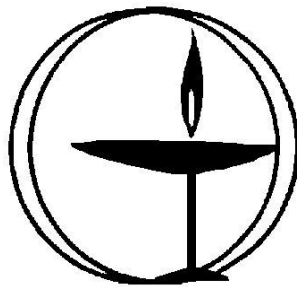


POLICY MANUAL & PROCEDURE GUIDELINES



Unitarian Universalist Fellowship of Stanislaus County

2172 Kiernan Avenue
Modesto, California
(209) 545-1837

www.stanuu.org

The Unitarian Universalist Fellowship of Stanislaus County is a vibrant diverse community for all ages, where opportunities exist for religious, intellectual and spiritual growth. We value justice, service and respect for our world and welcome individuals who seek Fellowship, healing and a caring connection.

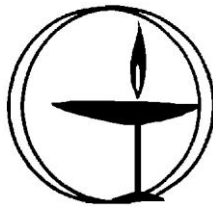


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Unitarian Universalist Fellowship of Stanislaus County

INTRODUCTION

The rules and regulations governing the Fellowship have been divided into two parts ... the By-Laws, which are brief, basic and are approved by the Fellowship, and the procedures which are changed and approved by the Board to expand the details required to carry out the By-Laws.

By-Laws may be changed only by a vote of the Fellowship members at a meeting called for that purpose. The reason for the division is to allow minor changes to be made by the Board of Directors to adapt the procedures to changing conditions. The procedures must always fall within the framework of the By-Laws.

BY-LAWS

ARTICLE I: NAME, INCORPORATION, TAX STATUS, REVERSION OF ASSETS

The name of the society is the Unitarian Universalist Fellowship of Stanislaus County, referred to herein as the Fellowship.

This society is a religious non-profit corporation organized under the laws of the State of California and shall be maintained in accordance with the requirements for exemption from taxation under the Internal Revenue Code of the United States and the Revenue and Taxation Code of the State of California.

With respect to the distribution of assets in the event of dissolution of the corporation, Article III of the Articles of Incorporation shall be implemented by the distribution of all assets, both real and personal, remaining after payment of all outstanding debts, including all property previously or subsequently donated to the Fellowship, to the Unitarian Universalist Association, 25 Beacon Street, Boston, Massachusetts, or its successor, subject to all applicable laws.

(Amendment passed May 21, 2006)

ARTICLE II: PURPOSE

The purpose of the Fellowship is to join together in a quest for religious and ethical values and to apply these values to development of character, enrichment of spirit, enjoyment of life, and affiliation with and service to the larger community

ARTICLE III: DENOMINATIONAL AFFILIATION

The Fellowship shall be a member of the Unitarian Universalist Association of the Pacific Central District of the Association.

ARTICLE IV: MEMBERSHIP

Section 1. We welcome any person, sixteen years of age or older, without regard to race, religion, sex, place of national origin, lifestyle or sexual orientation. Any person sixteen years of age or older, demonstrating a willingness to participate in the activities of the Fellowship may become a member of this Fellowship following attendance at an orientation session or an individual meeting with the Minister and signing the membership book in the presence of the Minister and a member of the Board of Trustees. Active membership becomes effective thirty (30) days after the membership book is signed.

Section 2. To maintain active membership one of the following must be met. The person must have:

- a) Made a financial contribution of record for the current fiscal year: or
- b) Requested to continue as an active member in writing to the Board of Trustees and the request approved: or
- c) Been designated a "Life Member" at the recommendation of the Board of Trustees and by a vote of the Fellowship.

Section 3. A list of current members shall be maintained by the Membership Committee and submitted to the Board of Trustees quarterly.

Section 4. Only an active member shall be entitled to vote and must be present at the meeting to do so.

Section 5. A member shall be removed from membership

- a) If the member gives notice of resignation in writing to the Board of Trustees, at which time the resignation becomes effective:
- b) In the event of the member's death.

ARTICLE V: FELLOWSHIP MEETINGS

Section 1. Annual Meeting

- a) The annual business meeting of the Fellowship shall be held during April or May at such time and place as fixed by the Board. The time and place of the meeting shall be publicized at least two weeks prior to the meeting by notice in the Fellowship newsletter or by special bulletin.
- b) The necessary attendance for a quorum shall be 30% of active members.

Section 2. Special Meetings

- a) Special Fellowship meetings may be called by the Board of Directors, herein after referred to as the Board, or by petition signed by not less than 10% of the active members.
- b) The necessary attendance for a quorum shall be the same as for the Annual Meetings.
- c) If the quorum is not present, the meeting shall be adjourned for not less than two weeks and a new notice shall be publicized.

ARTICLE VI: BOARD OFFICERS, ELECTIONS AND MINISTER

Section 1. Board

a) Membership

The governing body of this Fellowship shall consist of nine Trustees, known as the Board, all of whom shall be members of the Fellowship. The Trustees shall elect from their own members a President, Vice-President, Secretary and Financial Officer. Trustees shall serve two-year terms. Election of Trustees shall be staggered with four elected on the even year and five elected on the odd year.

The President, Vice-President, Secretary and Financial Officer shall serve one-year terms. A Trustee shall serve no more than two consecutive two-year terms. Officers of the Board will constitute the Executive Committee and with the Board's permission may act for the Board between meetings. The Treasurer of the Fellowship shall be appointed annually by the Trustees from the membership at large.

b) Board Officers

Elected officers (of the Board) shall be active members of the Fellowship, and shall be a President, Vice-President, Secretary and Financial Officer. The person assuming the office of Vice-President may be designated the President-elect of the Board. No individual shall be elected to more than one office. The term shall be one year.

c) Duties

1. The President shall preside at all meetings of the Fellowship and at all Board meetings and is an ex officio member of all committees with the exception of the Nominating and the committee on Ministry, and represents the Fellowship on all appropriate occasions.
2. The Vice-President shall act in place of the President in the latter's absence.
3. The Secretary shall keep minutes of all business meetings of the Fellowship and of the Board. The minutes of the Fellowship meetings shall be transcribed and placed in the Secretary's permanent file. Copies of the minutes of all Board meetings shall be posted in the Church. The Secretary shall be responsible for Board correspondence as agreed upon with the Board.
4. The Financial Officer shall be liaison to the finance committee and be conversant with all aspects of the Fellowship's finances, working closely with the treasurer. The Finance Officer will report to the Board on a regular basis.
5. The Treasurer shall receive all money and deeds or other evidence of ownership of property, keep accounts of all financial matters, and pay such bills as are approved by the Board.

Section 2. Elections

- a) The names of candidates for the Board shall be published not less than two weeks before the Annual Meeting.
- b) At the Annual Meeting, the presiding officer shall call for additional nominations for each office. If more than four nominations of the even year and five nominations on the odd year for trustee are made, the election will be held by secret ballot. If there are no contested seats, then the motion to close the nominations may also declare the election of the nominees.
- c) Nominating Committee

Nominations for the nominating committee to serve for the next fiscal year shall be made from the floor at the Annual Meeting when called for by the presiding officer. A committee of five persons shall be elected. After nominations are completed and closed by adopting a motion to that effect, the election shall be conducted by secret ballot if more than five people have been nominated. In case only five people have been nominated, the motion to close nominations may also declare the election of nominees. In case of election by ballot, each ballot may contain up to five names, and the five persons receiving the highest number of votes shall be elected.

Section 3. Trustees

a) Board Responsibilities

1. The Board shall have general charge of the property of the Fellowship and the conduct of all its business affairs and the control of its administration.
2. Based on the monthly report of the Treasurer setting forth income and expenditures since the last meeting and quarterly reports of the status of funds allotted to budget items, the Board may adjust budgeted amounts or limit expenditure until more funds are available.
3. The Board shall arrange for an audit of the treasurer's records at the end of each fiscal year and at such time as a new Treasurer takes office.
4. The Board may authorize expenditures of unbudgeted funds, but no such expenditure shall exceed 2% of the current budget. Expenditures for emergency repairs as delegated to the Building and Grounds Committee are not affected by the provision.

b) Board Attendance

1. Attendance at each Board meeting shall consist of at least five Board members, of which two must be an officer.
2. Any Board member who is unable to attend a regular meeting of the Board should notify the President or Vice-President prior to the meeting, if possible. If the cause of the conflict or disability

persists for three consecutive meetings, the member may be asked to resign and be replaced so the Board may operate at full strength.

c) Board Vacancies

1. Vacancies occurring shall be filled for the unexpired term by appointment by the Board, as recommended by the President on consultation with the Nominating Committee, and as approved by the Board.

Section 4. Minister

a) Selection and Election

1. Ministerial Search Committee

When the Fellowship, by petition or otherwise, indicates the desire to engage a new minister, the Board shall appoint a Ministerial Search Committee. This committee shall consist of 7 to 9 members from different elements of the membership, with the Committee on Ministry constituting the core. The slate will represent a cross section of the congregation. This slate will then be approved at a congregational meeting by a majority of members present. Additional nominations from the floor may be accepted and voted on. The search shall follow the Unitarian Universalist Guidelines for Ministerial Settlement. (Amendment passed May 21, 2006)

2. Fellowship meeting shall be called at the earliest possible time to consider the election of the recommended person as Minister. An affirmative vote of two-thirds of those present and voting shall elect the Minister. Before the election the Board shall appoint a committee to negotiate a Letter of Agreement representing the best interest of the Fellowship and Minister. The contract shall contain the termination clauses below.

b) Termination of Contract

1. Dismissal

The Minister may be dismissed by a two-thirds majority vote of the Fellowship members taken by secret ballot at a meeting legally called for that purpose, provide a quorum of the members present and voting. In case of dismissal, the salary shall be continued for a period of three months.

2. Resignation

When resigning, the Minister shall give three months notice before terminating service.

c) Privileges and Responsibilities

The Minister shall be a non-voting member of all committees with the exception of the auditing, Nominating and Ministerial Search Committees, but may be in consultation with the Nominating Committee. The Minister shall have freedom of the pulpit as well as freedom to express their personal opinion outside the pulpit. The conduct of the Sunday services shall be the joint responsibility of the Minister and the Board.

ARTICLE VII: COMMITTEES

The Board shall authorize the formation of Committees to carry out its responsibilities. Committee Chairs shall be selected by their respective Committees and presented to the Board for approval at the beginning of each church year and shall report regularly to the Board.

Section 1. Standing Committees

a) Nominating Committee

1. The Nominating Committee of five members shall present at the Annual Meeting a slate of nominees who have agreed to serve for elective positions. The Committee shall publish the list in writing at least two weeks before the meeting.
 2. The President may ask the committee for assistance in finding persons to serve in appointive jobs or to fill vacancies which may occur in elective positions on the Board or committees
- b) Finance Committee
1. With assistance from the Treasurer and the operating committees, the Finance Committee shall prepare a draft budget to present to the Board for review and approval. The budget, as approved by the Board, shall be published in the newsletter for information of the members at least two weeks prior to the Annual Meeting.
 2. The Finance Committee is responsible for presenting the budget as approved by the Board at the Annual Meeting. Any section or item of the proposed budget may be amended by majority vote of the Fellowship members present. The final budget, containing any revisions made by the members, may then be adopted by majority vote.
 3. The Finance Committee shall be in charge of soliciting funds to support the adopted budget. They may recruit additional help from other members of the Fellowship as they deem necessary.
 4. If an unusual financial matter comes before the Fellowship Board, the Finance Committee may be consulted and they shall make recommendations for action by the Board.
- c) Membership Committee
- The Membership Committee shall keep membership records and lists of friends and visitors and compile a mailing list for the newsletter. They shall also arrange for greeters at each Sunday service and arrange the introduction of such members to the Fellowship.
- d) Committee on Ministry
- The Committee on Ministry shall consist of at least three members. They shall be recommended by the Minister and approved by the Board. They shall also constitute a core for a Ministerial Search Committee if and when the need arises. They will serve for three-year terms with a person being appointed each year.

ARTICLE VIII: SPECIAL COMMITTEES

The Board may authorize committees for special purposes. The purpose shall be clearly defined and the time when the report is expected shall be specified in the charge to the committee when it is created. Such a committee shall be in conformance with these bylaws. The Board shall appoint the committee and the chairperson.

ARTICLE IX: FISCAL YEAR

The fiscal year of the Fellowship shall begin July 1st of each year and extend to June 30th of the following year, both dates inclusive.

ARTICLE X: AMENDMENTS

These bylaws may be amended or repealed at any meeting of the Fellowship legally called for such purpose. The nature of the changes proposed shall be included in the call for the meeting. A quorum of Fellowship members must be present and an affirmative vote of two-thirds of those Fellowship members present and voting are required to adopt any change.

Revised by vote of the Fellowship:

October 28, 1981

March 25, 1990

May 17, 1992

May 23, 1999

May 5, 2002

May 21, 2006

May 18, 2008

UUFSC BUILDING USAGE POLICY

for Members and Non-members

I. GENERAL

Though congregational events and programs have priority on the use of the buildings and ground, we are glad to make our facilities available to persons or activities whose purpose is not in conflict with Unitarian Universalist Principles and Purposes:

- To affirm and promote the inherent worth and dignity of every person
- Justice, equity and compassion in human relations
- Acceptance of one another and encouragement to spiritual growth in our congregations
- A free and responsible search for truth and meaning
- The right of conscience and the use of the democratic process... in society at large
- The goal of world community with peace, liberty, and justice for all
- Respect for the interdependent web of all existence of which we are all a part

The Fellowship's building use policies shall be the same for members, non-profit groups and non-members. The usage fee charged will vary, however. Cleaning fees will be the same for everyone.

II. RENTAL & USAGE FEES

The usage fees for the use of the main building only, block building only, or both buildings shall be determined by the board and adjusted periodically. Fees may be reduced or waived for specific events at the Board's discretion. Changing the regular fees will not be deemed a change in Board Policy.

As of January 2010, the usage fees for all events up to four (4) hours in duration will be:

1. UUFSC MEMBERS:

- a. No Charge for Memorial Services
- b. \$50 for Weddings, Social Events & Exclusive Gatherings
- c. Rate to be Determined if exceeds four (4) hours

A member is someone who has joined the Fellowship and contributed financially within the past 12 (twelve) months.

2. NON-MEMBERS and/or PRIVATE GROUPS:

- a. \$150 for Facility Usage up to four (4) hours
- b. \$12.50 per hour for each hour thereafter exceeding four (4) hours

3. NON-PROFIT GROUPS:

The Board may approve a reduction of the Private Group fee for a non-profit group if:

- a. The group's philosophy is not in conflict with UU principles as stated above
- b. The group includes at least one (1) UUFSC member; or a UUFSC member or Committee takes responsibility for the activity.
- c. A suggested \$50 donation to cover utilities, water & personnel

III. The Minister has discretionary powers and takes personal responsibility to allow building usage without formal agreement or fees for special services that the minister conducts, such as memorial services.

IV. All requests shall be directed to the Fellowship office for Calendaring & Rental Agreements.

V. CLEANING FEES

1. Member and Non-Member usage:

- a. The person or group using the buildings will pay to have the Fellowship's custodial service to do the cleaning.
- b. The cleaning fees for the use of the main building only, block building only or both buildings shall be determined by the Board and adjusted periodically changing or waiving the fee charged will not be deemed a change in Board Policy.
- c. As of January 2010 the cleaning fees for the building are
 - i. Block Building: \$50.00
 - ii. Both Buildings: \$100.00

If the building has been left clean by the users, cleaning fees will be returned. Additional fees may be charged if cleaning exceeds cleaning deposit.

VI. DAMAGE DEPOSIT

All persons and groups using the building must supply a damage deposit of \$100.00 in advance of the usage. Deposit will be refunded upon inspection and buildings are clean and no damage has occurred, and upon return of the key. (The deposit may be reduced or waived for specific events at the Board's discretion.) Any and all damages incurred above the \$100 will be billed to the person(s) responsible who has signed the Rental Agreement. Changing the regular deposit will not be deemed a change in Board Policy.

VII. CAPACITY

For fire safety, the number of people attending an event will be limited to:

- a. Sanctuary only: 125
- b. Block Building only: 50
- c. Block Building & Patio: 125

VI. FACILITIES

Any and all equipment needed must be stated at time of Rental Agreement signing. Any Rental Agreement restricts usage to no more than the Sanctuary and/or Block Building and may include kitchen equipment and appliances, chairs, tables and/or sound system.

VIII. PROCEDURES

1. Arrangements will be made with the Fellowship Administrator who maintains the Master Calendar and can check for conflicts. The key to the facilities can also be obtained from the Administrator.
2. The UUFSC will ensure the facility is clean and garbage free prior to Rental Agreement.
3. Before leaving the UUFSC and at the conclusion of your event, it is your responsibility to:
 - a. Remove all food and garbage from buildings and into green garbage bins
 - b. All kitchenware and coffee pots cleaned and returned to storage
 - c. Block building chairs and tables returned to storage
 - d. All appliances, heaters and all lights shall be turned off
 - e. All doors and windows shall be locked & alarm system set upon exit
 - f. Property left behind shall be considered abandoned if unclaimed after a month
4. The person or group responsible for using the buildings will insure anyone under the age of 18 is/are supervised. The person or group responsible will supply the name of the supervisor to the Fellowship secretary or minister. Children under the age of 12 only are permitted to use the children's playground equipment and/or the Nursery Room.

IX. VIOLATIONS

Any violation of the Rental Agreement including but not limited to any item not covered in the above Rental Policy may result in additional fines or termination of your Rental privileges in the future.



Unitarian Universalist Fellowship of Stanislaus County

Physical Address: 2172 Kiernan Avenue, Modesto, CA

Mailing Address: PO Box 1000, Salida, CA 95368

209-545-1837 fax 209-545-9070 e-mail: admin@stanuu.org

BUILDING RENTAL AGREEMENT

UUFSC Member
 Non-Member / Private Party

Block Building
 Block Building & Sanctuary

Damage & Key Deposit
 Cleaning Deposit

Non-Profit Organization

Additional Hour Fee x _____ hrs

CONTRACT TOTAL \$ _____ Paid by: Check # _____ Cash PayPal _____

DATE OF USE: _____ HOURS OF USE: _____

Name of Authorized Agent or Member: _____

Name of Group: _____

Type of Activity and Equipment Usage Requirements: _____

Mailing Address: _____

Contact Telephone: Day _____ Evening _____

The applicant hereby agrees to assume complete financial responsibility for damages to persons or property caused by negligence including accidents or unlawful conduct occurring during the use of the Fellowship facilities. The extent of the damages will determine the amount to be billed to Responsible Agent and/or Organization.

The Unitarian Universalist Fellowship of Stanislaus County, its Officers, Agents, Servants, Volunteers, or Employees shall hereby be released of all liability, and shall be in no way responsible for any property damage, personal injury, or wrongful death occurring during or resulting from your scheduled event.

The applicant/group expressly agrees that the facilities will be used in accordance with the terms and conditions of this agreement and the regulations set forth by the **Building Rental Policy**. Keys and entry code will be issued when Contract is paid in FULL.

Any portion of unused Deposits will be returned within one week after the conclusion of the scheduled event unless bids and Repairs are needed. In this case, a letter of action will be sent to your above address detailing actions.

I have received, read and understand the above Contract Terms and Conditions.

Signature of Authorized Agent

Date

UUFSC Signature

Date

Unitarian Universalist Fellowship of Stanislaus County
Policy on
Committee Chair Term Limits

The Board of Trustees recommends a Two Year Term Limit for Committee Chairs.

Adopted December 17, 1991
Revised by the Board of Trustees
November 8, 2005

POLICY ON BOARD SERVICE

August 2008

Pursuant to the decision of the congregation on May 18, 2008, the Board of Trustees adopts the following policy on board service:

Candidates for the Board of Trustees should be chosen from active membership. We encourage as much diversity as possible, wishing to provide a breadth of vision as well as dedication to the overall health of the Fellowship. To achieve this goal, the Nominating Committee is charged to select nominees that represent a diversity of age, length of fellowship membership, and range of fellowship activities. Furthermore, members in close relationships, i.e., couples, partners, family members, people sharing a residential address, are discouraged from serving on the board at the same time. Members of the board are responsible for administering the affairs of the organization honestly and prudently, and for exercising their best care, skill, and judgment for the sole benefit of the organization.

CONFLICT OF INTEREST POLICY

March 2010

All trustees, officers, agents, members, and employees of UUFSC shall disclose all real or apparent conflicts of interest that they discover or that have been brought to their attention in connection with the UUFSC's activities. Board members and employees shall file annual disclosure statements.

A "conflict of interest" occurs where a person is responsible for promoting the interest of the fellowship at the same time he or she is involved in a competing interest (financial, business or personal).

If an agenda item raises a conflict of interest for a Board member, a committee member, or any member of the fellowship, the degree of conflict and level of response shall be determined by the remaining disinterested members of the Board or committee.

There are three levels of conflict of interest: minor, substantial, and serious.

There are three levels of response to conflicts of interest: disclosure, recusal, and resignation.

If the conflict is determined to be minor the appropriate response shall be disclosure, and the affected member may continue to participate in discussions or deliberations with respect to the subject of the conflict.

Disclosure shall mean providing to the Secretary of the Board a written Disclosure Statement describing the facts comprising the real or apparent conflict of interest. At the meeting of the Board or committee, all disclosures of real or apparent conflict of interest shall be noted for the record in the minutes.

If the conflict is determined to be substantial, the appropriate response is recusal. The affected member shall, in addition to disclosure, leave the room and abstain from participating in discussions or deliberations with respect to the subject of the conflict. At the discretion of the Board or committee, the person with a real or apparent conflict of interest may be asked to present factual information or to answer questions.

A conflict of interest that the Board or committee deems to be serious will require that the affected member resign from the Board or committee involved.

The President of the Board shall ensure that all trustees, officers, agents, employees, and independent contractors of the fellowship are made aware of the fellowship's policy with respect to conflicts of interest.

Board Approved & Adopted 03/22/2010

Unitarian Universalist Fellowship of Stanislaus County
Policy Regarding
Children on the Premises

All children under twelve (12) years of age who come onto the church property shall either stay with their parents, guardians or other responsible adult or shall attend the religious education program. This policy shall be enforced by the Director of Religious Education and the Board of Trustees.

Adopted December 1, 1985
Revised by the Board of Trustees
November 8, 2005

**Unitarian Universalist Fellowship of Stanislaus County
Policy Regarding
Donated Items**

Items being offered for donation need to be screened by the committee that would use them, and/or the Buildings and Grounds Committee, and if there should be a controversy about any item, the Board determines whether or not to accept the item. Items donated become the property of UUFSC and will be used or disposed of as benefits the Fellowship.

Adopted by the Board of Trustees December 10, 2002.

Unitarian Universalist Fellowship of Stanislaus County
Policy Regarding
Fellowship Expenditures

1. Bills and Reimbursements are to be submitted within thirty (30) days.
2. Purchases made outside of budget might not be reimbursable
3. Any purchases over \$100.00 must have prior approval from the appropriate committee chair (verbal approval is okay). All Reimbursement forms must have Committee Chair signature prior to being submitted for reimbursement.
4. Chairs get budget updates on a monthly basis.

Adopted by the Board of Trustees November 5, 2002
Reaffirmed 1/06

Unitarian Universalist Fellowship of Stanislaus County

Policy on Fundraising

A. Introduction

1. All activities initiated by our members, favorable or otherwise draw attention to our Fellowship. The Board of Trustees is the body duly elected to enhance our community image.
2. Although income generated by a fund-raising activity may be used for a specific purpose, the Board of Trustees must make such a determination by prior approval. This will prevent misunderstanding and duplication of effort. The proposal should be submitted far enough in advance to allow the Board of Trustees time to act on it or ask for more information, if necessary.

B. General Policy

1. All income generated by any fund-raising activity or project will be deposited into the Fellowship's general treasury and may be designated to support a specific purpose.

All monies collected for activities and fundraising purposes are to be deposited into the UUFSC safe in the Church Administrator's Office prior to leaving the Fellowship. The Church Administrator will make a deposit into the appropriate accounting fund on the next reasonable business day following the collection. No monies should go home with volunteers, as we want to limit the liabilities that could occur otherwise.

When fundraising off campus and or other circumstances make it unreasonable to deposit the monies into the UUFSC safe on the same day to meet policy requirements, advance approval by the Board or Treasurer can be obtained for special arrangements. Special arrangements will entail that within a reasonable time period the monies will be brought to the UUFSC and deposited into the safe, i.e. the next Sunday or business day during business hours.

2. The Committee and / or individual who is facilitating the fundraising event, needs to make prior arrangements with someone who has access to the safe.

Members and Staff who have access to the UUFSC safe in the Church Administrator's Office are: Church Administrator, Treasurer, Capital Campaign Treasurer, Board President & Minister.

Adopted December 17, 1991

Revised & Reaffirmed February 21, 2006

Non-Fellowship Fundraising

It is the policy of the Board that Sunday morning programs are not to be used for fund raising causes other than those related to UUism or approved by the Board.

Adopted August 22, 1987

Revised by the Board of Trustees November 8, 2005

Unitarian Universalist Fellowship of Stanislaus County
Policy on
Board Financial Discretion

A Motion was made and passed by voice vote as follows:

If the Board determines that the Capital Fund balance is in excess of that required for reasonably foreseeable capital construction and development projects, monies may be transferred from this Fund for other Fellowship expenditures upon a motion passed by the Board and ratified by the membership of the UUFSC at a regular or special meeting in accordance with the By Laws and with a quorum present.

A Motion was made and passed by voice vote as follows:

The investment income earned by the Fellowship shall not generally be deemed a part of the general or operating budget, but shall be allocated and added to the balance of each designated Fund of the Fellowship, other than the General or Operating Fund, at the close each fiscal year. Such allocation shall be in proportion to the approximate average balance in each such designated Fund during that year, as determined by the Treasurer and subject to review by the Board. If the terms of a specific designated Fund provide that the income generated by that Fund is to be used in the annual operations of the Fellowship, the investment income of that Fund will be allocated to the General or Operating Fund accordingly.

Approved by the Board of Trustees
Board Meeting Minutes January 16, 2001

Unitarian Universalist Fellowship of Stanislaus County
Policy Regarding the
Lending of Money

It is the policy of the Fellowship not to loan money to members for personal or unsecured loans.

Adopted January 6, 1985

Reaffirmed by the Board of Trustees

November 8, 2005

Unitarian Universalist Fellowship of Stanislaus County
Policy on
Second Collections

The following policy was approved on a voice vote:

Additional collections taken during the Sunday service will be limited to not more than once in every two month time period, allowing for the inclusion of the traditional Christmas Eve collection which goes to Inter-Faith Ministries and an annual collection in support of the theological schools. Exceptions can be made in response to a significant tragedy. All additional Sunday collections shall be approved by a poll of the Board except in emergency situations when a poll of the Executive Committee of the Board will suffice.

Adopted November 13, 2002

UNITARIAN UNIVERSALIST FELLOWSHIP
OF STANISLAUS COUNTY
2172 Kiernan Ave.
Modesto, CA 95356-9737
(209) 545-1837

Article I. EXPENSE or REIMBURSEMENT VOUCHER

This form MUST be completed to secure reimbursement for personal funds spent on behalf of the Fellowship or so that invoices will be paid for items or services purchased on behalf of the Fellowship.

The appropriate Committee Chair MUST Approve and Authorize this purchase by their signature below before any funds will be released.

Treasurer is requested to: (check one)

Make a check payable to _____
(Print Name)

If this option is chosen, please attach paid receipts to this voucher.

Pay invoice when received. Invoice will come from: _____

This expense is to be charged to the following Budget Category and Line Item(s):
(i.e., the name of the Committee or Church area, as well as the category for which items or services have been purchased)

COMMITTEE: (i.e., Worship - Music, Membership - Orientation, etc.)

<u>Line Item Description:</u>	<u>Total Amount w/tax:</u>	<u>Account Code</u>
1: _____	\$ _____	01- _____
2: _____	\$ _____	01- _____
3: _____	\$ _____	01- _____
4: _____	\$ _____	01- _____
TOTAL of ALL RECEIPTS:	\$ _____	

Signature: _____ Phone#: _____

Date: _____

Committee Chair Signature: _____

(Required – Will not disperse reimbursement without Committee Chair Signature)

Accounting Use Only:

Date Paid: _____ Amount: _____ Check #: _____



Unitarian Universalist Fellowship of Stanislaus County

Human Resources Policy Manual

The policies and procedures set forth herein are not intended to create or constitute contract between the Fellowship and its' employees or to change the nature of the employment relationship between the Fellowship and its' employees. It is not intended to supercede or modify any contracted Employment Agreement.

Employment Administration

1. Equal Opportunity Employer

It is the policy of this Fellowship to seek and employ the best qualified personnel without regard to race, religion, color, creed, national origin, citizenship, age, sex, marital status, sexual orientation or disability. Further, this Fellowship's policy to ensure equal opportunity for the advancement of staff members and equal treatment in the areas of upgrading, training, promotion, layoff, and termination.

2. Hiring

Upon employment by this Fellowship, all employees are required to complete any and all necessary personnel and payroll forms, and benefit applications as deemed necessary by the Personnel Committee, or its designee, on or before the first scheduled work day. A probation period of three (3) months will be executed from the first schedule work day for all new hires. Upon conclusion of probation period, the Personnel Committee will determine if an Offer of permanent hire will be deemed.

Employment qualifications as stated by an employee or prospective employee on an employment application or related information may be verified, and falsification of such information may jeopardize the employee's standing with this Fellowship or a prospective employee's likelihood of being hired.

3. Regular Full Time and Part Time Employees

Employees may be hired as Regular Full Time or Regular Part Time employees and will be placed on the Fellowship's payroll and will be eligible for all benefits according to their classifications.

CLASSIFICATIONS:

Regular Full Time Employee: is employed for thirty (30) hours or more hours per week and is considered a permanent employee. Benefits include: Holiday, Sick and Vacation Pay.

Regular Part Time Employee: is employed for ten (10) to twenty nine (29) hours per week and is considered a permanent employee. Benefits include: Holiday, Sick and Vacation Pay

Part Time Employee: is employed for less than ten (10) hours per week and is considered a permanent employee. Not eligible for any benefits.

4. Casual Employees

Employees may be hired on a temporary basis and will be placed on the Fellowship's payroll but will not be eligible for any benefits. They shall in no way be considered permanent employees.

5. Adjustment to Employee Status

The Personnel Committee may at any time, but for specified reasons, adjust the salary, benefits (excluding any benefits required by law to be provided), leave accruals, titles, privileges or other personnel policies for any employee. Adjustment to employee status may be based upon, but not restricted to promotions, demotions, changes in job duties, disciplinary actions, and performance adjustments.

6. Phasing out and Elimination of Positions

From time to time it may be necessary to phase out or eliminate certain positions previously established within the Fellowship. Any permanent employee whose employment is terminated because their position is eliminated or phased out is entitled to compensation for accrued and unused leave as described in the "Time and Attendance" section of this manual.

7. Unauthorized Absence

An employee who is absent for a period of three (3) consecutive scheduled work days without notifying their supervisor or a member of the Personnel Committee will be considered to have resigned (Job Abandonment) without giving the required two-week notice (see paragraph 8 of this section), with such resignation effective on the initial date of absence.

Any employee as stated above will forfeit any accrued benefits other than those required by law.

8. Ending Employment

Resignation: An employee who wishes to resign is required to give to the Personnel Committee and their immediate supervisor, in writing, a minimum of two weeks notice prior to the desired resignation date, unless an exception is made by the Personnel Committee.

Regular employees who resign in accordance with provisions of this section may be provided with compensation for any accrued compensable benefits.

Termination: All employees serve at the will of the Board of Trustees, and the authority to terminate an employee is vested with the Personnel Committee or its designee.

Terminated regular employees may be provided with compensation for any accrued compensable benefits.

Time and Attendance

1. Work Days and Work Week

Daily and weekly work schedules will be established for each employee by the employee's supervisor with the approval of the Personnel Committee.

No time used for any personal endeavor within the work day is to be counted towards the daily or weekly work hour requirements.

If the employee cannot make a scheduled work day due to illness or emergency, it is the responsibility of the employee to contact their supervisor prior to their scheduled time. If their supervisor is not available, it is the employee's responsibility to contact the Personnel Committee Chair or the President of the Board of Trustees. If after two (2) "No Call" occurrences, the employee may be terminated at the request of their supervisor or the Personnel Committee.

2. Pay Periods

Pay periods are bi-monthly (1st thru 14th & 15th thru 31st). Pay Dates are the 1st and 15th of each Month.

3. Time Sheets

Time sheets are required to be maintained by each employee. At the end of each pay period, or as otherwise provided by the Personnel Committee, each employee is required to complete and sign a time sheet recording the hours worked during that pay period. The employee's supervisor will counter sign the time sheet certifying its validity and should submit it in a timely fashion to the Administrator.

No Time Card – No Pay until Timecard is received within a thirty days of pay period.

Compensation

1. Policy: Employees, whether regular or temporary, will be compensated fairly, with equitable pay for like positions within the Fellowship. The Fellowship will comply with all regulations established by the State of California governing compensation for tax exempt bodies.

2. Position Evaluation: Wage or salary rates will be established for each position. The Personnel Committee or its designee will evaluate each position for that purpose. Evaluation will be based upon skill requirements, confidentiality, authority, and labor market conditions.

3. Changes: Rates of compensation for any position may be modified, at will, by the Board of Trustees or its' Designees.

Benefits: Leave

1. Vacation Leave

Unless otherwise provided for or as approved by the Personnel Committee, vacation leave for regular employees shall be accrued as follows:

Permanent Employees accrue one day of vacation leave at the end of each calendar month.

The total of regularly scheduled hours worked for the six months prior to the start of vacation leave, divided by 26, multiplied by the current hourly rate of pay will determine the base of hours per day for vacation leave pay.

No accrual of Vacation Leave will occur before an employee has completed six (6) full calendar months of employment.

Unused Vacation Leave may be rolled over from calendar year to calendar year with a maximum accumulation of twenty (20) days. At which point an employee will be required to take vacation or lose excess hours, unless the Personnel Committee and Employee have come to an agreement.

2. Holiday Leave

Unless otherwise provided for or as approved by the Personnel Committee, holiday leave for employees based on their classification (see paragraph 3 of Employment Administration) will accrue as follows:

Each employee is provided nine (9) days of holiday leave on January 1 of each year.

Holiday leave will be granted only for those holidays named each year by the Personnel Committee. Actual dates change each year according to the actual observed holiday.

Holiday's Include: New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Thursday & Friday, and Christmas Day. The Office will be closed Christmas Day through New Year's Day.

Unused holiday leave may not be rolled over from year to year. Holiday leave is paid within the pay period it falls, unless otherwise approved by the Personnel Committee.

3. Sick Leave

Unless otherwise provided for or as approved by the Personnel Committee, sick leave for employees based on their classification (see paragraph 3) will accrue as follows:

Each employee is granted six (6) days of sick leave on January 1 of each year.

Unused sick leave may not be rolled over from year to year, unless approved in advance by the Personnel Committee.

Sick leave is to be used only in the event of illness of the employee or of the employee's immediate family, and for no other purpose. For the purpose of this section "immediate family" is defined as a spouse, child, sibling, parent, grandparent, any other person regularly residing with the employee.

4. Overtime and Compensatory Time Leave

Exempt Employees: Exempt employees (Salaried), as defined by law or other regulation, are not eligible to earn compensatory time leave because of working more than eight hours in a work day or more than forty hours in a work week. Although all hours worked should be noted on the employee's time sheet, Exempt Employees will not be paid for such "overtime."

Non-exempt Employees: Non-exempt Employees (Hourly), as defined by law or other regulation, are eligible to earn compensatory time leave because of working overtime.

"Overtime" is defined as any time outside of normal and required business hours when a Non-Exempt Employee works at the express request of his or her supervisor.

Non-Exempt Employees will be compensated for any time worked over eight (8) hours per day at a rate of time and a half, earning one and one-half hours of compensation or compensatory time off.

5. Medical Leave of Absence

Employees who have completed at least ninety (90) days of continuous employment with the Fellowship are eligible for an unpaid Medical Leave of Absence due to illness, injury, or pregnancy related disability.

An employee's continued absence from work beyond the leave granted, without other arrangements made with an approval by the Personnel Committee will be deemed a voluntary resignation from employment. Refer to paragraph 7 of Employment Administration.

6. General Leave without Pay

General leave with or without pay may be granted at the discretion of the Personnel Committee.

7. Jury Duty

Any employee called to Jury Duty should present to their supervisor a copy of their Jury Duty Summons when received in the mail. Leave arrangements will be made as soon as possible thereafter. No compensation or pay will be paid during absence for Jury Duty.

Benefits: Insurance and other Benefits

1. Workers' Compensation

Injuries resulting from accidents that occur while performing official duties on behalf of this Fellowship are covered by Workers' Compensation Insurance (Church Mutual). Any employee who suffers an injury as the result of such an accident must file a report with the Personnel Committee or its designee as soon as possible. Such employee is responsible for filing any necessary forms, applications, or other information as required by applicable government policies.

2. Disability Insurance

As a Nonprofit Organization, the Fellowship is exempt from contributing to the State Disability Insurance program. No benefits are available as an employee.

3. Unemployment Compensation

As a Nonprofit Organization, the Fellowship is exempt from contributing to the State Disability Insurance program. No benefits are available as an employee.

4. Reservation of Rights

This Fellowship reserves the right to alter the benefits package made available to employees at any time, consistent with all applicable laws.

Sexual Harassment

1. Policy

It is the policy of this Fellowship to prohibit sexual harassment from occurring in the workplace or at any other place where an Fellowship-sponsored event takes place. The purpose of this policy is not to regulate personal morality, or to encroach on employee's personal lives, but to demonstrate this Fellowship's commitment to maintaining a workplace environment that is free of harassment of and by its employees

It is the responsibility of all management and all employees to assure that this policy is understood, implemented, and adhered to without exception. A copy of the Code of Ethics will be signed and placed in the employee's personnel file.

2. Defining Harassment

Unwelcome sexual advances, requests for sexual favors, and other verbal, physical, or visual conduct of a sexual nature constitute harassment when:

Submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment with this Fellowship;

Submission to or rejection of such conduct by an employee is used as the basis for an employment decision affecting that employee; or,

Such conduct has the purpose or the effect of unreasonably interfering with an employee's work performance, or of creating an intimidating, hostile, or offensive work environment.

3. Investigation and Remediation

If an employee believes that he or she has experienced sexual harassment, or believes that they have witnessed sexual harassment, that employee should immediately notify a member of the Personnel Committee.

All reports of sexual harassment will be promptly investigated by the Personnel Committee or its designee who is not involved in the alleged harassment, and will be kept confidential to the extent possible.

If an investigation confirms that harassment has occurred, the President of the Board of Trustees shall take appropriate corrective action.

No employee shall be subject to employment based on retaliation, intimidation, or discipline as a result of making a complaint of sexual harassment. However, disciplinary action up to and including termination also may be taken against anyone who knowingly makes a false, merit less, or malicious claim of sexual harassment.

Evaluations and Problem Solving Processes

1. Employee Evaluations

Written evaluations of employees will be performed annually, on or about an employee's anniversary date. Evaluations will be conducted by the employee's supervisor and reviewed by a member of the Personnel Committee. These evaluations will be maintained in the personnel file for each employee.

The format of the evaluation will be determined by the Personnel Committee. Such evaluation will include the date of the evaluation, the time period covered, and an assessment of the employee's work performance during that time period.

2. Problem Solving Process

Any employee wishing to make a formal complaint about a procedure, action, or directive of another employee, supervisor or member of this Fellowship should notify their supervisor or a member of the Personnel Committee. Such complaints shall be made in writing.

The Personnel Committee shall be the investigator and final arbiter of all such problems or grievances.

In the event that the complaint involves the Personnel Committee or any of its members an employee may file his or her complaint with the President of the Board of Trustees in which case the President will be the investigator and final arbiter of the complaint.

Miscellaneous

1. Confidentiality

Employees of this Fellowship shall not, in any way, release any financial information about the Fellowship, its activities, or the activities of its members except as normally required by their duties or as expressly permitted by the Personnel Committee.

2. Personnel Inquiries

No one in this Fellowship other than the a member or the Board of Trustees or of the Personnel Committee is authorized to respond either verbally or in writing to personnel inquiries of any type about any employee of this Fellowship.

3. Examination of Personnel Files

Any employee may examine their personnel file at any time, but only in the presence of the Personnel Committee or its designee. Such employee may take written notes about the contents of the file, and may add comments for inclusion in the file at any time. No personnel file is to be removed from the office unless expressly provided for by the Personnel Committee.

Submitted by John Arnold, Personnel Committee Chair

Rev. 7/1/04



Unitarian Universalist Fellowship of Stanislaus County

Human Resources Policy Manual

DATE OF HIRE: _____

I have received the Human Resources Policy Manual. I understand that I am responsible to read and understand all aspects of the Policy. If I do not understand any topic, it is my responsibility to go to the Personnel Committee or my immediate supervisor for an explanation.

Signature of Employee

Date

- Human Resource Policy Manual
- Code of Ethics Policy
- A photo copy of the employees Social Security Card & ID
- Form I-9 completed and signed by all parties
- Form W-4 completed
- UUFSC Holidays Observed
- Received Insurance Options. An employee must enroll within 30 days of their employment to avoid penalties. www.uua.org/programs/ministry/finances
Insurance Administrator: Tracy Withy-Browne at twithy@uua.org.

This is an employee paid option.

We, the undersigned, have completed the above mentioned Employment Documents. These documents will be placed in the Employee's Personnel File.

Signature of Employee

Date

Signature of Immediate Supervisor

Date

Signature of Personnel Committee Chair

Date

(Original to Employee's File, one copy to Personnel Committee, one copy to Employee)

Unitarian Universalist Fellowship of Stanislaus County Newsletter Policy

1. The name of the Newsletter shall be “*InFocUUs*”. It may be changed from time to time with the approval of the Board of Trustees.
2. The purpose of the newsletter is to provide information to the Fellowship members on the business of the Fellowship, including Board and Committee Reports, church related events and activities, items of note about members and friends of the congregation, denominational items of interest. It is published in accordance with the Principles and Purposes of the Unitarian Universalist Association and the stated values of this Fellowship.
3. The newsletter is distributed to members of the congregation and to individual friends and organizations as requested by one or more of the following: the Minister, the Board, or the Membership Chair. Prospective and former members may receive complimentary issues for six months. After that a fee, as approved in the annual budget is to be charged.
4. Deadlines for newsletter articles are to be set by the editor in keeping with the needs of the Fellowship.
5. The newsletter editor is appointed by the Board of Trustees for a term of one year beginning each September. There are no term limits for reappointment to the position. It is the responsibility of the editor to collect and edit articles for each newsletter, to format the newsletter, and to deliver copy for printing, meeting postal regulations, so that it can be mailed in a timely manner. The editor shall work with the administrator to coordinate production of the newsletter.
6. It is the responsibility of all persons submitting copy to respect the deadlines.

Adopted by Board of Trustees April 2001
Amended 3/06

Unitarian Universalist Fellowship of Stanislaus County E-Mail List Policy

The purpose of the e-mail is to provide information to the Fellowship members on the business of the Fellowship, including Board and Committee Reports, church related events and activities, items of note about members and friends of the congregation, denominational items of interest. It is published in accordance with the Principles and Purposes of the Unitarian Universalist Association and the stated values of this Fellowship.

Adopted by Board of Trustees
March 2006

Unitarian Universalist Fellowship of Stanislaus County
Policy Regarding
Project Responsibility and Reimbursements

1. On major projects, oversight responsibility will be assigned to a three (3) person Ad Hoc Committee consisting of two (2) Board members and one (1) other Fellowship member. This committee will report to the Board and does not absolve the Board of any responsibility.
2. A project memo containing the aims, authorized budget and oversight responsibility will be signed by the Standing Committee and the project chair.
3. Bills are to be submitted within thirty (30) days. A Reimbursement Expense Voucher must be completed, signed by the Chairman, and submitted with the receipts to the Church Administrator.
4. Purchases made outside of budget might not be reimbursable.
5. Any purchases over \$100.00 must have prior approval from the appropriate chair (verbal approval is okay).
6. Chairs get budget updates on a monthly basis.

Adopted by the Board of Trustees November 5, 2002
Reaffirmed by the Board of Trustees
November 8, 2005

Unitarian Universalist Fellowship of Stanislaus County
Policy Regarding
Public Statements

The Board of Trustees of the Unitarian Universalist Fellowship of Stanislaus County (UUFSC) affirms the right of any member to state his or her opinion on any issue. Members of the UUFSC may wish to identify themselves as such but will offer their opinions as their own.

Any committee, council, task force, or affiliated organization of UUFSC arriving at a statement of attitude on social action which is to be publicly announced shall announce their position as coming from that committee, etc., and not from the Fellowship or its membership as a whole.

Public statements in the name of UUFSC must be approved first by the Board of Trustees and then by a vote of the membership at a duly called congregational meeting.

Adopted by the Board of Trustees January 14, 2003

Unitarian Universalist Fellowship of Stanislaus County

Policy Regarding

Establishing the Church Calendar

Background:

As we grow, issues regarding calendaring and building use become more problematic. We are no longer able to avoid conflicting dates as we schedule events, classes and activities. The Board of Trustees has begun the practice of setting dates of key importance up to two years in advance, resulting in a "Planning Calendar" for use in making decisions about what might be added and when. Updated copies are provided to Board Members and Church Council participants.

Policy:

Dates for Fellowship events and programs will be set in the following way:

- At its annual Retreat, the Board and Minister will set dates for Ingathering, the Stewardship Drive kickoff event(s), the May Auction and the Annual Congregational Meeting two years in advance. (i.e., the 2007 Board retreat will set the dates for FY2008-09.) Further, they will set the date for the next year's Board Retreat reflecting one year in advance.
- Prior to the Retreat, date preferences will be requested of the appropriate committees for the Stewardship kickoff and New Member events. These are priorities because they are vital to the survival of the Fellowship. New Member events may be planned a year in advance and entered on the Planning Calendar at the time of the Retreat.
- All committees and task forces are encouraged to plan ahead and to set dates in August or early September for that church year. Dates will be entered on the Planning Calendar on a first come, first serve basis after the Retreat calendar settings are made.
- In the event of a conflict, the groups involved will be asked to work out a solution in the best interests of the Fellowship and with due regard to persons involved.
- If the groups are unable to agree, the matter will be decided by the Minister (or designee) in conversation with the Board President.

Adopted by the UUFSC Board

July 2007

Unitarian Universalist Fellowship of Stanislaus County Adult Religious Education Committee

The Adult Religious Education Committee conduct programs for members and non-members in the form of classes, workshops and education experiences. The Committee meets annually to decide on offerings for the coming year and to produce a brochure of the offerings.

Offerings over the year may include programs in:

- ⊕ Life Events: birth and death, work, partnership
- ⊕ Life Challenges: mental illness, war, poverty, etc.
- ⊕ Religious Disciplines: literature, justice, meditation, etc.
- ⊕ Religious Studies: world religions, UU history, theology, etc.
- ⊕ Emotion and Intellectual Development: dream groups, women's and men's groups, writing, dance, etc.
- ⊕ Social Justice and Ethics: activities directed towards learning and understanding actions that embody our religious values.
- ⊕ Ministry: preaching, worship, community outreach, etc.

Membership is open to all Fellowship members. The committee welcomes member's interest, desire and enthusiasm.

Prepared by Ted Heuring,
Committee Chairperson
November 2005

Unitarian Universalist Fellowship of Stanislaus County Aesthetics Committee

Statement of Purpose:

The purpose of this committee is to consider, from an aesthetic standpoint, proposed additions, changes and/or donations to UUSFC. Committee recommendations will be forwarded to the Board.

Plan of Procedure:

The Aesthetic Committee (AC) will be an ongoing committee. Initially meetings will be held on the 3rd Thursday of each month, beginning at 6:30 pm and concluding no later than 8:30 pm. When monthly meetings are no longer required, meetings will be held on an “as needed” basis.

At its meetings the AC will:

- ⊕ Evaluate and adopt or table suggestions for improving aesthetics of the Fellowship buildings, grounds and furnishings; and
- ⊕ Prioritize all approved suggestions according to ease of implementation and cost.

Section 1.01 Duties and Responsibilities

- ⊕ Encourage suggestions from Fellowship members and friends about aesthetic projects to be undertaken and consult with appropriate committees concerning the need for and feasibility of suggested changes and/or additions.
- ⊕ Consider suggestions and decide on method(s) to accomplish those that are approved.
- ⊕ Prioritize if more than one at a time is undertaken.
- ⊕ Consult with sources, within and without the Fellowship, which can assist with plans to implement projects.
- ⊕ If a project is to be undertaken by an individual or committee, consult with said individual or committee and reach consensus as to the aesthetic aspects of the project.
- ⊕ Work, as needed, with individuals or members of a committee undertaking a project through all phases of project until completion.
- ⊕ If a project is undertaken at the behest of the AC, obtain bids for or price materials and labor.
- ⊕ Seek donations and recruit artisans and/or workers to implement AC projects.

Section 1.02 Scope of Charter

The AC may undertake, without Board approval, projects that require expenditures of less than \$100. All projects involving substantive changes or additions or those in excess of \$100 shall be presented to the Board for approval.

Unitarian Universalist Fellowship of Stanislaus County Buildings and Grounds Committee

The Buildings & Grounds Committee oversees, recommends and effects the maintenance and capital improvements for the buildings and grounds projects of the Fellowship. It prioritizes these projects, considering both their feasibility and financial aspects. Further, it arranges to organize and coordinate available work force options using both volunteer and paid professionals.

The Committee coordinates these activities with the Board of Trustees, Finance Committee, involved committees of the Fellowship and the membership-at-large, as appropriate and according to the By-Laws of the Fellowship.

The Committee:

- ⊕ Surveys the buildings and grounds on a periodic and/or as-needed basis to identify the ongoing maintenance and improvement needs.
- ⊕ Maintains a master project system to schedule and organize ongoing projects.
- ⊕ Determines and/or recommends (to various other committees and persons) which project(s) would be best addressed, how, when and at what cost.
- ⊕ Sets a projected timetable for the initiation, supervision, updates, completion and review of authorized projects.
- ⊕ Schedules work parties of volunteers and/or contracts with outside providers, as necessary.
- ⊕ Notifies the Congregation of proposed, pending, current or completion of projects in order to maintain a membership-wide contribution.

Membership is open to all members of the Fellowship.

Submitted by James Sparkman
Committee Chairperson
September 28, 2005

Unitarian Universalist Fellowship of Stanislaus County Canvass Committee

The Annual Canvass Committee is responsible for the annual pledge drive, and is charged with soliciting the funds necessary to meet the next year's budget. That budget is proposed by the Finance Committee based on the input of the needs of the various committees for the following year, and approved by the Board of Trustees. The Committee Chair is appointed by the Board of Trustees and recruits members to serve on the Committee. The goal is one hundred percent participation by the congregation in this endeavor.

The Chairman:

- ⊕ Plans the canvass drive and sets the financial goal in cooperation with the Finance Committee and the Board of Trustees
- ⊕ Conducts a training session for canvass solicitors
- ⊕ Organizes canvass workers to conduct a person to person interview with each congregation member to not only solicit financial pledge for the coming year, but also to ascertain that person's satisfaction with, and expectations of, the Fellowship.
- ⊕ Works with the Staff and the Finance Committee to record pledges.
- ⊕ Reports to the Board and to the congregation on the success of the pledge drive.

All members of the congregation are encouraged to participate in the Annual Canvass, both by volunteering to serve on the Canvass Committee, and by pledging their financial support to the Fellowship for the coming year.

Submitted by Bev Warren

Unitarian Universalist Fellowship of Stanislaus County Caring and Concern Committee

Statement of Purpose

The mission of the Caring and Concerns Committee is to provide short-term, non-professional assistance, encouragement and support, as needed and appropriate, to members and friends of the UUFSC community. In addition, when more professional or long-term help is required, the committee will provide assistance with referrals to appropriate agencies.

Plan of Procedure

Members of the UUFSC community have been and will again be asked to volunteer for specific tasks to be undertaken by the Caring and Concerns Committee. Sub-committee chairs will be solicited. Requests for services will be accepted from those needing assistance or will be forwarded to the committee chair by the minister, administrator or members aware of a need. Such requests will be communicated to the appropriate sub-committee chairs when their services are required.

Tasks as needed:

- ⊕ Provide meals to bereaved families, to families after the birth of a child, to ill or post-surgery individuals.
- ⊕ Provide household services such as shopping, laundry, gardening to ill or post-surgery individuals.
- ⊕ Provide assistance such as completing forms, paying bills to temporarily incapacitated individuals.
- ⊕ Provide transportation to appointments or church events for individuals no longer able to drive.
- ⊕ Send cards to, telephone or visit housebound individuals.
- ⊕ Provide relief periods to caregivers.
- ⊕ Provide emergency child and/or pet care.
- ⊕ Provide assistance in contacting appropriate professionals or agencies for required services.
- ⊕ Provide assistance for moving, transporting large items, etc.
- ⊕ Provide other services as appropriate and for which the committee has the required resources.
- ⊕ Birthday announcements in newsletter.
- ⊕ Assistance in coordinating memorial services.

The Caring and Concerns Committee recently approved a statement of ways we can help in the event of the death of one of our members. Here it is:

In the event of a memorial service for a member or family member of the UUFSC, the Caring and Concerns Committee, with the support of the congregation, will assist in the following ways:

- ⊕ Organize and prepare the sanctuary for the memorial service;
- ⊕ Offer a reception that includes coffee, tea, punch and cookies;
- ⊕ Organize the clean up following the service.
- ⊕ The families of the deceased may complement this by providing and/or arranging for delivery of additional food to the on-site reception. In that instance, the committee will coordinate the set-up, service of the food, and the clean-up following the reception.

We ask that Family members provide the flowers for the service and reception, assist in music selections, and furnish the guest book.

Unitarian Universalist Fellowship of Stanislaus County Children and Youth Religious Education Committee

The Children and Youth Religious Education Committee (CYRE) is dedicated to offering quality programs and education both on Sundays and at other times for the children and youth of the congregation.

The Committee:

- ⊕ Provides support and guidance to the Director of Religious Education (DRE)
 - Provide coverage on Sunday morning for the DRE once a month
 - Develop policy as needed
 - Develop teaching and religious education philosophy
- ⊕ With the cooperation of the congregation and the support of the DRE provides age appropriate Sunday School classes
 - Recruit new volunteer teachers for the classes
 - Provides guidelines and training for volunteer teachers
- ⊕ Sponsors and coordinates social events throughout the year
- ⊕ Sponsors and coordinates field trips throughout the year
- ⊕ Encourages membership interest in the spiritual growth and development of the Fellowship children and youth
- ⊕ Provides funding support for attendance and participation in Pacific Central District (PCD) workshops and conferences for CYRE members and teachers
- ⊕ Provides funding and support for the Youth to attend PCD sponsored Youth Con events
- ⊕ Provides an annual brochure detailing the CYRE program for the year
- ⊕ Provides guidelines and support for parents for participation in CYRE programs
- ⊕ Meets on a monthly basis (usually the 3rd Thursday of the month) to plan events and programs

Submitted by: Coleen Sparkman
CYRE Committee Chairperson
October 15, 2005

Unitarian Universalist Fellowship of Stanislaus County Committee on Ministry

The Committee on Ministry (CoM) exists to strengthen the ministry of the Fellowship and to encourage activities and structures which contribute to that ministry. It is interested in all aspects of the Fellowship's ministry, including interpersonal relations, congregational activities and structures, and both lay and professional leadership. The Committee encourages good communication between members, the members and the Minister and staff, and among the staff and Minister. Triangulation is avoided.

The Committee:

- ⊕ Meets regularly with the Minister to track the “heartbeat” of the congregation. Perceptions of both strengths and concerns are shared, and ways of encouraging strengths and handling concerns are discussed.
- ⊕ Acts as a listening ear for the morale and needs of the Fellowship.
- ⊕ Serves as a support group for the Minister, listening with respect, compassion and confidentiality. The CoM may brainstorm ideas and options.
- ⊕ Conducts any procedures or evaluations required by the Unitarian Universalist Association (UUA) in regard to the Fellowship process or other UUA programs.
- ⊕ Recommends a figure for the Minister's compensation and acts as an advocate in the budget process.
- ⊕ May recommend practices or benefits related to the Minister's working agreements.

Membership on the Committee on Ministry is agreed between the Minister and the Board of Trustees. Members serve three year, rotating terms. Efforts are made to ensure that the committee membership is broadly representative of the congregation.

Submitted by Rev. Grace Simons &
Laurie Barros - Chairperson
November 2005

Unitarian Universalist Fellowship of Stanislaus County Comprehensive Planning Committee

The Comprehensive Planning Committee (CPC), working closely with the Board of Trustees and the congregation, develops, articulates, and documents preferred goals in terms of the mission of the Fellowship and the resources needed to accomplish that mission. The CPC conveys a medium long term sense of direction and purpose, using “vision excitement” which serves to inform both the Board and the congregation and becomes an integrated part of the normal business of the Fellowship.

The CPC provides leadership for:

- ⊕ Mission and Vision Statements to be reviewed and updated periodically.
- ⊕ Developing a Five Year Plan showing goals and resources required, including:
 - a. Program goals reflecting the wishes of the congregation
 - b. Target dates for accomplishing these goals
 - c. Budget with projected increases
 - d. Projected increases in membership
- ⊕ Annual Evaluation of the plan progress and appropriate update to make the five year plan continuous
- ⊕ Assisting committees in forming five year plans using congregational guidelines for their goals
- ⊕ Providing monthly reports to the Board of Trustees.

For the period of 2003/2004, the CPC will:

- ⊕ Encourage preliminary planning of facilities to support the Mission and Vision of the Fellowship
- ⊕ Encourage preliminary planning estimates of future facility costs (note work on new facilities is to be turned over to a Facilities Committee)
- ⊕ Encourage planning for Capital Campaign

The members of this committee are selected by the Board of Trustees. The Vice President of the Board and one other Board member shall serve as members. Membership shall be broadly representative of the congregation. Members serve rotating terms.

Submitted by Katherine Moncrief, Chairperson
Reviewed by Rev. Grace Simons
2004

Unitarian Universalist Fellowship of Stanislaus County Finance Committee

The Finance Committee is charged with fiscal responsibility for the congregation's resources. In cooperation with the committees, it prepares an annual budget and tracks expenditures and income against that budget throughout the year. It also reviews and makes a recommendation regarding expenditure requests not included in the annual budget particularly where such requests exceed \$1,000.00. The Committee monitors the status of pledge payments and other sources of income throughout the year, watching for variances from the budget that may require attention. The Committee reviews specific expenditures, relationships with vendors and service providers, and expense reimbursements to members of the Fellowship as needed.

The Committee works closely with the Administrator and Treasurer and has overall responsibility for the accuracy of the Fellowship's financial reports and records. It also has overall responsibility for investment policies, subject to review and approval by the Board of Trustees. It reports to the Board and the membership on the status of the Fellowship's finances.

The Finance Committee does not directly raise funds to meet operating and capital funds, but works with several other committees charged with those responsibilities, such as the annual Canvass Committee and the committees charged with long-range planning, resource development, and capital planning. The Finance Committee has responsibility for developing and implementing the Fellowship's planned giving program, acknowledgment of gifts and bequests, and maintenance of its memorial and endowment funds.

Members with an interest in church finances are encouraged to become members of the Finance Committee. Members with accounting or financial expertise are particularly encouraged to consider joining this committee, but these are definitely not prerequisites.

Submitted by Jim Robison
Committee Chairperson
2004

Unitarian Universalist Fellowship of Stanislaus County Fundraising Committee

Auction Task Force

The Auction Task Force is a subcommittee under the Fund Raising Committee and is responsible for the primary fund-raising activity, apart from the annual canvass, of the Fellowship. The chair is appointed by the Board of Trustees annually, with a co-chair to be assigned to serve one year as co-chair then taking over the duties of the chair for one year. The chair and co-chair are responsible for planning the events throughout the year for either a silent auction or a combination of silent and live auction. The annual spring auction generally includes a dinner, silent auction and live auction. The proceeds of auctions are initially used to cover the line item amount determined by the Board. Any additional moneys are kept to allow the budget line item to move from being used at the end of the year to being raised before the fiscal year count (per Board of Trustees approval 2004).

The chair and co-chair:

- ⊕ Pick a theme and plan events
- ⊕ Recruit auction workers, including a Silent Auction chair, and people responsible for food, the refreshments, ticket sales, check-in, and clean up.
- ⊕ Solicit donations for the silent and live auctions

All members of the congregation are encouraged to participate in the Mid-year and Annual Auctions by donating items and services, by serving on the committee, and/or by attending the event.

Submitted by Lin Myers
Auction Chairperson
2004

New Building Fundraising Task Force

Objective: Raise funds for the new “West Wing Building” by holding fundraisers that involve the community at large.

- ⊕ Increase visibility of the UUFSC in the Central Valley area.
- ⊕ Promote enthusiasm for new building project within congregation.
- ⊕ Keep congregation and community apprised of new building progress.

Submitted by Eugenie Whalen, Board President
August 18, 2011

Unitarian Universalist Fellowship of Stanislaus County Membership Committee

The Membership Committee fosters growth in membership of the Fellowship, assists new members to integrate into the church community, encourages an atmosphere in which people can develop their spiritual path, and assures the accuracy of membership records and categories of membership. This committee meets monthly throughout the year.

The Committee:

- ⊕ Arranges and conducts periodic orientation sessions
- ⊕ Arranges and participates in New Member Welcoming Sundays
- ⊕ Inform Canvass Committee of names of new members
- ⊕ Arrange New Member Potluck events
- ⊕ Greets all attendees at Sunday services
- ⊕ Records names in the Guest Book and gives name tags to guests
- ⊕ Welcomes visitors into the sanctuary
- ⊕ Introduces visitors to the Congregation
- ⊕ Encourages members to interact with visitors
- ⊕ Acquires and displays informational pamphlets about Unitarian Universalism
- ⊕ Keeps a record of members and their status
- ⊕ Organizes Circle Dinners for members and friends
- ⊕ Maintains a current pictorial album of new members
- ⊕ In the absence of a Publicity Committee, arranges for advertising

The Membership Committee is open to and welcomes all members.

Submitted by Joan Patterson
Committee Chairperson
September 24, 2005

Unitarian Universalist Fellowship of Stanislaus County Music Program Committee

The UUFSC Music Program is headed by the Director of Music, who:

- ⊕ Develops a music program which will stimulate as well as reflect the overall tastes and wishes of the congregation
- ⊕ Consults with the Minister and other designated leaders, staff, and committees.
- ⊕ Nourishes the musical needs of the congregation for regular and special services.
- ⊕ Provides diverse and imaginative musical material for worship services.
- ⊕ Supplies a creative focal point for musical talent within the congregation.
- ⊕ Represents the congregation through music for private, memorial, or other special services.
- ⊕ Rehearses and prepares the choir, soloists, and service music.
- ⊕ Maintains and seeks to improve the congregation's musical instruments and library.
- ⊕ Keeps appropriate records as needed.

Members of the congregation are encouraged to share their musical talents with the Fellowship by joining the choir and by participating in services and presentations. The choir rehearses weekly.

Submitted by Marilyn King
Music Director
September 2005

Unitarian Universalist Fellowship of Stanislaus County Policy on New Facilities Oversight Committee

UUFSC's requirement for an Oversight Committee for major projects was instituted near the end of the refurbishment of the Mustard Building. The idea was that projects need monitoring by members not directly involved in the work. Our current New Facilities project is somewhat different. Volunteers [the New Facilities Committee, headed by Jim Sparkman], and staff [with both direct involvement of the minister and her direction of other staff members] have brought the project through the Use Permit and initial design phases and completed the loan application process. Now that the congregation has decided on a building option and basic floor plan, the situation changes significantly. Detailed decisions remain to be made by the Fellowship, but most of the construction work will be carried out by professionals. The Oversight Committee has been selected to monitor this process, and help to bring us to timely and effective completion of the project.

Since the idea of an Oversight Committee came at the end of the Mustard Building work, and since that was a project done with volunteer labor, the role of an Oversight Committee for the current project needs to be clarified. The comments below are meant as a starting place for this clarification. Discussion and refinement by the UUFSC Board are needed. When that is complete, the expectations adopted need to be communicated to the groups directly involved in both development and use of the 'west side' building, and with the congregation as a whole.

The Oversight Committee for the 2008-09 Building Project will:

- Work with the committees involved¹ to ensure timely selection of building options [materials, features, etc.] with consideration to balance our needs for functionality, accessibility, environmental responsibility and available financial resources.
- Monitor and encourage timeliness by volunteers/committees engaged in gathering information and making recommendations.
- Communicate with the Phase II Capital Campaign organizers in regard to expected and actual funds for the project, and with the Finance Committee in regard to probable impact on the UUFSC operating budget.
- Communicate with the Minister, the Board President and the chair of the New Facilities Committee in regard to progress, recommendations, financial considerations and concerns. Report to the full Board on a monthly basis.
- Communicate with the designated contractor contact in regard to work progress [schedule and quality] and/or concerns.
- Communicate with the congregation in regard to progress or problems encountered.
- Continue its work until the building is erected and add-ons needed for use are complete.

¹ Committees considered to be directly involved with the development and use of the project include: New Facilities and Green Sanctuary (development) and Children & Youth Religious Education, Adult Religious Education and the UUFSC Board (use). Accessibility issues are to be addressed by New Facilities & the Board.

Unitarian Universalist Fellowship of Stanislaus County Newsletter Editor

The *InFocUUs* newsletter is published twice monthly from September through June, and monthly in July and August. Its purpose is to communicate information and activities about the Fellowship to members, friends, and supporters in the greater Stanislaus County community

InFocUUs contains a schedule of Sunday services for adults and children, columns from the Minister and the Director of Religious Education, a column about the activities of the Fellowship members, notices of committee meetings and times, a monthly calendar of Fellowship activities, a listing of the Board of Trustees, the Web Site, the administrator's office hours, and other information pertinent to the vitality of the Fellowship.

The newsletter is produced by the editor. Volunteers fold, label, and mail it on the Thursday following each deadline. The editor welcomes back-up volunteers to produce the newsletter when necessary. All are welcome to help prepare *InFocUUs* for mailing.

Prepared by Debra Heins, Editor
Affirmed December 2005

Unitarian Universalist Fellowship of Stanislaus County OWL Oversight Committee

The Our Whole Lives (OWL) Oversight Committee facilitates the introduction, growth, and maintenance of a comprehensive sexuality education program for children, youth, and adults.

The Committee:

- ⊕ Creates a budget for program materials and teacher training
- ⊕ Chooses the best resources and facilitators
- ⊕ Coordinates sexuality education with other congregational programming
- ⊕ Conducts activities to build support for the program
- ⊕ Evaluates classes and facilitators
- ⊕ Assesses and promotes the progress of the program

Submitted by Joshlynn Norquist
Committee Chairperson
October 8, 2005

Unitarian Universalist Fellowship of Stanislaus County Public Relations / Marketing Committee

The Public Relations committee is responsible to support the Fellowship's outreach activities, to plan public events and to develop effective modes of internal communications.

Submitted by Pat Brown
Committee Chairperson
November 2005

Unitarian Universalist Fellowship of Stanislaus County Social Concerns / Action Council

The Social Concerns / Action Council, in support of the principles and purposes of the Unitarian Universalist Association, actively work on issues of social change of community, national and international concern.

Unitarian Universalist Association Principles and Purposes

We, the member congregations of the Unitarian Universalist Association, covenant to affirm and promote:

- ⊕ The inherent worth and dignity of every person;
- ⊕ Justice, equity and compassion in human relations;
- ⊕ Acceptance of one another and encouragement to spiritual growth in our congregations;
- ⊕ A free and responsible search for truth and meaning;
- ⊕ The right of conscience and the use of democratic process within our congregations and in society at large;
- ⊕ The goal of world community with peace, liberty, and justice for all;
- ⊕ Respect for the interdependent web of all existence of which we are a part.

This Council as a whole meets as necessary to review the progress of task forces and to support social action projects of the Fellowship, including children's religious education. Social concerns of members are also reviewed and appropriate actions taken.

The Council presently consists of the following task forces:

- ⊕ Gray Panthers Task Force
- ⊕ Green Sanctuary Task Force
- ⊕ Habitat for Humanity Task Force
- ⊕ Family Promise - Homeless Service Task Force
- ⊕ Liberal Voices
- ⊕ Opposition to war in Iraq
- ⊕ Welcoming Congregation Task Force

Each task force is responsible to educate not only its own members, but also the Fellowship as a whole, and to take appropriate actions in keeping with the policies of the Fellowship.

The Social Concerns /Action Council is open to all members, and especially encourages those supportive of the current task forces, as well as those desirous of organizing other social change task forces.

Submitted by Martin Zonligt
Committee Chairperson
November 2005

STATEMENTS ON SOCIAL ISSUES

Welcoming Congregation Resolution

WHEREAS Unitarian Universalists covenant to affirm and promote the inherent worth and dignity of every person and we, the members of the Unitarian Universalist Fellowship of Stanislaus County, have come to understand that:

Lesbian, gay, bisexual and transgender persons in our society have long suffered the effects of unjust discrimination and oppression in many significant areas of their lives; and

Churches bear a particular responsibility for being in the forefront of the work of transforming societal attitudes and practices with respect to lesbian, gay, bisexual and transgender persons; and

Our Unitarian Universalist religious heritage calls us to compassion, inclusivity and the creation of justice in our congregation and in the larger community,

WE DO HEREBY RESOLVE TO:

Be inclusive and expressive of the concerns of lesbian, gay, bisexual and transgender persons; and

Celebrate the lives of lesbian, gay, bisexual and transgender persons, welcome same-sex couples, and recognize their committed relationships; and

Seek to nurture ongoing dialogue among lesbian, gay, bisexual, transgender and heterosexual persons, and to create deeper trust and sharing; and

As advocates for lesbian, gay, bisexual and transgender people, attend to legislative developments that will affect their lives, and work to promote justice, freedom and equality in the larger society;

AND THEREFORE DECLARE OUR INTENTION TO BE KNOWN AS A WELCOMING CONGREGATION.

Adopted by a Congregational Vote May 21, 2006

Statement Against Intolerance

We, the members of the Unitarian Universalist Fellowship of Stanislaus County, are united against hate crimes. We stand in faith with our brethren who have suffered acts of intolerance. We believe in the inherent worth and dignity of every person and support the right of people to choose and practice their faith without fear of vandalism or violence.

We seek to understand the hatred or ignorance that drives one to defile a place of worship so we may cure this malady of the soul with love and knowledge. We do not hate the perpetrators but seek to teach them by example.

We believe that for everyone exhibiting hatred and intolerance there are thousands who share hope for a day when hatred is overcome by love, and ignorance by knowledge. We affirm the kinship and interdependence of all people. We commit to working for justice, equity, and compassion for all people.

Adopted by a Congregational Vote May 21, 2006

Resolution on Library Censorship

Whereas Unitarian Universalist covenant to the free and responsible search for truth and meaning:

Whereas public libraries exist to provide free access to materials, ideas, resources, programming and information which is necessary for education, employment, enjoyment, and self government, and;

Whereas the library offers the citizens of this community the opportunity to become lifelong learners – informed, literate, educated, and culturally enriched, and;

Whereas the library strives to serve our diverse community by presenting a full range of programs that reflect diversity, and;

Whereas in a free society there is no place for censorship of any medium of expression, and;

Whereas the Education Code delegates authority to the County Librarian under the general supervision of the Board of Supervisors to decide what materials and resources the library will provide, and;

Whereas the Chief Executive Officer of Stanislaus County unilaterally cancelled a library program which he deemed inappropriate thereby abrogating the role and responsibility of the County Librarian;

Therefore, be it resolved that the Unitarian Universalist Fellowship of Stanislaus County objects to this act of censorship taken by the Chief Executive Officer, and; Be it further resolved that the UUSFC reaffirms and supports the role of public libraries in providing free access to a wide variety of materials, ideas and programs that are free from censorship.

Adopted by a Congregational Vote May 21, 2006

Green Sanctuary Task Force

Program goals of the Green Sanctuary Task Force are to build awareness of societal environmental issues among UU's, generate commitment for personal lifestyle changes, motivate UU's to community action on environmental issues, build a connection between spiritual practice and environmental consciousness and to build awareness of and rectify environmental injustices.

Submitted by Sharon Marr
Committee Chairperson
October 2005

Habitat for Humanity Task Force

A volunteer program where members work on the first Saturday of each month to build Habitat for Humanity homes and/or provide lunches to Habitat work volunteers.

Submitted by Sharon Marr
Committee Chairperson
October 2005

Homeless Service Task Force

The Homeless Service Task Force organizes a variety of programs to help assist our local homeless community.

- ⊕ **Food Service:** We prepare a meal once a month for six months of the year starting in November for the Winter Shelter. Members of the UUFSC plan, prepare & serve the meals on a voluntary basis.
- ⊕ **Bedding and Winter Clothes Project:** The UUFSC members and friends are asked to donate winter items for families in the winter shelter. UUFSC volunteers sort and organize these items, and deliver them to the shelter on a weekly basis during the winter operating season.
- ⊕ **Raffle Fundraiser:** The task force sponsors a "Basket" raffle with proceeds going to fund the food service project.
- ⊕ **Family Promise:** UUFSC members and friends volunteer by supporting Church of the Brethren throughout the year when they host homeless families.

Submitted by Sharon Marr & Bob Santos
Committee Co-Chairpersons
October 2005

Liberal Voices

“Liberal Voices” is a group focused on improving our ability to effectively articulate the values basis for our positions on issues of social justice. The work of George Lakoff, *Don't Think of an Elephant*, guides our work framing issues and understanding the implications of our words.

Submitted January 2006

Unitarian Universalist Fellowship of Stanislaus County Web Site Committee

<http://www.stanuu.org>

The Web Site Committee advocates and promotes the use of electronic communications throughout the Fellowship. It recruits, coordinates, and supports volunteers working to develop and maintain electronic communications. It monitors affordable technology for new electronic communication.

Membership is open to all members interested in promoting electronic communication in the Fellowship. The committee actively recruits a member from each active Fellowship Committee.

Submitted by Martin Zonlight
Committee Co-Chairperson
September 2005

The Web Site

We have a web site and a web master. The web site is primarily outer-directed. Its main purpose is to tell visitors about our fellowship; our beliefs, locations, activities and members. There are, however, sections that members may find useful. We update Sunday Service topics, Adult RE courses, Children's topics and News directly from the FocUUs or the Adult RE catalog, so if you mis-placed your paper copy, you can find the information on the web. If you miss a sermon, you may be able to find it on the Sermons section.

The newsletter editor sends the web master each copy of the FocUUs via e-mail, which makes it easy to update the web site.

The web master revises and updates the web site regularly. The web master is a member of the Web Site Committee and works within the guidelines of the committee.

We encourage members and committees to send the web master news and information. If you are interested in electronic communications, you may find the Web Site Committee a good way to serve the church and meet interesting people.

We have a few rules and guidelines:

We will link to outside web site, but a fellowship committee must request the link. We don't link at the suggestion of an individual.

The Web Site Committee must approve any major changes or additions to the web site. For instance, updating the Sunday Services page is a minor change. Adding a page for a specific committee is a major change. Moving the navigation bar or changing the background color would be major changes also.

Submitted by Ted Pack
Committee Co-Chairperson
September 2005

Unitarian Universalist Fellowship of Stanislaus County Worship Committee

The Worship Committee is responsible for planning worship programs with the Minister. When our Minister is not “in pulpit”, we prepare and develop Sunday service for the congregation. The committee meets monthly and also conducts a yearly workshop prior to the resumption of regular services in the fall (first Sunday after Labor Day).

The Worship Committee arranges for volunteers each week to:

Coordinate the Sunday Service

- ⊕ Decorate the sanctuary (Center of Worship)
- ⊕ Usher
- ⊕ Operate the sound system
- ⊕ Prepare coffee and tea for the hospitality and social time following the service, and clean up afterwards
- ⊕ Notify the administrator of volunteers performing the above tasks for the Order of Service

The Worship Committee is a vibrant committee that welcomes all interested members.

Submitted by the Worship Committee
Reviewed by Jewel Whitaker, Chairperson
June 2005