

Executive Level Policies

Board policies and Executive limitations and the By-Laws govern the functioning of the church. These Executive Level also known as “secondary policies” are adopted by the Executive and/or the Coordinating Team to support, further define, and clarify limitations regarding specific areas of church functioning. In addition, all church teams, committees, councils and organized groups are free to adopt policies and practices that support their own area of ministry within the church, provided these policies and practices do not violate the church Ends, Board or Executive Policies.

Security Policy – adopted 2006, revised 3.11; 4.12

Every meeting and event held at the church must 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 are to be communicated to the event’s participants. Large church wide events and those open to the public held in the evening where it is difficult or impossible to communicate or advance a plan are required to have a security detail. Security details are required for auctions and concerts.

Safe Congregations Policy - adopted 2003, revised 4.12

Childcare and Programs for children must have at least two adults present at all times unless they are being supervised by a church staff member. Adult volunteers are expected to agree to and sign a covenant of safety and ethical responsibility before working with children and youth. Staff members working with children are screened and subject to background check.

Facilities Policy on Policy Making - adopted 2005. Revised 3.11; 4.12

The Facilities Manager can author and implement policy in the area of facilities management. Facilities policies cannot not violate Board polices or Executive limitations. Policies are subject to review and approval by the Executive prior to implementation.

Non compensation Policy - adopted 2004. Revised 3.11; 4.12

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, contractor or staff member.

Childcare Policy - adopted 2004

Childcare should be offered at all major church events. 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 will be deducted from the sponsoring groups/ council or committee or team's budget. Groups may also solicit funds from participants/users to pay for the required childcare.

Fundraising Policies 1 – 5: There are five areas of fundraising covered in this section: Incremental, Third Party, Designated Gifts, and Special Collections. In keeping with board policy, the Executive has the authority to approve, manage and/or restrict the type and frequency of fundraising.

1. Incremental Fundraising - adopted 2004. Revised 3.11; 4.12

In conjunction with the Executive Role and Limitations policy governance statement, "The Executive shall not 'fail to identify all annual, capital and special cause fund raising activities on behalf of the Church..." Incremental fund raising for activities of the church (including items that fall within or outside the operating budget) must meet the criteria below:

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

2. Third Party Incremental Fundraising - adopted 2005. Revised 3.11; 4.12

Third Party incremental fundraising must meet the below criteria:

1. Must be supported and approved by a church committee, council, team or the Executive 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.

All requests for incremental fund raising must be presented, in writing, to the Executive and/or Coordinating Team for review and approval. The Executive and/or the Coordinating Team may and does restrict the frequency of fundraising requests.

3. Designated Gifts - adopted 2005. Revised 3.11; 4.12

As a matter of course, restricted gifts will not be accepted. Exceptions may be made with the approval of the Executive or Coordinating Team, when the gift reflects an expressed priority of the church. The Executive and/or Coordinating 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. Considerations for Executive approval of restricted gifts are

1. A onetime gift to support a purchase or program that is consistent with the Executive, Coordinating Team, or Board of Trustees stated annual priorities or fundraising goals.
2. Consistent with the Ends.
3. Does not compromise current budget and/or financial health or fundraising structure.
4. Does not go toward an ongoing program or salary unless a plan for sustainability is demonstrated.

4. Collections During Worship Services - adopted 2004, revised 05, 4.12

Periodic collections may be taken at the discretion of the Executive to support organizations that are affiliated with the UUA and/or advance UU principles and purposes in the wider community. Suggestions can be made to the Executive or Coordinating Team at any time, by committees, councils or church members. Suggestions to the Executive must include written data that demonstrates meeting above criteria. Emergency special collections may also be authorized at the Senior Minister's discretion (i.e. Tsunami/Earthquake or other disaster relief).

5. Policy on Special Collections or Fundraising for Outside Organizations

– adopted 2004, revised 3.11; 4.12.

The Organization must be a 501 c3 organization that in keeping with the mission, vision and ends of the First Unitarian Church of Oakland. Priority given to those organizations that provide programs and services in the Bay area that serve those with limited resources and/or is an organization that serves historically marginalized and oppressed groups of people. All requests must be presented, in writing, to the Executive and Coordinating Team, and/ or their designees for review and approval. The Executive and/or the Coordinating Team may restrict the frequency of such fundraising requests.

Space Use & Rental Policy - adopted 2004. Revised 3.11; 4.12

All spaces must be reserved in advance. All efforts will be made to provide space when asked for church teams, committees and programs. The Facilities Manager has the authority to manage space requests and may move groups to comparable spaces as needed to accommodate multiple space demands.

Use of the Church Name - adopted 2006. Revised 3.11; 4.12

In keeping with Board policy limitations the Executive and/or Coordinating Team may consider proposals from council or committees for use of the church's name. This can only occur as long as it does not violate current Board policy. For name approval the committee, team or council must demonstrate that meaningful engagement of 50% of congregation has occurred and that 80% of that group shows supports for use of the church's name. Meaningful engagement includes ample opportunity for members to engage in dialogue and vote their conscience on the proposed use.

Policies on Restoration and Reconstruction - adopted 2004. Revised 3.11; 4.12

Members of the Restoration and Reconstruction Committee are appointed by the Executive. Any fundraising activities or changes to the building must be approved by the Executive or the Coordinating Team.

Policy Statement of Inclusion - adopted 2006

First Unitarian Church of Oakland welcomes, celebrates and affirms the full range of human diversity. We are dedicated to practicing a theology of wholeness and justice which invites the full inclusion and participation in our congregational life of people from all backgrounds, ages, races, sexual orientations, gender identities, dis/abilities and economic circumstances.

Complaint Inquiry Policy – adopted April 2004; updated 3.11; 4.11 (for ease SEE FLOW CHART below)

When a complaint comes to the attention of a Board Member or Executive or Coordinating Team:

The Executive and/or the Coordinating Team will first attempt to determine whether or not there has been a violation of church policy

If yes or unclear, the Executive refers issue to Coordinating Team who is charged with referring it to the party (council, committee, team, individual) closest to incident.

The Council, committee, individual investigates the background of the issue and decides: No change in outcome, or, proposes a revision/amendment/new resolution.

All revisions/amendments/new resolutions must be presented to the Executive and Coordinating Team on an advisory basis and to determine that new policies are not in conflict with current policy.

The Initiator of complaint is notified of outcome: either no change or appraised of revision.

If no particular group is identified as most appropriate to review issue, the Executive or Coordinating Team will investigate the issue:

The Executive or Coordinating Team may gather information and decide:

1) No change in outcome, or 2) proposes a revision/amendment/resolution.

Either way the initiator of the complaint or issue is notified of outcome.

If there does not appear to be any violation of church policy the Executive and/or Coordinating Team may also decide if policy needs clarification or revision to avoid future misunderstanding or concern.

The Executive informs the Board of any major policy clarifications and revisions. The Coordinating Team informs the relevant committee, team, group or church leader of any major policy clarifications and revisions.

Complaint and Inquiry Process –
 revised April, 2004A:\Complaint and Inquiry Process.doc. Updated March 2011

