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First Unitarian Universalist Church Columbus, Ohio		
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Governance Policy

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1 OUR VISION & MISSION STATEMENTS

Vision:

The vision of First Unitarian Universalist Church of Columbus is to transform and heal ourselves and our world through reason and love.

Mission:

With love at the center, the mission of this church is to fulfill its vision by...

- Creating community through caring, nurturing, and celebrating
- Working for justice through learning, reflecting, and doing
- Engaging diversity through welcoming, listening, and empowering

2 PHILOSOPHY OF GOVERNANCE

The Board of Trustees (Board) strives to meet the “Six Core Principles of Good Governance” laid out by Rev. Dan Hotchkiss, author of *Governance and Ministry: Rethinking Board Leadership* (Alban 2009)

- 1. Our congregation has one decision-making structure for governance and one for ministry, with a clear definition of which bucks stop where.** Governance bucks stop with the board, and Ministry (or administration) bucks stop with the head of staff. All differences are reconciled directly rather than through third parties. Governance means “owning the place in behalf of the mission,” and ministry is the practical work of the church.
- 2. Our Board speak as a body, not as individuals.** Individual board members have no special authority outside board meetings. Board members often play program leadership roles as well, but need to always remember which hat they are wearing.
- 3. Our Board speaks through written policies.** Like any human gathering, a board meeting is a cauldron of informal, nonverbal, and emotional communication. People come away from meetings with a “sense of the board” on any number of topics. We strive to make it clear that staff and others will not be expected to read the board’s mind, but must treat actions in the minutes as the final word.
- 4. When delegating, leaders balance authority, guidance, and accountability.** We strive to give staff and volunteers clear guidance. This principle applies when the board delegates to the staff, or when staff delegate to other staff or volunteers.
- 5. Volunteers have the option to join a work crew without the risk of being trapped into a deliberative body, and vice versa.** Policy bodies strive to include a diversity of members; task groups strive to include only those who are in favor of the task. Once the direction has been set through proper process, someone is charged with getting the job done.
- 6. Staff and volunteers receive clear direction, clear limits, and maximum flexibility in choosing how to do their jobs.** Everyone deserves to grow into his or her maximum effectiveness, and effective

workers do best when they and their work groups have the freedom to exercise independence, creativity, and choice.

3 BOARD OF TRUSTEES

3.1 ELECTING THE BOARD OF TRUSTEES

Defined in Article V. 1. Of Constitution.

3.2 RESPONSIBILITIES OF THE BOARD OFFICERS

3.2.1 Chair of the Board of Trustees

The Chair of the Board of Trustees is the Executive Officer of the church. Responsibilities include:

- Presides at, prepares agendas for and facilitates all meetings of the Trustees as well as mid-year and annual meetings of the congregation. (See Appendices B and E)
- Works in partnership with the Senior Minister to ensure productive partnership between the Board and staff.
- Orientate new Board Members at the end of the Church year.
- Is an ex-officio member of all committees established by the Trustees.
- Performs all duties incident to the office of Chief Executive Officer and such duties as from time to time may be assigned by the Trustees.
- Facilitate implementation of task forces including:
 - Senior Minister triennial performance review
 - Program/policy reviews
 - Others as needed.
- Position will typically be served in the second year of a three year term.
- Facilitate Officer transitions.
- Facilitate transitions in Finance and Personnel Committees.

3.2.2 Vice-Chair of the Board of Trustees

The Vice-Chair of the Board of Trustees assumes the functions of the Chair in the absence or disability of the Chair. Responsibilities include:

- Prepare to be Chair during the following year.
- Orientate new Board Members at the end of the Church year.
- Prepare and maintain Board Manuals.
- Conduct an annual review of the Constitution and this Governance policy. Updates and revisions should be proposed as appropriate.
- Position will typically be served in the first year of a three year term.

3.2.3 Past-Chair of the Board of Trustees

The Past-Chair of the Board of Trustees provides guidance to Chair based on past experience. Responsibilities include:

- Assist Chair in planning.

- Facilitate Officer transitions.
- Serve on Nominating Committee as ex-officio member as required by the Constitution.
- Position will typically be served in the third year of a three year term.

3.2.4 Secretary of the Board of Trustees

The Secretary of the Board of Trustees is the keeper of all Board records. Responsibilities include:

- Certify and keep an up-to-date copy of the Constitution and Board Policies. Keep a book of minutes of the proceedings of all meetings of membership and Trustees.
- Be responsible for giving notices in accordance with the provisions of the Board Policies and in addition send to each Trustee a copy of the minutes of the preceding meeting at least three days prior to each meeting
- Exhibit at all reasonable times to any member, upon application, the minutes of the proceedings of the membership and Trustees.
- Assure that updated copies of the Constitution and Board Policies are posted on the church website at all times.
- In general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned by the Trustees.

3.2.5 Treasurer.

Responsibilities include:

1. Have charge and custody of and be responsible for the proper handling of and accounting for all funds and securities of the church, and deposit all such funds and securities in the name of the church.
2. Be responsible for adequate and correct accounts of the church property and financial transactions.
3. Disburse church funds as authorized in the budget approved by the congregation at the annual or a special meeting. The Treasurer shall not disburse funds beyond the budgeted amount for any budget category or beyond the total budget without prior authorization by the Board of Trustees. The Board, by virtue of its responsibility to the congregation to conduct the affairs of the church, may adjust the budget if the need to do so becomes apparent from actual expense and income experience; the minutes shall fully disclose the need for and circumstances of such adjustment.
4. Prepare and present to the Trustees and/or the congregation periodic reports on the financial condition of the church and a final report for the complete fiscal year. The form of the report may vary depending upon circumstances, but generally should include the financial position at a given date and the results of activities for a stated period; it should encompass all funds for which the Treasurer is responsible.
5. Prepare for distribution at the annual meeting of the membership a report of the current financial condition of the church, including an estimate of the receipts and expenditures for the current fiscal year.
6. Exhibit at reasonable times to any member, upon application, all periodic reports of the financial condition of the church.
7. Provide for the handling of special funds as follows:

- a. Memorial and Restricted-use funds shall be used as designated by the donor, or at the discretion of the Board of Trustees if such designation is not made.
 - b. Capital funds raised for a special capital project shall be used for the designated project. Any change in use approved by the Board of Trustees shall be reported to the congregation in a timely manner.
8. Be responsible for appointing a person to serve as Chief Teller, who in turn shall be responsible to recruit teams of two persons to count Sunday cash collections.
 9. Serve as an ex-officio member of the Finance Committee, and assist in the preparation of the budget
 10. In general perform all the duties incident to the office of Treasurer and such other duties as from time to time may be assigned by the Trustees.

3.2.6 Assistant Treasurer.

The Board may appoint one or more Assistant Treasurers to perform specific duties assigned to the Treasurer.

3.3 SELECTION OF THE OFFICERS

Officers are defined in our Constitution (Article VI) as the Chair, Vice-Chair, Secretary of the Board, Treasurer and Assistant Treasurer and any other persons designated by the Board Chair.

The incoming Officers are selected by the current Officers in consultation with Senior Staff, and other trusted Church leaders. The selection is confirmed by a vote of the Board.

Note that the Moderator is chosen by the Congregation, not selected by the Board as outlined in the Constitution.

3.4 ORIENTATING AND COACHING NEW BOARD MEMBERS

New Board members will be coached by the Board Chair and Vice-Chair, ideally between their election at the annual meeting and their formal joining Board at the start of the new Church year in July (see meetings of the Trustees). Topics would include: Board covenant, current Board policies, expectations of Board members, major issues facing the board and Church finances.

All new Board members should receive a Board Manual as prepared and maintained by the Vice Chair and outlined in section 4.

3.5 RESIGNATION, REMOVAL, AND VACANCIES.

Any Board member or officer may resign at any time by giving written notice to the Board Chair or Board Secretary. Such resignation takes effect at the time specified therein. Any Board member or officer may be removed from office by a vote of the majority of the whole Board of Trustees. Vacancy in any office is filled by the vote of a majority of the Board of Trustees.

3.6 CONFLICTS OF INTEREST

Board members shall carry out their duties with undivided loyalty to the congregation and its mission. A conflict of interest exists whenever a board member or the close relative of a board member has interests or

duties that interfere with the board member's duty of loyalty. The conflicting interest may be financial, moral, political, theological, or otherwise.

Conflicts of interest arise when a Board member:

- Stands to gain or lose because of a Board action.
- Has a fiduciary duty or close personal or business relationship to any person or corporation that stands to gain or lose because of a board action. A Board member who has is an employee or close relative of an employee of the congregation always has a conflict of interest with respect to any Board action affecting such employment.
- Holds substantial property interest in a corporation or business, or serves as an officer or board member of another nonprofit organization that stands to gain or lose because of a Board action.
- Cannot set aside their personal preferences as an individual consumer of the congregation's services to vote on behalf of the whole congregation and its mission.
- Faces any other situation that creates or appears to create divided or conflicting loyalties.

The board will annually require its members to disclose in writing all existing or foreseeable conflicts of interest. Disclosure forms (Appendix A) are to be kept by the board Secretary and made available to any member of the congregation who requests them.

If an item of business arises in which any member suggests that a conflict of interest may exist, the affected member may withdraw or ask the board for guidance. In the latter case, the Board (minus the affected parties) will determine how to handle the situation. Depending on the seriousness of the conflict of interest, possible responses include:

Disclosure: A supplemental disclosure form to be filed by the affected member, who may then continue to participate and vote as usual.

Recusal: The member discloses the conflict and withdraws from the meeting while the item is under discussion or being voted on.

Resignation: The member resigns from the Board.

The member with the potential conflict will withdraw while the remaining board members determine whether a conflict exists and how it should be handled.

Anyone who exercises authority delegated by the Board, including paid and unpaid staff members, is subject to the same standards of loyalty that apply to Board members.

4 BOARD SELF GOVERNANCE

4.1 BOARD COVENANT

We, the members of the Board of Trustees at First Unitarian Universalist Church of Columbus OH, enter into this covenant and pledge to keep it central to the work of the Board. It will ensure that we remind ourselves of

our commitment when it is most easily forgotten because things are going so well or so poorly that we overlook this central tenet of our faith.

Be Prepared

- Respect our time together by being prepared by reading all materials, prompt, present, attentive and appreciative – notifying the Chair or another Officer when attendance is not possible;
- Fulfill our commitments to the Board in a thorough and timely way - seeking assistance before any deadline has passed;
- Communicate with each other directly, accepting responsibility for clarity by producing it and seeking it;

Be Present

- Attend services, major activities, and information gathering opportunities to remain informed about our congregation & its growing needs and aspirations;
- Model the welcome and commitment that we seek for members to demonstrate by engaging congregants and visitors, as well as making a meaningful financial contribution to the congregation;
- Abide by and be knowledgeable about our congregation’s Covenant of Respectful Relations and all other policies of the Board;

Be Thoughtful

- Both speak our mind & ensure space for everyone to express their opinion. Ask strategic questions and create meaningful dialogue with the goal of seeking consensus when possible;
- Be mindful of those “not at the table.” We engage our work through an anti-racist, anti-oppression, multicultural lens to truly claim “diversity as a source of our strength.” Working to expand the welcome of this congregation and congregational leadership to all;
- Further our individual and collective knowledge about ourselves, governance, and our common faith tradition to better serve the congregation;

Be One Voice

- Remember that we are members of the Board, not the Board itself, when we engage with the congregation and staff. The Board & its members must speak with a single voice once decisions are made;

Be Joyful

- Remember that we are a community of faith engaging in this work together, and that we are honored to be called to joyfully do this work in the service of others;

Be Forgiving

- Invite one another back into Covenant when we fall short resting in the knowledge that we are all perfectly imperfect humans seeking what we hope is best for this congregation. Forgive ourselves and each other when the covenant is broken.

Together – we seek to create a community worthy of the name Unitarian Universalist.

The covevent should be reviewed at the annual Board retreat and amended when appropriate.

4.2 MEETINGS OF THE TRUSTEES

1. Types of meetings:

- a. Annual transition meeting: In July or August where all Board members from the following year and those newly elected gather for fellowship. This should be a time for reflection over the past year.
 - b. Annual Board retreat: In August or September where the Board should review the Board Covenant and set goals for the coming church year.
 - c. Regular Meetings: The Board of Trustees will hold monthly scheduled meetings at least nine times a year.
 - d. Special Meetings: Special meetings of the Trustees may be called at any time, by the Chair or by any three Trustees.
2. Place of Meetings: The regular meetings of the Trustees are held at the church. Special meetings may also be held via conference call.
 3. Notice of Meetings: No notice shall be required for a regular meeting. Notice of the time and place of other meetings of the Trustees will be communicated to each Trustee at least seven days prior to the date of the meeting. Some special meetings may be held for urgent matters and notice of such meetings will be given as soon as possible.
 4. Quorum: The presence of a majority of the Trustees eligible to vote shall constitute a quorum for the transaction of business, except that a majority of the Trustees in office shall constitute a quorum for filling a vacancy on the Board. In the absence of a quorum, any meeting may be adjourned from time to time by a vote of the majority of the Trustees present, but no other business may be transacted. At any such adjourned meeting, at the resumption of which a quorum is present, any business may be transacted at the meeting as originally scheduled.
 5. Interim Actions: In the interim between regular and special meetings of the Board of Trustees, the Board may conduct urgent business by telephone or e-mail, provided such actions are reported to the full Board for ratification at its next meeting.
 6. Voting: All business of the Board of Trustees is decided by majority vote. Each Trustee shall have one vote, and voting rights may not be exercised by proxy. All votes must be documented by the Secretary in the meeting minute, including for special meetings.
 7. Agenda: The Chair determines the order of business for meetings of the Trustees. An example agenda is can be found in Appendix B.

4.3 EFFECTIVE BOARD MEETINGS

The following practices which help keep Board meetings effective:

1. All elected Board members should bring their Board manual.
2. The following should be sent out at least 5 days in advance of a regular meeting:
 - a. Secretary posts prior meeting's minutes
 - b. Chair sends out meeting's agenda and motions to be discussed or voted on
 - c. Staff sends their reports
 - d. Committee and/or taskforce chairs/leaders send their reports as needed
3. Staff reports should include a general update to previous months goings on and important activities/events. Prompts include:
 - a. Is there anything the Board needs to know?

- b. Is there anything you need the Board's support in?
 - c. Is there anything you need the Board to decide?
- 4. Committee and/or taskforce reports should be provided as appropriate.
- 5. Agenda (see Appendix B):
 - a. Start meetings on time.
 - b. Use consent agenda where possible. Consent agenda is presumed approved as presented unless otherwise modified.
 - c. Keep agenda focused on governance related work and information. Manage time by keeping conversation relevant.
 - d. Have only one conversations going on at a time (i.e., no side conversations).
 - e. When possible discuss motions at least one meeting before bringing it to a vote.
- 6. Executive Session:
 - a. Keeping in mind that open and transparent communication are essential to our Congregation, there will be times when the Board may need to discussing something private or sensitive in nature. This should be done in Executive Session.
 - b. The minutes of the meeting should reflect when and how the board went into executive session, when it ended, and what motions were approved. No meeting minutes will be taken during Executive Sessions.
 - c. No votes shall be taken in Executive Sessions. Votes may be taken on items discussed in Executive Session, but they must be done outside of Executive Session and documented in meeting minutes.
 - d. Executive Sessions can include anyone that the Board invites. If the minister is an ex officio member of the board, the minister should be included. No elected Board member should be excluded from an executive session. However, if there is a performance or other serious concern with the minister or any Board member, that person can be excluded from the executive session until the rest of the Board has sorted out the concerning information.
 - e. Examples of situations where Executive Sessions may be appropriate:
 - i. Confidential personnel or legal issues
 - ii. Candid peer-to-peer discussion
 - iii. Alleged Illegal Activity or Misconduct
 - iv. Sensitive Business Transaction
 - v. Disruptive Persons
 - vi. Times of Crisis
 - vii. Building Vulnerability and Trust

4.4 BOARD MANUAL

All elected Board members shall have a Board manual that is prepared and maintained by the Vice Chair of the Board.

A suggested Table of Contents can be found in Appendix C.

5 BOARD COMMITTEES

The following committees are established by the Board to help in the work of governance and report to the Board.

5.1 FINANCE COMMITTEE

5.1.1 The Finance Committee's responsibilities:

1. Make recommendations to the Board of Trustees on the fiscal policies of the church.
2. Work with the Director of Administration, church staff and the Treasurer to efficiently and effectively manage church finances.
3. Work with the Coordinating Team and Treasurer in the preparation of the budget, which will balance total expenditures with total anticipated income. The Board of Trustees has final approval of the budget.
4. Offer financial counsel to the Treasurer who serves as an ex-officio member of the committee.
5. Conduct regular review of all investments, including but not limited to, Restricted, SYC and Endowment.
6. Participate in the selection of an outside audit professional.

5.1.2 The Finance Committee shall be managed as follows:

1. Terms of members begin on 7/1 and end on 6/30.
2. All members are approved by vote of the Board of Trustees.
3. There will be 7 voting members of the Committee. This includes 6 members appointed by the Board and the Treasurer. The Assistant Treasurer shall be an ex-officio member of the Committee.
4. All members will be appointed for a 3 year term. Two consecutive terms may be served. There must be a gap of at least one year before a person who has served two terms can serve again.
5. Staggered terms are highly recommended with 2 members coming on to the committee in any given year and 2 members falling off.
6. The Chair of the Finance Committee shall be appointed by the Board of Trustees for a two year term.

5.2 PERSONNEL COMMITTEE

5.2.1 The Personnel Committee's responsibilities:

1. Personnel matters shall be handled confidentially as appropriate and allowed under the Constitution and Governance Policy
2. Making recommendations to the Board of Trustees regarding the conditions of employment, including benefits, retirement, health insurance and working conditions for employees of the church. The Personnel Committee may assist in resolving employee relations issues.
3. Review current denominational information regarding the employee policies, practices and working conditions. Review surveys and market analysis data which will help it in its determinations.
4. Review and revise the church employment handbook.
5. Assure the administration of annual performance appraisals, and review and update of job descriptions, for non-ministerial staff members.

6. Advise the Board on personnel issues.
7. Hold regular quarterly meetings and special meetings as needed.

5.2.2 The Personnel Committee shall be managed as follows:

1. Members of this committee are appointed by the Board of Trustees. The Board shall seek to appoint members with management, human resource and employment law experience. In the absence of an attorney member, the committee shall engage the church attorneys if advice is needed.
2. There will be 3 members of the Committee. The Director of Administration shall be an ex-officio member.
3. All members will be appointed for a 3 year term. Two consecutive terms may be served. There must be a gap of at least one year before a person who has served two terms can serve again.
4. Staggered terms are highly recommended with 1 member coming on to the committee in any given year and 1 member falling off.
5. The Chair of the Personnel Committee shall be appointed by the Board of Trustees for a one-two year term.

5.3 NOMINATING COMMITTEE

Currently defined in Constitution.

5.4 BOARD TASKFORCES

In addition to the standing Board Committees, the Board can appoint taskforces to handle specific issues for a limited time duration. Examples include Strategic Planning.

6 MANAGEMENT

This section outlines the management policy of the Board of Trustees of the First Unitarian Universalist Church.

6.1 DELEGATION TO THE STAFF

6.1.1 Staff structure:

The Senior Minister is the head of staff and is responsible for maintaining a productive and effective staff team, for ensuring that the staff's efforts are directed toward fulfilling the congregation's mission and current goals and that all staff comply with all Board policies.

The Board designates certain positions as Senior Staff (currently the Senior Minister, Associate Minister, Director of Administration, and Director of Religious Education). The Coordinating Team shares responsibility with the head of staff for operational leadership.

6.1.2 Global delegation:

The Coordinating Team is responsible for the leadership and direction of all administrative and programmatic functions of the congregation. The Board of Trustees delegates to the Coordinating Team the authority to:

- Make all operational decisions
- Develop administrative and programmatic policies

- Manage communications
- Allocate church resources as limited by Board policies.

6.1.3 Teams, Taskforces and Volunteers

The Coordinating Team is responsible for the organization and structure of the teams, taskforces and volunteers in support the global delegation responsibilities.

6.2 DELEGATION TO OTHERS

This section lists functions placed outside of the Board and Staff management.

6.2.1 The Endowment Fund:

All endowment funds are invested in professionally managed funds in keeping with the values of the church's mission and principles of Unitarian Universalism.

The Board delegates investment and management of the congregation's endowment fund to the UUA Common Endowment Fund.

6.2.2 The School for Young Children

The Board of Trustees delegates to the School for Young Children Directors and Committee the responsibility to maintain and the authority to direct a weekday preschool based on a philosophy of responding to the needs of children to express their feelings and discover their self-worth in an environment of free play as an out-reach of the mission of the church to families of young children Enrollment is open without regard to race, creed, sex, or socio-economic level as guided by the church's commitment to hospitality and diversity.

[Reference: [SYC Committee and the Church](#)]

7 CARE FOR PEOPLE

The Coordinating Team is responsible for the safety and wellbeing of all persons using church property or participating in church activities. They have the authority to take all necessary actions when people are at risk. The staff is guided by our mission's commitment to practice true hospitality.

[Reference: [Covenant of Respectful Relations](#)]

[Reference: [Policy on Healthy Relations](#)]

7.1 HEALTH & SAFETY

The Coordinating Team is responsible for maintaining a safe and sanitary church facility. All required licenses and inspections are kept current and violations are promptly corrected.

7.1.1 Facilities Security

The Coordinating Team is responsible for maintaining a written plan for responding to emergencies including medical, fire, weather, natural disaster, human threats, or accidents that endanger persons using church property or participating in church activities.

[Reference: [Safety Policy](#)]

7.1.2 Child and Youth Safety Policy

The Coordinating Team is responsible for maintaining a written policy for child and youth safety.

[Reference: Child and Youth Safety Policy]

7.2 NON-DISCRIMINATION

Guided by our mission's commitment to practice true hospitality and the principles of Unitarian Universalism, no person acting on behalf of the church may discriminate for reasons including, but not limited to, race, gender, ethnicity, age, sexual orientation, physical condition, socio-economic status, or belief. Employment is based on qualification and merit, in keeping with personnel policies of the church.

[Reference: Non-Discrimination Policy]

7.3 UNIVERSAL ACCESS

Guided by our mission's commitment to practice true hospitality and the principles of Unitarian Universalism, every reasonable effort is made to remove all impediments to full participation in the life of the church. All legal requirements for accessibility are met and, where possible, exceeded. Plans, attitudes, practices, and improvements to our facilities are reviewed to continually improve accessibility.

7.4 CONFLICT RESOLUTION

If an operational decision made by a member of the Coordinating Team generates serious objection on the part of a church member or group of members, the Senior Staff will work to resolve the issue appropriately. If needed, a Committee on Shared Ministry (COSM) member will be assigned to mediate and assist with this resolution in accordance with the Healthy Relations Policy.

[Reference: Health Relations Policy]

8 CARE FOR STAFF

The Coordinating Team is responsible for maintaining a productive and effective staff environment which focuses the staff's abilities on fulfilling the mission and achieving Board goals in compliance with Board policies.

8.1 COMPENSATION & BENEFITS

Guided by the Unitarian Universalist principle of justice and equity in human relations, compensation and benefits for church staff are based on the Unitarian Universalist Association's Fair Compensation Guidelines. It is Board policy to strive for Practicing Fair Compensation Congregation status as defined by UUA guidelines.

8.2 CREATING AND FILLING STAFF POSITIONS

The Coordinating Team cooperates with the Board Personnel Committee to create job descriptions for new staff positions. The Personnel Committee's expertise is sought in the preparation of contracts and terms of offer for paid staff. The Coordinating Team reports to and consults with the Board before a paid staff hiring process begins.

8.3 DISCIPLINE AND DISCHARGE OF STAFF

Before a regular staff member's employment is terminated, the head of staff or appropriate member of the Coordinating Team consults with the Personnel Committee to confirm that the termination complies with Board policy and applicable laws.

8.4 WHISTLE-BLOWER PROTECTION

The Coordinating Team ensures the maintenance of an up-to-date whistle-blower policy to protect staff and volunteers against retaliation for reporting the possible violation of laws, fraudulent accounting practices, unsafe conditions, or any form of discrimination or abuse.

8.5 STAFF GRIEVANCES

The Coordinating Team, consults with the Personnel Committee to maintain policies to resolve conflict and address staff grievances, including harassment and sexual harassment.

8.6 PERSONNEL HANDBOOK

The Coordinating Team together with the Personnel Committee ensures the maintenance of an up-to-date personnel manual that protects the church against legal liabilities, covers non-policy matters necessary to meet legal requirements, and upholds Unitarian Universalist Association standards for employee best practices.

[Reference: Personnel Handbook]

8.7 BEST PRACTICE DOCUMENTATION

The Coordinating Team together with the Personnel Committee develops and maintains best practices for record keeping including onboard and exiting employees. Coordinates with the Director of Administration to maintain, update and ensure use of the personnel task calendar, hiring checklist, departure checklist and record keeping.

9 CARE FOR RESOURCES AND FINANCIAL CONTROLS

9.1 BUDGET

The Coordinating Team, working with the Treasurer and Finance Committee, is responsible for preparation of the budget, which will balance total expenditures with total anticipated income. The Board of Trustees has final approval of the budget.

9.2 FINANCES

The Coordinating Team is responsible for and has the authority to expend the resources of the church in support of the mission of the church and in keeping with the written goals of the Board. The Coordinating Team is responsible for day-to-day financial decisions. The Coordinating Team's authority to spend the financial resources of the church is limited by the following Board policies:

1. Spending does not exceed the total amount budgeted.
2. Spending in any budget category that exceeds the budget is balanced by a proposed reduction in another budget category subject to Board approval.
3. Changes to the compensation of any staff position require Board approval.
4. New debt in any form is not incurred on behalf of the church without Board and Congregational approval. [Reference: [Constitution Article V 1 i](#)]
5. Purchase or sale of real estate, require Board approval.
6. Major gifts with donor restrictions require Board approval.
7. Endowment Fund Spending requires Board approval. [Reference: [Disbursements From the Endowment Fund](#)]
8. The church's tax-exempt status is not jeopardized under local, state or federal law.

9.3 SECURITY OF CHURCH ASSETS

The Coordinating Team is responsible for maintaining policies which assure that the assets of the church are managed and protected appropriately, including but not limited to the financial assets, physical property, church data and church reputation.

9.4 INSURANCE

The Coordinating Team is responsible for reporting annually to the Board the insurance needs of the church and has the authority to secure insurance that provides sufficient coverage against liabilities and property losses.

9.5 CHURCH DOCUMENTS AND OTHER RESOURCES

The Coordinating Team is responsible for maintaining a document policy for church records.

[Reference: [Retention of Congregational Records](#)]

[Reference: [Definition of Official Church Records](#)]

10 POWERS RESERVED TO THE BOARD

Beyond the powers reserved to the Board in the Constitution, the Board reserves the following powers:

10.1 COVENANTS AND AFFILIATIONS

Establishes and oversees covenants and affiliations with other institutions including establishing contribution levels and appointing delegates with the authority to vote as representatives of the church. Examples: Unitarian Universalist Association, congregations within denominational districts and regions, sister churches, local and statewide interfaith organizations.

10.2 PUBLIC POSITIONS

Has the authority to commit the church to public positions on political issues, taking into consideration the church's non-profit tax status. This policy recognizes the freedom of our clergy, professional staff, and lay leaders to express their personal opinions on public matters in words and deeds as individuals not speaking for the church and its members.

10.3 MINISTERIAL CANDIDATE SPONSORSHIP

The Board may sponsor, upon request, any member or staff person in the congregation meeting the requirements set by the Unitarian Universalist Association for congregational sponsorship. Sponsorship requests shall be added to the monthly Board agenda, which is available to the congregation. Sponsorship may be granted through a Board vote at the monthly meeting following the request and will be communicated to the congregation via email or newsletter.

For more information on congregational sponsorship:

<https://www.uua.org/careers/ministers/becoming/sponsorship-by-congregation>

As a part of our congregational polity, First UU sponsors potential ministerial candidates and recognizes our responsibility to offer training such as internships as possible.

11 BOARD OVERSIGHT

The purpose of oversight is to ensure that the congregation fulfills its mission, working together with open communication, by maintaining mutual respect and trust, and by striving to learn from experience and from each other.

The Board exercises oversight by regularly monitoring and evaluating progress toward the goals set by the Board to fulfill our mission and in compliance with Board policy. The Coordinating Team is responsible for oversight of the administration, programs, and ministries of the congregation.

11.1 MONITORING

11.1.1 Financial Reports cover the overall financial performance compared to the budget and point out significant issues and challenges. Financial reports are discussed when Board action or issues of compliance with Board policy are on the Board agenda. Financial reports are made available to congregants upon request.

11.1.2 Staff Reports are emailed monthly to the Board prior to the Board meeting.

11.1.3 At mutually determined intervals during the year, the Board can call on the staff to report more fully on the church's work in a given area, and to contribute expertise, information and leadership. The purpose of these reports is to support the Board's learning and reflection on major areas of the church's mission, such as worship, religious education, social justice, membership development, and stewardship.

11.1.4 From time to time, the Board may inquire into specific questions of policy compliance, organizational concerns, or other serious issues by appointing an outside consultant to assess some aspect of church program or organizational functioning.

11.2 EVALUATION

11.2.1 An in-depth program evaluation of one program area by an appointed task force will take place annually. Both the program to be evaluated and the task force members are selected by the Coordinating Team and approved by the Board. The size and composition of the task force will vary depending the program area to be evaluated. The program evaluation task force will present a written report to the Board and Coordinating Team. The goal of the program evaluation is comprehensive review of best practices, areas of strength and opportunities for improvement in a program area.

11.2.2 Board and head of staff evaluation will take place annually when the Board and head of staff evaluate their own and each other's contribution to the congregation's mission.

11.2.3 Staff evaluations are the responsibility of the Coordinating Team which creates and maintains an annual cycle of evaluation including a written evaluation of each staff member by their supervisor. Written reports are available to the Board or its designated representative if requested. The purpose of staff and program team evaluations is to recognize achievement, build morale, and encourage good communications and healthy work relationships.

11.2.4 Senior Minister's triennial performance review: Every three years the Board and Senior Minister will together appoint a taskforce of three persons held in high regard by the congregation and mutually acceptable to the Board and Senior Minister. The task force will facilitate a performance review of the Senior Minister, gathering data from the congregation and other sources, and producing a written report. The task force report, together with a written response from the Senior Minister will be published to the congregation. The goals of the triennial performance review are to call the congregation's attention to the mutual, relational nature of ministry and the respective responsibilities of all who contribute to its success; to assist the Senior Minister to remain motivated, creative and flexible and to equip the Senior Minister and Board to correct any problems and maintain an effective partnership.

APPENDIX A – CONFLICT OF INTEREST DISCLOSURE FORM

Name: _____

Position: _____

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest: (Conflicts of interest are defined in section 3.6 of the Board Policy Book)

_____ I have no conflict of interest to report.

_____ I have the following conflict of interest to report (please specify other nonprofit and for-profit boards you (and your spouse) sit on, any for-profit businesses for which you or an immediate family member are an officer or director, or a majority shareholder, and the name of your employer and any businesses you or a family member own:

1. _____

2. _____

3. _____

I hereby certify that the information set forth above is true and complete to the best of my knowledge.

Signature: _____

Date: _____

APPENDIX B – AGENDA TEMPLATE

First Unitarian Universalist Church
Board of Trustees
Agenda
MM DD, YY

With love at the center the vision of First Unitarian Universalist Church of Columbus is to transform and heal ourselves and our world through reason and love.

The mission of this church is to fulfill its vision by...
 Creating community through caring, nurturing, and celebrating
 Working for justice through learning, reflecting, and doing
 Engaging diversity through welcoming, listening, and empowering

7:00	Opening and Welcome <ul style="list-style-type: none"> ● Chalice lighting and Opening words ● Check-in ● Circulate thank you cards 	
7:10	Consent agenda: Please see documents in Board of Trustees Shared Drive <ul style="list-style-type: none"> ● Minutes ● Financial Report ● Staff reports 	
7:15	Staff/Committee/Youth Status	
7:30	Discussion Topic #1	
8:00	Discussion Topic #2	
8:30	Discussion Topic #3	
8:55	Wrap up and Closing: <ul style="list-style-type: none"> ● What does Board need to communicate to congregation? ● Thank you cards for next month. Please email Names/Reasons to X ● Board Process Observation <ul style="list-style-type: none"> ○ Extinguish the Chalice ○ I put my hand in your hand so that we can to together what I cannot do alone. 	
	Upcoming:	

APPENDIX C – BOARD MANUAL CONTENTS

Recommend preparing a 1 inch, 3 ring binder with 11 tabs (8 normal and 3 with pockets). Additional paper may also be provided for note taking.

- Tab 1 - Introduction
 - Recommend include contents and brief letter from preparer with any relevant information
- Tab 2 - Organization Chart
- Tab 3 - Contact Information for all Board Members, staff and UUA support
- Tab 4 - Covenant as outlined in Governance Policy
- Tab 5 - Board Goals to be updated annually
- Tab 6 - Constitution
- Tab 7 - Governance Policy
- Tab 8 - Blank for personalized use
- Tab 9-11 - Pocket tabs for document collection throughout the 3 year term

APPENDIX D – PERPETUAL CALENDAR

To be developed

APPENDIX E – MID-YEAR AND ANNUAL MEETING PREPARATION

To be developed

APPENDIX F – CHANGE LOG

Version 1.0 – 1/17/2015 – Initial Version

Version 2.0 – 11/18/2015 – Added Section 11 – Monitoring and Appendix A – Conflict of Interest Disclosure Form.

Version 2.1 – 2/24/2016 – Added “Standing Rules” to title, changed name of Leadership Development Committee to Nominating Committee.

Version 2.2 – 6/28/17 – Changed “Board Policy Book” to “Governance Policy”

Version 3.0 - 6/26/2019 - Update Mission and Vision statements as adopted by the Congregation; Clarify roles/responsibilities of Chair, Vice Chair and Past Chair; Change Section 3 from “Board of Trustees Composition” to “Board of Trustees”; Update section 3.3 to 1) remove references to “Executive Committee” and replace with Officers”, 2) clarify roles; Change section 3.4 to “Orientating and Coaching New Board Members” and add reference to the Board Manual; Reformat section 4.1 into sections with headings for clarity with no changes to content; Many changes to section 4.2 including adding annual transition meeting and annual Board retreat to types of meetings, reference that meetings may take place over conference call, clarify notice of special meetings, add reference to voting in special meetings, reference example agenda; Many changes to section 4.3 including reference to Board manual, clarify responsibilities prior to meetings, add reporting requirements for staff and committees, add clarity around agenda, add reference and clarity to Executive Session; Add section 4.4 for Board Manual; Add sections subsections 5.1.1 and 5.1.2, Section 5.1.1 is the previous information around finance committee with no changes to content except changing the Treasurer to a voting member of the Committee, Section 5.1.2 has been added; Add subsections 6.1.1 and 6.1.2, Section 6.1.1 is the previous information around finance committee with the following changes to content 1) “replace salaries, wages and benefits” with “benefits, retirement, health insurance”, 2) remove “Serve as a communication link between staff members and the Board” as responsibility, 3) remove “including, but not limited to, salary and benefit recommendations” form bullet 5, 4) add bullets 1 and 7, Section 6.1.2 has been added; Add reference to Non-Discrimination Policy in section 7.2; Remove “Any hiring of regular staff requires prior approval of the Board.” from section 8.2; “Remove Termination requires prior approval of the Board.” from section 8.3; Change “Personnel Manual” to “Personnel Handbook” in section 8.6; Add section 8.7; Change Section 10.3 to “Ministerial Candidate Sponsorship and Internships”; Modify content of section 10.3 as recommended by Coordinating Team; Change Appendix B to Appendix F with no change to previous content; Add Appendices B, C, D and E; Replace any references to “Senior Staff Team” with “Coordinating Team”; Replace references to “Policy on Disruptive Behavior” and “Conflict Resolution Policy” with “Healthy Relations Policy”; Table of Contents as been updated for all above changes as appropriate; Note many changes to formatting without material changes to the content