



DuPage Unitarian Universalist Church

Policy Manual

Adopted May 2022

Updated on a rotating schedule

Board of Trustees approved: [5/17/2022](#); [Sections 1,2,3 reviewed/updated FY 2022/23](#); [Sections 4,5,7 reviewed/updated FY 2023/24](#); [Sections 6,8,9 in review FY 2024/25](#)

[The Governance Advisory Committee and the law firm Rolewick & Gutzke performed a review and alignment of the new Bylaws with the May 2022 version of the Policy manual. The Board of Trustees has reviewed and approved.

The activities above provided the necessary level of documentation and detail for the June 2022 adoption of our new Bylaws, and with it our policy-based governance materials and process.]

Governance

The philosophy of Governance at DuPage UU Church is guided by our policy-driven purpose and process. By governing in a strategic manner, the Board makes it possible for paid and volunteer staff to create, maintain, and monitor the programs for which this beloved community gathers to inspire our personal and spiritual journeys as we go out into the world, live our values and beliefs, so that we may return to share what we have learned.

Policy-driven Purpose and Process

A Policy is an authoritative written statement designed to manage many individual decisions over time. A policy provides the purpose and framework for decisions to be made away from the Board table. It may state intent, and may note rules for a course of action, such as permissions and limitations, or a process.

Policies may note appropriate administrative procedures and forms that comply with corresponding policies or reside in our accompanying [Procedures Manual](#).

All policies, procedures and forms will be published on the church Website.

All policies will:

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

Policy Manual Table of Contents

1.0 Mission

2.0 Vision

3.0 Board of Trustees

3.1 Duties and responsibilities of the Board

3.2 Roles of Elected Officers and Trustees

4.0 Committees of the Board and Congregation

4.1 Executive Committee

4.2 Finance Advisory Committee

4.3 Stewardship Advisory Committee

4.4 Governance Advisory Committee

4.5 Personnel Advisory Committee

4.6 Facilities Advisory Committee

4.7 Nominating Committee

4.8 Committee on Shared Ministry

4.9 Ministerial Search Committee

4.10 Ad hoc Committees and Task Forces

5.0 Delegation to Staff

5.1 Minister as Head of Staff

6.0 Membership

7.0 Business Meetings

8.0 Oversight

8.1 Care for Staff

8.2 Care for People

8.3 Care for Resources

8.4 Care for Process

9.0 Church Name, Affiliation, and Dissolution

Policy Manual

1.0 Mission Statement

Board reviewed: May 2022

Board approved: [5/17/2022](#)

We gather as an inclusive community to grow in character, mind and spirit and to transform the world toward fairness, love and compassion.

2.0 Vision Statement

Board reviewed: May 2022

Board approved: [5/17/2022](#)

Shared Values | Diverse Beliefs | Beloved Community

3.0 Board of Trustees

Board reviewed: April 2022

Board approved: [4/15/2022](#)

The Board will engage in a fair and responsive process of decision making as it operates in a strategic manner with an emphasis on setting annual and long-term goals in keeping with the Mission and Vision of the Church.

3.1 Board Duties and Responsibilities

The Board's primary duty is to fulfill the Mission and Vision of the DuPage UU Church through its fiduciary responsibility to the congregation. The Board is also responsible for partnering with the Minister and staff and holding leaders of the Church, including its own members, accountable for their performance and living into the congregation's Mission and Vision.

3.1.1 Regularly scheduled meetings of the Board and its agenda will be communicated and meetings will be open to members unless prescribed by content of Executive Session.

3.1.1 The Board, Minister, and Staff (as recommended by the Minister) will create an annual church-year Ministry Theme, based on Congregational conversations and timing noted in the Church calendar, with measurable goals for the Board, Advisory Committees, and Programs.

3.1.2 The Board, in collaboration with Staff, will revisit the Church's Mission and Vision Statements every three to five years, and if warranted, initiate a collaborative process with the Congregation for their revision.

3.1.3 The Board will, in collaboration with Staff, and involvement of the Congregation, create and/or revise a strategic plan three to five years, to offer guidance (through goal setting) for the prioritized work of the church.

3.1.4 The Board will develop and/or delegate the task of collecting and regularly monitoring data relative to the measurable goals it has set.

3.1.5 The Board will be responsible for Policy. The Board will develop a [Policy Manual](#) with policies that support the Bylaws and the work of the church, guiding the governance and ministries of DuPage UU Church according to the intent of Policy Based Governance.

3.1.5.1 All policies must be approved by the Board and placed in the Policy Manual to be official.

3.1.5.2 Additionally, procedure documents detailing how policy will be carried out by the Board and its Advisory Committees will be initially approved by the Board and reviewed thereafter on the governance calendar rotating schedule. Program Team-related procedures will be managed as stated in 5.1.3.

3.1.5.3 Procedures related to Congregational Safety policy will be approved by the Board and Minister.

3.1.5.4 Procedures must note alignment with appropriate policy and be approved and placed in the [Procedures Manual](#) to be official.

3.1.5.5 The Board may delegate policy and procedure review, revision, and drafting to the Governance Advisory Committee.

3.1.6 The Board, Committee on Shared Ministry (COSM) and Minister will agree upon a process to annually assess the work of the Minister. Assessment methodologies will be collaboratively determined by the Board (or its designee), COSM, and the Minister.

3.1.7 The Board will communicate with and support the Minister in governing activities. [Addition 4/2024](#)

3.1.7.1 The Board will expect periodic reports from the Minister on informational issues and decisions that arise outside the scope of the

Minister's contract and day-to-day administrative and operational activities as noted in policies and procedures.

3.1.7.2 The Board will advise the Minister when it perceives the Minister is not in compliance with the Bylaws, its Governing Policies, or in the event that the Minister's actions become detrimental to the relationship between the Board and the Minister.

3.1.7.3 The Board will advise the Minister if the Board considers the Minister to be acting to the detriment of the congregation, the church's mission or vision.

3.1.7.4 The Board will act in a timely manner on actual or anticipated noncompliance with any bylaw or policy related to the Minister's actions.

3.1.8 The Board will approve a budget - drafted by the Staff and reviewed by the Finance Advisory Committee - with or without modification, before that budget is submitted to the Congregation for final approval.

3.1.9 The Board will solicit and select a team of member delegates for the annual Unitarian Universalist Association's General Assembly that represents the many demographics of our congregation. The delegates will vote the will of the congregation on the issues, per the [General Assembly Delegates](#) procedure.

3.1.10 The Board will develop and agree to uphold a covenant for how it performs its work as a governing team. It will review and/or revise the covenant near the start of each fiscal year.

3.1.11 The Board will undergo annual evaluation by COSM. In addition, the Board will engage in self evaluation annually, based on the COSM evaluation, the Board covenant and its yearly goals.

3.1.12 The Board will evaluate annually the progress of Advisory Committees that report to the Board relative to the measurable goals it has set.

3.1.13 The Board will participate as designated in the [Committees of the Board and Congregation](#) procedure.

3.1.14 The Board will, when necessary to convene a Ministerial Search Committee upon the departure of a settled Minister, gather input from the Congregation to nominate a slate of candidates for Congregational approval at a duly called Business Meeting.

3.1.15 The Board, Minister, Staff, and Church Leaders will do their work together in a spirit of openness, fairness, mutual respect, partnership, collaboration, and gratitude.

3.2 Trustee Terms, Limits and Roles

Trustees-at-large and the Officers will serve two-year terms with a maximum of two consecutive terms in the same role. The Officer-elect will serve a one year term. No person will occupy more than one elected position on the Board or other Committee simultaneously.

Board member roles are defined in the individual [Elected Position Job Descriptions](#) in the Church repository.

4.0 Committees of the Board and Congregation

Board reviewed: [April 2025](#)

Board approved: [May 2025](#)

There are several Committees of the Board and the Congregation, defined below. Additional information on each Committee can be found in their respective [Charters](#).

The *Executive Committee* of the Board exists to discern and summarize various business items for the full Board's consideration in an efficient manner and to act to resolve others as necessary. *Standing Advisory Committees* to the Board, and the occasional Ad hoc Committee or Task Force, exist to help the Board govern, but are not for Administration or Program management or to make decisions on the Board's behalf. *Committees of the Congregation* carry out the tasks necessary to further the ministries of the church by way of seeking leaders who, by employment or volunteering, carry out the work of the Church. (see [Organizational Chart](#))

4.1 Executive Committee: The Executive Committee will meet monthly for purposes of collaboration regarding Board meeting agendas. The committee will review its charter annually to ensure its purpose and responsibilities are aligned with current governing structure and expectations.

4.2 Finance Advisory Committee: As an Advisory Committee to the Board, reporting monthly, Finance will monitor an array of financial resources and

activities of the church and make appropriate recommendations on financial matters. The committee will review its [charter](#) annually to ensure its purpose and responsibilities are aligned with current governing structure and expectations.

4.3 Stewardship Advisory Committee: As an Advisory Committee to the Board reporting quarterly, or in response to need or board request, Stewardship will empower, inspire, and equip congregants with the knowledge and resources to be intentional about year-round support of the Church. The committee will review its [charter](#) annually to ensure its purpose and responsibilities are aligned with current governing structure and expectations.

4.4 Governance Advisory Committee: As an Advisory Committee to the Board reporting monthly, Governance will engage in operational activities regarding policy-based governance that allow the Board to focus on its work of the Church and its role as fiduciary. The committee will review its [charter](#) annually to ensure its purpose and responsibilities are aligned with current governing structure and expectations.

4.5 Personnel Advisory Committee: As an Advisory Committee to the Board reporting as needed, Personnel will develop and review personnel policies related to employment and retention in consultation with the Head of Staff. The policies will ensure compliance with applicable laws. The committee will review its [charter](#) annually to ensure its purpose and responsibilities are aligned with current governing structure and expectations.

4.6 Facilities Advisory Committee: As an Advisory Committee to the Board reporting monthly, the Facilities Advisory Committee will oversee and enhance the physical organization and aesthetic appearance of the DuPage Unitarian Universalist Church building and grounds. The committee will review its [charter](#) annually to ensure its purpose and responsibilities are aligned with current governing structure and expectations.

4.7 Nominating Committee: As an elected Committee of the Congregation, Nominating will maintain a roster of Church Officers and elected Committee positions and their term rotations as described in the [Elected and Appointed Position Roles](#) procedure. The committee will review its [charter](#) annually to ensure its purpose and responsibilities are aligned with current governing structure and expectations.

4.8 Committee on Shared Ministry: As a Committee of the Congregation, the Committee on Shared Ministry (COSM) will assist the Minister(s), Staff, Board of Trustees, and other lay leaders and members in promoting the well-being of the Congregation's total ministry, ensuring that worship, volunteering, education, and all other work of DuPage UU Church is in service of our mission. The committee will review its [charter](#) annually to ensure its purpose and responsibilities are aligned with current governing structure and expectations.

4.9 Ministerial Search Committee: As an as-needed Committee of the Congregation, members of the Committee will be appointed by the Board following a process of Congregational input as noted in the Ministerial Search Committee formation procedure. The committee will develop a charter to define its purpose and responsibilities.

4.10 Ad hoc Committees and Task Forces

The Board of Trustees will create additional ad hoc [Committees and Task Forces](#) it deems necessary to perform time-limited assessment or tasks for the purpose of fulfilling its annual goals or newly defined projects and responsibilities.

5.0 Delegation to Staff

The Board delegates the authority to the Minister to manage the programs, administration, and resources of the Church, as prescribed and limited by the Church's policy-based governance. (See [Organizational Chart](#).)

5.1 The Minister will report to and be accountable to the Board of Trustees for their performance.

5.2 The Minister will develop or review measurable goals annually for their work, in alignment with the Mission of the church and ideally in collaboration with goals set by the Board.

5.3 The Minister will make decisions, take actions, and develop programs and administration that are consistent with a reasonable interpretation of Board policies and in alignment with the mission, vision, and annual goals of the Board.

5.4 The Minister will communicate with and support the Board in governing activities.

5.4.1 The Minister will provide periodic reports to the Board on informational issues and decisions that arise outside the scope of the Minister's contract and day-to-day administrative and operational activities as noted in policies and procedures.

5.4.2 The Minister will advise the Board when they perceive that the Board is not in compliance with the Bylaws, its Governing Policies, or in the event that Board actions become detrimental to the relationship between the Board and the Minister.

5.4.3 The Minister will advise the Board if the Minister considers the Board to be acting to the detriment of the congregation, the church's mission or vision.

5.4.4 The Minister will report in a timely manner to the Board on actual or anticipated noncompliance with any bylaw or policy.

5.5 The Minister will act as Head of Staff, as appointed by the Board.

5.5.1 As Head of Staff, the Minister will delegate responsibilities and roles to staff through job descriptions and in other ways as needed.

5.5.2 As such, the Minister will adhere to all state and federal employment laws, UUA fair compensation guidelines, follow all grievance and personnel policies, provide annual reviews, and shall not cause or allow conditions that are unsafe, unhealthy, unprofessional, disrespectful, or inconsiderate for staff members.

5.6 Board Inquiries

The Board may request, through the Minister as Head of Staff, data, information, or advice from Staff and Program teams to support its regular function. Such requests must come from the Board as a whole and not from individual Trustees.

6.0 Membership

Staff reviewed: January 2025

Board approved: [2/18/2025](#)

Membership will be open to all people without discrimination. Any person, who completed the Coming of Age program or are at least fourteen years of age, whichever comes first, may become and remain a member of this Church, provided agreement with the rights and responsibilities as articulated in the [Membership](#) procedures.

6.1 Members will not be denied participation in any Church function due to a participant's inability to pay the activity fee.

6.2 Members below the legal age of majority (eighteen in Illinois) will be prohibited from signing binding documents and may not serve as President or in elected office.

6.3 Any change to the Membership Policy will be communicated to the Congregation thirty days before the change takes effect.

6.4 Seminary students who wish to become members of DuPage UU Church will abide by the [Seminary Student Membership](#) procedure.

7.0 Business Meetings

7.0 Business Meetings

Board reviewed: Feb 2024

Board approved: [2/20/2024](#)

The President of the Board of Trustees is accountable for the planning and execution of Business Meetings of the Congregation.

7.1 The President, or appointed designee, shall preside at all Business Meetings of the Congregation.

7.2 Voting privileges for any Business Meeting shall commence after forty-five days of membership. Ballots shall be permitted as defined in [Business Meetings](#) procedure.

7.3 The purpose of and quorum for any Business Meeting shall be stated in the notice of the meeting.

7.4 Except as otherwise provided, as in Article VII of the Bylaws (Minister) or in the Business Meetings procedure, passage of ballot items will be a simple majority of verified voting members attending the Business Meeting.

7.5 The Board, Committees, and Staff shall provide Annual Reports and the proposed fiscal year budget, available to the congregation two weeks prior to the Annual Business Meeting.

7.6 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 for purposes defined and detailed in the [Business Meetings](#) procedure.

8.0 Oversight

Board reviewed: May 2022

Board approved: [5/17/2022](#)

The Church will use as a base for its reporting and collaboration structure the Board-approved [Organizational Chart](#) that defines relationships for essential work of the Church. Within the daily operations to accomplish and communicate the Mission, Vision, and measurable goals with desired outcomes for the Church community, all participants in the work of the Church will employ a tool to identify parties who will be Responsible, Accountable, Consulted, and Informed (RACI), or another Board-agreed tool, to promote clarity and transparency in the process of those activities. Within those activities are parameters that encourage member participation and awareness and ensure watchful care for the people and resources vital to the health of the Church community.

8.1 Care for Staff

The Church will maintain a respectful work environment free of abuse, molestation, harassment, exploitation, and interpersonal violence, as well as maintain an environment free of discrimination and harassment based on race, color, ethnicity, religion, national origin, age, disability, genetic information, gender, sex, sexual orientation, sex or gender identification, and any other status protected under applicable federal, state, or local law.

8.1.1 The [Personnel Manual](#) will include but is not limited to ensuring equal opportunity employment, fair compensation, a process and schedule for annual performance evaluation, a grievance filing and resolution process, and compliance with all applicable laws.

8.1.2 The [Personnel Manual](#) will be accessible by Staff and the Congregation on the Church repository.

8.2 Care for People

The Church will be a welcoming community, inclusive and open to all. Staff and Members will be guided by our Values, Mission, and Vision as we individually and collectively ensure the safety and well-being of our community in ways that include but are not limited to the following:

8.2.1 The Church will maintain a [Covenant of Right Relations](#): an environment free of abuse, molestation, harassment, exploitation, and interpersonal violence, as well as maintain an environment free of discrimination and harassment based on race, color, ethnicity, religion, national origin, age, disability, genetic information, gender, sex, sexual orientation, sex or gender identification, and any other status protected under applicable federal, state, or local law.

8.2.2 The Church will be welcoming, embracing, integrating and supportive of people and their families with visible and invisible disabilities, as described in the [Accessibility and Inclusion](#) statement.

8.2.3 The Church will welcome all as their full selves, respecting pronouns of choice, and single and family units of any size and description as aligns with the Unitarian Universalist Association's [Welcoming Congregation](#) program.

8.2.4 The Church will not deny member participation in any DuPage Unitarian Universalist Church function due to participant's inability to pay an activity fee. Scholarships or waivers are available by contacting the Staff.

8.2.5 The Church will assure congregants and visitors that threats to their personal safety posed by the presence of weapons will not be tolerated. The open and concealed carry of weapons, except by law enforcement officers, is prohibited in the Church and on its grounds.

8.2.6 The Church will offer a grievance filing and resolution process for Church members who feel that the Church or individuals have caused a dispute. The [Conflict Resolution](#) procedure will be available in the Procedures Manual and on the Church website.

8.3 Care for Resources

The Minister, by way of direct oversight and delegation, will ensure reasonable care is taken to prevent harm to the Church's financial assets, property, credit,

and tax exemptions and develop and follow administrative practices and procedures designed to prevent such harm.

8.3.1 The Minister must report promptly to the Board on any significant shortcomings in the implementation of the Financial Resources and Controls and Tax Compliance procedures.

8.3.2 Any member of the Congregation will be able to make a written request for financial information to the Treasurer who will provide the information unless it is in conflict with any other policy.

Board reviewed: March 2023

Board approved: [March 2023](#)

8.3.3 The Minister and an Abundance Fund Administrative Team will have access to an Abundance Fund (previously known as Minister's Discretionary Fund) to assist members and friends of the congregation and members of the larger community in meeting their basic living needs (such as shelter, food, utilities, medical) and other exigencies (such as transportation, fees).

8.3.3.1 Funds may be given as a loan or a gift, depending upon the person's ability and the circumstances.

8.3.3.2 The minister, along with the fund's Administrative Team, has discretionary and confidential use of these funds with limitations and required periodic reporting described in the [Abundance Fund](#) procedures.

Board reviewed: July 2021

Board approved: [July 2021](#)

8.3.4 Ministers and Employees will have available an Accountable Reimbursement plan with terms and conditions intended to comply with all applicable tax rules. The church will reimburse only reasonable ministry-related business expenses incurred by a minister or employee, as defined and described in the [Accountable Reimbursement](#) procedures.

8.3.5 The Minister will oversee or delegate to Staff the management, esthetics, and upkeep of the facilities, property, and grounds by way of contracting with appropriate businesses, engaging the Congregation for feedback when appropriate, and tapping the expertise of volunteer input

and assistance as necessary. The Minister will be bound by scheduled reporting and evaluation of such oversight to the Board.

8.3.5.1 Contractors will be evaluated on an annual basis, according to expectations agreed on at the time of hire.

8.3.5.2 To maintain security for the Church, facilities access will be managed by the Administrator in accordance with the [Key Issuance](#) procedure.

8.3.5.3 Expertise of and management by volunteers will be accepted for appropriate tasks as identified in Facilities procedure documents.

8.3.5.4 The Congregation's input will be sought for various grounds and facilities enhancement projects based on historical interest and future ownership of Church-wide projects.

8.3.6 Use of DuPage UU Church's name for external purposes will be granted by the Minister when requested and appropriate, to promote the purposes of the Church and support member participation in matters that align with our Principles, Mission, and Vision and as defined in the [Use of Church Name](#) procedure.

8.4 Care for Process

Members will be encouraged to maintain church life awareness via church-wide communications and to participate in and provide input regarding the work of the church. In that manner, all Board of Trustees, Committee, Program Team, and Task Force meetings of the Church will be open and accessible, with the exception of meetings or portions of meetings that require confidentiality for the privacy of Staff or Members.

8.4.1 Meeting dates, times, and location/access information (in person or remote) will be posted on the Church calendar.

8.4.2 Among, but not limited to, the meetings that will be closed are Executive Sessions of the Board of Trustees, the Personnel Advisory, Nominating, and Ministerial Search (when constituted) Committees, as well as Pastoral Ministry Associates.

8.4.3 The Board, Committees, Teams, or Task Forces that conduct closed meetings will provide a high-level description of the work that is conducted.

9.0 Church Name, Affiliation, and Dissolution

Board reviewed: Nov 2024

Board approved: [12/17/2024](#)

The name of this Church is the DuPage Unitarian Universalist Church, originally incorporated as The DuPage Valley Unitarian Society.

9.1 The Church is a member of the Unitarian Universalist Association and maintains an historic affiliation with the American Humanist Association or their legal successors, and with other organizations approved by the Congregation.

9.2 In case of the dissolution of this Church, all its properties, real and personal, after paying all just claims upon it, will be conveyed to, and rest in, the Unitarian Universalist Association or its successor or successors, to be used in fostering the growth of Unitarian Universalism in the MidAmerica Region.