



**CEDAR VALLEY
UNITARIAN UNIVERSALISTS**

CVUU Congregational Handbook

Revised May 2021

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Overview

This *CVUU Congregational Handbook* provides guidelines about how the congregation operates throughout the church year. It is based on the bylaws adopted by the congregation. The bylaws take precedence over any policies or procedures contained within this document.

This handbook includes:

- **Procedures:** Basic information about the day-to-day operations of each area of the CVUU as determined by the relevant council, committee, etc. and/or the Board. Procedures are provided for general operations and for each council in the main part of the handbook.
- **Policies:** Official guidance adopted by the Board, or in some cases, by both the Board and the Congregation. Policies are described in the Appendix.

This handbook is posted on the CVUU website (www.cedarvalleyuu.org > About > About Us > Leadership and Operations) together with the bylaws and related documents. To request a printed copy, contact the CVUU Office Administrator (administrator@cedarvalleyuu.org).

Review and Updates

Both the bylaws and this handbook should be reviewed by the Board and updated as needed every two years. Each council is responsible for providing updates related to their council; the remaining information is updated by the Board or a subcommittee of the Board, in coordination with the Board secretary. Final updates to the handbook must be approved by the Board; final updates to the bylaws must be approved by the Board and the Congregation.

Please note that this handbook was updated in May 2021. Since the updates occurred during the COVID-19 pandemic, it was not possible to completely update all sections of the handbook. When in doubt as to current procedures, please contact those in leadership positions on the Board or whichever council is responsible for those procedures. A current leadership list is posted on the CVUU website (www.cedarvalleyuu.org > About > About Us > Leadership and Operations).

Operations

The CVUU is run by members of the congregation who are elected to serve on the Board of Trustees. The Board is responsible for the overall operations and conducting all business of the CVUU. In addition to CVUU Board members, a variety of CVUU councils and committees consist of members who volunteer their time to keep the CVUU running. A current leadership list is posted on the CVUU website (www.cedarvalleyuu.org > About > About Us > Leadership and Operations). The Operations section of this handbook includes general procedures for congregational activities, including procedures related to the operations of the CVUU Board.

Annual Meeting

The order of business for the Annual Meeting shall proceed as follows:

1. Approval of the CVUU annual meeting minutes of the previous year;
2. Review and approval of council/committee reports;
3. Review proposed changes to bylaws, if applicable;
4. Election of Board members from the slate of candidates presented by the Nominating Committee. Nominations may also be accepted from the floor. Voting shall be done by secret ballot when requested by any voting member of the congregation;
5. Report on financial status; ratify the proposed budget for the next fiscal year by majority vote of the voting members present;
6. Discuss any additional business;
7. Adjourn.

Every effort is made to limit the Annual Meeting to one hour, by means of prior dissemination of reports, and by giving congregants the opportunity to get acquainted with issues and changes before the meeting.

Annual Report

An Annual Report is compiled by the Office Administrator and Board President, prior to and distributed at the Annual Meeting. The Annual Report consists of reports from each council/committee, the Minister, and the Board President, and includes information about progress towards goals established for the year.

Archives, Documentation, Recordkeeping, and Storage

The Congregation strives to document, honor, and inform members, friends, associates and the community of activities and accomplishments of the church. Records may be kept in paper or electronic form, as appropriate. All official documents (e.g., deeds, contracts) shall be maintained in fireproof storage in the church building.

Historic Archives

Paper archives are stored in the cabinet in the hallway by the classrooms.

The following electronic archives are maintained by the Office Administrator and backed up using an appropriate electronic backup system (e.g. a flash drive or online backup). These items must be stored in an electronic format which is easily accessible to the

minister and the president, and to other congregation members upon request. This recordkeeping system shall be regularly updated to reflect current technology, in order to guarantee long-term accessibility of important documents.

- Board meeting minutes
- Newsletters
- Orders of service
- Annual Meeting reports
- Stewardship campaign materials
- Formal yearly budget documents
- Annual reports to the UUA
- Annual membership list
- Service attendance information
- Any surveys/questionnaires sent to the membership
- Other documents as needed

Operational Documentation and Storage

Each council shall develop and maintain their own system for sharing operational documents within their council, e.g. Google docs, Dropbox, or email attachments. All documents needed for day-to-day operations of the CVUU should be accessible electronically by at least 3 people.

Board Meetings

Board meetings are held monthly. The President runs the Board meetings, determines the agenda for each meeting and sends the agenda to the Board members in advance of the meeting. Two examples of CVUU Board meeting agendas are provided below.

Example Agenda 1

1. The meeting is called to order by the Board president.
2. Minutes from the previous Board meeting are reviewed and adopted as written, or as amended.
3. Finance Director's Report.
4. Minister's Report.
5. Old Business is discussed.
6. New Business is discussed.
7. The Board president calls for a motion to adjourn. If the motion is seconded and passed, the meeting is adjourned. According to Robert's Rules of Order (Newly Revised), rather than calling for a motion to adjourn, the President also may state: "In the absence of further business, the meeting is adjourned."

Example Agenda 2

- Opening business
 - Meeting called to order
 - Approval of agenda
 - Approval of previous meeting minutes

- Follow up on reports (emailed prior to the meeting), if applicable (checking in with the minister, president, and all 7 council liaisons)
- Quick hits (quick topics)
- Hot topics (important topics that require discussion)
- Adjourn – next Board meeting reminder

Board Roles: Finance Director

The finance director shall:

- Report all income and expenses of the Congregation to the Board and the Congregation.
- Maintain financial records that represent the funds, property, or liabilities of the Congregation.
- Serve as chair of the Finance Council.
- Collect proposed budget requests from all councils and committees.
- Submit a draft of the proposed operating budget to the Board.
- Submit a yearly financial report at the annual Congregational Meeting.
- Perform other duties as determined by the Board.

See the Finance Council section and the CVUU Bylaws for more information.

Board Roles: President

The president shall:

- At the beginning of the new president's term, work with Finance Council to be added as an authorized signer on the CVUU accounts.
- At the beginning of a new secretary's term, work with the secretary and the Office Administrator to complete an updated Registered Agent Change Form.
- At the July meeting of each newly elected Board, ensure the Board reaffirms the Code of Conduct (see the Appendix).
- Preside at all Board meetings and Congregational meetings.
- Hold regular monthly meetings for the Board and schedule additional Board meetings as needed, in consultation with Board members.
- Create each month's Board meeting agenda in consultation with Board members.
- Meet with the minister at least once a month to discuss congregational business.
- Review correspondence from the UUA (Unitarian Universalist Association) and MidAmerica Region (MAR) and bring pertinent issues to Board meetings.
- Delegate responsibilities to Board members and councils/committees.
- Act as liaison between the Board and Congregation members.
- Act as liaison between the Congregation and the MAR and UUA.
- Sign official documents (e.g. rental agreements).
- Co-sign checks at the request of the Financial Director or designee.
- Submit a monthly Board President's column to the newsletter.
- Submit an annual Board President's letter for the Stewardship campaign packet, if requested.
- Serve as chair of the Ministerial Review Committee (or designate a chair) and be responsible for ensuring that the duties of this committee are performed each year as

described in the bylaws and in the ministerial contract, including performing the minister's annual review and amending to the ministerial contract.

- Preside or delegate someone to preside over the Annual Meeting.
- Work with the Office Administrator to ensure the Annual Report is completed prior to the Annual Meeting.
- Submit an annual Board President's report for the Annual Report.
- Perform other duties as determined by the Board.

See the CVUU Bylaws and ministerial agreement for more information.

Board Roles: Secretary

The secretary shall:

- Act as Registered Agent for the Congregation
 - At the beginning of the first year as secretary, work with the president and the Office Administrator to complete an updated Registered Agent Change Form (found on Iowa's Secretary of State's website) to include the incoming secretary's information and submit the form to the Iowa Secretary of State.
 - At the beginning of every-other year in odd-numbered years (e.g. 2021), file the Biennial Report for Iowa Nonprofit Corporation online with the Iowa Secretary of State.
- Attend and record minutes for all CVUU Board and Congregational meetings and ensure that the approved minutes are added to the permanent records of the congregation.
 - For Board meeting minutes, email minutes to Board members for review prior to the next Board meeting. After minutes are updated/approved at the next Board meeting, email to the CVUU Office Administrator for historical records.
 - For CVUU annual meetings, email minutes to the CVUU Office Administrator to include in the next annual report for Congregational updates and/or approval. Update if needed and send a final copy to CVUU Office Administrator for historical records.
- Work with the president to ensure key information from Board meetings is shared with the congregation in the newsletter or other communications as appropriate.
- Work with the president and Board to update changes to the Congregational Handbook.
- Perform other duties as determined by the Board.

See the CVUU Bylaws for more information.

Board Roles: Trustees

The Board trustees shall:

- Serve as a liaison to one of the councils and a conduit for communication between the council and the Board, ensuring that the council carries out its functions.
- Attend Board meetings.
- Attend council/committee meetings as necessary and appropriate.
- Encourage coordination among the council and committees.
- Act as troubleshooter when the council/committees experience problems.
- Advocate for the respective council and committees before the Board.
- Review the bylaws and handbook each year to ensure familiarity with current CVUU structure and guidelines.

- Perform other duties as determined by the Board.

See the CVUU Bylaws for more information.

Board Roles: Vice President

The vice president shall:

- Assume the duties of the president in cases when the president is absent or unable to fulfill those duties.
- Automatically succeed to the office of president in the event the office of president becomes vacant.
- Serve as chair of the Personnel Committee.
- Track use of all leave benefits taken by the minister or designate someone to do this.
- Perform other duties as determined by the Board.

See the CVUU Bylaws and ministerial agreement for more information.

Budget

An annual budget with submissions by councils and committees is prepared by the Finance Council and submitted to the Board for approval and adoption by congregational vote at the Annual Meeting. Each council and committee must follow financial procedures for requesting funds for their council and using the funds allocated to their council each year. See the Finance Council section for details, especially the “Budget” and “Unbudgeted Expenditures” sections.

Building Use and Rentals

All building use for CVUU purposes, including reserving space for small groups, is coordinated through the Office Administrator, to ensure that two groups are not planning to meet in the same space at the same time. When you are done using any room in the building, ensure that lights are out, windows are shut, and doors are left open for air flow. If you are the last one in the building, ensure that all lights are off and both doors are locked.

Building rentals are coordinated by the Office Administrator. For building rental policies and a rental agreement, see the CVUU website (www.cedarvalleyuu.org > About > About Us > Leadership and Operations)

Bylaws and Handbook

The bylaws are the legal parameters within which the Congregation functions as a non-profit religious organization. The CVUU bylaws are available on the CVUU website: www.cedarvalleyuu.org > About > About Us > Leadership and Operations. The bylaws should be reviewed annually by each Board member to ensure familiarity with the current CVUU structure and guidelines. The Board (or a subcommittee of the Board) should complete an in-depth review of the bylaws and this handbook every two years and makes updates as needed. Any proposed modifications are presented to the entire Board at the March meeting for discussion and review. After approval by the Board, proposed changes to the bylaws are be posted on the CVUU website and in the Fellowship Hall at least 30 days prior to the Annual Meeting. Information about the proposed changes will also be provided in the April and May

newsletters and sent via email to the congregation at least 14 days before the Annual Meeting. Proposed changes to the bylaws will be voted on by the congregation at the Annual Congregational Meeting. Changes to the handbook are made by the Board in consultation with the various Councils regarding their sections of the handbook.

Calendar

The CVUU calendar is prepared by the Office Administrator, as described in the Communications Procedures on the CVUU website: www.cedarvalleyuu.org > About > About Us > Leadership and Operations.

Child Care

Our goal as a Congregation is to maximize opportunities for participation by families with younger children. Child care is a service the Congregation provides to parents so they are able to participate in activities not appropriate for children. This includes Sunday services, Adult Religious Education, Wednesday night music programs, and Stewardship dinners. Child care may be provided at other church events throughout the calendar year.

Supervision of children shall be conducted by two (2) child care providers at all times as a safety and security precaution. Supervised care is provided for young children in the nursery. The upstairs balcony room overlooking the Sanctuary also is available for use by parents electing to keep infants or small children with them during the service. This room allows the parent to observe and hear the service while minimizing disruption should the child require their attention.

Copying and Printing

The CVUU has procedures for printing bulk materials. Contact the Office Administrator for details. A copier is available on the second floor of the Congregation building for **limited** use in copying by the Board and councils/committees of the Congregation.

Denominational Affiliations

The Board encourages participation by members of the congregation the UU General Assembly, in regional conferences, and in professional development opportunities offered by the Unitarian Universalist Association (UUA) and the MidAmerica Region (MAR).

Unitarian Universalist Association (UUA)

The Unitarian Universalist Association is the national organization of Unitarian Universalists and is headquartered in Boston, MA. The Unitarian and Universalist denominations merged in 1961. The Board will identify UUA activities at which the CVUU should be represented. The UUA maintains an extensive website about activities and services: www.uua.org. The UUA sponsors a national convention annually called the General Assembly, and two publishing houses called Beacon Press and Skinner House Books. The UUA also has the responsibility of admitting qualified UU ministers into fellowship, determining compensation guidelines for ministers and other paid religious professionals, and of coordinating the ministerial search process. The UUA also has grants and loans available to member congregations at various times and for various purposes. Information on these grants may be found on the UUA website.

MidAmerica Region

The MidAmerica Region (www.uua.org/midamerica) is the regional UUA governing body under whose jurisdiction the CVUU falls. Dues based on number of members are assessed annually.

The UUA and MAR offer a variety of services:

- Liaisons for support of congregational functions
- Consultants for specific actions that need to be taken (fees are charged)
- Annual MAR meeting in April
- Annual General Assembly in June
- Resource Directory
- Lending library
- Youth Conference
- Religious Education support

Affiliation Dues

Affiliation dues are assessed annually by the UUA and the MAR based upon the stated membership total for the calendar year. Congregations paying the full amount of the assessed dues are recognized as “Fair Share Giving Congregations.” The CVUU is a fair share giving congregation.

Denominational Publications

The UUA and MidAmerica Region have newsletters and magazines provided to all regular members free of charge. Other publications and resources are available for purchase, and some are available online at www.uua.org/publications.

Insurance

The CVUU is covered by multi-peril and workers compensation insurance through Church Mutual Insurance Company, 3000 Schuster Lane, P.O. Box 357, Merrill, WI 54452-0357; www.churchmutual.com; 800-554-2642.

Legal Status

This Congregation is organized exclusively for charitable, educational, religious, or scientific purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, and to promote and advance such purposes by any activity in which a nonprofit corporation organized under the Iowa Nonprofit Corporation Act may engage, either directly or by engaging in activities that support or benefit one or more supported organizations as permitted under Section 509(a)(3) of the Code. The Employer Identification Number (EIN) for the Congregation is 42-1168808.

Mail and Interoffice Mail

Each member of the Board, the minister, council, and committee chairs have an “inbox” for the receipt of communications related to their positions within the Congregation, as described in the Communications Procedures on the CVUU website: www.cedarvalleyuu.org > About > About Us > Leadership and Operations.

Newsletter

The CVUU newsletter is edited and published on an eleven-month basis, as described in the Communications Procedures on the CVUU website: www.cedarvalleyuu.org > About > About Us > Leadership and Operations.

Photographs and Videos

Sharing photographs and videos of what we do at the CVUU is an important part of documenting our activities and sharing them with the general public. This media may be posted on our website/Facebook or shared with the public through news releases, publications, video productions, or social media.

We understand that some members may not wish to have their images included in photographs/videos. We respect those wishes and plan to not release media including their images to the public. Members who do not wish the CVUU to release their image (or images of their family members) to the public, must complete, sign, and return the CVUU Photo/Image Opt-Out Form to the Office Administrator. The decision of any member to opt out of having their and/or their family members' photo(s)/image(s) shared with the public is enduring. Once a member completes the Opt-Out form, it will stay in effect until the member decides to change their decision. The form is available on the CVUU website: www.cedarvalleyuu.org > About > About Us > Leadership and Operations.

Solicitation

The Board must give prior approval for any solicitation of the Congregation for (1) monetary donations or service assistance to causes other than CVUU within the church building; and (2) utilizing church email lists or printed directories. The membership list and other CVUU materials will not be used for commercial or solicitation purposes without the express permission of the Board. The Sunday offering is intended solely for the use of our Congregation, with the exception of the monthly Social Action plate collections.

Any other solicitation for a Sunday offering must have prior approval from the Finance Council and the Board. Purposes of such solicitation must be for a Social Action project, or a special event of the Congregation, MAR, or UUA. Additional means of solicitation by councils or committees (e.g., fundraising lunches; Music Committee entertainment) do not require approval from the Finance Council and Board. However, calendar coordination with the Finance Council and other councils/committees is essential to avoid conflict with established fundraising events of the Congregation. Further, councils/committees seeking solicitations from the Congregation for sponsored activities (e.g., Crop Walk, Adopt-A-Family, Iowa Public Radio) must coordinate solicitation efforts with the Finance Council, again to prevent conflict with established fundraising events of the Congregation.

Website

The Congregation website is located at: www.cedarvalleyuu.org. It is linked to the Unitarian Universalist Association (UUA) and MidAmerica Region (MAR) websites. The use of the website is determined by the Communications Procedures on the CVUU website: www.cedarvalleyuu.org > About > About Us > Leadership and Operations.

Councils & Committees

Building and Grounds Council (B&G)

As stated in the CVUU Bylaws, the mission of the Building and Grounds Council is to attend to the physical realm of our Congregation. This includes maintenance and improvements of the building, grounds, and equipment. Completion of this mission involves coordination and communication with the Office Administrator, Board, and Finance Council as needed.

Custodial

The Building and Grounds Council is responsible for organizing cleaning.

Inventory

An inventory of Congregation furnishings, artwork, and equipment (purchased, donated, and loaned) has been established and will be maintained. The document, as well as pictures, will be kept in the file cabinet on the second floor.

Landscaping

The front entrance area is maintained by volunteers. Seasonal annual plantings are done in the various planters submerged around the sidewalk. Weeding, watering, and perennial maintenance are done as needed by church members. Tree trimming is contracted as necessary. Other special garden areas are planted and tended as needed. Any additions to the landscaping or grounds must be brought to the Building and Grounds Council for approval by the Board.

Lawn Moving

The Building and Grounds Council is responsible for organizing lawn mowing services.

Snow Removal

The Building and Grounds Council is responsible for organizing snow removal.

Other Building Interior & Exterior Responsibilities

Maintenance, repairs, and/or replacement is noted by Building & Operations Council and addressed by its members or brought to the Board's attention. The exterior sign is maintained by Council members or others volunteering for the assignment.

Congregational Life Council (CLC)

As described in the CVUU Bylaws, the mission of the Congregational Life Council is to promote activities for members and visitors that provide opportunities for spiritual growth through meaningful connection with each other. This includes greeting and welcoming new members and visitors, providing hospitality, caring for each other, and developing and communicating opportunities for social interaction (e.g. small groups).

The Congregational Life Council includes two committees: 1) Membership and Marketing, and 2) Caring Connections.

- **Membership and Marketing Committee:** Works with the Office Administrator to promote the CVUU to the community to help the congregation grow. This committee includes several teams to help perform the following functions:
 - Membership: Conducts new member orientations and works with the Office Administrator to track membership information. Responsible for keeping records of the numbers of visitors, attendance at services, membership totals, and other such information as needed for annual reports.
 - Marketing: Work with the Office Administrator organize public relations campaigns designed to obtain new members.
 - Greeters: Greets new members and visitors on Sunday morning, ensuring that guests and visitors are welcomed and connect with someone when they attend a service at the CVUU and follow-up with them after the service.
 - Hospitality: Ensures that refreshments are available after the service and that the fellowship hall and kitchen are cleaned up after the fellowship time; also responsible for ensuring that adequate supplies are on hand to provide refreshments and clean-up.
- **Caring Connections:** The Caring Committee (a.k.a. “Caring Connections”) identifies needs of members and develops a plan to help meet those needs based on responses from the Congregation. Caring Connections helps notify the Congregation of members who are ill, experiencing the death of a loved one, or are going through any traumatic situation where the Congregation’s sympathy and help would be welcome. Many members of the congregation participate in helping others with the Caring Connections or on their own. Some months there are more needs than others, and both the Caring Connections and members of the congregation join in to help as needed. A team of “Caring Connectors” connect members in need of caring with those willing to help, with a different contact person each month. CVUU members who sign up to be part of Caring Connections agree to help out in a variety of ways as needed.

Hospitality Teams

The Hospitality Teams ensure that coffee and other necessary supplies for the hospitality time are available on Sunday morning. The Membership and Marketing Committee arranges for others to sign up for providing treats and preparing the coffee and tea during the year. The Hospitality Teams are responsible for returning the kitchen and fellowship hall to clean conditions after the fellowship time. In addition, the Hospitality Teams prepare a budget each year for the Finance Council to purchase supplies and assure there are adequate supplies of coffee, tea, sugar, creamer, dish soap, dishwasher soap, rinse aide, and garbage bags.

Guest and Visitors

The congregation welcomes guests and visitors who attend our Sunday services. Members of the Greeting Team make an effort to greet visitors when they enter the building. At the appropriate time during the service, guests and visitors are invited to introduce themselves.

Each visitor is given a name tag (plastic name tags are provided after the 1st visit), brochure, and is asked to fill out an information card. If a visitor makes a request on the information card, the individual is added to the newsletter mailing list.

A postcard is sent to each visitor in the week after their visit. Statistics are kept on the names and the number of visitors each week. The Membership and Marketing Committee also keeps track of the number of attendees at each service.

The Committee maintains a supply of brochures that are available from the Unitarian Universalist Association to distribute to visitors.

Membership

The Congregation is committed to preparing interested people to make the decision to become active members of the Congregation. Prospective members will have had a discussion of Unitarian Universalism with the minister, or designee of the Board and have an opportunity to attend a “New to CVUU” session. A prospective member will formally join our congregation at an “I Want to be a Member” session where the opportunities and responsibilities of membership are discussed, and the prospective member signs the Membership Book.

The Congregation recognizes that each member contributes to the life of the congregation in a number of ways. Each member is encouraged to be an active participant by attending activities, sharing their time and talents, and/or by making a financial pledge.

Membership Procedure

Upon becoming a member, each individual receives an official informational membership packet, a member name tag, and a subscription to the *UU World*. New members sign the Membership Book with the minister and members of the Membership Committee during an “I Want to be a Member” session. Attendees are invited to these monthly sessions through notices in the newsletter and the CVUU Weekly Updates. New members are recognized during a special section of a Sunday Service at least once per church year. The names and contact information for new members also are given to the Finance Council.

New Member Packet

- Pamphlet – *Welcome to Unitarian Universalism*
- Wallet card with principles
- Current Stewardship brochure and information
- Welcome letter
- Welcome letter from minister
- New Member Questionnaire
- Small group opportunity document
- Information Sheets: *Questions Often Asked about Unitarian Universalism, What do UUs Believe, and Some Unitarian Universalist Roots*
- Current membership directory

Membership Book

The membership book holds the handwritten signatures of all members. The book also contains the names of all the Unitarian Universalist ministers who served our congregation. Further, it includes child dedications and other ceremonies.

Membership Directory

Each year the Membership Committee will publish a new Membership Directory that will list the name, address, phone number, and email address of members and friends of the Congregation.

Membership and Visitors Database

The Membership Committee maintains a database with the names and contact information of all members and visitors of the Congregation. In December or January, the official membership count is compiled from this database, given to the Finance Council and forwarded to the Unitarian Universalist Association. The Membership Committee will consult with the Finance Director and Office Administrator to determine the official number of members. This is the number of official members as of January 1st of each year. The Committee will use the method described under Article V (B) *Removal of Membership* in the Congregation's bylaws to determine official membership.

If a member has not attended or made a pledge of record for a period of one year, the Committee may designate the member as an Associate Member. The Committee will consider special circumstances when making this decision. If a member is designated as an Associate Member, the member also will be dropped from the *UU World* mailing list.

Removal of Membership

A member's name shall be removed from the Membership Roll in case of:

1. the member's death;
2. written request by the member to the Board or Congregational Life Council;
3. a period of inactivity over one year, as determined by the Congregational Life Council, or
4. removal by the Board for actions that threaten the well-being of the Congregation, in accordance with the Congregational Handbook.

Budget

The Membership Committee will determine budget needs for the next fiscal year for brochures, newspaper ads, and other expenses at the December committee meeting, or at another time as determined by the Finance Council's submittal deadline, and will give that information to the Finance Council.

Congregational Life Council Partnership with Shared Ministry Council

The Congregational Life Council works closely with the Shared Ministry Council on areas where their missions overlap or are closely connected, for example: new member engagement, social activities for the Congregation, and small group planning.

Finance Council

As described in the CVUU Bylaws, the mission of the Finance Council is to manage the Congregation's financial resources; to raise funds needed to finance the operating budget of the Congregation; to raise and maintain the funds needed to acquire, maintain, and expand the property and investments of the Congregation; and to ensure the financial stability of the Congregation.

The Finance Council's functions include responsibility for fundraising, budgeting, pledge record keeping, bookkeeping, audit, endowments, and financial investment. The Finance Council also conducts an annual Stewardship Campaign with help from the Stewardship Campaign subcommittee. Committee members include the Finance Director, Treasurer, Collector, Stewardship Campaign Chair, Special Fundraising Events, and Endowment Committee Chair. Members-at-Large may also serve on the Council.

Finance Director

Duties of the Finance Director include:

- Chairing the Finance Council and serving on the Executive Board;
- Preparing the annual operating budget;
- Ensuring that the financial status of the Congregation is reviewed by the Finance Council monthly;
- Coordinating all sub-committees and work groups assigned to the Finance Council;
- Reporting the monthly financial reports of the Treasurer to the Board.

Treasurer

Duties of the Treasurer include:

- Receiving, paying and recording all financial obligations of the Congregation in accordance with standard accounting practices;
- Preparing monthly financial statements for review by the Finance Council and presentation to the Board;
- Maintaining the Congregation's checking, savings, and restricted bank accounts.

Collector

Duties of the Collector include:

- Depositing and recording funds received from the Sunday service, special events, pledge payments or other income received;
- Filing a deposit report with the Treasurer monthly.

Fundraising

Fundraising for the Congregation is essential to its growth and development. The Finance Council will propose to the Board an annual schedule of fundraising events that will include the type of event, dollar goal, and volunteer leader. Congregation committees wishing to hold fundraising events for a specific purpose shall notify the Finance Council of the purpose of the

event and how funds will be distributed, and coordinate its implementation so as not to conflict with a planned fundraising event of the Finance Council.

Aside from the Annual Stewardship Campaign, fundraising events of the Congregation include:

- Treats and Talents Auction, held in the fall, offering talents of members and friends of the congregation in exchange for bids, which are donations to the Congregation;
- Special fundraising events, which are held throughout the year for both social and fundraising purposes.

Stewardship

The Annual Stewardship Campaign sub-committee is responsible for the development and implementation of the annual pledge canvass of all members, friends, and associates of the Congregation.

The Stewardship Campaign sub-committee's duties include:

- Developing a calendar and timetable for canvas activities, and coordinating it with the congregation's master calendar;
- Coordinating activities with the Membership and Marketing Committee, Religious Services Council, and Finance Council, to develop canvas materials;
- Planning and conducting canvass gatherings, including campaign kickoffs, canvasser training, and post-campaign celebrations;
- Identifying the dreams and funding priorities of the Congregation and communicating this information to the congregation for the purpose of formulating the annual budget;
- Celebrating the canvass success with the Congregation. Whenever possible, the Congregation should celebrate its ability to fund its dreams. The objective of the event is to present the annual budget and to inform attendees as to how much of the proposed budget will be met by the pledges made to date;
- Convening a meeting of the Stewardship Campaign sub-committee at the end of the year (include both retiring and new members) to review the process and conduct a financial evaluation.

Stewardship Campaign Chair

The Stewardship Campaign chair is responsible for the development and implementation of the annual Stewardship Campaign.

Endowment Fund

The Endowment Fund will be monitored and directed by the Endowment Fund sub-committee. This sub-committee consists of three members appointed by the Finance Council, the chairperson of which shall serve as liaison to the Finance Committee. Each sub-committee member shall serve a three-year term and may serve two consecutive terms. Terms are staggered so not more than one new member joins the sub-committee in any given year. More than one member from the sub-committee or the Finance Council shall have access to these funds.

Endowment Committee Chair

The Endowment Committee Chair serves as the liaison for the sub-committee and the Finance Council and filing a monthly report with the Finance Council.

Financial Procedures

Audit

The general operational and endowment funds of the Congregation shall receive an annual financial review or limited audit by a source external to the Finance Council. The Finance Director shall arrange for the financial review or limited audit at the end of the fiscal year; and shall report to the Board and to the congregation at the next annual Congregational Meeting, by newsletter or other communication in the interim period. The annual financial review or limited audit shall be available for inspection by members of the congregation.

Budget

The Finance Council works with all standing committees of the congregation to develop a budget. Committee budget requests for the next fiscal/program year are due to the Finance Council by a deadline established by the Finance Council with Board consent. When the Finance Council has established a recommended budget, it is referred to the Executive Board for review and presented at the Annual Meeting for approval by the membership. Once adopted by the congregation, the budget sets the parameters for the approved spending of the Congregation and is not to be exceeded.

All Councils, subcommittees and special projects are required to stay within authorized expense levels contained within the budget. Expenditures exceeding \$500 shall be preapproved with the Finance Council and approved by the Board prior to making the purchase. Requests for additional funding shall be submitted to the Finance Director for review by the Finance Council prior to being presented to the Board for any revision to the approved budget. Authorized line-item budget amounts can be found on the CVUU website. Current balances on individual line items can be obtained by contacting the Financial Director.

Unbudgeted Expenditures

Unbudgeted expenditures must receive prior Board approval and shall be made only after 'off-setting income' has been identified and secured. Off-setting income refers to newly raised funds, in contrast to funds that would need to be shifted from a congregational-approved budget line item to cover the unbudgeted requests.

Child Care Services

Child care services that are an ongoing line item expense in the general operational budget are given the following priority:

- funding of Alternative Activities and nursery care during the Sunday services hours;

- funding at times where a variety of events takes place in order to maximize the effectiveness of child care support services;
- single standing events, meetings or activities are encouraged to support child care services at this time through the use of donations or registration fees designed to support the activity.

Check Signing/Access to Financial Accounts

The Treasurer, Finance Director, Board President, and Endowment Chair—for a total of four members—will be authorized signatories for the Congregation checking, savings, and restricted accounts. All checks and any transfers, if needed, of the Congregation funds shall require dual signatures.

Donations

Members are encouraged to inform the Collector or Finance Director of donations in addition to pledge contributions so a more accurate record may be maintained of the members' financial support. Donors are asked to indicate whether their gift is designated for a use other than their pledge to the general operational fund. Bequests, planned giving donations, and undesignated memorials are directed to the Endowment Fund Committee for administration.

Committees or individuals proposing to donate start-up equipment or services shall coordinate the donation or purchase of the equipment or service with the Finance Council. This will ensure its inclusion into the Building Maintenance Reserve for future replacement purposes, or for inclusion into future planning and/or funding through the general operating budget.

Fiscal Funds

The fiscal resources of the Congregation are divided into the following areas:

- **General Operational Funds:** General Operational funds are those annually budgeted funds required to perform the usual and customary activities of the Congregation. Unspent general operational funds revert back to the general fund at the end of the fiscal year and are not carried over into the next unless encumbered for a specific purpose.
- **Restricted Funds:** Restricted funds are those funds received and spent for a restricted purpose only. Restricted funds are ongoing and do not revert back to the general fund if unspent at the end of the fiscal year.
- **Capital Funds:** Capital funds are those funds designated and used for special projects, off budget purchases, or for costs associated with the maintenance or improvement of the property that do not fall within general operational funds, or are not scheduled expenses within the Building Maintenance Reserve Fund.

- **Building Maintenance Reserve Fund:** The Building Maintenance Reserve Fund contains those funds required for the scheduled purchase, repair or maintenance of the Congregation's building, its equipment or grounds.

Reimbursements

The Congregation is particularly dependent upon the time and talent of volunteers. A volunteer may be reimbursed for authorized purchases made on behalf of the Congregation. Reimbursement only shall be obtained when a volunteer submits an authorized reimbursement request form and documentation.

Reimbursements for expenditures on behalf of the Congregation should be submitted to the Finance Director. Reimbursement forms can be found in their respective mail slot above the copying machine in the alcove on the second floor and in the Resources section of the CVUU website. The form should be filled out with originals of the receipts attached. Expenses for officers, officers-elect, and staff who attend UUA and/or MAR functions need approval in advance of the meeting, unless the expenses are included as a line item in the budget.

Religious Education and Programs Council (REAP)

As described in the CVUU Bylaws, the mission of the Religious Education and Program (REAP) Council is to coordinate religious education programs that offer opportunities for CVUU members, their children, and friends to learn from one another and experience spiritual growth in a supportive environment. Programs offered speak to the diverse backgrounds and draw upon the areas of expertise of those attending the CVUU and of the past, present and future UU leaders while enhancing the understanding and importance of the Unitarian Universalist Principles.

Organization

The Religious Education and Programs (REAP) Council includes the Children and Youth RE (Religious Education) Committee and the Adult Forum Committee. The REAP Council will include, in addition to other interested members: the Board liaison; the Children and Youth RE Committee chair, members of the Children and Youth RE staff, the Adult Forum chair, and other interested parties from the Congregation as the council deems appropriate. The Minister and the Coordinator of Children's Religious Education (CCRE) shall serve as ex-officio members of the REAP Council.

Adult Forums

The responsibility of the Adult Forum committee is to ensure Congregation members have multiple opportunities to interact in small groups for the following purposes:

- To enhance their spiritual growth;
- To enhance their knowledge about Unitarian Universalism and other religious traditions;
- To enhance their knowledge of the religious journeys taken by other members;
- To enhance their knowledge of relevant social and political issues with which UUs may be concerned;

- To enhance fellowship and a sense of community among members by providing them opportunities to interact and share ideas in informal settings;
- Intellectual stimulation or skill development on other topics of interest to members.

The committee offers adult forum sessions during the second hour on Sunday morning, conducted by members, invited speakers, or the minister. The minister works closely with the team to plan, develop, and present Adult RE options. The committee also plans adult RE activities at other times of the week, as Congregational needs and interests emerge. The committee also coordinates its activities with the Religious Services Council.

Adult Programs

There is no one organizer for adult program offerings at times other than Sunday morning (e.g., Wednesday evenings). Offerings may include small group courses or activities. Anyone wishing to establish or lead adult programming should contact the adult forum organizer to assure there would be no scheduling conflicts.

Children and Youth Programs

The Coordinator of Children's Religious Education is responsible for implementing a curriculum for children and youth, in collaboration with the REAP Council. The curriculum for each year is researched from already available material or newly purchased materials, and is reviewed by the REAP Council.

Religious education for children and youth is held every Sunday during the church year. Every child must be registered in the Religious Education program so that the CCRE and the REAP Council can maintain communication with parents or guardians, especially in the case of health emergencies like food allergy reactions or mental health crises.

Nursery

This is a program held in the Cowley Room for ages 0-3 years, during Sunday Service. Additional childcare is available most Sundays during the adult forum as well.

Classrooms

The classrooms in use for Sunday morning RE include the Grant Room, the Herman Room, the Koehring Room, and the Page Room, all upstairs above the sanctuary. Supplies are contained in the RE closets in the hall and in the classrooms. Teachers are responsible to assure that their rooms are straightened up at the end of class. A list of clean-up guidelines is posted in each room. Finally, teachers need to coordinate that all classroom lights are out, windows shut, and doors left open for air flow at end of RE. The hall lights and stairwell lights should be turned off.

Discipline

If a child in the RE program on Sunday has difficulty participating appropriately, the child's parent will be asked to come to the RE space and at that time a decision will be made as to

whether the parent will stay with the child during the remainder of the RE program or have the child leave with the adult.

Nursery and Classroom Supervision

All nursery and RE classrooms shall have two caregivers or adult supervisors present at all times that children are present for classrooms, nursery, and other RE activities.

Religious Services Council (RSC)

As described in the CVUU Bylaws, the mission of the Religious Services Council is to plan, coordinate, and/or present religious services for the Congregation, in collaboration with the minister, music director, and other supportive groups. This includes Sunday services, weddings, memorial services, and other religious services sponsored by the Congregation.

Please note that since updates to this handbook were made during the COVID-19 pandemic, it was not possible to update this section of the handbook. Procedures from before the pandemic are provided in this section as a general overview. For current RSC procedures, please contact the Religious Services Chair, who is listed in the leadership list posted on the CVUU website (www.cedarvalleyuu.org > About > About Us > Leadership and Operations).

Services

Worship services are held every Sunday at 10:00 a.m., unless otherwise publicized, at the CVUU, located at 3912 Cedar Heights Drive, Cedar Falls. The Religious Services Council has responsibility to offer a religious service, chapel service, or other program for the congregation every Sunday morning.

Chalice

The current tradition is for the worship associate to light the chalice or request that a member of the Congregation light the chalice at each Sunday service.

Order of Service

Deadlines for material to be included in the Order of Service: (1) the minister, or guest speaker in the minister's absence, and the worship associate are responsible for the Order of Service. The worship associate and/or the minister will transmit a copy of the Order of Service to the Office Administrator no later than 8:30 a.m. on the Thursday prior to the ensuing Sunday. (2) Anyone else wishing to place material in the Order of Service needs to gain approval from the minister or worship associate. All other announcements can be made during the coffee time in the Fellowship Hall. The Office Administrator prepares the Order of Service as a power point presentation and delivers it to the person operating the computer during the service. Also, she prepares hard copies of the Order of Service for that Sunday's worship team, and, as needed, arranges for it to be copied at Copyworks and delivered to the box outside the rear door of the church. The worship associate has responsibility to ensure the Order of Service is available for members of the congregation on Sunday morning.

Programming Schedule

The Religious Services Council is responsible for having the Sunday service titles to the newsletter editor by the newsletter deadline each month. The schedule for the church year (from August through May) should be completed as early as possible, be posted at the church, and reside with the minister, Director of Religious Education, and the Religious Services Council.

Music Committee

The Music Committee is responsible for supporting the Director of Music, in coordination with the Religious Services Committee, to provide appropriate music for Sunday services and other religious events throughout the church year. The Music Committee further encourages participation by the entire congregation in the musical offerings.

In addition, the Music Committee:

- Organizes concerts, luncheons, and music for other fundraising and outreach events;
- Provides feedback and assistance to the Director of Music in planning, organizing, recruitment, and performance.

The Music Committee is open to anyone who is interested in joining. It is not necessary to be able to sing, play an instrument, or read music. The Music Committee typically includes the Director of Music (who acts as Chair of the Music Committee), the church pianists, and other musicians and non-musicians who enjoy planning musical events.

The Music Committee meets once a month. Members remain in contact with each other (via phone, email, and ad hoc meetings) to help plan music in collaboration with the Director of Music. In addition, a member of the Music Committee (the Director of Music or an appointed delegate) acts as a liaison to the Religious Services Committee and attends all of those meetings.

Music for Sunday Services

Music for Sunday Services is typically planned by the Director of Music, in coordination with the minister and worship associate for a given Sunday. Every effort is made to follow the theme of the service in all musical selections. However, music is chosen well in advance, and is normally rehearsed for at least two Wednesday evenings prior to a performance.

In addition to ensemble and solo performances, the Director of Music will advise the minister and/or worship associate on possible hymns to include in a given service.

Musical Ensembles

The Congregation currently has a Children's Choir (5:00-5:45), an Adult Choir (6:15-7:30) and the Theoretical String Band (7:30-8:30) that rehearse on Wednesday evenings. Each ensemble performs 1-4 times per month, depending on the musical selections, availability, and needs of the service. Membership in ensembles is open to all, and talent is not a requirement.

Other musical ensembles that rehearse and perform on an *ad hoc* basis include string and brass ensembles.

Audio-Visual Committee

Duties and Obligations

This committee oversees the operation, care, and maintenance of the following equipment:

- The Sound Board, Amplifier, and all electronic units and extraneous equipment associated with the sound board.
- The Projector and Projector Screen. All attachments and electronic devices associated with the projector fall under the purview of the Audio/Visual Committee. This includes computer laptops and speakers.
- All microphones, microphone stands, speakers, compact Disc and Tape Players, and all wiring and chords associated with the aforementioned equipment. This excludes the building wiring which is overseen by the Building and Operations Council. All recorded materials and associated documents, including inventory lists. All documentation for any item overseen by the Audio-Visual Committee including but not limited to: warranties, and operating instructions for electronic equipment.

Use of Audio-Visual Equipment

One of the main responsibilities of the Audio-Visual Committee is to ensure that equipment is used only by those who have proper knowledge and training.

The use of the equipment for rentals and services must be cleared in advance by a member of the Audio Visual Committee, by the Board president or by the Office Administrator. The Audio-Visual Committee reserves the right to charge a nominal fee to outside groups for this service. If an operator cannot be found, then a member of the Audio-Visual Committee will make every attempt to train someone to operate the equipment during the time period when it is needed. Members of the Audio-Visual Committee are **not** obligated to attend to or operate the audio-visual equipment for rentals and other non-church related services. All services for non-Congregation rentals are voluntary whether paid or non-paid.

Reports and Obligations to the Board

The individual who oversees the Audio-Visual Committee will take inventory and report every 6 months to the Board.

This report will include the following:

- An inventory of audio-visual equipment. The current condition of all equipment.
- Any equipment that is in need of updating, replacement, or repair, including cost estimates for replacement equipment and labor.
- An updated list of all audio-visual equipment operators.

Friendship Village Ministry

The Friendship Village ministry (FVUUM) was established by Rev. Cameron to “take church” to Congregation members who find it inconvenient to attend regular Sunday services. Chapel is

conducted at the Village once a month. As part of the service, those attending are encouraged to talk about their lives. A member of our Congregation who is a Village resident has volunteered to make arrangements for a place to meet and lunch, if desired. Anyone is welcome to participate in the chapel service. Participants are not required to live at the Village or to be a certain age to attend.

Worship Associates Team

A worship associate, designated by the Religious Services Council, will be available to assist the minister or guest speaker with their presentation on Sunday morning. This person is responsible for the following tasks:

Physical Aspects:

- Arrive 30 minutes prior to service;
- Deal with snow and ice on the walkways as needed. (Associate is asked to deal with salt and shovels located near the front door during winter months.);
- Lights are on, heat turned up (if needed);
- Chairs are arranged in the sanctuary and balcony;
- All participants are present and understand what they are to do;
- Hymnals are placed on the chairs; check order of service to see if grey, aqua or both hymnals are needed;
- Put hymn numbers on hymn board;
- Check to insure that chalice oil is filled;
- Offering plates on stand behind lectern;
- Glass of water on lectern for speaker, chairs behind as needed;
- PA system is on and functioning; especially check microphones;
- Check with service leader to determine who is doing what parts;
- Check with musicians as to placement of musical selections;
- Check with usher/greeter about offering; recruit ushers as needed;
- Other duties as necessary (Plan B-do it yourself);
- Conduct yourself with professionalism and enthusiasm.

After the service:

- Ensure that collection money has been properly counted and deposited in the box upstairs;
- Turn off PA system, remove water glass, etc., following the service;
- Check that sound system is completely off;
- Check that chalice flame is extinguished
- Return lectern glass to kitchen;
- Recycle any paper;
- Straighten up sanctuary;
- Return one collection plate to balcony;
- Return minister's iPad, notes to her desk;
- Notify group of needed supplies;

Organizational Aspects:

- Contact the individual or group that is doing the service at least 2 weeks prior to the service;
- Provide appropriate suggestions or direction relating to the theme for the Order of Service (e.g., opening words, meditation, hymns, and closing words);
- Coordinate with the Music Committee;
- Get the Order of Service to the Office Administrator.

Commissioned Lay Ministers

See the Appendix for policies related to Commissioned Lay Ministry, including a job description, qualifications, and code of ethics.

Shared Ministry Council (SMC)

As described in the CVUU Bylaws, the mission of the Shared Ministry Council is to enhance the overall quality of the shared ministry of the CVUU by working with the minister and the Congregation to collaborate and support each other in shared leadership. This includes having regular meetings with the minister, assessing the health of the Congregation through surveys or other means, resolving conflicts for members who cannot do so on their own, and facilitating opportunities for members to develop the necessary skills to participate in shared leadership (e.g. any training needed to help resolve conflicts).

The day-to-day operations of the CVUU rely on a concept known as “shared ministry.” Shared ministry is the mutual responsibility that the congregation, the minister, and the professional staff share, committing them to work together to support and promote the growth and well-being of the CVUU congregation in all aspects of its community life. Shared ministry means that we each play our part to help keep the CVUU running by putting our own skills, experience, energy, and passion into playing the role that is best suited for each of us.

At the CVUU, the councils and their corresponding committees work separately, yet together, as part of an interdependent web to help keep the CVUU alive and thriving. The Shared Ministry Council works with the minister, councils and committees, and members of the Congregation to collaborate and support each other in shared leadership. It helps members discover their personal shared ministry at the CVUU, with an ultimate goal of enhancing the overall quality of the shared ministry of the CVUU.

Here are some of the ways that the Shared Ministry Council works to achieve this goal:

- Reaching out to new members to help them find their shared ministry at the CVUU.
- Working in concert with the councils and committees as needed to match church members with appropriate volunteer opportunities.
- Facilitating opportunities for members to develop the necessary skills to participate in shared leadership; for example: new Board member training or conflict resolution training/coaching.
- Regular meetings with the council and the minister, to discuss new member engagement, training needed for the Congregation, and other current issues that may affect the shared ministry of the Congregation.

- Providing support to the minister, president, and Board as needed. For example, this council may help plan for Board retreats or Congregational retreats.
- Using surveys or other means to assess the health of the Congregation as needed.
- Helping resolve conflicts for members who cannot do so on their own (as described below).

Shared Ministry Role in Conflict Resolution

In keeping with the Code of Conduct, Conflict Resolution Policy, and Covenant of Right Relations described in the Appendix, the first step in any potential conflict is to encourage anyone who has a complaint to talk directly to the person with whom they have a concern. If the individuals involved cannot resolve the concern themselves, they may contact the minister and/or the Shared Ministry Council to begin a process of facilitated open dialogue between the two parties. The minister takes the lead on resolving conflicts that may arise among church staff or any member of the Congregation. The Shared Ministry Council provides support for the minister as needed and takes the lead on resolving any conflicts involving the minister.

For any complaints involving the church staff or any member of the Congregation:

1. The minister listens to the complainant to determine whether the member has directly approached the church staff or other member of the Congregation to discuss the concern. If not, the minister encourages them to do so.
2. If the issue is not resolved by direct conversation, the minister offers to act as moderator in assisting the member in meeting with the church staff or member of the Congregation to discuss the concern.
3. The minister asks the Shared Ministry Council for support in this process as needed.

For any complaints involving the minister:

1. The council chair or other designated member of the council listens to the complainant to determine whether the member has directly approached the minister to discuss the concern. If not, the council member encourages them to do so.
 - a. Note: The Shared Ministry Council will not respond to anonymous complaints.
2. If the issue is not resolved by direct conversation, the council member offers to act as moderator in assisting the member in meeting with the minister to discuss the concern.

Shared Ministry Council Partnership with Congregational Life Council

The Shared Ministry Council works closely with the Congregational Life Council on areas where their missions overlap or are closely connected, for example: new member engagement, social activities for the Congregation, and small group planning.

Social Action Council (SAC)

As described in the CVUU Bylaws, the mission of the Social Action Council is to inform and educate members and the public in areas of social and environmental concern; to find ways and means to address social injustice; to sponsor and support groups organized to deal with social problems, and to develop a comprehensive program to address environmental awareness within the congregation.

Social Action and Justice Committee

The Social Action and Justice Committee is charged with the following tasks, to:

- Plan and carry out the monthly Social Action Plate Collection;
- Conduct an annual fund drive through the Guest at Your Table program for the Unitarian Universalist Service Committee (UUSC);
- Coordinate CVUU participation in the Cedar Falls Community Meals;
- Provide opportunities for members and friends of the Congregation to participate in other social action activities, such as the Cedar Valley Pride Fest, a Circle of Support and Accountability, mentoring and other assistance for local refugee populations, and attending Lobby Day for One Iowa in support of LGBTQ issues.

Social Action Plate Collection

An essential charge of the committee is stewardship of a special plate collection, taken on the last Sunday most months of the year, to benefit a specific charity or agency that promotes social justice. Based on suggestions from CVUU members, the committee prepares a ballot each year containing a list of nominated organizations and presents it to members at the annual meeting. Only organizations clearly in accord with UU principles are selected for the ballot. Members vote at the annual meeting or by sending in a ballot if they cannot attend. Results of the voting determine eight groups to receive the proceeds of a plate collection the next year.

To emphasize to the Congregation how a particular social action plate collection reflects UU values, a Congregation member may introduce the collection on the Sunday it is taken by speaking from personal experience about the organization. Alternatively, the children's story on that Sunday may address its importance.

Guest at Your Table (UUSC Fundraiser)

At the CVUU, Guest at Your Table typically is initiated on the Sunday before Thanksgiving. The start of the campaign is announced and its goals described during the service by a member of the Social Action Committee or a worship associate or minister. Boxes are handed out to families as they leave the sanctuary.

The assistance of children from the CVUU middle school class is encouraged throughout the campaign: for example, they may give brief talks about the featured stories during a service, or pass out and collect donation boxes.

The length of the Guest at Your Table campaign may vary; collections have been taken on Christmas Eve and in January on other years. The CVUU has been designated a member of the Creating Justice Banner Society, an award for Congregations with UUSC membership in the 25 to 49 percent range.

Community Meals

The August special plate collection is designated to benefit Cedar Falls Community Meals, a program operated cooperatively with First Christian, St. Luke's Episcopal, United Church of Christ, Community of Christ, and First United Methodist Church, to provide a free community meal each Tuesday. The CVUU joins the others each month that has five Tuesdays. A CVUU

member coordinates efforts with the other groups, and members and friends volunteer to help set up, serve food, and clean up on the day of the dinner. In the event that the plate collection does not yield enough to fully cover our costs, the Board has guaranteed that CVUU will make up the difference.

Little Free Food Pantry

The CVUU little food pantry is located in the circle driveway of the CVUU, across from the mailbox. CVUU members provide financial contributions and food donations that are used to help feed neighborhood families in need, particularly kids coming home from school hungry. Food donations are kept in the storage locker in the Fellowship Hall on the wall by the minister's office. Food donations should be placed in the storage area instead of directly in the pantry, so the food pantry coordinators can decide which items to place in the pantry.

Green Living

After several years of planning and putting ideas into practice, our congregation was officially recognized as a Green Sanctuary Congregation at the 2009 General Assembly. In commitment to our 7th UU principle, the CVUU continues to strive to be a Green Sanctuary congregation. In keeping with past Green Living initiatives, the CVUU recycles paper, plastic, and metal, and maintains a pollinator garden.

Advisory and Ad Hoc Committees

In addition to the 7 councils, several ad hoc and advisory committees perform specific functions and report directly to the Board. The current advisory committees include: Ministerial Review Committee, Nominating Committee, and Personnel Committee. See the CVUU bylaws for details about advisory and ad hoc committees.

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Building Use and Rental Policy

Building rentals are coordinated by the Office Administrator. See the CVUU website (www.cedarvalleyuu.org > About > About Us > Leadership and Operations) for rental policies and a rental agreement.

Code of Conduct

The following *Code of Conduct*, adopted by the Board on February 24, 2008, will be re-affirmed at the July meeting of each newly elected Board.

We, the members of the Board affirm:

1. To treat our staff, minister, members of the Congregation, and visitors with dignity and respect at all times;
2. To establish a cooperative and constructive relationship with our staff, minister, one another on the Board, members of the Congregation, and visitors;
3. To expect there will be disagreements within our congregation but will endeavor to resolve these disagreements in the best interests of the Congregation as a whole;
4. To encourage anyone who has a complaint to talk directly to the person with whom they have a concern, or to contact the Shared Ministry Council, to begin a process of facilitated open dialogue between the two parties. We will not respond to anonymous complaints.

Commissioned Lay Ministry

The following *Job Description*, *Qualifications*, and *Code of Ethics* were adopted by the Board on October 21, 2007.

Job Description

Commissioned Lay Ministers (CLMs) are supervised directly by the minister. In the case that there is not a called minister, CLMs are supervised by the Religious Services Council.

- CLMs may be called to lead religious services, like—but not limited to—weddings and funerals, at the Congregation, when the minister is unavailable. Members of the

congregation seeking religious service assistance are asked to contact the minister first. CLMs will refer members to the minister, in the event that the CLM is contacted before the minister.

- CLMs may also be called to lead religious services, primarily weddings and funerals, for people who are not members of the Congregation.
- CLMs will keep the minister informed of all of their activities.
- CLMs are responsible for keeping congregational records up to date, by entering information into the official church records, and providing copies of relevant documents (e.g., marriage licenses)
- CLMs will act as representatives of the Congregation, and uphold the CLM Code of Ethics.

Qualifications

A Commissioned Lay Minister:

- Will express a desire, feel a “calling,” to this particular ministry;
- Will be a member of the Unitarian Universalist Congregation of Black Hawk County;
- Will have the minister’s approval;
- Will have the Executive Board approval;
- Will be an active participant in the congregation. The congregation will have witnessed or experienced the candidate’s history of worship skills or leadership skills;
- Will have a firm commitment to serve the Congregation as a commissioned lay minister and will represent Unitarian Universalism to the greater community as a lay minister;
- Will be committed to upholding the Code of Ethics for commissioned lay ministers.
- Will serve until decommissioning is recommended by the Religious Services Council and/or the Shared Ministry Council and approved by the Board.

Code of Ethics

- I will commit myself to honest and responsible performance of my duties as Commissioned Lay Minister.
- I will serve at the request of the minister and/or the Board of the Cedar Valley Unitarian Universalist congregation.
- I will respect the confidentiality of private communications.
- I will continue my own religious growth and will not hesitate to seek advice and counsel whenever needed.
- I will refrain from words and actions that degrade the Commissioned Lay Ministry or are destructive to congregational life.
- When critical of anything that affects the life of our congregation I will speak responsibly, temperately and constructively.
- I will inform the minister of any request for my services and will respectfully consult with the minister if there is a conflict.
- When sharing the commissioned lay ministry with others, I will work in cooperation and in consultation to clearly defined responsibilities.
- I will respect and help all members of the church and the larger community.

- I will respect the private and intimate bonds of other lives.
- I will not exploit another person for my own purposes.
- I will treat with respect and sensitivity the religious benefits and traditions of others.
- I will live and speak in a way that exemplifies the best of Unitarian Universalist values and traditions.

Communications Policy

The Communications Policy was adopted by the Board on May 13, 2021. See the CVUU website (www.cedarvalleyuu.org > About > About Us > Leadership and Operations) for the CVUU Communications Policy and corresponding CVUU Communications Procedures.

Conflict Resolution Policy

The following *Conflict Resolution Policy* adopted by the Board on April 20, 2010, was approved by the congregation at the May 2, 2010 Annual Congregational Meeting.

The overarching principle in Unitarian Universalist congregations affirms and promotes the inherent worth and dignity of every person. It is imperative that any conflict within the church community be resolved in a manner which protects the members of the congregation. Conflict resolution among members, guests, and visitors can be defined as two different types of interactions:

- A. Interpersonal conflict** between two or more members.
- B. Disruptive behavior** of an individual with the community of the church.

A. Interpersonal Conflict

Conflict is a part of most every interpersonal relationship. Managing conflict is the responsibility of all members, guests, and visitors within the church. Within a Unitarian Universalist church, different views and beliefs are discussed in a free and supportive environment. Conflict arises when one person perceives that another individual is restricting or suppressing their personal freedom or dignity in a manner which results in a defensive climate, characterized by these qualities:

- Evaluation: judging and criticizing other group members.
- Control: imposing the will of one group member on the others.
- Strategy: using hidden agendas.
- Neutrality: demonstrating indifference and lack of commitment.
- Superiority: expressing dominance.
- Certainty: being rigid in one's willingness to listen to others.

It is the responsibility of all members, guests, and visitors to be supportive of one another. Every person has responsibility to attempt to establish effective communication pathways with other people with whom you have a conflict. Conflict can be damaging, because it can lead to greater problems in the future. Individuals involved in conflict may blame the other party or parties. Further, individuals may go beyond the specific behavior in question and blame the character of the other person. A final problem that is often encountered in

conflicts is a win-lose mentality. Instead, the steps below focus on each individual's goals/outcomes in order to promote a win-win outcome.

Steps for Resolving Interpersonal Conflict

- Examine your own role in the conflict. Why is this matter important to you? Do some soul searching.
- At this step, and at all succeeding steps that become necessary, own your issue. Anonymous complaints are not acceptable.
- Get a reality check from a trusted third party. Compare your perceptions. Did they see it or hear it in the same way?
- Based on your telling of events and your feelings about it, would they feel the same way?
- Talk directly with the person with whom you have the disagreement.
- Agree on a mutually acceptable time and place to talk in private and as soon as possible after the incident.
- Use “I” statements in your discussion (“I feel...” not “You did...”); use active listening.
- If a direct conversation is too difficult, consider putting your thoughts into writing. Be available to hear the response.
- If you feel that safety is an issue, use an appropriate third party or the Shared Ministry Council to provide a safe environment for the discussion.
- If the conflict is more with how a person is performing a job (staff, religious educator, etc.), address the concern to the proper supervisor so that the individual does not feel “supervised” from all sides.

Additional Process for Conflict Resolution

If the steps above are unsuccessful in resolving the conflict, the following process should be undertaken:

- Talk with the minister for counseling regarding the issue.
- If all parties involved in the conflict agree that the minister is neutral and appropriate, the minister may act as mediator.
- If the minister believes she/he is not the appropriate mediator, the minister will direct you to the Shared Ministry Council for mediation.
- If the minister is the other party in the conflict, go directly to the Shared Ministry Council for support and mediation.

The Shared Ministry Council is empowered to achieve compromise, make recommendations, behavioral contracts, and make judgments. Council members can recommend counseling, limits to participation in church life, or other behavior changing strategies when behaviors are harmful to the church, or not expressive of our collective values. When one or both of the parties refuse to participate in the resolution process, the behavior is unchanged and/or the behavior is a threat to the church, the matter will be considered to be one of disruptive behavior.

B. Disruptive Behavior

Congregational leaders and members have the responsibility to provide a safe and welcoming environment for any adult or child. In the case of an individual who exhibits disruptive behavior with or towards the church community at large, the church leaders need to act to ensure a safe and welcoming environment. Disruptive behaviors may have an impact on the safety of the church community at large. This results in a disruption of church activities, and affects potential growth and current membership. When any person's physical and/or emotional well-being or freedom to safely express his or her opinions is threatened, action must be taken by the church leaders. The guidelines provided by this policy require that all members, guests, or visitors are held to the same set of standards. The policy provides a process that leaves less room for singling out a person based on stereotyping or personality conflicts.

Disruptive behavior can be summarized as one or more of the following:

- Dangerous: is the individual the source of an apparent threat to persons or property?
- Disruptive: what is the level of interference with church activities?
- Offensive: is the behavior likely to drive existing members and visitors away?

Covenant of Right Relations

The following *Covenant of Right Relations*, adopted by the Board on December 15, 2009, was approved by the Congregation at the May 2, 2010 Annual Congregational Meeting.

Our Covenant is a statement of promises for mutual support accepted by members of the Cedar Valley Unitarian Universalists. Membership in our church community carries with it benefits, expectations, and responsibilities. We build our church on a foundation that:

- Permits us individually and collectively to explore our values and to honor our diversity as a source of communal strength;
- Expects us to accept responsibility for our individual conduct;
- Encourages us to communicate with one another in the spirit of respect, kindness, and support, even during times of disagreement;
- Enables us to serve our personal needs with compassion and commitment.

COVID-19 Guidelines

Current COVID-19 Guidelines are posted on the CVUU website (www.cedarvalleyuu.org > About > About Us > Leadership and Operations OR www.cedarvalleyuu.org > COVID-19).

Credit Card Policy

The following *Credit Card Policy* was adopted by the Board on February 15, 2011.

As the Board agent, the Finance Council will supervise the use and distribution of all credit cards issued under the auspices of the Congregation. When a credit card is issued to the minister or employees, the individual shall sign an agreement, including but not limited to the following:

1. The credit card will be used for Congregation expenses only;
2. The receipts from all credit card transactions will be submitted to the treasurer within fifteen (15) working days of the charge but within five days of the end of the month for reconciling with the monthly statement;
3. The credit card will be returned to the Congregation upon termination of employment or services.

If the Congregation credit card is used for inappropriate expenses, or the required documentation for charges made are not submitted, the individual's access to use of the Congregation credit card may be suspended or revoked pending review and resolution of the matter.

Severe Weather Policy

The following *Severe Weather Policy* was adopted by the Board on January 18, 2011.

It is possible that inclement weather may occur during regularly scheduled church activities. This may cause the need to cancel services or programs or hold them online only. In such instances the sponsoring individual, council, or committee shall determine whether it is safe for members to attend church. Likewise, the minister and worship associates who are in charge of the particular Sunday service shall determine whether it is safe to hold a service. The news media (KWWL) will be notified of the cancellation or change to online only, and this information will be posted on the www.cedarvalleyuu.org website and CVUU Facebook page. An email will also be sent to everyone on the CVUU email list. Anyone needing further information may contact the Board president.