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Policy on Committees

Policy

The UUSIC Board of Trustees establishes through the By-laws three standing committees that are elected by the congregation: Committee on Congregational Life and Ministry, Endowment Committee, and Leadership Development.

The Board shall establish other ongoing operational committees necessary to achieve congregational goals and missions. These committees shall continue on an ongoing basis unless terminated by Board action, and may determine their own membership unless designated otherwise by Board policies. These committees shall conform to Board policies and procedures on major program or budgetary initiatives.

Additional ad-hoc or specialized committees and task forces may be created from time to time to assist the congregation in carrying out its mission and achieving its vision. Creation of such committees shall be approved by the Board of Trustees for either a specified period of time, or for completion of a specified purpose, and will end when that time or purpose is completed.

Interest and affinity groups arise from members interests and may form with the permission of the Minister or the Board of Trustees as long as their purpose, values and practices are in accordance with the Seven Unitarian Universalist principles and the mission and vision of UUSIC.

The Board of Trustees may establish Councils, groups that meet to coordinate the action of multiple committees, such as a Finance Council and a Program Council.

Procedures:

Operational Committees

- A. Operational Committees will have a mission statement or committee charge including an explicit statement on how the committee implements the mission/vision of the UUSIC and UUA Seven Principles.
- B. Operational Committees will have a covenant in which members covenant to practice right relations.
- C. Operational Committees will have written records, policies, and procedures kept in a binder and passed along to new leaders.
- D. Operational Committees will have annual goals tied to the implementation of the strategic plan, and provide a report to be included in the Annual Report for the May congregational meeting.
- E. Operational Committees will provide ongoing communication with the congregation.
- F. Operational Committees will have a designated leader(s) who is a member of UUSIC, plan for leadership development and rotation of leadership.
- G. Operational Committees will have a liaison from CCLAM to offer support and guidance in strengthening the effectiveness of its ministry.
- H. Operational Committees may request funds to be included in UUSIC budget or as special needs arise and will be accountable to the Board of Trustees for the use of such funds. Operational Committees may not fund raise on their own without specific approval of the Board of Trustees or its designee.

Ad-hoc or Specialized Committees and Task Forces

- A. The Board of Trustees will establish specific policies for Ad-hoc and Specialized Committees and Task Forces at the time the committees are created.
- B. In the absence of specific policies, the policies for Operational Committees will apply.

Interest and Affinity Groups

- A. Interest and Affinity Groups will discuss, at least once each year, how the group advances the mission/vision of the UUSIC or the Seven UUA Principles.
- B. Interest and Affinity Groups will provide a report to be included in the UUSIC Annual Report for the May congregational meeting.

Approved by the Board of Directors, 9/26/13

Establishing and Maintaining Committee Budgets

Policy:

A proposed UUSIC budget for the upcoming calendar year is created by the Treasurer, Financials trustee, and Minister beginning in early November. This team contacts each Committee Chairperson to review the current year's budget and

to seek input on how much money will be needed by that committee for the next year. The amount given to a committee is based on that projected need, spending history from previous years, and the overall availability of funds.

The Board reviews the proposed budget at the December meeting and votes to approve the proposed budget at the January meeting.

Committees are expected to stay within their budgeted funds each year. Mid-year requests for additional funding should not be necessary except in very unusual circumstances. Before spending money not included in the budget, you must obtain the approval of the Treasurer and/or the Board of Trustees. Requests should be submitted to the Treasurer who will review the request and may bring it to the Board for consideration. These special requests are paid from cash-on-hand reserves as a one-time request at the end of the year. Such requests may be approved, adjusted, denied or deferred until the next budget cycle.

Each month, the Treasurer reports to the Board the state of the budget, highlighting any items that are over-budget. The Treasurer will contact the committee chairperson to determine why the committee over-spent their allocation. While over-spending is not good, under-spending is also not good. Money allocated to one committee's budget keeps that money from being allocated for other purposes. Under-spending is also taken into account when preparing future budgets. This is not to say that committees should spend money for the sake of using their budgeted funds!

Procedures:

- A. During the fall of each year, committees need to prepare a budget request for the upcoming calendar year. During the budget review, a funding request may be amended in order to accommodate requests from other committees
 - i. Committees need to consider the UUSIC Strategic Plan when setting their goals and priorities for the upcoming year. The Board will consider the strategic plan when approving budget requests.
- B. Committees may adjust how their budgeted funds are spent throughout the year. As long as they don't exceed their budget, such changes do not need to be approved by the Board.
- C. The committee chairperson must prepare vouchers along with receipts for all expenses and submit them to the UUSIC Administrator so that they are charged to the correct account number. It is the Committee Chairperson's responsibility to learn and use the correct budget account numbers.

Approved by the Board 10/10/2013

Childcare Request Policy

Policy

The Unitarian Universalist Society of Iowa City (UUSIC) is a community that thrives on the participation of its members in all age groups and family situations. Therefore, UUSIC provides childcare to enable parent(s)/guardian(s) with young children to fully participate in the activities outlined below.

Procedures

Events that UUSIC provides childcare for include, but are not limited to:

- Society sponsored workshops and special events (e.g.: Festival of the First Breads, Leadership Development workshop);
- Annual Program Council meeting;

- Adult Religious Education classes;
- Membership classes;
- Society-wide fundraisers (e.g.: Treats and Talent Auction);
- Sunday and other worship services;
- Congregational meetings; and
- Religious Education special events and trainings (e.g.: Special Needs Support Group, Parent Orientation, Teacher Orientation)

Childcare is not provided for recurring committee/group meetings.

UUSIC committees/groups wishing to offer childcare at their special event(s), with the exception of worship services, should submit a childcare request to the Nursery Supervisor at least two (2) weeks in advance. Requests for childcare will be reviewed by the Nursery Supervisor, with possible consultation of the Director of Religious Education (DLRE), Board and/or Executive Committee, in consideration of the childcare budget, and need to include:

- committee/group name;
- committee/group's contact person with phone and/or email;
- event/meeting name;
- date(s) with start and end time;
- expected number of children attending and ages; and
- Special requests or instructions (ex: snacks or special activities to be provided at the cost of the committee/group).

After a request has been approved, the Nursery Supervisor will notify paid childcare workers and volunteers. Once childcare arrangements have been made, the Nursery Supervisor will send the committee/group's contact a confirmation, including the name of the childcare providers and contact information. If no one is available, the Nursery Supervisor will let the committee/group's contact know one (1) week in advance, and it will be the responsibility of the committee/group to find volunteers for the event(s). Volunteers must be members or friends of UUSIC.

Approved by the Board 10/09/2014

UUSIC Alcohol Policy

Introduction:

Alcoholic beverages may play a significant role in celebratory, ceremonial, religious, social, and sporting events. Consumption of alcoholic beverages is also associated with chemical dependency, violence, health risks, domestic abuse, motor vehicle accidents and criminal behavior. The presence and use of alcohol can be challenging to recovering alcoholics and tempting to minors. Local, state, and federal laws regulate the sale, purchase, and servicing of alcoholic beverages.

Policy:

This policy is intended to provide for culturally sensitive, developmentally appropriate, safe and responsible serving of alcoholic beverages at UUSIC events. This policy applies to events hosted by UUSIC at the congregation's physical location or other public venue. It does not pertain to events held in individual members' homes. For all UUSIC Facilities rental events, rental policies regarding alcohol use apply. (See item 'Q' below.)

Procedures are intended to:

- A. Make events comfortable for drinkers and non-drinkers
- B. Ensure that no alcohol is served to underage people
- C. Ensure that alcohol is not abused at official UUSIC events.
- D. Minimize UUSIC;'s liability and the possibility of an alcohol related tragedy.
- E. Inform event planners/hosts and program council members of their role and responsibility in the implementation of this policy.

The event planners/hosts, staff and minister may determine at what UUSIC sponsored events alcohol may be served. However, the staff, minister or UUSIC Board of Trustees reserve the right to deny the serving of alcohol at any UUSIC sponsored event.

Procedures:

- A. The event planner/host is responsible for informing the minister, Board President, and Administrator of an event at which alcohol will be served. The notification will include the name of the event, the name of the responsible event planner/host, the location, the date, the time, and that the event will include the serving and use of alcoholic beverages. An Alcoholic Beverage Event Notification Form may be used and is available on the UUSIC website at (link to be determined.)
- B. The Administrator will keep an ongoing file of these e-mail notifications covering the preceding two years (A two year lookback.)
- C. The event host/planner is responsible for communicating the policy to servers and wait staff and for monitoring the implementation of these procedures. The event planner/host shall report departures from the policy/procedures to the minister, Board President or CLC for follow-up.
- D. The program council members will receive a current copy of the policy annually at the Program Council meeting.
- E. Only wine, beer, and champagne will be allowed at UUSIC sponsored events. No spirits or 'hard liquor' will be provided.
- F. At all events where alcoholic beverages are served, equivalent access to non-alcoholic beverages will be provided, including comparable attractiveness, prominence, and accessibility.
- G. At UUSIC sponsored events, NO alcoholic beverages will be sold on UUSIC premises at any time, either directly or indirectly, through voluntary contributions or otherwise. There will **not** be a container available for the deposit of coins, bills or donations where alcoholic beverages are serviced or on serving tables.
- H. At fundraising events the solicitation and collection of free-will donations with appropriate signage and clearly designated collection containers must be conducted in a manner completely independent of any provision of alcoholic beverages.
- I. Alcoholic beverages may not be served to anyone under age 21. All servers must be 21 years of age or older. In general, serving of alcoholic beverages will be restricted to the designated serving table(s), unless servers are acting as wait staff filling specific orders from persons seated at tables, such as might occur at an auction dinner. Anyone servicing alcohol must exercise reasonable care to assure that the served person is 21 or older and shall ask for an ID to verify that person's age if in doubt or refuse to serve the person. Anyone observed providing alcohol to under age persons will be reported immediately to the minister, staff or event planner/host in charge who will intervene to stop the behavior and will report the incident to the Board President.

- J. Those serving alcohol must not pressure adults who wish to refrain to accept alcohol. Any board member observing such pressure must report the incident to the event planner/host, minister, or board president.
- K. Alcoholic beverages must be clearly labeled and their serving tables must have appropriate signage. Non-alcoholic beverages and food must also be served at any event in which alcohol is served. Tables for alcoholic beverages will be widely separated from tables providing non-alcoholic beverages.
- L. Two persons age 21 or older must attend any station serving alcohol. All alcoholic beverages not consumed during the event must be removed from the event location or stored in a locked cabinet. Persons under 21 will not assist in the clean-up of service tables for alcoholic beverages nor discarded drinks or glasses.
- M. At any event, especially those involving children and youth, alcoholic beverages must be served at a separate station from other beverages. Alcoholic and non-alcoholic beverage stations should be widely separated.
- N. Alcohol will not be served to any person who appears to be intoxicated or otherwise unable to use such beverages responsibly. UUSIC members and staff will take appropriate actions to prevent an intoxicated person from driving or doing anything to cause themselves or others harm. Inappropriate behavior due to alcohol will be dealt with according to relevant church policies (Disruptive Behavior, Safety, etc.).
- O. A UUSIC special event conducted as a free-will donation does not require an alcohol permit or license. If a UUSIC sponsored event requires a liquor license, the licensee must also carry dram shop/liquor liability insurance. Special event licenses are available for 5 or 14 consecutive days. A Sunday Sales privilege is also required for a Sunday event. Applications for such licenses or permits must be submitted at least two months prior to the event. Instructions for licenses and permits are available through the Iowa Alcoholic Beverages Division at <https://abd.iowa.gov/licensing/insurance-licensing-forms>.
- P. All use of alcoholic beverages must conform to all applicable federal, state and local laws.
- Q. Rental Alcohol Use Policy: **Alcohol Use** – If alcohol is to be served, only wine, beer and champagne may be served. NO alcoholic beverages will be sold on the premises at any time, either directly or indirectly, through voluntary contributions or otherwise. There will **not** be a container available for the deposit of coins or bills. The responsible party will ensure alcoholic beverages will not be sold to or served by anyone under the legal age on church premises. All Iowa laws and city ordinances must be followed by the responsible party. A separate Alcohol Policy Agreement will be signed by the responsible party.

Approved by the Board 4/14/2016

Fundraising

Fundraisers are an important part of active congregational life, providing opportunities for congregants to build relationships and to strengthen their commitment to the society. They also provide funds for the society as well as for approved charitable causes.

Purpose

The purpose of this policy is to establish guidelines for the approval of society fundraisers for any purpose, by any means, and at any location. The intention is not to discourage people from organizing a fundraising event but to help make events more successful with thoughtful planning.

A fundraising event may be as simple as setting up a table during coffee hour or be much more elaborate requiring food preparation, facility setup, and communications. Special consideration when scheduling events must be made so as to not overburden the congregation with requests for money.

Policy

All church fundraising activities must be reviewed and approved following these criteria:

- A. The beneficiary of the fundraising event must align with the mission and vision of UUSIC and the principles of the UUA.
- B. The event must be consistent with our not-for-profit status.
- C. A Fundraising Event Request Form (“the Form”) must be submitted **at least 30 days prior** to the event (this is especially important if childcare is being requested for the event). **Childcare must be requested of the DLRE directly.**
- D. The fundraising activity should not conflict or overlap with other society fundraising activities or goals.
- E. Any outside person/group requesting to raise funds at UUSIC or through UUSIC must have a church group as a sponsor for their fundraiser.
- F. Political fundraisers for individual candidates or parties are not permitted, but support for causes related to an election or political event may be considered.
- G. Any event in which the sponsor is to be reimbursed for expenses must receive prior approval.

A church-wide calendar of fundraising activities will be maintained by the Office Administrator (and published on the UUSIC web site).

Exceptions to and Exemptions from the policy

- A. Exceptions to the policy may be considered by the Executive Committee of the Board
- B. Youth bake sales are exempted from the policy.
- C. Children and youth enrolled in UUSIC’s RE program selling items for Scouts, school, or other non-society activity may reserve a table at coffee hour (space permitting) and allow people to approach them if interested. The DLRE will use her or his discretion to handle any problems that might arise.
- D. Sales of books, CDs or other items by guest speakers, musicians, and others whose appearance is otherwise approved by the Minister or Board of Trustees.
- E. Activities pursuant to a rental agreement where a rental fee is paid.
- F. Activities that request contributions intended **only** to cover expenses associated with that event (e.g., food, supplies, equipment rental) are not considered fundraising events but must still take into consideration conflicts in date, time, or resources when scheduling.

Procedures for requesting permission

- A. Society members, committees, or staff members (sponsor) who wish to host a fundraising event must submit a written Fundraising Event Request Form (available from the UUSIC Office or on the UUSIC web site) including the following information:
 - i. Who is this fundraiser for? If it is for an outside group, is that group designated as a 501(c)(3) non-profit?
 - ii. What are you going to do to raise the money?
 - iii. How much money do you expect to raise (what expenses are expected)?
 - iv. What are the fundraising event dates and times?
 - v. What resources (facilities, setup, childcare, etc.) are needed?

- vi. Do the date, time, or needed resources conflict with other events being held?
- B. All fundraising events (including those that have been held for many years) must complete a Fundraising Event Request Form.
 - i. Annual or on-going events do not need to resubmit a form every year with these exceptions:
 - a. an event undergoes significant changes
 - b. an event is held following a hiatus of more than one year
- C. The Form should be submitted to Office Administrator **at least than 30 days** prior to the event.
- D. Annual or on-going events should be placed on the society's event calendar as early as possible to assist in the planning of other events during the upcoming year. If the event is to be included in the annual operating budget, the Form must be submitted before October 30.
- E. The Executive Committee will review the request within 14 days of receiving it. If the request is denied, i.e., does not meet the criteria in this policy, the reasons will be conveyed in writing to the sponsor.
- F. The event sponsor should contact the Office Administrator prior to the submission of the Form to determine the availability of the desired space and date on the society calendar. The goal is to have no more than one major fundraising event occur within a 30-day time period.
- G. The sponsor is required to adhere to the information submitted on the Form. If any changes occur after submission and approval, the sponsor must request approval for the change from the Executive Committee by sending an email.
- H. Games of chance, raffles, gambling or similar activities involving risk must be conducted in accordance with the Iowa Code Chapter 99B and any applicable Iowa Administrative Rules.

Procedures for processing proceeds and expenses

- A. All proceeds collected must be deposited with the Office Administrator immediately following the event. Cash donations received at the event will be counted and signed for by two society members. Checks should be made out to UUSIC with a notation on the face of the check to indicate the purpose of the donation.
- B. Bills related to the fundraising event will be paid in accordance with regular society policy for payments. Any costs related to the fundraiser shall be consistent with the intent of the fundraiser as written on the Form. In no case shall expenses exceed receipts.
- C. Event sponsors should be prepared to provide receipts to donors when requested using language as follows: "The contribution to UUSIC is tax-deductible net of the value of any goods or services received in conjunction with the donation. Furthermore, it is understood that this contribution is offered apart from any pledge or other commitment by the donor to UUSIC."

Building and Grounds Policy for 2355 Oakdale Road

Admin Building/House:

- A. Committees are welcome to meet at the Oakdale house. Two spaces are available – The Eleanor Gordon space (the upper level) or the Augusta Chapin space (the lower level).
- B. Please schedule your meeting with Emma.
- C. Committee chairs and others who need access to the house can obtain the key code from Emma.
- D. After your meeting, please clean up the space you used.
- E. Be sure to lock the doors and windows, turn off all lights, and close the blinds in the Eleanor Gordon space (the upper-level main room).
- F. Do not use the deck or porch.
- G. The thermostat is programmed to be at an appropriate temperature. You may temporarily override it if necessary, but please do not alter its programmed schedule.
- H. All UUSIC policies should be followed including the alcohol and weapons policies.

Grounds:

- A. Park only in the driveway or in the Oakdale lot. (Please reserve the driveway for those with limited mobility.) Do not park so close to the garage that your car blocks access to the ramp to the front door. Do not park on the grass - doing so is a violation of Coralville code and could result in UUSIC being prohibited from holding meetings at the house.
- B. If you would like to visit and enjoy the grounds, please let staff know that you are on the property. If no staff are available, please sign in and out on the clipboard hanging to the left of the main entrance to the house.
- C. Groups who wish to use the grounds for an event, please schedule with Emma.
- D. Please stay on the paths and maintained areas. Note that UUSIC cannot assure that the grounds are at all times free of any hazards, natural or otherwise. Please behave responsibly, take all necessary precautions, and supervise children appropriately.
- E. No overnight camping is allowed unless it is a UUSIC sponsored event and scheduled in advance.
- F. Fires are prohibited unless at a staff-led event.
- G. All UUSIC policies should be followed including the alcohol and weapons policies.
- H. Do not enter the shed.
- I. Do not enter the construction area.

- J. Maintenance and landscaping of the grounds will be coordinated by the Building and Grounds Committee. Please contact the committee members if you have ideas or want to offer your assistance with the plantings or trees.
- K. Leave no trace.
- L. Use of the lawn tractor and chain saws is strictly prohibited unless under the supervision of the Building and Grounds Committee.

Approved by the Board 10/08/15

Green Policy

One of the purposes of the Green Sanctuary Committee is to implement our Seventh Principle: respect for the interdependent web of all existence of which we are a part, by setting policies for efficient use of ecologically friendly materials, operating a church that has low environmental impact, and enhancing the connection between our members and nature. The committee members work with established church committees as well as new ones to integrate environmental practices throughout the church that model good sustainable living practices.

Building Use

- I. Members and staff will reduce and conserve energy, water and reuse materials as feasible, e.g. turning off lights, computers and other electronic equipment when not in use, using power strips to reduce phantom energy use, lowering the thermostat when leaving the building, printing on both sides of the paper, etc.
- II. Members and staff will recycle paper, corrugated cardboard, newspaper, glass, plastic, etc. whenever possible. Furniture and other large items that are no longer needed will be donated to agencies in the community or taken to resale stores.
- III. Members and staff will make buildings more energy efficient and environmentally friendly by
 - A. ensuring that buildings are well insulated and sealed
 - B. replacing incandescent lighting with LEDs
 - C. purchasing highly rated energy efficient models when replacing appliances and equipment.

Church Functions and Activities

- I. At church functions, members and staff are strongly encouraged to minimize the use of disposable items and maximize the use of reusable items.
- II. When possible, give preference to recycled-content products when
 - A. purchasing office supplies, disposable paper products, trash bags, etc.
 - B. purchasing other goods and services that minimize environmental impact
 - C. recycling paper, cans, plastics and bottles within church facilities and at church events

- D. using the least toxic cleaning products for kitchen and maintenance – e.g . bio-degradable, no phosphates, dyes or fragrances
- E. serving locally grown, organically grown, and Fair Trade foods at church functions as much as possible

Building Improvements or Construction

- I. When planning improvements, renovation or new construction UUSIC will consider the environmental impact and sustainability of design, materials and installation. Projects undertaken to remodel or expand will be done in an environmentally sound manner.

Approved by the Board on 01/08/15

Inclement Weather Policy for UUSIC

Policy

There are times when the society office may be closed or it may be necessary to cancel services due to inclement weather. When the weather is predicted to be inclement making travel difficult and dangerous, the minister will make a decision as soon as reasonable about whether to cancel Sunday services or close the Society office.

Procedures

1. The administrator will announce by email, post on the website, and list on the KCRG TV cancellation list when Sunday services are cancelled or when the office will be closed during the week. In the absence of the administrator, the minister or designee will make the announcements.
2. Committees and other groups may make decisions about meeting and activity cancellation and will use their own email methods to distribute information.
3. If there is inclement weather and the office remains open but an employee is unable to travel to work, the employee should notify the minister about what time they will be able to report to work. The minister and employee will consult together on whether the employee can get their work done from home or use vacation or personal hours for this time. Childcare workers will report to the DLRE if they are unable to report for work. The custodian will report to the administrator if he is unable to report to work.
4. If the office has been closed during the week due to inclement weather, employees will not be required to use personal or vacation time and will be paid.
5. Volunteers should call to find out if the office will be open before traveling. Volunteers should always use personal discretion when deciding whether to report for activities and duties and notify the office of their decision.
6. In the absence of the minister, the President of the Board of Trustees or a designee will decide to cancel services or close the office.

Approved by Board 4/09/2015

Media Permission Policy

We often take photographs and videos of adults and children in action as they participate in the congregational events such as worship, Religious Education (RE) classes, and social justice action. We use these images in print and on the Web to promote our congregation and to illustrate our values in action. Permission to use the images of children and youth (under 18 years of age) must be obtained. Names and other personal information about children and youth will **not** be included in publications.

Procedure:

UUSIC will communicate to our community this policy in various ways including: notification and permission sought from parents and guardians in the Religious Education classes registration form, notification during new member orientation, temporary signs posted at events, and reminders in event publicity. It is the responsibility of individuals and parents to indicate to the photographer/videographer at an event if they do not wish their image to be taken. Requests from someone featured in a photograph or video segment to have that photograph or video segment removed from a congregational website, Facebook Page, etc., will be honored.

Approved by the Board (as a preliminary to a comprehensive Communications Policy) on 11/20/2014

Right Communication Policy

Section 1: Introduction

Purpose

Effective communication is essential to the life of any religious community. The Unitarian Universalist Society of Iowa City (UUSIC) employs a variety of communications resources to grow and strengthen its congregation and to raise awareness of its values and activities in the surrounding community. This policy:

- A. Explains the underlying principles and best practices of effective communication.
- B. Provides guidance to committees, groups, and members in using the many forms of communication available to pursue their individual goals.
- C. Supports the mission of UUSIC as a free and inclusive religious community committed to the principles of Unitarian Universalism and the policies of the Unitarian Universalist Association (UUA).

Policy

Underlying communications between UUSIC members in all formats are the principles of respectful interaction. The Right Relations Agreement, adopted in 2011, highlights the precepts and role of communication:

- A. Communicate with mutual respect in order to better understand one another, realizing that we may ultimately agree to disagree.
- B. Take responsibility for personally addressing issues as we encounter them through dialog with the appropriate individual or group.

- C. Be accountable for our words and actions; realizing that none of us is perfect, seek as well as offer forgiveness, and respond with compassion if our words have been unintentionally hurtful.
- D. Actively seek and share information.
- E. Express gratitude to others for their efforts in making collaborative work successful.

The Communications Committee terms the use of all communications practices and channels in accordance with these principles, Right Communication.

Practices

Efficient and respectful communication is essential to healthy relationships between congregation members. The basic principles for the responsible use of communications practices and channels are:

- A. Listen actively and seek to understand the perspectives and opinions of others.
- B. Communicate directly with the person or group involved; do not rely on second-hand information.
- C. Be respectful and kind in choice of words, tone, and body language.
- D. Express gratitude and appreciation to others for their contributions.
- E. Honor all expectations of confidentiality, and avoid spreading gossip or negative criticism about members or groups.
- F. Unless authorized to speak for the Society, always make it clear that you are speaking as a private individual and the Society does not authorize or endorse your message.

Section 2: Internal Communications

Purpose

Whether conversing in person, exchanging emails, or commenting on Facebook posts, members should follow the principles of Right Communication. This policy provides guidance on the use of communication tools to help ensure respectful exchanges of information and opinion between members.

1. Email

Policy

When using email to conduct Society business, keep in mind that the content and style of private emails is often inappropriate for business emails, especially those sent to multiple persons. As a general rule, it is best to use email for organizational tasks such as arranging meetings and not for dealing with complex issues or mediating disputes since it is easy for recipients to object to a message's word choice or tone. Once an email is sent, it is out of the author's control. It can be copied and shared with those it was not intended for, embarrassing the author and others, and creating obstacles for future group effort.

Procedures

- A. Use descriptive subject lines identifying the content of emails.
- B. Adopt a measured tone and use respectful language.
- C. Respond to emails promptly.
- D. If you're responding to an emotional situation, however, wait until you can reply in a calm and reasoned manner before sending your response.
- E. Never say anything about someone in an email that you wouldn't want that person to see. If someone wants to have an email conversation about someone else, invite them to meet with you in person.
- F. If you are communicating about a private or sensitive matter that is likely to cause an emotional reaction in the recipient, it is strongly recommended that you meet with that person instead of emailing. If you cannot avoid using email, word your message with the greatest possible sensitivity to her or his feelings.

Emails sent to or from UUSIC computers are considered property of UUSIC. Do not send messages that contain confidential information about yourself, other members of the Society, or internal Society matters by email or other electronic means, such as texting. Either deliver those messages in person or place them in a password-protected location, such as Dropbox. Use email only to inform others that a message awaits them there.

See Section 2 of the General and Administrative Policy Manual for Board motions by email.

2. Mass Email

Policy

Emails intended for mass distribution may be sent only by staff members approved by the Minister or Board of Trustees, or other individuals given permission in special cases.

Procedures

- A. Use mass emails only for Society purposes:
 - i. Administrative needs, e.g. announcements of congregational meetings, stewardship and endowment events.
 - ii. Time-sensitive Society news, e.g. announcements of memorial or special services, changes in service location or time, local events that directly impact the Society.
 - iii. Society-recognized community activities, e.g. Gay Pride Parade, CROP Walk.
- B. To ensure privacy, address mass distribution emails to yourself with the names on the mailing list blind-copied.

3. Weekly E-news

Policy

The weekly email sent out by the Administrator to all Society members provides current news and announcements. A slightly edited version with all confidential information deleted is posted on the website and

social media. The Administrator establishes the deadline for inclusion. The Minister reviews the content and may remove items from the email.

Procedures:

- A. Submit announcements to the Administrator by the deadline.
- B. Make them short in order to keep the email a length that is easily read.
- C. The Administrator may edit submitted announcements for space.

4. Monthly Newsletter

Policy

The newsletter is produced the first of every month and contains news from staff and committee members regarding events, deadlines, volunteer opportunities, upcoming activities, and staff columns. **It is available in printed form, posted as a pdf to the website, and emailed to members upon request.** The Administrator establishes the deadline for inclusion.

Procedures

- A. Submit articles and information for the newsletter to the Administrator by the deadline.
- B. Sign all submissions.
- C. Obtain permission from a parent/guardian before sending pictures of children, and do not identify them by name (see “Media Permission” section below).

5. Miscellaneous Mailings

Policy

Mailings of printed material to UUSIC community are completed at the discretion of the Minister or the Board of Trustees and done by UUSIC staff.

6. Order of Service

Policy

Announcements to be inserted in the Sunday Order of Service are limited by topic priority (established by the Minister), length, and order of submission. The Minister reviews the content and may remove items from the Order of Service. The Administrator establishes the weekly deadline for inclusion. Additional methods to communicate information may be offered if insertion space is not available.

Procedures

- A. Submit announcements to the Administrator by the deadline.
- B. Make them short in order to fit the Order’s limited space.
- C. The Administrator may edit announcements for length.

7. Sunday Service Announcements

Policy

Announcements during services are made by the Minister unless others are assigned or approved in advance. Announcements may concern church group activities or news of members' celebrations, personal concerns, life changes, etc.

Procedures

- A. If news concerns others, obtain permission to share it before submitting an announcement request.
- B. Submit requests to the Administrator by the deadline.
- C. Keep announcements brief.
- D. The Minister or Worship Associate may choose to cut the announcement from the service for purposes of time.

8. Coffee Hour Announcements

Policy

Coffee hour is primarily a social time for the UUSIC community but announcements about Society business or activities may be made to those assembled.

Procedures

- A. Ring the bell kept in Channing Hall to get the attention of Coffee Hour attendees in a gradual, respectful manner. Do not shout or make other inappropriate noise.
- B. Keep all announcements brief and immediately useful, e.g. Open House is now occurring, Next week there will be a bake sale for Youth

9. Table Displays

Policy

UUSIC-sponsored groups may promote their programs or conduct sign-ups in Channing Hall during coffee hour or at other designated times. All display materials are the responsibility of each group. The Society is not responsible for items displayed or left behind on tables.

Procedures

- A. Obtain permission from the Minister or administrative personnel to set up your display in Channing Hall during Coffee Hour or other designated time.
- B. Set up table display before coffee hour or other event begins.
- C. Assign at least one member representing the group to monitor or hand out materials, answer questions, etc.
- D. Remove display materials, clean table, and store it in closet if it will not be used immediately afterward.

10. Signs Posted at UUSIC

Policy

Notices or information posted on UUSIC property must be accurate, relevant, and consistent with the goals and values of UUSIC.

Procedures

- A. Tape to walls, doors, or windows only temporary notices concerning events, e.g. cancellations, room changes, notification of photo sessions, etc. Remove them promptly after the event is over.
- B. Submit large signs announcing upcoming events to the minister or designated staff for review. Approved signs will be assigned wall space in Channing Hall.

11. Public Bulletin Boards at UUSIC

Policy

The Public Bulletin Board may be used to display information for an indefinite length of time, including small signs or announcements of upcoming events, informational flyers, news articles, etc. The Bulletin Board is located to the right of the fireplace on the stage (east end) of Channing Hall. No permission is needed to post items there.

Procedures

- A. Post only items that concern UUSIC, a UUSIC member (or former member) in the news, or a current event or social issue in keeping with UUSIC's mission.
- B. Do not use the bulletin board for personal news, advertisements for private businesses, or endorsements of political candidates or referendum issues.

12. Membership Materials

Policy

Newcomer packets and Welcome Table display material are generated and updated by the Membership Coordinator and Membership Associates. All members have the responsibility to keep their contact information current and to request when they would like their information unlisted.

Section 3: External Communications

Purpose

Through print and electronic channels, traditional and social media, members of UUSIC share information about the Society with the outside world. Since unauthorized or improper external communications could pose a risk to the UUSIC's reputation, it is important that both the purpose and content of all external communications align with the Society's mission and principles. This policy provides guidance on communications with external organizations and the general public.

Policy

External messaging should follow the policy on Right Communication. Before sending out a message, you must:

- A. Unless authorized to speak for the Society, make it clear you are speaking as a private individual and the Society does not authorize or endorse your message.
- B. Consider whether the information it contains is the kind the congregation wants to share.
- C. Determine if the congregation's goals are correctly represented and aided by this particular use of media.
- D. Use information accurately and honestly to advance a common purpose, not to pursue private ends.
- E. Honor all expectations of confidentiality and avoid revealing details of conflicts or controversies within UUSIC.
- F. Show respect for the roles, responsibilities, and rights of the minister, staff, other members of the congregation, and extend the principles of Right Relations to all non-members as well.

Publicity

UUSIC employs publicity to spread awareness of its activities and values throughout the community in order to grow the congregation and to carry out its mission of advancing positive change in the world. The policy that follows covers requirements, procedures, and means of support for members and groups seeking to publicize their activities for these purposes. In all circumstances listed, the mission of the Society, the principles of respectful communication, and the responsibility of representing the Society in a fair and responsible manner to others, underlie the choices to be made. Only authorized spokespersons for the Society (Minister, President of the Board, other designated leaders) may communicate directly with the media on behalf of the entire congregation.

Modes of communication covered by this policy include:

- A. Media requests, including inquiries for interviews, commentary, and information, TV/radio, newspapers, magazines, local/national media, and internet sites
- B. Press releases
- C. Marketing (paid and free)
- D. Society-authorized opinion pieces and letters to the editor
- E. Public demonstrations on behalf of the Society

Acceptable Uses of Publicity:

- Informing the general public of Society events and programming
- Society-sponsored external activities
- Public witnessing of UUA Principles and Purposes through action and word
- Crisis communication procedures

Prohibited Uses of Publicity:

- Partisan Communication, e.g. partisan political messages, endorsement of specific candidate, party, or campaign.
- Advertising for any business or activity that would result in financial gain of staff or a congregation member, with the exception of Society-sponsored advertising.
- Use of Society name and/or images on unauthorized websites, blogs, social networking sites, direct mailings, etc. Only staff and designated leaders may use external communications channels on behalf of the Society.

Procedures

1. Media Relations for Requests

Only authorized spokespersons for the Society (Minister, President of the Board, other designated leaders) may communicate directly with the media on behalf of the entire congregation.

- A. Respond promptly to requests for information in order to maintain good relations with the media.
- B. If you are an authorized spokesperson for the Society, speak to the media on behalf of the Society or assist in identifying the appropriate person to speak to them.
- C. If you are not an authorized spokesperson, direct media calls to the Administrator, who will forward them to the appropriate person.
- D. The Administrator will archive all media calls and responses.

2. Press Releases

The Communications Committee or UUSIC staff review all press releases to ensure that they adhere to standards of media requirements, brevity, and UUSIC beliefs and principles.

- A. E-mail proposed press releases to the Administrator.
- B. The Administrator will forward releases to the appropriate staff for review.
- C. Staff will consult with the Communications Committee if necessary.
- D. The Administrator will contact the press release's author within four working days with either its approval or denial.

3. Marketing

The Communications Committee or UUSIC staff review all marketing proposals before being approved. Groups that wish to inform the general public of programming open to them are encouraged to use free marketing strategies, which include:

- Public service announcements
- Community calendars in newspapers

- Online community bulletin boards

Groups may also use paid advertising for special events.

- A. Submit proposals to the Administrator with a detailed explanation of:
 1. Event, program, or service that includes the general public
 2. Group's aim or purpose in holding the event, etc.
 3. Manner in which the event will represent UUSIC principles and/or further its goals
 4. Name of the media outlet your group wishes to use, with name of contact person and her contact information, if available.
- B. Include a cost estimate.
- C. Request financial assistance from the Communications Committee if your group receives no funding, or if an opportunity arises for a funded group that extends beyond its budget.

4. Society Authorized Opinion Pieces and Letters to the Editor

Op-ed pieces and letters to the editor in print or online form are important ways congregation members can give public witness for UUSIC principles.

- A. Write as a private individual if you've not been approved as a spokesperson for UUSIC.
- B. If you mention UUSIC, state clearly you are not speaking for the Society as a whole or other members of the congregation.
- C. If you are writing on behalf of UUSIC, submit your op-ed piece or letter to the editor to the Administrator. It will be reviewed by the Minister or Board of Trustees, in consultation with the Communications Committee, if necessary. The Administrator will inform you if your submission has been approved.

5. Public demonstrations on behalf of the Society

- A. Do not use UUSIC or UUA name or symbols without permission.
- B. When demonstrating, maintain respectful communication and act with quiet dignity and non-violence.
- C. Before a media event, friends and members will be reminded of the presence of media.

6. Crisis Communication

When a significant event or grave situation occurs at UUSIC, communicate that information to the Minister and the Administrator as soon as possible. These include but are not limited to:

- Natural disasters,
- Accidents with injury at the Society or on Society business,
- Law enforcement or firefighter notification and response at the building,
- Death,
- Or serious misconduct by staff or UUSIC community member

- A. In the event of a crisis or emergency situation, staff and members will decline to speak with the media and refer all inquiries to the Administrator.
- B. Communications based on timely and accurate information will be developed by the Minister and/or the Board President and delivered through the Office.
- C. Emergency contact numbers of the Minister, Board President, and key staff persons, as well as legal counsel, will be shared with each other so that statements can be issued within a few hours.
- D. All official communications with the media in an emergency should be prompt, frequent, and transparent.

Electronic Media

1. Website

Policy

UUSIC has one authorized website, www.uusic.org, to provide information about Sunday services, groups and activities, events, initiatives, staff, etc. to members and visitors. The website design-- which includes text editing, text style, color, graphics, graphics placement, and navigation--is the responsibility of the Website Manager and the UUSIC Communications Committee.

The Website Manager is responsible for keeping the website up to date. Designated members of the Communications Committee will be trained to provide back up when the Website Manager is not available. The committee also provides resources to the Website Manager by ensuring that content and photographs are available to refresh the website on an ongoing basis.

The Communications Committee will conduct a quarterly review of website content and design. The committee will also use tracking data for usage and member feedback to discern when changes need to be made to the website to ensure that the needs of members and visitors are being met.

Content

Content on the website must meet all the principles set forth in the UUSIC Communications Policy for appropriateness and Right Communication.

Staff supplies content such as sermons, monthly newsletters, announcements of upcoming events, and links to stories about the Society and Society members. Members may submit or suggest other content to the Website Manager, who decides whether or not to place it on the website. The Manager will provide an explanation for any content that is not accepted.

The Manager consults with the Communications Committee if uncertain about the acceptability of any content. The Committee will in turn consult with the Minister and Board if it can't reach a decision.

Each group and committee has a general information page. Groups are encouraged to use their pages to promote their interests and attract new members. Each page should include the name of the group, date last updated, copyright notice (if applicable), and contact name(s), including e-mail address and, if permission is granted, phone

number. All other content, such as activities, photographs, etc., is optional but encouraged. Groups are responsible for maintaining the accuracy of their pages. The Website Manager will update or remove pages upon request of the group leader or spokesperson. If other Society members discover outdated or inaccurate content, the Website Manager will consult with the group before editing or removing it.

Appropriate Content

The Website Manager will not accept content that:

- A. Sponsors, promotes, or serves a political party or action committee, a candidate for an elected office, the defeating of a candidate for an elected office, or a ballot proposal.
- B. Promotes businesses or for-profit organizations.
- C. May be considered obscene or offensive.

Privacy

Be cautious when submitting private information for posting on the website.

- A. Photos and videos of adult members may be used, but individuals may request their images be taken down by the Website Manager at any time.
- B. In announcements about special events or interest groups, include phone numbers and email addresses of contact persons only with their permission.
- C. Obtain permission from parents before posting photos or videos of children.
- D. Do not identify minors by first or last names.

For additional explanation, see the Media Permission Policy.

Submitting Content

Procedures

- A. Submit content or requests for change in content by email to the Website Manager or the Chair of the Communications Committee.
- B. Identify the title of the web page, specify the paragraph number, and include the text of the desired edit.
- C. Submit copy for large additions or edits as Microsoft Word documents (doc or docx) attached to an email.
- D. Submit original digital photos (jpg or png) as email attachments.

Accessibility

The website should be accessible for everyone--easy to find and user-friendly. All reasonable effort will be made to ensure that the Society's website is fully accessible to users with disabilities. Information that is not accessible because of an individual's special needs may be provided in an alternative format.

External Website Links

The Society's website is designed to provide members and visitors with information about Unitarian Universalism and our values, beliefs, programs, and activities. UUSIC may wish to provide links to other sites that provide additional information regarding the denomination, related organizations, organizations we support, or the local community. UUSIC permits the establishment of links to external websites that are in conformance with the Communications Policy and promote the values of UUSIC.

Links to other websites must be approved by the Communications Committee. The principal link consideration is that the content is accurate, appropriate, and relevant for the Society's intended audience. The Communications Committee will review the appropriateness of each request according to the guidelines in the "External Website Links" section below.

Links will not be granted to websites that:

- A. Sponsor, promote or serve; a political party or action committee, a candidate for an elected office, the defeating of a candidate for an elected office, or a ballot proposal
- B. Promote for-profit organizations
- C. Are personal homepages
- D. Contain pictures or text material that may be considered obscene or objectionable

UUSIC members or representatives of organizations wishing to establish external links on the Society's website must submit a written request (email is acceptable) to the Chair of the Communications Committee. The request should contain the URL address and a statement detailing how the link helps serve the needs of both organizations.

The Communications Committee will review the appropriateness of each request. The committee reserves the right to deny a link request if it is determined that the organization for which the application is made does not meet the criteria set forth in this policy, or if the information at the linked site does not provide truthful and accurate information. Staff has the right to:

- A. Remove any content that is deemed in violation of the principles of appropriateness or privacy without consultation of the content providers.
- B. Remove any link at any time and for any reason and without notice to the sponsor of the linked organization, or
- C. Revise this policy without prior notice when to do so is deemed to be in the best interests of UUSIC.

Website Disclaimer

Links

The website may provide, or third parties may provide, links to other Internet sites. Other sites may also have links to ours. The UUSIC has no control over such sites; the UUSIC does not endorse, and is not responsible for, any such sites or the information, material, products or services contained on or accessible through those sites. We encourage our visitors to be aware when they leave our site to read the privacy statements of each and every website that collects personally identifiable information.

Images & Words

Graphic images used on our site are not necessarily the exact depictions of people, places or things involved with or in UUSIC jurisdiction. Although we use our best and reasonable efforts to ensure accuracy of content, we make no representations or warranties as to the accuracy or reliability of the content. While UUSIC makes the information contained in this website available to anyone, we retain copyright on all text, graphic images and other content.

No Liability

Under no circumstances will UUSIC be liable for any consequence relating directly or indirectly to any action or inaction you take based on the information, services or other material on this website. While the UUSIC will attempt to keep its website current, accurate, and complete, the UUSIC cannot guarantee, and will not be responsible for any damage or loss related to, the timeliness, accuracy, or completeness of the information, services, or other material on this website.

2. Social Media

The Communications Committee and designated members are responsible for ensuring that our authorized social media profiles are current, compelling, and respectful. Any UUSIC page on a social media platform is subject to the approval and management of the Communications Committee. Posts should be timely, relevant, and in line with UUSIC principles in order to foster engaged and meaningful communication with members and guests in online spaces. Posts or comments by individuals are subject to removal by the Communications Committee if deemed inappropriate or harmful. If a UUSIC group, activity, or committee has a public Facebook page, the Communications Committee will have at least one member serving as an administrator for the page in order to effectively and efficiently manage content publicly associated with UUSIC. Any private UUSIC-related groups are not required to add a Committee member as an administrator but are advised to have at least two administrators at all times.

Facebook

Purpose

UUSIC's Facebook page is a tool for engaging our members, guests, and the Iowa City community. As such, it should be active, relevant, and multi-faceted.

- A. **Active:** UUSIC should post at least once every day, ideally between 11am-4pm. In addition, administrators should respond to individual comments or posts when appropriate and in a timely manner.

- B. **Relevant:** Posts should reflect UUSIC's values, announce congregational updates, celebrate our members, or otherwise relate to community issues. (Note: See "External Website Links" under "Website" for a complete list of inappropriate links.)
- C. **Multi-faceted:** Links, pictures, event pages, photo albums should be utilized in addition to traditional text-based posts to take advantage of Facebook's variety of engagement tools.

Twitter, Tumblr, YouTube, Blogs

Other social media are not currently utilized by the Society. Once a robust Facebook community has been established, the Communications Committee will explore additional social media opportunities, such as Twitter. At that time, social media management tools (ThinkUp, HootSuite, etc.) will be considered to streamline the posting process.

Weapons Policy

A safe, caring environment for every person is the goal of the Unitarian Universalist Society of Iowa City. Weapons are prohibited on these premises at all times, regardless of whether a person possesses a concealed weapons permit or is allowed by law to possess a weapon, with the exception of law enforcement personnel or government agents. Weapons include, but are not limited to, guns, knives or swords with blades over four inches in length, explosives, large pieces of wood or metal, and any chemical whose purpose is to cause harm and/or injury to another person.

If any member or friend of the congregation should encounter a person with weapons, the member/friend should notify a staff person or member of the board immediately.

The staff person or board member will approach the person with a weapon and notify that person of the weapons policy and ask them to remove their weapon from the facility.

If the person should refuse, the staff person or board member will decide if it is necessary to notify law enforcement to remove the person.

Signs notifying all who enter the building of the weapons policy will be placed at the entrances to the building.

Approved by the Board on 01/08/15