

## **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.