



Policies of the Unitarian Fellowship of Corvallis, Oregon

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Introduction

The Unitarian Universalist Fellowship of Corvallis (the Fellowship) Board of Directors has adopted the following policies, which are intended to describe how we operate within the framework of our Bylaws, our mission and our Unitarian Universalist values. It provides a broad outline of how we care for each other, for the community in which we live and worship, and for our resources.

We are guided by the Unitarian Universalist 7 Principles:

1st Principle: The inherent worth and dignity of every person;

2nd Principle: Justice, equity and compassion in human relations;

3rd Principle: Acceptance of one another and encouragement to spiritual growth in our congregations;

4th Principle: A free and responsible search for truth and meaning;

5th Principle: The right of conscience and the use of the democratic process within our congregations and in society at large;

6th Principle: The goal of world community with peace, liberty, and justice for all;

7th Principle: Respect for the interdependent web of all existence of which we are a part.

The Fellowship Board of Directors (Board) acknowledges our society's, and the Unitarian Universalism's, legacies of racism, sexism, and colonialism and is committed to actions that seek to address past injustices and build just and fair institutions and human behaviors.

The Fellowship Board declares that a climate and environmental emergency threatens humanity and the natural world, commits to joining with other faith communities to address the moral and ethical aspects of global warming and associated environmental crises, and commits to implementing practical measures in its own space to address the emergency.

We describe our mission as "Explore. Love. Act." We gather as an inclusive religious community to search for meaning, build deep connections, and inspire action toward a better world for all.

Definitions: Policy and Procedure

Policies identify the basic principles and guidelines, formulated and adopted by the Board, that direct and limit the actions of the Fellowship in pursuit of its goals. Policies provide the framework and general direction, the "why" and the "way" that we do things, and are generally long-lasting. They are the guidelines under which procedures, which typically refer to specific sets of action rather than broad guidance, are developed. Procedures detail who performs the procedure, what steps are performed, when the steps are performed, and how the procedure is performed. A procedure may be responsive to one or more policies. Procedures should never counter or significantly revise their overarching policies.

Policy on Policies

This policy outlines how the Board will formulate policies that carry out the organization's business legally, fairly and openly. These policies provide broad guidance on how we approach our responsibilities, thus guiding the creation of more specific procedures and forms by Fellowship staff and other groups involved in the Fellowship's operations. Procedures and forms

will be organized into separate documents, organized, and regularly updated by Fellowship staff.

1. Only the Board of Directors may adopt or revise policies.
2. Policies are to be concise, easy to understand and follow a natural order from general to specific, from simple to complex, and use the active voice where possible.
3. Policies will be made easily accessible to members.
4. In situations where there is conflict between a policy and a procedure, the policy will be the Fellowship's prevailing guidance, and steps shall be taken to resolve the conflict in the procedures, or if need be the policies, as soon as feasible.
5. Policies will be developed consistent with relevant laws and regulations.
6. Each policy will be reviewed by all Board members before adoption, and revised for content periodically--generally every 5 years.
7. Fellowship staff will ensure that policies are carried out by UUFC members and volunteers, and conflicts between policies and procedures are identified.
8. Procedures and forms, and revisions thereof, will be consistent with policies and developed by councils and teams that are carrying them out on behalf of the Fellowship. Modest changes can be approved by Fellowship staff, and major changes must be approved by the Minister.

Policies

1. Care for our Board and Councils

1.1. Board of Directors Nominations

The Nominating Committee plays a critical role in making sure Board candidates are diverse and competent for service. The Committee will 1) check with the Fellowship Church Operations Manager about the record of prior Board service over recent years and current policy on Nominating Committee service and duties; 2) Consult with the council chairs, the Board, and the Minister about possible candidates; 3) Develop a list of candidates for Board service and confirm their eligibility to serve, and their interest in serving if invited. Final decisions on candidates will be made by the Nominating Committee.

1.2. The Council Structure

It is the policy of the Fellowship to disperse work to advance its goals among a large number of councils, teams within them, and other groups. Each Council has the authority, within the parameters of Fellowship policy, mission, and annual approved budgets, to make decisions about priorities, tasks, and projects within its area of concern--including to make decisions about reallocation of their annual budgets. Each Council may recommend new policies within its area of concern to the Board of Directors. Staffing ideas may be recommended to the Minister, who is Chief of Staff.

The term for any Council Chair is 3 years. There are no term limits for Council Chairs, but Board approval is needed for a Council Chair to serve beyond 3 years. As stated in the Fellowship Bylaws, the Chair of the Financial Oversight Council will be selected by the Fellowship at its Annual Meeting, also for a 3-year term, and the Chair may not serve for more than two consecutive terms.

Each council has teams within it, focusing on different areas of concern. Recognized Fellowship teams will, together with their councils, have a chair or co-chairs and at least five members committed to at least a year of work. They must submit a request for work and budget through their Councils to continue their work into a new fiscal year and be a recognized Fellowship team. Each Council will collect team and budget requests using the approved form in Fellowship Standard Operating Procedures, edit and revise with consultation from the teams, and submit one package for Board approval for the call made each Spring. Groups within the Fellowship may also form from time to time, be associated with a council, and potentially become a Fellowship-recognized team over time. These groups are encouraged as they tend to be dynamic and reflect current socio-political and community issues and activities relevant to the Fellowship mission.

1.3. Specific Council Guidance

1. The Fellowship organizational structure will include as many councils as needed, relevant to the work and mission of the Fellowship. Additions or discontinuation of councils is the responsibility of the Board of Directors, and will be made by majority vote. The Board will appoint and renew the appointment of council chairs annually. Supporting, maintaining, adding or discontinuing teams, task forces, or priorities within each council area are the responsibility of each council.
2. Current councils are Religious Exploration, Justice, Congregational Connections, Financial Oversight, Facilities, Worship, and Coordinating.
3. The RE Council works with RE paid staff to provide quality religious exploration curriculum and continually improve RE for youth and adults.
4. The function of the Justice Council is to support programs sponsored by the Fellowship related to social service, charity, environmental activism, and other justice issues.
5. The Congregational Connections Council works to build deep connections among members of the Fellowship. Policies in this area may be recommended to the Board of Directors. Staffing ideas may be recommended to the Chief of Staff.
6. The Financial Oversight Council provides informed, long-term financial guidance and oversight to the Board of Directors and the Fellowship. Its duties are also described in the Fellowship Bylaws. The Financial Oversight Council will include the Fellowship Treasurer, the Business Manager, and representatives of the Investment Committee and the Stewardship Committee.
7. The Facilities Council oversees the work of administering and managing the physical and communication infrastructure that facilitates and supports Fellowship life. Those under the purview of the Facilities Council include the Communications, Facilities, Grounds, Emergency Preparation, and Art Gallery Teams. The foyer table manager is also under this Council.
8. The Coordinating Council includes a representative from each of the other Councils plus primary Fellowship staff, the Board President, Treasurer, and others who represent major operational areas of Fellowship life. It is convened by the Minister with the goals of improving Council and overall Fellowship collaboration and communication, including to evaluate the efficacy, impact, and challenges to the Council Structure itself, and suggest modifications as needed to the Board of Directors.
9. The Worship Council assists the Minister in structuring all aspects of worship on Sundays and at other times and venues and in developing ideas for variations in content. It is convened by the Minister.
10. The Connections Council promotes relationships and linkages among Fellowship members, staff, and other associated persons. Its purview includes many groups and teams that focus on these goals from different perspectives.

1.4. Indemnity of Directors and Officers

This policy addresses how the Fellowship will indemnify its directors and officers who may get sued or threatened with a lawsuit in their capacity as a director or officer of the Fellowship. This policy outlines how the Fellowship will limit the liability of Board members and officers while they are acting in their capacity as a director or officer of the Fellowship. It describes how the Fellowship will implement ORS Chapter 65.

“Indemnification” means the Fellowship provides security against any judgement and expenses that the director or officer incurs as a result of legal action taken because of being a director or officer. A “Director” and “Officer” are those individuals who carry out the duties and responsibilities of the Board of Directors and Officers as identified in Article VI of the Fellowship Bylaws.

The Fellowship shall purchase and maintain insurance that provides indemnification coverage for its directors and officers. Details of the coverage are available in the policy. Oregon, under ORS 65, provides comprehensive guidelines for Directors and Officers. Fellowship Directors and Officers are encouraged to become familiar with ORS 65 and participate in networking workshops, as available.

2. Care for Our Paid Staff, Children, and Congregation Members

2.1. Delegation of Staffing Decisions

The Minister serves as Chief of Staff and is therefore responsible for managing, hiring, and dismissal of all paid staff, within the budget approved by the Board of Directors. In working with staff members, the Minister will act in accordance with the Personnel Policies Manual and work in partnership with the Personnel Committee regarding employee relations.

2.2. Criteria for Working with Children and Youth

The goal of this policy is to clarify who is eligible to be a guide, youth advisor, sponsor, or childcare provider at Fellowship. The RE program depends on volunteer guides and youth advisors. We will strive to make this a safe, meaningful and enjoyable experience for all. Therefore, those who volunteer to work with our children and youth will be screened before starting their work. They will be provided adequate training, materials and support to help the program meet its goals. The definitions of who can fulfil what roles are given in the Fellowship Standard Operating Procedures.

1. All adults and youth who work with Fellowship children and youth are required to be approved by the Director of Religious Exploration (DRE), sign a code of ethics, and provide updated contact information.
2. All adults, 18 years and older, must complete a criminal background check.
3. All adults working with children and youth must have attended Fellowship for at least six months, unless exceptions are made in writing by the Minister or DRE.
4. All youth who provide childcare for Fellowship children are required to be approved by the DRE, have a criminal background check, and sign a code of ethics. Background check and the relevant code of ethics are found in Fellowship Standard Operating Procedures.
5. Any adult who transports children or youth for Fellowship approved events, conferences and overnights must have signed a "Fellowship Agreement Form for Private Transportation of

Children & Youth" for each event. This form can also be found in Fellowship Standard Operating Procedures.

6. If a DRE or Minister learns of a volunteer who is not acting or functioning appropriately, they have the authority, in consultation with Fellowship's DRE, when present, and Minister, to release the volunteer from their position immediately pending further investigation of the matter.

2.3. Child Abuse Prevention, Intervention, and Reporting

The goal of this policy is to help provide a safe and nurturing environment for all children and youth who attend Fellowship and to describe the procedures to be used if abuse of a child or youth is suspected. The Fellowship, as a spiritual community, takes seriously the responsibility to provide a safe and nurturing environment for children. We recognize that we may be in a unique position to learn of circumstances in the lives of children and youth where there may be a need for intervention and healing.

1. Self-esteem and personal responsibility will be promoted in all RE programs.
2. Age-appropriate information about development and sexuality will be provided to children and youth in appropriate RE programs such as OWL.
3. Training and support will be provided for RE and guides, youth advisors, and families in the areas of sexuality during the life cycle, abuse, and related issues.

2.4. Childcare Safety

This policy provides a basis for reducing the risk of accidental injuries for children and for staff and volunteers to share a common set of expectations regarding limit-setting with children on the Fellowship premises or Fellowship activities in other locations. In recognition that minor injuries are a common occurrence during childhood, this policy strives to minimize risks while still allowing children access to developmentally appropriate and stimulating activities. In that context, the following policies are intended to increase consistency among the various caregivers. The goal is to provide a safe and comfortable environment in which children and youth can participate in Fellowship RE and childcare programs; to facilitate the appropriate and timely response to accidental injuries that may occur; and to clarify when RE guides, childcare providers or parents and guardians are responsible for supervision of children and youth.

1. Supervision of children and youth in Fellowship buildings and grounds will be the responsibility of parents and guardians, except for the designated times that the child or youth is participating in RE or Fellowship childcare activities.
2. On Sundays when children begin in the Fellowship Hall for a Sharing Service with their parents/guardians, the RE guides begin supervision of the children after the children leave the Fellowship Hall for their RE class time. Parents or guardians are expected to pick up their children promptly after the worship service ends. RE guides are NOT responsible for the supervision of children before service or after the service ends. Children who do not choose to attend the RE program are to stay with their parent or guardian and may not roam the building unsupervised.
3. Emergency contact information and a signed medical release form provided by a parent or guardian must be available for all children or youth participating in RE or Fellowship childcare events.
4. Annual safety training will be provided for all RE guides and all child care providers. Only those adults and youth who have received this training will be allowed in child care provider positions.

5. The playground and play structures will be monitored by the responsible adults for safety or structural problems prior to use by children.
6. Children younger than 5th grade will be directly supervised at all times whether inside Fellowship or on outside grounds and play areas.
7. Tree climbing by children or youth is not allowed.
8. Except for parents, adults should not be alone with children in cars or rooms; more than one adult or child should be present, and doors to rooms shall be left open if there is a necessity to have a single adult and child together. In all online platforms including texting, two adults should be involved as part of communications, and preferably also a parent.
9. RE guides and caregivers are not required to assist children with toileting. If a particular situation demands adult assistance, it is recommended that the door be left cracked and another adult be made aware of the situation and asked to stand by at the door if possible. A preferable alternative is to send for the parent or guardian.
10. Diaper changes for infants or toddlers will be done by their parents or guardians.
11. A first aid kit will be available in the RE wing for use.
12. An "Ouch" Report will be completed and given to the Director of Religious Exploration whenever an accident occurs.

2.5. Fire Safety in the RE Classroom

The goal of this policy and the attendant working guidelines (Fellowship Standard Operating Procedures) is to minimize the risk of accidental fire and resulting injuries and to clarify the responsibilities of Fellowship staff, volunteers, and parents in ensuring the safety of Fellowship members during Fellowship meetings and services and the safety of youth involved in the RE programs. The policy is intended to ensure that candle and chalice lighting and fire drills are conducted safely. The core policy is that RE guides will be trained in the safe use of candles following the procedures outlined in Fellowship Standard Operating Procedures prior to working with children.

2.6. Transportation for Fellowship-related Events

The goal of this policy is to outline the requirements for transportation of children and youth to Fellowship-sponsored events. Opportunities for social service, community events, conferences, and field trips outside of Fellowship grounds can be valuable experiences for children and youth participating in RE programs.

1. Any volunteer driver for a Fellowship-sponsored event must sign a "Private Transportation Guidelines" form found in Fellowship Standard Operating Procedures, and provide a copy of their license and current auto insurance card annually.
2. All volunteer drivers will have their driving record checked annually. Drivers with significant moving violations will not be allowed to be volunteer drivers.
3. Volunteer drivers transporting youth to district or continental events must be at least 24 years of age.
4. Volunteer drivers transporting children and youth to local events must be 18 years of age or older.
5. Parents or guardians may make private arrangements for transportation of their child or youth, if desired, and notify the relevant RE guides or volunteers ahead of time.
6. On those occasions when the Fellowship rents a vehicle for a Fellowship-sponsored event, the volunteer driver's insurance will be used as the primary insurance in the event of an accident and the Fellowship's insurance will be used as the secondary insurance.

2.7. Childcare Arrangements

The purpose of this policy is to ensure that committees and event coordinators understand their responsibilities for arranging, paying for, supervising, and managing quality of childcare at Fellowship events to ensure the safety and well-being of our children. Childcare is an important responsibility at Fellowship. All event organizers are responsible for arranging childcare. Parents, guardians, children, and childcare providers should seek to create a welcoming, safe, and enjoyable experience during care.

This policy applies only to Fellowship-sponsored events. We encourage committees and event coordinators to consider how children might be included in the event itself, rather than just providing childcare. We also encourage committees and small groups to consider what is best for the children and what is cost-effective. Where possible and needed, childcare is to be offered for all Fellowship sponsored events and programs. Rooms for providing childcare must be reserved in the same way that rooms for other activities and events are reserved. Advance registration for childcare for Fellowship events is recommended to assure provision for adequate care for the children present. In some instances, event sponsors will arrange to pay for childcare for a small group or single child. Events that take in money should include the cost of childcare in its budget. If an event does not take in money, the cost for childcare should be covered in a line item in the Fellowship budget.

2.8. Individual Privacy and Data Security

This policy addresses the gathering, use, and safeguarding of personal information and data that individuals provide to the Unitarian Universalist Fellowship of Corvallis (Fellowship) or images that are taken by the Fellowship. The Fellowship gathers personal information, images, and data about its members, friends, staff, contractors, and renters to facilitate communications, programs, activities, and facility operations. These policies can apply to members (individuals who are official members of the Fellowship according to the Fellowship Bylaws), friends (individuals who have provided information, images, or data to the Fellowship recorded in our database, but who are not official members), and children and youth (minors who are currently registered for Fellowship religious exploration programs, for whom parents or guardians have provided personal information or data to the Fellowship).

The Fellowship gathers only information, images, and data necessary to carry out its ministries and programs; protect Fellowship members, children and staff; operate its facilities; and comply with state and federal laws. Information gathered is used to maintain communication with members, parents, and friends, provide financial stewardship, and solicit people for Fellowship committees, projects and activities. This includes a directory of Fellowship members that includes email addresses and phone numbers when provided and that is accessible only to members (see communications policy).

The Fellowship will protect personal information and data from unauthorized use or disclosure. We will not sell, rent, or transfer personal information we gather to any third party without written (online, email included) permission, except to the Unitarian Universalist Association.

An opt in/opt out process will be provided to members, friends, and parents of children and youth before personal information, images, or data are posted online or published.

2.9. Emergency Closures

This policy gives direction to Fellowship staff and leadership during weather and other common emergency situations. Weather and other emergencies can affect our ability to hold worship and other services, to keep the office open, and to conduct other activities. This policy balances the

importance of Fellowship activities and services with the safety of its members and the public during the most common emergency situations.

Unless an exception is made by the Minister, or Chair of the Facilities Council, the Fellowship buildings and grounds will be closed to activities, including rentals, when:

1. There is no electricity and/or water in the buildings.
2. There are acute environmental hazards inside or around the buildings.
3. Local or state government declares a weather, health, or seismic emergency and asks people to not drive or to stay home.
4. The Minister or the Chair of the Facilities Council decides that conditions for travel to the Fellowship's facilities, or conditions within the Fellowship facilities, are too dangerous for safe use.
5. The Minister, Chair of the Facilities Council, or the President of the Fellowship Board of Directors will make immediate decisions on facility closure or emergency procedures; closures that extend beyond one week will be approved by vote of the Board of Directors.

2.10. Process for Revoking Membership and Removal from Premises

The purpose of the policy is to expand on the basic process for removal of a member as given in the Bylaws. "Member" is defined by the Fellowship Bylaws.

The Board can revoke Fellowship membership for cause after appropriate notice and a Board hearing, as described in the Fellowship Bylaws under expulsion. There will be at least 15 days advance-notice (by electronic or other written means), of the proposed action, the reason(s) for it, and an opportunity to respond in writing. Revocation shall require an affirmative vote of at least three-fourths (3/4ths) of the members of the Board to pass.

A church staff or Board member, the Minister, or their designated representative may immediately and temporarily remove any person from church property or events including services, without notice or opportunity to be heard, for dangerous or disruptive behavior.

3. Care for Our Religious Activities and Responsibilities

3.1. Ministerial Ordination

This policy outlines the criteria and process by which a person may be ordained by the Fellowship. Procedures for ordination can be found in Fellowship Standard Operating Procedures. The following criteria must be met by prospective ordinands:

1. They will have a pre-existing relationship with the Fellowship as one or more of the following: a member or a ministerial intern or having been solicited by Fellowship for ordination.
2. They will have earned a decision of Category I at their Ministerial Fellowship Committee (MFC) interview.
3. They will have earned an MFC-approved theological degree.

■ Officiates

Only ministerial students, ministerial interns, and retired ministers may be approved as official representatives of the Fellowship in performing weddings, memorial services, and other rites of passage considered to be under the umbrella of the Fellowship (i.e., not a rental use or other

use by an outside group, which may use their own officiates). Fellowship officiates will be eligible for financial remuneration for their services. Approval to perform Fellowship-affiliated rites will be at the discretion of the senior or interim Minister.

3.3. Minister's Discretionary Fund

The Minister's Discretionary Fund (MDF) is a designated fund of the Fellowship. Any disbursements from the fund shall be authorized by the Minister, at the Minister's discretion, to provide loans or gifts to Fellowship members or friends for short-term needs or to provide for Fellowship projects and needs. The fund balance shall be no less than \$500 at the start of the Fellowship fiscal year.

A subset of this fund, the Emergency Aid Fund (EAF), will be used to provide small but vital financial assistance for members and friends of the congregation who encounter one-time, unforeseen, or unexpected financial need. It will be allocated based on a vote of the Emergency Aid Fund Team (organized and members chosen by the Minister), after receiving a recommendation from the Minister. Distributions from this fund are limited to \$500 per family or individual request, up to one time per year, depending on available funds.

The Minister may request additional funding for the MDF or EAF during the annual budget planning process. Contributions to the MDF will also be accepted from members and friends at any time. Distributions from the MDF will not exceed the available amount in the MDF, nor will funds be used to directly benefit the Minister or the Minister's family. Fund requests and requestor details may be treated as confidential upon request and consent of the Emergency Aid Fund Team. The Minister must follow all applicable IRS regulations regarding the use of this fund.

3.4. Program Mission for Children and Youth

The purpose of this policy is to clarify the mission and vision to guide the Religious Exploration (RE) Program of the Fellowship because religious education of children and youth is considered central to our mission. Our RE program should seek to educate while providing a sense of fellowship through participating in fun, inspiring, and meaningful shared activities. All parent/guardians of children in the RE Program are encouraged to contribute to the Fellowship in some way. RE goals are to:

1. Provide a welcoming and meaningful experience for children and youth.
2. Create a physically and emotionally supportive environment.
3. Encourage feelings of self-worth.
4. Create a sense of wonder.
5. Encourage respect for people's differences.
6. Build a sense of community.
7. Help children and youth develop moral, ethical, and interpersonal values.
8. Nurture feelings of love and respect for the human family and our earth.
9. Reflect our latest understanding of oppression, colonialism, racism and multiculturalism.
10. Build a strong Unitarian Universalist (UU) identity including understanding of:
 - a. UU history
 - b. World religions
 - c. Peace and social justice
 - d. The interdependent web of life
 - e. Opportunities to participate in service activities

4. Care for Our Community Gatherings

4.1 Food and Beverages for Fellowship Services and Events

This policy provides guidelines for the serving of food and beverages following regular Sunday services, or as part of other church services or events, including for purposes of fundraising.

They key policies are:

1. Any council, committee, or team of the Fellowship may serve lunches, dinners, baked goods, or other food and beverages after regular or other church services in order to raise funds for charity or for Fellowship programs or activities.
2. For coffee and tea service following Sunday services, coffee, tea, and other beverages are provided free of charge to members, friends, and visitors.
3. For lunches following Sunday services, the Social Concerns Team will have scheduling priority for the use of one week per month for Social Action Fundraising Lunches, prearranged with the Fellowship Church Operations Manager by October 1st of each church year. Other groups wishing to hold fundraising lunches following Sunday Services must schedule their event with the Church Operations Manager on a first-come, first-serve basis.
4. For bake sales or other food service following Sunday services, Fellowship committees may offer baked goods or other food, or groups wanting to raise money for their programs or other good causes consistent with our UU Principles. The Fellowship Church Operations Manager will coordinate usage and resolve conflicts as needed. Groups providing baked goods are encouraged to provide healthy snacks such as sliced apples, carrots, or nuts.
5. For food or beverage service associated with Fellowship congregational meetings, workshops, celebrations, and special fundraisers, service will be free of charge to members and supporters; costs will be covered by the appropriate Fellowship operating fund. Charges or donations may be requested for food or beverage services provided as part of other Fellowship programs and activities. For example, potluck dinners are often held as special fundraisers.
6. Cleanup responsibilities are the responsibility of the individuals or groups providing beverages, lunches, dinners, baked goods, or other food services at the Fellowship. As appropriate, cleanup will include cleaning any area of the kitchen and social hall used, including cleaning the kitchen (dishes, floors, counters), restoring tables, chairs, and other furniture to their original locations, turning off heat and lights, locking all doors, and taking kitchen trash to the dumpster.

4.2. Alcohol Use

The goal of this policy is to provide clear guidelines for use of alcoholic beverages at Fellowship-sponsored events that are consistent with our vision, mission, and covenant. The Fellowship recognizes that alcoholic beverages are appropriate in some contexts according to our policies and stipulations. The policy extends to all activities of the Fellowship and includes fundraising events, programs, retreats, social functions, and services of all kinds. These Fellowship events share the purpose of encouraging members and friends to socialize and work together toward mutually rewarding goals. However, alcohol is prohibited at events focused on youth. The policies are:

1. Fellowship-sponsored activities may involve alcohol, but alcohol will be limited to beer or wine; no distilled liquor. People under the age of 21 are prohibited from drinking alcohol per Oregon law, and non-alcoholic alternatives should also be made available.
2. Use of alcohol is at the discretion of the individual participant, for which they take full individual responsibility for their behavior and damages it may cause.

3. If alcohol is provided by an outside entity to the Fellowship, the event organizers will sign a Hold Harmless form (Fellowship Standard Operating Manual).
4. Individual participants are expected to use alcohol in moderation and are responsible for obtaining and using a designated driver where appropriate.
5. Event organizers and the Fellowship are not responsible for monitoring an individual's alcohol use.
6. Donations may be requested for alcoholic beverages provided as part of Fellowship programs and activities.
7. Events serving alcohol will clearly advertise the event as such.
8. External entities contracted to provide alcoholic beverages as part of a fund-raising event may have additional procedural and legal requirements for which the contractors will take responsibility.

5. Care for Our Financial and Physical Resources

5.1. Management of Legal and Financial Risks

The Board of Directors, Financial Oversight Council, Chief of Staff, Investment Committee, and Personnel Committee shall coordinate to manage legal and financial risks to minimize liability to the Fellowship. The Fellowship shall follow all current IRS and State of Oregon regulations, including what is needed to maintain our 501(C)(3) status.

5.2. Protecting Fellowship Assets

The Fellowship Treasurer, other officers, directors, the Financial Oversight Council, and the Business Manager shall act to prevent or minimize loss of money or property through carelessness or dishonesty by those members or employees responsible for handling church funds and property.

1. The Treasurer and the Business Manager will establish clearly defined accounting procedures and practices.
2. To ensure continuity, a minimum of two people shall be trained on each procedure. "Separation of duties" procedures and bylaws shall be followed.
3. The Fellowship is committed to accounting for, and continually reducing, its greenhouse gas impacts. Carbon and other greenhouse gas emissions, and mitigation expenses thereof, will therefore be explicitly considered during annual budget setting.
4. All financial records are the property of the Fellowship.

5.3. Reviews of Records and Procedures

The Fellowship Board of Directors shall request an external review of financial records and procedures at a minimum of every five fiscal years. The Treasurer or their appointee is responsible for directing the review, which may be a formal audit at the Board's discretion.

5.4. Designated Financial Contributions

The Fellowship encourages and prefers unrestricted gifts to its operating and capital funds. However, some individuals prefer that their gifts be designated for specific purposes. This policy outlines how the Board and Treasurer will handle designated gifts.

The Treasurer, acting for the Board, will accept designated gifts only if they meet the criteria in this policy. The Treasurer may accept these gifts only if they:

1. Support the programs, policies, Bylaws, and mission of the Fellowship
2. Are from a reputable person or organization
3. Are without unreasonable restrictions
4. Are for the operations, capital fund, loan funds for justice projects, or endowment

For gifts under \$10,000, this determination shall be made jointly by the Treasurer, Minister, and President. For gifts of \$10,000 or more, this determination shall be made by a vote of the Board of Directors. The gifts will be recorded as described in Fellowship Standard Operating Procedures.

1. In general, the Board will not name a facility, program, or item in honor of a donor who makes a designated gift. However, the Board reserves the right to name a facility, program, fund, or item under special circumstances.
2. The Board will thank the individual or organization making a designated gift. The Fellowship will assure donors that their gifts are appreciated and will be used in the manner designated.
3. The Fellowship sends annual tax receipts for monetary (cash, check, credit card, and stock) donations. When requested, the Fellowship will supply a form for material donations that donors can fill out.

5.5. Credit Use

The Business Manager will oversee the accepted procedures for credit card use in conjunction with the Financial Oversight Council. Each Fellowship business credit card shall be used for valid Fellowship expenditures only. Use of a Fellowship credit card or Fellowship store credit account for personal use is prohibited.

Only Fellowship staff, committee chairs, and members who have been approved by the Business Manager may use Fellowship credit cards or credit accounts.

5.6. Investments

The Fellowship has endowment and legacy funds that are to be wisely managed for the long-term financial stability of the Fellowship. Current practice is to hold such funds in the Unitarian Universalist Common Endowment Fund (UUCEF). The UUCEF is a diversified investment fund seeking current income and long-term investment returns through portfolio allocation and professional asset management with UU socially responsible investing goals. Information on investing practices and social responsibility guidelines can be found at <https://uucef.org/>

The Fellowship Investment Team shall meet at least once a year to review UUCEF performance and to assess whether current UUCEF management practices are well-aligned with Fellowship goals. If there appears to be misalignment, the Committee can make recommendations to the Board of Directors on a different course of action.

5.7. Alternative and Community (Local) Investments

The Investment Team may invest in local enterprises that conform to UU principles and offer opportunities to the community even though the rate of return on investment may be less than other investments. Likewise, investments may include carefully vetted socially or environmentally desirable enterprises whose rates of return may be less than alternative investments. An investment target of 5 percent of total funds is to be used but additional

investments can be made if they make economic sense for the Fellowship. The Investment Team shall exercise ordinary business care and prudence in making these investments and follow related standards in the Uniform Prudent Management of Institutional Funds Act.

5.8. Use of Endowment and Invested Funds

The UUFC holds both endowed and reserve funds in its investment pool.

Endowed Funds

The principal of the endowed funds cannot be spent. If there is a positive investment return on endowed funds (calculated annually on Dec 31), ninety percent of the earnings may be spent. Remaining funds will be added to the principal of each account. Any unspent funds will be added to principal. If there is a negative return, no funds may be spent until the principal level of the year just prior to a negative return is reestablished.

Reserve Funds

Reserve funds have been accumulated over time. In the annual budgeting process, ninety percent of annual earnings (calculated annually on Dec 31) may be allocated for the budget. The board is encouraged to wait until the end of each fiscal year to determine if an actual transfer of funds is needed. If not, funds should remain in the reserve fund pool to allow for continued growth. In exceptional circumstances, a larger percentage may be allocated to the budget with Board approval or funds may be taken as a loan with loan provisions set by the board. If there is a negative return, unless under exceptional circumstances, no funds may be spent until the reserve fund level of the year just prior to a negative return is reestablished.

Reporting

The Investment Team shall report directly to the Board of Directors, through either the Treasurer or the Board liaison to this team, and through the Board annually to the congregation. The team shall report on its assessment of UUCEF and local or social/environmental targeted investments, if any, regarding their performance and on its recommendations, if any, to change investment strategies.

5.9. Undesignated Financial Bequests and Gifts

Undesignated bequests less than five times the current average pledge will be treated as income for the current operating budget. Undesignated bequests equal to or greater than five times the current average pledge will be allocated as follows unless otherwise directed by the Board:

1. 50 percent shall go into the Flexible Endowment Fund and be subject to the rules and constraints of that fund.
2. 40 percent shall go into the Reserve Fund.
3. 10 percent shall go into the Justice Outreach Fund.

Notations of gifts to the legacy fund during the year shall be included in the next annual report. The amount of a gift (individual donations outside of pledge payments and weekly collections whether through gift or estate bequest) is calculated as the total amount given under an individual's name. In the case of a death, various people may give gifts in the deceased person's name, so the gift amount is the total given in the deceased person's name. Records of gifts shall be kept permanently if the gift is \$1,000 or more.

5.10. The Justice Outreach Fund

The Justice Outreach Fund promotes the application of the seven Unitarian Universalist principles and uses the funds for Fellowship and other activities related to justice work that are consistent with tax regulations governing the Fellowship's tax-exempt status.

The Board of Directors shall designate a three-person Grant Team to manage the grant allocation process. One member of the Grant Team shall be designated as liaison to the Fellowship Treasurer and shall coordinate fund management and grant allocation with the Treasurer and Business Manager. The Grant Team will review proposals for project funding based on the criteria in Fellowship Standard Operating Procedures.

5.11. Loan Funds for Justice Projects

This policy enables the Justice Council to accept donations to the Fellowship that create revolving loan funds to assist organizations conducting justice-related projects. The loan fund process is described in Fellowship Standard Operating Procedures.

6. Care for our Fellowship Facilities

6.1. Facility uses

This policy guides how we use our shared space, consistent with our UU Principles. Competing interests for access and facility use are managed in a way that is transparent, accessible, and fair, acknowledging preference for those who are part of the Fellowship community and for those groups with whom we are connected. Rental terms also acknowledge the benefit of providing community space for a fee, while prohibiting those activities anathema to our Principles.

The following types of facility uses are supported:

1. Fellowship use: Fellowship members, including staff, councils, and teams, may use Fellowship rooms for a reduced fee or no fee under the circumstances described below. For all these Fellowship uses, a Fellowship member or staff will sign a rental agreement, and a Fellowship member or staff will be responsible for opening, cleaning, and closing the building.
2. Fundraising events: The Fellowship hosts several fundraising events throughout the year, which are an important means for building community and funding Fellowship operations. These events often include significant participation from the outside community. They should be scheduled well in advance and given high priority.
3. Small-Group Events: While non-members and non-supporters are welcome at the Fellowship events, meetings, and activities, we expect that approximately 50 percent of the participants in small group Fellowship events will be contributing members or contributing supporters (i.e., Fellowship "friends," who are not members, but make financial contributions to the Fellowship through pledges). When this is not the case, we will offer our facilities on a regular rental basis, as long as our schedule and priorities deem this appropriate.
4. Large-Group Events: At times, the Fellowship will plan and organize events (such as concerts, lectures, or workshops) open to the public. The 50-percent Fellowship participation rate (described above) will not apply to these events.
5. Personal Uses and Ceremonies: Fellowship members, contributing supporters, and staff members may use the building for weddings, memorials, and other ceremonial services at

no charge. For private social functions, contributing supporters and staff members of the Fellowship may rent the Fellowship, paying 50 percent of the established rates.

Fellowship Professional and Discretionary Activities

A Fellowship staff member may sponsor or coordinate use of our facilities for UU or professional events at no charge (e.g., UU Administrator's Network, Corvallis Church Music Directors' meeting, PNWD RE Director's meeting). The staff member will be responsible for signing a rental agreement and opening, cleaning, and closing the building.

Fellowship Group-Sponsored Events

A Fellowship group, officially recognized in the life of the Fellowship (by a Council or the Board of Directors), may sponsor a community group's use of our facilities, free of charge, if that event is consistent with the mission and objectives of the Fellowship. If a group votes to sponsor an event, it delegates responsibility for the event to one of its members. This person will be in the building during the duration of the event and is responsible for opening, cleanup, and closing the building.

Donations to Fellowship for Overhead Expenses

If groups or individuals for whom the rental fee is waived charge admission or collect donations from participants, we ask that they make a donation of at least 10 percent of their income to Fellowship to help defray overhead and other expenses.

Other Situations

In ambiguous situations, rental decisions and rates will be made by the Church Operations Manager in consultation with the Minister.

Community Rentals

We will offer our facility to community individuals, groups, and organizations for rent according to the rental rate chart (see Fellowship Standard Operating Procedures). As an organization, we retain the right to deny rentals based on our organizational philosophy, our scheduling priorities, and any knowledge we have of the individual's, group's, or organization's conduct as a renter. Nonprofit organizations are charged at two-thirds the standard rates. Full waiver for nonprofit organizations may be granted on a discretionary basis after review by the Church Operations Manager in consultation with the Minister.

Long-Term Rentals

Long-term, recurring rental of Fellowship facilities and equipment to organizations or businesses (e.g., churches, schools) will be handled on a case-by-case basis. Rental fees will be based on the type of use, use frequency, need for Fellowship oversight, coordination, and precedent. The Church Operations Manager, in collaboration with affected Fellowship groups or staff, will set long-term rental fees, time frames, insurance requirements, and other rental contract considerations. Such rental contracts will be approved by the Board.

Keys and Access

Authority to have and use a building key is not a right of Fellowship membership. It is a privilege given to members, renters, and others who have a proven need to access the building for

activities, who show an interest and ability to be responsible for the building and people in it, and who will protect and secure it as necessary.

The distribution and use of keys, and thus access by Fellowship members and staff, will ensure control of the opportunities for Fellowship events and a safe environment within the facilities. Practices for managing keys are described in Fellowship Standard Operating Procedures.

6.2. Weapons on Buildings and Grounds

In order to make its buildings and grounds peaceful, safe, and secure, this policy limits the presence of weapons. “Weapons” are here defined as any mechanism—firearm, handgun, or knife—having a blade that projects or swings into position by force of a spring or by centrifugal force. This includes any dirk, dagger, metal knuckles, or any similar instrument by the use of which injury could be inflicted upon a person.

The Fellowship prohibits the possession or carrying of weapons within all of its owned or leased facilities and parking lots. This prohibition includes private citizens, members, and staff with or without permits to carry weapons.

Everyone shall be alert for the presence of weapons. Any weapons that are observed should be brought to the attention of the staff or Board members. Anyone who brings a weapon onto property owned or leased by the Fellowship will be asked by staff or Board members to remove it from Fellowship property. Anyone refusing this request will be asked to leave the Fellowship property immediately. If anyone fails to comply with that request, the Minister or Board members will be notified and take appropriate and legal action.

Renters may engage the services of event security at their own cost. Security guards may not carry firearms on the Fellowship premises or in the Fellowship facilities, with the exception of law enforcement officers contracted to provide security for the event. Renters shall provide proof of indemnification prior to a rental event taking place that includes law enforcement officers with firearms.

This policy also does not apply to law enforcement officers carrying firearms or other lethal weapons on church premises in the performance of their official duties.

6.3. Display of Permanent and Loaned Art

This policy establishes guidelines concerning the display of artworks in the Fellowship. Rotating art exhibits reflect and support our principles and values, enhance our worship space, are family friendly and welcoming. All art will be covered by the current Fellowship Insurance rider. The key policies are:

1. Walls in the Fellowship Hall will be reserved for rotating exhibits.
2. Artwork is juried, and thus approved for posting, by the Art Gallery Team under the Administrative Council. The Team may select a specific theme for a particular exhibit.
3. Art owned by the Fellowship will be displayed in other areas of the Fellowship as determined by the Art Gallery Team. The Board or the Facilities Council may agree to accept a donated work of art after consulting with the Art Gallery Team.

6.4. Access to Fellowship Facilities

The distribution and use of keys by Fellowship members and staff will ensure the opportunities for Fellowship events and a safe environment within the facilities. The distribution and use of

facility keys for rentals is described in the Fellowship Standard Operating Procedures. The key guidelines are:

1. Authority to have and use a building key is not a right of Fellowship membership. It is a privilege given to members, renters, and others who show a need to unlock or lock doors enabling activities in our building, who show an interest and ability to be responsible for the building and people in it, and who will protect and secure it as necessary.
2. Fellowship staff will be given a key to the facility and, if appropriate, to designated office space. Employees are required to return their keys upon terminating employment.
3. Congregational leaders will only be given a key to the facility if the Church Operations Manager or designee determines a key would be necessary to access the facility or rooms within the facility.
4. Failure to follow Fellowship policies, procedures, and instructions of the Church Operations Manager may result in the suspension of key privileges. Individuals will return keys immediately upon request of the Church Operations Manager or designee.
6. The Operations Manager will keep a record of those who are in possession of keys and ensure each person with a key has a Key Form on file.

6.5. Policy on Contracts

This policy describes who or which bodies within the Fellowship can review, approve, or sign a contract or grant agreement that obligates payment by the Fellowship.

Definitions relevant to this policy include:

1. A contract is defined as an agreement (contract or grant) between the Fellowship and another party.
2. A Fellowship member is an individual who has formally established a relationship with Fellowship by becoming a member per the Bylaws,
3. A designated Fellowship member is a member designated by the Board or a Council Chair charged with acquiring a required service or charged with overseeing an approved project or a member who has agreed to review contracts.
4. A Fellowship-approved activity is a routine operation requiring a contract (e.g., custodial contract, internet service, etc.) that is approved as part of the annual budgeting process. Special projects requiring a contract (e.g., tree removal, flooring installation, workshop speaker, etc.) are approved and signed as shown in Table 1.

The main policies regarding contracts are:

1. Contractual agreements must be within the scope of the Fellowship's mission, goals, and annual approved budget.
2. Either the Business Manager, Minister, or a vote of the Board of Directors may authorize review by a lawyer before final review by the Board.
3. The Board has the authority to request Board approval of any contract.
4. The Business Manager may request that the Board review any unsigned contract.
5. The Business Manager will report any new contracts signed to the Board each month.
6. Table 1 outlines the Fellowship's requirements for reviewing, approving, and signing contracts or grants of varying amounts.

Table 1. Fellowship Policies for Reviewing Contracts.

Contract Amount	Contracts are required to be <i>reviewed</i> by:	Contracts are required to be <i>approved</i> by:	Contracts are required to be <i>signed</i> by:
\$1,000 or less	Council Chair (Business Manager review may be requested.)	Routine operations approved in budget; special projects approved by Council Chair if they do not exceed more than 110% of the total approved Council budget.	Business Manager or Minister
\$1,001 to \$4,999	Business Manager	Routine operations approved in budget; special projects approved by Business Manager or Minister	Business Manager or Minister
\$5,000 - \$24,999	Business Manager <i>plus</i> Minister, and Designated Fellowship Member with special expertise in area	Routine operations approved in budget; special projects by Business Manager or Minister	Business Manager or Minister
\$25,000+	Business Manager <i>plus</i> Minister plus Designated Fellowship Member with special expertise in area	Board	Business Manager or Minister

7. Care for Our Communications

7.1. General Communications Policy

This policy provides guidance about methods for communication that reflect the values and activities of our congregation, taking into account the different platforms and their different target audiences, as well as our diverse members, friends, and publics. The Fellowship will therefore maintain and curate a variety of means for communication, both electronic and in print (when

the latter is needed). Because of the rapid change in electronic communication tools, the format is likely to vary over time.

Examples of communication platforms the Fellowship will support include:

1. A newsletter prepared by Fellowship staff, often with contributions from Board members and Council leaders, and posted approximately weekly, and members emailed or otherwise notified.
2. A website maintained by Fellowship staff.
3. An online, searchable directory of Member contact information maintained by Fellowship staff. The directory is not for the general public.
4. Email listserves, such as UU Announce, will be maintained by Fellowship staff and curated so official Fellowship news and updates can be sent in a timely manner. For urgent information, such as calls to participate in rapidly forming social actions or provide help in response to disasters affecting the community and members, tools such as broadcast text messages will be ready to be employed.
5. Network-based options such as Mighty Networks, Facebook, and Twitter pages that allow general communications and discussion, as well as spaces for specific topics and interest groups.

7.2. Bulletin Boards and Pamphlet Rack

This policy provides guidelines for the care of and responsibility for the Fellowship bulletin boards and pamphlet racks, which are typically in prominent places for the benefit of Fellowship members and visitors. The boards should include basic information about the staff and structure of the Fellowship, membership of the Board of Directors, the Councils, and events or activities of interest to Fellowship members or visitors. The Church Operations Manager will be responsible for the maintenance of these boards and racks and may remove items they consider inappropriate as well as anything which is outdated. They will consult with the Minister as needed in making decisions.

7.3. Exterior Sign Posting

The policy applies to “prominent” signs that are to be posted with letters or symbols that can be readily seen and read from more than 10 feet.

All posting of exterior signs must comply with any State of Oregon, Benton County or City of Corvallis rules or regulations in effect at the time of posting. The Fellowship Board of Directors will approve the hanging, erection, creation, or posting of any prominent exterior sign(s) on the Fellowship property. Any size sign which relates to a highly divisive issue, within the Fellowship or local society, and that has not already been endorsed by the UUA or the Board of Directors, should seek permission to post from the Board. Posting requests should cite the relevant UU Principles so that it is evident that the stand taken on an issue is a reflection of our core values, and its intended dates of posting. Any sign for the purpose of stating a congregational stand on an issue will have a predetermined time limit for display with a maximum limit on display of 90 days, with an option to renew by request.

The Board has preapproved the following exterior signs:

1. The large wooden permanent sign directly in front of the Fellowship stating "Unitarian Universalist Fellowship"
2. The large “Black Lives Matter” signs
3. The Fellowship permanent parking sign located in front of the Fellowship

4. The permanent "enter" and "exit" signs located on Firwood Street adjacent to the parking lot driveways
5. The annual "Rummage Sale" and "Holiday Bazaar" signs
6. Handicap parking signs
7. Short term signs (1-10 days) announcing events being held at the Fellowship.

In emergency situations brought about by issues that call for an immediate public response where a Board online vote within a single day may not be possible, then any sign may be displayed (subject to paragraphs 2 & 3 above) if approved by the Senior Minister. In the Minister's absence, then the Board President can approve; in the President's absence, the Board Past-President.