

North Shore Unitarian Universalist Society

Policy Manual

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Policy Concerning Internet Services

Adopted February 28, 2009

This policy empowers the Board of Trustees (the Board) to establish internet services for the benefit of North Shore Unitarian Universalist, Inc. (NSUUS) and establishes policies concerning ownership, administration, and management.

Establishment

From time to time the Board of Trustees (the Board) may establish internet services for the benefit of North Shore Unitarian Universalist Society, Inc. (NSUUS) to include, but not limited to: domain name registration, e-mail accounts, mailing lists, electronic document storage, collaborative work group services, web logs (blogs), and World Wide Web sites.

Only the Board may authorize and establish internet services. The Board may lease or subscribe to services provided by internet vendors. From time to time the Board may engage consultants to help establish and manage the internet services when the needed expertise is unavailable among the full time membership or paid staff.

Account profile and billing information shall state clearly that ownership lies with that North Shore Unitarian Universalist Society, Inc. Correspondence should be directed to Administrator NSUUS at the church mailing address. The phone number should be the church office phone number. The e-mail address should direct e-mail to the Office Administrator or the Treasurer.

Administration

The Board delegates administrative responsibility for internet services to the Treasurer. The Treasurer is accountable to the Board for safe and prudent administration of the internet services. The Treasurer may

delegate day-to-day administrative responsibility to the paid staff or church member filling the role of Office Administrator.

Access and Security

The Treasurer and the President shall have knowledge of all authentication parameters for accessing all internet services including, but not limited to login identifiers, passwords, secret questions, and authorization keys. The Treasurer and President are accountable to the Board for restricting knowledge of the authentication parameters to maintain the security of the internet services. The Treasurer, or the President on behalf of the Treasurer, may reveal the authentication parameters only to paid staff, church members, or consultants as needed to administer and maintain the internet services. No one may change any authentication parameter without the approval of the Treasurer and the knowledge of the President.

Domain Names

From time to time the Treasurer on behalf of the Board may register internet domain names, such as *NorthShoreUU.org* with appropriate domain name registration services. The domain profile information shall state clearly that North Shore Unitarian Universalist Society, Inc. owns the domain name.

The Board prefers that the primary name to be in the *.org* domain and that the treasurer also register the name in the *.com* and *.net* domains as is customary on the internet. The Board prefers that the Treasurer include the domain name privacy as part of the registration.

Rights, Audit, and Privacy

NSUUS reserves all rights to the content and structures on the internet services including, but not limited to: web page content, e-mail accounts, web logs, mail lists, and stored files or documents. The treasurer or the President shall make all content and structures including e-mail accounts available for independent audit from time to time as requested by the

Board or by a majority vote of the church membership. There are no personal rights to privacy.

Rental Policy
Approved July 31, 2010

1. The building and grounds of the North Shore Unitarian Universalist Society exist for the use of the church community for worship, for religious programming, and for rites of passage for members of our congregation. NSUUS encourages additional uses that
 - a. Do not interfere with those three uses
 - b. Are compatible with the Mission and Covenant of NSUUS
 - c. Are compatible with Unitarian Universalist principles
 - d. Benefit the community
 - e. Are non-partisan

2. The priority for the use of the Church is
 - a. Worship services and religious education programs
 - b. Active member weddings, services of union, funerals, memorial services, and child dedications
 - c. Other official Church functions and activities
 - d. Rentals to members for private events that benefit the family or the community without interfering with a - c above
 - e. All other rentals that benefit the community without interfering with a – c

3. The board will approve all rentals.

4. The building and/or grounds will be rented only for activities that are in keeping with Unitarian Universalist principles and with the covenant of NSUUS. All activities must be non-partisan in nature.

5. There will be no rental fee for an NSUUS member for weddings, services of union, funerals, memorial services, and child dedications.

6. The Board may waive or adjust rental fees and/or the security deposit requirement.

Rental Fee Schedule

Rent To	Daily (8 hours)	Hourly	Deposit
NSUUS member for private, non-profit use (for example private parties, private meetings, private receptions)	\$150.00	\$35.00	\$25.00
Non-profit Organizations for public or private use	\$200.00	\$45.00	\$75.00
Individuals & organizations for non-profit use	\$300.00	\$75.00	\$75.00
All others	\$400.00	\$100.00	\$100.00

Rental Guidelines

1. Requests to use the facilities can be made through the church office or through the Church President.
2. Rental activities must have a church approved, responsible party. This party or an appointed deputy approved by the Church President or his/her designated representative must attend the function(s). The responsible party will handle coordination, make arrangements for unlocking and locking the building, follow the lockdown checklist, see that guidelines are enforced, and be present for the closing inspection.
3. Publicity by any groups or individuals using the facilities for an event that is not Church sponsored may not imply church sponsorship of the event. Any publicity must be submitted to the Church President or his/her designated representative for appropriate review and approval.

4. Groups whose participants under 21 years of age must be chaperoned by an appropriate number of responsible adults. One adult should be present for every 10 youths.
5. Only that portion of the building and/or grounds specifically reserved may be used.
6. SMOKING IS NOT PERMITTED IN ANY BUILDING AT ANY TIME.
7. Alcoholic beverages are not permitted in any building or on the grounds, including the parking areas, without prior approval by the Board. If alcoholic beverages are available, the serving must be in compliance with state and local ordinances. Non-alcoholic beverages must also be available.
8. Groups are responsible for moving, setting up and taking down any equipment and/or decorations. Equipment taken from other areas of the church or removed from an area must be returned to the original location immediately following the activity. Failure to follow this guideline may result in a deduction from the deposit.
9. Decorations must be discussed with the Church President or his/her designated representative.
10. Nails, tacks, and staples are not permitted. Paint may not be used in any form on any church property surface.
11. Use of any church equipment requires prior approval by the Church President or his/her designated representative.
12. The facility area rented including the bathrooms and kitchen must be left in a clean and orderly condition, with all trash bagged and removed from the grounds.

13. The deposit is due upon signing the rental agreement. The rental fee is due 14 days prior to use. The deposit minus any charges will be returned after the inspection is completed.
14. The deposit will be returned if the event is cancelled at least 2 weeks prior to the event.

RENTAL AGREEMENT

It is expected that individuals and groups will act responsibly in respecting church property and equipment. Users are required to leave the facility clean and in order. Failure to fulfill this requirement will result in loss of some or all of the deposit and a possible levy of additional charges.

Renter _____

Member _____

Non-Member _____

Non-Profit Organization _____

For-Profit Organization _____

Address _____

Home Phone _____ Office Phone _____

Cell Phone _____

Responsible Party

Home Phone _____ Office Phone _____

Cell Phone _____

Type and nature of requesting organization _____

Please provide general description, legal and tax status, mission/vision/policy statement.

For Profit _____ Non-Profit _____ If non-profit, 501c(3) _____
501c(4) _____

Type of function _____

Activities during use _____

Decorations description (See items 9 & 10 on Rental Guidelines)

Type of Beverage and Food (See items 7 & 12 on Rental Guidelines)

of People Expected _____
Primarily over 21 _____ Primarily under 21 _____

Will exclusive use of the entire building be necessary?
_____ yes _____ no

Equipment needs:
of tables (13 large white and 2 small white available) _____
of sanctuary chairs (95 available) _____
of folding chairs (125 available) _____
of coffee pots (2 large and 2 small available) _____

Wedding Music
Use of piano (pianist not provided) _____
Use of keyboard (keyboardist not provided) _____
Use of portable sound system \$125 _____
Use of the church hard-wired sound system (will require the
NSUUS sound technician at \$35.00 an hour) _____
Other requirements _____

Other specific stipulations, restrictions, exceptions, requirements to
which the Parties agree:

THE DEPOSIT MUST ACCOMPANY THIS APPLICATION. THE DEPOSIT WILL NOT BE RETURNED IF THE EVENT IS CANCELLED WITHIN 2 WEEKS OF THE SCHEDULED EVENT. THE ENTIRE RENTAL FEE IS DUE 14 DAYS PRIOR TO THE SCHEDULED EVENT.

The renter here by certifies that the renter or (in the case of a group) the renter's representative hereby certifies that he/she has received and read the Rental Guidelines and agrees to:

1. Abide by all conditions outlined in the Rental Guidelines, as may be amended herein.
2. Hold harmless from any and all liability of any nature or source the North Shore Unitarian Universalist Society, its employees, agents, and officials.
3. Release and forever discharge the North Shore Unitarian Universalist Society, its employees, agents, and officials from any and all claims arising out of, resulting from, or related to Renter and/or renter's representative's activities on the property.

Signed: _____
(renter or renter's representative)

Date: _____

Approved By: _____

Date: _____

Policy on Solicitation of Donations

Adopted June 26, 2010

1. Resources of the North Shore Unitarian Universalist Society and such donations as are generated by the church are to be used to aid members and friends of the church, partners, and in programs of the Social Justice Committee.
2. Resources may also be used by individuals and families recommended by church members and friends.
3. The church does not accept solicitations for aid from the general public.
4. In general, aid will not be given to the same individual, family, group, or program more than once per quarter, unless an exception is made by the Minister or Board President.
5. The church will not maintain any cash funds in the building for aid purposes.
6. It is the policy of the church not to allow solicitations for cash funds on the premises by any individual or group, without the express permission of the Minister or Board President.

Background Checks

Approved: 5-28-11

1. All people who work in the nursery will be given background checks.
2. The Director of Religious Exploration and the Religious Exploration Committee will make requests to the President and to the Board for background checks on people working with children and young adults.
3. The Board will decide whether or not to do background checks on people hired by NSUUS. However, any NSUUS employee dealing with children will be given a background check.
4. Requests to the President and to the Board to do a background check must be submitted on the appropriate form.
5. The President is the designated person to submit requests for background checks, to receive the information, and to take action on the results of the checks.

CONFIDENTIAL

Background Check Authorization

Print Name: (First) (Middle) (Last)

Former Name(s) and Dates Used:

Current Address Since: (Mo/Yr) (Street) (City) (Zip/State)

Previous Address From: (Mo/Yr) (Street) (City) (Zip/State)

Previous Address From: (Mo/Yr) (Street) (City) (Zip/State)

Social Security Number: Date of Birth:

Telephone Number:

Drivers License Number/State:

The information contained in this application is correct to the best of my knowledge. I hereby authorize Northshore Unitarian Universalist Society of LA, Inc. and its designated agents and representatives to conduct a comprehensive review of my background causing a consumer report and/or an investigative consumer report to be generated for employment and/or volunteer purposes.

I further authorize any individual, company, firm, corporation, or public agency (including the Social Security Administration and law enforcement agencies) to divulge any and all information, verbal or written, pertaining to me, to Northshore Unitarian Universalist Society of LA, Inc. or its agents.

I hereby release Northshore Unitarian Universalist Society of LA, Inc., the Social Security Administration, and its agents, officials, representative, or assigned agencies, including officers, employees, or related personnel both individually and collectively, from any and all liability for damages of whatever kind, which may, at any time, result to me, my heirs, family, or associates because of compliance with this authorization and request to release.

Signature _____ Date _____

Policies on Outside Fundraisers and Outside Announcements

Approved: 5-28-11

1. “Outside Fundraisers” is defined as solicitations for funds by individuals or groups that are not sponsored by NSUUS. Examples of Outside Fundraisers are Girl Scouts, Wetland Restoration, Avon, and business services. Solicitations for Unitarian Universalist groups such as UUA and UUSC and for CELSJR are considered to be NSUUS sponsored and are not Outside Fundraisers.
2. No fundraisers for commercial or for-profit purposes may be held on church grounds, advertised in the order of service, or advertised in the Weekly Newsletter Update (emailed bulletin).
3. Students enrolled in the R. E. program for children and youth may do fundraising on church grounds for non-profit causes such as Girl Scouts, Boy Scouts, and Wetland Restoration. No more than one (1) fundraising solicitation (i.e. one child selling Girl Scout cookies or one solicitation for disaster relief) may be held on any one Sunday. The R.E Committee will approve, authorize, direct, and schedule these outside solicitations.
4. Fundraising by R. E. students may not disrupt a church activity (ex: RE class, coffee service, church service, etc.)
5. Except for R. E. students enrolled in the R.E program for children and youth, there will be no outside fundraising for non-profit causes on the church grounds without the express permission of the board at a duly called board meeting. Requests must be made in writing to the board at least one week in advance of the board meeting. Outside fundraisers held on church grounds must be consistent with the mission of the church.
6. Church members can announce fundraisers for non-profit or charitable causes not related to the church and not held at the church in the Weekly Newsletter Update (email bulletin) under “Community Announcements.” These non-church related, non-profit causes must be consistent with the mission of the church. The announcement must be

sent to the President for approval in print ready form. If approved, the President will send the announcement to the UU Update Editor.

7. The Order of Service is reserved for church or Unitarian Universalist functions or program announcements only.

8. Flyers announcing fundraisers for non-profit or charitable causes not related to the church and not held at the church that are consistent with the mission of the church and approved by the President may be distributed by individual church members before a church service or placed in the foyer.

9. Flyers announcing social events not related to the church and not held at the church and approved by the President may be distributed by individual church members before a church service or placed in the foyer.

10. Flyers as described in sections 8 & 9 may not be inserted into the Order of Service for distribution.

Memorial Garden Policies

Adopted December 17, 2011

Purpose

Memorial plaques placed in the garden will acknowledge and name those loved ones in remembrance. It provides a place for quiet meditation.

The garden is established for the private use of NSUUS members, friends and immediate relatives. Fees have been established to maintain the garden and provide for perpetual upkeep

1. The Memorial and Church Garden may be used to receive the cremated remains of members of the congregation, of friends and of immediate relatives and to remember members who have died but interred elsewhere.
2. Cremated remains may be buried directly in the ground without a container or reverently scattered within the perimeter of the entire church garden.
3. The fee per plaque and/or internment will be established by the Memorial Garden Committee and approved by the Board.
4. The memorial plaques to be placed upon the Garden Wall will be purchased by the Memorial Garden Committee and will remain the property of NSUUS. The individual plaques will be of uniform design and size, and the inscription will be limited to the name of the deceased, the year of birth and the year of death. A “star” will be placed on plaques if an individual’s ashes have been placed within the church garden.
5. An application for memorial plaques has been established and elements include:
 - a. Applicant contact information,

- b. Name of deceased for the plaque inscription, including birth year and death year,
 - c. Deceased's responsible relative or friend contact information,
 - d. Application signature and date including payment of total fees,
 - e. A pre-death application is available for any church member, for friends and for immediate relatives who wish to make arrangements prior to their death. The same application elements will apply.
6. The Memorial Garden Committee will function to interpret and enforce the policies of the Memorial Garden, and to provide for its maintenance and continuing upkeep with funding provided by usage fees deposited in an escrow account. The committee will also be responsible for providing applications for internment to those requesting them, for acting on them, and for depositing the application amount in the escrow account.
7. This policy is subject to annual review by the Memorial Garden Committee and amended as necessary.

Policy on the Use of Church Property
adopted by NSUUS Board July 26, 2013

Church property can only be borrowed by church members with the permission of the Chair of the Building and Grounds committee or in their absence, the president of the board, after mutually ascertaining that the property is not needed for a church event.

Power tools and lawn cutting equipment are **not** to be borrowed for use outside church property due to liability considerations.

Sound equipment is **not** to be borrowed with the exception of the portable sound unit. That unit may be borrowed only with the permission of an NSUUS sound technician.

Policy on Standing on the Side of Love Awards adopted 3/08/2014

Purpose:

In recognition of the Unitarian Universalist Association (UUA) sources and principles and the non-profit organization known as Standing on the Side of Love, we offer this award and encourage our members to reach out to our local community to promote social and personal transformation. The award known as the Standing on the Side of Love Award will be given in conjunction with the UUA's Standing on the Side of Love campaign which generally runs from Martin Luther King, Jr. Day, through Valentine's Day, (also known as the 30 days of Love). We will select no more than three people annually (youth or adult) who have endeavored in the past year to effect change through community awareness and education, community involvement and volunteerism, legislative or legal activities, or through other good works that promote our values and principles in the greater community.

Procedures and Guidelines:

1. A standing Committee will be appointed by the NSUUS Board of Trustees, and made up of at least 3 people who are church members or friends, or youth in our RE Program. They must be active in our congregation and knowledgeable about the community outreach efforts of our church. Past award recipients are encouraged to be part of this Committee. Members of this Committee may rotate on or off as their commitment allows.
2. Nominees may come from any person active in our congregation, member or friend, and should be submitted to the Committee each year. Although the award will be given annually, there is no requirement to present the award if there are no nominees or qualified recipients as deemed by the Committee. Committee members are not excluded from nomination.
3. The nomination period will be from November 30th through January 15 the following year. Nomination requests will be advertised church-wide in all normal venues (as announcements during services, via the email newsletter, or on our social media sites). Late nominations will be allowed if due to extenuating circumstances.
4. Nominations will be submitted as written statements noting the nominee's name, their current activity in our church affairs, and the reasons why they should be recognized as a Standing on the Side of Love Award recipient.
5. Once the nomination period is expired, the Committee will review nomination documentation, interview others in the congregation or outside organizations as needed, and decide Award recipients. Decisions will be made by majority vote of the committee.
6. Award recipients must be from our congregation, our sister congregations of the Greater New Orleans UU (GNOUU) or employees or volunteers from the Center for Ethical Living or Social Justice Renewal (CELSJR), or community partners from the wider regional community.
7. Prior recipients can be eligible and recognized in the future.

8. Award certificates will be presented to the recipient(s) in front of the congregation during a worship service as deemed appropriate and approved by the Worship Committee.

Other Policies

- The minutes will be made available to all member of the congregation upon request to the secretary. A notice will be published in the newsletter each time the minutes are ready for distribution. (Adopted 2/27/2010)
- All attendees at board meetings will be given a copy of the minutes of the meeting. (Adopted 2/27/2010)
- All committee chairs and Task Leaders will receive a copy of the minutes. (Adopted 2/27/2010)
- A checklist will be posted in a prominent place in the sanctuary stating how the building should be left (temperature, lights, windows. Doors, etc.) The list will be given in handout form to event leaders using the church. (Adopted 2/27/2010)
- A list of community resources will be kept in the policy manual. (Adopted 2/27/2010)
- The minutes will be sent out to all attendees at board meetings and to all names on the NSUUS list of Board, Committees, and Task Leaders list. (Adopted 4/14/2010)
- NSUUS will provide scholarships on a regular basis as a standard policy. These scholarships will be included in the budget. The scholarships will be two \$700 scholarships (\$1400 total) to the Dwight Brown Leadership Experience and one \$700 scholarship for GA. (Adopted 5/29/2010)
- The Mac computer will be located in the RE room permanently as the RE Director has requested. (Adopted 7/31/10)
- Letters requesting a particular board action must be submitted to the board in the form of a proposal including the rationale for the request, the cost, and the implementation. (Adopted 12/12/10)
- For 2011 when people use the church for an event either Guy Ross or Jim Long are to be notified at least a week before the event so that one of them can be there for the event to supervise the sound system. (Adopted 12/12/10)