

## **Executive Team (ET) Policies**

### **Last update 9/21/2006**

#### **Security –2/16/2006**

Every meeting and event held at the church needs to have a security plan to insure the safety of the participants. This can include hiring the security detail currently under contract with First Unitarian and/or devising a plan by which the members secure each others safety. All security plans must be communicated to the event's participants. Church wide events and those open to the public held in the evening where it is difficult or impossible to communicate a plan are required to have a security detail. Security detail must be hired for auctions and concerts.

#### **Facilities Policy on Policy Making –June 2, 2005**

The Facilities Manager has the authority to author and implement policy in the area of facilities management as long as they do not violate Board or Executive Team (ET) policies. All policies are subject to review and approval by the ET.

#### **Policy on Collections During Worship Services – adopted 11/11/04, Amended January 6, 2005**

Periodic collections may be taken at the discretion of the Executive Team to support organizations that are affiliated with the UUA and/or advance UU principles and purposes in the wider community. The projects must be consistent with the church mission. Suggestions can be made to the ET at any time, by committees, councils or church members. Suggestions to the ET must include written data that demonstrates meeting above criteria.

The ET also agrees that in an emergency a special collection may be authorized at the ordained ministers discretion. (i.e. Tsunami/Earthquake)

#### **Non compensation Policy – adopted Nov. 11, 04, revised December 2, 1004**

The congregation welcomes the professional services offered by members as donated to the church through its various programs and functions. Member services are given without compensation. However, members are eligible to fill open staff positions or bid for budgeted projects. Members who enter into contractual agreements to perform professional services will be asked to sign a covenant that recognizes the special dual role of being church member and contractor.

#### **Childcare Policy –adopted September 2004**

No individual should be prohibited from participating in or volunteering for an activity due to the lack of childcare. Additionally, childcare should be offered at all major church events and adult classes. Notices and advertisement of these events must state the availability of childcare and the deadline for stating such need. Should the expressed need be extremely low (i.e. only one or two children) the group may offer to pay for the childcare at the child(ren)'s home. Childcare should be deducted from the sponsoring groups/ council or committee's budget. Groups may also solicit funds from participants/users to pay for the required childcare.

### **Incremental Fundraising – adopted September 2004**

In conjunction with the Executive Team Role and Limitations policy governance statement, “The Executive Team shall not ‘fail to identify all annual, capital and special cause fund raising activities on behalf of the Church...” the incremental fundraising policy states:

Incremental fund raising for activities of the church (including items that fall within or outside the operating budget) must meet the below criteria:

1. Be supported and approved by a church committee, council or Executive Team
2. Not conflict with annual Stewardship campaign or other major fundraising campaign
3. Does not violate limitations policies (see Board and Executive Team policy governance documents)
4. Be consistent with mission and ends statements.

### **Third Party Incremental Fundraising – adopted September 2004**

Third Party incremental fundraising must meet the below criteria:

1. Must be supported and approved by a church committee, council or the Executive Team with demonstrated evidence that the third party organization’s mission is consistent with our ends.
2. Not conflict with the Stewardship campaign or other major fundraising campaign.
3. Does not violate limitations policies.

The Executive Team may restrict the frequency of fundraising.

All requests for incremental fund raising must be presented, in writing, to the Executive Team for review and approval. The Executive Team may restrict the frequency of fundraising requests. Submissions will be reviewed at the Executive Team’s bi-monthly (1<sup>st</sup> and 3<sup>rd</sup> Thursday) meetings.

### **Designated Gifts – adopted September 2004**

As a matter of course, restricted gifts will not be accepted. Exceptions may be made with the approval of the Executive Team when the gift reflects an expressed priority of the church. The Executive Team shall not accept a gift unless the purpose of the gift is in writing. The donor shall receive an accurate accounting of how the gift was spent. Criteria for Executive Team approval of a restricted gift are:

1. Not inconsistent with the Board of Trustees’ Annual Plan
2. Not inconsistent with Executive Team’s priorities
3. Consistent with the Ends policies
4. Does not compromise current budget and/or funding structure.
5. Does not go toward an ongoing program or salary unless a plan for sustainability is demonstrated.

**Policy on Special Collections for Organizations Outside the Church** – adopted 9/21/2006

Must be a 501c3 organization that is not in conflict with the mission and ends of the First Unitarian Church of Oakland. Priority given to those organizations that are Unitarian Universalist, and/or organizations that provide programs and projects that primarily serve those with limited resources and/or is an organization that serves historically marginalized and oppressed groups. –

**Space Use and Rental Policy** –adopted 12/16/2004

If space is open when a church group requests it, they can reserve the space. Facilities Manager may not cancel a confirmed reservation for a church group. However the FM may move the group to a comparable space as needed.

**Use of the Church Name** – revised 3/9/2006

ET will consider proposals from council or committees for use of the church's name after they have demonstrated meaningful engagement of 50% of congregation and that 80% of that group supports use of the church's name. Meaningful engagement must have included opportunities for members to engage in dialogue and vote their conscience.

**ET Policies and Practices related to Restoration and Reconstruction** – adopted 12/16/2004

*Policy:* Members of the Restoration and Reconstruction (R and R) Committee are appointed by the Executive Team. Any fundraising activities must be approved by the Executive Team.

*Practice:* R and R Committee meetings must include the presence of either the Facilities Manager or a Member(s) of ET.

**Complaint Inquiry Policy** – adopted April 2004 (SEE SEPARATE FLOW CHART)

When a complaint comes to the attention of a Board member or ET member:

- 1) The Executive Team (the board member should refer the issue to the ET) will determine whether or not there has been a violation of church policy
  - a) **If yes or unclear,**
    - i) ET refers issue to party (council, committee, individual) closest to incident
      - (1) the Council, committee, individual investigates the background of the issue and decides: no change in outcome or proposes a revision/amendment/new resolution
        - (i) All revisions/amendments/new resolutions must be presented to the E. T. on an advisory basis.
          - a. Initiator of issue is notified of outcome: either no change or appraised of revision
    - ii) If no particular group is identified as most appropriate to review issue, ET will investigate issue
      - (1) ET gathers information and decides: no change in outcome or proposed a revision/amendment/resolution
        - (a) Initiator of issue is notified of outcome: either no change or appraised of revision
  - b) **If no,** in essence there does not appear to be any violation of church policy
    - i) ET decides if policy needs clarification or revision to avoid future misunderstanding or concern
      - (1) Council, committee, individual closest to issue notifies initiator of no change in policy and closure of issue
- 2) The Board is apprised of all policy clarifications and revisions.