

PEOPLE'S CHURCH

POLICIES HANDBOOK

**PEOPLE'S CHURCH
MISSION STATEMENT**

People's Church:

A beloved community embracing and serving our diverse world.

**PEOPLE'S CHURCH
VISION STATEMENT**

Aligning with the Principles of the UUA while growing in love, People's Church:

- Builds a diverse and inclusive loving community
 - Freely searches for truth and meaning
 - Provides solace and rejuvenation
 - Embraces equity and pursues Social Justice
 - Cares for our planet Earth, the home we share with all living things
-

CHURCH POLICIES HANDBOOK INTRODUCTION

The Church Policies Handbook serves as a guide and a reference for Board members, staff, other church leaders and all members to be used to run the church smoothly and securely, based on past experience and needs. The handbook allows the business of the church to be based on shared understanding that is documented and accessible to all participants, resulting in decision making that is transparent and guided by equitably developed policies, rather than by inconsistent decisions that rely on personal knowledge held by a few.

The Constitution explains the fundamental legal responsibilities of the church in regard to its purpose, membership, operation, and financial resources. The Polices section defines the Board's functions and operation, the structure of delegated responsibilities for operation of all aspects of the church as an organization and as an employer, including its finances, and the specific polices that guide these functions. The Committees section allows all readers to understand which groups carry out the specific functions relevant to their needs and interests. By reading this handbook, the readers should gain a reasonably clear sense of how things work in the church.

To promote shared understanding of the way the church works, copies of this handbook are maintained in the foyer and the office. People should be encouraged to use the book as a reference, to answer questions and provide guidance.

MAINTENANCE OF THE HANDBOOK

The Secretary of the Board of Trustees maintains the master electronic version of the handbook and is responsible for making board-approved changes. Each year a revised and dated version of the policy manual will be issued by the Secretary before the end of the church year, incorporating all approved modifications made in the ending church year. During the church year, board members will mark changes on the copies which have been provided.

The Church Administrator will maintain master hard-copies of the handbook (marked with modifications throughout the year)—one in the office and one in the foyer—which are accessible to all church members and friends.

TABLE OF CONTENTS

PAGE

I. Organizational Structure and Guidelines and Duties for Board Members

1. Board of Trustees	1
2. Duties of the Working Board	1
2.1. Duties of Every Board Member	1
2.1.A. President	2
2.1.B. Vice President	2
2.1.C. Secretary	2
2.1.D. Executive Committee	3
3. Board Meetings Agenda & Procedures	3
4. Removal of Board Members	3
4.1. Removal for Absence from Board Meetings	3
4.2. Removal for Misconduct	3

Organizational Chart

Board Tickler Calendar

Important Dates for Staff & Committees

II. Building Use Policies

1. Building Use Mission Statement	1
2. Building Use Policy for Non-Church Groups	1
3. Church-Sponsored Activities	2
4. Church Events	2
4.1 Alcohol Policy	2

Building Use Fee Schedule 3

Building Use Request and Agreement 6

III. Committee Organization

1. Overview	1
2. Committee Groups and Their Charges	1
2.1. Church Services Group	1
2.1.A. Music	1
2.1.B. Sunday Services	1
2.2 Education Group	2
2.2.A. Adult Education	2
2.2.B. Religious Education	2

2.3. Congregational Services Group	2
2.3.A. Membership	2
2.3.B. Library	2
2.4. Outreach and Community Relations Group	3
2.4.A. Dismantling Racism Implementation Team	3
2.4.B. Art Wall	3
2.4.C. Green Sanctuary	3
2.4.D. Partner Church	3
2.4.E. Publicity	3
2.4.F. Social Justice Coordinating Committee	3
2.5. Plant Operations Group	3
2.5.A. Aesthetics	3
2.5.B. Building and Grounds	3
2.5.C. Memorial Garden	3
2.6. Financial Affairs Group	4
2.6.A. Investment	4
2.6.B. Finance	4
2.6.C. Planned Giving	4
2.6.D. Stewardship	4
2.7. Church Operations Group	4
2.7.A. Archives	4
2.7.C. Audio-Visual	4
2.8. Personnel-Related Committees	4
2.8.A. Nominating	5
Standing Committee Alphabetical List	6
Committee Descriptions (arranged alphabetically)	

IV. Financial Policies

1. Overview	1
2. Pledge Records	1
3. Disbursements	1
3.1. Disbursement Approval	2
4. Approval for Budget Overruns	2
5. Budget Carry Over	2
6. Contracts	2
7. Collections Policy	2
7.1. Purpose	2
7.2. History	2
7.3. Procedure	3
7.4. Records	3

8. Policy Concerning the Sale of Church-Related Products	3
8.1. Process for Approval	4
8.2. Funding	4
9. Proposals for Capital Expenditure	4
9.1 Policy of People’s Church Regarding Expenditures of Amounts in Excess of \$2,500	4
9.1.A. Exclusions	4
9.1.B. Bids and Comparison Pricing Policy	5
9.1.C. Waiver	5
10. People’s Church Endowment	5
10.1 Endowment Investment and Distribution Policy	5
11. Monetary Gifts to the Church	6
11.1 Earmarked Funds	6
12. People’s Church Fund Descriptions	6
12.1 Operating Fund	6
12.2. Reserve Fund	6
12.3. Special Purpose Funds	6
12.4. Memorial Funds	6
12.5. Endowment Funds	7
12.5.A. Perpetual Pledge Fund	7
12.5.A.1. Virginia MacGill	7
12.5.A.2. Virginia and George Hoekzema	7
12.5.A. 3. Mary and Ward Greiner	7
12.5.B. Palmer Unrestricted	7
12.5.C. Community Service and Outreach Fund	7
12.5.D. Building Fund	7
V. Other Policies	
1. Communications	1
1.1. Mailing Lists	1
1.2 Newsletter Policy	1
1.3 Publication Schedule	1
2. Church Property	1
2.1 Aesthetic Gifts	1
2.2 Guidelines for the Sale of Church Items	1
3. Political, Social Action and Fund Raising Activities	1
3.1 Individual Activities	1
3.1.a.General Criteria	1
3.1.b.Criteria for Exhibits	2
3.2 Policy on Social Justice Action of Church	2
3.2.A. Policy on Social Justice Position Statements	2
3.2.B. Acting in the Name of a Church Committee	3

4. Training & Development	3
5.1. Reimbursement for Expenses Related to Participation in Workshops, Training Sessions, and Meetings	3
5.2 Expectations of Participants in Church-Supported Training	3
6. Church Closure Policy and Procedure	4
7. Pet Policy	4

COVID Vaccine Policy
Land Management Plan

VI. Safe Church Policies

Safe Financial Practices
Religious Education Safety Policy

VII. Personnel Policies

1. Delegation to the Staff	
1.1 Global Delegation to the Minister as Head of Staff and Accountability	
1.2 Senior Staff Team	
1.3 Staff Accountability	
2. Guidance and Limitations	
2.1 Personnel Decision	
2.1.1 Hiring Senior Staff	
2.1.2 Hiring Non-Senior Staff	
2.1.3 New Positions	
2.1.4 Employment At Will	
2.1.5 Discipline and Termination	
2.2 Care for Paid Staff	
2.2.1 Supervision	
2.2.2 Compensation and Benefits	
2.2.3 Personnel Manual	

VIII. Bylaws

I. ORGANIZATIONAL STRUCTURE AND GUIDELINES AND DUTIES FOR BOARD MEMBERS

1. Board of Trustees

Purpose of the Board: The Board of Trustees holds in trust the welfare of the church and is responsible for the broad direction of the church. The Board must see to it that the purpose of the church, as articulated in the Bylaws and current Mission statement, is adhered to.

The Board should be concerned with all aspects of the church at the policy level. (Policy is a general principal or statement of intent or direction that provides guidance to staff, committee chairs, and the congregation in reaching decisions with respect to the particular matters entrusted to their care. Policy would include: committee responsibilities, program direction and changes, job descriptions, membership, monetary resources, governance documents, and personnel documents.

The Board of Trustees is a working Board. The duties of a working Board go beyond policy decisions and include time, energy, and expertise. Board members must be members of the church, as defined in the Bylaws.

2. Duties of the Working Board

The duties of the board are set forth in Article VII of the Bylaws. In operational terms, they include the following:

1. Set and implement policy, adhering to church Constitution and By-Laws.
2. Staff Board Appointed Committees and create and staff Ad Hoc Committees, as needed. Make appointments to fill mid-term vacancies due to resignation or removal of elected (Board and Nominating Committee) positions.
3. Recommend annual budget to the congregation.
4. Transact business between annual meetings.
5. Provide for on-going evaluation of the organization.
6. Contribute expertise to the church organization (legal, financial, artistic, training, administrative, for instance). See that long-range planning is done.
7. Review Constitution and Minister's Articles of Understanding every five years.
8. Provide for support to all committees and communication with the congregation.

2.1. Duties of Every Board Member

1. Attend Board meetings and be a prepared participant.
2. Responsibly carry out individual assignments: e.g., officer, committee liaison, or special assignment.
3. Keep personal copy of policy handbook up to date, with policy change sheets supplied by the Administrator.
4. Be informed on all aspects of the organization's purpose, objectives and programs; and the Constitution.
5. Cultivate a broad range of relationships with diverse members of the congregation.
6. Understand the budget and overall finances.
7. Participate in church activities.
8. Focus on the welfare of the whole church, putting any special interests aside.
9. Respect committee and staff reports and recommendations; but do not abdicate personal responsibility for exercising informed and independent judgments.

10. Be loyal to decisions made by the majority of the Board.
11. Stay out of day-to-day operations.

Note: When Board members are involved as volunteers in work, they serve the staff member or volunteer leader of that activity.

2.1.A. President

1. Conducts Board meetings and congregational meetings.
2. Conducts election of new Board officers at the Board meeting following the Annual Meeting.
3. Following the election of Board officers, appoints remaining Board positions, and ensures that all Board members understand and fulfill responsibilities.
4. Is a member of the Executive Committee (see below).
5. Calls for a vote for removal of Board members with three unexcused absences from regular Board meetings.
6. Communicates often with Board members, Minister, and Administrator.
7. Remains neutral during Board discussions and does not vote except in case of tie.
8. Refers to the Board tickler calendar to meet essential deadlines.
9. Is responsible for Annual Meeting planning.

2.1.B. Vice President

1. Serves in place of the President when necessary.
2. Is a member of the Executive Committee (see below).
3. Chairs the Board meeting if the President wishes to participate in the discussion.
4. Shares administrative duties with the President as requested.

2.1.C. Secretary

1. Arranges distribution of typed minutes to Board and staff.
2. Sends meeting notices as necessary.
3. Takes minutes at all congregational meetings.
4. Delivers official, signed minutes to archives annually.
5. Is a member of the Executive Committee (see below).
6. Acknowledges letters received by the Board.

2.1.D. Executive Committee (Comprised of the President, Vice-President, Secretary, and the Minister, ex officio, who work together in a collaborative model as a leadership team.)

1. Is empowered to act for the Board in times of emergency.
2. May discuss problems or policy prior to Board meeting.
3. May assist President in planning the Annual Meeting.
4. Meets regularly and sets board meeting agendas using input from board members, staff, and church members.

3. Board Meetings Agenda & Procedures

Agenda: A list of items of business to be brought before a meeting.

1. The Executive Committee designs the agenda; takes input from staff, Board and/or church members.
2. The agenda is added to the board electronic shared folder to Board members by at least the Sunday before the Board meeting.

3. Liaison and staff reports are added to the board Google Drive at least 2 days prior to the meeting.
4. The Executive Committee sets the time allowance for each agenda item, thus encouraging the meeting to move along.
5. Someone on the Board should be knowledgeable and designated to see that Parliamentary procedure is followed to the best ability of current board members.
6. Where possible, it is Board policy to delay action on major policy items for one month after presented to allow careful consideration.
7. Changes in church policies should be accomplished by formal motion and majority vote of the Board.

4. Removal of Board Members

4.1 Removal for Absence from Board Meetings

Regular attendance at Board meetings is expected. The case of any member who does not regularly attend meetings will be reviewed by the Executive Committee who will make a recommendation to the Board regarding retention on the Board. Any trustee who fails to attend more than three consecutive Board meetings without notice to the President, shall automatically be retired and the President shall declare such position vacant.

4.2 Removal for Misconduct

The Board recognizes that there are some instances in which a Board member may need to be removed for misconduct. In exercising its power under the bylaws to remove an officer or Board member, the Board will follow the procedures as they are outlined below:

4.2.1 If a situation arises in which board members believe that another member should be removed for cause, they will contact the Executive Committee.

4.2.2 In the instance that the board member who another believes should be removed is a member of the Executive Committee, the member under discussion will not participate in Executive Committee conversations about their removal.

4.2.3 When the Executive Committee believes that the concern has merit, a member of the Executive Committee will notify the member in writing and offer a hearing before the Board. Pending such a hearing, the Executive Committee may suspend the member's voting privileges during board meetings. If the Board decides to remove one of its members for any reason, it must do so by a two-thirds majority vote.

BOARD TICKLER

JUNE

PRE-BOARD MEETING

- ◆ Receive from Personnel Committee staff performance evaluations, new staff goals, and any merit bonus recommendations. Also, any recommendations for revisions in staff Articles of Understanding/job descriptions (except Minister – see Constitution).
- ◆ Receive from Stewardship Committee report on completed annual canvass, continuing committee roster and committee's recommendations for new Stewardship Committee members.

BOARD MEETING

- ◆ Old and new Boards meet together for a potluck and meeting.
- ◆ Board Secretary distributes updated Church Policies Handbook to new board members and staff, including reviewed ticklers.
- ◆ Elected board members and Lead Administrative Officer review all performance evaluations.
- ◆ Approve or suggest revisions to staff goals.
- ◆ Approve or revise recommendations for merit bonuses.
- ◆ Approve or revise recommendations for changes to staff Articles of Understanding and/or job descriptions (if changes are made, board members should mark these in new handbooks).
- ◆ Biennially at June Board meeting, set minimum pledge amounts for "supporting members" and "friends" (See Constitution, III 3 a.).
- ◆ Appoint new Stewardship Committee members, or refer to Board Recruiter.
- ◆ New board elects Board officers.
- ◆ New Board President accepts board member preferences and makes appointments for liaison assignments. (Traditional Board Liaison assignments are: Church Operations, Financial Affairs, Plant Operations, Education, Congregational Services, Outreach/Community Relations, Church Services, Personnel, Recruiter.)
- ◆ Set date for summer board training.

BY MONTH END

- ◆ Each new board liaison should read the committee charges in the Policies Handbook and talk, if possible, with the former liaison to learn about any problems or uniqueness of the committee. Then contact the chair of each committee and learn when the committee is meeting, see if there is anything needed from him/her and arrange to attend.
- ◆ Outgoing board Secretary submits record of year's meetings and minutes to archives.

JULY/AUGUST

BOARD MEETING

- ◆ Discuss goals for the coming year.
- ◆ Plan all-church retreat.
- ◆ Review safety and security measures.
- ◆ Set date and recipient for fall (September) special collection.

- ◆ Schedule Fall Program Council meeting (focused on calendar setting) for September or early October.

Note: Board training is traditionally held at this meeting.

SEPTEMBER

PRE BOARD MEETING

- ◆ Board Liaisons report any changes in their committees' membership; any recommendations for changes in the Committee Descriptions; and a “work plan” for the church year based on committee goals and budget received.

BOARD MEETING

- ◆ Review the goal statements/purposes of committees.
- ◆ Finalize retreat details.

BY MONTH END

- ◆ All major church events should be placed on the church calendar by the Minister, Sunday Services Committee, the Board, the Administrator and R.E. Director (e.g., budget hearing, annual meeting, fundraisers, Canvass Sunday, RE events, etc.).

OCTOBER

BOARD MEETING

- ◆ Finalize church goals with input from the all-church retreat and committee goals; and plan implementation of goals. (Staff and committees may revise previously submitted goals, as needed.)
- ◆ Appoint any needed new Stewardship Committee members, if not already done.

NOVEMBER

BOARD MEETING

- ◆ Set date and recipient for winter (December) special collection.
- ◆ Schedule Winter Program Council meeting (focused on assessment of activities) for December or early January.

BY MONTH END

- ◆ Stewardship Committee Liaison confirms the committee is meeting and organizing.

DECEMBER

BOARD MEETING

- ◆ Begin thinking about budget needs and goals for next year.

JANUARY

BOARD MEETING

- ◆ Begin to prepare by-law changes, if any, for Annual Meeting in May. (Minister's Articles of Understanding should be reviewed triennially; any changes to be approved at the annual meeting.)
- ◆ Finish Board budget request to turn in by the date specified by the Finance Committee.
- ◆ Receive report about plans for the canvass.

BY MONTH END

- ◆ Liaisons remind committees of due date for budget requests for the following church fiscal year. These should be placed in the Finance Committee's box.
- ◆ Recruiter should ask Associational Affairs for recommendations for delegates for District meeting (usually April) and General Assembly (June).

FEBRUARY

BOARD MEETING

- ◆ Appoint/approve/notify delegates for Heartland District Annual Meeting in April, with recommendations from Associational Affairs Liaison.
- ◆ Determine preliminary budget.
- ◆ Confirm that Finance Committee is planning March Budget Hearing; arrange any needed assistance.
- ◆ Set date and recipient for spring (March) special collection.
- ◆ Schedule Spring Program Council meeting (focused on committee recruiting) for March or early April.

BY MONTH END

- ◆ Nominating Committee Liaison confirms constitutionally required notices relating to annual meeting are placed in newsletter by Nominating Committee and Administrator.

MARCH

BY MONTH END

- ◆ Board liaisons remind committee chairs to prepare annual reports and turn them in to the Administrator. The report should explain committee's plans for recruiting new committee members, and the goals met for the year. Also, committee chairs should provide an estimate to the Treasurer how much of their budget they plan to spend by the end of June.
- ◆ Board liaisons alert committee chairs to select replacements for people retiring from their committees and to select a chairperson for the following year. Board appointed committees, except Stewardship (see June) should provide suggestions to the board for new committee members.

APRIL

PRE-BOARD MEETING

- ◆ Liaisons report their committees' rosters for the following year (for board appointed committees, new members will be added in May or June).

BOARD MEETING

- ◆ Plan Annual Meeting, including lunch and childcare. Board member terms are for 3 years from June to June. Recognize retiring officers, Board members and staff.
- ◆ Board &/or leadership training should be scheduled for the summer and planning for the fall retreat should begin.
- ◆ Appoint/approve/notify delegates to the UUA General Assembly, usually held in late June.
- ◆ Receive Stewardship Committee report.
- ◆ Receive from the Nominating Committee at least 3 candidates for Board of Trustees and 2 candidates for Nominating Committee.

MAY

BOARD MEETING

- ◆ Finalize plans for the Annual Meeting.
- ◆ Appoint replacements for Newsletter Editorial Team as needed and all board appointed committees, except Stewardship (see June).
- ◆ Set date and recipient for summer (June) special collection.
- ◆ Plan potluck supper before the June Board meeting to include old and new Board members. (New Board members and staff are guests. The old Board members provide the food.)
- ◆ Finalize plans for the summer Board and/or Leadership Training.
- ◆ Receive recommendations from staff for their support committees and make appointments.
- ◆ Board Secretary collects Church Policies Handbooks for updating (distribution in June).

IMPORTANT DATES FOR STAFF & COMMITTEES

JUNE

- Database Manager sends out statements of outstanding pledges.
- Database Manager sends out pledge statements for pledges for the new fiscal year.
- Administrator reviews building fees for the coming year.
- Treasurer arranges for staff salary increases to go into effect July 1 and sends letters of notification to staff.
- Stewardship Committee submits final report of stewardship campaign and continuing committee roster, and makes recommendations for new members to the Board prior to the June Board meeting.

JULY

- New fiscal year begins July 1.
- Treasurer arranges for any staff merit bonuses to be paid.

AUGUST

- Building & Grounds Committee performs all necessary maintenance checks.

SEPTEMBER

- For the September Board meeting, committees report any changes in committee membership; goals and work-plans for the year; and recommend any needed changes to their Committee Descriptions.
- Database Manager updates member/friend list (for new directory).
- Administrator produces church directory (if not a picture directory) and a committee directory.
- All major church events should be placed on the church calendar by the Minister, Sunday Services Committee, the Board, the Administrator and R.E. Director (i.e., budget hearing, annual meeting, fundraisers, Stewardship Sunday, RE events, etc.).
- Database Manager sends first quarter pledge statements (through 9/30).
- Traditionally, Fall Retreat is held and all-church goals for year set.

OCTOBER

- Staff and Committees may revise annual goals to complement all-church goals.

DECEMBER

- Stewardship Committee begins planning for Canvass.
- Database Manager sends pledge statements through the end of December.

JANUARY

- Administrator provides an active member count number for the UUA and MidAmerica Region.
- Finance Committee reviews insurance coverage on building and grounds (every 5 years or when circumstances dictate).
- Finance Committee solicits budget requests for following year from all committees.
- Database Manager sends out calendar year contribution tax statements.

FEBRUARY

- Administrator puts article in the newsletter announcing the deadline for signing the Bond of Union and requirements for people who want to vote at the Annual Meeting in May.
- Nominating Committee begins nomination process and publicizes the alternate method for nominating Board candidates, (see By-Laws Article IX – Nominating Committee).
- Finance Committee submits preliminary budget recommendation to Board.

MARCH

- Nominating Committee publicizes Board and Nominating Committee candidates.
- Budget Hearing held; arranged by Finance Committee.
- Finance Committee submits recommendations for staff salary and benefit packages for the next church year to the board including a pot for merit raises.
- Database Manager sends pledge statements through the end of March.

APRIL

- Staff and committees prepare annual reports for the annual meeting (collected by Administrator).
- Staff will be asked by Personnel Committee to prepare self-evaluations.
- Personnel Committee collects 'stakeholder' input for staff evaluations.
- Database Manager updates member/friend list (needed for Canvass).
- Stewardship campaign begins (may begin in late March).
- Committees recruit new members and select Chair for next year.
- Nominating Committee consults with Administrator to prepare absentee ballots for the Annual Meeting.
- Minister, Sunday Services, and R.E. Director meet to begin scheduling for the next church year.

MAY

- Treasurer projects financial statement for the annual report.
- Staff performance evaluation meetings are scheduled by Personnel Committee representatives.
- Staff Articles of Understanding, Letters of Agreement and/or Job Descriptions (except Minister -- see Constitution) are reviewed.
- Staff goals for the upcoming year are drafted.
- Personnel Committee Chair communicates finalized Performance Evaluations; staff goals; any recommended revisions to Articles, Letters &/or Job Descriptions and any recommended merit bonuses to the Board President prior to the June Board meeting.
- Newsletter Editorial Group prepares the calendar of deadlines and mailing dates for the summer months and the next church year.

II. BUILDING USE

1. Building Use Mission Statement

People's Church endeavors to provide space for outside groups whose goals and ideals are aligned with UU principles. Thus, as an outreach effort, People's offers use of our building and grounds to alternative religious groups and others involved in individual and community support. People's Church also desires to make efficient and meaningful use of our beautiful building and grounds.

2. Building Use Policy for Non-Church Groups

1. People's Church reserves the right to deny building or grounds use to any outside group or individual. The Administrator, the President of the Board of Trustees, and the Minister shall comprise the Building Use Committee.
2. To use the church building an organization must:
 - a. Have goals and ideals that concur with the building use mission statement.
 - b. Be law-abiding and non-discriminatory.
 - c. Accommodate church functions.
 - d. Leave the building clean and in order.
 - e. Complete the Building Use Request and Agreement form.
 - f. Pay the security deposit at the time of event request.
3. The event is placed on the church calendar after payment of the security deposit.
4. A group that meets approval should be (according to priority, listed below):
 - a. Church-related groups and functions
 - b. Weddings and memorial services
 - c. Groups that may not be welcomed in other facilities
 - d. Community service programs open to the public at large
 - e. Community organizing groups and groups with limited funds
 - f. Recitals and cultural events
 - g. Private events arranged by a member
5. The church will not be used for:
 - a. Large meetings or events on Saturday evenings. Exceptions may be allowed at the discretion of the Administrator.
 - b. Private parties except for members or friends of the church
 - c. Events that intend to place the church in competition with those who make their living renting space for profit-making activities
 - d. Receptions after non-member weddings
 - e. Events at which alcohol is served except at member events; see Alcohol Policy
 - f. Storage of supplies for non-church groups, except by written permission of the Administrator
6. Financial arrangements:
 - a. Organizations using the building will be asked to donate an amount in accordance with the current fee schedule to defray the cost of utilities, custodial, and supervisory services.
 - b. Groups just getting started or groups without a regular source of income may apply to the administrator for a reduction of fee, or reasonable donation.
 - c. The Building Use Committee has the discretion to waive the usual space use fee in favor of a donation as a special consideration for a nonprofit group in financial difficulty.

- d. A security deposit of \$25.00 to \$200.00 will be paid by the outside user (individual or organization) using church space. The deposit is determined by the number of people expected, use of equipment, and amount of furniture-moving anticipated.
 - e. The security deposit will be returned to the user(s) after the space has been inspected following the event and found to be in the condition it was in before the use occurred.
 - f. See Building Use Fee Schedule for details.
 - g. Failure to notify the church office one week in advance of cancellation of the event may result in retention of the security deposit.
 - h. Damages for misuse of church facilities or grounds will be paid in full by the outside user(s), and the security deposit will be applied toward this amount.
 - i. Burning of candles is permitted only as provided in the Building Use Agreement, per Oshtemo Township rules (copy in church office). A minimum of \$200 security deposit is required if candles are to be used inside the building.
 - j. Renters are absolutely prohibited from burning any other substance inside the building.
7. No smoking is permitted inside the church building.
8. Sponsorship
- a. If a non-church event is booked, it should not appear in announcements, posters, etc, that People's Church is the sponsoring organization.
 - b. Sponsorship must be clearly specified in all publicity.
 - c. User may be required to provide advance copy of advertising before it is published.

3. Church-Sponsored Activities

- 1. Any existing committee or group of the church may sponsor an outside group or event, with the understanding that sponsorship involves People's Church assuming liability for the event. In general, sponsorship is appropriate when the event involves members of People's but is not church-related.
- 2. The decision to sponsor should be made in consultation with the Building Use Committee.
- 3. Publicity for the event may list the specific committee of People's Church as one of the sponsors.

4. Church Events

4.1 Alcohol Policy People's Church Alcohol Policy: (adopted 6/9/05, amended 10/13/05, amended 12/3/19)

- 1. In accordance with Michigan law, and the desire of the Board to promote the safety and security of events at People's Church, alcoholic beverages (beer and wine only) may be served only observing the following:
- 2. Permission of the Office Administrator must be obtained for each event where alcohol is to be served on church premises. The Office Administrator will keep the board apprised of events where alcohol is served.
- 3. The consumption of alcoholic beverages must be incidental to the primary purpose of the event. No fee may be charged or collection taken for the alcoholic beverage.
- 4. Food will be served at any event where alcohol is served. A non-alcoholic beverage will also be offered. Alcoholic beverages may not be stored on the premises.
- 5. Individuals may not bring alcohol onto church property for their personal consumption.

BUILDING USE FEE SCHEDULE

Wedding and Special Ceremony Options

Supporting Member Wedding/Ceremony (20 + people) \$250

Commons	\$100
Includes rehearsal	\$50
Staff/Cleaning fee	\$50
A/V	\$50

Member Receptions - Only members may have receptions. \$300

Supporting Member Wedding/Ceremony (under 20 people)

Room 9	\$ 50
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Non-Member Weddings (20 + people) \$620 (includes deposit)

Deposit	\$100 (refundable)
Commons	\$300
Two dressing rooms	\$35 each
Rehearsal	\$50
Staff/Cleaning fee	\$50
A/V	\$50
<i>Organ use is extra</i>	\$50
<i>*Minister fee is extra</i>	

Non-Member Wedding (20 + people, simplified) \$500 (includes deposit)

Deposit	\$100 (refundable)
Commons	\$300
Staff/Cleaning fee	\$50
A/V	\$50
<i>Organ use is extra</i>	\$50
<i>*Minister fee is extra</i>	

Non-Member Wedding (under 20 people, small) \$200 (includes deposit)

Deposit	\$50 (refundable)
Room 9	\$100
Staff/Cleaning fee	\$50
<i>*Minister fee is extra</i>	

*** Estimated Minister Fee** (In cases of financial hardship a lower fee may be negotiated with the Minister)

Weddings at church	\$400
Rehearsal	\$50
Weddings elsewhere	– Fee also depends on distance, plus travel at \$.50 per mile.

Special Events/Meetings Fee Schedule

Meetings in Commons	Up to 4 hours		
Tier 1*	\$50 - \$75	plus	Security Deposit \$25
Tier 2*	\$75 - \$100	plus	\$50
Tier 3*	\$100 - \$150	plus	\$200

Room 19 (25 – 50 people)	Up to 4 hours		
Tier 1*	\$45 - \$70	plus	Security Deposit \$25
Tier 2 or 3*	\$60 - \$90	plus	\$25

Room 9 (25 – 50 people)	Up to 4 hours		
Tier 1*	\$35 - \$50	plus	Security Deposit \$25
Tier 2 or 3*	\$55 - \$70		\$25

Small Rooms (less than 25 people)	Up to 4 hours		
\$10 (1 hr)	\$15 (2 hr)	\$20 (3 hr)	\$25 (4 hr)
			Security Deposit \$25

Kitchen (in addition to room fee)			
Full use (dishes)	\$100	plus	Security Deposit \$50
Carry in (food, dishes)	\$45		
Coffee & tea (coffee maker)	\$25		

Staff/Member Support For events that require a member of the church or staff to be present or clean afterwards, there will be an additional \$15 per hour added to the fee.
 Use of AV equipment is only by written permission of AV Committee Chair *or Administrator*.

Security Deposit is returned if room is in good condition after use.

Fee Due Schedule:

Commons	one month in advance of the event
Room 19 and 9	two weeks in advance
Small rooms	one week in advance

Any room may be scheduled in less time than above if available and fee paid at that time.

***Explanation of Tier System:** Depending on the nature of activities engaged in by the outside user, liability insurance coverage will be provided by the user and building supervision by a People’s Church agent is required as follows:

Tier 1 – Nonprofit groups of less than 25 people, limited to a seated gathering.
 No liability insurance or building supervision required. Security Deposit \$25.

Tier 2 – Nonprofit groups of 25 or more but less than 100 people, limited to a seated gathering. No insurance required, but supervision may be required.
 Deposit \$25 - \$50

Tier 3 – Nonprofit and for-profit groups of any size, engaging in any physical (cont.)

activity such as dancing, exercise, and/or any group meeting outdoors, or any meeting or gathering where the public at large is invited. Building use in these instances must be supervised by a People's Church employee or agent. Liability insurance coverage of participants provided by the outside user with People's Church named as an "additional insured" is required. Security Deposit \$200

Church Year _____

People's Church

1758 North 10th Street
Kalamazoo, MI 49009-9157

BUILDING USE REQUEST AND AGREEMENT

Full User Name: _____

Purpose of Organization: _____

Contact Person: _____

Address: _____

Phone (day): _____ Phone (eve): _____ Email: _____

Dates of Use: _____ Time: _____

Room(s) Requested: _____ Tier 1, 2, 3 User: _____ Reason: _____

Security Deposit: _____ Proof of Liability Insurance Coverage Required? Yes _____ No _____
Date paid _____ (If "yes," attach a copy.)

All fees must be paid in advance (see Fee Schedule): Total fee _____ Date paid _____

Key arrangements: _____

Key given to _____ Signature _____ Date _____

IT IS HEREBY AGREED between People's Church, 1758 N. 10th Street, Kalamazoo, Michigan 49009 (Hereafter CHURCH) and the undersigned USER, in consideration of the rights and responsibilities described in this agreement, that USER may use certain facilities of CHURCH under the conditions set forth on the back of this page. USER acknowledges that this Agreement represents only a license to use CHURCH facilities, which is revocable by CHURCH for violations of this Agreement or material misrepresentation in the application for use of People's Church facilities, and does not create a tenancy in USER or entitle USER to any tenant's rights.

For office use only

Key returned: Date: _____ Initials: _____

Condition of room(s) after use:

Deposit returned: Date: _____ Amount: _____ Check #: _____ Initials: _____

Deposit retained: Yes No If no, reason: _____

USER AGREES TO THE FOLLOWING RULES:

1. Building keys are the property of the CHURCH. If USER does not return key(s) *within one week* after a one-time event, USER's deposit will be retained by the CHURCH.
2. No ALCOHOLIC BEVERAGES permitted anywhere in CHURCH building or on CHURCH grounds during non-church events.
3. NO SMOKING is permitted in the church. There are receptacles to use outside both front and back doors.
4. EMERGENCY: There is a red notebook labeled "EMERGENCY PROCEDURES" located in Room 17. This contains helpful information including how to contact designated representatives of People's Church.
5. No helium balloons allowed in the Commons to prevent tangling in the ceiling fans resulting in costly repairs.
6. Thermostats are not to be adjusted unless permission received from administrator.
7. Please obey the fire lane and handicap parking signs.
8. No storage of anything in the church building or on the church grounds without permission of the CHURCH administrator.
9. USER assumes liability for all damage to person or property resulting from negligent or intentional acts of its officials, members, or guests arising from any use of the church facility or grounds. Proof of USER's liability insurance coverage may be required (*see Tier System on Fee Schedule page*).
10. USER must have written permission from the CHURCH administrator *or AV Chair* to use Audio-Visual Equipment or pianos.
11. Chairs will not be removed from the Commons for any reason. If they are stacked, they must be stacked armed on armed, armless on armless, so they do not fall. All chairs must be returned to the configuration shown on the enclosed map.
12. Damages for misuse of church facilities and grounds, including failure to clean properly, shall be deducted from any security deposit, unless USER pays damages directly.
13. USER will be charged the usual rate if CHURCH is not informed at least one week before cancellation of a scheduled event.
14. Absolutely no children under age 16 will be unattended by an adult anywhere in the building or on the grounds (except Restroom facilities).
15. Burning of candles is permitted only as provided in this Agreement. (See appended Oshtemo Township rules.) A minimum \$200 security deposit is required if candles are to be used inside the building.
The USER is absolutely prohibited from burning any other substance inside the building.
16. At the end of each use, facilities shall be cleaned and re-set to conditions at the beginning of use. See #11 above.
This includes:
 - Taking all garbage (including cigarette butts) to the brown dumpster. Do not use the recycling bin.
 - All windows and doors must be shut and locked.
 - All lights and ceiling fans must be turned off.
 - Carpet should be vacuumed, especially if food has been served.

Authorized Agent of USER and Title

Date

Representative of People's Church

Date

Church Phone: 269-375-3262

Emergency: (231) 903-5101 (Melissa Emrich)

III. COMMITTEE ORGANIZATION OF THE CHURCH

1. Overview

Committees are established by the Board of Trustees to carry out much of the work of the church. As specified in their Committee Descriptions (below), members of certain committees are appointed by the Board of Trustees (Stewardship, Committee on Ministry, Endowment, Personnel, Planned Giving). Other committees recruit their own members. Membership in certain committees (as specified in their Committee Descriptions, and also specified in Section V, "Members and Friends Definition") is restricted to supporting members of the church, as defined in the Constitution, Article III.

Most standing (i.e., ongoing) committees are grouped and each Committee Group has a Board Liaison and/or staff member assigned to it to ensure overall goals are met. (Any committee may, of course, request assistance from any/all staff members and/or from the Board of Trustees, in general.) Committee Groups are defined by the charges of the committees included in each, as indicated below.

The Board Vice-President is typically assigned to monitor personnel-related committees (Committee on Administration, Committee on the Ministry, Nominating, Personnel).

The Board may also create ad-hoc committees, or task-forces, to accomplish particular time-limited goals.

An index of standing committees, and their descriptions, is included below

2. Committee Groups

2.1. **Church Services Group (assigned Staff: Minister; Board Liaison) Committees (Music, Sunday Services) and their Charges**

2.1.A. **Music:**

The Music Committee exists for the purpose of integrating music into the life of People's Church by overseeing and supporting the church's music program. The music program includes music provided by choirs and other musicians from within and outside of the congregation, as well as participation in music by the congregation. The music program addresses music in all aspects of church life, but especially in the Sunday Service.

2.1.B. **Sunday Services**

The Sunday Services Committee works with the Minister to plan meaningful weekly Sunday services, and special services for the church year, and to enrich and support all aspects of the services.

Note: Minister-led Sunday services are the primary responsibility of the Minister.

**2.2. Education Group (Assigned Staff: DRE, Board Liaison)
Committees (Adult Education, Religious Education, Women's Retreat) and their
Charges**

2.2.A. Adult Education

Provide classes, workshops, and activities for adult religious growth and learning.

2.2.B. Religious Education

Oversee religious education of children and youth; support families.

Note: Education services are the primary responsibility of the Director of Religious Education (DRE).

**2.3. Congregational Services Group (Assigned Staff: Administrator, Board Liaison)
Committees (Arms Around, Membership, Library, News and Views) and their
Charges**

2.3.A. Membership

The Membership Committee seeks out visitors on Sundays and welcomes them to People's Church, introduces newcomers to Unitarian Universalism, and for those interested in becoming members, provides guidance and support during their integration into the life of the church.

2.3.B. Library

Maintain library collection and book displays.

**2.4. Outreach and Community Relations Group (Assigned Staff: Administrator,
Minister, Board Liaison)
Committees (ARAOMC, Art Wall, Green Sanctuary, Partner Church, Publicity,
Social Justice Coordinating Committee) and their Charges**

**2.4.A. Dismantling Racism Within People's Church Implementation Team (formerly
Anti-Racism Anti-Oppression Multi-Cultural (ARAOMC))**

The ARAOMC Committee will promote and lead an integrated commitment to antiracism anti-oppression multicultural work at People's Church.

2.4.B. Art Wall

The Art Wall Committee consults with artists to provide displays of art in the Commons.

2.4.C. Green Sanctuary

The Green Sanctuary Committee will encourage a sustainable life style for People's Church members as individuals and as a faith community.

2.4.D. Partner Church

The Partner Church Committee seeks to facilitate and deepen the partnership between People's Church and our partner congregations in Kovaszna and Burundi.

2.4.E. Publicity

The Publicity Committee seeks to increase the attendance and membership of People's church by publicizing church services, forums and special events.

2.4.F. Social Justice Coordinating Committee

The Social Justice Coordinating Committee serves to facilitate and coordinate the efforts of the congregation to be actively involved in living our values in the community and the world

2.5. Plant Operations Group (Assigned Staff: Administrator, Custodian, Board Liaison) Committees (Aesthetics, Building and Grounds, Memorial Garden) and their Charges

2.5.A. Aesthetics

The Aesthetics Committee's charge is to ensure a welcoming, comfortable, informative, functional and aesthetically pleasing place in which to meet and worship.

2.5.B. Building and Grounds

The Buildings and Grounds Committee coordinates and performs maintenance to the physical plant.

2.5.C. Memorial Garden

The Memorial Garden Committee is responsible for the care and maintenance of the Garden and facilitates memorial plantings and the ordering and placement of plaques.

2.6. Financial Affairs Group (Staff Assigned: Treasurer, Board Liaison) Committees (Endowment, Finance, Planned Giving, Stewardship) and their Charges

2.6.A. Investment

The Committee will manage the Endowment pursuant to the Endowment Investment and Distribution policy (as outlined in the Church Constitution).

2.6.B. Finance

The Finance Committee maintains the fiscal stability of the church so that the purpose of the church can be fulfilled

2.6.C. Planned Giving

The Planned Giving Committee will serve as a source of information and encouragement to the congregation in building the church's endowment through planned giving.

2.6.D. Stewardship

The Stewardship Committee is responsible for developing and carrying out the annual spring pledge canvass for the church operating budget, and for communicating with new members to encourage them to pledge throughout the year. In addition they will schedule fundraising events and oversee all fundraising for the church.

2.7 Church Operations Group (Assigned staff: Administrator; Board Liaison) Committees (Archives, Audio-Visual, Information Technology,) and their Charges

2.7.A. Archives

The Archives Committee helps to maintain and display church records and artifacts.

2.7.B. Audio-Visual

The Audio-Visual Committee will provide technical support, as needed, for church services, activities and events, and for outside groups using the building.

2.8. Personnel-Related Committees (The Board Vice-President typically acts as liaison.) and their Charges

2.8.A. Nominating

The Nominating Committee shall seek to fill and present to the congregation a slate of candidates to the Board of Trustees to conform to the election process used at the Annual Meeting. The Committee shall also nominate candidates for a Ministerial Search Committee.

Standing Committee Alphabetical List

Adult Education
Aesthetics
Archives
Art Wall
Audio Visual
Building & Grounds
Dismantling Racism Within People's Church Implementation Team
Investment
Finance
Green Sanctuary
Library
Membership
Memorial Garden
Music
Nominating
Partner Church
Planned Giving
Publicity
Religious Education
Social Justice Coordinating Committee
Stewardship
Sunday Services

(Adult) Religious Education

Charge: Classes, workshops, and activities for adult religious growth and learning

Responsibilities:

Note: The Adult Education Program is the primary responsibility of the RE Director.

Membership:

The committee recruits its own members* and elects its own chair, with assistance from the RE Director. A board liaison is appointed by the Board of Trustees as an ex-officio member. *A maximum of two three-year consecutive terms is generally recommended, terms to be staggered for continuity, but this may vary according to the committee's purpose and/or history. Please indicate your committee's preference for terms here.*

*Committees may request assistance from the Board of Trustees to recruit members via their board liaison.

Aesthetics Committee

Charge: The Aesthetics Committee's charge is to ensure a welcoming, comfortable, informative, functional and aesthetically pleasing place in which to meet and worship.

Responsibilities:

- ◆ All plans for physical changes within the church must come before the Aesthetics Committee for approval before proceeding.
- ◆ The Committee consults with groups within the church to design improvements to the appearance and function, as needed.
- ◆ Prepare an annual budget request, annual goals, and an annual report when requested.

Membership:

The committee recruits its own members* and elects its own chair. A board liaison is appointed by the Board of Trustees as an ex-officio member. *A maximum of two three-year consecutive terms is generally recommended, terms to be staggered for continuity, but this may vary according to the committee's purpose and/or history.*

*Committees may request assistance from the Board of Trustees to recruit members via their board liaison.

Archives Committee

Charge: The Archives Committee helps to maintain and display church records and artifacts.

Responsibilities:

- ◆ File material regularly related to the functioning of the church: newsletters, committee reports, pictures, articles, etc.
- ◆ Provide church archival material upon request.
- ◆ Undertake projects of a historical orientation.
- ◆ Prepare an annual budget request, annual goals, and an annual report when requested.

Membership:

The committee recruits its own members and elects its own chair.* A board liaison is appointed by the Board of Trustees as an ex-officio member. There are no set terms for committee membership. People who are interested are welcomed to the committee and remain members as long as they are interested.

*Committees may request assistance from the Board of Trustees to recruit members via their board liaison.

Art Wall Committee

Charge: The Art Wall Committee consults with artists to provide displays of art in the Commons.

Responsibilities:

- ◆ *How long exhibits last?*
- ◆ *PR from the committee? To whom?*
- ◆ Normal committee communication is by email.
- ◆ Committee members hang the pictures on the art wall.
- ◆ Prepare an annual budget request, annual goals, and an annual report when requested.

Membership:

The committee recruits its own members* and elects its own chair. A board liaison is appointed by the Board of Trustees as an ex-officio member. *A maximum of two three-year consecutive terms is generally recommended, terms to be staggered for continuity, but this may vary according to the committee's purpose and/or history. Please indicate your committee's preference for terms here.*

*Committees may request assistance from the Board of Trustees to recruit members via their board liaison.

Audio-Visual Committee

Charge: The Audio-Visual Committee will provide technical support, as needed, for church services, activities and events, and for outside groups using the building.

Responsibilities:

- ◆ Schedule committee members to work at all church events requiring A/V support.
- ◆ Operate the A/V equipment such as CD players, digital projector, DVD player, computers, microphones, speaker systems, overhead projector, etc.
- ◆ Carry out audio and video recording of services, memorials or other events as requested.
- ◆ Create montages.
- ◆ In cooperation with the Archives Committee, archive images and programs created by or for the church.
- ◆ Maintain and improve the equipment, upgrading when possible.
- ◆ Maintain and upgrade skill of committee members in the use of existing and emerging audio-visual technologies.
- ◆ Collaborate and cooperate with the Information Technology Committee, as needed.
- ◆ Prepare an annual budget request, annual goals, and an annual report when requested.

Membership:

The committee recruits its own members* and elects its own chair. A board liaison is appointed by the Board of Trustees as an ex-officio member. Members may remain on the committee as long as interest and time permit.

*Committees may request assistance from the Board of Trustees to recruit members via their board liaison.

Buildings and Grounds Committee

Charge: The Buildings and Grounds Committee coordinates and performs maintenance to the physical plant.

Responsibilities:

- ◆ Meet in the Spring and Fall at church.
- ◆ Maintain building systems and call in outside help as needed.
- ◆ Mow the grass as needed.
- ◆ Shovel walks as needed.
- ◆ Schedule clean-up days and coordinate the work done by volunteers on these days.
- ◆ Prepare an annual budget request, annual goals, and an annual report when requested.

Membership:

The committee recruits its own members* and elects its own chair. A board liaison is appointed by the Board of Trustees as an ex-officio member.

*Committees may request assistance from the Board of Trustees to recruit members via their board liaison.

Dismantling Racism Within People's Church Implementation Team

Charge: This team, along with the Dismantling Racism Steering Team, promotes the work of claiming and developing an Antiracist-Multicultural identity fully integrated across all aspects of the institution of People's Church.

Using the definition of Racism as "Race Prejudice + the Misuse of Power by Systems and Institutions," it leads the examination of all aspects of church life, including worship, facilities, decision-making, leadership, policies, and practices, to eliminate the biases of the White dominant culture.

Responsibilities:

- ◆ To provide opportunities and experiences for church members to learn and explore their racial identity

Membership:

The committee recruits its own members* and elects its own chair. A board liaison is appointed by the Board of Trustees as an ex-officio member.

*Committees may request assistance from the Board of Trustees to recruit members via their board liaison.

Investment Committee

Charge: The Committee will manage the Endowment pursuant to the Endowment Investment and Distribution policy (as outlined in the Church Constitution).

Responsibilities:

- ◆ Pursuant to the Endowment Investment and Distribution policy the Endowment Committee is empowered, acting through its elected chair, to hold, sell, exchange, rent, lease, transfer, convert, invest, reinvest, or engage others to do the same, and in all other respects manage and control the assets of the Endowment.
- ◆ A majority vote of the members of the Endowment committee is needed to carry any committee decision.
- ◆ Committee members will not be liable for any losses incurred by the Endowment except to the extent that such losses arise out of acts or omissions of willful misconduct or gross negligence. Each member will be liable for his/her own acts or omissions of willful misconduct or gross negligence and not for the acts or omissions of other members. No member of the committee will engage in any self-dealing or transactions with the Endowment in which the member has a direct or indirect financial interest. Members will refrain at all times from conduct in which his/her personal interest would conflict with the interest of the Endowment.
- ◆ The committee will report to the Board on a quarterly basis or as the Board requires and provide a written report to the congregation at the Annual Meeting.
- ◆ The Board of Trustees of the Church will have the responsibility to accept, reject, or negotiate the terms and conditions of all gifts or bequests given to the Endowment. Any such bequest not earmarked would go to the unrestricted fund unless otherwise determined by the Board.
- ◆ Prepare an annual budget request, annual goals, and an annual report when requested.

Membership:

The Endowment Committee consists of three Supporting Members of the congregation appointed by the Board. The committee elects its own chair. The term of each committee member will be three years in staggered rotation to ensure continuity. No member may serve more than two consecutive three-year terms. After a lapse of one year, former committee members may be reappointed. No member may serve on the Endowment Committee while also serving on the church governing Board or as an elected officer of the congregation. The Board will fill any vacancy on the committee and may remove any member of the committee.

Finance Committee

Charge: The Finance Committee maintains the fiscal stability of the church so that the purpose of the church can be fulfilled.

Responsibilities:

- ◆ Holds regular monthly meetings shortly before each Board meeting.
- ◆ Monthly, receives the Treasurer's report detailing income and expenditures for the past month and an assessment of the general financial standing of the church.
- ◆ Prepares the annual budget for the next church year by soliciting input from committees and office staff about their needs.
- ◆ Copies all committees' annual goal statement (submitted with budget requests) for the Archive Committee.
- ◆ Assists the Canvass Steering Committee as needed.
- ◆ Maintains and updates an assessment of Church property.
- ◆ Reviews and updates insurance coverage for the Church.
- ◆ Prepares an annual budget request, annual goals, and an annual report when requested.

Membership:

The committee recruits its own members* and elects its own chair. Membership is restricted to supporting members of the church (see Constitution, Article III). Members serve three year, staggered terms to ensure continuity. The Church Treasurer serves on the committee. A board liaison is appointed by the Board of Trustees as an ex-officio member.

*Committees may request assistance from the Board of Trustees to recruit members via their board liaison.

Green Sanctuary Committee

Charge: The Green Sanctuary Committee will encourage a sustainable life style for People's Church members as individuals and as a faith community.

Responsibilities:

- ◆ Seek out and consult with church members/friends/staff with current interests/commitments relevant to the Green Sanctuary program.
- ◆ Increase individual and organizational awareness and behaviors consistent with Green Sanctuary ideals.
- ◆ Annually, identify specific actions to undertake, across the spectrum of church life, as identified in the Green Sanctuary manual; provide or recruit leadership for these and promote church member/friend participation, as appropriate.
- ◆ Seek connection with organizations in the wider community whose goals and/or programs are consistent with Green Sanctuary values. Promote these to church members, as appropriate (e.g., church newsletter articles)
- ◆ Explore accreditation for People's Church by the UUA's Ministry for Earth as a "Green Sanctuary" congregation.
- ◆ Provide annual reports and budgets as requested.

Membership:

The committee recruits its own members* and selects its own chair and secretary. A board liaison is appointed by the Board of Trustees as an ex-officio member. The committee is composed of five to eight members. Members will serve for three years; initial terms to be staggered. Members may serve consecutive terms.

*Committees may request assistance from the Board of Trustees to recruit members via their board liaison.

Library Committee

Charge: Maintain library collection and book display table.

Responsibilities:

- ◆ Make library policy decisions as needed.
- ◆ Evaluate book and AV donations for inclusion/exclusion in collection. (Remainder to be given to Friends of the Kalamazoo Library)
- ◆ Process materials for circulation.
- ◆ Maintain circulation records; retrieve overdue materials.
- ◆ Take inventory.
- ◆ Select and order books for book sale table; keep inventory. (Note: book sale table discontinued in 2007)
- ◆ Station members of committee at table on Sundays.
- ◆ Maintain cassettes of Sunday services.
- ◆ Repair materials as needed.
- ◆ Participate in Community Reading program.

Membership:

The committee recruits its own members* and elects its own chair. A board liaison is appointed by the Board of Trustees as an ex-officio member.

*Committees may request assistance from the Board of Trustees to recruit members via their board liaison.

Membership and Connections Committee

Charge: The Membership and Connections Committee:

- ◆ seeks out visitors on Sundays and welcomes them to People's Church, introduces newcomers to Unitarian Universalism, and for those interested in becoming members, provides guidance and support.
- ◆ within its abilities (depending upon committee members' talents, inclinations and time available) promotes functions or activities which enhance connections among new and continuing church members to support integration into the life of the church, to the extent each person desires; coordinating any adult-ed type activities (such as Chalice Circles) with the RE Director and/or Minister.

Responsibilities:

- ◆ Staff the Visitor (downstairs) and Information (upstairs) Desks for all church services to ensure that visitors feel welcome, receive information, and have their questions answered.
 - Offer a visitor nametag, which will help identify them as newcomers, for special welcomes from all.
 - Offer the opportunity to join the newsletter mailing list and/or request further contacts.
 - Collect statistics.
- ◆ Seek out visitors before and after church for conversation. (See 'Welcoming Presence' job description'.)
- ◆ Provide visitor follow-up either with a letter, telephone call, or an email.
- ◆ For people who express interest in more involvement in the church, encourage attendance at an Orientation. At that time (or earlier) request a "Membership Information" form, which - if they elect Membership - will be used as the basis of their introduction to the congregation; as well as - for those who express interest in this - referral to a committee or working group.
- ◆ Offer Orientations (1 or more meetings; typically 3 times per year: Fall, Winter & Spring) for anyone interested in church membership or learning more about our church and Unitarian Universalism. These should include pledging information.
- ◆ Offer a Welcoming Ceremony(s) (typically 3 per year: Fall, Winter & Spring); including optional introduction of new members to the congregation during a church service, coordinated with the Minister.
- ◆ Offer new members and friends-of-the-church a mentor. The mentor will assist the new member to become integrated into the life of the church. (2018/2019 program is called "First Friends".)
- ◆ Within its abilities, promote church functions and activities that promote member connections. ('Adult-ed type activities, such as Chalice Circles, should be coordinated with the RE Director and/or Minister).
- ◆ Provide publicity for People's Church membership and connection opportunities through the church Newsletter and Blasts.
- ◆ Order and maintain an inventory of brochures and supplies for the information desk and rack in the foyer.
- ◆ Conduct meetings as necessary, generally monthly unless business can be conducted electronically.

Membership:

The committee recruits its own members and elects its own chair. The Church Administrator serves as staff liaison.

Memorial Garden Committee

Charge: The Memorial Garden Committee is responsible for the care and maintenance of the Garden and facilitates memorial plantings and the ordering and placement of plaques.

Responsibilities:

- ◆ Meet as needed.
- ◆ Maintain a plan for the use of the area occupied by the Memorial Garden.
- ◆ Approve all plantings to be consistent with the plan.
- ◆ Provide regular care and maintenance for the Memorial Garden, such as clean-up, special plantings, etc. Mowing will be done by the Building and Grounds Committee.
- ◆ Make available a list of certified nurseries where donors may purchase plantings.
- ◆ Determine eligibility of people to be memorialized in the Garden, order and place plaques in cooperation with donors. Actual ordering of materials may be done by the Church Administrator. Placement of plaques is done by Building and Grounds.
- ◆ Maintain a comprehensive map of the Memorial Garden on which is located each tree. Interred ashes are also listed.
- ◆ Maintain a list of the persons who have been memorialized with trees planted in the Memorial Garden. This should include the name of the person, the kind of tree, who conducted the Garden service and when, and the location of the tree on the grid.
- ◆ Maintain a list of all persons whose ashes are interred in the Memorial Garden, and send a copy of this to the Archives Committee for permanent retention.
- ◆ Prepare an annual budget request, annual goals, and an annual report when requested.

Membership:

The committee recruits its own members* and elects its own chair. A board liaison is appointed by the Board of Trustees as an ex-officio member.

*Committees may request assistance from the Board of Trustees to recruit members via their board liaison.

Music Committee

Charge: The Music Committee exists for the purpose of integrating music into the life of People's Church by overseeing and supporting the church's music program. The music program includes music provided by choirs and other musicians from within and outside of the congregation, as well as participation in music by the congregation. The music program addresses music in all aspects of church life, but especially in the Sunday Service.

Responsibilities:

- ◆ Develop goals and plans annually, as well as longer range visions for the music program, in cooperation with the Music Director, and evaluate their achievements.
- ◆ Prepare an annual budget request and an annual report when requested.
- ◆ Oversee the preparation of an annual budget for the music program, advocate for the music program in the budgeting process of the church, explore ways to obtain other funding for the music program, and make recommendations to the Board of Trustees for the use of those funds when obtained.
- ◆ Work cooperatively with the Music Director to provide music for Sunday Services, including assisting in identifying and obtaining musicians for special performances and special services such as weddings and memorials.
- ◆ Provide input to the Lead Administrative Officer/Board for the annual performance review of paid staff who have an impact on the music program.
- ◆ Operate as a church committee, according to the guidelines set forth in the Handbook for committees.
- ◆ Undertake other germane tasks as agreed to by the Committee and the Board of Trustees.

Membership:

The committee recruits its own members* and elects its own chair. Members serve three-year terms, with new members coming on each year to replace retiring members. The minister serves as an ex-officio member of the committee. The Music Director is a permanent member of the committee. A board liaison is appointed by the Board of Trustees as an ex-officio member. One Music Committee member acts as a liaison to the Sunday Services Committee.

*Committees may request assistance from the Board of Trustees to recruit members via their board liaison.

Nominating Committee

Charge: The Nominating Committee shall seek to fill and present to the congregation a slate of candidates to the Board of Trustees to conform to the election process used at the Annual Meeting. The committee will ensure that there are at least two candidates presented at the annual meeting for election to next year's Nominating Committee. The Committee shall also nominate candidates for a Ministerial Search Committee.

Responsibilities:

- ◆ Nominate one candidate for each vacancy on the Board of Trustees. Candidates must be Supporting Members of the church.
- ◆ Announce the slate of candidates for the Board of Trustees to the membership by mail at least six weeks before the Annual Meeting. Publicize the alternative nominating procedure: After publication of the Nominating Committee's slate, other consenting candidates to the Board of Trustees may be nominated by petitions signed by five church members. Petitions must be presented to the church Administrator at least four weeks before the Annual Meeting.
- ◆ Publicize the procedure for nominating members for the Nominating Committee in a timely manner. A candidate shall be nominated only by petition containing the signatures of at least five supporting members, the candidate having consented. Petitions must be received by the Church Administrator at least four weeks prior to the annual meeting.
- ◆ If petitions for at least two candidates for election to next year's Nominating Committee have not been presented to the Administrator by four weeks prior to the annual meeting, the committee will ensure that petitions are completed for at least two candidates (in accordance with Article IX, paragraph 2).
- ◆ The committee shall nominate candidates for a Ministerial Search Committee in accordance with Article IX, paragraph 1.
- ◆ Serve as a resource to the Board for recommending or recruiting individuals for Board-appointed positions.
- ◆ Prepare an annual budget request, annual goals, and an annual report when requested.

Membership:

The Nominating Committee shall consist of seven Supporting Members of the Church -- none of who shall be current members of the Board of Trustees, six of whom shall serve three-year staggered terms. The immediate past president of the Board of Trustees, or a recently retired trustee appointed by the Board shall be the seventh member of the committee each year. The minister shall be a non-voting consultant to the committee. The Board Vice President acts as a liaison to the Board of Trustees.

Two members of the Nominating Committee shall be elected at each annual meeting. Candidates for election shall be those church members who submit petitions with signatures of five other members supporting their nomination. No member of the Nominating Committee shall be elected to two terms in succession without an interim term of one year. The Board of Trustees shall fill vacancies on the Nominating Committee that occur during the year.

SUGGESTED GUIDELINES FOR NOMINATING COMMITTEE

It has been the practice and policy at People's Church that candidates:

1. Be pledging members of People's Church with active participation immediately prior to their nomination and be able to attend the monthly Board meetings and accept Board responsibilities as prescribed by the President of the Board.
2. Should not have a spouse on the Board or be a paid employee of the church. (Exceptions have been made to this policy, but generally previous nominating committees have observed this restriction.)
3. No Board member shall succeed him/herself unless filling out a term of a member who has resigned or otherwise created a vacancy on the Board. Each candidate will be given a copy of the Church Constitution, along with a copy of the duties of the committees; be introduced at the Annual Meeting; and submit a typewritten brief biography for inclusion in the newsletter (the biography will be posted with a picture for three weeks before the election).

Religious Education Committee (Youth)

Charge: Oversee religious education of children and youth and support families, as well as provide classes, workshops, and activities for adult religious growth and learning.

Responsibilities:

- ◆ Offer exemplary religious education in a safe, welcoming, and nurturing environment
- ◆ Be a welcoming presence for families
- ◆ Foster intergenerational connections among the congregation
- ◆ Provide ongoing teacher development and support
- ◆ Engage a wide-variety of people from our congregation to share in RE tasks and responsibilities

Note: The Religious Education Program is the primary responsibility of the RE Director.

Membership: The committee recruits its own members* and elects its own chair, with assistance from the RE Director. A board liaison is appointed by the Board of Trustees as an ex-officio member.

*Committees may request assistance from the Board of Trustees to recruit members via their board liaison.

Social Justice Coordinating Committee

Charge: The Social Justice Coordinating Committee serves to facilitate and coordinate the efforts of the congregation to be actively involved in living our values in the community and the world

Responsibilities:

- ◆ Plan for monthly meetings and special meetings of the committee for the purpose of carrying out the above charge.
- ◆ Identify to the entire congregation and the community that social justice activities are a vital aspect of our Church life.
- ◆ Provide a social justice structure and process for members of the congregation to use in creating and joining community service and social justice projects.
- ◆ Provide an avenue for new members who bring to People's an interest in social problems to have the opportunity for participation within the church in social justice activities.
- ◆ Provide technical, financial or other reasonable resources to church community service or social action committees reviewed and supported by the SJCC.
- ◆ Develop fund raising projects to meet the SJCC goals noted above.
- ◆ Develop relationships with outside community groups with goals consistent with that of People's Church, e.g., ISAAC.
- ◆ Make recommendations to the Board about Special Collection recipients.
- ◆ Provide SJCC annual reports and budgets and consult with the Board for advice and consent when appropriate.

Membership:

The Committee recruits its own members* and selects its own chair. A board liaison is appointed by the Board of Trustees as an ex-officio member. The SJCC is composed of six to nine members. Members will serve for three years and terms will be staggered. Members may serve consecutive terms. A person appointed to fill a vacant, non-expired term shall be eligible to serve a succeeding full term.

*Committees may request assistance from the Board of Trustees to recruit members via their board liaison.

Stewardship Committee

(established 5/07, includes responsibilities of former Canvass and Fundraising committees)

Canvass (prior to 5/07)

Charge: The Canvass Committee is responsible for developing and carrying out the annual spring pledge canvass for the church operating budget, and for communicating with new members to encourage them to pledge throughout the year.

Responsibilities:

- ◆ Convene no later than November 15 for its initial meeting. Elects a chairperson and sets the important dates: canvass kickoff and conclusion.
- ◆ Determine format for canvass and organize any canvass events.
- ◆ Determine who will be canvassed in consultation with the Church Administrator, Religious Education Director, Treasurer and Minister. This will include members and friends of the church.
- ◆ Recruit, organize and train the canvass team.
- ◆ Create printed orientation materials and pledge forms.
- ◆ Publicize the canvass.
- ◆ Keep detailed records and pledging data.
- ◆ Prepare a final canvass report (both narrative and statistical).
- ◆ Distribute canvass form comments to the Minister, Administrator, and Director of Religious Education (with names), and to others as needed (without names). Other groups to get comments or partial lists: Personnel, Financial Affairs, Church Operations and the Board.
- ◆ Communicate with the Church Treasurer as people join the church to determine whether they have made a pledge. Contact new members or families within two months of joining to encourage pledging as part of their membership.
- ◆ Make six copies of a final report in book form containing pledging data, pledging persons, canvassers, orientation materials, and correspondence. The reports will be distributed to each member of the next year's Canvass Committee and to the Board liaison. The sixth book is for the Archives and will not include privileged information.
- ◆ Send the committee chairperson from the previous canvass to the June Board meeting to present the final report (both narrative and statistical).
- ◆ Prepare an annual budget request, annual goals, and a report for the annual meeting when requested.

Membership:

The Canvass Committee is made up of four active working members serving staggered two-year terms. A board liaison is appointed by the Board of Trustees as an ex-officio member. Two new members are recruited and appointed by the Board each year in June. Committee members must be Supporting Members of the church. The committee elects its own chair. Consultants may be asked to serve at the discretion of the committee.

Fundraising Committee (prior to 5/07)

Charge: The Fundraising Committee will schedule fundraising events and will oversee all fundraising for the church.

Responsibilities:

- ◆ The Fundraising Committee will determine what fundraising events will be held each church year. The committee will decide what events to approve based on past experience, and will consider proposals for new events.
- ◆ The Fundraising Committee will attempt to recruit one coordinating person for each event. If the committee is unable to successfully recruit event coordinators, the Board of Trustees will take responsibility.
- ◆ The committee will assist event chairpersons in their planning, provide records from previously held fundraisers, and maintain records for future event chairs.
- ◆ It will keep the number of fundraisers to a minimum to avoid burnout of the event workers and also of the congregation who support these efforts.
- ◆ It will work with the church calendar when planning to manage scheduling and avoidance of conflict.
- ◆ Written record of the committee's work will be kept.
- ◆ The committee will meet monthly and encourage leaders of forthcoming events to attend meetings for the three meetings before the event.
- ◆ The Fundraising Committee will request notes from each fundraising event and will maintain a record of all such events for use by leaders in subsequent years.
- ◆ The committee will oversee on-going fundraising programs and report to the congregation on funds raised through these efforts.
- ◆ All fundraising within the church, except planned giving to the endowment and capital campaigns, must seek approval of the Fundraising Committee before proceeding. This includes the selling of items as well as the scheduling of fundraising events.
- ◆ If advance funds are needed for an event, the event coordinator may seek advance funds by submitting a written request to the Treasurer. The advance funds must be covered first by the proceeds when the event is over.
- ◆ Prepare an annual budget request, annual goals, and an annual report when requested.

Membership:

The committee recruits its own members* and selects its own chair and secretary. A board liaison is appointed by the Board of Trustees as an ex-officio member. A maximum of two three-year consecutive terms is recommended, terms to be staggered for continuity.

*Committees may request assistance from the Board of Trustees to recruit members via their board liaison.

Sunday Services

Charge: The Sunday Services Committee works with the Minister to plan meaningful weekly Sunday services, and special services for the church year, and to enrich and support all aspects of the services.

Responsibilities:

- ◆ Integrate ministerial and lay participation in church services.
- ◆ Include young people in the Sunday services.
- ◆ Facilitate congregational contributions to the service such as; choirs and performing arts groups, readings, audio-visual presentations, flowers, etc.
- ◆ Provide regularly scheduled lay services.
- ◆ Provide hospitality and orientation for guest speakers and substitute ministers.
- ◆ Provide contingency planning in the event of an unexpected absence of a pulpit speaker.
- ◆ Help plan congregational "rites of passage".
- ◆ Arrange for audio-visual support personnel for church services, including special services.
- ◆ Be represented on the ad hoc hiring committee when a new choir director and/or organist is being hired.
- ◆ Communicate clerical needs related to church services to the Church Administrator.
- ◆ Recruit House Managers/Ushers for Sunday Services.
- ◆ Recruit coffee makers for Sunday Services.
- ◆ Prepare an annual budget request, annual goals, and an annual report when requested.

Note: Minister-led Sunday services are the primary responsibility of the Minister.

Membership:

The committee recruits its own members* and elects its own chair. A board liaison is appointed by the Board of Trustees as an ex-officio member.

*Committees may request assistance from the Board of Trustees to recruit members via their board liaison.

IV. FINANCIAL POLICIES

1. Overview

The Treasurer of People's Church is a volunteer appointed by the Board of Trustees. S/he shall be responsible for overview of all financial transactions, records, reports, and for the disbursement of funds in accordance with procedures approved by the Board.

- 1) Review disbursement vouchers and credit card statements.
 - a) Verify and provide account number, where needed.
 - b) Verify that budget is not exceeded by requested disbursement.
 - c) Determine appropriateness of expense.
 - i) Board may want to require two signatures for large checks (>\$5,000?)
 - ii) Minister could be a backup signatory.
- 2) Sign disbursement checks.
- 3) Provide guidance to Database Manager as required.
- 4) Prepare monthly financial briefing for Board.
- 5) Support Endowment Committee, Canvass Committee, and others that require financial information.
- 6) Serve as information resource for church staff benefits.
- 7) At the beginning of the fiscal year, issue letters notifying staff members of their pay rates for the upcoming year.
- 8) Notify payroll service of any changes in personnel or pay rates.

The Database Manager (a part-time position) shall be responsible for entering all financial transactions into the church database, and for producing regular reports to the Treasurer and Board of Trustees.

The Board shall communicate, in writing, a church budget of authorized expenditure limits by line item to the Treasurer following the first meeting of the Board of Trustees after the Annual Meeting of the church.

The Finance Committee shall verify the existence of the financial assets of the church as shown on any month-end balance sheet at least once a year.

2. Pledge Records

The Database Manager shall maintain the individual pledge records. These confidential records shall include name and address, amount pledged, timing of pledge payment(s) if indicated, and any special considerations. S/he will also provide regular statements to those individuals who do not pay their pledges in one lump sum.

3. Disbursements

The Treasurer shall make Church disbursements. When the Treasurer is not available, the Church Administrator may make disbursements.

3.1. Disbursement Approval

All invoices or statements forwarded to the Treasurer for payment must bear the signature of the

person approving the payment. If the Treasurer receives unapproved bills, they will be directed to the most likely individual, based on the nature of the expenditure, for payment approval. When no one can be found to approve an invoice, we must first question its legitimacy. If legitimate, it shall be paid and brought to the attention of the Board. When the payment is being made for receipt of materials, a copy of the packing slip should accompany the invoice as evidence of actual receipt.

4. Approval for Budget Overruns

No payments shall be made by the Treasurer that will exceed the budget for any line item, except for the procedure below. The Treasurer, when noting the expenditure would cause the budget to be exceeded, shall notify the appropriate committee chairperson who will be responsible for requesting Board approval of additional budget authorization. The Board of Trustees may approve supplemental budget requests but may not approve requests that, in total, exceed the Church budget by more than 5%. The Board of Trustees will call a special meeting of the People's Church for approval of budget overruns exceeding 5% of the total budget.

5. Budget Carry Over

Money budgeted for a line item but not spent or obligated cannot be transferred from one church fiscal year to the next.

6. Contracts

No contractual agreement shall be entered in the name of People's Church without prior board approval. In cases of extreme emergency, the Minister shall notify the Board president and appropriate temporary action will then be taken.

7. Special Collections Policy

7.1. Purpose

Giving in church is an important means for members, friends and others to come together and provide support to special church projects and for worthwhile projects outside it. Children and youth should also be encouraged to participate in giving. However, collections are not meant to replace the Canvass, which provides funds contributed through pledges for the annually budgeted expenses of church staff and activities. Instead, collections allow for unanticipated needs that arise within the church, for special projects, and for charitable giving to outside organizations.

7.2. History

Collections, or offerings, traditionally have been taken only for special projects and other purposes. Some collections have a long history at People's Church, such as UNICEF and Guest at Your Table. Others have offered members and friends an opportunity to help fund a special purpose, such as Heifer International, sending teens to Transylvania or addressing a special project within the church. Collection boxes provide an alternative method of giving.

7.3 Procedure *(effective March 1, 2016)*

Purpose

This policy establishes criteria for selecting recipients of People's Church monthly special collections. It also sets criteria for collections for relief efforts in response to emergencies in our community or around the world.

Monthly Special Collections

People's Church shall take ten special collections each church year. One Sunday in each month, September through June, will be designated for a special collection. The Social Justice Coordinating Committee shall work with the Sunday Services Committee to select appropriate dates.

Recipients of special collections will be chosen by the SJCC for the following months: September, October, December, January, March, April, and June. Recipients shall be chosen by the Minister in November, February, and May.

All recipients of special collections must have non-profit status and exhibit values consistent with our UU Principles. Preference shall be given to organizations whose activities benefit residents of our local community. Consideration will be given to groups which have existing relationships with People's Church.

Recipient organizations must follow policies in agreement with the UUA non-discrimination clause:

The Association declares and affirms its special responsibility, and that of its member congregations and organizations, to promote the full participation of persons in all of its and their activities and in the full range of human endeavor without regard to race, color, sex, disability, affectional or sexual orientation, age, or national origin and without requiring adherence to any particular interpretation of religion or to any particular religious belief or creed.

- Adopted by the UUA, 2004

Emergency Special Collections

Requests for emergency collections may be presented to the Minister. These must be approved by the Board of Trustees either in a meeting or by electronic mail. Consideration shall be given to disaster relief appeals supported by Unitarian Universalist organizations.

Publicity

The congregation shall be informed of collection recipients in People's Church publications and media. Exact dates for collections shall be publicized at least a month in advance, with the possible exception of emergency collections. Amounts collected will be reported to the congregation the following week, or as soon as the total is available thereafter.

7.4 Records

Income from all collections will be reported to the church Treasurer, who will include it within the regular financial reports to the Board.

8. Policy Concerning the Sale of Church-Related Products

People's Church has a history of selling church-related products within and beyond the church community. Such activities are encouraged, so long as they are consistent with our mission. The

products and their sale serve multiple purposes:

1. as aids for religious life of families and individuals;
2. to increase connections among People's people;
3. to nurture enthusiasm for and knowledge of both Unitarian Universalism and People's Church;
4. to increase visibility of Unitarian Universalism and People's in the community;
5. to provide the opportunity to work together on a fun project; and
6. to provide the opportunity to work together on a project that has potential financial benefits.

These should serve as the criteria by which decisions are made concerning which projects People's Church will entertain.

8.1. Process for Approval

All projects concerning the sale of church-related products must be pre-approved by the Fundraising Committee. This committee can also determine acceptable ways of advertising and selling the products.

8.2. Funding

Under certain circumstances, seed money may be available for church-related products and must be authorized by the Fundraising Committee. The Board, or a sub-committee so designated, must approve expenditures in excess of \$250. The expectation is that whatever seed money is made available for the project will be recouped from the sale of the product.

9. Proposals for Capital Expenditure

1. State the purpose of the project and the need it is intended to address. Explain how this project fits into the mission of People's Church.
2. Describe the specific objectives of the project and explain how you are going to achieve each one. State the specific outcomes you anticipate.
3. Name the individuals who will carry out the project plan, and describe each person's skills and experiences related to the project.
4. Provide a detailed budget for the project, including all possible funding sources, e.g., grants, major donors, etc.
5. Provide a timeline detailing implementation and completion of the project.
6. Describe your plan for evaluation, and state the criteria for evaluating the success of your project.

9.1 Policy of People's Church Regarding Expenditures of Amounts in Excess of 1% of the Annual Budget

9.1.A. Exclusions

The Treasurer or other person designated by the Board shall have the authority to pay all reasonable bills relative to utilities, phone, water, gas, electricity, salaries, and other reasonable expenses relative to the normal operation of the church, without complying with the bid policy listed below in B. The Finance Committee will annually review ongoing and multi-year contracts.

9.1.B. Process for Non-Routine Expenditures of Amounts in Excess of 1% of the Annual Budget

When church leaders (staff, minister, a committee, or ad hoc committee) believe it is necessary to make expenditures other than the above that are in excess of 1% of the annual budget of the church (approximately \$3,500 in 2019), they shall be required to research the proposed expense, compare prices, and explore how the purchase can be made in alignment with the church's values (including supporting businesses owned by people of color, women, and other minorities when possible). These expenditures include major improvements, service contracts, furniture and equipment, materials, and committee projects, but are not limited to these items. The church leaders will be in communication with the Finance Committee about the impending expense. The leaders advocating for this expenditure will join the board for a conversation about the expenditure, presenting the need, their research, and their recommendation. The Board will make the final decision.

9.1.C. Waiver

Immediate needs arise when it is impractical to follow this policy. Immediate shall be defined as an event that will imminently cause deterioration or danger to the church properties or personnel, such as furnace, water, or any other such event. In situations of immediate need, a waiver of the above policy listed in 'B' will apply with the approval of the Executive Committee. If it is not possible to consult with the entire Executive Committee, any member of the Executive Committee, will have authority to authorize the expense.

10. People's Church Endowment

The church shall have a separate Endowment to assure the long range financial future of the church, to help the church manage and survive financial emergencies, and to fund capital needs and special projects that further the mission of the church. The Endowment shall be managed by an Endowment Committee. No member may serve on the Endowment Committee while also serving on the church governing Board or as elected officer of the congregation. The Board shall fill any vacancy on the Committee and may remove any member of the Committee. The Committee shall report to the Board on a quarterly basis, or as the Board requires, and shall provide a written report to the congregation on the status of Endowment funds at the Annual Meeting.

The Planned Giving Committee shall be responsible for soliciting gifts and bequests, and for developing appropriate materials and procedures to facilitate gifts and bequests from members and friends of People's Church. The Board of Trustees shall have the responsibility to accept, reject, or negotiate the terms and conditions of all gifts or bequests given to the Endowment. Any such gift or bequest that is not earmarked would go to the unrestricted fund unless otherwise determined by the Board.

10.1 Endowment Investment and Distribution Policy

1. An Endowment Committee shall manage the Endowment. The committee shall invest the assets of the Endowment with the objective of earning an average annual total return consistent with moderate risk. It is intended that reasonable restrictions placed on any gift by the donor and approved by the Board will be faithfully followed.
2. The committee may provide for such professional counsel on investments or legal matters as

it deems best, and it may incur reasonable expenses in the execution of its duties. The expenses shall be paid from the Endowment.

3. Endowment Funds may be co-mingled for ease of investment management. The Committee shall separately account for each fund, attributing to each its proportionate share of changes in investment values, as well as recording gifts to and distributions from each fund. Gifts and bequests to the Endowment may be designated for any of the established funds. Non-designated gifts to the Endowment shall be deposited to the Unrestricted Palmer Fund.

11. Monetary Gifts to the Church (gift policies are under review May, 2005)

We encourage the giving of financial gifts to the church in memory of others. It is most helpful if such gifts can be given to People's Church without being earmarked for specific purposes. If a specific expenditure is requested, the Board needs to formally accept the gift and a note should be sent from the president of the Board to the benefactor, confirming the intended use of the funds. No disbursements from memorial funds may be made, except by motions approved by the Board of Trustees.

11.1 Earmarked Funds

While People's church welcomes contributions, selective funds or materials offered for specific goals/objectives outside the operating budget ("earmarked offerings") are neither solicited nor encouraged. We hope all Church members, visitors and friends will give freely and with unrestricted generosity, allowing the governing processes of the church to manage this abundance.

If earmarked offerings are proffered, they will be assessed in the following manner:

If the funds (or value of physical gifts) offered are less than \$500, the donation process will be addressed by the Finance Committee.

If the funds (or value of physical gifts) offered are greater than \$500 then the offering will be discussed at the next BoT meeting. These offerings will not be discussed electronically between BoT meetings.

BoT expects that the sponsor(s)/benefactor(s) is/are available to explore with the BoT the special funding offer and its merits, including preparing a written outline of reflections of the questions below. Sponsor(s)/benefactor(s) will work with a supporting committee member, trustee or staff member in preparing this material for the BoT review. In order to honor **an equitable and transparent** governance process, anonymous earmarked offerings will be declined.

1. What is the description of the proposed gift?
2. What is the purpose/goal/outcome of the earmarked offering?
3. How and to what degree does the offer serve the mission and vision of the church?
4. What is the potential impact on the staff? (Consider both short and long term impact)
5. What is the impact on committee(s)?
6. What is the impact on programming?

7. How might it affect the physical structure of the church?
8. How might it affect the organizational structure of the church?
9. What additional costs are needed to implement or support the earmark goal?
10. What is the timeline and expected lifetime of the earmarked gift?

After discussion, the board will decide whether to accept the earmarked donation/material by simple majority vote. A summary of this discussion, including names of individual(s) offering earmarked funds/materials, will be included in the BoT minutes of the month.

All approved earmarked funds or physical materials will be disclosed to the **Finance Committee** within 10 days of receipt or approval by the Board.

12. People's Church Fund Descriptions

12.1 Operating Fund

For the receipt of general church revenues and the payment of operating expenses. Any surplus operating funds are to be transferred to the Palmer Unrestricted Fund at the end of the fiscal year.

12.2. Reserve Fund

For emergencies and unanticipated improvement needs. To be maintained at \$50,000 in 2004 prices. Monies should be invested to preserve the real purchasing power of the fund. Transfer any excess earnings, after adjusting the real value of the Reserve.

12.3. Special Purpose Funds

This is a collection of funds for Board restricted purposes. At this time it includes the Book Table Fund, the Futures Fund, and the Minister's Discretionary Fund. These are basically revolving funds authorized from time to time by the Board or the congregation for specific purposes.

12.4 Memorial Funds

Memorial Funds are those that are given to the church in memory of others, but not with the intent of creating a perpetual pledge. This shall include the Crane Memorial Garden Fund. Such gifts should normally be given to People's Church without being earmarked for specific purposes. If a specific expenditure is planned, an agreement should be reached between the President of the Board and the benefactor, indicating the intended use of the funds. Disbursements from memorial funds may be made at the discretion of the Treasurer or the Minister for legitimate memorial activities, with approval of the Board of Trustees required in disputed cases.

12.5 Endowment Funds

People's Church Endowment funds include a number of funds for various purposes. In general, Endowment funds are expected to last indefinitely, with the principle generating earnings for the designated purpose. As a matter of policy, People's Church uses a 5 percent annual payout for Endowment funds. The following funds are regarded as People's Church Endowment funds.

12.5.A. Perpetual Pledge Fund

The Perpetual Pledge Fund is for Endowment funds that have been given or bequeathed with the express purpose of providing a permanent annual financial pledge to support People's Church. People's Church uses an annual payout of 5 percent of the principal to calculate the perpetual pledge. Returns over and above 5 percent are returned to the fund. Those Perpetual Pledge Funds yielding at least \$500 per year are listed individually.

12.5.A.1. Virginia MacGill Fund, established 1997

12.5.A.2. Virginia and George Hoekzema Fund, established 2001 (?)

12.5.A. 3. Mary and Ward Greiner Fund, established 2004

12.5. B. Palmer Unrestricted Fund

Distribution from the Palmer Unrestricted Fund may be used for any purpose to further the work of the church, but shall not be used for the ordinary and customary operating expenses of the church except as provided below. A distribution to the church's annual operating expenses may be made by a vote of the congregation. Such distribution shall not exceed 5% of the value of the fund calculated as an average of the 5 most recent calendar quarters of the fund's life. Other distributions from this fund shall be determined by the congregation as part of its customary budgeting process.

12.5.C. Community Service and Outreach Fund

Distribution from the Community Service and Outreach Fund shall only be used to further the church's mission of supporting individual and collective service to and within the larger community. This fund is not intended to support activities for the church community itself, but is intended for social responsibility efforts in the broader community at large. Expenditures from this fund shall be in accord with established Congregational and Board policy. No more than 5% of the funds value may be distributed in any given year. The 5% shall be calculated on the average value of the most recent 5 quarters of the life of the fund.

12.5.D. Building Fund

Distribution from the Building Fund shall only be used to help pay for major capital expenditures, significant improvements, or emergency projects over and above regular maintenance. Distribution shall be determined by the Congregation as part of its customary budgeting process except for building emergencies that shall be determined by 2/3 vote of the entire Board. Such action shall be reported to the Congregation in the next newsletter and at the next Congregational meeting.

V. OTHER POLICIES

1. Communications

1.1 Mailing Lists

It is our policy that we do not provide our mailing or email lists to outside organizations.

1.2 Newsletter Policy

The People's Church Administrator will be responsible for maintaining the scope, content and distribution of the newsletter.

1.3 Publication Schedule

The church calendar will be populated with newsletter deadline dates in August of every year for the following church year.

2. Church Property

2.1 Aesthetic Gifts

All plans for physical changes within the church must come before the Aesthetics Committee and the Administrator for approval before proceeding.

2.2. Guidelines for the Sale of Church Items

1. The Administrator will coordinate the sale of items deemed worth less than \$250;
2. If a committee oversees use of an item worth more than \$250, they will assist with pricing;
3. Items of any value will be advertised in the church newsletter for bid solicitation;
4. Proceeds go to the general fund unless an alternate fund is determined more appropriate by the Minister.

3. Political, Social Action and Fund Raising Activities at People's Church

3.1 Individual Activities

We encourage People's people to share their interest in and enthusiasm for various social and political causes by exhibiting in the foyer or other location after the Sunday service. The guidelines below are intended to help activities run smoothly.

3.1.A. General Criteria

1. Approval required from the church Administrator or Minister;
2. Publicist/exhibitor must be a member and directly affiliated with the activity;
3. Events/activities must be legal;
4. Minor children of members may advertise or exhibit (adult supervision required for those under ten years of age);
5. Ads/exhibits indicate neither support for nor promotion by People's Church or members-at-large.

3.1.B. Criteria for Exhibits

1. Exhibitors may post materials on the kiosks as space is available;
2. Exhibitors may use church tables or provide their own for petitions, pamphlets and related materials;
3. Exhibitors are to remain seated and wait to be approached;
4. All materials and signs must be removed from tables put away at a time negotiated with the church Administrator.

3.2 Policy on Social Justice Action of Church

3.2.A. Policy on Social Justice Position Statements of the Church

There are social justice issues on which the congregation of People's Church may want to take a public stand. Recognition of the church's institutional role in social action is consistent with Unitarian Universalist values and People's mission "*to be a beloved community embracing and serving our diverse world.*"

Before we are ready to act together as a religious community, the board will address the following when deciding if a social justice position statement is the best path to pursue:

1. Does the issue relate to our core Unitarian Universalist principles?
2. Is the issue relevant to our geographical community (within our sphere of influence)?
3. Would a position statement be potentially meaningful and/or impactful?
4. Is there time for congregation-wide education and dialog prior to a decision?
5. Is the position non-partisan? NOTE: It must be for consideration of a position statement.
6. Are there other specific questions for evaluating a particular issue?

The process for developing a position statement on an issue is:

1. An individual or group brings the issue in writing to the board. The issue should be supported by a petition with the signatures of at least 15 church members. The board determines whether it meets the established criteria (questions 1-6 above);
2. The board determines whether the issue should be presented to the congregation as a whole, and if so, the strategy and timing of communication (newsletter, Minister, etc.), avenues for engagement/dialog and whether a vote will be required;
3. The board and/or a designated committee provides the congregation with information about all sides of the issue. Congregants are encouraged to seek additional information from other sources.
4. If it appears that consensus on the issue is possible, the board calls a congregational meeting at a time permitting maximum member participation, led by the board Chair or designee.
5. Voting on the issue, if recommended by the board, will take place in accordance with church bylaws. The board may reverse the decision to hold a congregation-wide vote at any time if the issue is deemed to be divisive and risks splitting the congregation.

6. Position statements, if adopted by the congregation, will include the following language: *“This statement represents a consensus among the members of the congregation of People’s Church, but does not necessarily imply unanimity of opinion.”*

3.2.B. Acting in the Name of a Church Committee in Outside Activities

From time to time committee members may want to participate in an event or activity outside of the church. This policy is intended to provide guidelines for acting in the name of a committee.

1. The underlying purpose of the event must align with Unitarian Universalist principles and the church’s mission;
2. The chair of the committee that most closely relates to the event must provide approval;
3. The committee chair must secure agreement among committee members for the activity;
4. A committee member (or chair) will provide documentation describing the event to the board liaison for the committee. If the board liaison is unavailable, another board member will be notified;
5. The board liaison will inform all Trustees, via email, of the request plus a statement regarding approval. Trustees will indicate their concurrence with the activity being proposed, or provide a reason why participation should be disallowed;
6. Printed or digital material distributed or presented in the name of a committee will require approval by the committee chair.

4. Training & Development

4.1. Reimbursement for Expenses Related to Participation in Workshops, Training Sessions, and Meetings

The purpose of this policy is to encourage participation in UUA and MidAmerica Region activities by People’s Church members. Everything will be done to make it possible for as many members as possible to participate in activities that interest with the following guidelines:

1. Funds for registration and travel (hotel, mileage, meals) fees will be provided to attendees as the current budget allows, with the balance being the responsibility of the attendee;
2. All participants requesting assistance for funding must be approved by the Board prior to registration;
3. Examples of events to be all or partially covered (depending on budgetary allowances) include General Assembly, MidAmerica Region Meetings, UUA sponsored workshops, training, and leadership programs.

4.2 Expectations of Participants in Church-Supported Training

It is expected the attendees of programs funded by the church will share what is learned with others in the congregation.

5. Church Closure Policy

5.1 The safety of our members, visitors and staff is paramount. While not every contingency can be planned for, this policy has been developed to cover the most common situations.

The Minister and board President will close the building and transition to virtual (Zoom) services OR cancel services when:

1. There is no electricity and/or water;
2. Local or state government declares a weather emergency requiring people stay off the roads;
3. A communicable disease health emergency is declared by local health officials (e.g. Covid 19).

5.2 Building closure procedure

1. The Administrator will, by December 1 each year, register the church with local TV stations (WWMT, WOODTV8, etc.) to ensure inclusion in closure notifications;
2. The Administrator (or designee) will inform the TV stations when the decision is made to cancel in-person services;
3. The Administrator will post the cancellation notice on the church website and on social media as well as send a mass email notification.

As always, church members are responsible for using their own judgment regarding local travel conditions and other safety related factors in determining whether or not to attend in person services.

6. Pet Policy

People's Church welcomes dogs under the following conditions:

1. Dogs in the building must be leashed or confined and under the owner's supervision at all times;
2. Dog visitors must be house-trained; owners are liable for costs incurred due to soiling or other damage to church property;
3. Owners are required to clean up after their dog on church property;
4. Service dogs, dogs in training to be service dogs, and Certified Therapy dogs are welcome in the building.
5. Dogs - and other pets - are welcome in the building during the annual Blessing of the Animals service and other pet-friendly events.

COVID Vaccine Policy:

People's Church affirms the 7th UU principle, which encourages "Respect for the interdependent web of all existence of which we are a part." Nothing has made our interdependence more clear than the past year and a half of living with the COVID pandemic. The speed with which the virus spreads within groups and communities, and the strong need for human connection are at odds with each other. We also yearn to have an "inclusive loving community," one that cares for and supports those who are most in need. That means honoring choices and preferences, but also creating and following guidelines that will keep us all as safe as possible, especially our most vulnerable.

To ensure the risk of viral transmission is as low as possible, the Board of Trustees has reviewed UUA guidelines and voted to require COVID-19 vaccinations for all church staff, all RE volunteers, and anyone who does not wear a mask as part of their role at the church, including people who speak or sing during Sunday services.

Reasonable accommodations will be made for those that are unable to be vaccinated, and confidentiality will be a priority. Masks will still be recommended for all church-related activities, and for certain situations may be required, regardless of vaccine status.

We understand that some will celebrate this decision, and some may disagree. We will continue to assess changes in the virus, review the science and recommendations, and work towards sustaining a healthy and beloved community.

LAND MANAGEMENT PLAN FOR PEOPLE’S CHURCH
1758 North 10th St., Kalamazoo MI

Compiled by Cybelle T. Shattuck

A project of the Green Sanctuary and Building & Grounds Committees
with assistance from members of the People’s Church Community.

Special thanks to Connie Ferguson, Julia Kirkwood, Marj Lightner,
Catherine Niessink, Gary Leadley, Andrea Huff, and Diane Worden
for their contributions to this report.

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TABLE OF CONTENTS

Vision	1
Constraints on Land Use	1
I. Improving the Manageability of Grounds Maintenance	2
1. Mowing	
2. Additions to the Landscape	
3. Weeding and Trimming	
4. The Labyrinth	
II. Fostering Ecosystem Health and Resilience	5
1. Increasing Biodiversity	
2. Controlling Invasive Species	
III. The Memorial Garden	7
1. Memorials	
2. Plantings	
3. Memorial Wall Plaques	
IV. Increasing Use of the Grounds	8
Conclusion	9
Appendix 1 Map of the Grounds at People’s Church	10
Created by Julia Kirkwood	
Appendix 2 Types of Turf Labyrinths	11
Appendix 3 Observations of the South Woodlot at People’s Church	12
By Tyler Bassett	
List of Plant Species Observed by T. Bassett, Aug. 2008.....	13
Appendix 4 List of Tagged Trees	14
Map of Tagged Trees	15

LAND MANAGEMENT PLAN FOR PEOPLE'S CHURCH

1758 North 10th St., Kalamazoo MI

Vision

The grounds surrounding People's Church form an outdoor church space that is important for the religious life of the church members. Unitarian Universalism encourages people to recognize the interdependent web of life of which we are all a part: humans and other beings need to live in right relationship so that all may flourish. The goal of this Land Management Plan is to outline policies and practices that will contribute to the physical and spiritual well-being of the humans, wildlife, and plants that share the church lands, thereby assisting church members in living out their values.

This plan emerged from information and ideas shared by many people through community and committee meetings as well as archival documents recording community surveys and professional reports on land conditions. Its themes were shaped by community meetings in which people discussed their visions for the grounds around People's Church. Those conversations brought together people who care deeply about the outdoor church space as a place where they engage in spiritual practices, connect with nature, watch children play and learn, remember loved ones, and express their commitment to the church community through volunteer service.

The Management Plan focuses on 4 areas: Improving the manageability of grounds maintenance; improving the health of the ecosystem; increasing use of the grounds; and revising policies for the Memorial Garden to address lack of space for additional trees.

Each of these areas is addressed below. The major challenges in each area are summarized and proposed solutions are presented.

Constraints on Land Use

There are constraints that affect land use in three sections of the church property

1. The land on the north side of the entry road was given to the church with an easement stating that it must remain a natural area. The area is used for a Memorial Garden and natural area with paths and benches, but roads and buildings are not permissible structures.
2. Because of the easement on the northern parcel, long-range plans for adding a new sanctuary assume that future additions would be on the south side of the building. Consequently, no permanent installations such as memorial trees or playgrounds should be placed on the terraces between the southern wall and the woods.
3. The congregation has expressed interest in photovoltaic energy generation. Because a roof-mounted system would void the roof warranty on the older section of the building, ground-mounted panels may be preferable. One good location for panels is in the grassy area to the north of the building. Therefore, it is recommended that no permanent plantings or structures be placed in this area.

I. IMPROVING THE MANAGEABILITY OF GROUNDS MAINTENANCE

Grounds maintenance at People's Church depends on the hard work of volunteers who mow lawns and paths in the Memorial Garden, weed and water flowerbeds and the labyrinth, plant annual flowers, compost leaves and kitchen waste, and trim trees along trails and near walkways. The volunteers put in a tremendous number of hours; however, the amount of time and physical strength required to maintain the grounds will probably become unsustainable in the near future. Therefore, one goal of this plan is to develop strategies for reducing the time and effort needed for upkeep.

1. Mowing

Mowing is one of the most time and energy-consuming of the maintenance tasks for the church. There are two major challenges for mowing the grounds: 1) the amount of area covered in grass that needs mowing and 2) the presence of obstacles, especially trees, shrubs, and garden beds, that complicate the process of mowing. Some church members have suggested replacing grass with more native plants as a means of reducing greenhouse gas emissions from the mower, however, there are reasons to retain the current amount of grass. First, children use the large open areas for group activities during Religious Education classes and Peace and Nature Camp. Second, mowing is less time-consuming and physically demanding than weeding flower beds. Therefore, the following suggestions focus on ideas for simplifying mowing so it will require less time and fuel.

Recommendations:

A. Reduce the complexity of the mowing by simplifying the layout of planted areas. Mowing around small beds or in narrow spaces between plants and walls adds time and uses more fuel as the mower route becomes less efficient. Some ideas for making it easier to mow around flower beds:

- To simplify the mowing route, link smaller isolated plantings into larger beds with weed barriers and mulch to reduce weeding in these beds.
- Keep the edges of the beds simple, either straight or gently curved, so that the mower can easily follow the edge.
- Maintain mower-width spacing between flower beds and walls; where there is not enough space, consider filling in the area along the wall with groundcover.

B. To reduce fuel use, establish a tiered mowing regimen. Currently, each person who mows the grass has a different idea of what route to take and which areas to prioritize. B&G could strategize about priorities: What areas need to be mown every week, and which could be mown at less frequent intervals? If a consensus is reached, it will be possible to determine whether some areas, such as the south terraces or the area between the parking lots, could be mown less frequently.

Note: Longer periods between mowing may not be viable in wet summers when rain causes grass to grow quickly and longer periods between mowing would mean overly long grass cuttings that may form a thatch on top of the lawn.

2. Additions to the Landscape

Building and Grounds must be consulted about any additions to the landscape that will affect maintenance of the church grounds. Such additions would include trees, shrubs, flower beds, vegetable gardens, benches, compost bins, etc. B&G will determine if there is an appropriate location for the suggested addition and has the right to deny the request if the addition will increase the time or effort required to maintain the grounds.

Temporary Additions

School groups or others who rent space in the building may plant temporary vegetable gardens in a designated area on the north side of the building (see map, Appendix 1). This area is near a water supply, is easily accessible, and will not affect the aesthetic appearance of the church.

Groups that wish to put in one or more garden beds should adhere to the following procedures:

- Provide the name of a contact person
- Provide information about the timeframe for the project: when will it begin and end?
- Use smooth borders for the beds so they are easy to mow around.
 - Acceptable borders include timber or Trex boards, lawn edging, or a simple trench to separate the garden from the grass.
 - Rocks are **not** an acceptable border.
- The people who create these temporary beds are responsible for removing them or arranging with B&G for help in removing them at the end of the growing season.

3. Weeding and Trimming

Maintaining the flower beds and the labyrinth require significant time and effort. Some tasks, such as spring planting or trimming of dead growth from the previous year, are concentrated at specific times of year but weeding of the flower beds requires weekly attention throughout the summer. There are few options for reducing the amount of labor needed, therefore the best options for reducing the burdens on B&G workers may involve finding ways to increase the number of volunteers sharing in these tasks.

Recommendations:

- Add edging to beds to prevent grass from spreading into plantings that must be weeded by hand, especially in the beds between the church and the front parking lot where the clay content of the soil makes weeding difficult. Use smooth edging materials rather than rocks for borders, since the rocks become areas that need to be weeded.
- Continue to collaborate with the Green Sanctuary Committee to organize spring workdays.
- Experiment with a regular monthly workday before or after Sunday services during the summer.

4. The Labyrinth

The labyrinth at People's Church was created as an Eagle Scout Project. It is composed of mulched paths outlined by stones and is surrounded by a magnificent border bed of native plants.

These plants increase local biodiversity and, due to careful labeling, educate people about the beauty of native plant gardening. The labyrinth is listed in a national data base and is used by adults and youth from the church as well as people from out of town. Thus, it provides spiritual, environmental, and educational benefits while also drawing people outside to use the church grounds.

Unfortunately, the current format makes maintenance of the labyrinth overly time-consuming. The weed barriers under the mulch fail to prevent plants from growing in the paths and the native plants enthusiastically populate the “empty” space in the walkways. Consequently, the labyrinth requires frequent weeding. With great patience and creativity, B&G workers have figured out how to use a mower on the paths when weeding is too time consuming, however the rock borders make this solution very difficult.

Recommendations:

Replace the current rock-bordered mulched paths with turf that can be mowed. There are several styles of turf labyrinths that would be less work. One style would replace the paths with grass and replace the rock borders with bare soil, which would be kept bare through periodic maintenance with a weed trimmer. A similar option would be to have grass paths and replace the rock borders with bricks or pavers that a mower could pass over while mowing the grass. A third style seeds the entire area with grass and uses a mower to create the paths while leaving taller grass to form the borders of the walking paths. See Appendix 2 for images of different turf labyrinth styles.

Some members of the church have raised questions about the location of the labyrinth, suggesting that the slope of the current site makes the path inaccessible for some people. There are no obvious alternative locations, although it might be possible to place a turf labyrinth without a complex plant border in the lawn area on the south side of the parking lot near the new main entrance. This area would be covered by snow during the winter. If the labyrinth were moved, the current labyrinth area could be reconfigured to create a native plant garden. Making such a drastic change would require extensive community discussion and commitments from volunteers to participate in the tasks necessary to make it work.

Timeline: In the near future (10 years or less), the church will replace its septic system with a sewer hook-up. That project will require digging up parts of the labyrinth in order to fill in the drain field that runs under it. Since this project will damage the labyrinth, it makes sense to wait until the sewer transition to make any changes in the labyrinth style.

II. FOSTERING ECOSYSTEM HEALTH AND RESILIENCE

Long before People's Church was built, the area was cleared of its native forests so the land could be used for agriculture. Although much of this former farmland has reverted to woodland, the current ecosystem bears little resemblance to the multi-story, species-rich characteristics of pre-settlement forest. In 2008, Botanist Tyler Bassett conducted an assessment of the woodlot at People's Church, which is included here as Appendix 3. He determined that the land had the characteristics of a highly disturbed patch of forest, with low plant, insect, and animal diversity and stresses from invasive species. The northwestern woods are similarly lacking in diversity of plant species although less troubled by invasive plants. However, invasives such as swallow-wort and autumn olive are well-established in the Memorial Garden. As caretakers of this land, the congregation has a responsibility to foster a healthier ecosystem by increasing biodiversity and decreasing stresses that reduce ecosystem resilience.

The State of the Woodland (in 2008)

When Mr. Bassett conducted his assessment of the south woodlot in in 2008, he noted both challenges and signs of hope. According to his analysis of the forest:

The canopy in the south woodlot is largely made up of wild black cherry, although sassafras, American elm, white ash, and black walnut are present in decent numbers. Wild black cherry's dominance is another indication of the transitional nature of the forest, as it often dominates in successional forests. A mature forest on these soils would probably support a great proportion of either red and white oak, or even beech and sugar maple.¹

In addition to low tree diversity, he noted that the outer edges of the woodlot suffered from encroachment by invasive species such as garlic mustard, bush and Amur honeysuckle, multiflora rose, and common buckthorn. Fortunately, there were also areas in the center of the woodlot that are mostly free of these species.

In spite of these challenges, Bassett saw signs of partial ecosystem recovery, including the presence of:

understory trees such as flowering dogwood, black maple, and hawthorn, which probably became easily established under more open canopy conditions and will persist under a more closed canopy. The herb layer has a few encouraging residents, including downy Solomon's seal, golden ragwort, and James' sedge.

It is also worth noting that trout lilies bloom each spring in the northern woodlot, near 10th Street.

Recommendations:

The two significant challenges for ecosystem health are: 1) lack of biodiversity and 2) invasive species.

1. Increasing Biodiversity

Bassett recommended that management of the woodland focus on encouraging a more diverse canopy, including more oak species, particularly red, white, and bur oak. These could be planted in extant sunny spots or we could remove a few wild black cherries to make space for them and speed up the natural succession process.

¹ Tyler Bassett, "Observations of the South Woodlot of People's Church" (August 8, 2008).

To avoid accidental removal of desirable trees, any trees selected for removal should be checked against the list of “major trees” on the property. These trees were categorized by landscape architect Larry Harris, who identified noteworthy species and assigned each major tree a number on a map of the property. Numbered metal tabs were subsequently placed on the north side of each tree, about four feet above ground level, which should make it easy to identify these desirable trees.²

2. *Controlling Invasive Species*

Bassett also made practical suggestions for dealing with invasive species.

Control of invasive species should be approached on a scale that is feasible to accomplish. For example, if you would like to see a more diverse and colorful herb layer, tackle a small section of honeysuckle along the edge so that your efforts will be visible.

Trying to do too much at once can often result in only frustration. Once progress is made with invasive species, consider planting forest wildflowers in those areas.

Suggestions:

Distinguish between invasive species that have redemptive value as food for wildlife (such as honeysuckle) and those that cause habitat degradation. Prioritize specific areas where invasive plants are gaining a foothold and create tiered goals. Near-term goals may focus on preventing newer arrivals from spreading while longer term goals may focus on removing more established species from the grounds one area at a time over several years.

Near-Term Goals: Begin removal of swallow-wort, autumn olive, and garlic mustard.

- Swallow-wort has taken over an area in the center of the Memorial Garden. A mowing regimen slowed but did not stop the plant colony from spreading. In 2017, Catherine Niessink sought assistance from the Cooperative Invasive Species Management Area (CISMA) program, through the Kalamazoo Nature Center. CISMA applied an herbicide treatment to the area and will return for follow-up treatments.
- Autumn Olive. There are large shrubs on the northern edge of the Memorial Garden. Removal would require cutting the shrubs down to stumps and treating the stumps with herbicide. Young seedlings can be pulled in the spring when it is easy to identify because autumn olive leafs out earlier than most other plants.
- Garlic Mustard grows profusely on the edges of the parking lot. Pulling of garlic mustard can be incorporated into the spring grounds work day.

Long-Term Goals:

- Removal of honeysuckle, multiflora rose, and buckthorn from woodlot.
- Planting of native wildflowers in areas where invasives have been reduced.
- Development of a plan for increasing forest canopy diversity by planting oak saplings.
 - Locate appropriate sites with adequate light or create necessary conditions by removing some less desirable trees.
 - Research and construct effective deer protection.

² Information on the history of the tree mapping project courtesy of Diane Worden.

III. THE MEMORIAL GARDEN

The Caroline Bartlett Crane Memorial garden was established by People's Church in 1988 as a permanent and pleasant site for lasting memorials of significant life events such as births, weddings, and deaths. It is located on the land immediately north of the church building and parking lot on land that was donated by an anonymous benefactor to be used as a green buffer. The Memorial Garden enhances and beautifies the grounds of People's Church and contributes to the quality of life shared by its members.

The Memorial Garden is owned by the church and administered by a Memorial Garden Committee approved by the Board of Trustees. The Memorial Garden Committee and the Building and Grounds Committee have joint responsibility to provide the care and maintenance of the Memorial Garden. The Building and Grounds Committee provides regular mowing so people have access to the Memorial Garden. The Memorial Garden Committee works with the Building and Grounds Committee on other maintenance needs and future plans for the Garden.

The primary challenge affecting the Memorial Garden is lack of space for planting new trees. A second challenge concerns maintenance, which includes keeping paths mowed, preventing grasses and brambles from encroaching on benches, weeding around memorial trees so that name plates remain visible, and planting, weeding and watering the mound at the south edge of the garden. A third issue of invasive plants in the garden was addressed in Section II of this plan.

In March 2018, the Memorial Garden Committee developed the following revised policies to address the issue of limited space. They are designed to encourage people to place plaques on the Memorial Wall in lieu of planting trees and shrubs.

1. Memorials

Any member, direct relative of a member (parent, child, sibling, spouse/partner, grandchild) or any friend of People's Church (such friend defined as a person making a financial contribution to the church for at least the previous church financial year), and anyone else designated by the Board of Trustees may be memorialized in the Memorial Garden. Ashes (without containers) may be placed in the Garden at a place approved by the Garden Committee. A donation of \$50 to be used for the maintenance of the garden is suggested for people placing ashes without purchasing a plaque for the wall. The names of all persons memorialized in the Garden are entered in a permanent file by the Garden Committee. This file is kept in the Archives of People's Church.

2. Plantings

The original 1988 plan allowed for the planting of trees and shrubs as memorials. In 2017, it was determined that any new plantings could interfere with the growth and health of the existing ones, so it was determined that no trees, flowers, plants or decorations shall be placed in or about the Memorial Garden except at the direction of the Memorial Garden Committee. If a tree or shrub dies or becomes diseased, the Memorial Garden Committee will notify the family. If the family chooses not to replace the tree, that space may be used for honorary trees approved by the Board of Trustees.

3. Memorial Wall Plaques

A bronze plaque, four inches by nine inches, may be placed on the Memorial Wall in recognition of a death or other life event. Plaques may not be placed anywhere else in the Memorial Garden. These plaques may be purchased by contacting the Church Administrator or a member of the Memorial Garden Committee. The cost is determined by the existing rate plus an additional \$150 for the maintenance of the Memorial Garden and Wall. This price includes 36 characters on the plaque. Additional characters may be purchased at the going rate. Plaques must be mounted on the Memorial Wall by the Church. Only plaques purchased through the Church will be allowed in the Memorial Garden.

Recommendations for Simplifying Maintenance:

There are strategies that might help reduce the number of hours needed for weekly maintenance, such as simplifying the mowing, as discussed in Section I above. The need for constant weeding around memorial trees might be alleviated by installing barriers to reduce encroachment by grasses that spread by extending their roots and covering the ground under trees with weed fabric and mulch.

Perhaps it would be possible to create a Memorial Day tradition (either on national Memorial Day Sunday or an alternate weekend) of community service in the Memorial Garden. This event might become part of the Sunday service so that rituals of remembrance are directly connected to actions in our memorial space.

IV. INCREASING USE OF THE GROUNDS

A desire to encourage greater use of the outdoor areas emerged as a theme in discussions about community visions for the grounds at People's Church. People described ideas for making the grounds more accessible and adding features to promote a greater variety of activities.

One suggestion was to create a map of the grounds and place it in the church foyer or entry hall so more people would know about all the attributes of the land. The map would serve as a means to inform people about the existence of the nature trail and the benches in the Memorial Garden as well as the labyrinth, picnic area and playground. This visual cue might inspire more people to spend time interacting with nature on the church grounds.

Other suggestions to encourage greater use of the grounds include installation of additional benches and adding a paved path in front of the Memorial Wall to make it more accessible.

The needs of children also inspired several suggestions. The current playground equipment is suitable only for preschoolers. It would be beneficial to create a safe play area for older children. This might include traditional playground equipment like swings and slides, a natural play area with large boulders and a water feature, or some combination of the two. Two suggestions also were made that might increase teen activity on the grounds. First, the campfire area near the shed could be renovated and expanded to make it more attractive. Second, the southeastern trail could be improved and log seating added in the glade at trail's end to create a gathering space for youth.

Recommendations:

The map project is already under way. In March 2018, Julia Kirkwood completed a map that highlights the significant features of the grounds, including a numbered key identifying the names associated with each tree in the Memorial Garden. The next step is to consult with the Aesthetics Committee about placing the map on a wall for display.

Two of these suggestions require fundraising and installation assistance: the walkway by the Memorial Wall and acquisition of playground equipment. The first step in determining how to pursue these projects would be to develop cost estimates. Then it would be possible to determine whether sufficient funds for installing a path are available in the Memorial Garden account and what kind of fundraising would be required to provide a playground.

Improvements to the campfire area and creation of a log circle in the southeastern glade could be accomplished through consultation with Building and Grounds and by enlisting the youth to do some of the work, thereby giving them a sense of ownership for the resulting gathering spaces. When any large trees need to be removed, the wood could be cut into sections for use as seating, and the teens can be assigned the task of placing them around the campfire or hauling them out to the glade. The campfire area can be improved during a volunteer work day or as a teen service project.

CONCLUSION

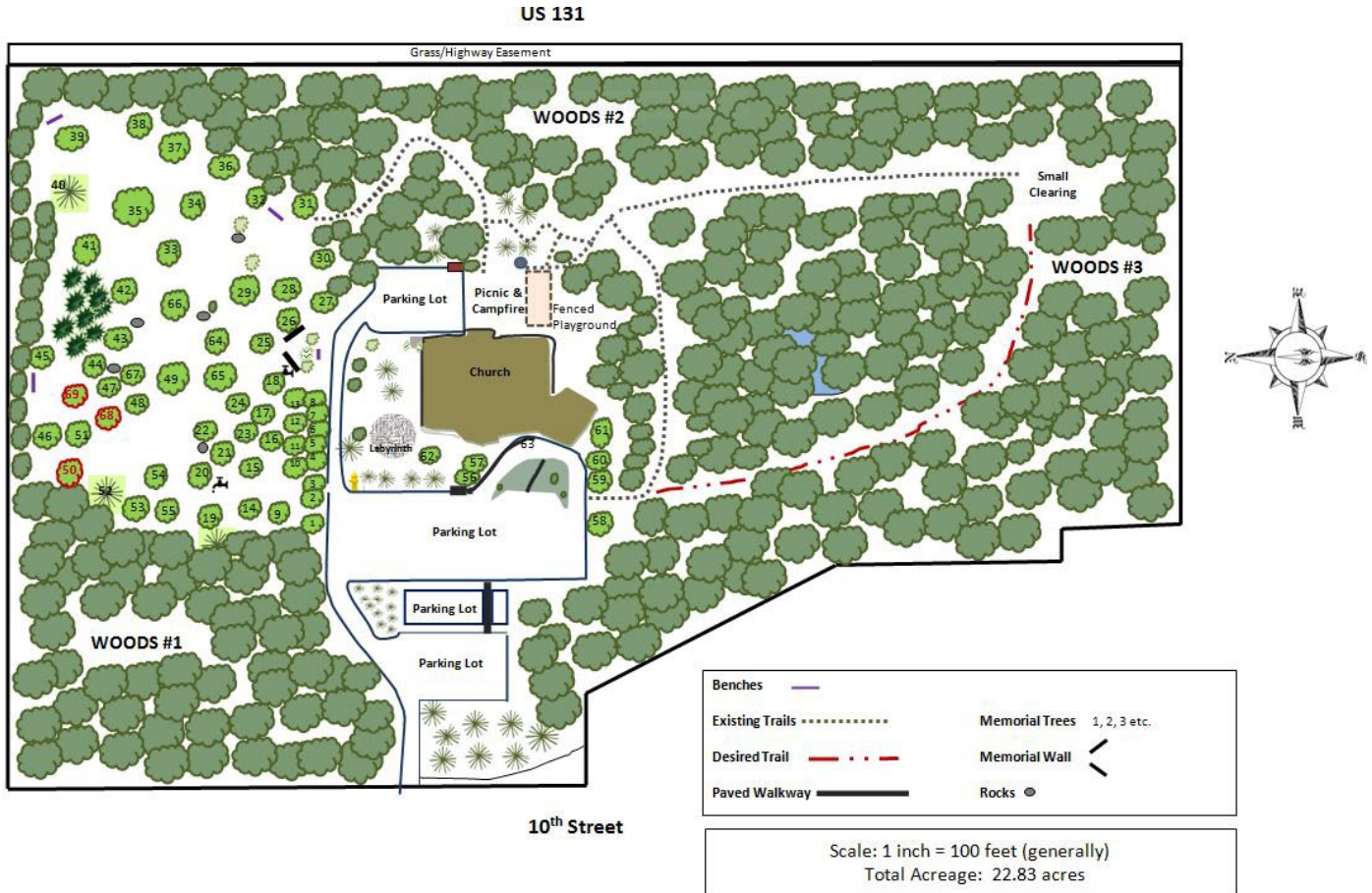
This land management plan, with its description of current conditions and recommendations for future actions, is meant to be a living document that can be continually revised and updated. It already includes information about recently instituted actions undertaken to address issues such as invasive species management. The outcomes of these actions can be recorded in annual updates to this document along with information about new undertakings or challenges that arise. Hopefully, creating this plan will help promote activities that benefit all the beings, human and other, who spend time on the grounds of People's Church.

Appendix 1

Map of the Grounds at People's Church

Created by Julia Kirkwood

March 2018



Types of Turf Labyrinths



Appendix 3

Observations of the South Woodlot at People's Church

I walked the woodlot with members of People's Church on Friday, August 8, 2008. It is a highly disturbed patch of forest, rife with invasive species. Although the walk-through occurred later in the season and some species were surely missed, it is clear that plant diversity is extremely low. This is a sign of disturbance, and can be generally correlated with low animal diversity, especially insects which are in many ways the backbone of the forest food web. This is a woodlot, like so many, rebounding from the abuses of the past.

Another main determinant in ecological relationships in a forest is the tree species that make up the canopy. The manner in which dominant tree species grow, and the shade they cast, has a large effect upon the growth at the forest floor. The canopy in the south woodlot is largely made up of wild black cherry, although sassafras, American elm, white ash, and black walnut are present in decent numbers. Wild black cherry's dominance is another indication of the transitional nature of the forest, as it often dominates in successional forests. A mature forest on these soils would probably support a great proportion of either red and white oak, or even beech and sugar maple.

Discouraging signs include the density of garlic mustard, as well as invasive shrubs such as bush and Amur honeysuckle, multiflora rose, and common buckthorn. This is, however, common in a forest that is rebounding from being farmed, grazed, and/or intensively logged. There are significant areas in the center of the woodlot that are mostly free of these species.

Encouraging signs include understory trees such as flowering dogwood, black maple, and hawthorn, which probably became easily established under more open canopy conditions and will persist under a more closed canopy. The herb layer has a few encouraging residents, including downy Solomon's seal, golden ragwort, and James' sedge. More species surely lie in waiting under the dense shade of honeysuckle and other invasive shrubs.

I would recommend any management be focused on encouraging a more diverse canopy, including more oak species (red, white, and bur oak in particular). This is a simple and easy task that can have a very positive effect on the health of the woodlot. Look for a sunny spot to plant some trees, or remove a wild black cherry to make some space for trees you wish to plant.

Control of invasive species should be approached on a scale that is feasible to accomplish. For example, if you would like to see a more diverse and colorful herb layer, tackle a small section of honeysuckle along the edge so that your efforts will be visible. Trying to do too much at once can often result in only frustration. Once progress is made with invasive species, consider planting forest wildflowers in those areas. I can provide a list of available species if you wish.

Overall, having a very disturbed woodlot provides a "blank slate" of sorts when determining its restoration. Aside from the few species mentioned in the fourth paragraph, there is little else of great value to protect. Adding plant species can only benefit this woodlot.

Tyler Bassett
Botanist
keepitsimple7@yahoo.com

Plant species observed:
(non-native species in all CAPS)

SCIENTIFIC NAME	COMMON NAME
Acer nigrum	BLACK MAPLE
Arisaema triphyllum	JACK IN THE PULPIT
Aster lateriflorus	SIDE FLOWERING ASTER
Carex blanda	SEDGE
Carex jamesii	JAMES' SEDGE
Carex projecta	SEDGE
Cornus florida	FLOWERING DOGWOOD
Crataegus pedicellata	HAWTHORN
ELAEAGNUS UMBELLATA	AUTUMN OLIVE
EPIPACTIS HELLEBORINE	HELLEBORINE
Fraxinus americana	WHITE ASH
Geranium robertianum	HERB ROBERT
Geum canadense	WHITE AVENS
Juglans nigra	BLACK WALNUT
Juncus tenuis	PATH RUSH
LONICERA MAACKII	AMUR HONEYSUCKLE
LONICERA MORROWII	MORROW HONEYSUCKLE
Parthenocissus quinquefolia	VIRGINIA CREEPER
Polygonatum pubescens	DOWNY SOLOMON SEAL
Polygonum virginianum	JUMPSEED
Prunus serotina	WILD BLACK CHERRY
Prunus virginiana	CHOKE CHERRY
Quercus velutina	BLACK OAK
RHAMNUS CATHARTICA	COMMON BUCKTHORN
ROSA MULTIFLORA	MULTIFLORA ROSE
Rubus allegheniensis	COMMON BLACKBERRY
Rubus occidentalis	BLACK RASPBERRY
Sassafras albidum	SASSAFRAS
Senecio aureus	GOLDEN RAGWORT
Toxicodendron radicans	POISON IVY
Ulmus americana	AMERICAN ELM
VIBURNUM OPULUS	EUROPEAN Highbush CRANBERRY
Vitis riparia	RIVERBANK GRAPE

TAGGED TREES

(Brass tag at 4.5' from ground on north side of trunk)

No.(#)	Tree	LHA* Diameter	PCVT**	Comment
1	Black Oak	30"	23"	
2	Paper Birch	12" & 15"	14"	Double trunk
3	Blue Spruce	24"	20"	
4	Cherry	9" & 30"	26"	Double trunk in barbed fencerow
5	White Oak	18"	16"	
6	White Oak	24"	23"	
7	Walnut	20"	20"	
8	Oak	18"	?	<i>Ribboned tree not found; instead, tagged tree ~30' from condo</i>
9	Walnut	20"	20"	
10	Cherry	18"	15"	
11	Maple	14"	14"	
12	Oak	22"	-	<i>Definitely NOT; see Trees of Michigan (Tekiel), p.47</i>
	Rock Elm	-	20"	
13	Cherry	20"	18.5"	Double trunk
14	Oak	10"	?	<i>Ribboned tree not found; look again during winter</i>
15	Cherry	16"	15"	Double trunk
16	Maple	10"	?	<i>Ribboned tree not found; look again during winter</i>
17	Walnut	14"	12"	
18	Maple	20"	-	<i>Definitely NOT</i>
	White Oak	-	16"	
19	White Oak	20"	14"	
20	Hickory	20"	15"	

* L.L. Harris & Associates, 3 March 2011

** People's Church Volunteer Team, 8 & 15 August 2011, diameter = measured circumference and divided by pi (3.14): Matt Dean-Hall, Alexander Bennett, Wyatt Klan, Diane Worden

PEOPLES WOODLOT TREES



Relevant section in the proposed bylaws:

“Article VII – Duties and Responsibilities of the Board of Trustees

5. The Board by majority vote of the trustees then in office may remove a trustee for cause in accordance with the Policy Manual.”

Discipline and removal of board members policy

Regular attendance at Board meetings is expected. The case of any member who does not regularly attend meetings will be reviewed by the Executive Committee who will make a recommendation to the Board regarding retention on the Board. Any trustee who fails to attend more than three consecutive Board meetings without notice to the President, shall automatically be retired and the President shall declare such position vacant. The board can wait to act on a member in the case of extenuating circumstances.

The Board recognizes that there are some instances in which a Board member may need to be removed for misconduct. In exercising its power under the bylaws to remove an officer or Board member, the Board will follow the procedures as they are outlined below.

If a situation arises in which board members believe that another member should be removed for cause, they will contact the Executive Committee. In the instance that the board member who another believes should be removed is a member of the Executive Committee, the member under discussion will not participate in Executive Committee conversations about their removal. If the Executive Committee believes that the concern has merit, a member of the Executive Committee will notify the member in writing and offer a hearing before the Board. Pending such a hearing, the Executive Committee may suspend the member’s voting privileges during board meetings. If the Board decides to remove one of its members for any reason, it must do so by a two-thirds majority vote.

Relevant Section in the Proposed Bylaws:

"Article IV – Membership

4. Members may be removed.

a. Members who have submitted a resignation or are deemed inactive (see Article IV Section 3) will be removed from membership as specified in the Policy Manual.

b. Members who harass, threaten, or criminally act against the Minister, church staff, other members or friends, or otherwise violate the collective well-being of the church community, may be subject to removal after due process and the opportunity to appeal, as specified in the Policy Manual.

c. Concurrent with removal of membership, the Board will inform the subject of conditions needed to reinstate their membership. Persons who have been removed may ask to rejoin the church according to the criteria and procedure, as specified in the Policy Manual."

Policy: Membership Removal & Disruptive Behavior Policy

A member of People's Church is defined by the bylaws as 'A member is any person sixteen years of age or older who has signed the Bond of Union... Each member is responsible for contributions of connecting relationships, time, energy, talent and/or financial support toward the collective well-being of the church community.' (IV, 1, 3)

A member shall be removed from membership if:

1. The member dies.

2. The member submits a written request or expresses verbally to the minister, a staff member, or membership/connections committee member that they are no longer wish to be a member of the church.

3. The member has not attended worship, programs or participated in other church activities or made a donation of record for one and a half years. Before someone is removed from membership, an attempt will be made to contact them to ask if they still consider themselves a member of the church. If the member in question do not respond or cannot be contacted, they will be removed from membership.

4. The Board has removed the member by a two-thirds vote for actions that threaten the well-being of the congregation.

In situations outlined in (2) and (3) above, a former member can re-activate their membership by communicating in writing or verbally with the minister, a staff member, or a membership/connections committee member that they wish to rejoin the congregation.

Disruptive Behavior Policy

People's Church of Kalamazoo is a place of safety and integrity for each person's mind, body and spirit. We are a supportive and nurturing faith community, committed to embracing and serving our diverse world. We seek to be a community of solace and rejuvenation. We do not expect to be free from conflict; we expect members of the People's Church community to engage in conflict in healthy, productive, life-giving ways that promote learning, understanding, growth, and relationship.

While openness to a wide variety of individuals is one of the values held by our congregation and expressed in our denomination's purposes and principles, our congregation must maintain a secure atmosphere where such openness can exist. When any person's physical and/or emotional well-being or freedom to safely express his or her beliefs or opinions is seriously threatened, the source of this threat must be addressed firmly and promptly, even if this ultimately requires the expulsion of the offending person or persons. Disruptive behavior of an individual within the church building may lead to concerns about one or more of the following:

- Perceived threats to the safety of any adult or child.
- Disruption of church activities.
- Diminished appeal of the church to its potential and existing membership.

Therefore, the following shall be the policy of the church with regard to disruptive behavior by an individual or individuals.

REPORTING DISRUPTIVE BEHAVIOR

Any person who believes that they have witnessed or experienced disruptive behavior or who has had a disruptive behavior incident reported to them should report it to any of the following:

- The minister
- Any member of the Board
- Any member of the church staff
- Any member of the Conflict Management Team*

If required by law, policy or similar regulation, the minister or a designated member of the church staff will immediately report the incident to the proper authorities. The church will not retaliate against anyone who brings forward a complaint. All church leaders and staff are required to immediately report any knowledge of disruptive behavior, harassment, abuse or misconduct to the minister or the Board. While the church cannot guarantee confidentiality, the church will make every reasonable effort to maintain confidentiality by disclosing the identity of the individuals involved only on a "need-to-know" basis and as necessary to investigate and resolve the complaint.

IMMEDIATE RESPONSE

The minister and/or the leader of the group involved will undertake an immediate response to such behavior. This may include asking the offending person or persons to leave or suspending the meeting or activity until such time as it can safely be resumed. Any time any of these actions is taken, the minister

and the President of the congregation must be notified. They, in turn, will then consult with at least one additional representative from the Board of Trustees to determine what steps must be taken before the offending person or persons may be allowed to return to the activities involved. A letter detailing these steps will be sent to the offending party or parties.

MORE DELIBERATE RESPONSE

All situations, whether or not they require an immediate response, will be referred to the Conflict Management Team by the group leader involved in the initial incident, the victim, perpetrator, or any third party having knowledge of the incident. The Conflict Management Team will respond using its own judgment, observing the following.

- The Conflict Management Team will respond to problems as they arise.
- There will be no attempt to define “acceptable” behavior in advance.
- Persons identified as disruptive will be dealt with as individuals; stereotypes will be avoided.

The Conflict Management Team will collect all necessary information. To aid in evaluating the problem, the following points will be considered:

- DANGEROUS—is the individual the source of a threat or perceived threat to persons or property?
- DISRUPTIVE—how much interference with church functions is occurring?
- OFFENSIVE—how likely is it that prospective or existing members will be driven away by the disruptive behavior? To determine the necessary response, the following points will be considered:
 - CAUSES—why is the disruption occurring? Is it a conflict between the individual and others in the church? Is it due to a professionally diagnosed condition or mental illness?
 - HISTORY—what is the frequency and degree of disruption in the past?
 - PROBABILITY OF CHANGE—how likely is it that the problem behavior will diminish in the future?

The Conflict Management Team will decide on the necessary response on a case-by-case basis. However, the following levels of response will be followed:

LEVEL ONE—The Conflict Management Team will meet with the person or persons and other related parties to implement a conflict management process. The Team will communicate their concern about the disruptive behavior. If the behavior cannot be resolved, it would proceed to level two and the full Board will intervene. Additionally, the behavior will be referred directly to the Board:

1. If the individual has been in significant resolutions before, then the Team will infer that repeated visits have not resolved the issue at hand.
2. If the issue affects the larger congregation.

LEVEL TWO—It may be determined that the offending individual(s) actions need to be referred to the full Board of Trustees. If, after conflict management process consultation attempts to implement its normal process does not resolve the situation and the disruptive behavior continues, the full Board of Trustees will become involved. It may be determined that the offending individual(s) needs to be excluded from

the church and/or specific church activities for a limited period of time, with the reasons for such action and the conditions of return made clear in a written notification.

LEVEL THREE— the Board of Trustees, after careful consideration, may determine that the offending individual(s) may be removed from membership and, if appropriate, excluded from the church premises and all church activities. Notification of such a decision will be made in writing and will explain the individual's right and possible recourse. Any action taken under Level Three may be appealed, in writing, to the Board of Trustees within thirty days of the letter of notification. An ad hoc appeal committee shall be formed by the Board of Trustees if the action taken under level three is appealed. The appeal committee shall be composed of one members of the Board of Trustees, two members selected by the Conflict Management Team who are not members of the Conflict Management Team nor members of the board of trustees, and two church members, chosen by the removed person. In a case where the individual does not have members to propose, the fourth and fifth members would be selected by the other three members of this appeal committee. The majority decision of the appeal committee shall be final and not subject to further appeal. The removal of an individual from membership in the church will be announced in the church newsletter with the statement:

In accordance with the Disruptive Behavior Policy a member has been removed from membership. Any church member who wishes to know the identity of the removed member may ask the minister or any member of the board of trustees.

POSSIBLE REINSTATEMENT OF REMOVED INDIVIDUAL

Any request for reinstatement must be made by the member who was removed from membership. The request must contain information concerning the rationale for the reinstatement: 1) a statement of understanding of the reasons for which the member was removed from membership and 2) an explanation in detail how circumstances and conditions have changed, such that a reinstatement would be justified. The request shall go to the Board of Trustees. The Board will review the request and respond within sixty days as to whether or not to reinstate the removed member. The decision of the board shall be final and not subject to further appeal. A reinstatement request may be made no sooner than one year following the removal. In the event that a reinstatement request is not granted, any subsequent reinstatement requests may be made no sooner than one year following the member being informed of a negative decision on the previous request.

*The conflict management team will be a group made up of five members of People's Church that is called on in times of conflict. Members will have professional experience in related fields and be generally trusted by the congregation. If this policy is created, Rev. Rachel will recruit and train this team.

Relevant Section in the proposed bylaws:

“Article XI -- Minister

1. In the event of a ministerial vacancy, members of a Ministerial Search Committee shall search out and recommend to the membership a minister for the church.

a. This committee shall be formed as specified in the Policy Manual in consultation with the UUA.

b. These procedures will apply also in the event of a search for co-ministers.”

Ministerial Search Committee Selection Policy

Adapted from the UUA Settlement Handbook, 2021 edition

The goal of this policy is to create a ministerial search committee that represents the entire congregation, is trusted by the congregation, is in touch with the changing nature of the congregation, and capable of developing a good process for itself, the congregation, and Unitarian Universalism.

Selecting a search committee is the work of both the leadership and the entire congregation. A search committee should be representative. “Representative” is not defined here as based on congregational identity statistics. It does not mean check certain boxes: one of this type of person; more of these (because there are more of them in the congregation); and one of this type of person (because we think we should). It is not the role of a search committee member who identifies themselves as part of a marginalized community to advocate for a candidate minister from a marginalized community simply based on a (perceived) shared identity.

While the process described below can be time intensive, experience from other congregations shows that it produces good results and a high degree of respect and trust for both the new search committee and the board. It employs conversation, the democratic process, and appointments to create a search committee that will serve the church well.

1. The board and the nominating committee place a call to every single household in the congregation. The board can invite other trusted congregational leaders to participate in placing these calls at their discretion.
2. Each household should be engaged in a conversation around these questions:
 - What are the good qualities needed for someone to serve on a ministerial search committee?
 - Who in the congregation works well with others?
 - Who can represent and serve the whole congregation well (including looking out for the needs of children) and not just a piece or “faction” of the congregation? Who would have no “axe to grind?”
 - Who knows (or can learn) the history and culture of the congregation, whether a member of long standing or relatively new? Who can use this history proactively instead of reactively on behalf of the congregation?
 - Who has been and/or is active in the congregation and has demonstrated both responsible participation and responsible leadership?

- After a high salary, the most attractive quality a congregation can have is self-awareness – awareness of strengths and weaknesses, what the congregation is like at its best and at its worst, as well as on an average day. Who would be able to know and relate all this to potential candidates?

- After thinking about these questions, who would you trust to serve on the search committee on behalf of the congregation?

The board or nominating committee caller should take down the names listed in response to the last question.

3. Someone on the board, a good data manager, collects all the suggested names from the callers and makes a spreadsheet, noting how many times every person suggested has been named. The whole board need not see all these data.
4. The data manager reports to the board the top 12-14 names. It's best, if possible, to make a ballot list, taking into account any natural break in the numbers. For example, the top 13 people get mentioned more than 20 times. Person #14 is mentioned 16 times. The next three are mentioned 14 times. The natural break is after person #13.
5. Board members call this short list to see if these people are interested in running and if they agree to give up any other leadership position they hold if chosen for the search committee. They should also check on their availability and commitment in the fall and winter (survey/cottage meetings through pre-candidating) of the search cycle. All search committee members should be available for all pre-candidating weekends. These weekends may happen either in person or virtually.
6. Every member interested in running for a position on the search committee will fill out an information sheet or prepare a short biographical statement that includes information about why they are interested in serving on the search committee. These forms or biographical statements together with pictures should be posted in a prominent location for at least a few days before the election and communicated with the congregation through weekly emails and monthly newsletters, as time allows.
7. A written ballot is prepared with the names listed alphabetically. The voting happens at a congregational meeting, following the voting procedures specified elsewhere in church policies. Neither self-nomination nor nominations from the floor are considered.
8. Church members may vote for up to seven search committee members.
9. Once all of the votes have been received, the board meets in executive session and counts ballots. Up to seven search committee members may be elected; the board may choose how many members to elect and how many to appoint from the remaining names on the ballot. The appointments are important. This part of the process improves the odds of diversity on the search committee instead of a search committee composed of just the seven beloved elders of the congregation. The broader the demographic the better, especially with regard to age, gender, race/ethnicity, and sexual orientation.
10. The board announces the search committee, holding in confidence – including from the selected search committee members themselves – who was elected and who was appointed.
11. The next Sunday, the search committee should be introduced with fanfare. Lay leaders and the interim minister may choose to have a commissioning during the service when the committee members are given a charge and they vow publicly to serve and take the charge seriously.

Alternate search committee members are not allowed. Should a search committee member be unable to continue after being elected, unless very early in the process, the search committee should not look to find a replacement. If the member who is unable to continue departs the search committee in the first few months, the search committee should contact the UUA Transitions Office or Transitions Program Manager for options.

As they begin their work together, search committees should remember that any work that isn't deemed confidential may be done by someone from the congregation who is not on the search committee. They are encouraged to delegate non-confidential tasks to other church members and church staff, as appropriate.

VI. SAFE CHURCH POLICIES

Safe Financial Practices-General Principles

Revised and accepted by the Board of Trustees, People's Church

- A. Separation of Duties:** Different people should be assigned to:
1. Authorizing transactions
 2. Recording transactions
 3. Control of Assets. Relatedly,
 - A. Bank deposits ideally should be done by someone other than the recorder (this is currently not feasible).
 - B. Someone other than the check writer should reconcile bank accounts.
 - C. Checks should be signed after examination of supporting documents
 4. Annual Review by the Finance Committee to review procedures.
- B. Documentation:**
1. An accounting manual should specify all procedures (currently in progress).
 2. Clearly specify duties among staff/volunteers involved in financial activities including:
 - a. Checking accuracy of invoices is specifically assigned.
 - b. Using vouchers for expense without standing authority (Regular Bills).
 - c. No Petty cash fund
 - d. Using a regular form for collections (individuals would minimally record totals and their initials).
 - e. Regular review of insurance coverage is specifically assigned
 - f. Regular comparison of financial reports to actual assets on hand performed yearly by Treasurer and Finance Committee
 - g. Mail regular quarterly notices to contributors of their contributions with a note requesting they report any discrepancy.
 - h. When paid, invoices/supporting documentation initialed dated and 3rd part of check stapled to invoice.
- C. Personnel:**
1. Screen new employees. Minimal checks currently in place
 2. Adequate background and training provided to adequately accomplish tasks.
 3. Bonding not currently in place.
- D. Security:**
1. Inform bank that checks made out to the church should never be cashed.
 2. Accounting records and blank checks are secured.
 3. Cash and checks are secured until deposit and deposited in bank as soon as possible. Current security standards are being reviewed
 4. Accounting records are backed up weekly and a second copy is kept off site.
- E. Handling Cash:**
1. Staff, board or committee members should always recruit individuals handling Cash.
 2. If cash exceeds \$100, at least two people should be involved in counting and recording it (in a safe place).
 3. Individuals collecting cash should always indicate amount collected and their initials.
 4. No more than \$500 cash should be kept in the Church. Events at which more than this amount might be collected should have an arrangement for bank deposits during the event if at all possible.

The statements made above are true unless otherwise indicated.

PEOPLE'S CHURCH RELIGIOUS EDUCATION PROTECTION POLICY

SAFETY POLICY

Purpose

The members of People's Church strive to ensure the existence of a caring religious community free of violence and abuse of all kinds, including intimidation, coercion, sexual harassment, and physical and sexual abuse. The members of People's Church are also aware of the special obligation we have to protect, support, and appropriately nurture the children and youth of our congregation. Therefore, we have developed the following policies and procedures that will help create a safe environment that protects children and adults from harm and promotes their religious and spiritual growth.

Religious Education Volunteer Screening

- 1) Each teacher and assistant will sign the Religious Education Teacher Contract and submit to a background check and have no history of abuse.
- 2) General guidelines:
 - a) Volunteers must have been active church participants for six months.
 - b) Advisors for high school youth must be 25 and for middle school youth must be 21.

Supervision Policy and Guidelines

- 1) There will be 2 adults in each youth classroom.
- 2) If only 1 adult is in a room, the door to the classroom will remain open, and the D.R.E. or designated representative will check in with the group.
- 3) Drivers for high school events will be age 25 or older (21 for middle and elementary school events), and a copy of each driver's license and insurance will be on file at the church office.
- 4) Cars must be currently registered and insured and be in running order according to the state laws.
- 5) Seatbelts are required for each person in the vehicle.

Friendship with Youth

Although we hope that youth and adults will have genuine fondness for one another, any adult who looks to youth for friendship is not sufficiently mature to be in a position of responsibility over them. An adult would be considered to be in a position of authority over youth, deeming this an inappropriate relationship. A "friendship" is reciprocal, where neither person has more responsibility for the health of the relationship than the other. This is antithetical to the adult/youth relationship, where the adult is the one who assumes primary responsibility for maintaining appropriate boundaries and cultivating an atmosphere of health and trust. Therefore, it is the adult volunteer's or compensated worker's responsibility to avoid or discourage inappropriate friendships.

Confidentiality

Adults who work with children and youth under the aegis of People's Church are responsible first to the children and youth, but to the church as well. For the most part, a covenant of confidentiality will mean that you do not repeat information told to you in confidence. However, sometimes an adult will learn that a child or youth is the victim of abuse, has issues with substance abuse or is a danger to self or others. It is People's Church policy that this type of information be communicated to the minister and/or D.R.E. immediately, to discuss an appropriate course of action. If you feel the child or youth is an imminent danger to self or others, the parents will be notified. Adult volunteers must be clear with youth that they are required to report any instances that seriously threaten health or safety.

Off-site and Overnight Activities

- 1) A permission slip signed by parent or guardian is required for all off-site and overnight activities. This will include a contact number where a responsible adult can be reached if an emergency situation arises during the activity.
- 2) Each driver will have a copy of the permission slip and current registration form for each youth passenger in their vehicle, and will fill out a Driver's Form and include all requested information.
- 3) Middle and high school guidelines:
 - a) Events will follow district youth conference rules.
 - b) Youth will be supervised by at least one adult chaperone at all times.

Emergency and First Aid Procedures

- 1) Emergency telephone numbers are posted by all office and kitchen phones.
- 2) First aid kits are kept in the kitchen, the church office, and the RE work and supply room.
- 3) Protective gloves are included in all first aid kits and in every classroom cupboard in a pencil box with bandaids, and their use is required when treating an injury involving bodily fluids.
- 4) The "Accident and First Aid Report" must be completed by the person administering first aid and submitted to the church office for filing.
- 5) A first aid kit will be taken on all off-site activities.
- 6) Annual R.E. teacher training will include health & safety awareness and the church's emergency procedures.

Nursery Policies & Procedures

- 1) Each child will be signed in and out by their parent/guardian.
- 2) Each diaper bag must have an outer identification label.
- 3) Some children have dietary restrictions and special health considerations. Forms are to be completed by the parent/guardian, and all nursery staff must be attentive to these.
- 4) For diaper changes, either a disposable pad must be used on the changing table, and/or the table must be cleaned with a disinfectant wipe. Nursery staff will wash their hands after each diaper change.
- 5) At the end of the nursery time, large surfaces must be sprayed with disinfectant, and used cups and lids must be taken to the kitchen. The bag of soiled diapers must be taken to the dumpster.

A copy of the Nursery Policies & Procedures will be posted in the Nursery.

ABUSE POLICY

The leaders of People's Church place the highest value upon children and youth to insure their physical, social, intellectual, and spiritual development. We are committed to providing a safe environment. We are deeply concerned for any victim of abuse and support them in getting the help that they need.

Code of Conduct

No one working in any capacity under the auspices of People's Church shall engage in sexualized/abusive behavior with children, youth, or adults including but not limited to sexual, verbal, emotional, or physical abuse.

Abuse Reporting Procedures

- 1) A formalized Incident Response Team will be established to deal with any reports of abuse or harassment. Such abuse or harassment could be physical, sexual, verbal, or emotional in nature. The Team will be comprised of three church members based upon appropriate qualifications, such as psychology or social work background.
- 2) All volunteers must immediately report suspected cases of abuse to the minister and/or D.R.E. An incident report must be completed, including the date and time of the incident.
- 3) A member of the Incident Response Team and/or a mandated reporter must file the report with Child Protective Services and notify applicable law enforcement agencies to protect the child or youth, to protect the church, and to bring the necessary help to the abuser. Although this section particularly addresses children, the same support and reporting will be expected with adult victims of abuse. Do not try to handle this without professional outside assistance.
- 4) Church personnel will report the incident immediately to the church's insurance company. Be careful to safeguard the privacy and confidentiality of all involved.

Special Considerations

- 1) Alleged abuse by a minister or church leader
 - a) If there is a report of abuse by a minister or by any member of the Incident Response Team, the alleged abuser will not be a participant in the process of receiving or investigating the allegations.
 - b) Situations involving alleged ministerial abuse shall be reported by the President of the Board of Trustees to the UUA Department of Ministry and to the Unitarian Universalist Ministers' Association.
- 2) Harassment of church employees
 - a) Allegations of harassment of church employees by persons in a position to affect the employee's job security should be handled in accordance with federal and state employment discrimination guidelines.
 - b) Abuse or harassment by persons who do not have a direct influence on the employee's job security will be treated as adult-on-adult abuse and handled as described below.
- 3) Adult-on-Adult Harassment or Abuse
 - a) Complaints of harassment or abuse directed toward members of the church community by strangers on the property should be handled by the police.

Complaints of harassment or abuse directed toward adult church members, including the minister, should be handled in accordance with the board policy on disruptive people.

Warning Signs of Physical Abuse:

- Unexplained bruises, welts or cuts
- A pattern of injuries over time
- Fearful behavior by the child
- Caregivers who are physically abusive or often angry
- Inappropriate child clothing, which may be used by the child or caregiver to hide signs of injury

Warning Signs of Emotional Abuse:

- Excessively fearful or shy behavior
- Persistent anti-social behavior (e.g., very aggressive)
- Children who constantly try to “parent” other kids
- Regression – older children acting much younger
- Harsh, belittling or manipulative caregiver behavior

Warning Signs of Sexual Abuse:

- An STD or pregnancy before age 14
- Stained, bloody or torn underclothes
- Injury to the genital area
- Children who have age-inappropriate knowledge about sex or interest in sexual acts
- Extreme passive or aggressive behavior
- Self-destructive behavior such as substance abuse, self-mutilation or suicide attempts
- Caregivers who limit the child’s contact with others

Verbal signs may include the following statements:

- I don’t like (name).
- (Name) does things to me when we’re alone.
- I don’t like to be alone with (name).
- (Name) has fooled around with me.

Incident Response Team

Tom Cunningham - 269-358-0240

Don Miller - 269-806-7690

Carolyn Heineman 269-9345-7101

Responding to Allegations of Abuse

- 1) Make sure all incident report forms are accurate and accessible to the proper authorities.
- 2) The spokesperson for People's Church will be the President of the Board of Trustees.

Incident Response Procedures

- 1) Ensure the safety of the victim.
- 2) Notify the appropriate family members.
- 3) Document all your efforts at handling the incident.
- 4) Do not prejudge the situation, but take the allegations seriously and reach out to the victim and the victim's family. Showing care and support can help to prevent further hurt. Extend whatever pastoral resources are needed. Remember that the care and safety of the victim are the priority.
- 5) Treat the accused with dignity and support. If the accused is a church worker, that person should be relieved temporarily of his or her duties until the investigation is finished. If the person is a paid employee, arrangements should be made to either maintain or suspend his or her income until the allegations are cleared or substantiated.

Revised 2014

ACCIDENT AND FIRST AID REPORT

Date & time: _____

Name of injured person: _____

Age: _____

Name of person administering first aid: _____

Nature of injury: _____

How injury occurred: _____

First aid provided: _____

Were bodily fluids involved? (Circle) Yes No

If yes, type of fluids: _____ Were protective gloves worn? Yes No

Signature of person administering first aid: _____

ACCIDENT AND FIRST AID REPORT

Date & time: _____

Name of injured person: _____

Age: _____

Name of person administering first aid: _____

Nature of injury: _____

How injury occurred: _____

_____ First aid

provided: _____

Were bodily fluids involved? (Circle) Yes No

If yes, type of fluids: _____ Were protective gloves worn? Yes No

Signature of person administering first aid: _____

REPORT OF SUSPECTED INCIDENT OF ABUSE

1. Name of worker (paid or volunteer) observing or receiving disclosure of abuse: _____
_____ 2.

Victim's name: _____

Victim's age/birthdate: _____

3. Date/place of initial conversation with/report from victim: _____

4. Victim's statement (give your detailed summary here): _____

5. Name of person accused of abuse: _____
Relationship of accused to victim (paid staff, volunteer, family member, other): _____
_____ 6.

Reported to minister/D.R.E.: _____

Date/time: _____

Summary: _____

7. Call to victim's parent/guardian/family member: _____

Date/time: _____

Spoke with: _____

Summary: _____

8. Call to Department of Human Services (855-444-3911) _____

Date/time: _____

Spoke with: _____

Summary: _____

VII. Personnel Policies

1. Delegation to the Staff

1.1 Global Delegation to the Minister as Head of Staff and Accountability

The board delegates all of its authority to manage the general affairs, work and resources of The People's Church, except as expressly limited by these policies, to the Minister as Head of Staff. All staff members are accountable to the minister. The minister is accountable to the board and the congregation.

1.2 Senior Staff Team (Minister, Church Administrator, Director of Religious Education)

The minister is head of the senior staff team. The minister manages the work of The People's Church in collaboration with other members of the Senior Staff Team which includes the Church Administrator and the Director of Religious Education. Each of these staff team members report directly to the minister. The board expects the senior staff team, individually and jointly:

- To lead and unify paid staff and volunteers in directing their efforts toward the fulfillment of the People's Church mission, vision, and goals.
- To ensure compliance with the bylaws, board policies, and applicable laws and regulations.
- To uphold a high standard of ethical and professional conduct.
- To develop and accomplish goals contained in an annual vision of ministry.
- To develop procedures, manuals, and job descriptions (for staff and volunteers) that pertain to ministry and programs. These documents are not subject to board approval.
- Provide monthly reports of ongoing activities of ministry and programs to the Board.

1.3 Staff Accountability

All members of the staff are accountable to the minister for their performance. The minister is accountable to the board and congregation for their performance and the performance of the rest of the staff.

2. Guidance and Limitations

2.1 Personnel Decisions

The board expects the minister to take the lead in the selection, hiring, supervision, and discharge of all paid staff.

2.1.1 Hiring Senior Staff

Before filling senior staff positions, the minister will consult with the board and appoint a search committee. After receiving the search committee's recommendation, the minister will make the final hiring decision. The minister will keep the board updated on the search process as it occurs.

2.1.2 Hiring Non-Senior Staff

Before filling non-senior staff positions, the direct supervisor of the vacant position will consult with lay leaders, other staff, and the minister before extending a job offer. The minister has final decision-making authority.

2.1.3 New Positions

New positions are normally created through the budget process. The minister may create and fill temporary positions if they can be funded within established budgetary limits.

2.1.4 Employment At Will

All staff except for the minister are at will employees, unless the board approves the terms of a contract that states otherwise. The minister's employment terms are defined in a Letter of Agreement between the minister and congregation.

2.1.5 Discipline and Termination

Prior to discharging a paid staff member, the minister must ensure that the decision complies with applicable laws, board policies, contracts, and the personnel manual. The minister, after consultation with the executive committee of the board, may terminate a senior employee's employment. A supervisor, in consultation with the minister, may terminate the employment of non-senior staff. The minister must promptly notify the board when an employee has been terminated.

2.2 Care for Paid Staff

The People's Church intends to be a fair, ethical, and attractive employer; to achieve high staff morale and productivity; and to protect staff members from all forms of injustice and abuse related to their employment.

2.2.1 Supervision

Each employee will have an immediate supervisor who will maintain regular contact and provide feedback and guidance to the employee.

2.2.2 Compensation and Benefits

As part of the annual budget process, the finance committee will review compensation and benefits for all paid staff and recommend adjustments for the coming year.

2.2.3 Personnel Manual

The church administrator, in partnership with the minister, will maintain an up-to-date personnel manual that complies with all legal requirements and board personnel policies. The personnel manual must provide adequate procedures to give practical effect to the following principles and how staff may address their concerns regarding:

- Nondiscrimination
- Harassment
- Grievances/Resolution of employer complaints
- Whistleblower Protection
- Sexual Harassment
- Accommodation for Disability

The church administrator will notify the board about any changes to the personnel manual in their report prepared for the board meeting following the change.

(note: these draft policies are lightly adapted from 'Appendix B: Board Policies for Bourne Street Church' in *Governance and Ministry: Rethinking Board Leadership* by Dan Hotchkiss and the policies of The Unitarian Universalist Society of Coralville, IA.)

**BYLAWS OF PEOPLE’S CHURCH
OF KALAMAZOO, MICHIGAN**

Article I – Name

1. The name of this church shall be The People’s Church of Kalamazoo, Michigan, a member congregation of the Unitarian Universalist Association (UUA).

Article II – Object

1. The purpose of this church is set forth, as expressed by Caroline Bartlett Crane, 1892:

BOND OF UNION
Earnestly desiring to develop in ourselves and in the world
Honest, reverent thought,
Faithfulness to our highest conception of right living,
The spirit of love and service to all people,
And allegiance towards all the interests of morality and religion,
As interpreted by the growing thought and purest lives of humanity:
We join ourselves together
Hoping to help one another in all good things
And to advance the cause of pure and practical religion in the community.

We base our union upon no creed test
But upon the purpose herein expressed
And welcome all who wish to join us
To help establish truth, righteousness, and love in all the world.

Article III – Commitment to Equity

1. People’s Church is deeply committed to the principle of the inherent worth and dignity of every person. We affirm the need to dismantle all forms of oppression and commit to changing ourselves, our organization, and our society by:

- a. Building an environmentally just, wholly diverse, multicultural Beloved Community that accountably dismantles racism and all forms of oppression.
- b. Assuring every action, policy, and practice governing and operating this congregation aligns with the values of diversity, equity, and inclusion.

2. Our success will be known by our actions. Reflections on the validity and effectiveness of our actions will be informed by and centered on the lived experiences of those who identify as marginalized.

Article IV – Membership

1. A member is any person sixteen years of age or older who has signed the Bond of Union.
2. Individuals who have been members for at least six weeks (forty-two days) are eligible to vote at congregational meetings and may be nominated to serve on the Board of Trustees.
3. Each member is responsible for contributions of connecting relationships, time, energy, talent and/or financial support toward the collective well-being of the church community.
4. Members may be removed.
 - a. Members who have submitted a resignation or are deemed inactive (see Article IV Section 3) will be removed from membership as specified in the Policy Manual.
 - b. Members who harass, threaten, or criminally act against the Minister, church staff, other members or friends, or otherwise violate the collective well-being of the church community, may be subject to removal after due process and the opportunity to appeal, as specified in the Policy Manual.
 - c. Concurrent with removal of membership, the Board will inform the subject of conditions needed to reinstate their membership. Persons who have been removed may ask to rejoin the church according to the criteria and procedure, as specified in the Policy Manual.

Article V – Board of Trustees and Officers

1. The Board of Trustees shall consist of nine members.
 - a. Three trustees shall be elected at the Annual Meeting each year for a term of three years or until their successors are elected.
 - b. Under the laws of the State of Michigan, one member sixteen or seventeen years of age may serve on the Board at any given time.
2. No trustee shall be elected to two terms in succession without an interim period of one year. A person appointed to fill a vacant unexpired term shall be eligible for election to a full succeeding term.
3. Annually, the Board shall elect from among the trustees a president, vice-president, and secretary.
 - a. The duties of officers are those prescribed by the current edition of Robert's Rules of Order, Newly Revised.

- b. The president shall preside at all business meetings of the church.
 - c. The president, vice-president, and secretary shall constitute the Executive Committee.
 - d. An officer may be removed from office by a majority vote of the trustees then in office.
4. Both the newly elected and the outgoing trustees shall attend the first Board meeting after the Annual Meeting.
- a. The outgoing Board shall conduct all necessary business and adjourn.
 - b. Thereupon, with the outgoing president presiding, the incoming Board shall elect officers for the next year who shall begin serving, subsequent to this meeting, for a term of one year or until their successors are elected.
5. Ministers shall be ex officio non-voting members of the Board of Trustees.

Article VI – Meetings of the Board of Trustees

1. Regular meetings shall be held once a month at a time and place selected by the Board. Special meetings may be called by the president, or in the president's absence, by the vice-president, or upon request of any two trustees. The president or vice-president will assure that notice of all meetings will reach each trustee by a method described in the Policy Manual.
2. Fifty percent of the trustees then in office shall constitute a quorum for any meeting
3. A simple majority of the trustees voting shall constitute an affirmative vote.
4. Meetings are open to all members except that the trustees may, by a two-thirds vote of the trustees present, close the session. All votes must be recorded in open session.

Article VII – Duties and Responsibilities of the Board of Trustees

1. The trustees serving on the Board shall have general charge of the property, the conduct of all business and legal affairs, the administration of the church, and overseeing the safety of the congregation except for those powers expressly granted to the minister or members by these Bylaws.
2. They shall determine, administer, and implement church policies, and compile a Policy Manual.

3. They shall authorize all non-budgeted expenditures of money. Any non-budgeted expenditure exceeding five percent of the total annual operating budget shall be approved by a simple majority of votes cast by a minimum of thirty percent of the membership voting by a method accessible to all members as specified in the Policy Manual.
4. They shall have the responsibility to accept, reject, or negotiate the terms and conditions of all gifts or bequests.
5. The Board by majority vote of the trustees then in office may remove a trustee for cause in accordance with the Policy Manual.
6. They shall appoint a member of the congregation to fill any unexpired term of a trustee within six weeks following the vacancy.
7. They shall appoint a treasurer and any additional officers as are needed to fulfill the essential functions of the church.
 - a. They set forth the duties and terms of service for each appointee.
 - b. Any appointed officer may be removed from office by a majority vote of the Board.
8. They shall appoint such committees as are needed to fulfill the essential functions of the church and set forth the duties of said committees.

Article VIII – Congregational Meetings

1. An Annual Meeting shall be held during the month of May or as soon as practicable thereafter as determined by the president of the Board of Trustees in consultation with the minister. Notice of the meeting and voting procedures shall be given in writing according to methods described in the Policy Manual at least two weeks prior to the meeting and shall contain a list of the nominees for the Board of Trustees and for the Nominating Committee, as well as known issues to be voted on.
2. Special Congregational Meetings shall be called by the Board of Trustees at the request of ten congregational members or by a majority vote of the Board of Trustees. Special Meetings shall be limited to the purposes specified in the call, and not less than two weeks' notice shall be given in writing according to methods described in the Policy Manual.
3. Annual and Special Congregational Meetings are authorized to be held by electronic communications media according to methods described in the Policy Manual.
4. Annual and Special Congregational Meetings will be live-streamed and recorded so that members will be able to view meetings electronically.

5. Motions arising at Annual or Special Congregational Meetings shall be voted on by a method accessible to all members as specified in the Policy Manual.

6. Except as otherwise provided in these Bylaws, no action or vote shall be binding unless at least thirty percent of the membership has voted by a method accessible to all members as specified in the Policy Manual.

7. Except as otherwise provided in these Bylaws, a simple majority of votes cast by a method accessible to all members as specified in the Policy Manual shall constitute an affirmative vote.

Article IX – Minister

1. In the event of a ministerial vacancy, members of a Ministerial Search Committee shall search out and recommend to the membership a minister for the church.

a. This committee shall be formed as specified in the Policy Manual in consultation with the UUA.

b. These procedures will apply also in the event of a search for co-ministers.

2. The minister's initial compensation shall be negotiated by the Ministerial Search Committee in consultation with the Executive Committee of the Board, the Finance Committee, and the UUA.

3. The President shall convene a Special Congregational Meeting for the calling of a minister when requested by the Chair of the Search Committee.

a. Notice of such meeting shall be given as specified in Article VIII Section 2 of these Bylaws.

b. The minister shall be called by eighty percent of votes cast by members of the congregation. No action or vote shall be binding unless a minimum of forty percent of the membership has voted by a method accessible to all members as specified in the Policy Manual.

4. Articles of Understanding defining the relationships between the Board of Trustees and the minister, as well as the congregation and the minister, shall be entered into by the Board and the minister. These Articles of Understanding shall be reviewed at least triennially by the Board and the minister.

5. The minister may be dismissed by a simple majority of votes cast by the members of the congregation. No action or vote shall be binding unless a minimum of forty percent of the membership has voted by a method accessible to all members as specified in the Policy Manual.

Article X – Nominating Committee

1. The Nominating Committee is responsible for presenting preliminary candidates for its own members and the Board of Trustees.

2. The Nominating Committee shall consist of seven members, six elected and one appointed, none of whom are current members of the Board of Trustees.

a. The elected members shall serve staggered terms of three years, with two members proposed by the Nominating Committee for election at each Annual Congregational Meeting.

b. The seventh member shall be appointed annually by the Board of Trustees from those who have recently completed service on the Board.

3. The Nominating Committee shall nominate one candidate for each vacancy on the Board of Trustees.

4. The Nominating Committee shall publish in writing the preliminary slates of candidates for the Nominating Committee and the Board of Trustees at least six weeks prior to the Annual Meeting.

5. Candidates for the Nominating Committee and the Board of Trustees may also be nominated by petition.

a. A petition must contain signatures of at least five congregational members, the candidate having consented.

b. Petitions must be received and published in writing by the Church Administrator at least four weeks prior to the Annual Meeting.

6. Any vacant unexpired term in the above positions shall be filled by the Board of Trustees. A person so appointed shall serve the balance of the term of the person being replaced and may be eligible for election to a full succeeding term.

7. No elected or appointed member in the above positions shall serve two successive terms without an interim period of one year. The interim period does not apply to appointed members if they are subsequently elected to a full term.

Article XI – Budget and Finance

1. A Finance Committee shall be appointed by the Board of Trustees. Each appointee shall serve until they resign or are removed by the Board.
2. The Finance Committee is responsible for financial affairs, with input from other church stakeholders and direction from the Board of Trustees and shall prepare a budget for each fiscal year.
3. At the Annual Meeting, the congregation may amend the proposed budget but shall approve an operating budget for the coming fiscal year.
4. The church fiscal year shall run from July 1 through June 30.
5. The purchase or sale of any real estate impacting the church location or functioning shall be approved by at least sixty-seven percent (2/3) of votes cast by a minimum of forty percent of the membership voting by a method accessible to all members as specified in the Policy Manual.
6. Any non-budgeted expenditure exceeding five percent of the total annual operating budget shall be approved by a simple majority of votes cast by a minimum of thirty percent of the membership voting by a method accessible to all members as specified in the Policy Manual.
7. The church shall have a separate Endowment to assure the long-range financial future of the church, to help the church manage and survive financial emergencies and to fund capital needs and special projects that further the mission of the church.
8. An Investment Committee shall manage the Endowment and other church investment funds.
 - a. Pursuant to the Investment Policy Statements as adopted by the Board of Trustees, the Investment Committee is empowered, acting through its elected chair, to hold, sell, exchange, rent, lease, transfer, convert, invest, reinvest, or engage others to do the same, and in all other respects manage and control the investment assets of the church.
 - b. The Investment Committee shall consist of three members of the congregation appointed by the Board for three-year terms.
 - i. No member shall serve more than six consecutive years. After a lapse of one year, former committee members may be re-appointed. The Board shall have the authority to remove a committee member for cause.

- ii. No member may serve on the Investment Committee while also serving on the Board of Trustees, or as an employee of the church.
- c. A majority vote of the members of the Investment Committee is needed to approve any committee decision.
 - i. The Investment Committee shall elect its own chairperson.
 - ii. The Investment Committee shall report to the Board of Trustees on a quarterly basis or as the Board requires and provide a written report to the congregation at the Annual Congregational Meeting.
- d. Investment Committee members shall not be liable for any losses incurred by the Investment Committee except to the extent that such losses arise out of acts or omissions of willful misconduct or gross negligence.
 - i. Each member shall be liable for their own acts or omissions of willful misconduct or gross negligence and not for the acts or omissions of other members.
 - ii. No member of the committee shall engage in any self-dealing or transactions with church investments in which the member has a direct or indirect financial interest.
 - iii. Members shall refrain at all times from conduct in which their personal interest would conflict with the interest of the church.

Article XII – Amendments, Conflict, and Dissolution

1. Amendments to these Bylaws shall be approved by sixty-seven percent (2/3) of votes cast by a minimum of thirty percent of the membership voting by a method accessible to all members as specified in the Policy Manual.
2. A conflict between these Bylaws and any other church provisions or policies shall be resolved in favor of these Bylaws.
3. In the event of the dissolution of the church, after all debts are satisfied, any assets of the church shall be transferred to the Unitarian Universalist Association to be used exclusively for purposes allowed under Section 501(c)(3) of the Internal Revenue Code.

Revised February 27, 2022