



POLICY HANDBOOK

UNITARIAN UNIVERSALIST CONGREGATION OF SOUTH COUNTY

These policies are meant to supplement the Bylaws and any change to them requires the approval of the UUCSC Board of Directors. The Handbook will be reviewed and updated annually.

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I. BOARD OF DIRECTORS

A. BOARD BINDERS

New Board members will have an orientation in the month between the annual meeting and the next Board meeting. Orientation will include an individual meeting with the President of the Board, or designee, to review such topics as: the nature of governance and the role of the Board at UUCSC, the Board fiduciary responsibilities of the duty of care, duty of loyalty, and duty of obedience, how the Board works and logistics, current board issues, and overview of the financial state of UUCSC, at a minimum. A binder with the following documents updated for that fiscal year will be given to new Board members.

1. Table of Contents
2. UUCSC Mission and Vision Statements
3. UUCSC Bylaws
4. Board covenant
5. Expectations of Board members
6. Current Board member contact list
7. Job descriptions for Board members
8. Description of Coordinating Council clusters
9. List of Board Member liaisons to clusters
10. Job description for liaisons
11. Board calendar

There will also be an orientation for a new congregational President. This orientation will be provided by the outgoing president and include all of the topics listed above along with the transfer of keys and relevant documents. The President's binder will include all of the above, plus the Policy Handbook.

B. BOARD COVENANT

The Board covenant shall be updated annually.

C. E-VOTING

Any Board member can propose a motion by emailing the group with specific wording. A second is required for discussion to begin. The discussion will be open for at least 24 hours after the second is received. At the end of 24 hours the clerk will call for the vote. In addition, the clerk may initiate a vote to accept minutes via email. A majority vote will pass the motion.

II. COMMUNICATION

A. INTERNAL COMMUNICATION

To preserve privacy, the UUCSC email list and directory will be used only for church-related communications and events, and not to generate private business. The president, vice president, minister, and congregational administrator (or their designee) may send emails or letters to the entire congregation. All congregational e-mails will preserve the privacy of members' email addresses.

B. EXTERNAL COMMUNICATION

Written and electronic communications regarding congregational policy and/or specific critical issues sent on behalf of the congregation will be signed by the President and the Minister.

C. CANCELLATION OF A SERVICE OR EVENT

The most important priority of the UUCSC is the safety and well-being of our members and friends. We encourage anyone who is uncomfortable traveling in bad weather to stay safely at home.

1. Service Cancellation

- a. Services might be canceled due to inclement weather, the facility being unsafe for use, an emergency declared by the state of Rhode Island or the town or South Kingstown, or roads deemed unsafe for travel by the president of the congregation in consultation with the minister or the lay leader and others involved in the service.
- b. Determination of service cancellation will be made by the president of the congregation in consultation with the minister or lay leader, preferably 12 hours before the service.
- c. If the president is not available, the vice president shall assume this duty. If the vice president is also not available, the Worship Committee chair shall assume this duty.
- d. If the minister or the lay leader is not available, the Worship Committee chair shall assume this duty.

2. Virtual Service Alternative

- a. If possible, a virtual service will be offered when a service is canceled. The emailed notice of cancellation will include if a zoom option is available.
- b. In the event the minister is unavailable, the president may choose to delegate or forego the virtual service.

3. Non-service event cancellation

- a. Cancellation of any other UUCSC event will be determined by the event chair.
- b. The event chair will call the president or vice president to notify the necessary parties.

III. COPYRIGHT

The UUCSC Board supports staff, members and all users of the facility, as reflected in the rental agreement, in their efforts to be in compliance with copyright laws. For example, videos should have public performance rights, and no printed copies of copyrighted material should be distributed unless permission has been obtained from the publisher. A copyright license is required for performance of music at UUCSC functions. UUCSC maintains a PERFORMusic license which is renewed annually.

IV. DISRUPTIVE BEHAVIOR

The UUCSC is guided by the eight principles and strives to be an inclusive community that affirms our members' differences in beliefs, opinions and life experiences. However, concern for the safety and well-being of the congregation as a whole must be given priority over the privileges and inclusion of the individual. To the degree that disruptive behavior compromises the health of this congregation, our actions must reflect our emphasis on security. Therefore, the following shall be the policy of UUCSC if and when such a challenge may arise.

A. Response to Disruptive Behavior

- a. If an immediate response to disruptive behavior is required, this will be undertaken by the Minister, if appropriate, and/or the leader of the group involved, who may suspend the meeting or activity until such a time as it can safely be resumed.
- b. The response of the appropriate leader should be respectful, measured and calm.
- c. Persons who exhibit disruptive behavior will be engaged with respect. It is important to remember that this is disruptive BEHAVIOR, not a disruptive PERSON. Persons identified as behaving disruptively will be responded to as individuals of dignity and worth.
- d. The response may include privately telling the person that the behavior is not acceptable and to please stop, OR asking the person to leave.
- e. If further assistance is required, the South Kingstown Police Department may be called: 911 or direct 783-3321.

- f. The incident and actions taken must be documented on the Incident Form, sent to the Minister and President, and placed in a permanent UUCSC file. Access is restricted to the Board, the Minister, the Committee On Right Relations (CORR), and the involved person(s).
- g. The individual who was disruptive will be provided a copy of this policy and offered an opportunity to meet with the CORR. The request to meet with CORR must be in writing.

B. Referral for a CORR Hearing

- h. People who would like to refer a situation to CORR should, first, talk to the Minister and/or the President.
- i. Referrals to CORR might be initiated either by the individual involved or the person who observed the behavior (Staff, Committee Chairs...).
- j. The CORR will first collect all necessary information to complete an investigation and/or hold a hearing. This will include interviewing all parties involved.
- k. To aid in evaluating the problem, the CORR will consider the following points:
 - i. DANGEROUSNESS/SAFETY – Is the individual(s) the source of a threat or perceived threat to persons or property?
 - ii. DISRUPTIVENESS - How much interference with congregational functions is occurring?
 - iii. OFFENSIVENESS - Has the behavior crossed the line of acceptable public discourse?
 - iv. HARM TO THE CONGREGATION - How likely is it that prospective or existing members will be driven away due to this disruptive behavior?
- l. To determine the necessary response, the following points will be considered:
 - i. CAUSES - Why is the disruption occurring?
 - ii. HISTORY - What has been the frequency and degree of disruption?
 - iii. PROBABILITY OF CHANGE - How likely is it that the problem behavior will diminish in the future?
- m. The CORR will decide on the necessary response on a case-by-case basis using their best judgment. The CORR shall inform the Board President and the Minister of their recommended resolution.
- n. Three levels of response are recommended:
 - i. LEVEL ONE - The Minister/Board President/Committee Chair, or their designees, shall meet with the person exhibiting disruptive behavior to communicate their concern, and the individual involved

- agrees to end the behavior. In addition, a covenant can be proposed between the individual and the Congregation.
- ii. LEVEL TWO – The person behaving in a disruptive way is excluded from specific church activities for a defined period of time, with reasons and conditions of return clearly defined. This will be documented in a letter signed by the Minister or President and the individual. A copy will be placed in the UUCSC’s files.
 - iii. The person involved may appeal LEVEL ONE or LEVEL TWO actions to the Board. The decision of the Board is final.
 - iv. LEVEL THREE – The person behaving in a disruptive way is permanently excluded from the premises and all UUCSC activities. The Board and Minister will send a Certified letter to the disruptive person explaining the expulsion. A copy will be placed in the UUCSC’s files. The decision of the Board is final.

For any behavior judged to need a LEVEL 2 or 3 response, the Minister or President will contact the UUA District Executive.

V. FACILITIES

A. Facilities Use

Use of UUCSC Facilities will be consistent with the Facility Use Guidelines (See [UUCSC-FACILITY-USE-GUIDELINES](#))

For events outside of worship services, the respective sponsor becomes the responsible party to ensure that following health and safety standards are met.

- a. There will be no illegal drugs or recreational cannabis products permitted in the building or grounds.
- b. The UUCSC Alcohol policy must be followed at all times. (see below)
- c. With the exception of duly-licensed law enforcement officers, no firearms are permitted on the UUCSC premises. If a person possesses a firearm on the premises, the person will be asked to leave immediately. Should that person refuse to leave, the SK Police Department will be summoned
- d. UUCSC is a non-smoking building.
- e. The only animals allowed in the building are service animals.

B. Keys / Key Codes

- a. Keys will be assigned to the local fire department, to the Board president, Minister, Office Administrator, staff and tenants. These will be returned as soon as the tenant vacates the building, staff leaves UUCSC, or a committee chair leaves that position.

- b. Long-term facility users, such as AA, may request keys/key code that will also be returned immediately if no longer needed by the person to whom it has been assigned.
- c. Key codes to use the handicap-accessible door at the top of the ramp for entry to the UUCSC building will be assigned by the Office Administrator, or other trained people. Key codes can be assigned to all staff, members of committees, Board members, the Condo president, the cleaning crew and regular renting groups (such as AA Leaders).
- d. Contractors or “one-time” renters (such as an outside group renting for an event) can be assigned a code for the event; and the code will be deactivated after the event.
- e. Key codes will be deactivated when no longer needed, such as when a member leaves the Board, or steps down as a committee chair, or moves.
- f. All key and key code assignments must be approved by the Board president.
- g. A log will be kept of all assigned keys and key codes that will include the date of approval, date of assignment and date of return or deactivation by the Congregational Administrator.
- h. A yearly event log audit will be done and unused codes will be deactivated..
- i. The key codes will not be reassigned.
- j. Other members and friends may apply for a key code as needed. Their application must include the reason for needing the key code.
- k. Each registered person is responsible for his/her/their own code use (or misuse). Users are expected to keep track of their own pin codes, once assigned. They should not be shared with anyone for any reason.
- l. Basic key codes will allow entry and will automatically relock the ramp door immediately afterwards.
- m. The door is NEVER to be left propped open.
- n. An event code will be used to keep the ramp door open during Sunday services and other events, for the convenience of those needing to use the ramp.
- o. An event code is NEVER given to a nonmember of the congregation and is given to members only when it is deemed necessary by the Board President.
- p. Entry without a key: Use the doorbell by the keycode pad to call someone inside. If available that person will open the door.
- q. When the building is open for visitors, the doors at the main entrance will be put in the unlocked position using the appropriate tool.

VI. FACILITIES SAFETY

It is the policy of UUCSC to provide and maintain a safe physical environment according to state regulations.

A. Fire Alarms / Extinguishers

- a. Fire alarms with carbon monoxide detection are installed in the following locations:
 - i. Classroom 2A/B
 - ii. Furnace room
 - iii. Kitchen.
- b. The fire extinguishers are to be monitored annually (currently by Metro Fire Services).
- c. Fire extinguishers are located in the:
 - i. Hallway at the entrance to the sanctuary
 - ii. Oneto Room kitchen
 - iii. Music room
 - iv. Oneto Room by door to ramp exit
 - v. RE Hallway south
 - vi. RE Hallway north
 - vii. RE Kitchen
 - viii. Boiler room hallway
- d. A Clean Hands notice is posted in all bathrooms and the kitchen.

B. Alcohol Use

This policy seeks to protect the congregation and its resources from potential liability in the event of misuse of alcoholic beverages at any event hosted, sponsored, or in any way associated with the UUCSC.

The following six steps are required to be taken if alcohol is to be served.

1. Advance disclosure must be provided that alcoholic beverages may be served.
2. A range of non-alcoholic beverages be available
3. No one is ever pressured to consume alcohol
4. No person under the legal age is permitted to consume alcohol
5. Alternative transportation home is available should a person become impaired.
6. An insured bartender must be hired if more than one drink is to be served to participants on the UUCSC premises

In addition,

- a. Alcohol may not be served at church business meetings.
- b. Any group, UUCSC or other, making use of the premises may serve alcohol provided the previous six steps are followed.

- c. Alcohol may be served at UUCSC social events held off-site (e.g. Dining 4 Dollars, potlucks, etc.) provided steps 1-5 are taken.
- d. Alcohol may be part of a basket auctioned off for fundraising purposes, but the bottle may not be opened on-site.
- e. Board approval is required for alcohol to be served or sold at galas and major fundraisers.
- f. Alcohol may **not** be served whenever there is an AA meeting on UUCSC premises.
- g. Alcohol may **not** be served at ANY UUCSC youth group event off (or on) the premises.

VII. FINANCIAL MATTERS

A. Agape Fund

- a. There shall be an Agape Fund established by the UUCSC. The minister shall have sole discretion to distribute from the fund for the purposes that are consistent with and in furtherance of the goals established by the UUCSC Board.
- b. Such purposes shall be limited to providing care for the needy.
- c. Confidentiality regarding such disbursements shall be maintained by the minister, but a report of the general nature of the disbursement shall be reported to the Treasurer in any month when such disbursements are made.
- d. The Board, through the Treasurer, shall retain administrative control over the Agape Fund, to ensure that all disbursements further UUCSC's expressed purposes.
- e. The UUCSC Board resolves by vote that the minister is prohibited from making disbursements for the benefit of himself or herself or any family member. This Board resolution shall be in writing as part of the minister's annual Letter of Agreement. As such, it shall be signed annually by the minister and the president of the congregation.

B. Expenses Requiring Advanced Approval

Any proposed expense that is not in the annual budget, (which includes committee budgets) shall first be referred to the Finance Committee for review. The Finance Committee shall return the proposed expense to the Board with their recommendation. It shall then be the responsibility of the Board to approve or not approve the expenditure.

C. Reimbursement of Expenses

Expenses for the fiscal year must be submitted by June 30. Expenses submitted after

June 30 will be charged to the following year's budget.

D. Donations to UUCSC

- a. The UUCSC gratefully accepts donations towards the support of the general mission of the congregation.
- b. The UUCSC does not encourage the donation of restricted funds and the Board reserves the right to decline any and all donations.
- c. For a restricted donation to be considered it must first be presented to the Finance Committee, with a full description of the proposed donation and of the proposed restrictions on the donation.
- d. After review by the Finance Committee, the Finance Committee makes a recommendation to the Board. The Board retains the right to make a final decision to accept or decline a proposed donation.
- e. If a restricted donation is accepted by the Board, the following terms shall apply: Unless expressly agreed upon otherwise, if the purpose for which the donation was made is unable, for any reason, to be executed, the donor (if able to be identified) will be asked if they will release the restriction and allow their donation to be used for a related purpose.
- f. The Board shall review the restricted funds annually to determine if these monies should remain restricted.

E. Share the Plate

In accordance with our mission and covenant, the congregation of UUCSC is committed to serving our community. Thus, we intend that some of the donations made by congregants be distributed to organizations and programs that address the goals of our Social Justice priorities. We will also consider special collections for extraordinary disasters and emergencies.

- a. The Social Justice Committee facilitates the selection of the recipients, typically local, small nonprofits and/or programs, prioritizing areas with social justice impact over charity. Currently, UUCSC priority justice areas are the environment, racial and cultural justice, women's rights, LGBTQIA justice, economic and disability/aging concerns. It is our intention that these donations will enhance our visibility in the communities from which we draw members.
- b. Donations will be collected on the first Sunday of the month, for two consecutive monthly collections. These donations, marked "Share the Plate" will be shared with the congregation 50/50. The collections will be utilized as contributions to local nonprofits and their programs.
- c. We ask applicants to provide us with the following:
 - i. Organization and program profile
 - ii. Identification of the need for funds and how they will be used

- iii. Contact information
- iv. Verification of 501C 3 tax exemption from the IRS
- d. We encourage communication between UUCSC and the recipient for use in mutual websites, social media and local media.

F. Tree of Life

The Tree of Life is a “tree” on the wall of the sanctuary where one may donate to have a leaf plaque added in memory, in honor, or to commemorate a special event or milestone. Each leaf plaque costs \$250. At times aggregate donations are received for the same event (e.g. when someone dies) that exceed \$250. Even though a leaf was not requested, or no single donation was in the amount of \$250, a leaf plaque will be made and placed on the tree. For additional information, or to make a donation for a leaf, contact the Office Administrator.

VIII. FOSSIL FUEL DIVESTMENT

The UUCSC will make no investments in the Carbon Tracker 200 (the top 200 publicly-traded fossil fuel companies in the world) or in commingled assets that include holdings in the Carbon Tracker 200, unless such asset holders have made a commitment to divest from those holdings within 5 years.

IX. LIBRARY

A Board appointed library coordinator will select materials that represent a diverse collection of materials reflecting many different points of view on spirituality and other topics of interest to the congregation. Congregants may borrow books from the library.

X. MEMBERSHIP

A. Categories of Congregation Participation

At UUCSC, we welcome everyone regardless of the level of participation or commitment. Below are the definitions of categories of congregational participation and commitment. Come once; come twice; stay for a lifetime - we welcome all!

1. Visitors

Commitment: Exploring

Visitor Participation:

- a. Sign the guest book, leave contact information on the yellow card provided in the hymnal, and/or register child/children in Religious Education, if so desired
- b. Wear a temporary nametag to identify their newness to UUCSC

- c. Join in worship services and ask questions as they try out different aspects of the congregation's activities.
- d. Contribute to the plate

UUCSC will provide:

- a. Ministerial conversations, if requested
- b. "e-News" (option to unsubscribe themselves)
- c. Contact, within 6 months, by a representative of the Membership Committee
- d. Information on the "Path to Membership"

2. Friends

Commitment: Participating non-member

Friends Participation:

- a. Attend services regularly
- b. Join committee work, if so desired
- c. Contribute financially
- d. Complete form asking to be listed as a Friend in the UUCSC directory

UUCSC will provide:

- a. Opportunities to discuss the potential for becoming a member (Minister, representative of the Membership Committee)
- b. An opportunity to be listed as a Friend in the UUCSC directory
- c. Pastoral care
- d. Pledging information
- e. All congregational emails, including the newsletter

3. Active Members

Commitment: Full / Total / Life-changing

Member Participation:

- a. Attends Membership classes
- b. Signs the Membership book
- c. Votes
- d. Pledges
- e. Actively participates in many aspects of congregational life, possibly serving as chair of a committee. Is listed in the UUCSC directory.

UUCSC will provide:

- a. Pastoral care
- b. Opportunities to serve in elected positions such as Board officer or director, and volunteer positions such as committee chairs and special events.

- c. Relevant information about congregational meetings
- d. Pledging information
- e. All congregational emails, including the newsletter
- f. Financial discounts when members use the facilities and celebrates life events such as weddings and memorial services

4. Inactive Members

Participation: Unable or choosing not to attend, but wishes to stay in contact

UUCSC will:

- a. Remove from the UUCSC directory unless the inactive member requests to remain in the directory.
- b. Send e-News (option to unsubscribe themselves)

B. Member Status Policy

1. Once a person signs the Membership Book and becomes a member, they are considered a Member for life, unless:
 - a. They choose to be removed from the membership roll. Name is moved to the Removed List.
 - b. A member is moved to the Removed List as a result of the following process, based on provisions of the bylaws:
 - i. If a member has not been seen in church or pledged to the congregation in two years, the Board Clerk will meet with the chair of Membership and the Collector to determine who should be sent a letter regarding their intentions as a member or friend.
 - ii. If an answer is not received within thirty days, the member is moved to the Removed List and is no longer listed in the Directory.
 - c. A member can choose to become "inactive" because they are living elsewhere or some other reason. They may remain in the directory with an "I" for inactive status and their address may be updated so UUCSC members can contact them (as stipulated in the Bylaws)
 - d. They are deceased. Once their giving record has been reconciled by a finance representative, their record will be archived and their name is moved to the Deceased list.
 - e. The date and reason for inactive or removed status will be noted after each name on the lists. It should also be noted in the Membership Book in pencil. Date of death will also be noted.
2. Inactive members may not vote unless they request to reactivate their membership 30 days prior to an election or other situations requiring a vote.
3. Inactive members are not counted for the purpose of reporting to the UUA.

XI. RECORDS MANAGEMENT

This records management policy provides a framework for the management and retention of UUCSC records and record keeping practices because records with legal, operational or historical value must be identified and preserved.

1. Other records must be discarded in an orderly manner when no longer needed.
2. Church records encompass both originals and copies in all formats and media. The preferred format is printed-paper. One official document is sufficient.
3. All records related to UUCSC operations or legacy are UUCSC property, and are not owned by any individual.
4. A retention schedule will be followed (see Appendix A). This schedule will be in compliance with all known applicable laws and regulations. UUCSC will keep adequate records to document this compliance.
5. No records needed for pending or ongoing litigation, investigations or audits will be altered or destroyed until the situation has been resolved. Otherwise, records will be destroyed promptly in an appropriate manner according to the retention schedule.
6. Discarding should occur annually.
7. An annual review of the retention schedule and storage procedures will be undertaken by a Board appointed archivist or the Congregational Administrator under the direction of the Board who will also be responsible for answering questions regarding records management.

XII. RELIGIOUS EDUCATION (RE)

A. Child Caregivers Reference

- a. **Background checks:** All new staff hires and all RE volunteers and instructors, who are required supervising adults in any RE space, must complete or show evidence of a federal background check (Bureau of Criminal Investigation-BCI). Parents of children in RE and visitors are exempt. See our Congregational Administrator to complete the BCI.
- b. **Oversight:** At least two pre-approved and non-related or partnered caregivers who have passed federal background checks will be present during RE at all times.
- c. **Registration:** All children must be registered for the RE program with their name, parent/guardian contact and any pertinent information, such as health concerns.
- d. **Orientation:** All Safety policies involving children are included in the orientation packets for teachers and volunteers.

e. Allegations of Abuse:

- i. All caregivers will be oriented to the requirements of the Mandated Reporting of Child Abuse and/or Neglect law.
 - ii. All allegations of potential abuse must be reported to DCYF according to the mandated reporter law
 - iii. Prior to reporting, the concerned party will contact the DRE, Minister and Board President.
- f. **Incident:** All teachers will fill out an incident/ injury report if an accident or injury should occur with any of the children or youth. An incident report must be completed by the person reporting and filed in the locked cabinet in the Administrator's office
- g. **Fire Extinguishers / First Aid:** All teachers, caregivers, and staff have been made aware of the location of fire extinguishers and the First Aid box located in each classroom.
- h. All teachers volunteers will be approved by the DRE and Religious Education Committee

B. Religious Education Safety

- a. Nursery (ages infant-4 years old)
 - i. Safe, age-appropriate infant and childcare equipment and furnishings will be provided
 - ii. Staff and volunteers are not to change diapers. Parents or guardians will be summoned from the worship service or event to take care of changing diapers for their own children.
- b. Safety Procedures for Field Trips
 - i. Parents/guardians will sign field trip permission slips.
 - ii. Adult drivers will be provided for all youth group events. A copy of their license will be kept in a locked file.
 - iii. Each car must contain no fewer than three people.
 - iv. A designated pickup site for the youth will be determined by the youth group leader.

C. Childcare for Non-RE UUCSC events

If a UUCSC event is held that offers childcare, the committee putting on the event is responsible for using their budget to pay the caregiver. A representative from that committee must take responsibility for contacting and supervising the child-caregivers and assisting the child-caregiver with set-up and clean-up.

XIII. SAFETY - GENERAL (See above for Facilities Safety and RE Safety)

In keeping with the mission of UUCSC, it is our policy to provide and maintain a safe environment both physically and emotionally for the members and friends of our congregation, especially for our children, as we tend to our spiritual growth.

A. Intruder / Active Shooter Emergency

See Appendix B for a detailed outline of how to deal with this emergency situation.

- a. The congregation will periodically be reminded of the standard protocol: Run/Hide/Fight.
- b. RE teachers will have the Active Shooter / Intruder procedure on their clipboards.
- c. In the case of an active shooter, the term “Code Red” is used to alert the congregation of the need to evacuate the building.
- d. An usher (or designated person) will go downstairs to alert the RE program leader to take the actions indicated in Appendix B.

B. Fire Emergencies

This policy creates a process to ensure safety and efficiency in evacuating the building in case of an emergency, such as fire, gas leak, and so forth.

- a. Each event held at UUCSC will be planned with the safety of all participants in mind, including children and mobility-limited individuals.
- b. At no time will the UUCSC sanctuary be filled OVER the maximum seating capacity of 168, with an additional 18 seats in the choir loft.
- c. At no time will the Oneto room be filled OVER the maximum seating capacity of 46.

This policy requires the following:

- a. At the beginning of every event, an announcement will be made identifying the locations of the 4 exit doors, and the exit leaders that will be assisting.
- b. If it is possible that the building will be filled to the maximum seating capacity (such as for weddings, funerals, memorials), additional processes are required to be followed:
 - i. The center aisle, the aisle exiting to the Oneto room, and a pathway to the choir room exit will always be kept clear,
 - ii. There will be NO standing room permitted if that would exceed the room’s capacity.
 - iii. Additional speakers, or computer(s) may be set up in the Oneto Room to accommodate an additional 46 people viewing the event.
- c. **Safe Exit instructions** - designated leaders will direct people to exit as follows (if the situation allows):
 - i. The choir through the choir room.
 - ii. The front rows of the sanctuary follow the choir out the choir room.

- iii. The middle rows through the Oneto room door and main entrance doors
- iv. The rear rows to the rear door of the building by the offices.

Since speed is of the essence in an emergency, persons in the sanctuary should exit immediately upon direction without getting coats or doing anything else. People should help mobility-challenged people to exit the building.

- v. After exiting the building, volunteers will assist people with mobility issues to leave the building and move to the appropriate parking lot to ensure that emergency personnel, fire trucks, and equipment are not blocked from entering the building quickly and safely. This will be done even in drills to ensure we can do this safely and efficiently.
- Events hosted by outside groups will follow these same requirements.

d. RE Fire Exiting with Children

- i. RE faculty will lead the children who are downstairs outside to the parking lot and kept safe until their parents arrive.
- ii. Parents should exit the building first before seeking out their children.

*** This Safe Exit procedure will be tested, timed, and evaluated twice annually (fall and spring). A review will be undertaken after each emergency drill regarding the outcome and process and reported to the board (even if hosted by an outside group). Any emergency event will also be reviewed and reported to the board.

D. Medical Emergency

In the event of a medical emergency, the process shall be directed by the person in charge of the event (Minister, Worship Leader). Leadership will direct that 911 be called, when necessary, and without delay, and ask if there are medical personnel present who might assist.

In the event of a medical emergency, only congregants who have been trained in medical emergencies will be allowed to provide medical intervention until medical personnel with higher training arrive at the building – with the exception of immediate intervention to save a life, such as a Heimlich maneuver for choking, CPR, or putting pressure to stop bleeding. Anyone involved in intervening in the emergency should immediately identify themselves as such to any medical personnel responding to the incident.

E. Weather-Related Emergencies

See Event Cancellation Policy (Section II: Communication)

XIV. SALE OF RELEVANT MERCHANDISE

1. UUCSC allows guest and lay service leaders to sell products connected to their sermon for that service.
2. UUCSC allows artists performing at UUCSC to sell their merchandise.
3. Merchandise that is sold as a fundraiser for the UUCSC congregation such as Fair-Trade coffee, candy, and so forth, UUCSC jewelry, the Holiday Fair, or other products sold to benefit UUCSC, is allowed.
4. UUCSC allows other nonprofit organizations that have a relationship with UUCSC, to sell items benefiting their nonprofit organization (e.g. Girl Scout cookies as Girl Scouts meet at UUCSC.) Nonprofit organizations should request permission through the Office Administrator.
5. Other sales benefiting individuals are not allowed to be sold at UUCSC.

APPENDIX A

UUCSC RECORDS RETENTION SCHEDULE BY TYPE					
ADMINISTRATIVE					
RECORDS TITLE	TYPE	DESCRIPTION	CURRENT YEAR + YEARS RETAINED	UUCSC ARCHIVES	LOCATION
Annual Committee Reports	A	Reports to the Annual Meeting	5	NO	
Annual Meeting minutes	A		Permanent	YES	
Architectural Drawings, Blueprints, and Maps	A		Permanent	YES	
Attendance Records	A	Sunday services, RE (digital)	10	NO	
Board of Directors Records	A	UUCSC minutes of meetings	Permanent	YES	

Budget Records	A	Annual Budget	Permanent	YES	
Bulletins	A	OOS, special local church occasion bulletins	5 digital 1 paper	NO	
Correspondence - subject	A	Correspondence on special or topic interest (Digital or paper)	While relevant	PRN	
Deeds	A	Deeds, Conveyances, Covenants, easements	Permanent	PRN	
Insurance Policies	A		Permanent	YES	
Inventories of Property and Equipment	A		Until superseded	Transfer to Archives for Review	
Job Descriptions- Committees	A	Posted and archived on UUCSC website	Until updated	NO	
Newsletters	A	Church newsletters	Permanent	YES	
Policies, Board of Directors	A		Until updated	Annual revision	
Real Estate Surveys	A	Surveys, plot plans and related correspondence	Permanent	PRN	

FINANCIAL

RECORDS TITLE	TYPE	DESCRIPTION	CURRENT YEAR + YEARS RETAINED	UUCSC ARCHIVES	LOCATION
Accounts Payable Records	F	Claims and Disbursements Records, Expenses, Accounting, Bookkeeping, Paid Invoices, Finance, Purchasing	7	NO	
Accounts Receivable Records	F	Membership contributions, offering records	7	NO	
Annual Budget	F		Permanent	YES	
Audit Records	F		Permanent	YES	
Bank Deposit Books	F		7	NO	
Bank Deposit Slips	F		3	NO	
Bank Statements	F		7	NO	
Bequest and Estate papers	F	Wills, gift agreements, bequests	Permanent	PRN	
Canceled Checks	F	Cashed Checks	7	NO	

Cash Receipts	F		Current	NO	
Certificates of Deposit, Canceled	F		3	NO	
Finance Committee Minutes	F	Digital and/or printed	Active +5	NO	
Loan Agreements	F		Permanent	YES	
Tax-Exempt Certificates	F	Certificates and Form 990	Permanent	PRN	
Tax Returns	F		7	NO	
Tax Withholding Authorization Records	F		Active + 5	NO	

HISTORICAL

RECORDS TITLE	TYPE	DESCRIPTION	CURRENT YEAR + YEARS RETAINED	UUCSC ARCHIVES	LOCATION
Artifacts	H	Historical items	Permanent	YES	
History, 10 year to UUA	H	Written histories	Permanent	YES	
Media Coverage	H		Permanent	YES	
Photographs	H	Print, digital, slides, DVD's	permanent	Evaluate	
Scrapbooks	H		5	Evaluate	
Sermons	H	Ministers (copyright), lay speakers	1 on website	NO	

LEGAL

RECORDS TITLE	TYPE	DESCRIPTION	CURRENT YEAR + YEARS RETAINED	UUCSC ARCHIVES	LOCATION
Bylaws	L		Permanent	YES	
Contracts	L	Repairs, maintenance, lease agreements, loans, renovations	For term of service + 2 years	NO	
Contracts, new construction	L		Permanent	YES	
Incorporation Certificate	L		Permanent	YES	
Licenses	L	Music performance	For term of service	NO	
Property Files	L	Deeds, title papers, repair history, permits, lease agreement	Permanent	PRN	

MEMBERSHIP

RECORDS TITLE	TYPE	DESCRIPTION	CURRENT YEAR +	UUCSC ARCHIVES	LOCATION
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			YEARS RETAINED		
Membership records	M	Marriages, funerals, dedications performed at UUCSC	Permanent	YES	
Membership records	M	Annual printed directory	Permanent	YES	
Membership register	M	Membership register book	Permanent	YES	
PERSONNEL					
RECORDS TITLE	TYPE	DESCRIPTION	CURRENT YEAR + YEARS RETAINED	UUCSC ARCHIVES	LOCATION
Accident and Injuries Records	P	Workers Compensation Claims Records	Settled +6	NO	
Benefits Policies and Procedures Records	P		7 years	NO	
Employment Eligibility Verification Forms	P		Active +1 3 yrs min	NO	
Employment Policies and Procedures Records	P	Employment Policies	Permanent	YES	
Grievance Records	P		Active +3	NO	
Insurance Election Records, Employees	P		employe nt +6	NO	
Job Descriptions- Personnel	P		6yrs after updated	NO	
Minister- biography	P		Permanent	YES	
Minister-yearly evaluations	P	Confidential			
Pay Authorization Records	P		5	NO	
Personnel Records	P	Personnel Files	Permanent	NO	
Personnel Search Records	P		Active +7	NO	
Rejected Applications	P	Rejected and Incomplete Employment Applications	2	NO	
Time Sheets	P		3	NO	

A=ADMINISTRATIVE

F=FINANCIAL

H=HISTORICAL

L=LEGAL

M=MEMBERSHIP

P=PERSONNEL

PRN= as necessary

Permanent = digital and paper files

Appendix B Intruder / Active Shooter Emergency

Should a shooter or violent person enter the Sanctuary during worship, follow directions from the Worship Leader (or designee), when possible, and consider what is best for your and other's safety.

1. **RUN.**

- Getting away from the shooter or shooters is the top priority. **IF it is safe to do so.**
- Leave your things behind and run away.
- If safe to do so, warn others nearby.
- Call 911 when you are safe. Describe each shooter, their locations, and weapons.

2. **HIDE.**

- If you cannot get away safely, find a place to hide.
- Get out of the shooter's view and stay very quiet.
- Silence your electronic devices and make sure they won't vibrate.
- Lock and block doors, close blinds, and turn off the lights.
- Do not hide in groups—spread out along walls or hide under chairs separately to make it more difficult for the shooter.
- Try to communicate with police silently— such as through text messages or by putting a sign in an exterior window.
- Stay in place until law enforcement gives you notice that all immediate danger is clear.

3. **FIGHT.**

- Your last resort when you are in immediate danger is to defend yourself.
- Commit to your actions and act aggressively to stop the shooter.
- Ambushing the shooter together with makeshift weapons such as chairs, fire extinguishers, scissors, and books can distract and disarm the shooter.

Should a shooter or violent person enter the Sanctuary during worship, follow directions from the Worship Leader (or designee), when possible, and consider what is best for your and other's safety.