DuPage Unitarian Universalist Church

Governing Procedures Manual

Reviewed and revised on a three-year rotating schedule

The Board of Trustees are primary owners, writers, reviewers, facilitators of Governance Procedures. Current procedures in the Governance or Ministry manuals will be reviewed and approved by the Responsible Entity on a schedule no longer than three years after the date of last review noted at the top of each Procedure. A "working" version of each manual is available for edits and comments during review.

Subsequent/new procedures creation and review also will be made by the Responsible Entities who own and use the information to guide their work for the church.

The Governance Advisory Committee (GAC) will be alerted by the Responsible Entity to update any revised content in the "current" version of the Governance Procedures manual; Staff will update revised content in the "current" version of the Ministry Procedures manual.

GAC is available to answer questions on content or style and offer guidance for all as necessary or requested.

Board, Staff, Lay Leaders and Congregation have varying levels of access (owner, editor, viewer, restricted) to the Governing Procedures and Ministry Procedures manuals. Procedures are searchable by word or phrase using Ctrl + F.

Recommended Review/approval format:

Responsible Entity: Name
Reviewed by Committee, Team, or Staff: Date
Reviewed by Board/Head of Staff (as appropriate): Date
Approved by Board/Head of Staff/Committee (as appropriate): Date

Recommended content format:

- Title of Procedure
- Review/approval entities and dates
- Alignment with Policy
- Brief statement of purpose
- Details as necessary

Table of Contents

Annual Governing Calendars

Responsible Entity: Governance
Reviewed by Committee: June 2025
Approved by Committee: June 2025

Aligns with Policies 1.1 Board Duties and Responsibilities and 2.0 Committees of the Board and Congregation

The Board and Advisory Committees are each responsible for creating and updating a fiscal year governing-and-planning calendar. The month-by-month calendars help guide meeting agendas and ensure recurring activities and tasks specific to each committee or common among the committees are acknowledged, assigned, and completed in keeping with Charter responsibilities and collaborative or shared commitments among the governing Board and committees.

The Governance Advisory Committee will review with governing committees their calendars and status, or answer questions/provide assistance at points during the church year's Onboarding and Council meeting activities.

Committees of the Congregation (Nominating, Committee on Shared Ministry, and as applicable, Ministerial Search) and Staff-supervised Program Teams are encouraged to create and maintain annual task/responsibility calendars as well.

In general:

- Committees may use the [calendar template] or create a format that works for them.
  - It is helpful for continuity to use a format that allows Current and Previous/Upcoming FY tabs or pages as ongoing reference.
- Specific, known dates should be set at the start of each fiscal year, with coordination among Board, staff, committees and, as necessary, volunteer leaders of activities.
- Coordinate committee-specific project or responsibilities timing with Charter expectations or with other parties engaged with or collaborating in the activity.
- Tasks and events can be added or removed as necessary based on FY activity.
- The owner of the activity is responsible for communicating as necessary with appropriate committee members or participants, providing adequate time for response and attendance.
- Dates can be adjusted annually, but general timing ideally will become routine and expected for carry-over/ongoing conversations, evaluations, tasks.
- The Board or Governance Advisory Committee may request that Committees add common tasks and events as necessary.

Among the common topics that should be noted and replicated year-to-year are:

- A committee's meeting dates and times.
- Goal setting and goal progress review at points during the FY.
- Timing for participation as necessary or expected in the FY's format for Congregational conversations.
- Policy and Procedure reviews on a rotating 3-year cycle or as circumstances require, as assigned or delegated to appropriate committees, teams, or staff.
- Dates of Advisory Council meetings, the church's Annual Meeting, or other meetings that expect a committee's representation.
- Monthly, periodic, or annual reports due to the Board.

Annual and Long-term Planning

Responsible Entity: Board Executive Committee
Reviewed by Board: February 2025
Approved by Board: February 18, 2025

Aligns with Policy 3.1 Board Duties and Responsibilities and sub-policies through 3.1.3

Board Planning Calendar
The annual Board planning calendar for the upcoming fiscal year is reviewed and updated by the end of the current fiscal year by the current/incoming Executive Committee members of the Board. The calendar will note dates for Congregational Conversations and subsequent Board and Staff conversations to plan and communicate annual and long-term goals.

Congregational Conversations
Congregational Conversations are any combination of techniques to elicit inputs from the congregation on an ad hoc basis - and no less frequently than annually within the Church year - relative to major issues/programs such as Ministry Theme and goals, Strategic Plan, Visioning Statement, Mission Statement, etc. Examples of techniques might include, but are not limited to: assignment of task forces, in-person or virtual meetings of small groups or large groups, and/or surveys. The timing of Congregational Conversations should be flexible enough to offer the congregation the best opportunities to participate.

Annual: Ministry Theme and Goals
The Board, in collaboration with the Minister and Staff and with input from Congregational Conversations and other feedback, will create an annual church-year Ministry Theme early in the Church's new fiscal year.

- The theme will define a purpose to help guide the setting of measurable goals for the governance, programs and administration of the Church for which the Board, Committees of the Board and Congregation, the Minister and Staff will be held accountable, as applicable.
- The Board will communicate the outcome to the Congregation in a timely manner using the usual methods of communication: Newsletter, Weekly, Website, and as appropriate, pulpit.

Long-term: Mission and Vision
Every three to five years: The Board, in collaboration with the Minister and Staff and with input from Congregational Conversations and other feedback, will revisit the Church's Mission and Vision Statements separately or as a combined effort.

- If it is determined that revision is necessary, the Board will initiate a collaborative process with the Congregation for revision.

- The Board will determine a process that could include assigning a task force, arranging for in-person or virtual meetings in small or large groups, or other determinations that are relevant at the time.
- The Board or designee will secure a date and time and will initiate communication with the Congregation in a timely manner by usual methods of engagement to draw interest and participation by as many members as wish to be involved.

Long-term: Strategic Plan
Every three to five years: The Board, in collaboration with the Minister and Staff and with input from Congregational Conversations and other feedback, will create or revise a strategic plan.

- The Board will determine a process that could include assigning a task force, arranging for in-person or virtual meetings in small or large groups, or other determinations that are relevant at the time.
- The Board or designee will secure a date and time and will initiate communication with the Congregation in a timely manner by usual methods of engagement to draw interest and participation by as many members as wish to be involved.

Business Meetings

Responsible Entity: Board
Reviewed by Board: April 2025
Approved by Board: May 2025

Aligns with Policy 5.0 Business Meetings of the Church

The President of the Board of Trustees is accountable for the planning and execution of Business Meetings of the Congregation. The President, or appointed designee, presides at all Business Meetings of the Congregation.

Processes and responsibilities for the Annual Business Meeting are defined in the repository's Board > Annual Meeting folder.

Other Business Meetings of the Congregation may be called by the Board, by the President, by the Minister, or upon written petition to the Clerk of the Congregation as defined below in Other Meetings.

Voting

- Voting privileges for any Business Meeting commence after forty-five days of membership. The Director of Membership and Engagement will provide the Clerk and assigned voting monitors with a list of eligible voters prior to the Business Meeting.

- On matters pertaining to purchase, sale or mortgage of the Church property, only eligible members who are eighteen years of age or older may vote.
- Proxy ballots are not permitted at business meetings of the Congregation.
- Absentee voting (those not in attendance in-person or by virtual check-in) will be permitted only for: (1) the vote to call a Minister; (2) the vote called for Congregational endorsement of a “Statement of Conscience” and (3) votes called for significant financial commitments.
    - A mail-in ballot for voting in the Annual Business Meeting will be provided on an individual basis due to established personal circumstance that prevents the member from attending the Annual Business Meeting in person or virtually.
- Voting will take place by show of card (in-person), by electronic ballot (virtual), or by individually requested mail-in ballot. All votes must be received and recorded by the date noted in communication to the Congregation regarding the Business Meeting.
- The outcome of a Business Meeting will be based on the quorum established by attendance and the appropriate percentage of votes recorded on Meeting day for adoption of the item or slate in question. Attendance will be established by a count of eligible voters at the in-person location and by electronic check-in of eligible voters for those attending virtually. A post-meeting cross-check of in-person cards distributed and virtual check-in will eliminate double votes in the total count.

Quorum

A quorum at any Business Meeting of the Congregation consists of twenty-five percent of the members of the Congregation eligible to vote, with exceptions as defined in Vote Passage below. Based on the eligible member list provided by the Church Administrator, the number of members comprising the appropriate percent will be noted prior to the meeting.

At the time of the duly called Business Meeting, quorum will be established as appropriate for an in-person meeting, a meeting with virtual attendance, or a combination of in-person and virtual attendance in the following manner and will be verified and recorded by the Clerk:

- **In-person attendance.** Members will check in at the in-person location, and if eligible to vote, will receive a paper card used for quorum count and voting. The Clerk or President will assign monitors to count raised voting cards to determine a quorum prior to the meeting being called to order.

- **Virtual attendance.** By circumstance or choice, members may choose to attend a Business Meeting remotely, online. Virtual attendees will be required to check in, using the prescribed method of written name identification on the electronic platform on which the meeting is held. The Clerk will tally names and determine eligibility based on the member list supplied by the Church Administrator.

A final count of in-person and virtual attendees will be noted, recorded, and communicated to the President. With quorum established, the President will call the meeting to order.

In no case will absentee ballots received prior to the Business Meeting be counted in establishing a quorum.

Vote Passage

A majority vote of a twenty-five percent quorum at any Business Meeting of the church decides any ballot question, except:

- An amendment or change to the Bylaws, which requires a sixty-six percent affirmative vote of eligible members present (with standard quorum).
- Removal of any Officer or Trustee, which requires a sixty-six percent affirmative vote of eligible members present (with standard quorum).
- Adoption of a Statement of Conscience, which requires a seventy-five percent affirmative vote of total eligible voting members (with absentee votes allowed).
- Significant financial commitment, defined as exceeding the value of the most recent budget, which requires a thirty percent quorum with a simple eligible majority vote.
- Resolution to use a portion of the Endowment Fund principal for the Operating Budget, which requires a quorum of forty percent and sixty-six percent affirmative vote of eligible members present.
- To call a Minister, which requires a quorum of forty percent and a ninety percent affirmative vote of eligible members present.
- Dismissal of a Minister, which requires a quorum of forty percent and a sixty-six percent affirmative vote of eligible members present.

Meeting Notice and other Pre-meeting information

Notice of all Business Meetings of the Congregation will be given at least two weeks in advance of the meeting date, in the following manner:

- Announcement in the monthly Newsletter closest to the meeting date.
- Announcement in Weekly emails.

- As a pulpit announcement two Sundays prior to the date of the meeting. Notice also will appear in the printed and emailed announcements distributed with the Sunday Order of Service for the two weeks prior to the meeting.
- A posted message on the official Church Website.

Notice will include the meeting agenda and information on when, where, and how to attend the meeting in-person or virtually.

Notice will include the quorum necessary to conduct the meeting and voting percentages for passage of the business on the agenda.

Notice will include open invitation to all members for pre-meeting discussions. The Board of Trustees, Advisory Committees, or other owners of Business Meeting agenda items will facilitate pre-meeting forums to educate, inform, and gather feedback regarding business the members will be asked to adopt at the meeting. Unless otherwise noted in a Business Meeting notice, discussion of agenda items requesting a vote will take place prior to the meeting.

Notice will include where to review reports, budgets, and other relevant information prior to the meeting.

Meeting Rules

Business meetings will be conducted according to the rules contained in "Robert's Rules of Order" most current edition or other, simplified meeting rules for review by the Board, in all cases to which the rules are applicable and in which they are not inconsistent with our Bylaws and any special rules of order the Church may adopt.

Annual Business Meeting

The Annual Business Meeting of the Congregation will be held in the month of June to accommodate passage of the budget and election of officers prior to the start of the church fiscal year on July 1. The time and place are determined by the Board and communicated to the Congregation using the Meeting Notice procedures above.

A proposed fiscal year budget will be made available to the congregation two weeks prior to the Annual Business Meeting. The Board, Committees, and Staff will submit annual reports that will be made available to the congregation prior to the date of the annual meeting.

Officers and Trustees will be elected at the annual meeting for the term beginning at the close of the meeting, and the operating budget for the next year will be adopted.

Other business may be transacted as noted in the agenda. It could include but is not limited to:

- A vote to adopt a Statement of Conscience
- An amendment to the Bylaws

Other Meetings and Removal, Amendment Procedures

Business Meetings for purposes other than business normally transacted at the Annual Business Meeting of the Congregation may be called by the Board, by the President, by the Minister, or upon written petition to the Clerk of the Congregation as described below. The purpose of the meetings will be stated in the notices of the meetings. Notice of these meetings will follow the standard Meeting Notice procedures above.

In addition, requests by the Congregation will follow these steps for placement of a resolution or amendment on the agenda of a scheduled meeting or to initiate a new call for a Business Meeting:

- A resolution to remove any Trustee requires a written petition of thirty percent of the members eligible to vote submitted to the Board Clerk. The Minister, President, and Clerk must be notified of the proposal in writing 30 days in advance of a **scheduled** Business Meeting. If **no scheduled meeting** is planned within one month, the Clerk will announce a date for a meeting within 14 days of the petition's receipt and no further than one month away, providing no less than two weeks' notice of the meeting. Quorum and vote passage is as described above.
    - By the process above and in the spirit of Illinois' Religious Corporation Act: a Trustee may be removed from office, or the office may be declared vacant, by a Congregational vote, called in like manner as elections for Trustees, for failure to act, conduct contrary to our Congregational Covenant of Engagement (Policy 8.2.1), failure to uphold the Board Covenant (Policy 3.1.8), or for an abandonment of the Principles of the Church.
- A resolution to remove the Minister requires a written petition of thirty percent of the members eligible to vote submitted to the Clerk. The Minister, President and Clerk must be notified of the proposal in writing 30 days in advance of a **scheduled** meeting. If **no scheduled meeting** is planned within one month, the Clerk will announce a date for a meeting within 14 days of the petition's receipt and no further than one month away, providing no less than two weeks' notice of the meeting. Quorum and vote passage is as described above.
- Amendment(s) to the Bylaws initiated by the Congregation or amendments germane to a Board-proposed amendment require a written petition of twenty percent of the members eligible to vote submitted to the Board Clerk. The Clerk will publicize the next Board of Trustees meeting where proposed amendments will be discussed at least two weeks in advance of the Business Meeting at which

they will be presented for adoption. Quorum and vote passage is as described above.

Elected and Appointed Position Roles

Responsible Entity: Board
Reviewed/approved by Board: December 2025

Aligns with Policies 1.1 Duties and Responsibilities of the Board, 2.3 Advisory Committees of the Board, and 2.4.1 Committees of the Congregation/Nominating Committee

Elected positions

Based on the Policy-based Governance structure that forms the governing and operations aspects of the Church, the Board of Trustees provides the following list of elected positions to the Nominating Committee. The Committee will identify candidates with appropriate skills and recommendations for the positions noted and present the slate of candidates to the Congregation for a vote to adopt at each annual Business Meeting of the Congregation in June.

If an elected position is vacated mid-term, the Board will appoint a member to fill the term.

References in repository for further information:

- Elected Position Job Descriptions folder, Nominating Committee description

Board of Trustees

The Board consists of **seven** elected members; four officers and three trustees-at-large.

All Board members shall be elected from the Congregation for staggered two-year terms with the exception of the one-year Officer-elect position. No person shall serve more than two consecutive terms in any one of these offices and no person may serve concurrently in any elected role.

Board roles:

- **President - Officer**
- **Officer-elect - Officer**
- **Treasurer - Officer**
- **Clerk - Officer**
- **Trustee-at-Large:** three positions

Nominating Committee

Nominating consists of **six** elected members. All Committee members will be elected from the Congregation for staggered three-year terms. Nominating will select a Chair and Secretary at a convenient time, usually at the start of each fiscal year.

Appointed positions

The Board of Trustees is responsible for **Advisory Committee** appointments.

1. The number of member appointments are noted in the Charters for each Advisory Committee.
2. Terms will be ideally three years with a maximum term of service on one advisory committee of no more than five years.
3. Committee chairs will alert the Board to vacancies that need to be filled, and, per the *Governing Calendar* procedure, Committees will be asked to review appointed member status on a scheduled basis, for planning and accountability purposes.

The Board of Trustees is responsible for **Ministerial Search Committee** appointments, based on the *Ministerial Search Committee Formation* procedure.

Elected and Appointed Position Vacancies, Additions

Responsible Entity: Board
Reviewed/approved by Board: December 2025

Aligns with Bylaws, Article VI, Section 2 re: elected positions

The Board of Trustees is responsible for filling appointed or elected position vacancies on any Board Advisory Committee, the Board, Nominating Committee, or other elected position as described in the Policy Manual.

Elected position: When an elected position vacancy is brought to the attention of the Board of Trustees, the Board will fill that position using the following procedure.

1. At the earliest Board meeting following the notification that a committee has or expects to have a vacancy or needs an addition, the Board will form a Task Force to find a qualified candidate.
    a. The Task Force will be composed of three members: Two Board members and a member of the entity with the vacancy.
2. The Task Force will draft a job description for the position if none exists, and share it in all relevant church communications, inviting qualified candidates to contact the Task Force to express interest. Qualified candidates will:
    a. Possess the relevant skill set for the position, as described by the Committee with the vacancy.
    b. Be a member of the congregation in good standing.

3. Members of the Task Force will also personally recruit potential candidates, solicit suggestions from the Board of Trustees, Minister, and work with the Director ofMembership and Engagement and Nominating Committee to determine if there is anyone in the Leadership Pipeline that would be appropriate for this position.
4. The Task Force will bring a list of candidates to the Board of Trustees within 30-60 days.
5. The Board of Trustees will meet in Executive Session to discuss the list of candidates and finalize a ranked list of at least three candidates.
6. The Board President will personally reach out to the candidates, in order, to invite them to take the position.

In accordance with the DuPage UU Church Bylaws, Article VI, Section 2, vacancies in any Officer position, Trustee-at-Large position, Nominating Committee position, or other elected position as described in the Policy Manual will be filled by vote of the Board for the remainder of the unexpired term.

Appointed position: Appointments and terms to Board Advisory Committees are flexible and reviewed annually, with an acknowledgment of interest or skill set.

When an appointed position vacancy is brought to the attention of the Board of Trustees, the Board will fill that position using the following procedure.

The Board will be alerted by the chair of an Advisory Committee that an opening on the committee has occurred or that the work of the committee requires an additional appointment. If the Advisory Committee provides the name of an interested candidate, the Board will consider the candidate’s qualifications in Executive Session. If approved, the chair may invite the candidate to accept the appointed position.

If the Advisory Committee is unable to provide a name, the Board will follow the procedure items 1 through 6 above, with the exception of the committee chair reaching out to the candidate with the invitation to join.

Appointed position vacancy, Committee on Shared Ministry: In the event of a vacancy prior to a term expiring, the Board and the Minister will collaborate in selecting a candidate, as mutually acceptable to the current COSM members.

Appointed position vacancy, Ministerial Search Committee: In the event of a vacancy prior to completion of a Search, the Board will select a candidate, as mutually acceptable to the current Search Committee members.

Endowment Fund Grant Distribution

Responsible Entity: Board
Approved by Board: May 2025, FAC update August 2025

Aligns with Bylaws Article VIII, Section 2 and Policy 6.3 Care for Resources

A portion of the annual income from the Fund considered reasonable and prudent shall be distributed to benefit the Church in accordance with Board policy, and other special circumstance distribution shall be distributed in accordance with church By-Laws.

Disbursed monies unused after all grants are reimbursed will be returned to the Endowment Fund.

The Board, at their November 2007 meeting, decided that income distributed from the Endowment Fund should be used for “non-program projects” and “program projects that are new in nature”. Following this directive, this Endowment Fund Grant Distribution Procedure sets these guidelines for administering the Endowment Fund Grant distribution.

When there are Endowment funds to disburse, grant requests are solicited and accepted within a reasonable time frame set by the Board. Preference will be given to fund one-time projects or start-up costs.

DuPage UU Church projects will be given preference, but community causes may be considered.

Funds are not required to be disbursed unless and until suitable projects are approved by the Board. Monies will remain available until grant applications that receive Board approval are selected.

The Board of Trustees, or a designated subset of the Board, will administer the Grant Proposal process, as outlined below, and present suggestions for grant disbursements to the Board for approval.

Grant Proposal Process

1. At the January Board Meeting, the Board will form an Endowment Grant Task Force made up of 3 trustees. The Task Force will communicate with the Finance Advisory Committee to determine the total Grant amount available.
2. The Endowment Grant Task Force will solicit applications for Endowment Grants from the Congregation using the Announcement Template and Grant Request Form found in the Repository. The Grant Request Form should be made available as a Google Form, created by the Task Force.
3. Grant selections will be made by April 30. Applications that were not accepted will also be notified.
4. The Task Force will submit a report to the Board of Trustees for the May Board meeting outlining the projects that were selected for Grants, along with how the funds were allocated.
5. Each Grant Administrator will report to the Board on how the grant was used and

the success of the project, no later than the deadline for inclusion in the Church Annual Report, or at the conclusion of the project, if after the Annual Report deadline. The report will include detailed expenditures.
6. If a project's expense exceeds the grant, the Grantee contact will consult with the Treasurer to identify an additional funding source and obtain approval from the Board or Minister.

See the Endowment Grant Task Force folder for examples of communication and application forms.

Evaluations - Minister

Responsible Entity: Board, Committee on Shared Ministry
Reviewed by Committee:
Reviewed by Board: Date
Approved by Board: Date

Aligns with Policy 5.2 Head of Staff

TBD

Evaluations - Board Self-Assessment

Responsible Entities: Committee on Shared Ministry and Governance Advisory Committee
Reviewed/approved by COSM and Governance: January/February 2026

Aligns with Policies 1.1.11 Board of Trustees, 2.3.3 Governance, and 2.5.1 Committee on Shared Ministry

The Board's performance will be monitored annually with a self-evaluation process followed by an assessment report of the data from the Committee on Shared Ministry (COSM) and Governance Advisory Committee (GAC).

- COSM and GAC will review a co-authored survey tool of choice in the first half of each fiscal year, updating the questions for the Board as necessary.
    - Previous years' information is located in COSM and GAC repository folders for reference.
- In the March-April timeframe, the Board will receive from COSM/GAC the self-evaluation survey to review their performance based on their understanding of topics that include general responsibilities, status of the strategic and mission-based purpose of and goals for their work, relationship and trust-building

among themselves and the congregation, and the governing structure at DuPage UU Church.
- COSM/GAC will gather the survey responses and present an assessment to the Board before the end of the church fiscal year with points for discussion or action items for change.
- COSM and GAC also will determine if the summary results indicate action items to modify their own work in monitoring relationships or facilitating leadership onboarding and education for the Board or committees.
- An overview summary of the Board's performance will be submitted by COSM/GAC for the church's Annual Report.

Finance - Special Collections: Specific-Purpose

Responsible Entity: Finance Advisory Committee
Reviewed/Approved by Committee: May 18, 2026

While the congregation fosters a network of monthly support for local non-profit organizations as noted in our Annual Special Collections process, on occasion direct contributions and half of the offerings may be designated for more current or urgent purposes.

- The Minister or Board has the authority up to three times during the Church year to approve and designate a specific-purpose collection be held on a Sunday in place of the scheduled monthly recipient.
- The specific-purpose recipient needs must align with our values or have a direct connection to the well-being of our members or physical space.
    - Potential recipients or causes might be a guest speaker at our church who is associated with a charitable organization, an urgent fundraising need to support communities in distress, or an urgent need for a facility repair.

The requestor or designee with details about the collection topic will write a short summary of the cause or organization.

- Information about the specific-purpose collection will be delivered to the Church Administrator and made available to the Sunday Services team for reading during the Offering portion of the Sunday service.
- Ideally timing will permit that it will be communicated in the weekly email and coming-on-Sunday emails prior to the Sunday collection.

Additionally:

- The designated organization for the month will not receive the proceeds for that Sunday which will result in receipt of either three or four Sunday collections for the month.
- As a courtesy, the Church-member sponsor of the designated monthly collection will be notified of the change.
- As owner of the Annual Special Collections process, the Finance Advisory Committee will be made aware for their records.

General Assembly Delegates

Responsible Entity: Board
Approved by Board: February 2026

Aligns with Policy 1.1 Duties and Responsibilities of the Board

Representing the DuPage Unitarian Universalist Congregation at the Unitarian Universalist Association's (UUA) annual General Assembly (GA) is an important responsibility and privilege.

Over the course of the program year through information and feedback sessions hosted by the church's Denominational Affairs and/or the Staff, members will become aware of and provide input on the issues that will be presented at the upcoming GA and that DuPage UU Church may vote on through delegate representation.

The Board of Trustees of DuPage UU Church each year will solicit and select delegates who represent various demographics and identities in the congregation. This includes prioritizing at least one delegate position to a youth member of the congregation.

- The Board will make available in March each year an application form for members interested in becoming a delegate. Applications are due April 1.
- The Board will review applications and select delegates, prioritizing historically marginalized demographics and identities as noted above.
- Delegates selected to represent DuPage UU Church at GA are required to attend an information session prior to GA that will provide information on where, to the best of our ability, we understand the congregation to stand on various issues.
- Additionally, information sessions run by the UUA Board of Trustees are typically offered and will be made available to delegates.
- Delegates who attend GA, either in person or virtually, will understand they represent the views of the congregation on voting issues, not their individual opinions as Unitarian Universalists.

- Delegates will provide the Board with a short summary of their experience upon their return from GA.

Immigration Enforcement and Church Property

Responsible Entity: Head of Staff/Board
Approved by Head of Staff/Board: February 2026
(Note this procedure is in both the Governing and Ministry manuals)

Aligns with Policy 6.2.8 under Care for People

In the event that law enforcement officers, including agents of the U.S. Immigration and Customs Enforcement (ICE) or Customs and Border Protection (CBP) are present on Church property, the following information provides guidance for Staff and Lay Leaders to respond.

1. **Designation of Spaces**
    - The Sanctuary, Kreves Hall, entryway, link, and surrounding grounds (including the parking lot) are public areas. All remaining meeting rooms, classrooms, offices, and storage areas are designated private spaces, as they provide a reasonable expectation of privacy.
    - Signs shall be posted at entrances to private areas stating: **"Private Area – access limited to religious purposes of DuPage Unitarian Universalist Church and other Church-approved uses."**
2. **Authorized Responders**
    - Ushers, greeters, and volunteers are instructed to immediately contact an authorized responder if approached by law enforcement.
    - Only a member of Church staff or a member of the Board of Trustees may review warrants or interact with enforcement officers. The recommended initial response should be:
    - "I'm sorry, but this is private property. It is church policy not to provide consent or permission to enter private or non-public areas of the facility or to access our information or records without a valid judicial warrant signed by a judge."
3. **Warrant Verification**
    - Administrative warrants (Forms I-200 or I-205) do not authorize entry into private areas.
    - Judicial warrants must be signed by a federal judge and specify the areas or individuals sought.
    - If no valid judicial warrant is presented, entry will be denied.
4. **Non-Cooperation**

    - Staff and volunteers shall not consent to ICE/CBP entry into private areas without a judicial warrant.
    - No information about congregants, guests, or staff shall be shared with immigration enforcement without legal compulsion.
5. **Emergency Response**
    - In the event of attempted enforcement, the congregation will prioritize the safety and dignity of all present.
    - A rapid response team (designated by the Board) will be activated to support individuals and document the encounter.
6. **Implementation**
    - **Training**: Ushers, greeters, and staff will receive annual training on how to respond to immigration enforcement.
    - **Signage**: Clear signs, as described above, will be posted at all appropriate locations.
    - **Communication**: The congregation will periodically remind members of these procedures and provide Know Your Rights resources.
    - **Review**: The Board will review these procedures and update them as laws or federal policies change.

Ministerial Installation

Responsible Entity: Board
Accountable Entity: Governance Advisory Committee
Reviewed by Committee: 12/7/2021
Reviewed by Board: 12/28/2021
Approved by Board: January 18, 2022

Aligns with Policies 3.1 Duties and Responsibilities of the Board and 4.7 Ad hoc Committees and Task Forces

An installation service formally celebrates the covenantal relationship between a minister and the congregation that has called the minister. It honors and celebrates the promises they are making to one another as their shared ministry is formed. It affirms that the minister and congregation are accountable to each other, as well as to the larger denomination and world in which they live out their shared ministry.

When holding an Installation service at the DuPage Unitarian Universalist Church, it is recommended that the UUA's Ordination and Installation Handbook be used for guidance as necessary, and the following procedure will be followed:

An Installation Service Task Force of three members will be appointed by the Board to assist the Minister in creating a Service of Installation.

The Task Force will keep the Board apprised of the date of the installation and any impacts to the Church's finances and schedule.

It is noted that, traditionally, a reception follows the installation.

In the event the installation is combined with the ordination of the not-yet-ordained Minister called by this Congregation, the Installation Service Task Force will refer to the Ordination procedure for additional or modified guidance.

The Installation Service Task Force will document its event plans and store them for reference in the Church repository.

Ministerial Ordination

Responsible Entity: Board
Reviewed by Board: June 2022
Approved by Board: June 21, 2022

Aligns with Policies 3.1 Duties and Responsibilities of the Board and 4.7 Ad hoc Committees and Task Forces

Unitarian Universalist ordination services are a once-in-a-lifetime ceremony that affirms and celebrates the culmination of years of discernment, study, and formation in preparation to serve as a Minister.

Candidates requesting ordination at DuPage Unitarian Universalist Church must

- have a relationship with DuPage Unitarian Universalist Church
- have followed the UUA's credentialing process
- have been granted Preliminary Fellowship by the UUA's Ministerial Fellowship Committee.

A relationship with the Church is defined as a member, former member, intern at this Church, or a not-yet-ordained Minister called to be a settled Minister by this Congregation.

When a request for holding an ordination into the Unitarian Universalist ministry is received by the DuPage Unitarian Universalist Church, it is recommended that the

UUA's Ordination and Installation Handbook be used for guidance in reviewing the candidate's request for ordination.

An Ordination Task Force of five members will be appointed by the Board and will include a liaison to the Board of Trustees. It is recommended that if the candidate was an intern at this church, at least one member of the Internship Team be on this Task Force.

- This Task Force will gather reports on the Candidate from
  - the Ministerial Search Committee, if applicable. If so, jump to "Three sponsors …" below.
  - the seminary attended.
  - the UUA MFC office in Boston.
  - the candidate's intern team and Minister where the internship was completed.
  - feedback requested on the candidate from the congregation at large, if the candidate was an intern at this church.

- Three sponsors from the DuPage Unitarian Universalist Church will be required to endorse the ordination request. These must be members of the Ministerial Search Committee, if applicable, or the Ministerial Internship Team if the internship was completed in this Church. Otherwise, they must be members of the Task Force.

- The Ordination Task Force will present a recommendation to the Board as to whether the Church will perform the ordination. The Board will then vote as to whether to accept this recommendation.

- This Task Force will propose a means of financing the event.

- If approved by the Board, this Task Force should ensure there are volunteers to work on an Ordination Service Task Force with the candidate and the Minister to organize the ordination service and reception.
  - The Ordination Service Task Force is recommended to review the UUA's Ordination and Installation Handbook for guidance in preparation for the ordination service.
  - The Ordination Service Task Force will document its event plans and store them for reference in the Church repository.

Ministerial Search Committee formation

Responsible Entity: Board
Approved by Board: February 2026

Aligns with Policy 2.4 Committees of the Congregation

The DuPage UU Church Board - or a task force appointed within the Board membership - assembles a Ministerial Search Committee of seven church members for the purpose of seeking a new minister when a settled minister has departed.

- The Board will refer to the Ministerial Transitions guidelines of the Unitarian Universalist Association (UUA) and will use the UUA's Settlement Handbook for overall guidance as well as details regarding conversations with the Transitions Program Manager and the Selecting a Search Committee portion of the process.
- The Board (or the task force it appoints) informs and educates the congregation regarding the need and purpose of the Search Committee, and provides criteria (individual skills as well as consideration of active engagement in areas of church life) for qualities and expectations of a good candidate for the committee. The Board determines its various means of communication and meetings to provide this information to the congregation.
- The Board/task force creates an e-form that is sent to the whole membership, asking members to submit names of people they would trust on a ministerial search committee, with an open field for a short explanation why they are nominating these people, their relationship with the people in church work or a chalice circle, etc. Congregants without access to a computer may submit names by paper to the Board.
- A Board/task force member is assigned the role of gathering and organizing the candidates by number of mentions. Some discernment is required as part of the process, based on the criteria for best-fit qualities as well as general participation in church activities and representative demographics of the group. In addition, for consideration:
    - current church commitments the person might have that can or cannot be changed.
    - an understanding of our governance and shared ministry structure by at least some of the search committee candidates is important, as the members of the committee will be expected to articulate who we are and how we operate to ministerial candidates.
- A list of 15 to 18 members who have received the highest number of mentions (post-vetting aligned with criteria and availability) is used by one appointed member of the Board/task force to call the prospective Search Committee

appointees for a conversation inviting them to be a member of the Search Committee. The Board/task force member works through the list, mindful of the group demographic that is taking form, until seven members have committed to the task.
- The Search Committee is introduced at the Annual Meeting or another event. The congregation is thanked for their role in choosing the committee.

Nomination Process for Elected Positions

Responsible Entity: Nominating Committee
Reviewed/approved by Committee: June 2026

Aligns with Policy 2.4.1 Nominating Committee

The Nominating Committee will select and present a slate of candidates for elected positions for each Annual Business Meeting of the Congregation.

The Committee will nominate one member of the Congregation for each of these positions as their terms end:

- Board of Trustees Officers: President, Officer-Elect, Treasurer, Clerk
- Board of Trustees Trustees-at-Large: three, with rotating two-year terms.
- Nominating Committee: Two of six total positions each year, with staggered three-year terms.
- Other elected positions - short- or long-term - determined by the Board or Minister and communicated to the Committee in the future.

The Nominating Committee will communicate news of the slate to the Board and Congregation. In all elections by the Congregation, announcement of the slate of nominees will be at least two weeks before the election date. The announcement will be distributed via the standard methods of communication at this Church and posted on the official church website.

Announcement that the slate's full information is available to be found in these ways also can be made on Sundays from the pulpit or in rotating electronic announcements, as agreed and appropriate.

Subsequent vacancies in any Officer position, Trustee at Large position, Nominating Committee position, or other elected position, shall be filled by vote of the Board for the remainder of the unexpired term or a period of time requested by the Committee.

Onboarding for elected/appointed positions

Responsible Entity: Governance Advisory Committee
Reviewed/approved by GAC: January 2026

Aligns with Policy 2.2.3 Governance Advisory Committee

Each year there are a number of newly elected and appointed members of various groups: Board of Trustees, Nominating, and others. The Governance Advisory Committee (GAC) will schedule an onboarding session for these people - and other lay leaders who can benefit from awareness of process and structure. Content of the onboarding session and other administrative tasks will include the following items and may change/grow with practical input from specific groups.

General knowledge sharing
Includes review of:

- Policy-based governance process and purpose in a Program size church
- Structure, policy, and procedure specific to DuPage UU and to roles in particular
- Shared ministry concept and practice
- Governing calendars
- Congregational covenant
- Repository use and contents for all documentation, functionality (creating, editing, comments, linking, rendering on various devices (e.g. margin comments are not accessible on small devices)
- Church website - content, purpose, requests for updates
- Expectations early in FY for committee-specific review of charters, policy/procedures, covenant, goal setting based on Board's vision-driven strategic planning priorities

Other, for Board:
GAC will meet separately with incoming Board members to:

- Emphasize Board purpose/role in Program size church (and as it relates to Staff purpose/roles)
- Review Board job descriptions, expectations
- Review Board covenant (preparedness, one voice, no triangulation)
- Review take-aways/action items from recent Board self-evaluation summary

Other, for Nominating:

- All Committee descriptions/charters - Nominating's own plus knowledge of others
- Roles, job descriptions and skills criteria for candidates
- Gathering input, awareness from staff and leaders
- Schedule/invite class candidates to annual leadership training

Other, for Advisory and Appointed Committees:
- Role/relation to Board, Staff and Congregation
- Committee charters, covenants
- Policy and Procedures specific to committees

Administrative tasks
- Determine Onboarding date by March to reserve an Adult Learning Sunday and communicate date to Nominating, Board and committees.Discuss full invite list as soon as Nominating slate is available. Reach out as necessary to advisory committees and staff for input on potential invitees outside of elected positions.
- Discuss co-facilitators among Board, Nominating, Advisory, Other for expertise on various topics.
- Update Google docs access (Board Clerk: add new, remove former role-holder information based on appropriate need)
- Update website information as necessary. (Webmaster: Board photos, contact info, content edits as needed)
- Alert office administrator of role changes and request group email updates - add/remove names/email addresses.

Policy-driven Purpose and Process

Responsible Entities: Board and Governance Advisory Committee
Approved by Board: February 2026

Aligns with Policy 1.1.5 under Duties and Responsibilities of the Board

The Board of Trustees is charged with the primary ownership and monitoring/updating of DuPage UU Church policy.
- A policy is a succinct statement of intent that reflects our values and principles. It provides high level guidance for the Board in its strategic planning and decision-making.
- A policy is implemented in the form of our procedures. Policy provides the purpose and framework that allows us to outline the tasks to perform or action to be taken for the work of the church and care for our members and Staff by various committees, teams, members of the congregation, and Staff.

Policy content will follow this general Policy Manual format for consistency to:

a. comply with the Bylaws of DuPage Unitarian Universalist Church and State and Federal law as appropriate.

b. be named and numbered.
c. include a statement of purpose.
d. be approved by the Board and placed in the Policy Manual.
e. include the date the Board approved or amended the policy or a sub-policy.
f. be reviewed annually and updated as necessary during a church fiscal year when a new request is made or when tasks or operational changes render the current policy incorrect, as noted in the Policy Review procedure.

All policies, procedures and forms will be available via links on the church Website.

Policy review procedure

Responsible Entity: Board
Approved by Board: April 2025

Aligns with Policies 3.1, 3.1.5 Duties and Responsibilities of the Board

As described in the Policy Manual introduction, the DuPage UU Church Board instructs that the content of the Policy Manual be reviewed on a regular basis but no less often than every three years. As owners of DuPage UU Church Policy and to account for the totality of the document, the Board will assign review of a select number of Articles each year, on a 3-year rotation.

In addition, Committees, groups, or members of the Congregation may ask the Board for policy review or submit policy considerations.

Policies may note appropriate administrative procedures and forms that comply with corresponding policies or reside in our accompanying Procedures Manual. All policies, as well as procedures and forms will be published on the church Website.

All policies will follow the general Policy Manual format for consistency, and:

a. Comply with the Bylaws of DuPage Unitarian Universalist Church and State and Federal law.
b. be named and numbered.
c. include the date the Board approved or amended the policy or a sub-policy.
d. include a statement of purpose.
e. be reviewed on a regular basis but no less often than every three years.
f. be approved by the Board.

The Board will assign review activities to representatives of the following:

- Board members

- The minister as applicable
- Other Staff as applicable
- As applicable, a member of each committee, team or group aligned with specifics of the policy and with knowledge of underlying activities and procedures

Members of the review team will have general knowledge of the purpose and content of the church's Bylaws and its Policy and Procedures manuals.

Items to note in Policy review:

- General brevity in its statement of purpose. Detail, when necessary, is delivered in accompanying procedures.
- Flexibility in descriptions to allow the spirit of the policy to stand as written
- even as the details of performing the underlying procedure task may
- change.
- Be mindful that statements are written in terms of diversity, inclusion and anti-oppression.
- Be mindful of consistency in terminology naming specific items across
- various references in the Bylaws, Policy Manual, and Procedures Manual.
- In reviewing a policy section, the review team may determine an additional policy or sub-policy would define purpose or add clarity.
- The review team may suggest new or enhanced procedural content for current and future work of the church. The Board will pass along the suggestions to the appropriate committees, teams, and groups.

Following review activities:

- The review team will present status of the policy - edits, updates, status quo - to the Board for discussion as necessary and approval.
- The Board Clerk will update the approved policy and approval date in the Policy Manual or request assistance from the Governance Advisory Committee to do so.
- The Governance Advisory Committee or relevant committee, team, group, or staff may be asked for assistance with writing newly suggested policies as necessary.

Procedure to Review Procedures

Responsible Entity: Governance Advisory Committee
Approved by GAC and Board: February 2026
(Note this procedure is in both the Governing and Program-Admin manuals)

Aligns with Policies 1.1 Duties and Responsibilities of the Board, 2.0 Committees of the Board and Congregation, and 3.0 Delegation to Staff

The primary purpose of a periodic, assigned review is to ensure the procedure is up to date with how the work is done or if the topic remains relevant to current church activity. Secondary purposes are to ensure the procedure aligns with a policy and follows the recommended format.

While the Governance Advisory Committee (for Governing procedures) and the Staff (for Program-Admin procedures) will facilitate the rotating review assignments, the Board, Committees, Teams, and Staff should not wait for the review period if a procedure changes due to circumstances/new ways to do the tasks.The Responsible Entity can update their procedures as needed.

Creators of **new procedures**, please begin with “Recommended content format” below and familiarize yourself with current procedures’ formats as guidance.

Preliminary drafts may be done outside of the Procedures - WORKING COPY.DOCX. The final draft of the procedure and the review must be in the Procedures - WORKING COPY.DOCX in the Church’s shared drive.

Procedure review guidelines and considerations:

1. Is the procedure still in use?
    a. Some procedures become obsolete and should be removed.
2. Are the details or instructions accurate with current usage?
    a. Align procedures details and actual implementation process to ensure alignment and best practices.
        i. If the process has changed, why did it change and should the process go back to the current procedure?
        ii. Has the procedure’s purpose expanded? If so, what needs to be added/changed/reworked?
    b. Is the procedure good as is?
        i. No need to change procedure.
3. Has the Responsible Entity changed?
    a. This will usually be stable, but if the entity changed, update the information.
4. Have Reviewing Entities changed?
    a. If the Responsible Entity changes, the reviewers could also have changed.
5. If the procedure contains links to other documents or sections, validate that the links still go where expected.
6. Is the procedure in the recommended format?

Content format:

1. Title of Procedure, Bookmarked, with link added to Table of Contents
2. Approval entities and dates
    a. See format below
3. Alignment with one or more Policies
    a. *Aligns with Policy #.# Title of Policy (Use the lowest section #.# that has a title)*
4. Brief statement of purpose
    a. Why do we do this task, follow this practice?
    b. Who does this task?
5. Details or Instructions
    a. These can be lists, paragraphs, etc.
    b. Documents, forms and other reference materials should be linked (Preferred)

Review/approval format:

Responsible Entity: Committee, Team, Staff Position, Board, etc.
Approved by Board/Head of Staff/Committee (as appropriate): Date

7. Have the draft changes been reviewed by the appropriate entity?
8. Inform the Governance Advisory Committee once the changes are reviewed and ready to be applied to the Procedures Manual.
    a. An email to governance@dupageuuchurch.org will usually suffice.
    b. Edits in the Working copy of the Procedures Manual will be finalized and Governance will use the updated Working version to revise/update the information in the current/public Procedures Manual.

Seminary Student Endorsement by the Congregation for UU Ministry

Responsible Entity: Board
Reviewed by Board: February 21, 2023
Approved by Board: February 21, 2023

Aligns with Policy 6.0 Membership

Any student wishing to request endorsement by the congregation for Unitarian Universalist (UU) ministry through the Unitarian Universalist Association's (UUA) Ministerial Fellowship Committee (MFC) must abide by this process:

1. Be a full participatory member of the congregation for at least one year.
2. Must submit a request to the Board President and Executive Team to request their endorsement be placed on a Board of Trustees meeting agenda.

3. The Executive Team will determine the placing of the endorsement on the agenda and will determine what meeting date is best for the endorsement. It may not be immediate.
4. The student member must submit a statement of faith to the Board, such as that made to apply to the UUA's MFC or seminary. This should be submitted with the request to be added to the agenda.
5. The Executive Team and the Board of Trustees are encouraged to consult the Minister in this process.
6. The student member will meet with the Board of Trustees at the appointed time at a regular meeting of the Board to present in person (or via Zoom) the request for endorsement.
7. The Board will vote on endorsement of student member. The Board may request that the student member leave the room for deliberation prior to a vote.
8. If the vote is negative, the Board will provide a reason to the student member.
9. In the event of a positive vote, the President of the Board will fill out and submit the appropriate endorsement form to the UUA's MFC.

Task force formation

Responsible Entities: Board, Staff
Reviewed by GAC: 1/12/2023
Approved by Board: 1/17/2023

Aligns with Policies 4.7 Committees of the Board and Congregation, 5.1.4 Delegation to Staff

At times, new or unattended activity by committees or teams will require an extra level of attention not aligned with the regular business of those groups. The request for task force formation may occur from the top down (by the Board) or from the bottom up (by request from a committee to the Board, or from a team to the Minister or Staff) with knowledge of the work to be done. The request will be formally approved by the Board or Staff as appropriate in order to move forward.

A task force request must include the following elements for discussion and approval by the Board or Staff:

If **the Board** determines an issue exists that a task force is necessary to address:

- Confirm that the appropriate staff, committee, or team is aware of the issue.

- Gather, discuss names of potential task force members and approve a group of no more than five people plus a Board representative for the task force. Some members aware of the issue/project might have already expressed interest.
- Based on the information the Board has regarding the issue, it will propose a mandate for the task force that includes:
  - A summary of the issue or project, stating purpose with a description of the specific work to be done or information to be gathered.
  - A plan to gather details about the issue/project
  - Recommendations/action to address or resolve the issue/project
  - A timeline for execution
- The Board discusses and approves the task force.
- The task force provides a final report to the Board at a time designated in the timeline for execution. The Board will note this in the Consent agenda and approve or determine if further discussion/explanation is warranted.

If a **committee that reports to the Board** is aware of an issue that it feels a task force is necessary to address:

- Approach the Board with the proposal for task force creation.
- Committee suggests members who are interested in participating on the task force. If necessary, provides skillset requirements or other names to the Board to fill out a group of no more than five people plus a Board representative for the task force.
- Based on the information the committee has regarding the issue, it will propose a mandate for the task force that includes:
  - A summary of the issue or project, stating a description of the specific work to be done or information to be gathered.
  - A plan to gather details about the issue/project
  - Recommendations/action to address or resolve the issue/project
  - A timeline for execution
- The committee presents the task force proposal and mandate to the Board for additional members if requested, discussion, and approval.
- The committee provides a final report to the Board at a time designated in the timeline for execution. The Board will approve or determine if further discussion/explanation is warranted.

If a **program team** is aware of an issue that it feels a task force is necessary to address:

- Approach the Staff who oversees the program area

    - If a program task force, the Staff member will inform the Board that a task force is being formed and summarize its purpose in its monthly report to the Board.
- Team suggests members who are interested in participating on the task force. If necessary, provides skillset requirements or other names to the Staff to fill out a group of no more than five people plus a Staff (or Board, if appropriate or requested) representative for the task force.
- Based on the information the team has regarding the issue, it will propose a mandate for the task force that includes:
    - A summary of the issue or project, stating purpose with a description of the specific work to be done or information to be gathered.
    - A plan to gather details about the issue/project
    - Recommendations/action to address or resolve the issue/project
    - A timeline for execution
- The team presents the task force proposal and mandate to the Staff for additional members if requested, discussion, and approval.
- The team provides a final report to Staff at a time designated in the timeline for execution. Staff will include note of final status in its report to the Board.