

## Beacon Unitarian Universalist Congregation Policy Manual

**Purpose:** This manual is meant to assist lay leaders and professional staff in the management and operations of the Beacon Unitarian Universalist Congregation. All policies are set forth by the Board of Trustees, in accordance with the bylaws. All procedures are set forth by the staff, team leaders or committee chairs. None of the policies or procedures set forth herein replace or supersede the bylaws.

### Table of Contents

Part I. Policies Setting forth the Committees, Teams and Task Forces	3
Committees identified in the bylaws and/or reporting to the Board	3
Teams reporting to the Co-Ministers	3
Teams reporting to Executive Director	3
Task Forces	4
Part II. Committee, Team and Task Force Policies	5
Committees	5
Teams reporting to the Co-Ministers	6
Teams that Report to the Executive Director:	8
Task Forces	8
Part III. Operational Policies	10
Finance Policy	10
Beacon Fund Policy (formerly known as the Endowment Policy)	14
Disruptive Person Policy	16
Safe Congregation - Beacon Youth and Children's Community (BYCC) Safety Policy	16
Facilities Usage:	17
Privacy	19
Communications	19
Human Resources Policy	20
Leadership Team Discretionary Fund	21
Social Justice Advocacy	21
Alcohol usage	23
Confidentiality	24
	1

Board Oversight	25
Electronic voting	25
Supporting organizations:	25
Safety Policy:	26
Global Delegation	26

# Part I. Policies Setting forth the Committees, Teams and Task Forces

## Committees identified in the bylaws and/or reporting to the Board

1. Nominating
2. Finance
3. Endowment
4. Committee on the Leadership Team (COLT)
5. Widening the Circle

## Teams reporting to the Co-Ministers

1. Building and Grounds Team
2. Care Team
3. Communications Team
4. Membership Team
5. Multi-faith Team
6. Partner Church Team
7. Social Justice Coordinating Team
8. Stewardship Team
9. Welcome Team
10. Worship Team
11. Adult Education Team
12. Community Group Team

## Teams reporting to Executive Director

1. Lifespan Ministry Team

## Task Forces

1. Facilities Expansion Task Force
2. Building Campaign Task Force
3. Conversations with Beacon Task Force
4. Covenant Task Force
5. Governance Task Force

# Part II. Committee, Team and Task Force Policies

## Committees

### 1. Nominating Committee

- Purpose: The Nominating Committee recommends a slate of leaders for elected roles in consultation with the current Board of Trustees and congregation with a commitment to anti-racism. The Nominating Committee serves the mission by ensuring radical inclusion through selection and cultivation of leaders in the congregation.
- Members: Members are elected in accordance with the bylaws.

### 2. Finance Committee

- Purpose: The Finance Committee provides, at the request of the Board of Trustees, financial oversight for the congregation. They also consult on financial affairs as requested by the Treasurer and/or Executive Committee of the BOT.
- Accountability: The Finance Committee reports to the Board of Trustees. The Treasurer is their principal point of contact.
- Relevant Policies: Finance Policy (Controls, Integrity, Gifts, Conflict of Interest), Human Resources Policy Manual, Privacy

### 3. Endowment

- Purpose: The Endowment Committee manages the investment of the Endowment.
- Accountability: The Endowment Committee reports to the Finance Committee.
- Relevant Policies: Endowment, Finance Policy, Privacy.

### 4. Committee of the Leadership Team

- Purpose: The Committee of the Leadership Team (COLT) reviews the Leadership Team model and provides education to the congregation and recommendations to the Board of Trustees.
- Accountability: COLT reports to the Board of Trustees

- Relevant Policies: Human Resources Policy, Global Delegation

## **5. Widening the Circle**

- Purpose: The Widening the Circle (WTC) committee's mission is to help our congregation live into our 8th Principle and is committed to anti-racism.
- Accountability: WTC reports to the Board of Trustees
- Relevant Policies: Human Resources Policy, Social Justice Advocacy, Communication

## **Teams reporting to the Co-Ministers**

### **6. Adult Education**

- Purpose: The purpose of the Adult Education Team is to ensure that offerings meet the needs of the congregation and are aligned with the mission.
- Accountability: The Adult Education Team reports to the minister(s)
- Relevant Policies: Safety, Communication, Building use

### **7. Building and Grounds Team**

- Purpose: Ensure the preservation and maintenance of the building and grounds including a facilities review.
- Accountability: Building and Grounds reports to the Facilities Manager. The Team members are appointed by the Facilities Manager.
- Relevant Policies: Finance, Facility Usage

### **8. Care Team**

- Purpose: The Care Team ensures a network of spiritual support including referral services, crisis response, and pastoral visits.
- Accountability: The Care Team reports to the minister(s) and is appointed by the minister(s).
- Relevant Policies: Privacy, Safe Congregation, Disruptive Persons

### **9. Communications Team**

- Purpose: The Communications Team advises the staff on internal and external communications.

- Accountability: The Communications Team reports to the minister(s) and is appointed by the minister(s).
- Relevant Policies: Communications, Human Resources, Finance

#### **10. Community Group Team**

- Purpose: The Community Group Team leads small group ministry that feed the human spirit for members and friends of the congregation.
- Accountability: The CG Team reports to the co-ministers.
- Relevant Policies: Safety, Privacy, Communications, Disruptive Persons.

#### **11. Membership Team**

- Purpose: The Membership Team prepares programs to welcome new members, sustain members and support transitions out of membership as appropriate. The Membership Team includes the Welcome Team and works closely with the Stewardship Team.
- Accountability: The Membership Team reports to the Minister(s).
- Relevant Policies: Privacy, Communications, Safe Congregation, Disruptive Persons

#### **12. Multi-faith Team**

- Purpose: The Multi-faith Team fosters and sustain interfaith partnerships between Beacon and other faith communities.
- Accountability: The Multi-faith Team reports to the Minister(s).
- Relevant Policies: Communications

#### **13. Partner Church Team**

- Purpose: The Partner Church Team maintains and supports our partner church(es).
- Accountability: The Partner Church Team reports to the Minister(s).
- Relevant Policies: Communications, Finance, Safe Congregation

#### **14. Social Justice Coordinating Team**

- Purpose: The Social Justice Coordinating Team ensures the coordination, growth, and development of our social justice ministries.
- Accountability: The Social Justice Coordinating Team reports to the Minister(s).
- Relevant Policies: Communications, Finance, Social Justice Advocacy

### **15. Stewardship Team**

- Purpose: The Stewardship Team cultivates a culture of generosity that supports the operating budget as well as legacy giving.
- Accountability: The Stewardship Team reports to the Minister(s).
- Relevant Policies: Privacy, Communications, Finance

### **16. Welcome Team**

- Purpose: The Welcome Team lives out Beacon's values of radical inclusion by ensuring a welcoming environment, with special focus on Sundays.
- Accountability: The Welcome Team reports to the Minister(s).
- Relevant Policies: Privacy, Communications, Safe Congregation, Disruptive Persons

### **17. Worship Team**

- Purpose: The worship team works closely with the Ministers and participates in the worship services
- The Worship team is accountable to the Minister(s)
- Relevant policies: Disruptive persons, communication, safe congregations.

## **Teams that Report to the Executive Director:**

### **18. Lifespan Ministry Team**

- Purpose: to work with the Lifespan ministry staff including current Executive Director to set the vision and direction for Prek-12th grade programming.
- Accountability: Lifespan is accountable to the Executive Director.
- Relevant policies: Safety policy, Communications, Finance (fundraising), Facilities Use.



# Task Forces

## **1. Facilities Expansion Task Force**

- Purpose: The Facilities Expansion Task Force works with the leadership team, congregants, architects, and others as needed to deliver a detailed plan for the new building and grounds.
- The Facilities Expansion Task Force is accountable to the Board of Trustees.
- Relevant policies: Facilities Usage, Privacy

## **2. Building Campaign Task Force**

- Purpose: The Building Campaign Task Force manages a multi-year capital campaign in order to raise the money necessary to expand the facilities. They work closely with the Finance Committee, Board of Trustees and Leadership Team.
- Accountability: Building Campaign Task Force is accountable to the Board of Trustees.
- Relevant Policies: Facilities Usage, Finance, Privacy

## **3. Conversations with Beacon Task Force**

- Purpose: The Conversations with Beacon Task Force facilitates strategic questions with the congregation in order to gain insights that can be used in developing a rolling strategic plan.
- Accountability: The Conversations with Beacon Task Force is accountable to the Board of Trustees.
- Relevant Policies: Communications

## **4. Covenant Task Force**

- Purpose: The Covenant Task Force is to work with the congregation and the Leadership Team to write a covenant to be adopted by the congregation.
- Accountability: The Covenant Task Force is accountable to the Leadership Team and Board of Trustees
- Relevant Policies: Disruptive Persons, Safe Congregation

## **5. Governance Task Force**

- Purpose: The purpose of the Governance Task Force is to recommend and document procedures in order to structure the organization in line with a model appropriate for a congregation of our size.
- Accountability: The Governance Task Force is comprised of members of the Board of Trustees and a member of the Leadership Team.
- Relevant Policies: Global Delegation

# Part III. Operational Policies

## Finance Policy

Nothing in this policy supersedes the fiscal responsibilities and directives laid out in Beacon By-Laws.

### PHILOSOPHY

The purpose of financial management in the operation of all Beacon activities is to fulfil the organization's mission in the most effective and efficient manner and to remain accountable to stakeholders, including members, donors and staff. To accomplish this, Beacon commits to responsibly maintain the congregation's accounts and to regularly report accurate and complete financial data to the Finance Committee and the Board of Trustees.

The details of donations, including amounts, are available to the Stewardship and Lead Ministry Team. The Stewardship and Lead Ministry Team will use their discretion as to how the information is to be shared with others with an eye to protecting the donor, however the amount of the donation should not be shared with others.

### AUTHORITY

Ultimate authority over Beacon's finances lies with the congregation, which elects the Board of Trustees and adopts the budgets.

The Board of Trustees is responsible for the financial management of all activities.

The Treasurer is authorized to act on the Board's behalf on financial matters when action is required in advance of a meeting of the Board of Trustees.

- The Board of Trustees will endeavor to maintain reserves equal to at least 5% of the Operating Budget.
- The Board of Trustees must approve any use of the reserves.
- The Executive Director is responsible for the day-to-day financial management of the organization.
- The Board authorizes the Executive Director to hire and supervise staff and independent consultants, pay bills, receive funds, and maintain bank accounts.
- The Executive Director is authorized to sign checks up to \$10,000. Checks for amounts greater than \$10,000 require the signature of two authorized signatories. The authorized signatories are the ED and the four officers of the Board of Trustees.

- The Executive Director is authorized to enter into contracts for activities that have been approved by the Board as a part of budgets or plans. The Board of Trustees must authorize any contracts outside of these parameters and all contracts with a financial value greater than \$10,000.
- The Executive Director is authorized to manage expenses within the parameters of the approved budget, reporting to the Finance Committee on variances and the reasons for these variances.

## BUDGET

Board-approved budgets are presented for a vote to the Congregation at the annual meeting which has final authority over the budget.

To ensure that planned activities minimize financial risk and are consistent with Beacon's mission and strategic plan, the Executive Director and Treasurer shall:

- Develop and submit operating and capital budgets to the Finance Committee in time for reasonable approval by the Board prior to each fiscal year.
- Use responsible assumptions and projections as background, with the general goal of an unrestricted surplus.

## RESPONSIBILITIES

The Board of Trustees shall:

- Ensure that the funds of the Congregation are spent and invested prudently and in accordance with Beacon's mission and the strategic plan.
- Report to the congregation at least annually on the fiscal health of Beacon's finances.

The Executive Director shall:

- Account for donor-restricted and board-designated funds separately from general operating funds, and clearly define the restrictions applicable to these funds.
- Report the financial results of Beacon operations according to the schedule established by the Finance Committee, but at least quarterly.
- Pay all obligations and file required reports in a timely manner.
- Ensure that the books are maintained according to sound accounting practices.
- Make no contractual commitment for bank loans, corporate credit cards, or for real estate leases or purchases without specific approval of the Board.
- Obtain competitive bids for items or services costing in excess of \$1,000 per unit. Selection will be based on cost, service, and other elements of the contract.

Beacon may award the bid to any provider and is not required to accept the lowest cost proposal.

The Finance Committee shall monitor, review, evaluate and recommend actions and policies regarding the congregation's financial affairs. This includes but is not limited to:

- Review monthly financial statements reflecting income, expenses and account balances.
- Advise the Board of Trustees of any income and expense trends that significantly vary from budgeted predictions.
- Advise the Board on matters of fundraising.
- Advise the Executive Director and the Treasurer in the preparation of the annual budget and send a recommended budget to the Board for approval.

#### CONFLICT OF INTEREST

All employees of Beacon, members, and the Board of Trustees are expected to use good judgment, to adhere to high ethical standards, and to act in such a manner as to avoid any actual or potential conflict of interest. A conflict of interest occurs when the personal, professional, or business interests of an employee, member or trustee conflict with the interests of the organization. Both the fact and the appearance of a conflict of interest should be avoided.

Members of the Leadership Team and the Board of Trustees will fill out annual statements disclosing potential conflicts of interest. These statements will be kept on file and are viewable by the Board of Trustees. See Appendix A for disclosure of conflicts of interest.

#### FINANCIAL TRANSACTIONS WITH INSIDERS

No advances of funds to employees, trustees, or members are authorized. Direct and necessary expenses including travel for meetings and other activities related to carrying out responsibilities shall be reimbursed.

In no case shall Beacon borrow funds from any employee, trustee, or member of the organization without specific authorization from the Board of Trustees.

#### GIFT ACCEPTANCE

In general, contributions including legacy gifts shall be unrestricted and used to fulfill the mission of the congregation. Beacon accepts contributions in cash or by check, direct deposit (ACH), wire transfer, stock, or credit card. Beacon suggests the donor add the amount of any bank or brokerage fees to the contribution. Contributions of financial

assets other than cash shall be recorded in a consistent manner and in compliance with accounting standards. The congregation does not provide documentation in the form of estimates of valuation of goods for tax purposes.

Contributions of goods and services apart from those in direct support of regular operations must be approved by the Board of Trustees to ensure that they are in accordance with the purposes, goals, and ideals of the congregation and do not impose any undue burden.

Beacon will accept restricted gifts up to \$5,000 earmarked for existing initiatives, as approved by the Board of Trustees and the finance committee with the exception that such gifts may not be earmarked for personnel remuneration. All restricted donations in excess of \$5,000 and any donations earmarked for new initiatives must be approved by the Board of Trustees before they are accepted. However, gifts of any amount earmarked for the intern ministry program will be accepted.

#### ASSET PROTECTION

In order to ensure that the assets of Beacon are adequately protected and maintained, the Executive Director shall:

- Insure against theft and casualty losses to the organization and against liability losses to Board members, staff, or the organization itself to levels indicated in consultation with suitable professional resources.
- Plan and carry out suitable protection and maintenance of property, building, and equipment.
- Avoid actions that would expose the organization, its board, or its staff to claims of liability.
- Make reasonable efforts to safeguard intellectual property, information, and files from unauthorized access, tampering, loss, or significant damage.
- Receive, process, and disburse funds under controls that are sufficient to maintain basic segregation of duties to protect bank accounts, income receipts, and payments. Independent CPAs will reconcile monthly income and expenditures and financial accounts, which are reviewed by the Treasurer, the Executive Director and the Finance Committee.

#### FUNDRAISING

Fundraising beyond regular, budget-related activities of the congregation and emergency appeals sanctioned by the Board of Trustees may be undertaken by any member or group of members of Beacon. Money raised may benefit the Congregation or a reputable charitable organization (an established non-profit) as long as they comply

with the requirements set forth in this policy statement. Fundraising activities must be in keeping with Unitarian Universalist principles.

Fundraising includes any activity organized to solicit contributions from or sell goods or services to members of the congregation or the public and excludes ad hoc fundraising among members of a committee to serve the mission of that committee as long as the committee's primary purpose or function is not fundraising.

#### Fundraising Requirements:

- All fundraisers must be approved by the Finance Committee except Board-directed fundraisers such as the Services Auction, Partner Church fundraisers and those initiated by youth and children enrolled in the lifespan program.
- Any monies raised may not financially benefit directly or indirectly any individual Congregation member.
- No funds may be raised by offering games of chance, gambling, raffles, or any other opportunity where the benefit received by the person providing funds involves an element of risk without complying with state and local regulations for games of chance.
- Fundraisers for external non-profits must be approved by the Social Justice Team or a Leadership Team member.
- All fundraisers, including Board-directed fundraising, must be scheduled with the Executive Director. Every effort will be made to avoid scheduling fundraisers that overlap, particularly with Social Justice Plates.
- Non-members, including vendors, must offer to share proceeds with the Congregation as part of a program of selling services or merchandise to members as long as approval is received at least four (4) weeks in advance from the Finance Committee. The details of the amount or percentage to be shared should be arrived at after consultation with the Executive Director.
- No services or selling of merchandise which do not benefit the Congregation, groups within the Congregation or a recognized non-profit will be permitted.

Exceptions to this policy must be approved by the Finance Committee and the Board.

### Beacon Fund Policy (formerly known as the Endowment Policy)

#### PURPOSE

“Beacon Funds” are created and maintained at the Beacon UU Congregation in Summit to provide financial support for our mission. We will:

- Create Funds in response to Beacon's most urgent missional needs, to maximize donor appeal and inspire generosity.
- Manage and spend the Funds strategically, combining missional impact today with enduring value for generations to come.
- Provide transparency in both planned and actual use of Funds, so donors can see their wishes are being honored.

## CREATING FUNDS

Beacon has had an Endowment Fund since 1995. The Board of Trustees may create additional Funds over time, based on the needs of the congregation and donor preferences. It is the responsibility of the Board to generate a Statement of Purpose for each Beacon Fund, plus a set of Guidelines to govern all procedural aspects of its use.

## GIVING TO FUNDS

The congregation supports Beacon each year through pledge fulfillment and other contributions toward the Operating Budget. Members are asked to consider a gift to the Beacon Funds, as well.

Gifts can take many forms. Members can make one-time contributions. Or spread their giving out over several years. Or arrange bequests to Beacon through estate planning.

Gifts can be designated for whichever Beacon Fund the donor chooses. Note that designated gifts are not the same as restricted gifts. See the Financial Policy for a further discussion of gifts.

## MANAGING FUNDS

The Board of Trustees maintains overall responsibility for the financial affairs of the congregation. However, the Board may delegate the task of managing Beacon Fund investments to the Endowment Committee and Executive Director.

Typically, the Committee makes investment decisions, while the ED assists with trade execution and maintains account records. The EC and ED jointly report to the Board on investment objectives and performance, and consider UU principles in all investment decisions.

## SPENDING FUNDS

A portion of each Beacon Fund may be transferred annually to the Operating or Capital Budget. These transfers will cover planned expenditures consistent with the stated Purpose of the Fund. Amounts that may be transferred are set within Fund Guidelines.



The Board of Trustees may also use a Beacon Fund for emergency expenditures if it deems such action essential. However, every effort should be made to repay the Fund in future years.

Details are available in: [Endowment Purposes and Guidelines](#)

## Disruptive Person Policy

Purpose: To foster an atmosphere of respect for all individuals and to have a process which addresses disruptive behaviors within this religious community the following guidelines are to be followed.

Beacon UU Congregation, affirming and promoting the Unitarian Universalist principles and purposes of the Unitarian Universalist Association strives to practice justice, equity and compassion in human relations. People identified as disruptive will be treated as individuals with inherent worth and dignity. Furthermore, this policy seeks to fulfill our aspiration to be radically inclusive by creating a respectful space.

Disruptive Behavior demonstrated in Beacon-sponsored events shall be described as acts that lead to concerns being voiced about one or more of the following:

1. Acts of physical violence to person(s) or property
2. Physical or verbal threats to the safety of any child or adult
3. Disruption of congregational activities, worship services or events
4. Behavior that the Leadership Team considers to be harassment or abusive.

[Procedures](#) for addressing the behavior will be set by the Leadership Team and the Executive Committee.

Ultimately, the behavior may lead to the following consequences:

- Temporary exclusion: The offender may be excluded from specific congregational activities for a limited period of time
- Permanent exclusion: the offender may be permanently excluded from Beacon and all Beacon activities.

A one-time appeal may be made to the Board of Trustees.

Nothing herein restricts any member of the Leadership Team, employee, contractor, member or visitor from reporting actions or facts to police or other authorities as they deem it appropriate or as may be required by law.

## Safe Congregation - Beacon Youth and Children's Community (BYCC) Safety Policy

This policy applies to all current and future employees and all current and future volunteers working with children and youth at Beacon Unitarian Universalist Congregation in Summit and also to non-members who use the congregational facilities for non-congregational sponsored events.

The policy and its [related procedures](#) aim to create a safe and nurturing environment that protects both children and adults from harm and promotes their spiritual growth while they are a part of our community. Additionally, we affirm our commitment to maintain an environment free of discrimination and harassment based on race, color, ethnicity, religion, national origin, age, physical ability, gender, or sexual/affective orientation.

The procedures outlined here must be adhered to by all staff, paid or volunteer, adult and youth mentors, whether they are Beacon members or not.

This policy and the adherence to its procedures is required by our insurance company.

This policy governs BYCC Small Groups/classes/gatherings and all other congregational activities that concern/involve children and youth as well as activities conducted by non-members on the premises. The cost of following the safety procedures outlined herein, will be borne by the group hosting the event.

### Facilities Usage:

Facilities of Beacon Unitarian Universalist Congregation in Summit ("Beacon") are available for Congregation events and for the use of members eligible to vote under our bylaws, as well as for meetings and events for non-members and organizations whose purposes, goals and ideals are consistent with those of BEACON and of the Unitarian Universalist Association of Congregations (UUA).

[Detailed policies and procedures](#) are determined by the Executive Director.

The classification of each potential use of facilities is based on the relationship of the individual or group to BEACON.

A. Internal Use – Refers to use for BEACON programs and for regular Congregation business or special celebrations. Attendees are likely to be members of BEACON, or close family and friends. Example: rites of passage, Passover seder, Services Auction.

B. BEACON-Sponsored – An event or series of events organized by a group or committee within the Congregation to which the general public is likely to be invited. When admission is charged or donations accepted, the proceeds are donated to the Congregation or to a designated charitable cause specified in advance.

C. Individual Member Use – Use of BEACON facilities by an individual who has been a pledging member or friend for at least 12 months. Uses include "rites of passage" events (wedding, memorial service, or dedication) as well as gatherings of a personal nature, including the hanging of personal art and photographs connected to Congregation members. Generally, no admission fees are charged. If donations are requested to offset costs, all net proceeds are donated to the Congregation. See fundraising policy for further details, in particular, donations to other organizations are to be consistent with UU values and be registered 501(c)(3) organizations.

D. External Use – In general, BEACON may not be a "hall for hire" other than for purposes which it is organized such as rites of passage or other Congregation related activities. However, one time usage or recurring use, approved by the Executive Director, or ministerial staff in the absence of the ED, consistent with UU principles and values, may be extended to two types of groups:

- Community and/or non-profit organizations, or
- Private, noncommercial users,

The public may or may not be invited to such an event. When admission is charged, proceeds of such an event are retained by the user after facilities usage fees have been paid.

## Privacy

This policy governs the use of personal information of members, friends and visitors by Beacon in regular operations, on our website at [summitbeacon.org](http://summitbeacon.org), and for purposes of publicity both online and in print.

We believe that the use of images of congregational activities and events is a valuable tool in creating an accurate, attractive and relevant on-line representation of Beacon. Photographs and videos of congregational activities may be posted on our website, used in social media, and printed in our newsletter or other promotional materials. Adults not wishing to be photographed should notify Beacon office in writing.

In the case of minors (children under 18 years) no photographs or videos will be posted or printed without the written permission of a parent.

The following information can be posted without prior written permission of the person depicted or described:

- Information about staff members
- Names of adult members when those members are designated as a contact person for a Beacon event or activity; and
- Announcements that contain the names of persons in a leadership role, for example, a visiting speaker, musician, etc.

Beacon acknowledges the importance of protecting privacy and personal information, and will adhere to all applicable privacy laws. Complete details of the policies and procedures are contained in the document, [Privacy Policies and Procedures](#).

## Communications

The staff is responsible for developing procedures and a portfolio of communication and publicity instruments and opportunities to effectively communicate congregational business, news and program information to the members, friends, guests, youth and children of the congregation, and to administer those instruments in a consistent, fair and transparent way.

In developing policy, the staff balances issues, such as cost, effectiveness, impact on programs and the protection of congregation's values and tax-exempt status.

All communications should align with Unitarian Universalist values and the mission of the congregation.

# Human Resources Policy

Detailed procedures are in the [Human Resources Employee Handbook](#).

## **EQUAL EMPLOYMENT OPPORTUNITY**

Unitarian Universalist principles affirm the inherent worth of each human being, and commit to working towards justice, equity and compassion in human relations. Beacon believes that policies advancing diversity, equity and inclusion are essential in creating social change which responds to historical and current practices of discrimination. Additionally, we believe that significant diversity among our staff makes for a richer, more dynamic organization. Beacon is committed to addressing the systemic prejudices and biases found within all parts of society by, among other things, working to ensure that all staff are trained to understand, welcome, and better serve a multiracial, multiethnic, increasingly diverse community and enhance the ability of each individual to live our values of justice, equity, and interdependence.

Beacon affirms its commitment to inclusion and equal employment opportunity for all individuals. Decisions about recruiting, hiring, training, promotions, compensation, benefits, and all similar employment decisions will be made in compliance with all federal, state, and local laws and without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, veteran status, genetic information, or any other classification protected by law. Beacon may consider religion in the hiring and terms and conditions of employment of certain positions. Any discrimination in the workplace based upon any protected status/classification is illegal and against policy.

## **EMPLOYMENT OF RELATIVES AND MEMBERS**

Other members of an employee's family may be considered for employment; however, relatives may not supervise one another. "Relative" means a spouse, domestic partner, parent, sibling, child, grandparent, or grandchild, or a member of the employee's household.

As a general policy, employment with the Employer is not open to members of the congregation except in rare and unusual circumstances, which shall be approved in advance in writing by the President of the Board of Trustees, upon request..

## **CODE OF CONDUCT**

Beacon employees may not engage in sexual contact, sexual harassment, sexualized behavior or a sexual relationship with any congregant.

Beacon employees may not engage in sexual contact, sexual harassment, sexualized behavior or sexual relationships with colleagues who are interns, associates, students, counselees, mentees, or others – whether ministers or other religious professionals – under their direct or indirect supervision, or with any other colleagues serving in or affiliated with the same congregation. Colleagues serving in the same setting who were already partnered at the start of the ministry may continue those relationships.

## SOCIAL MEDIA

Beacon employees will follow all Beacon policies when posting on social media from personal or Beacon accounts. Beacon has zero tolerance for racism, bigotry, misogyny, express or implied threats of harassment or physical harm, or hate speech.

## ADDITIONAL POLICIES

The creation and implementation of policies and an employee handbook are delegated to the Leadership Team.

## Leadership Team Discretionary Fund

Leadership Team Discretionary Funds (LTDFs) are established to further the mission of the congregation

The LTDFs are funded by donations of individuals as well as honorariums received for officiating weddings, memorials and other life transition rituals.

Distribution of the funds to individuals or entities is at the discretion of the ministers and Executive Director, provided the use is within the congregation's mission; the use does not personally benefit the Leadership Team or their immediate family (either directly or indirectly). The funds shall not be used for expenses that are otherwise normally provided for within the operating budget.

Accounting for the LTDFs shall follow all financial policies.

## Social Justice Advocacy

### Plate Collections

Special plate collections for social justice will only be designated to non-profit organizations including those either with 501(C)(3) verification or a tax-exempt religious organization or a fiscal sponsor. The timing of plate collections shall be approved by the Finance Committee. The Social Justice Coordinating Team shall designate the recipients.

## Partisan Actions

In accordance with current IRS guidelines, the social justice ministry of the congregation shall not engage in any partisan activity which includes supporting candidates for political office and hosting events or supporting events that promote a single political party. The congregation shall not take a position on any political candidate running for office nor shall its staff or leaders utilize public events as venues to support candidates for office. Partisan engagement does not include all political engagement. The congregation is permitted through its social justice ministry to participate in voter registration, issues education and advancing ethical positions rooted in Unitarian Universalism in response to political issues. This policy is superseded by any additional restrictions made by the IRS.

## Adopting Congregational Statements on Justice Issues

Any member or group of Beacon may petition the Congregation to consider passing a Social Justice Resolution by pursuing the following guidelines, starting with a petition. A valid petition includes the following: a well-articulated statement upon which Beacon UU Congregation is asked to take an official public stand; the timeframe for voting on the proposed statement, which determines whether the vote can take place at the Annual Meeting or requires a Special Meeting; an action plan for educating the congregation on the issues related to the proposed stand and an action plan for implementing the stand, if approved by the Congregation, which must include: how the proposed stand is anticipated to be publicized; any anticipated actions that the Congregation must take; any anticipated funding requirements; signatures of ten (10) voting members who agree with the stand.

The valid petition may be presented to the Social Justice Coordinating Team. The Social Justice Team shall review the proposed resolution for consistency with UU principles, existing UUA resolutions including Congregational Study/Action Issues and Actions of Immediate Witness, Beacon's mission, and prior congregational resolutions. After the review process, the Social Justice Coordinating Team will determine whether to approve the petition. If approved, the petition will be sent to the Board who will either call a special meeting of the Congregation or add it to the agenda of the annual meeting, as set forth in the bylaws.

In the event a petition is not endorsed by the Social Justice Team, interested member(s) can move it forward as follows:.

- a) The valid petition may be presented to the President of the Board of Trustees (or Vice President, if the President is unavailable) and the Board President will verify the proposed petition's compliance with the acceptance process and respond to the petitioners within ten (10) days upon receiving the petition. Board Members, Leadership Team, and Program Staff will be advised immediately of the petition.
- b) Once the petition is accepted, the Board President will determine a date for a congregational meeting – whether Special or Annual – in which the congregation will vote on the proposed stand.

Upon acceptance, the Petitioners will immediately inform the congregation of the proposal, the date of the congregational meeting, and the opportunities to explore the issues related to the proposal including education session(s).

The Board shall follow the process outlined in the bylaws for either the Annual Meeting or a Special Meeting. A congregational meeting date may occur no sooner than sixteen (16) days from when the petition is accepted, but soon enough for relevant implementation.

At the Annual or Special meeting, a 2/3 majority by those voting is required in order for the congregation to approve the proposed stand. Because absentee voting is not permitted on the proposed stand, the statement may be amended from the floor. If a Special meeting fails to gather a quorum, the proposed stand is defeated without a vote.

Once approved by the Congregation, the Official Resolution may be issued as representative of Beacon UU Congregation and may include the following declaration: "This statement is based upon a vote of a supermajority of members of Beacon Unitarian Universalist Congregation in Summit."

## Alcohol usage

The serving and consumption of alcoholic beverages on Beacon property is allowed under strict limitations in order to safeguard the wellbeing of Beacon members, staff and guests, to ensure compliance with state and local laws and regulations and to minimize risks for and limit the liability of all parties.

The board delegates to the staff the authority to permit or not permit alcohol at its discretion. When such permission is granted, the organization or individual hosting the event assumes responsibility for keeping the event safe and ensuring that participants and guests adhere to the alcohol use policy and to state and local laws, ordinances and regulations.



Events held by congregational groups on Beacon property, including property rented for congregational use:

- a) Advance notice must be given to the office when alcohol is going to be served at an event, and organizers must agree to read and follow the policy they are given.
- b) Groups serving alcohol regularly must read and agree to follow the policy once yearly.
- c) Attractive alternative beverages must also be served whenever alcohol is served.
- d) A donation may be collected, but no alcohol may be sold without the necessary city and/or state liquor permit in place. Ticket sales for events followed by the serving of alcoholic beverages must also have a permit in place.
- e) If minors are present, special care must be taken to see that they do not consume alcohol.

Events held by congregational groups off Beacon property, excluding property rented for congregational use:

- a) Beacon explicitly excludes from the purview of its alcohol policy events hosted off campus even if the events support the programs and purposes of the congregation.
- b) If the host of such an event chooses to serve alcoholic beverages at such an event, the host assumes all liability therefrom.

Alcohol use by renters and other non-Beacon groups is not permitted unless:

- a) Permission has been granted to serve alcohol for ritual purposes, e.g. communion.
- b) Permission has been granted for a catered event and the caterer takes responsibility for the serving of alcohol.
- c) The caterer must be a licensed server of alcoholic beverages and must serve in compliance with applicable rules and regulations. The caterer must provide evidence of liquor liability insurance.

## Confidentiality

- All Beacon volunteers and leaders will respect the confidentiality appropriate to issues of a sensitive nature.
- The board instructs the staff to create and administer privacy policies about member and financial information.
- The board instructs the head of staff to enforce the confidentiality policy in the Beacon Human Resources Manual.

- Beacon does not distribute, sell or rent personal information to other organizations, including other Unitarian Universalist organizations.
- Beacon's Confidential Information Form will be distributed and signed by each board member and members of the Stewardship team and capital campaign team at the start of the member's term of service.

## **Board Oversight**

Each Board member's duty of care requires that they ensure that the congregation's human and material resources are used for the benefit of the mission. The board is ultimately responsible for oversight of both the staff and the finances. Therefore, each board member must have at least a basic understanding of the congregation's financial resources.

### **Mission Focus**

In addition to overseeing finances, the Board is obligated to make sure that the congregation acts to fulfill its mission.

### **Monitoring**

The Leadership will provide regular reports to the Board regarding their progress toward achieving their vision on ministry.

### **Evaluation**

The Board will evaluate the Leadership Team periodically or delegate that task to specified members of the congregation.

## **Electronic voting**

The Board of Trustees can vote electronically (via email, Slack, etc.) using the following guidelines:

1. Every member of the board must respond to the call for a vote, in writing.
2. The board should affirm the email vote at the next meeting, so it is recorded in the minutes.

## **Supporting organizations:**

Supporting organizations can be formed based on the approval of the Board, using one of the structures outlined by the IRS. The organization will have a liaison to Beacon's Board and to the Leadership Team.

## Safety Policy:

The Leadership Team is responsible for having Beacon's assets be adequately maintained in good working order, appropriately used and not be put unnecessarily at risk. The Leadership Team will perform an annual audit of the facilities, including the HVAC System and ensure that required inspections are performed. Accordingly, the Leadership Team:

- a) Shall provide reasonable and prudent insurance coverage against theft and casualty losses at replacement value less reasonable deductible and/or co-insurance limit
- b) Shall not unnecessarily expose Beacon, the Board, and/or Staff to claims of liability and insure against corporate liability and personal liability of Board members and Staff, in consultation with the Finance Committee.
- c) Shall not allow anyone not covered under a financial guarantee bond access to material amounts of funds
- d) Shall not act in a way that would put at risk the nonprofit or tax-exempt status of Beacon
- e) Shall take reasonable steps to protect tangible and intangible assets, intellectual property information, or files from loss or significant damage, to include ensuring that the buildings and equipment are properly maintained in accordance with manufacturers' recommendations and are not subjected to improper wear and tear
- f) Shall ensure the integrity of Beacon's computer and data processing systems, including provision of adequate security and protection from outsider access, ensuring the security and privacy of data and records, and ensuring valid software licenses are in place for all the computers
- g) Shall develop policies related to health risks, such as COVID, that are not more liberal than those recommended by local authorities.

## Global Delegation

The Board hereby delegates all of its authority to manage the work and resources of the congregation, except as expressly limited by these policies, to the Leadership Team

The Leadership Team manages the work of the congregation in collaboration with the other staff members, who report to a member of the Leadership Team. The Board expects staff members, individually and jointly:

- To lead and unify the paid and volunteer staff in directing their efforts toward the fulfillment of the congregation's mission and goals.
- To ensure compliance with the bylaws, Board policies, and applicable laws and regulations.
- To uphold a high standard of ethical and professional conduct.
- To accomplish the goals contained in the Vision of Ministry by developing annual goals for its work as a team.