clearly states that it acts only for itself and not the Church.

- 2.8 Congregational Life Council
 - 2.8.1 The mandate of this Council is to provide a growing, varied and vibrant social community with diverse opportunities for intergenerational integration, celebration and participation.
 - 2.8.2 The Standing Committees on this Council are the Newcomers Committee, the Member Support Committee and the Neighbourhood Group Committee.
 - 2.8.3 The Operations Committees on this Council are Care and Concern Committee, Transportation Committee, Library Committee, Fun and Fellowship Committee, and Recognition and Awards Committee

- 2.9 Property Management Council
 - 2.9.1 The mandate of this Council is to sustain and develop our property and buildings to optimally support the programs of the Church in the ways that honour and protect the environment.

- 2.9.2 The Standing Committees on this Council are Garden and Grounds Committee, and the Building Maintenance Committee.
- 2.9.3 The Operations Committee on this Council are the Health and Safety Committee, Archives & History Committee and the Arts and Aesthetics Committee.

- 2.10 Outreach Council
 - 2.10.1 The mandate of this Council is to enhance our visibility in the larger community by maintaining our linkages with other religious bodies, our Partner Church, adjacent Community organizations and nearby First Nations.
 - 2.10.2 The Operations Committees on this Council are the Denominational Affairs Committee, the Publicity and Advertising Committee, the Welcoming Congregation Committee, and the Editorial Board. and the Lay Chaplains Committee

CHAPTER THREE

STANDING COMMITTEES

- 3.1 Mandate
 - 3.1.1 The mandate of each Standing Committee is limited to the authority and responsibilities delegated to it by the Board as defined in this chapter of the Policy Manual.
 - 3.1.2 The chair of each Standing Committee is accountable to the chair of its Council for the Committee meeting its mandate in a manner consistent with established Policy and within approved budget, both revenue and expenditure.

- 3.2 Council Membership
 - 3.2.1 Each Standing Committee shall be a member of a Council.
 - 3.2.2 Each Standing Committee shall have a representative at all meetings of its Council.
 - 3.2.3 The chair of the Council is an ex-officio member of all committees on that Council.

- 3.3 Procedures
 - 3.3.1 Each Standing Committee shall meet regularly and minutes shall be kept of all meetings.
 - 3.3.2 Copies of minutes of each Standing Committee meeting shall be sent to the chair of their Council and to the Church Office.
 - 3.3.3 At the first meeting of the year, each Standing Committee shall review and update its Procedural Guidelines. The revised Procedural Guidelines shall be sent to the Council chair for approval. Copies of the approved Procedural Guidelines shall be sent to the Church Office.

- 3.4 Children's Religious Education Committee
 - 3.4.1 The Committee mandate is to:

- a) Educate succeeding generations of religiously literate children and foster in them a clear understanding of the Unitarian Universalist Principles.
 - b) Provide child minding at all worship Services and Congregational events.
 - c) Foster the planning and implementation of intergenerational events.
- 3.4.2 The Minister and the Director of Religious Education are ex-officio members of the Committee.
- 3.4.3 The Committee is a member of the Lifespan Learning Council.
- 3.4.4 In carrying out its mandate, the Committee shall ensure that all persons having direct contact with children have police record checks as required by law.
- 3.5 Adult Religious Education Committee.
- 3.5.1 The Committee mandate is to provide a full range of opportunities for the members of the church to:
- a) Enhance their understanding of the wonder and mystery of our existence.
 - b) Expand their appreciation of the Unitarian Universalist Principles.
 - c) Improve their skills in and understanding of church administration.
 - d) Broaden their understanding of requested areas of interest.
- 3.5.2 The Minister and the Director of Religious Education are ex-officio members of this Committee.
- 3.5.3 The Committee is a member of the Lifespan Learning Council.
- 3.5.4 Adult education programs offered by the Committee are not intended to generate funds for the Church or profit for the presenter. However, a charge may be made for any program to help offset costs associated with materials, books, honoraria, food and administration.
- 3.6 Worship Committee
- 3.6.1 The Committee mandate is to:
- a) Plan and facilitate worship services for Sundays when the Minister is not in the pulpit.
 - b) Plan and facilitate such other worship activities, including interfaith activities, as may be appropriate.
- 3.6.2 The Minister is an ex-officio member of this Committee.
- 3.6.3 The Committee is a member of the Worship and Celebration Council.
- 3.7 Music Committee.
- 3.7.1 The Committee mandate is to:
- a) Plan the development and growth of the choir and to provide support for the choir and Music Director.
 - b) Encourage and promote participation in a wide variety of musical programs and events to members and the larger community, including supporting alternative musical experiences through soloists or instrumental groups.
- 3.7.2 The Committee is a member of the Worship and Celebration Council.

3.8 Newcomers Committee.

3.8.1 The Committee mandate is to:

- a) Actively encourage membership in the Church.
- b) Promote a welcoming and caring atmosphere for all members, friends and visitors.
- c) Oversee the orientation and induction of new members and their integration into the life of the Church.

3.8.2 The Committee is a member of the Congregational Life Council.

3.9 Garden and Grounds Committee.

3.9.1 The Committee mandate is to:

- a) Maintain the Church property in a manner consistent with the Land Use Plan and with sustainable environmental practices.
- b) Oversee the acceptance of all donated plants, trees and scrubs.
- c) Prepare recommendations for changes to the Land Use Plan.
- d) Monitor the health of the trees on the property and to advise the Council when an unhealthy tree needs to be removed.

3.9.2 The Committee is a member of the Property Management Council.

3.10 Building Maintenance Committee

3.10.1 The Committee mandate is to:

- a) Maintain the buildings and support works (water, sewer and fire prevention systems) in good working condition and to a standard that meets all Provincial and Municipal requirements.
- b) Ensure that repairs and operation of the buildings are consistent with prudent environmental practice.
- c) Oversee the expenditure of all funds spent on building maintenance.
- d) Keep an accurate log of all repairs and maintenance work.
- f) Advise the Council on the impact of any proposed long-term lease contracts.

3.10.2 The Committee is a member of the Property Management Council.

3.11 Neighbourhood Groups Committee.

3.11.1 The Committee mandate is to oversee the maintenance of the Neighbourhood Groups for the purposes for providing the membership with a local focus for fellowship, discussion and pastoral support.

3.11.2 The Committee is a member of the Congregational Life Council.

3.12 Human Resources Committee.

3.12.1 The Committee mandate is to:

- a) Oversee the recruitment and hiring (subject to Board approval) of all church staff, except the Minister.

- b) Negotiate the contracts of all church staff, except the Minister. All staff contracts must be approved by the Board.
- c) Conduct regular performance evaluation of all staff, including the Minister.
- d) Recommend annually to the Board any changes to staff salary.
- e) Recommend annually to the Board any staff development or training needs of the staff.
- f) Recommend to the Board on matters related to disciplinary action or dismissal of staff.

3.12.1 The Committee is a member of the Relations Council

3.13 Operational Finance Committee

3.13.1 The Committee mandate is to:

- a) Prepare the annual operating budget of the Church.
- b) Monitor the revenue and expenditure activities of Church.
- c) Alert the chair of Finance Council of any significant deviation from the approved operating budget.

3.13.2 The Committee is a member of the Finance Council.

3.14 Long Term Financial Planning Committee

3.14.1 The Committee mandate is to:

- a) Monitor the overall financial health of the church.
- b) Recommend amendments to the financial structure of the Church to ensure its long-term well-being.

3.14.2 The Committee is a member of the Finance Council.

3.15 Canvass Committee

3.15.1 The Committee mandate is to oversee the annual all member canvass.

3.15.2 The Committee is a member of the Finance Council.

3.16 Member Support Committee

3.16.1 The Committee mandate is to:

- a) Actively seek to engage members in the life and work of the Church
- b) Promote retention of members

3.16.2 The Committee is a member of the Congregational Life Council.

CHAPTER FOUR

OPERATIONS COMMITTEES

4.1 Mandate

- 4.1.1 The mandate of each Operations Committee is limited to the authority and responsibilities delegated by the Board as defined in this Chapter of the Policy Manual.
- 4.1.2 The chair of each Operations Committee is accountable to the chair of their Council for achieving the Committee mandate within established policy and within approved budget, both revenue and expenditure.

- 4.2 Procedures
 - 4.2.1 Minutes shall be kept of all meeting of the Operations Committees. Except for the Committee on Ministry, the chair of each Operations Committee shall ensure that copies of Committee meetings are sent to the chair of their Council.
 - 4.2.2 During the first meeting each year each Operations Committee shall review and update its Procedural Guidelines. The revised Procedural Guidelines shall be sent to the Council chair for approval. Copies of the revised Procedural Guidelines shall be sent to the Church Office.

- 4.3 Committee On Ministry
 - 4.3.1 The mandate of this Committee is to enhance the quality of the Ministry with the congregation. It serves as a communication channel between the Minister and the congregation. The Committee shall annually review the performance of the Minister and submit an annual compensation recommendation to the Human Resources Committee.
 - 4.3.2 The Committee shall consist of four members appointed by the Board from a list of eight submitted by the Minister. The normal term of appointment to the Committee shall be two years, such that two members will be continuing each year. Should a vacancy occur, the Board shall choose a replacement from among three names submitted by the Minister.

- 4.4 Lay Chaplaincy Committee
 - 4.4.1 The Committee mandate is to:
 - a) Search out candidates for the role of Lay Chaplain, to recommend selected persons to the Board and ultimately the congregation for appointment or re-appointment, as appropriate.
 - b) Ensure Lay Chaplains and prospective Lay Chaplains receive appropriate and adequate training.
 - c) Oversee the development of the contract for new Lay Chaplains.
 - d) Review the performance of the Lay Chaplains and recommend to the Board renewal or termination of Lay Chaplains' Contracts.
 - e) Review the fee structure of Lay Chaplains and make recommendations to the Board for appropriate changes. The fee structure shall clearly set out the relationship of the Lay Chaplains to the Minister in the provision of services to Members.
 - f) Maintain a liaison with the CUC Committee on Lay Chaplaincy and Ministry.

4.4.2 The Committee shall consist of a minimum of four church members. The lay Chaplains, the Minister and the President are all ex-officio Committee members.

4.5 Youth Programs Committee

4.5.1 The mandate of the Committee is to provide a youth program to encourage open, honest communication, service to others, fun and fellowship, and connections with the church membership and the wider denomination.

4.5.2 The Minister and Director of Religious Education are ex-officio members of this committee.

4.5.3 The Committee shall consist of two adult church members and all youth leaders. All youth leaders must be 25 years of age or older, and must have passed a criminal records check.

4.6 Recognition and Awards Committee

4.6.1 The mandate of the Committee is to develop and administer programs which recognize and celebrate the achievements of church members who have given long service or have made a particularly noteworthy contribution to the life of the church and/or the larger Unitarian movement. In particular, the Committee shall be responsible for recommending to the congregation candidates for appointment as Church Elders.

4.6.2 The Committee shall consist of at least two adult church members.

4.7 Investment Committee.

4.7.1 The mandate of the Committee is to advise the Treasurer on the prudent and safe management of short and long term investments. The Committee shall review the performance of the church investments at least once a year and prepare a report for the chair of the Finance Council.

4.7.2 The Committee shall consist of at least three members of the church plus the Treasurer who shall not chair the Committee.

4.8 Special Events Fund-Raising Committee.

4.8.1 The mandate of the Committee is to organize at least two major fund-raising events each year.

4.8.2 The Committee shall consist of at least three members of the church.

4.9 Care and Concern Committee

4.9.1 The mandate of the Committee is to provide support and comfort to all members in times of illness, grief, or other pressing circumstances.

4.9.2 The Committee shall consist of at least two Church members plus a representative from each Neighbourhood Group.

4.10 Editorial Board

- 4.10.1 The mandate of the Board is to oversee the production of the monthly Newsletter and to make it available to all church members during the last Church service of each month.
- 4.10.2 The Board shall consist of at least three members of the Church and the Church Administrator who shall not be the chair.
- 4.10.3 The Board shall approve all advertisements included in the Newsletter.
- 4.10.4 All complaints on the content of the Newsletter shall be referred to the Board. Matters that cannot be resolved by the Board shall be sent to the chair of the Congregational Life Council.

4.11 Transportation Committee

- 4.11.1 The mandate of the Committee is to provide safe reliable transport service to Church members who request it for the Sunday Service.
- 4.11.2 The Committee shall consist of at least one member of the Church.

4.12 Volunteer Co-ordination Committee

- 4.12.1 The mandate of the Committee is with the assistance and support of the Office Administrator, to maintain an inventory of skills and interests of the Church membership and to assist committee chairs in maintaining the membership of their committees.
- 4.12.2 The Committee shall consist of at least two members of the Church.

4.13 Arts and Aesthetics Committee

- 4.13.1 The mandate of the Committee is to recommend to the chair of the Property Management Council on matters related to the aesthetics of the buildings and grounds and on matter related to the placement or removal of pieces of art.
- 4.13.2 The Committee shall consist of at least two members of the Church.
- 4.13.3 No changes to the Chancel (front) wall of the Sanctuary may be made without the approval of the Board.

4.14 Library Committee

- 4.14.1 The mandate of the Committee is to manage the Church library and to make available to church members books and periodicals of interest to Unitarians.
- 4.14.1 The Committee shall consist of at least two members of the Church.

4.15 Denominational Affairs Committee

- 4.15.1 The mandate of the Committee is to:
 - a) Keep abreast of events occurring in the CUC, PNWD, UUA, and IARF and to advise the Board and Church membership on opportunities to participate in events or programs offered by these agencies.
 - b) Represent the Church on the Vancouver Island Unitarian Committee that organizes an annual conference and summer camp.
 - c) Manage our relationship with our Partner Church.
- 4.15.2 The membership of this Committee shall consist of at least three members of the Church.

4.16 Planned Giving Committee

4.16.1 The mandate of the Committee is to:

- a) Provide information in the form of literature and seminars to the congregation regarding estate planning and planned giving.
- b) Represent the Church in its relationship with the First Unitarian Church of Victoria Foundation.

4.16.2 The membership of the Committee shall consist of at least two Church members.

4.17 Health and Safety Committee

4.17.1 The mandate of the Committee is to:

- a) Investigate all complaints related to health and safety of church grounds or premises.
- b) Initiate inquiry into health and safety issues it deems worthy of attention.

4.17.2 Where appropriate, prepare recommendations to the President or any Council chair.

4.17.3 The membership of the Committee shall consist of at least two Church Members and a staff representative appointed by the Minister.

4.18 Archives Committee

4.18.1 The mandate of the Committee is to oversee the preserving of church records, including video tapes and computer records for historical purposes. Records deemed not to have historical significance, shall be destroyed in the manner described in Section 6.6 of this Policy Manual.

4.18.2 The membership of the Committee shall consist of at least two Church members.

4.19 Poverty Committee

4.19.1 The mandate of the Committee is to:

- a) Keep the membership aware of the challenges faced by the poor in our community
- b) Provide opportunities for the membership of the Church to assist those experiencing financial hardship.
- c) Prepare food for those in need.

4.19.2 The membership of this Committee shall consist of at least two members of the Church.

4.20 Social Justice Committee

4.20.1 The mandate of the Committee is to:

- a) Monitor the challenges faced by First Nations, minorities, and individuals unable to make their voice heard.
- b) Alert the Church membership of observed injustices and encourage an appropriate response.
- c) Encourage other organizations to participate in joint action to ensure justice prevails.

4.20.2 The membership of the Committee shall consist of at least two members of the Church.

4.21 Environment Committee

4.21.1 The mandate of the Committee is to:

- a) Advise the Board and Council chairs on matters related to safe and prudent environmental practices associated with the maintenance and operation of Church property and facilities.
- b) Raise the understanding of the Church membership of matters related to the local and global environment.
- c) To work with other organizations to encourage the movement toward prudent environment decision-making in our community and nation.

4.21.2 The membership of the Committee shall consist of at least two members of the Church.

4.22 International Affairs and Governance Committee.

4.22.1 The mandate of the Committee is to:

- a) Monitor local, national and international events and, when appropriate, devise methods of bringing Unitarian Universalist Principals to bear upon them.
- b) Observe governments at all levels and, when appropriate, encourage the application of open communication and democratic decision-making.
- c) Raise the understanding of the Church membership of political issues of the day and of opportunities to enhance the openness our democracy.

4.22.2 The membership of the Committee shall consist of at least two members of the Church.

4.23 Welcoming / Celebrating Diversity Committee

4.23.1 The mandate of the Committee is to ensure that all aspects of Church programs and operations are open and welcoming to all regardless of sex, color, age, or sexual orientation.

4.23.2 The membership of the Committee shall consist of at least two members of the Church.

4.24 Publicity and Advertising Committee

4.24.1 The mandate of this Committee is to increase awareness of our Church in the community through our website, brochures, and advertisements and by publicizing special events on our premises.

4.24.2 The membership of the Committee shall consist of at least two members of the Church.

4.25 Fun and Fellowship Committee

4.25.1 The mandate of this Committee is to provide regular opportunities for church members and friends to celebrate the joy of life, our common humanity, our openness to diversity and our shared desire for spiritual growth. These opportunities for social interaction shall include conversation after service and in midweek, intergenerational gatherings and seasonal events of our heritage.

4.25.2 The membership of the Committee shall consist of at least five members of the Church.

CHAPTER FIVE

FINANCIAL AFFAIRS

5.1 Accountability

5.1.1 The Board is accountable to the congregation for all matters related to the financial affairs of the Church.

5.1.2 The Treasurer is accountable to the Board and the congregation to ensure that all financial matter within the Church are conducted in a manner consistent with the Church Bylaws, Board Policy, the Federal, Provincial, and Municipal Tax legislation and good accounting procedures.

5.2 Revenue Collection.

5.2.1 All revenues or assets of any kind contributed to the church or raised during a Church function must pass through the hands of the Treasurer or Church Administrator.

5.2.2 All funds received by the Church shall be promptly deposited in the bank or invested in a manner directed by the Treasurer.

5.2.3 All assets, physical or financial, donated to the Church shall be evaluated by the Treasurer and tax receipts will be issued where appropriate.

5.3 Expenditures

5.3.1 As specified in Article X Sections 1 and 2 of the Bylaws, the Signing Officers for any bank account operated by, or about to be operated by the Church, shall be any two of the following: President, Treasurer and three other elected Board Members appointed by the Board. The signature of any one of the signing officers shall be sufficient for inter account transfers of funds, including transactions involving Term Deposits, but this authority shall not extend to withdrawal of funds from any of the Church Accounts.

5.3.2 The chair of each Church Committee and/or a person designated by the Committee is a designated financial officer for that Committee. All requests for payment of invoices by Committees must be submitted on the appropriate requisition form and signed by the Committee financial officer. If the Committee financial officer is not available, the appropriate Council chair may sign the requisition form. In the event that neither is available and payment of the invoice is urgent, the Treasurer may sign the requisition form and prepare the cheque.

5.3.3 All invoices submitted by staff for payment must be signed by the staff member accountable for that budget line item.

- 5.3.4 In the event of an emergency, any expenditure may be made with the approval of the Treasurer or the President.
- 5.3.5 When the Board gives specific approval, a staff member may be issued a credit card for the sole purpose of paying accounts directly related to Church business. The Treasurer shall regularly review the credit card use to ensure the staff member is using the card in a manner consistent with Board instructions.

- 5.4 Annual Operating Budget.
- 5.4.1 As specified in Article XI Sections 11 of the Bylaws, the fiscal year begins on January 1 of each year and ends on December 31,
- 5.4.2 The end of each fiscal year, the chair of the Operational Finance Committee shall prepare an Annual Operating Budget (AOB) for the next fiscal year. Unless specifically instructed by the Board, the AOB shall be balanced or forecast a modest surplus.
- 5.4.3 In the preparation of the AOB, the chair of the Operational Finance Committee may consult with the Committee financial officials, Church staff, the Minister, the Treasurer, Council chairs, the Board and others.
- 5.4.4 The AOB shall include all revenue and expenditures related to:
 - a) Church programs, staff salary and benefits, and office expenditures,
 - b) Building and grounds maintenance, and mortgage payments
 - c) Special projects funded by special fund raising events.
- 5.4.5 Early in the fiscal year, the proposed AOB shall be presented by the chair of the Operational Finance Committee and/or the chair of the Finance Council to the membership at a Congregational Meeting for adoption.

- 5.5 Fundraising Events
- 5.5.1 The chair of the Finance Council must approve all special activities in the Church that result in the raising of significant funds from the membership or the surrounding community.
- 5.5.2 All funds collected at these events must be given to the Treasurer, or persons designated by the Treasurer. No expenses are to be paid directly out of cash receipts.
- 5.5.3 Upon request, the Treasurer may issue a float to cover setup costs and to provide change for cash transactions. At the end of the fund raising activity, a full accounting of the expenditures taken from the float must be submitted to the Treasurer.

- 5.6 Annual Membership Canvass
- 5.6.1 Each fall the chair of the Canvass Committee shall conduct a canvass of all church members and friends, seeking financial pledges for the upcoming fiscal year.
- 5.6.2 The plan for conducting the fall canvass must be submitted to the chair of the Finance Council in August for approval.
- 5.6.3 The chair of the Canvass Committee shall take steps to ensure that the pledge information is handled confidentially as required by the Church Bylaws.

5.6.4 The chair of the Canvass Committee shall report the results of the canvass to the chair of the Finance Council and the chair of the Operational Finance Committee by December first.

5.7 Capital Campaign

5.7.1 The congregation may approve a capital campaign to raise money for a major capital project.

5.7.2 The Treasurer shall obtain approval of the Federal Minister of Finance to issue tax receipts for the money raised before the campaign begins.

5.7.3 The Board shall appoint a Capital Campaign Manager, who will assume responsibility for all aspects of the Capital Campaign.

5.7.4 All funds raised in a Capital Campaign shall be held separately from all other funds in the church and are to be used only for the purposes of completing the capital project.

5.7.5 At the end of the project, a full accounting of the revenues and expenditures for the project shall be made to the membership at a Congregational Meeting and it shall decide on matters related to any shortfall or surplus of funds.

5.8 Rental Donations

5.8.1 In January of each year, the Property Council shall submit to the Board for its approval a suggested rental donation schedule for the use of the Church buildings and grounds.

5.8.2 The Church Administrator shall oversee the advertising and scheduling of events in the Church buildings and on the Church grounds in accordance with Section 6.3 of this Policy Manual

5.8.3 The Church Administrator shall collect the rental donation for use of Church assets in accordance with the rental donation schedule approved by the Board. Deviations from this schedule are permitted in special circumstances with the permission of the chair of the Property Council.

5.9 Monthly Financial Reporting

5.9.1 At each monthly Board meeting, the Treasurer shall submit a report on the status of revenues and expenditures as related to the Annual Operating Budget and the status of Trust and Discretionary Funds.

5.10 Annual Report and Financial Review.

5.10.1 Each year at the Annual General Meeting, the Treasurer shall present a full reporting of all aspects of the Church finances for the previous year in accordance with Article XI Section 10 of the Bylaws.

1.1.2 The Treasurer shall ensure that the Financial Review Committee is given full and easy access to all financial records and accounts. The report of the Financial Review Committee shall be tabled at the AGM in accordance with Article IX Section 1 of the Bylaws.

5.10.3 In accordance with Article VI Section 8, the Board shall table a report on insurance coverage at each Annual General Meeting.

5.11 Special Funds

5.11.1 In accordance with Article XI of the Bylaws, the Board may establish Trust Funds, Discretionary Funds and Revolving Funds to manage the revenues of the Church.

5.11.2 The revenues in these Funds shall be invested, in accordance with Article XI Section 12 of the Bylaws, by the Treasurer following consultation with the Investment Committee. The increase in value of the investments shall be prorated annually among the Trust Funds and Discretionary Funds.

5.11.3 The interest, dividends and monthly distributions from the investments shall be credited as "Investment Income" in the Annual Operating Budget and may be assigned by the Board to specific program areas.

5.11.4 Each Trust Fund and Revolving Fund shall have a designated financial official. To withdraw money from one of these funds, a requisition form must be completed and signed by the designated financial official for that fund

5.11.5 The Board may extinguish a Revolving Fund and Trust Fund at any time with the approval of the designated financial official.

5.12 Endowment Fund and Mortgage Fund.

5.12.1 The Board has approved the establishment of an Endowment Fund to enhance the long-term fiscal viability of the Church.

5.12.2 The target balance for the Endowment Fund is the total Annual Operating Budget.

5.12.3 All permanent withdrawals from the Endowment Funds must be approved by the membership at a Congregational Meeting. The Treasurer may borrow from the Endowment fund to deal with short-term revenue shortfalls, but all such borrowing must be repaid by the end of the fiscal year with interest at prime plus one percent.

5.12.4 The Board has approved the establishment of a Mortgage Fund. All monies donated to this fund are committed to reducing the size to the Church mortgage.

5.13 Undesignated Gifts

5.13.1 The assignment of Undesignated Gifts with a value of \$5000 or less shall be the responsibility of the Treasurer.

5.13.2 The assignment of Undesignated Gifts with a value of over \$5000 shall be the responsibility of the Board.

5.14 Large Financial Commitments

5.14.1 The negotiation and management of the Church mortgage shall be the responsibility of the Treasurer. Both the Treasurer and the President shall sign the Church Mortgage.

5.14.2 The President shall sign all contracts with staff, consultants, architects and contractors.

5.14.3 The President shall sign all church use contracts with a term longer than two months.

CHAPTER SIX

OPERATIONAL POLICY

- 6.1 Lay Chaplains
 - 6.1.1 The Board shall review all recommendations from the Lay Chaplaincy Committee regarding the appointment of new Lay Chaplains prior to the matter being put before the congregation for decision. The Board shall confirm that the applicant(s) have fully met the requirements of the CUC Committee on Lay Chaplaincy and Ministry.
 - 6.1.2 The fee structure of the Lay Chaplains that includes requirements for the provision of services to members and for use of church facilities must have Board approval.

- 6.2 Abuse of Power in the Event of Verbal, Emotional, Intellectual, Spiritual, Physical, and/or Sexual Abuse
 - 6.2.1 The “Congregational Covenant of Good Relations” (September 1997) of the First Unitarian Church of Victoria, Victoria BC, contains guidelines regarding respect between people associated with the congregation.
 - 6.2.2 The members of the First Unitarian Church of Victoria, through their Board of Trustees, in consultation and with the approval of the Minister will suggest three trusted people, any one of whom may be approached, to listen to concerns arising as a result of any experience of abusive behavior by people associated with the congregation. These three people will be available in a counseling / consulting capacity for these special conversations. These three people will be invited to be involved.
 - 6.2.3 These appointments will be reviewed by the Board of Trustees on an annual basis before the Annual General Meeting.
 - 6.2.4 Each and every person associated with the First Unitarian Church of Victoria has the right to confidentiality regarding any of these special conversations except under the following conditions:
 - 6.2.4.1 if neglect or abuse of a child is suspected
 - 6.2.4.2 if there is a court order to produce documentation (see below.)
 - 6.2.4.3 if there is a signed and witnessed Release and Exchange of Information which states, in part, the understanding “that any information will not be sent through “public” communication corridors (for example: cordless phone, cell phone, FAX, email, etc.) The requested information will be relayed by private “ear to ear” telephone conversation (for example, not on “speaker” phone); and/or by letter correspondence sent by Canada Post designated PRIVATE AND CONFIDENTIAL.
 - 6.2.4.4 This correspondence is not to be available to others, except to the named person(s) and if necessary her/his appointed staff in the course of carrying out their assigned duties relating to the situation and is considered null and void 30 days from the witnessed date of signing.

- 6.2.5 Formal written notation describing the situation(s) will be made in collaboration with those involved in the conversations. These notes will be filed in a double-locked secured location determined as safe by the Board of Trustees. These documents will be released only as described in section 6.2.4. Reporting of events will be guided by the Confidentiality exceptions as described in 6.2.4.

- 6.3 Discipline or Expulsion of Members.
 - 6.3.1 The church Bylaws (section 2.12) authorizes the Board to exercise the power to discipline or expel any member.
 - 6.3.2 To assist the Board in carrying out these responsibilities the Board may establish a Conflict Management Team, and a Sexual Misconduct Team. Members of these teams will be given special training and they may establish guidelines to assist the membership in dealing with these matters.
 - 6.3.3 In exercising this authority the Board shall be mindful to meet the requirements of natural justice and fundamental fairness.
 - 6.3.4 Sexual misconduct includes:
 - a) Sexual Harassment—any action, word, gesture, physical contact or situation that is unwanted, that the perpetrator knows or ought reasonably to have known would be unwanted, and that diminishes sexual dignity or integrity.
 - b) Sexual Exploitation—any sexual harassment in which the perpetrator is in a position of superior authority or of a special trust relationship, as for example parent/child, teacher/student, minister/church member, older/younger sibling relationships.
 - c) Sexual Assault—any sexual harassment that includes uninvited touching of any part of the body.
 - 6.3.5 Any complaints against a member must be made in writing to a member of the Board.
 - 6.3.6 The President shall review all complaints and, if deemed appropriate, refer the matter to the Conflict Management Team, the Sexual Misconduct Team or a mediator for examination and preparation recommendations to the Board. To protect the reputations of those involved, all or portions of the examination may be held in closed session.
 - 6.3.7 The grounds for discipline or expulsion include;
 - a) Grave breaches of the law.
 - b) Sexual misconduct.
 - c) Serious moral misconduct
 - d) Repeated flagrant disruptive behavior
 - e) Conduct tending to bring the good name and reputation of the church into disrepute.
 - 6.3.8 Discipline or expulsion shall only be considered after appropriate attempts at mediation have failed.
 - 6.3.9 Upon receipt of the recommendations of the Conflict Management Team, the Sexual Misconduct Team or the appointed mediator, the Board shall:

- a) Provide a copy of the recommendations to the person complained about.
- b) Set a time and place where the Board will consider the recommendations and any submissions from the person complained about.
- c) At a subsequent time, meet in private and decide the matter.

6.3.10 Disciplinary measures include:

- a) Apologies
- b) Agreement to refrain from repeating the offensive action
- c) Loss of office or position within the church
- d) Suspension of some or all of member privileges for a period of time.
- e) Restitution
- f) Expulsion

6.3.11 The decision of the Board on a disciplinary hearing shall be in writing and shall be given to the person complained about. The President shall make a short report to the next congregational meeting on the matter.

6.3.12 After the Board makes its decision, the files and records of the examination of the complaint shall be kept strictly confidential unless otherwise instructed by the congregation.

6.4 Church Premises and Grounds Use Policy

6.4.1 The Church Administrator shall make all bookings of church premises and grounds. In accepting bookings the Church Administrator shall be mindful of the regular church events which use the church grounds and premises.

6.4.2 All church bookings are made on a first come basis. If a booking conflict arises, the matter shall be resolved by the chair of the Property Management Council.

6.4.3 Church premises may be booked for the following purposes:

- a) Church worship services and committee meetings and special church functions
- b) Rites of passage for church members and their families.
- c) Functions of external groups whose purposes and objectives do not conflict with Unitarian Principles.

6.4.4 The following rules shall govern all bookings of church premises and grounds:

- a) No smoking is allowed in or near any church premises.
- b) The Fire Code and all relevant municipal requirements must be observed.
- c) Liquor may be served provided all licensing requirements are met.
- d) Church kitchens and equipment are not to be used without specific permission.

6.4.5 All requests for church building and grounds use for periods longer than one month but less than two months must be sent to the Property Management Council for decision; any such request for periods longer than two months must be sent to the Board for decision.

6.5 Human Resources

6.5.1 All relations with staff shall be guided by the following principles:

- a) Full conformity with relevant Provincial and Federal legislation on employment including the

- b) Employment Standards Act of British Columbia.
 - c) Fundamental fairness, equity, and natural justice.
 - d) Fair and equitable wages
 - e) Respect for confidentiality and privacy where appropriate.
- 6.5.2 Acts of discrimination or harassment by or against any employee by reason of race, creed, color, age, gender, marital status, nationality, ancestry, ethnic origin, family relations, sexual orientation, political affiliation will not be tolerated.
- 6.5.3 A staff person may become a member of the church, but may not serve on the Board or other committees if a potential for a conflict of interest exists.
- 6.5.4 All staff contracts shall be negotiated by the Human Resources committee and shall be signed by the employee and President.
- 6.5.6 The Board is the only body in the church that has the authority to hire or dismiss staff.
- 6.5.7 All persons involved in providing services to children or youth shall have a criminal record check.
- 6.6 Conflict of Interest
- 6.6.1 Trustees, staff, and members conducting the business of the Church shall take care to ensure that the best interests of the Church take precedence over private interests.
- 6.6.2 Trustees, staff and members conducting the business of the Church on finding that a potential conflict of interest exists shall advise the President and withdraw from the matter.
- 6.6.3 Trustee, staff and members conducting the business of the Church on finding themselves in a conflict of interest shall immediately advise the President in writing.
- 6.6.4 Except in rare cases, the Board shall not authorize transactions from which a Trustee, staff member, or person conducting the business of the Church may derive a unique benefit.
- 6.6.5 If it is deemed in the best interests of the Church to do so, the Board may make a decision that directly benefits a Trustee, staff member or a member conducting the business of the Church, provided the person involved is not present when the vote is taken and decision is approved by at least 75% of those qualified to vote.
- 6.7 Records: Security and Disposal
- 6.7.1 All church records, including financial statements, correspondence, reports, and committee documents are considered property of the church and not of any particular member, committee, or office holder.
- 6.7.2 The Church Administrator, in conjunction with the Treasurer, shall be accountable for the security of all church records.
- 6.7.3 Confidential records are only available to
- a) President
 - b) Treasurer
 - c) Church Administrator
 - d) Minister

- e) Persons specifically identified by the President or the Treasurer.
- 6.7.4 Church records shall be kept for the following periods:
- a) minutes of Board and Congregational Meetings—10 years
 - b) minutes of Council and Committee Meetings—3 years
 - c) Church Correspondence—5 years
 - d) Financial records—7 years.
 - e) Staff Contracts—7 years
- 6.7.5 Any destruction of Church records before the time periods defined in Section 6.6.4 have lapsed must be specifically approved by the Board.
- 6.7.6 When the time periods defined in Section 6.6.4 have lapsed, the Church Administrator shall turn the expired Church records over to the Archives Committee.
- 6.7.7 Those expired Church records that the Archives Committee does not want shall be destroyed by the Church Administrator in the following manner:
- a) Financial records involving members' pledges and contributions, personnel records and contracts, confidential files, and files deemed sensitive by the Church Administrator shall be shredded and sent to paper recycling
 - b) The remainder shall be sent to paper recycling.
- 6.8 Memorial Garden
- 6.8.1 The Board may appoint a Memorial Garden Advisory Group (MGAG). The mandate of the MGAG is to be responsible for all aspects of construction, maintenance, plaque placement, and record keeping related to the Memorial Garden and Wall and the Path of Remembrance.
- 6.8.2 On the advice of the Property Management Council, the Board will appoint five people to serve as the Memorial Garden Advisory Group (MGAG – the Advisory Group) and their replacements from time to time as recommended by the Advisory Group through Council. One of the five appointees is to be recommended by the Lay Chaplaincy Committee and another appointee recommended by the Committee, Group, or Individual, as the case may be from time to time, responsible for Garden and Grounds. The minister shall be an ex officio member of the Group.
- 6.8.3 The Group will review the composition of the Group and the roles of Group members annually and report to the Council or Board with recommendations for approval of new members or new chairs as needed from time to time.
- 6.8.4 Factors to consider in carrying out the annual membership review include
- a) institutional problem of committees being criticized for losing touch or becoming insensitive to changing times
 - b) loss of interest and/or burnout
 - c) health issues
 - d) vacancies
 - e) providing opportunities for individual spiritual growth and contribution by periodically shifting responsibilities.

- 6.8.5 Group members will serve for a two-year term, renewable, with three and two of the five positions in the group expiring in alternate years.
- 6.8.6 The Treasurer shall establish a Memorial Garden Fund. Contributions for installation of memorials, and for maintenance and development of the Memorial Garden and Path of Remembrance shall be deposited in this Fund.
- 6.8.7 Ashes may be scattered along the Path of Remembrance but not interred. Ashes may not be scattered on or near the Memorial Wall.

6.9 Use of alcoholic beverages

- 6.9.1 The policy of the Church with respect to the serving of alcoholic beverages at any and all church events shall follow the laws of the Province of British Columbia. The organizers of each event shall be responsible for ensuring that such laws are upheld.
- 6.10 Relationship to Bylaws
 - 6.10.1 In any perceived conflict in the wording between the Bylaws and the Policy document, the wording of the Bylaws shall prevail.

6.11 Fundraising

- 6.11.1 Fundraising for programs or operations for the Church is encouraged but must be approved either by the appropriate council chair or Finance Council chair.
- 6.11.2 Members may not profit personally from any portion of funds raised on behalf of the Church.
- 6.11.3 Fundraising on Church premises by non-Church groups must be approved by the Finance Council chair, adhering to the following guidelines:
 - a) Fundraising sales must directly reflect the purpose and/or mandate of the group.
 - b) Groups must be non-profit as defined by the Canada Revenue Agency (“*social welfare, civic improvement, pleasure or recreation, any other purpose except profit*”).
 - c) Liability for any goods that are lost, damaged or stolen rests solely with the outside group.

6.12 Sale of Goods and Services

- 6.12.1 Members and contributing friends may advertise goods and services in Church publications, on payment of an appropriate fee.

6.12.2 Members who advertise goods in Church publications may deliver to Church premises, with approval of the Finance Council chair.

6.12.3 Members and non-members approved by the Arts and Aesthetics Committee may display items (eg. arts and crafts) for sale on Church premises. The Church shall retain 15 per cent of the sold price on each item as rental fee. Liability for any items lost, damaged or stolen rests solely with the individual.

6.13 Membership List

6.13.1 Church directories of names, mail and email addresses, and telephone numbers of members and contributing friends are for private use and may not be used for commercial purposes.