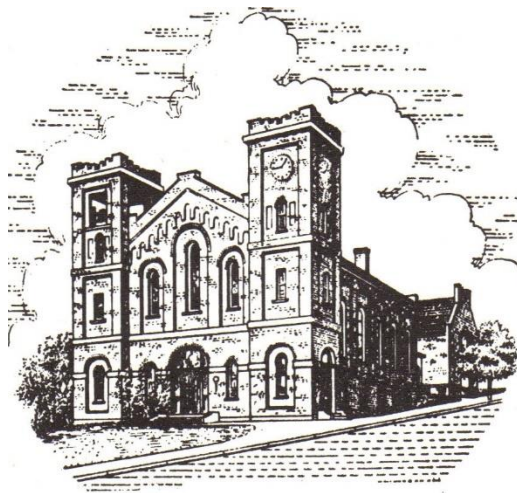


# **POLICY AND PROCEDURE MANUAL**



## **Unitarian Universalist Society of Bangor** *A Welcoming Congregation*

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# UU Society of Bangor POLICIES AND PROCEDURES MANUAL

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<b>Policy Area:</b> Administration	<b>Subject:</b> Principles
<b>Title:</b> "Principles of the UUA"	<b>Policy Number:</b> 1-1
<input checked="" type="checkbox"/> <b>Policy</b> <input type="checkbox"/> <b>Procedure</b>	<input checked="" type="checkbox"/> <b>Guideline</b> <input type="checkbox"/> <b>Exhibit</b>
<b>Effective Date:</b>	<b>Approved by:</b>
<b>Approved Date:</b>	<b>Revision Dates:</b>

## Policy Statement:

### **"The Principles of the Unitarian Universalist Association"**

There are seven principles which Unitarian Universalist congregations affirm and promote:

- The inherent worth and dignity of every person;
- Justice, equality and compassion in human relations;
- Acceptance of one another and encouragement to spiritual growth in our congregations;
- A free and responsible search for truth and meaning;
- The right of conscience and the use of the democratic process within our congregations and in society at large;
- The goal of world community with peace, liberty, and justice for all;
- Respect for the interdependent web of all existence of which we are a part.

Unitarian Universalism (UU) draws from many sources:

- Direct experience of that transcending mystery and wonder, affirmed in all cultures, which moves us to a renewal of the spirit and an openness to the forces which create and uphold life;
- Words and deeds of prophetic women and men which challenge us to confront powers and structures of evil with justice, compassion, and the transforming power of love;
- Wisdom from the world's religions which inspires us in our ethical and spiritual life;
- Jewish and Christian teachings which call us to respond to God's love by loving our neighbors as ourselves;
- Humanist teachings which counsel us to heed the guidance of reason and the results of science, and warn us against idolatries of the mind and spirit;
- Spiritual teachings of earth-centered traditions which celebrate the sacred circle of life and instruct us to live in harmony with the rhythms of nature.

These principles and sources of faith are the backbone of our religious community.

# The Unitarian Universalist Society of Bangor

<b>Policy Area:</b> Administration	<b>Subject:</b> Church History
<b>Title:</b> "A Brief History of UUSB"	<b>Policy Number:</b> 1-2
<input type="checkbox"/> <b>Policy</b> <input type="checkbox"/> <b>Procedure</b>	<input type="checkbox"/> <b>Guideline</b> <input checked="" type="checkbox"/> <b>Exhibit</b>
<b>Effective Date:</b> March 1999	<b>Approved by:</b>
<b>Approved Date:</b>	<b>Revision Dates:</b> November 2010

## Unitarian Universalist Society of Bangor: A Brief History

By Dorothy A. Hawkes (March 1999)

The history of the present Unitarian Universalist Society of Bangor is composed of three parts: (1) The Independent Congregational Society (Unitarian) of Bangor, (2) The First Universalist Society of Bangor, and (3) Unitarian Universalist Society of Bangor.

### Part I: *The Unitarians*

The Independent Congregational Society (Unitarian) was organized in Bangor, Maine on March 25, 1818, when 21 members of the original Congregational Society found they could not live with an atmosphere they found "uncharitable, intolerant, and oppressive." A year later, Boston's William Ellery Channing preached his famous sermon, "Unitarian Christianity," and a liberal religious movement was born.

Not much is known about the first minister, Dr. Benjamin Huntoon, who was installed in 1829, except that the congregation increased to one hundred during his four-year stay. Ralph Waldo Emerson served as temporary minister for six weeks in 1834. Dr. Frederick Henry Hedge came in 1835 and became the beloved pastor of the Unitarians for fifteen years. When Joseph Henry Allen began his ministry here in 1851, his second sermon was a bold assault on slavery.

The original "Union Street Brick Chapel" erected in 1827 was destroyed by fire in 1851 and the new Bangor Unitarian Church was completed in 1853. Bangor's Hannibal Hamlin, Vice President to Abraham Lincoln, was an active member of the congregation.

Charles Carroll Everett served the Unitarians from 1859 to 1869. Since 1870, ministers served short periods of time, eight years being the longest. However, the liberal spirit and commitment to social justice flourished in Bangor up through the ministry of Stephen H. Fritchman in the 1930s. In his ministry, he spoke boldly against popular anti-semitism and militarism, but the city was turning to a more reactionary spirit and the membership was becoming smaller. Another leader in the promotion of human rights, John Wood, took part in the march at Selma, Alabama, during the Civil Rights Movement of the 1960s.

In 1983, the society hired Richard Foucier, a seminary student, as part-time minister. During his tenure, Charles O. Howard, a member of the congregation, was violently murdered for being openly gay. At an emotional memorial service held at the church, in keeping with tradition, the Unitarian congregation manifested their readiness to advocate openly and forcefully on behalf of human dignity. In November of 1986, after occupying the Unitarian pulpit successfully for fifteen months, the Reverend F. Jay Deacon left reluctantly to devote himself to a larger ministry as Director of Gay and Lesbian Concerns at the UUA.

(continued)

During the several years when the Unitarians were without professional leadership, the doors were kept open by the work of committees composed of dedicated church members. Though this kept the church active and growing, it did not offer pastoral care or the professional leadership that the congregation desired. In 1991, Susan Jamieson was called to be the minister of the Bangor Unitarian Church. Her ministry emphasized personal and social healing and redemptive community. After surviving a lot of reverses, difficulties, and loss of membership over the years, the Unitarian congregation voted for consolidation with the First Universalist Church of Bangor. The consolidation was completed in September of 1995.

## **Part II: *The Universalists***

The First Universalist Society of Bangor began in 1833 and the first recorded minister was the Reverend J.W. Husking who served the congregation until 1838. The second was the Reverend D.J. Mandell (1838-1839). From 1840 until 1850, two ministers are recorded as leading the congregation: L.L. Saddler (1840-1841) and A.R. Nye (1843-1850). During that period, the congregation met in various buildings, including the Episcopal Church and the Methodist Church. A subscription was started to erect a small building which was completed in 1844. The Reverend A.R. Nye was installed as pastor of the Society on November 1, 1844 and completed his ministry in 1850.

Then came a man who was to make an imprint on the lives of the members and embody his influence in a strong institution—the Reverend Amory Battles. Reverend Battles came to the First Universalist Church of Bangor in 1850, after he had given the congregation the opportunity to reject him because of this sense of duty to his conscience. He would not take an oath to support the Constitution and Laws of the United States of America because by doing so he would have sworn to uphold the Fugitive Slave Act, which he refused to do. Although some of the congregation did not agree with him, they wanted to draw on his strengths more than they wanted to argue this one point.

The corner stone for the building, which was the predecessor of the present Park Street Church, was laid on June 25, 1860, and dedicated on December 15, 1862. In 1871, the Reverend Amory Battles resigned his ministry because of ill health. From 1872, the church grew and the congregation carried on under the leadership of the Reverends S.S. Goodenough (1872-1874), Edgar W. Preble (1875-1880), W.H. Jewell (1881-1882), E.E. Peck (1882-1890), E.F. Pember (1890-1906), and Carl F. Henry (1906-1910).

In March of 1911, the Reverend Ashley A. Smith DD came from the Universalist Church in Belfast where he had been the minister for thirteen years. On the fateful afternoon and evening of April 30, 1911, just five weeks after he had been installed, the First Universalist Church was destroyed by the Great Bangor Fire. It was the first of seven church buildings to burn. The Reverend Smith did valiant work in saving the most cherished articles in the church. This inscription appears on the Bible which is in our church today: "This Bible, which has been in service for more than fifty years, was saved from the conflagration of April 30, 1911 by the pastor, Rev. Ashley A. Smith, and taken to his residence at 293 French St. When shortly afterwards his home was burned, it was buried in the garden at the rear of the house and restored to the pulpit of the New Universalist Church on September 29, 1912."

*(continued)*

A week and a day following the fire, a parish meeting was held in the vestry of the Essex Street Baptist Church and a rebuilding fund was started which ultimately totaled over \$66,000. Plans were drawn for reconstruction, which included the use of the four standing walls of the church, but before construction began, a windstorm smashed in the two side walls and damaged the rear wall, so plans had to be redrawn using only the front wall. During the rebuilding period, the work of women in the church was outstanding. In November 1911, a two-day fair was held at the Bangor City Hall, at which the Universalist women earned \$4,400. Most of the interest on the borrowed money for rebuilding was paid for by the Floral and Aid Society, whose members held numerous suppers, entertainments, and sales.

The city of Bangor's only set of chime bells were acquired by the church in 1919 through the generous gift of Mrs. James Adams, who gave them in memory of her daughter. The Kingsbury clock in the Park Street Tower of the church was installed in 1921 as a memorial to Roscoe A. Kingsbury, a prominent layman of the church. The Dorothy Memorial Hall was dedicated in September of 1925 as a memorial to the Reverend and Mrs. Ashley Smith's daughter, Dorothy, who died March 1, 1924, at the age of twenty-three, after a long illness. On the morning following her death, the Reverend Smith read a letter to the congregation announcing that he had put aside the sum \$10,00 to be used for the erection of a parish house on the lot at the rear of the church as a memorial to their daughter.

The Reverend Ashley A. Smith resigned his ministry in June of 1936 after more than twenty-five years of service. He was beloved by the congregation and held the longest pastorate in the history of the church. Since 1936 there were eight ministers who have served the First Universalist Church: The Reverends Henry Atwood (1936-1940), Arnold L. Simonson (1940-1944), William E. Gardner (1944-1953), Albert C. Niles (1953-1957), Milton M. McGorrill (1957-1965), Gordon Svoboda (1966-1975), Gary Smith (1976-1985), and Patricia Carol (1986-1994). There were three interim ministers: The Reverends Alex Cairns (1975-1976), Laurel Sheridan (1985-1986), and Richard Woodman (1994-1995).

The First Universalist Church was not without its hard times. After the ministry of Reverend McGorrill in the mid-sixties, the church had dwindled so low in membership that the congregation considered closing its doors. At that time they were having financial difficulty and could only afford a part-time minister. They hired Gordon Svoboda, a student at the Bangor Theological Seminary, who, after graduation, became their full-time minister. The congregation grew and membership was sustained.

The Reverend Gary Smith came to the First Universalist Church from a United Church of Christ background in 1976. During his years of ministry here, he changed his affiliation to Unitarian Universalist ministry. He tried to get the Universalists to strengthen their denominational ties and responsibilities to the Unitarian Universalist Association as, in 1985, some in the congregation were still denying the twenty-four-year-old merger with the Unitarians. Up until this time, the church had practiced primarily a liberal Christian theology, but many changes were taking place and the congregation was becoming more theologically, politically, and socioeconomically diverse. In this diversity lay great blessings and many challenges. Statistics show that the church grew during Gary Smith's nine years of service and was known for its warm and friendly atmosphere.

*(continued)*

In 1986, the Reverend Patricia Carol was called by the Universalists' Ministerial Search Committee to minister to the congregation. She was the first minister with UUA Fellowship Credentials to be installed at the First Universalist Church. She was a recent seminary graduate and a single mother of two young children. She was seen by some of the members of the congregation as being too liberal. Reverend Carol also attracted new members, many of whom were also viewed as too liberal. As a result, it was during this period that the exodus of many older and long-term members took place, leaving a relatively younger congregation, the majority of whom had only been attending for the last five years. The years of Reverend Carol's ministry brought growth and acceptance of the Unitarian Universalist identity to the First Universalist Church.

After Rev. Carol resigned in 1994 to take a District Minister position, the Church Council voted to accept the Reverend Richard Woodman as the interim minister at the First Universalist Church. The following year was a period of transition and some turmoil for the Universalists while negotiating a consolidation agreement with the Unitarians.

### ***Part III: The Unitarian Universalists***

The consolidation of the two most liberal religious congregations in Bangor, the Unitarian Church on Union Street and the First Universalist Church on Park Street, an historic event that took thirty-four years to get started and eighteen months to finish, was completed in September of 1995. Before the merger, the more the congregations talked with one another at joint activities, the less insurmountable their differences seemed. Once they resolved many of the issues that separated them, the two congregations were better able to appreciate the mutual benefits of the union. The merger helped to strengthen the liberal religious presence in Bangor and to ensure the survival of the financially struggling Unitarian group of about forty-two members. One of the most persuasive arguments for the merger was money, as both churches relied heavily on their endowments to meet their budget. By pooling staff and money, the congregation is now better able to run its programs and care for its aging building.

The first service of the newly created church was held at the church on Park Street, now known as the Unitarian Universalist Society of Bangor, on Sunday, September 17, 1995. Susan Jamieson, the settled minister of the former Unitarian Church, now served as minister of the Unitarian Universalists.

After being on the market for about three years, the Unitarian Church building on Union Street was sold on May 6, 1998. The church's beautiful Hook and Hastings organ was sold separately to a church in Ohio and the proceeds are being used to enhance the music program in the new Unitarian Universalist Church through a specific music endowment. The selling of the Union Street Church was a painful process for the Unitarians, but many of their most cherished possessions were moved to Park Street and integrated with those of the Universalists. The funds received from the sale of the building are being used to upgrade the building on Park Street. A new heating system has been installed. An endowment trust, the Frederick Henry Hedge Fund, will be established from the remaining proceeds.

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In April of 1998, the Unitarian Universalist church council regretfully accepted Susan Jamieson's resignation as minister, effective June 30, 1999. She felt that it was time for the new church to call its own minister. Perhaps her most significant accomplishment among the many during her ministry here was the successful consolidation of the two UU churches. Sue offered valuable support and continuity during the years of transition after consolidation.

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## **A Brief History of the Unitarian Universalist Society of Bangor**

An adaptation from the church history written by Dorothy A. Hawkes in March 1999  
and supplemented by Rev. Becky Gunn (compiled Nov. 2010)

The birth of the UU Society of Bangor in 1995 completed a journey of almost thirty-five years which brought together two historic churches in Bangor, the Unitarian Church on Union St. and the First Universalist Church on Park St. The consolidation accomplished a historic blending of voices for social justice and liberal religious values upheld by these two churches since the early 1800's. Ministers from both churches spoke out strongly against slavery in the 1800's and have taken active stands against militarism and anti-Semitism, and have advocated publicly for the rights of gay, lesbian and transgendered persons.

The Independent Congregational Society Unitarian was organized in Bangor on March 2, 1818 by 21 members of the original Congregational Society (Trinitarian) who found they could not live in an atmosphere they found "uncharitable, intolerant, and oppressive." A year later William Ellery Channing preached his famous sermon, *Unitarian Christianity*, in Baltimore, Maryland and a liberal religious movement was born. The original 'Union Street Brick Chapel' was erected in 1827 then destroyed by fire in 1851. The present building was built in 1853. Bangor's Hannibal Hamlin, vice president under Abraham Lincoln, was an active member of the congregation.

Through many years, historic moments, and ministries, the Bangor Unitarian Church advocated openly and sometimes forcibly on behalf of human dignity and worth. The congregation voted in 1993 for the consolidation with the First Universalist Church of Bangor, completed in 1995.

The First Universalist Society was organized in 1833. Until the cornerstone of their first building was laid on June 25, 1860, the congregation met in various buildings including the Episcopal and the Methodist churches. The original Park Street building was destroyed in 1911 during the Great Bangor Fire. The Rev. Ashley Smith, just five weeks installed as the minister, valiantly saved the cherished church bible by burying it in his back yard. Rev. Ashley Smith completed a ministry of twenty five years, the longest ministry either church ever experienced. During his ministry the present building was erected in 1912, the historic chime bells were acquired in 1919, and the Dorothy Memorial Hall was dedicated September 1925 as a memorial to Rev. Dr. and Mrs. Smith's daughter, Dorothy, who died March 1, 1924 at the age of 23 after a long illness. Rev. Smith completed his ministry in June, 1936.

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The ministers following Dr. Smith took the Park St. church through some challenging periods of growth and change which brought the church from being predominately Christian-identified to a more diverse theologically Unitarian Universalist identity. The successful consolidation of the two churches has furthered the strength found in uniting diverse theologies into a warm and caring community.

The Rev. Sue Jameson, minister of the Union St. church beginning in 1991 successfully led the Unitarian church through the consolidation and was then called to become the first minister to serve the Unitarian Universalist Society of Bangor. She completed her ministry in January, 1999. Elaine Peresluha was called unanimously to the ministry in Bangor in August, 1999. She served until June, 2006. The Rev. Brad Mitchell acted as the Interim Minister from August, 2006 until June, 2008. The Rev. Becky Gunn was called to serve the congregation beginning in August, 2008.

The UU Society of Bangor has continued to be involved in issues of justice and equity. The congregation became a Welcoming Congregation in 2008. In the fall of 2010, the congregation voted to become a Green Sanctuary. In May, 2009, the congregation voted to support marriage equality. A decades' long history of a monthly free bean suppers (4<sup>th</sup> and 5<sup>th</sup> Saturdays) continues. We are a leader in the community with involvement in the New Years' Downtown Countdown' as well as volunteering actively for the August Folk Music Festival.

# # #

## The Unitarian Universalist Society of Bangor

<b>Policy Area:</b> Administration	<b>Subject:</b> By-laws
<b>Title:</b> "Bylaws of UU Society of Bangor"	<b>Policy Number:</b> 1-3
<input checked="" type="checkbox"/> <b>Policy</b> <input type="checkbox"/> <b>Procedure</b>	<input type="checkbox"/> <b>Guideline</b> <input type="checkbox"/> <b>Exhibit</b>
<b>Effective Date:</b> Feb. 19, 1995	<b>Approved by:</b> Council
<b>Approved Date:</b> Feb. 19, 1995	<b>Revision Dates:</b> 2/25/1996, 4/21/1996, 5/18/2003, 5/15/2009, 5/15/2012, 5/23/2013, 7/15/2014, 12/2/2015

**Policy Statement:** The UU Society of Bangor will abide by a set of **Bylaws** which generally define things like the group's official name, purpose, requirements for membership, officers' titles and responsibilities, how offices are to be assigned, how meetings should be conducted, and how often meetings will be held.

**A copy of the Society's current bylaws is on the following pages.**

~Bylaws~  
**Unitarian Universalist Society of Bangor**  
*(Last Update, December 2015)*

**Article 1. Name.** The name of this corporation is the "Unitarian Universalist Society of Bangor," (hereinafter referred to as the "Society"). The Society shall be located at its Church facility, situated at 120 Park Street, Bangor, County of Penobscot, State of Maine.

**Article 2. Purposes of the Society.** The purposes of this Society are as follows:

- A. To support the free and disciplined search for truth as the foundation of religious fellowship.
- B. To affirm, defend and promote the inherent worth and dignity of every human person.
- C. To contribute to the vision of a world community founded on the values of tolerance, justice, and peace.
- D. To form a community of mutual concern, serving the needs of its members, and providing opportunities for personal growth and fulfillment.
- E. To encourage living of the principles of the Unitarian Universalist faith among our members and in the world.
- F. To perform any and all acts that promotes the foregoing religious purposes.
- G. To take and hold by purchase, gift, devise, bequest or any other lawful means, tangible or intangible personal property or real estate, or both, and to use and apply the whole or any part thereof, including principle or income, for said religious purposes; to sell, convey,

encumber, mortgage, pledge, lease, exchange or otherwise dispose of all or any part of such property of the Society in furtherance of said purposes; to invest, reinvest and apply the income or principle in advancement of the foregoing purposes, all as in the judgment of the Council or Trustees, as appropriate, will best promote the purposes of the Society.

**Article 3. Denominational Affiliation.** The government of the Society is vested in its members, who exercise the right of control in all its affairs, subject in legal matters to the laws of the United States and the State of Maine. This Society shall be a member of the Unitarian Universalist Association (UUA) and of the Northern New England District (NNED) or its successor.

**Article 4. Fiscal Year.** The Fiscal Year of the Society shall be July 1 through June 30.

**Article 5. Membership.**

**5.1 Membership.** Any person who is in sympathy with the Purposes of the Society and who wishes to become involved with the spiritual and financial wellbeing of the Society may become an active member by:

- A. Completing a prospective member educational program as specified by Council, and
- B. Making a financial pledge to support the purposes of the Society, and
- C. Signing the Membership Book.

Membership shall have three classifications – Active, Inactive, and Emeritus. These classifications are described as follows:

An *Active Member* shall be a person who annually

- i. Financially supports the Society by an amount equal to at least three times that required to cover memberships in the UUA and NNED. Participation in the worship and activities of the Society and support of the Society in service are strongly encouraged; or
- ii. Petitions the Council for a full or partial waiver of these financial requirements indicating a desire to be an Active Member without making the minimum financial contribution. An Active Member who petitions for partial waiver agrees to financially support the Society by an amount equal to the cost of membership in the UUA and NNED. A person who petitions for full waiver makes no financial commitment. It is expected that Active Members seeking full or partial waiver will demonstrate their commitment and support through service to the Society.

An Inactive Member shall be a previously Active Member who chooses not to meet the criteria for Active Membership.

An *Emeritus Member* shall be a person who was previously an Active Member who, by reason of entering a nursing

home or of becoming homebound or otherwise unable to attend Society services and activities, chooses this membership. An Emeritus Member shall be entitled to all benefits of Active Membership.

**5.2 Other Affiliation.** A *Friend* shall be any person who chooses not to meet the criteria for any of the preceding membership categories, but who wishes to associate themselves with the Society and its Purposes.

### **5.3 Rights of Membership.**

- A. Only Active Members are eligible to serve on Council and other elected positions representing the Society.
- B. The right to vote at Meetings of the Society shall be extended only to Active and Emeritus members who are present at the meeting. No absentee or proxy votes are allowed. Upon request by any member, voting on any agenda item shall be by secret ballot. A Member shall have the right to vote at the meeting following that in which they are accepted into membership by the Society, or at the meeting following acknowledgement of reestablishment of Active Membership by the Council. Anyone in attendance shall have the right to speak in any meeting in accordance with the rules of the meeting as set forth by the Moderator.
- C. The number of Society members reported annually to the UUA and NNED shall be the number of Active Members only.

#### **5.4 Termination of Membership.**

- A. Any member may terminate their membership at any time by notifying the Clerk in writing.
- B. If the criteria for Active Membership have not been met during a fiscal year in which a financial waiver was not requested as determined by the Collector, an Active Member shall be an Inactive Member for the following fiscal year. Inactive Members may return to Active Membership by fulfilling the obligations of Active Membership.
- C. An individual may appeal any membership status to the Council or to the Society at a meeting of the Society.
- D. Council is authorized, through the use of UUSB policy to enact the removal of a member from the membership.

### **Article 6. Meetings of the Society**

#### **6.1 Meetings**

- A. The Annual Meeting of the Society shall be held in May of each year at the Church, 120 Park Street, Bangor, Maine, with the time specified in the notice as directed by Council. Actions to be undertaken at the Annual Meeting include: (1) Review and acceptance of annual reports by the Council, Treasurer, Trustees, and any other committees serving the Society at the request of the Council, (2) Elect and approve Council members, Treasurer, Clerk, Trustees, and Nominating Committee members for the following fiscal year, and

(3) Approve the budget for the following fiscal year.

- B. Special Meetings are limited to their stated purpose. Special Meetings of the Society shall be called by the Clerk on the direction of any two Officers, or on the written request of any four members of Council, or on the written request of ten percent of the Active Members of the Society. Such Special Meetings shall be held within 30 days of such request.
- C. Friends of the Society may participate in discussions at Annual and Special Society meetings.

**6.2 Notices.** The Clerk shall give notice of the Annual Meeting of the Society and of any Special Meetings by posting a written notice signed by the Clerk upon the Church edifice at least seven days prior to the holding of such meetings. Additional notice may be given by other means such as the Church bulletin or newsletter, as the Clerk may deem appropriate. The Clerk shall certify to such notice in the records of the meeting.

**6.3 Quorum.** At any Meeting of the membership of the Society, twenty percent of the Active Membership shall constitute a quorum.

### **Article 7. Council.**

**7.1 Council.** The overall supervision of the spiritual, programmatic, business, and all other affairs of the Society, accept those responsibilities specifically assigned elsewhere under these Bylaws, shall be managed by a Council consisting of seven to nine Active Members, four of which are the Officers of the Society. All Council members shall

be elected by and from the Active Members of the Society.

## **7.2 Election and Term.**

- A. Each member of Council shall be elected for a three year term, except where a member fills the unexpired term of a former Council member. Any person who has served two consecutive three-year terms shall be ineligible for reelection as a member of the Council for one year. Each member of the Council elected to office by the Society at the Annual Meeting of the Society shall begin their term of office at the beginning of the next fiscal year. When a member is elected to fill the unexpired term of a former Council member, the term of office will begin with the election and end when the former member's term would have ended.
- B. A Council member who fails to faithfully participate in 25% or more of the scheduled Council activities in any continuous twelve month period may be removed from Council by a majority vote of all other Council members.
- C. A Council Member may be removed for cause as determined by the Council, by an affirmative vote of 7 Council Members. Any such Council member shall be notified of such pending action and be given the right to speak to the Council prior to any vote for removal.

**7.3 Powers and Duties.** All the powers of the Society, without limitation except as expressly provided otherwise in these Bylaws, shall be vested in the

Council, to be exercised through the Council or through such other agency as the Council directs. The Council shall have the authority to accept resignations and to adopt rules and regulations for the administration of the affairs of the Society under the guidance of the Purposes of the Society as set forth herein. The responsibilities of the Council shall include, but are not limited to the following:

- A. To select from Council's membership a Chair and Vice Chair of Council at the first meeting of the Council in the fiscal year immediately following the Annual Meeting, Said meeting shall be convened and facilitated by the Clerk. The Chair and Vice Chair shall serve at the pleasure of the Council for the fiscal year immediately following the Annual Meeting.
- B. To give the Executive Committee the authority to act on their behalf in such activities and at such times as specifically stipulated by the Council. This authority may be altered, amended, or terminated at the discretion of Council at any time by vote of the Council;
- C. With the exception of the Minister, Council shall work in cooperation with the Minister to hire all regular employees of the Society. Council shall determine conditions of employment, to develop and maintain written job descriptions, and to fix the compensation of regular employees. Council has sole responsibility to hire and dismiss other contractors of the Society, to prescribe their duties, to determine conditions of employment, to develop and

- maintain written job descriptions, and to fix their compensation;
- D. To incur such indebtedness as they deem prudent and necessary for the current operation of the Society;
  - E. To see that adequate auditing is provided for all accounts of the Society;
  - F. To require the Treasurer to keep full and accurate books of accounts, and prescribe their form;
  - G. To present an operating budget to the Society for approval at the Annual Meeting of the Society;
  - H. To see that a complete record is kept of all their meetings and accounts by the Clerk:
  - I. To present to the Society at the Annual Meeting, and at such other times as may be required, an annual report containing detailed statements of the condition of the Society;
  - J. To distribute the income from the Deacon's Fund as they deem to be in the interests of the Society, with particular attention given to actions that support caring, membership, and worship;
  - K. To fill vacant Nominating Committee, Ministerial Search Committee, and Officer of the Society positions by appointing an acting member, who shall serve until the next Annual Meeting or Special Meeting of the Society;
  - L. To fill vacant Council member positions by appointing an acting Council member, who shall serve until the next Annual Meeting or Special Meeting of the Society;
  - M. To review the Minister's compensation annually following UUA guidelines for such reviews. The Minister's compensation shall be part of the operating budget submitted for approval at the Annual Meeting;
  - N. To form committees that shall be responsible for carrying out duties and responsibilities as assigned by the Council. The structure and operation of said committees formed by Council shall follow guidelines as set forth by the Council; these guidelines may be altered, amended, or terminated at the discretion of the Council. A Council member shall act as liaison between Council and each committee. Committees formed may be granted authority by Council to act without Council's approval, or may be directed to submit proposed actions and activities for approval by Council;
  - O. To appoint a Moderator who presides at meetings of the Society. The Moderator shall not be a Council member or an Officer of the Society. The Council shall provide procedural guidelines for the Moderator to follow at such meetings. The Moderator shall conduct meetings of the Society in a judicious and fair manner following the principles set forth in the Purposes of the Society. The Moderator shall have independent control over meetings of the Society and shall not be unduly directed or influenced by the Council, the Officers of the Society, or members of the Society;
  - P. To appoint a Collector who shall keep an accurate account of pledge amounts, financial contributions toward such pledge



amounts, and membership status of all members of the Society. The Collector shall be an Active Member and shall not be a Council member nor an Officer of the Society. The Collector shall keep all account information in confidence, except as directed otherwise by the Council. The Collector shall provide each pledge unit with quarterly statements summarizing their contributions and shall notify the Clerk of changes, to members' membership status and to notify the Clerk of members who have not contributed financially to the Society for the past fiscal year. The Collector shall provide the Treasurer with monthly statements summarizing pledge contribution;

- Q. To appoint a committee to plan and implement the annual pledge drive. Pledge Drive Chair who manages the member pledge campaign, and
- R. To appoint delegates to the Annual Meeting of the NNED and to the Annual Meeting of the UUA.
- S. To manage and disburse for the benefit of the Society all funds not designated as Endowment Funds under Article 11.1. Funds under the control of the Council may, at the Council's discretion or pursuant to a majority vote of the members of the Society present and voting at a Meeting of the Society convened under Article 6, be invested together with Endowment Funds under the care of the General Endowment Trustees.

**7.4 Meetings and Notice.** The Council shall designate regular monthly meeting dates and places on which meetings may be held without further notice. Other Council meetings may be held at any time and place provided notice of such meetings are made public by any usual means of communication not less than 24 hours before such meetings. Active Members may attend any and all Council meetings. Council shall make time available during its meetings for members in attendance to speak. Council shall have the right to specify the amount of time allocated to such speech. All Council meetings shall generally follow the procedural guidelines provided in the current version of *Robert's Rules of Order* or other suitable guidelines The Council agrees to use.

**7.5 Quorum.** At any meeting of the Council, a majority of Council members shall constitute a quorum.

**7.6 Action by Written Consent.** Any action that may be taken or that may be required by State law to be taken at a meeting of the Council or of the Executive Committee, may be taken without a Council meeting if all of the members of the Council sign written consent setting forth the action taken or to be taken, at any time before or after the intended effective date of said action. Such consent shall be filed with Council minutes and shall have the same effect as a unanimous vote.

## **Article 8. Officers of the Society.**

**8.1 Officers and Executive Committee.** The Officers of the Society shall consist of the Council Chair, Council Vice Chair, Treasurer, and Clerk. These officers form the Executive Committee of the Society.

**8.2 Duties of the Officers.** With the approval of Council, the Officers of the Society may act as an agent of the Council by collectively performing any or all duties of the Council as stipulated by the Council. All actions performed as an agent of the Council shall be recorded by the Clerk and submitted for approval and inclusion in the records of the next Council meeting. In addition to these collective duties, the duties of individual Officers include the following:

- A. The Council Chair shall facilitate meetings of the Executive Committee. Unless directed otherwise by Council, Council Chair shall facilitate Council meetings. Outside of duties performed as an Officer, all other duties performed by the Council Chair are performed as a Council member without the distinction of being Chair, unless stipulated otherwise by Council. For example, Council Chair may act as Council spokesperson at the bequest, limitation, and approval of Council.
- B. The Council Vice Chair shall be vested with the authority of Council Chair in the absence or disability of the Council Chair, wherein absence and disability are defined by the Council. Outside of duties performed as an Officer, all other duties performed by the Council Vice Chair are performed as a Council member without the distinction of being Vice Chair, unless stipulated otherwise by Council.
- C. The Treasurer shall keep safely all monies of the Society in such bank or depositories as shall be designated by the Council, or in the absence of any such

designations, in such banks or trust companies as they may choose. The Treasurer shall disburse monies of the Society under the direction of Council. The Treasurer shall provide a financial report to the Council at its regular monthly meeting. A detailed, itemized report shall be made available to Council, upon request. The balances in any and all account shall also be shown. The Treasurer shall also submit a copy of this report or modified version thereof to the Church secretary suitable for publication in the Church newsletter. At each Annual Meeting of the Society, and at such other times as requested by the Society of Council, the Treasurer shall submit information regarding Society finances as directed by the Society or Council. The Treasurer shall serve as a liaison between the Trustees and the Council.

- D. The Clerk shall keep the official records of all Meetings of the Society and those of all Council meetings. These records shall be organized in chronological order and maintained in a format that promotes ease of use by the Council and Society. The Clerk shall provide official notice of all Meetings of the Society and of Council. The Clerk shall hold and protect the official copy of the Bylaws of the Society. The Clerk shall convene and facilitate Council meetings where Council Chair and Council Vice Chair are selected.

**8.3 Officer Election and Term.** Council Chair and Council Vice Chair are elected from Council membership annually at the Council meeting

convened and facilitated by the Clerk as described above. The Treasurer and Clerk are elected annually at the Annual Meeting of the Society.

**Article 9. Contracts and Obligations.**

No contract, note of indebtedness, or mortgage executed by this Society shall be valid without the collective signatures of at least three Officers of the Society.

**Article 10. Removal.** In addition to any other procedures provided under these Bylaws, any person or persons holding a position of leadership or trust in the Society may be removed with or without cause, by a vote of two-thirds of those members voting on the proposed removal at a Special Meeting of the Society called expressly for that purpose.

**Article 11. Endowment Funds.**

**11.1. Endowment Funds.** All funds heretofore received by this Society, whether by will, bequest, gift, devise, or otherwise, except the Hersey Bequest, shall be placed in the keeping and charge of five Trustees to be elected as provided herein, and shall be collectively referred to as the Endowment Funds of the Unitarian Universalist Society of Bangor and shall be cited hereafter as the *Endowment Funds*. All funds hereafter received by the Society by special gift or bequest, wherein the terms of such gift or bequest specify that the gift or bequest is to be invested in perpetuity or for a defined period for the benefit of the Society and its endeavors, shall be placed in the keeping and charge of the General Endowment Trustees as part of the Endowment Fund according to the terms of the gift or bequest. All other funds received by the Society shall be

under the control of the Council, except that responsibility for the control and management of undesignated gifts or bequests equaling or exceeding \$10,000 shall be determined by agreement of the Council and the General Endowment Trustees; or, if a Meeting of the Society is convened to consider the question under Article 6, by majority vote of the members present and voting at such meeting.

**11.2 Trustees.** There shall be five Trustees of the Endowment Funds, hereafter referred to as Endowment Trustees, each said Trustee to be elected for a three year term, terms to be staggered and run consecutively so that two Endowment Trustees shall be elected by the Society for two years and one Trustee shall be elected by the Society in the third year. Each Endowment Trustee shall serve for a term of three years and until his/her successor shall be elected and qualified. Endowment Trustees may not serve as an Officer of the Society. There shall be no limitation on the number of terms a person may serve as Trustee.

**11.3 Vacancy of Trustee.** When a vacancy occurs in said Endowment Trustees for any cause, said vacancy shall be filled by Council or at a special Meeting of the Society. If filled by Council, the appointee shall be approved at the next meeting of the Society. Until said vacancy is filled, the remaining Endowment Trustees shall have the power to transact all business pertaining to said Endowment Funds.

**11.4 Trustees' Agent.** The Endowment Trustees shall have the authority to employ such assistants or agents as they deem necessary for the safekeeping, accounting, and investing

of the fund, the expenses of the same to be paid from the income of the fund.

**11.5 Duties of Trustees.** The Endowment Trustees shall be charged to care for, manage, and control said funds and pay out the income in accordance with the provision of said wills, votes, or documents creating or pertaining to said funds. They shall keep a full and fair account of all monies received or paid out and of all securities held and investments made by them and at each Annual Meeting make a written report to the Society, signed by said Trustees, of the standing and condition of said funds. Books and accounts of said Endowment Trustees together with all securities held, shall be carefully audited and examined annually prior to the Annual Meeting of the Society by the Council, or at their direction such person or persons as said Committee or the Society shall from time to time direct, and the result of such audit and examination shall be duly reported to the Society at said Annual Meeting. The Trustees shall provide the Council a report of the state of the funds at least quarterly. These conditions for audit and examination shall be deemed to have been met where such accounting has been made by a financial institution engaged by such Endowment Trustees to assist in the management, investment and accounting of said funds, provided that the Endowment Trustees make available such report and other information as they deem necessary upon written request from the Council or upon vote from said Society.

**11.6 Trustees' Authority.** Without in any way limiting the authority conferred upon the Endowment Trustees by law, the Endowment Trustees shall be

authorized to care for, manage, and control said funds with full power:

- A. To sell, assign, convey, lease, mortgage, pledge or otherwise encumber the whole or any part of the assets of said Fund, real, personal and mixed, as they shall from time to time deem it wise, and for such purposes or any of them to execute and deliver such deeds, assignments, conveyances, options, leases, mortgages, pledges, notes and other documents with respect thereto as the Trustees shall deem proper;
- B. To invest and reinvest the assets of the Fund in common stocks, securities, real estate and other properties of all kinds as they deem proper;
- C. To manage, repair, and improve real estate that may be or become part of or object of the trust estate;
- D. To cause any securities at any time held as a part of this Fund to be registered in their names as Trustees hereunder or in the name of any nominee of their choosing, or the Trustees may keep them unregistered, retaining them or any part thereof in their discretion so that they will pass by delivery as in their judgment from time to time will best serve the purpose of the Fund;
- E. To employ at the expense of the Fund and on such terms as they may approve, such agents, attorneys, accountants, investment counsel and others as they deem proper; and
- F. To the extent said wills, votes or other documents creating or pertaining to said Funds do not specifically require the payment

over of income for any particular purpose, to decide how such monies shall be handled for the Society's best interests.

Wherever herein the Endowment Trustees are authorized to act in their judgment or discretion in good faith shall be final, binding and conclusive upon the Society and its members.

**11.7 Severability Provision.** To the extent any provision of these Bylaws relating to the care, management and control of any of the funds heretofore or hereafter received by the Society conflict and are incompatible with the provisions of the will, vote or document creating a particular fund, then these incompatible provision(s) set forth in these Bylaws shall be held inapplicable to such provisions creating said fund and shall not be deemed to cause any such gift or bequest (or any part thereof) to the Society to fail solely for that reason.

## **Article 12. Hersey Bequest.**

**12.1 Hersey Bequest.** The funds received by this Society under the will of the late Samuel F. Hersey hereafter referred to as the Hersey Bequest shall be in the keeping and charge of three Trustees to be elected as provided herein. For reference, the transcript of that portion of the will of Samuel F. Hersey that refers to the Hersey Bequest is attached in Appendix A.

**12.2 Trustees.** There shall be three Trustees of the Hersey Bequest, hereafter referred to as Hersey Trustees, each Hersey Trustee to be elected for a three year term, terms to be staggered and run consecutively so that one Hersey Trustee shall be elected by the Society each year. Hersey Trustees may not serve as an Officer of

the Society. There shall be no limitation on the number of terms a person may serve as Hersey Trustee.

**12.3 Vacancy of Trustee.** When a vacancy occurs in said Hersey Trustees for any cause, said vacancy shall be filled by Council or at a Special Meeting of the Society. If filled by Council, the appointee shall be submitted for approval at the next meeting of the Society. Until said vacancy is filled, the remaining Hersey Trustees shall have the power to transact all business pertaining to said Hersey Bequest.

**12.4 Trustees' Agent.** The Hersey Trustees shall have the authority to employ such assistants as they deem necessary for the safekeeping, accounting and investing of the fund, the expenses of the same to be paid from the income of the fund.

**12.5 Duties of Trustees.** The Hersey Trustees shall be charged to faithfully care for, manage, and control said funds and pay out the income in accordance with the provision of said will or any other documents creating or pertaining to said Hersey Bequest. The Hersey Trustees shall keep a full and fair account of all monies received or paid out and of all securities held and investments made by them and at each Annual Meeting make a written report to the Society, signed by said Hersey Trustees, of the standing and condition of said Hersey Bequest. Books and accounts of said Hersey Trustees together with all securities held, shall be carefully audited and examined annually prior to the Annual Meeting of the Society by the Council, or at their direction by such person or persons as said council or the Society shall from time to time direct, and the result of such audit and examination shall be duly

reported to the Society at said Annual Meeting. The Trustees shall provide the Council a report of the state of the funds at least quarterly. These conditions for audit and examination shall be deemed to have been met where such accounting has been made by a financial institution engaged by such Hersey Trustees to assist in the management, investment and accounting of said Hersey Bequest, provided that the Hersey Trustees made available such report and any other information as they deem necessary upon written request from the Council or upon vote from said Society.

**12.6 Trustees' Authority.** Without in any way limiting the power and authority conferred upon the Hersey Trustees by law, the Trustees shall be authorized to care for, manage, and control said Hersey Bequest with full power:

- A. To sell, assign, convey, lease, mortgage, pledge or otherwise encumber the whole or any part of the assets of said Hersey Bequest, real, personal and mixed, as they shall from time to time deem it wise, and for such purposes or any of them to execute and deliver such deeds, assignments, conveyances, options, leases, mortgages, pledges, notes and other documents with respect thereto as the Trustees shall deem proper;
- B. To invest and reinvest the assets of the Hersey Bequest in common stocks, securities, real estate and other properties of all kinds as they deem proper;
- C. To manage, repair, and improve real estate that may be or

become part of or object of the trust estate;

- D. To cause any securities at any time held as a part of the Hersey Bequest to be registered in their names as Trustees hereunder or in the name of any nominee of their choosing, or the Trustees may keep them unregistered, retaining them or any part thereof in their discretion so that they will pass by delivery as in their judgment from time to time will best serve the purpose of the Bequest;
- E. To employ at the expense of the Hersey Bequest and on such terms as they may approve, such agents, attorneys, accountants, investment counsel and others as they deem proper; and
- F. To the extent said will or other documents creating or pertaining to said Hersey Bequest do not specifically require the payment over of income for any particular purpose, to decide how such monies shall be handled for the Society's best interests.

**12.7 Severability Provision.** To the extent any provision of these Bylaws relating to the care, management and control of any of the Hersey Bequest heretofore or hereafter received by the Society conflict and are incompatible with the provisions of said Will or other document creating or pertaining to said Hersey Bequest, then those incompatible provisions set forth in these Bylaws shall be held inapplicable to said Hersey Bequest and shall not be deemed to cause the Bequest or any part thereof to fail solely for that reason.

**Article 13. Standing Committees.** In addition to committees formed at the discretion of Council, the following standing committees are hereby specifically formed to aid the Society and Council in fulfilling the Purposes of the Society. Unless stipulated otherwise, these committees cannot set policies or incur expenses without the consent of Council.

### **13.1 Nominating Committee.**

- A. There shall be a Nominating Committee comprised of three Active Members of the Society, who are not Officers of the Society. One member is to be elected by the Society at the Annual Meeting each year to serve a three-year term and until their successor is appointed.
- B. The Nominating Committee shall be responsible for presenting at the next Annual Meeting a slate of nominations for the positions of Clerk, Treasurer, Stewardship Chairperson, scheduled and unscheduled vacancies in the Council, Endowment Trustees, and Hersey Trustees, and Nominating Committee. All nominations shall be balanced and fair to reflect the diversity and inclusiveness of Society membership as well as reflect the Purposes of the Society.
- C. In addition, this Committee may provide nominations to fill the vacancies for other positions within the Society, except the Minister's position, when requested to do so by Council or by the Society.

- D. It shall be the responsibility of the Moderator at the Annual Meeting to call for and supervise the election of a person or persons to serve as a member of the Nominating Committee. In the event a vacancy occurs on this Committee between Annual Meetings, the Council shall appoint an Active Member of the Society to fill such vacancy until the next Annual Meeting.

### **13.2 Committee on Ministry**

- A. The Committee on Ministry will support and monitor the health of the ministry of the Society including, but not limited to, activities that directly involve the minister. The Committee on Ministry shall be composed of four members who are not serving on Council and the term of their service shall be two year. Each year, the Council and the Minister shall each appoint one new member. Those appointed may be someone not currently serving on the Committee, or may be a current member reappointed by the same party that originally appointed the member. If a Committee member resigns during their term, a replacement will be chosen by the part that appointed the resigned member. Upon the settlement of a new minister, that minister will select one member from the Ministerial Search Committee to replace the outgoing ministerially selected member. There shall be no limitation on the number of

terms a person may serve on the Committee.

- B. The Committee on Ministry shall be responsible for meeting at least four times a year with the Minister to review the overall ministry of the Society, its future, and to discuss various aspects of ministry, general policy, performance and goals. One function of this Committee is to provide the congregation a channel for feedback to the Minister. The Committee reserves the right to dismiss any or all anonymous feedback.
- C. The Committee on Ministry shall annually review the Minister's performance and the overall state of the ministries of the Society following UUA guidelines for such reviews. The Committee on Ministry's annual review will be presented at the subsequent Council meeting.

**13.3 Stewardship Committee.** A standing committee shall be responsible for:

- A. The Annual Pledge Campaign;
- B. The Planned Giving Campaign, and
- C. Coordinating with the Collector on members who have failed to meet their current pledge.

The committee will consist of a chairperson and a number of members determined by that chairperson. The chairperson will be elected at the Annual Meeting of the Society; the members of the committee will be selected and appointed by the Council. The chairperson will serve for a two year term and is limited to two terms of office.

## **Article 14. Minister.**

**14.1 Minister.** The Minister shall be responsible for carrying out the spiritual programs of this Society as formulated with the assistance of the Council. The Minister shall be a non-voting, ex-officio member of all Committees.

The Minister shall have freedom of the pulpit and freedom to speak publicly as an individual. The Minister shall not speak for the Society unless given that authority by the Council, the Executive Committee, or the Society.

**A.** The minister shall select candidates for hiring regular employees. The minister shall be responsible for supervising and reviewing all regular employees. Council shall vote to approve the hiring and dismissal of regular employees. The minister will have a vote on the hiring and dismissal of regular employees.

**14.2 Termination.** The Minister shall remain in the position of Minister until a letter of resignation has been tendered and accepted by Council, or until the Minister has been dismissed by a two-thirds majority vote of the Members voting at an Annual or Special Meeting of the Society duly called for that purpose in accordance with the terms of these Bylaws, with the exception that quorum for such a meeting consist of 40% of the Active Members. In the event the Minister is absent from their duties due to illness, disability, approved leave of absence, or death, the Council shall be responsible for securing temporary or acting replacements on such terms as they deem satisfactory for the Society until such time as a Special Meeting of the Society may be called to discuss this matter and other action by the Society is properly voted.



### 14.3 Ministerial Search Committee.

- A. In the event of a vacancy in the position of the minister, a Search Committee shall be established as a Special Committee in accordance with these bylaws for the purpose of identifying, screening, and bringing to the church, for consideration, candidates for the position of Minister. The Search Committee shall consist of 7 members.

To select the Search Committee, the Nominating Committee in conjunction with the Council shall survey the membership for nominations (including self-nominations) of individual member candidates to serve on the Ministerial Search Committee. Then, through a process which reflects the recommendations of the Transition Office of the UUA, these groups shall submit a slate of 7 Active Members to be voted upon at a Congregational Meeting called for such purpose. This slate shall be approved by the majority of voting members at said meeting.

- B. The Ministerial Search Committee shall organize themselves as quickly as possible and initiate a survey of the Society's membership as to the qualifications and consideration for a new Minister. Unless directed otherwise by the Society at a Meeting of the Society, the Ministerial Search Committee shall follow the ministerial search and selection guidelines set forth by the UUA. In any case, any person who becomes Minister of the Society must be familiar with

Unitarian Universalist beliefs and tenets and have no reservation about ministering under them.

- C. When a suitable candidate has been selected by the Ministerial Search Committee and following the candidate's appearance, a Special Meeting of the Society shall be held for the sole purpose of deciding whether to call the candidate as Minister. The Ministerial Search Committee shall present to the Society the terms of the proposed call the Society shall vote to approve, amend, or reject said call. The votes taken at such meeting shall be by written ballot and shall be tabulated by the Moderator and the Clerk with the assistance of others as they may request. A two-thirds majority vote is required to call a minister.

**Article 15. Ratification.** All of the acts, deeds and doings of the Society and by predecessor societies by whomsoever executed in the name of the Society, and for whatever purpose so executed, whether by indenture, escrow, or simple contract shall be, and are, ratified, confirmed, and approved by the Society as now incorporated, and said acts are fully accepted as being the act and deed of the Society from the time of its original organization to the date of acceptance of the Bylaws.

**Article 16. Dissolution.** Upon the dissolution of the Unitarian Universalist Society of Bangor, all its assets, real and personal property, subject to all just and legal claims upon it, shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or the

corresponding section of any future federal tax code, or shall be distributed to the Northern New England District of the Unitarian Universalist Association or its successor, which District, at its option and within 30 days of said offer, shall either accept or reject the property. Should the District accept the offer, said property will vest in the District. Prior to its final dissolution, and as a condition of the dissolution, the church shall make a full and complete disclosure of any and all claims, liens, or encumbrances that may, to its knowledge, attach to said property. The Society's governing body will then execute a deed and any and all other paperwork necessary to effect the transfer of the property in question. All assets received through dissolution shall be managed by the District Trustees. The Unitarian Universalist Society of Bangor requests that the principle be held by the Northern New England District for the benefit of a future Unitarian Universalist Society in the Greater Bangor, Maine area for a period of up to 10 (ten) years. The Northern New England District, at its sole discretion, may or may not elect to maintain physical property or be responsible for its upkeep after the dissolution of the Society. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the Penobscot County, exclusively for Internal Revenue Code 501 (c) (3) purposes.

**Article 17. Amendments.** These Bylaws may be amended by vote of at least two-thirds of those members present and voting at any legal meeting of said Society called for that purpose among others, the notice of which shall include consideration of the proposed amendment(s) as an item of business to be transacted.

**Article 18. Effective Date.** These Bylaws become effective upon the date of approval by the Society at a Meeting of the Society.

**Appendix A. Excerpt from the Will of Samuel F. Hersey.** (*Bangor Public Library, Circulation No. V947-131H4391*)

"...to convey and pay over one tenth (1-10) part to the First Universalist Society of Bangor, Maine, to be by this said Society held in trust, used and appropriated as follow, viz:

From the income to purchase upon some island, or upon some secluded, pleasant location, upon the main land upon the Penobscot Bay, a lot of land large enough to erect a plain, substantial building, of sufficient size and convenient arrangement, to accommodate at one time at least thirty (30) of the children and young people connected with said Society.

The grounds connected with said building to be ample for purposes of rest, relaxation and innocent recreation, to be tastefully laid out into lawns and walks, and ornamented with shrubbery.

Thither, during the summer season, from the income of said fund, to carry and transport, together, together with suitable attendants, at least thirty (30) at a time, of children and young people in the Sunday School, between the ages of six (6) and eighteen (18) years, and such other persons connected with the Parish as the parish may designate, and there to support and take care of said children and persons for such a period of time that all such persons in the Sunday School shall have an equal

period of enjoyment of said se-side resort during the year.

The income of said fund thus to be applied forever.

This monument I wish to erect in the heart of the pupils of the Sunday School, which I love so much.

The Location to be called the "Hersey Retreat", and the Principal Fund to be forever intact. The income only to be used, and if there shall be any over plus arising from said annual income, the same shall be expended for the greatest good of the greatest number of the Parish, having a special regard to feeding the hungry and clothing the naked..."

## The Unitarian Universalist Society of Bangor

<b>Policy Area:</b> Administration	<b>Subject:</b> Non-profit status
<b>Title:</b> Documents r/t Non-profit Status	<b>Policy Number:</b> 1-4
<input type="checkbox"/> <b>Policy</b> <input type="checkbox"/> <b>Procedure</b>	<input checked="" type="checkbox"/> <b>Guideline</b> <input checked="" type="checkbox"/> <b>Exhibit</b>
<b>Effective Date:</b>	<b>Approved by:</b>
<b>Approved Date:</b>	<b>Revision Dates:</b>

**Policy Statement:** The Society will operate within the legal parameters of a legitimate non-profit organization and in recognition of the exemptions from State Sales Tax and Federal Income Tax for churches and religious organizations.

**Exhibits on the following pages:**

1. Secretary of State certificate authenticating UUSB's non-profit status.
2. Maine Bureau of Taxation "Permanent Exemption Certificate" (11/5/95)
3. Attorney firm Verrill Dana's Memorandum covering non-profit considerations. (4/23/2013)

# State of Maine



## Department of the Secretary of State

*I, the Secretary of State of Maine, certify that according to the provisions of the Constitution and Laws of the State of Maine, the Department of the Secretary of State is the legal custodian of the Great Seal of the State of Maine which is hereunto affixed and of the records of organization, amendment and dissolution of corporations.*

*I further certify that UNITARIAN UNIVERSALIST SOCIETY OF BANGOR is a duly organized nonprofit corporation without capital stock under the laws of the State of Maine and that the date of incorporation is August 14, 1995.*

*I further certify that on:*

*August 14, 1995 ARTICLES OF INCORPORATION were filed.*

*No further amendments have been filed to date.*

*I further certify that according to the records in the Department of the Secretary of State, said nonprofit corporation is a legally existing nonprofit corporation under the laws of the State of Maine at the present time.*

*In testimony whereof, I have caused the Great Seal of the State of Maine to be hereunto affixed. Given under my hand at Augusta, Maine, this first day of June 2015.*

A handwritten signature in black ink, appearing to read "Matthew Dunlap".

---

Matthew Dunlap  
Secretary of State



Maine Bureau of Taxation  
Augusta, Maine

**PERMANENT EXEMPTION CERTIFICATE**

This Exemption Certificate  
is issued under the provisions of Title 36, Part 3 MRSA

UNITARIAN UNIVERSALIST CHURCH  
120 PARK ST  
BANGOR, ME 04401-5024

Registration Number: E20655  
Date Effective: September 25, 1969  
Date Issued: November 3, 1995

State Tax Assessor

Form ST-2 Rev 01/95  
2044977951107

This certifies that the organization named above is a regularly organized church or house of religious worship, and is therefore entitled to purchase tangible personal property or taxable services that will be used exclusively by the organization for the purposes for which it is organized without payment of the Maine sales or use tax.

**Note to the Organization:** This certificate is not to be used in activities that are mainly commercial enterprises including, but not limited to, purchases of items which will be resold by the organization. A copy of this certificate with the certification completed below, must be provided to your vendors in order to purchase goods exempt from tax. It is only necessary to provide one copy to the vendor. Subsequent purchases should indicate that the purchase is exempt from tax. In order to be exempt, the sale must be billed directly to and paid for directly by the organization named on the exemption certificate.

**Note to the Vendor:** This certificate must be taken in good faith from the taxpayer named above. Your good faith may be questioned if you have knowledge of facts which give rise to a reasonable inference that the purchaser is not the holder of the exemption certificate or that the merchandise is not to be used exclusively by the organization. This certificate is valid only if the following certification is completed.

**PERMANENT EXEMPTION CERTIFICATE**

I HEREBY CERTIFY: That the above exemption certificate is valid, that the tangible personal property described herein which I shall purchase from \_\_\_\_\_ will be used exclusively by the organization named above for purposes for which it is organized.

Description of property to be purchased:

\_\_\_\_\_

Authorized Signature

Date

**Verrill Dana**<sub>LLP</sub>  
Attorneys at Law

**Memorandum**

Date: April 23, 2013

Re: Recognition of Exemptions from Federal Income Tax for Churches and Religious Organizations

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**I. Introduction**

Churches, including associations, conventions, and integrated auxiliaries of churches (each, a “church,” and, collectively, “churches”; although the term is not defined in the Internal Revenue Code), that meet the requirements of Section 501(c)(3) of the Internal Revenue Code automatically are considered tax-exempt (and contributions to them tax-deductible to donors to the extent permitted by law) whether or not they apply for IRS recognition of their tax-exempt status.

To qualify for automatic exemption under Section 501(c)(3), a church must meet the following requirements: (i) the organization must be organized and operated exclusively for a qualifying tax-exempt purpose; (ii) no part of the organization’s net earnings may inure to the benefit of private individuals or interests; (iii) the organization may not, as a substantial part of its activities, engage in certain political and lobbying activities (for more information, Unitarian Universalist Association (the “UUA”) refers its congregations to “The Real Rules,” guidelines on political and lobbying activities, at [http://www.uua.org/documents/washingtonoffice/real\\_rules.pdf](http://www.uua.org/documents/washingtonoffice/real_rules.pdf)); and (iv) the organization’s purposes and activities may not be illegal or violate fundamental public policy. Even churches that meet the requirements for automatic exemption may decide, however, to undertake the process and the expense of applying for a determination by the IRS to confirm their 501(c)(3) status and to give potential donors added assurance as to the tax-deductibility of contributions. The UUA has informed us that most UUA congregations rely on the automatic exemption and typically have not applied for such affirmative IRS recognition as tax-exempt.

Unlike churches, other religious organizations (similar to other charitable organizations) typically must apply for and receive determination letters from the IRS (in part by establishing that they meet the requirements outlined above) before they may avail themselves of the benefits of tax-exempt treatment under Section 501(c)(3) (which, in addition to assurance as to the tax-deductibility of contributions, may include, among other things, increased access to grants and enhanced liability protection for directors, officers, and volunteers).

There are several issues that a church or other religious organization needs to consider in applying for recognition as exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code. The facts and circumstances applicable to any such organization are

likely to be unique. Consequently, this memorandum is necessarily general in nature. It provides background information and identifies certain issues for churches and religious organizations to consider and does not constitute legal advice for any particular church or religious organization, or otherwise.

We have assumed that UUA congregations qualify as “churches” for Section 501(c)(3) purposes, but that related Unitarian Universalist organizations (“Related Organizations”; see <http://www.uua.org/directory/organizations/index.php> for a list of such Related Organizations) under the UUA umbrella most likely do not. The UUA has informed us that it does not have an IRS group exemption ruling that would cover its congregations or Related Organizations, but that a UUA congregation may contact the UUA through the Office of the Executive Vice President for a letter stating that the congregation is a member congregation of the UUA. This may be useful to confirm the congregation’s status as a “church.”

## II. Process Overview

To obtain a determination of tax-exempt status under Section 501(c)(3), an organization (whether a church or other religious organization) must file Form 1023 (an “Application for Recognition of Exemption under Section 501(c)(3) of the Internal Revenue Code”) with the IRS (see <http://www.irs.gov/pub/irs-pdf/f1023.pdf> for a copy of the form and <http://www.irs.gov/pub/irs-pdf/i1023.pdf> for the accompanying instructions). Form 1023 is designed to elicit the information the IRS requires to determine if an applicant organization qualifies for exemption. Completing Form 1023 can be a more or less time consuming and difficult process, depending upon the complexity of the applicant organization’s structure and level of preparation.

At a minimum, an organization that applies for recognition of tax-exempt status by filing Form 1023 must meet a number of criteria, including the following:

- The organization must have a federal employer identification number (see <http://www.irs.gov/pub/irs-pdf/sss4.pdf> for a copy of IRS Form SS-4 (an “Application for Employer Identification Number”) and <http://www.irs.gov/pub/irs-pdf/iss4.pdf> for the accompanying instructions).
- The organization’s governing documents (for a corporation, its Articles or Certificate of Incorporation and bylaws) must limit its activities to tax-exempt purposes under Section 501(c)(3). (Although it is not strictly required for tax-exempt organizations to be incorporated under state law as nonprofit corporations or other legal entities, many congregations are so incorporated—usually, but not always, in the state in which they are physically located. While churches may have chosen not to incorporate in the past, there are good reasons for churches to consider incorporation today, not the least of which is the availability of enhanced liability protections for members, directors, officers, and others.)
- Applicable state law and/or the organization’s governing documents must require that, upon its dissolution, the organization’s assets remaining after payment of its liabilities will be distributed for exempt purposes. (The UUA has informed us that the governing documents of most UUA congregations contain a dissolution clause



granting any remaining congregation assets (following the payment of all liabilities), subject to Internal Revenue Code requirements, to the UUA, unless with the prior written consent of the UUA the congregation names as the recipient a Related Organization that also is exempt under Section 501(c)(3).)

- The organization will need a conflict of interest policy establishing procedures to prevent insiders from receiving improper benefits as a result of their association with the organization (for the UUA's own conflict of interest policy, see [http://www.uua.org/documents/boardtrustees/conflict\\_interest.pdf](http://www.uua.org/documents/boardtrustees/conflict_interest.pdf)).

Persons completing a Form 1023 must have a thorough understanding of the applicant organization's mission, operations, and financial condition, including without limitation detailed information regarding the following:

- The qualifications of and compensation arrangements (if any) for the organization's directors, officers, and trustees (as applicable).
- Compensation arrangements for employees and independent contractors who are expected to receive more than \$50,000 in compensation per year.
- Family, business, or certain other relationships between officers, directors, trustees, employees, independent contractors, and "closely-connected" organizations.
- Past, present, and planned programs and activities of the organization, including without limitation qualifications for and restrictions on participation in those programs and activities.
- Existing or planned fundraising, political activities, and joint ventures.
- Current and anticipated sources of revenue.
- Financial and budget information, including an income statement and a balance sheet. Depending upon how long the organization has been in existence, it may be required to disclose up to four years of prior financial data or to forecast up to two years of financial data.

Additionally, churches are required to complete Schedule A to Form 1023, which seeks detailed information on church beliefs, worship, doctrine, history, literature, hierarchy, services, membership, places of worship, educational and training programs, relations with other churches, and other matters. Depending on their other circumstances, churches may be required to complete additional schedules to Form 1023 as well. Related religious organizations may not need to complete Schedule A, but, depending on their activities, they still may be required to complete other schedules.

In addition to current filing fees of up to \$850, an organization seeking tax-exempt recognition should be prepared to invest a substantial amount of time in completing a Form 1023. To what extent an organization requires legal assistance in completing Form 1023 depends to a significant extent on an organization's available staff resources and skill sets, and the complexity of the circumstances surrounding the specific application. In the case of a relatively straightforward application, an organization may not need much help. It may be possible for a UUA congregation to do most of the associated work without a lawyer, but, regardless, it typically is advisable to have a lawyer review an application at least briefly before submission. In any event, following an organization's Form 1023 filing, the IRS typically will

respond within a few months by issuing a determination letter recognizing the organization's tax-exempt status or by assigning the application to an agent who will request additional information to assist the IRS in determining if an exemption is justified. Rarely, the IRS will issue a proposed adverse determination. In the event that the IRS requests further information or proposes to deny an application for recognition, the applicant will need to respond quickly.

If the IRS determines that an organization that has applied for recognition of exemption is, in fact, tax-exempt, as the IRS ultimately does in most cases in which the applicant organization completes the process, the determination will be retroactive either to the date on which the Form 1023 was filed or the date of the applicant organization's formation. Churches that are automatically exempt may obtain recognition of exemption retroactive to their formation dates. For other organizations, whether the organization's tax-exempt determination is retroactive to the date of the organization's formation depends primarily upon whether it applied for tax-exempt status within 27 months of that date. Upon notification of a favorable determination, the IRS will inform an organization of its IRS reporting obligations, but organizations are well advised to consult with their accountants and tax advisors in any event. Furthermore, churches that are automatically exempt are obligated to meet requirements for tax-exempt organizations whether or not they have applied for recognition of their exemptions, and they should be familiar with these requirements in any case (see, e.g., <http://www.irs.gov/pub/irs-pdf/p557.pdf> and <http://www.irs.gov/pub/irs-pdf/p1828.pdf> for outlines of applicable IRS requirements).

### III. Additional Considerations

The decision to seek an exempt determination should be a collaborative process both within an organization and between the organization and its professional advisors. An organization will want to consider a number of additional issues in connection with any analysis of its tax status. For example:

- With specific regard to churches, a church may decide that it will rely on the automatic exemption under Section 501(c)(3) described above and that it does not need a determination letter. Many churches prosper over many years without a determination letter.
- An exempt organization may be subject to additional filing and registration requirements under state and federal law, such as the filing of an annual information return with the IRS (Form 990) (while churches generally are not required to file Form 990, other religious organizations are). Similarly, 501(c)(3) exemption does not necessarily confer exemption from state and local income (or any other) taxes, so multiple exemption filings may be necessary. To ensure compliance, an organization should consult its finance person and/or accountants.
- An exempt organization's Form 1023 and supporting documents, related correspondence with the IRS, and annual information returns will be available for inspection by the public, subject to some limitations. To the extent exempt organizations solicit and receive deductible contributions, they will need to adhere to state (and local) charitable solicitation laws and the IRS' recordkeeping, substantiation, and disclosure rules.

- Exempt organizations are subject to significant restrictions on their activities, and face the potential loss of their tax-exempt status and other serious sanctions for noncompliance. Such organizations also may be subject to unrelated business income tax on net income resulting from activities unrelated to their tax-exempt purposes (see <http://www.irs.gov/pub/irs-pdf/p598.pdf> for more information).

#### IV. Conclusion

We hope that this memorandum provides guidance to the UUA in helping its congregations and related organizations as they decide whether and how to apply for recognition as Section 501(c)(3) organizations. As suggested above, this memorandum should not be relied upon by any organization as legal advice. Instead, before seeking a tax-exempt determination from the IRS, an organization should consult an attorney with expertise in this area of law.

It is important to remember that the process of applying for recognition as an exempt organization need not be daunting or consume substantial resources, especially for churches and religious organizations that can articulate clear exempt purposes. Such a church or religious organization, with appropriate professional advice, the ability and willingness to tell its story compellingly, and a commitment to seeing the process through, stands a very good chance of emerging at the other end in possession of a valid IRS tax-exempt determination letter.

## The Unitarian Universalist Society of Bangor

<b>Policy Area:</b> Administration	<b>Subject:</b> Restricted Endowments
<b>Title:</b> Restricted Endowments	<b>Policy Number:</b> 1-5
<input checked="" type="checkbox"/> <b>Policy</b> <input checked="" type="checkbox"/> <b>Procedure</b>	<input checked="" type="checkbox"/> <b>Guideline</b> <input checked="" type="checkbox"/> <b>Exhibit</b>
<b>Effective Date:</b>	<b>Approved by:</b>
<b>Approved Date:</b>	<b>Revision Dates:</b> 7/1/2011

**Policy Statement:** The Society's Restricted Endowment Funds will be managed by the Endowment Trustees of the UUSB.

**Exhibits on the following pages:**

- 1 – Description of Restricted Funds
- 2 – Explanation & Examples of Restricted Funds Usage

## Restricted Endowments

*Managed by the Endowment Trustees of the Unitarian Universalist Society of Bangor*

**Adams Fund:** Established by Mr. James Adams for the purchase and maintenance of chimes to be placed in the western tower. Council is authorized to request disbursements. Disbursement restrictions (a) Chimes and Clock maintenance, (b) playing of the Chimes, (c) restoration of the Chimes and Clock towers, (d) capital expenditures for the Church building. Example requests: (i) service contract for and repairs of the clock and Chimes (accepted with Treasurer request), (ii) Chimes and Clock tower roof repairs, (iii) Church building expenses such as painting, but not day to day upkeep.

**Deacons Fund:** Established by numerous bequests left to the Board of Deacons (an elected board of the former Universalist Society, a caring committee whose purpose was to serve the human and spiritual needs of the Society and community at large). Council and Membership and Fellowship Committee are authorized to request disbursements. Disbursement restrictions: (a) charity to the community, (b) charity within the Society. Example requests: (i) contributions to alleviate personal hardships, e.g., burial and medical expenses, utility bills, food, etc. (ii) charitable contributions to the community.

**Griswold Fund:** Established with funds left by M. Griswold "to benefit women in or about Bangor, whether or not members of the Church, preferably women of advanced age and inferior health. "The minister is authorized to request disbursements. Disbursement restrictions: (a) benefit women as per minister's discretion.

**Guild Fund:** Fund owned by the A.U.W. Guild. The Guild is authorized to request disbursements. Disbursement restrictions: (a) Guild approval.

**Hale Fund:** Established by Cecelia B. Hale for the upkeep of the Dorothy Memorial Hall. Council and Treasurer are authorized to request disbursements. Disbursement restrictions: (a) capital and maintenance expenses associated with the physical infrastructure of the Dorothy Memorial Hall. Example requests: (i) 40% of Society oil, electric, water, sewage, and Sexton expenses, (ii) capital expenses in the Dorothy Memorial Hall.

**Hersey Fund:** Established by Samuel F. Hersey for the "children and young people in the Sunday School...and if there shall be any over plus arising from said annual income, the same shall be expended for the greatest good of the greatest number of the Parish, having a special regard for feeding the hungry and clothing the naked..." The Hersey Bequest Trustees are authorized to request disbursements. Disbursement restrictions: (a) Hersey Trustee approval.

**Restricted Fund:** Commingled fund representing the investments of the following endowments:

**Boyd Fund:** Established with funds left by Harvey Boyd for maintenance, upkeep and improvement of its church buildings. Council and Treasurer are authorized to request disbursements. Disbursement restrictions: expenses related to the physical structure of church buildings, but not day to day upkeep.

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**Denaco Fund:** Established for the maintenance of the Church building. Council and Treasurer are authorized to request disbursements. Disbursement restrictions: (a) capital expenditures for the Church building.

**Kaiser Fund:** Established by Polly and John Kaiser and augmented anonymously. The Religious Education Director and Religious Education Committee are authorized to request disbursements. Disbursement restrictions: (a) serve the religious education program. Example requests: (i) curriculum purchases, (ii) capital expenses such as audio-visual equipment.

**Music Fund:** Established by the sale of the organ from the Unitarian Church on Union Street. The Music Director and Music Committee are authorized to request disbursements. Disbursement restrictions: (a) serve the music program. Example requests: (i) music purchases, (ii) guest musician compensation, (iii) capital expenses.

**Organ Fund:** Established by the Eola Mayo family. Council and Treasurer are authorized to request disbursements. Disbursement restrictions: (a) purchase of a new organ, (b) organ repair, (c) piano tuning and repair.

**Pastor's Fund:** Established by Inex Wilson and Sarah and Worth Noyes. The minister is authorized to request disbursements. Disbursement restrictions: (a) Minister approval.

**Window Fund:** Established by Inez Wilson for the design and installation of stained glass windows in the vestry. Council and Treasurer are authorized to request disbursements. Disbursement restrictions: (a) stained glass repair in the Church building.

**Newell Fund:** Established by Mr. & Mrs. Raymond F. Newell of Eastborn, England in September of 2005, to be used by discretion of council. It was expressed by the Newell family that it be used for accessibility issues of the church, but there was never a definitive requirement that accessibility be its sole purpose.

**Explanation of Rest ( ) Endowment Funds**

Fund Name	Established	Basic Purpose	Disbursed By	Examples
Adams Fund	Mrs James Adams	Purchase and maintenance of chimes for the tower.	Council	Chimes, clock, tower maintenance; chimes playing, capital expenditures for Church building
Deacons Fund	Requests to board	Human & spiritual needs of Society & community at large	Council	Charity to community, Society, personal hardship, extraordinary program expenses
Denaco	Contributions	Maintenance of church building	Council	capital expenditures for church building
Griswold Fund	Funds left by M Griswold	Benefit women in or about Bangor, member or not.	Minister	all women, not just members, preferably women of advanced age and inferior health.
Guild Fund	Funds left to Guild	At Guild's discretion	AUW Guild	At Guild's discretion
Hale Fund	Cecelia B Hale	Upkeep of the Dorothy Memorial	Council	Capital and maintenance expenses; 40% of society oil, electric, water, sewage, sexton
Hersey Fund	Samuel F Hersey	Children & young people in Sunday School	Hersey Trustees	Summer camps; over-plus for greatest good of society; feed hungry & clothe naked.
Kaiser Fund	Polly & John Kaiser	Religious education program	RE director & Committee	Curriculum expenses, capital expenses
Music Fund	Sale of organ from Unitarian Church	Serve the music program	Music Director & committee	Music purchases, guest musicians, capital expenses
Newell Fund	Sale of Condominium given by Newell Family	Capital Expenditures	Council	Basis for Capital campaign
Organ Fund	Eola Mayo family	Purchase & repair of organ	Music Director & committee	Also piano tuning & repair.
Pastor's Fund	Inez Wilson, Sarah & Worth Noyes	Minister's discretion	Minister	Minister's discretion
Window Fund	Inez Wilson	Installation of stained glass windows in the vestry	Council	Repair of stained glass in Church building

# The Unitarian Universalist Society of Bangor

<b>Policy Area:</b> Governance	<b>Subject:</b> Council
<b>Title:</b> "Covenant of Council of UUSB"	<b>Policy Number:</b> 2-1
<input type="checkbox"/> <b>Policy</b> <input type="checkbox"/> <b>Procedure</b>	<input checked="" type="checkbox"/> <b>Guideline</b> <input type="checkbox"/> <b>Exhibit</b>
<b>Effective Date:</b> April 2003	<b>Approved by:</b> Council
<b>Approved Date:</b> 4/2003	<b>Revision Dates:</b> 5/3/2006, 9/9/2007

## **Covenant of the Council of the Unitarian Universalist Society of Bangor**

We assemble as members of a joyful, energetic, spiritual society, open to transformation, proclaiming the values of our liberal faith. We commit ourselves to leadership that will foster the growth and health of our congregation.

Inspired by the dynamism and principles of our faith, we the members of the UUSB Council covenant to:

- Practice mutual respect
- Employ the democratic process in our work
- Act out of integrity, honesty and trust
- Demonstrate leadership that is open, caring, visionary and empowering

We covenant to affirm and promote:

### **Effective Governance**

- Address issues promptly
- Strive to resolve them without delay
- After allowing individual Council members the right to a dissenting opinion, we shall accept decisions made by Council showing a united front.

### **Responsible Participation**

- Attend our meetings
- Meetings will start as scheduled, with every effort made for Council members to be on time. Council members will let the Chair or Acting Chair know if a member will be late
- Do whatever we agree to do in a timely manner

### **Effective Communications**

- Participate in our discussions
- Speak forthrightly and concisely
- Listen to and hear each other

### **Responsible Communications**

- Acknowledge and accept disagreement
- Respect confidentiality
- Be accountable for everything we say

Submitted by: Bill Carlin/ April 2003  
Updated May 3, 2006  
Reviewed September, 2007



## The Unitarian Universalist Society of Bangor

<b>Policy Area:</b> Governance	<b>Subject:</b> Council
<b>Title:</b> “Roles and Responsibilities of Council”	<b>Policy Number:</b> 2-1.1
<input type="checkbox"/> <b>Policy</b> <input type="checkbox"/> <b>Procedure</b>	<input checked="" type="checkbox"/> <b>Guideline</b> <input type="checkbox"/> <b>Exhibit</b>
<b>Effective Date:</b> 1/1/2003	<b>Approved by:</b> Council
<b>Approved Date:</b> 1/1/2003	<b>Revision Dates:</b> 1/1/2014

### The Roles and Responsibilities of Council

- Council is the ultimate decision-making body of the church between annual meetings.
- Council will uphold the duties as specified in the UUSB by-laws which state that, “The overall supervision of the spiritual, programmatic, business and all other affairs of the Society...shall be managed by a council...”.
- Council and the Minister shall have a shared responsibility to work for the betterment of the congregation, and council will insure that an annual evaluation of the minister is completed.
- Council develops a shared vision with the congregation and minister and establishes an annual work plan and priorities in autumn of each year.
- Council reviews and approves an annual budget to be voted on by the congregation at the annual meeting.
- Council names two positions on the Committee on Ministry.
- Council is responsible for managerial issues of the church.
- Council empowers committees to conduct much of the day-to-day work of the church.
- Council will establish multiple lines of communications with committees including naming liaisons with most committees.
- Council is responsible for effective and timely communication with the congregation (through a Council article in the “Chalice and Chimes” newsletter), committees (see above), and the minister and staff (through Council meetings and Executive Committee meetings).
- Council will develop a shared vision with the congregation and minister.
- Council will decentralize decision making by encouraging and empowering UUSB committees to conduct much of the day-to-day work of the church as well as to take on projects for the benefit and betterment of the church, its members and the greater community.

# The Unitarian Universalist Society of Bangor

<b>Policy Area:</b> Governance	<b>Subject:</b> Council
<b>Title:</b> "Council Goals for Current FY"	<b>Policy Number:</b> 2-1.2
<input type="checkbox"/> <b>Policy</b> <input type="checkbox"/> <b>Procedure</b>	<input checked="" type="checkbox"/> <b>Guideline</b> <input type="checkbox"/> <b>Exhibit</b>
<b>Effective Date:</b>	<b>Approved by:</b> Council
<b>Approved Date:</b>	<b>Revision Dates:</b> 7/1/2014

## Council Goals for Current Fiscal Year

### Council Goals for FY 2014/2015 *Approved by Council January, 2015*

#### General Governance, Strategies, and Assessments

1. Embrace attitudes that make us radically welcoming and supportive of our members.
2. Embrace the positive language and attitudes of growth, abundance, and optimism.
3. Provide a balanced annual budget to the congregation at the Annual Meeting which includes not cuts to existing programming or staffing.

#### Ministerial Transition and Search

1. Assist the Transition Team in helping the congregation claim and honor the past and acknowledge grief.
2. Assist with selection of an effective and representative selection committee.
3. Clarify roles of the lay leadership and the minister and identify where it's absolute and where it is adaptable.
4. Assist in getting clearer ideas of who we are and what we want to be as a community, by identifying the current mission of UUSB. The mission should be easy to articulate without reading.

#### Strategic Plan

1. Review and assist in the implementation of the strategic plan:
  - a. Thoroughly review the strategic plan and assess implementation.
  - b. Enact new policies, projects, and attitudes which create excitement and build community within the congregation in an effort to grow to 175 members and increase retention.
  - c. Complete the Accessibility Campaign in a timely and financially responsible way.
  - d. Encourage completion of one or more Food Security projects and receive the Food Security Action Plan.
  - e. Assist in completion of one or more of the Spiritual Growth Goals in Appendix A.
  - f. Investigate increasing rental revenue and additional fundraisers in order to begin the process of decreasing our reliance on the endowments for operating expenses and increasing revenue by 10K annually.

## The Unitarian Universalist Society of Bangor

<b>Policy Area:</b> Governance	<b>Subject:</b> Congregational Meetings
<b>Title:</b> "Conducting Effective Congregational Meetings"	<b>Policy Number:</b> 2-2
<input checked="" type="checkbox"/> <b>Policy</b> <input checked="" type="checkbox"/> <b>Procedure</b>	<input type="checkbox"/> <b>Guideline</b> <input type="checkbox"/> <b>Exhibit</b>
<b>Effective Date:</b> March 2008	<b>Approved by:</b> Council
<b>Approved Date:</b> March 2008	<b>Revision Dates:</b>

### Policy Statement:

The following principles are designed to protect the rights of the minority to be heard, while carrying out the will of the majority. They prevent motions from being "pushed through" before all relevant information is brought to light.

Members of the UUSB should plan to spend a reasonable amount of time at these congregational meetings in order to give proper consideration to the business of the Society. This policy should be reviewed prior to each congregational meeting, whereby members can familiarize themselves with these guidelines. Everyone should leave a meeting feeling that they had their say; their opinion was respected, even if it was not adopted, and the work was accomplished.

UUSB By-Laws Section 7.3.0 states that the Council must do the following: "To appoint a Moderator who presides at meetings of the Society. The Moderator shall not be a Council member nor an Officer of the Society. The Council shall provide procedural guidelines for the Moderator to follow at such meetings. The Moderator shall conduct meetings of the Society in a judicious and fair manner following the principles set forth in the Purposes of the Society. The Moderator shall have independent control over meetings of the Society and shall not be unduly directed or influenced by the Council, the Officers of the Society, or members of the Society."

The UUSB Executive Committee will interview and keep on hand a list of willing and available Moderators. These Moderators will be experienced in Robert's Rules of Order as well as people who are sensitive to the business of this Society.

The scheduled Moderator, and one other person from the group responsible for the substantive issues on the upcoming agenda, and the Executive Committee will meet to have a pre-congregational meeting discussion prior to the scheduled Congregational Meeting date. The Annual Meeting and Special Congregational Meetings of the UUSB will use Robert's Rules of Order; keeping in mind that the Moderator will guide the congregation in a positive direction. Before the meeting begins, the Moderator will remind members of the objective of the meeting, for example "We're here to decide to support becoming a Welcoming Congregation." The Moderator will strive to encourage only positive motions from members. If anything is framed in a negative way, the Moderator will ask them to reword it in a positive manner. In addition to setting the tone of the meetings and explaining the process, a good Moderator should apply common sense to make meetings comfortable and open.

*(continued)*

## Procedure:

### Using Parliamentary Procedure

1. **Discussion begins with a motion:** Discussion should not occur without some purpose, and must begin with someone's suggestion that the organization do something. That "suggestion" is a motion. For example:

*"I move that the UUSB becomes a Welcoming Congregation."*

2. **Motion must be seconded:** If at least one other person wants to discuss the item, that person may "second" the motion and discussion can proceed. If another member is interested in the UUSB becoming a Welcoming Congregation and wants to discuss this topic she/he will say:

*"I second the motion."*

If no one else is interested in discussing the topic then the motion dies for lack of a second. No second means no discussion and no vote.

3. **Orderly discussion:** Once the motion is properly made and seconded, then it is up for discussion. Each person will be given time to speak for or against a motion in order to hear both sides of the issue, whereby there will be alternate and balanced viewpoints to be considered. The person speaking should never be interrupted.
4. **One motion at a time:** If a motion is properly made and seconded, the group must decide that motion before it can deal with any other matter. This helps keep the discussion focused. There are a couple of exceptions to this rule...

- i. **"Friendly Amendment":** On occasion, while a motion is being debated, someone will get up and offer what he or she terms a "friendly amendment" to the motion. Once a motion has been stated by the chair, it is no longer the property of the mover, but of the congregation. Any amendment, "friendly" or otherwise, must be adopted by the full body, either by a vote or by unanimous consent. If it appears to the Moderator that an amendment is uncontroversial, it is proper for the chair to ask if there is "any objection" to adopting the amendment. If no objection is made, the chair may declare the amendment adopted. If even one member objects, however, the amendment is subject to debate and vote like any other, regardless of whether its proposer calls it "friendly" and regardless of whether the maker of the original motion endorses its adoption. (Robert's Rules of Order Newly Revised (10th ed.), p. 154).

- ii. **The motion may be amended:** If any member wishes to add or delete something from the original motion, she/he may suggest it by proposing an amendment. For example:

*"I move to amend the motion to state that the UUSB advertise that we are a Welcoming Congregation on all its letterheads."*

*(continued)*

The motion to amend is now treated like any other motion. It must be seconded, discussed and decided before any other matter can be discussed, including the original motion. Motions to amend can be tricky because the amendment is separate from the original motion. Amendments are often used for compromise, to bring more support to the issue than the original motion had.

5. **Ending debate:** In most cases debate will conclude in a reasonable time. But on occasion it goes on and on. Any member may move to end discussion by saying:

*"I move to close discussion."*

If the motion is seconded, the members immediately vote on whether to end debate. A 2/3 vote is required to close discussion. If 2/3 or more have made up their minds, then further discussion is pointless. But if a significant minority, that is more than 1/3 of the people, want to continue discussion in hopes of changing someone's mind or convincing the undecided, debate must continue. In this way the majority is protected from a small obstructionist minority, but any serious minority viewpoint is assured of a fair opportunity to be heard.

6. **A decision may be postponed:** If it appears that necessary information is missing or that further review is needed, a decision on the motion can be postponed. A member says:

*"I move to table the motion"*

or

*"I move to refer the motion to the \_\_\_\_\_ Committee."*

Such a motion requires a second and a majority vote to postpone a decision on the original motion.

7. **A decision may be made:** If the majority is satisfied with the available information and debate, the group can then vote on the original motion. The UUSB Clerk should read the motion with any approved amendments. The chair then calls for a vote.

*All in favor? All opposed? Abstaining?*

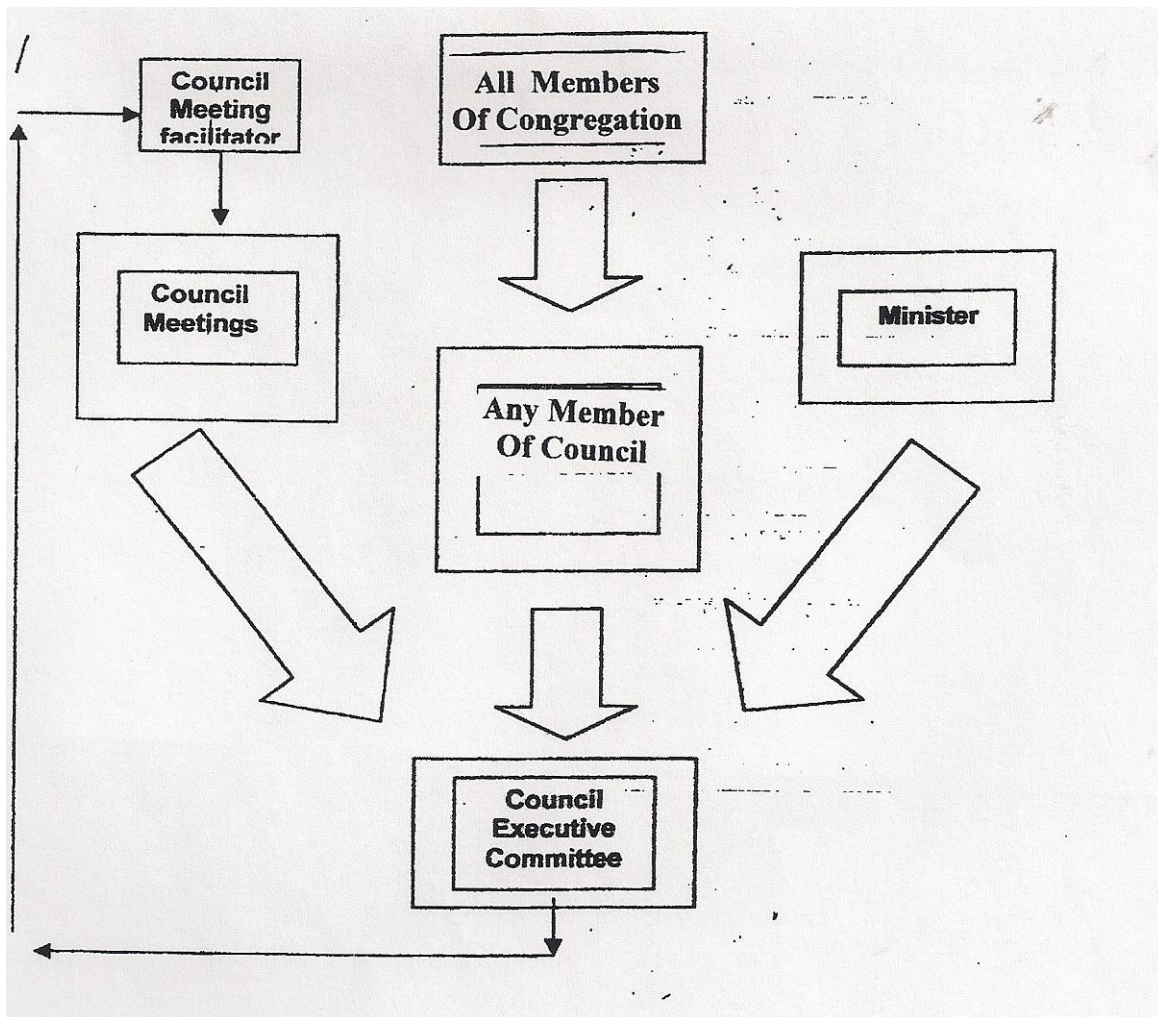
A simple majority, or 51 percent, is required to pass the motion.

## The Unitarian Universalist Society of Bangor

<b>Policy Area:</b> Governance	<b>Subject:</b> Council Procedures
<b>Title:</b> "Procedures of the UUSB Council"	<b>Policy Number:</b> 2-3
<input checked="" type="checkbox"/> <b>Policy</b> <input checked="" type="checkbox"/> <b>Procedure</b>	<input checked="" type="checkbox"/> <b>Guideline</b> <input checked="" type="checkbox"/> <b>Exhibit</b>
<b>Effective Date:</b> Jan. 2003	<b>Approved by:</b> Council
<b>Approved Date:</b> Jan. 2003	<b>Revision Dates:</b> 12/2/2007

**Policy Statement:** Council will adhere to outlined procedures, guidelines and criteria in order to effectively facilitate monthly meetings and conduct church business.

### Exhibit: *Flowchart*



(continued)

## **Procedures:**

### **Developing the monthly Council meeting agenda**

- Council members will rotate responsibility for facilitating meetings. The Facilitator for the following meeting will attend the Executive Committee meeting prior to the Council meeting they are facilitating.
- Unresolved agenda items from the previous Council meeting will be carried forward.
- The Church Administrator will develop an “administrator’s report” with items that are to be reviewed and acted upon at the monthly Council meetings.
- New agenda items can be suggested at Council meetings, but they must be critically important. Otherwise, Council members should suggest agenda ideas at the end of each meeting for consideration by the Executive Committee for the following monthly meeting.

### **Discussion Procedure for Council and Executive Committee meetings**

- 1) When in discussion of an agenda item, Council members wishing to speak will raise their hands. When the current speaker is finished, it is their responsibility to choose the next speaker by calling their name. If more than one person wishes to speak, it is appropriate to choose a person who has not addressed the topic at hand or who has spoken the least on the topic. The order in which members raise their hands to speak should not play a significant role in determining who speaks next.
- 2) The meeting facilitator is responsible for:
  - a) keeping the discussion focused on the topic at hand;
  - b) appointing a timekeeper;
  - c) keeping track of motions, amendments, seconds, and other Robert’s Rules procedural items, and
  - d) calling for a vote on the topic.

To fulfill these responsibilities, the facilitator has the authority to become the next speaker ahead of all others wishing to speak.

### **Criteria for a Council Motion**

**Motion Objective:** What is the motion? It should be stated clearly and concisely.

What is the proposed outcome of this motion?

Why should this motion be considered at this time?

**Action:** What exactly is to be done?

**Rationale for this Motion:** Give details of the cost and the source of funding.

Who will be in charge of carrying out this motion and seeing that it is completed?

When will it be started and when can we expect completion?

*(continued)*

### **Guidelines for the Clerk** (9/10/2001)

1. Do factual reporting, without personal interpretation.
2. Exclude or limit use of adjectives.
3. Never say anything negative or critical about any church member, friend or employee of the church, or contracted provider.
4. Be as concise as possible, while retaining the rationale for decisions.
5. Avoid abbreviations. Write out the names of committees, positions, programs and organizations as least for the first reference in the minutes. After that, it is OK to use acronyms (e.g., B&F, B&G, M/F, DRE, OWL, NED, etc.).
6. Avoid attributing statements to individuals (i.e., leave out the names, if possible).
7. Attach copies of documents discussed and on hand at the meeting.
8. Provide the Clerk with copies of the Agenda, handouts, and discussed documents.

### **Guidelines regarding Council use of Email** (Approved Oct. 2008)

- Restrict email to factual, even-related, logistical, informational exchange, and meeting follow-up matters.
- Avoid lengthy discussions via email.
- Include the original message when sending a response.
- Restrict "Reply All" responses to messages that are pertinent to all recipients.
- Avoid airing interpersonal disagreements and misunderstandings in group emails.
- Avoid impulsive emotional replies involving sensitive topics.
- Avoid humor that might be misinterpreted.
- Run an important but potentially sensitive email by another council member first, prior to sending it to everyone and/or leave the email in the "draft" file overnight to reread it in the light of a new day.
- Disagreeing parties should consider talking on the phone or meeting in person to resolve differences.
- Every council meeting will include the agenda item: "How has email worked in the last month?"
- Be courteous. Say "Sorry" and "Thank you" when appropriate.



## The Unitarian Universalist Society of Bangor

<b>Policy Area:</b> Governance	<b>Subject:</b> Council Authority
<b>Title:</b> "Council Grants the Executive Committee the Following Authority for the Upcoming Fiscal Year"	<b>Policy Number:</b> 2-4
<input checked="" type="checkbox"/> <b>Policy</b> <input checked="" type="checkbox"/> <b>Procedure</b>	<input type="checkbox"/> <b>Guideline</b> <input type="checkbox"/> <b>Exhibit</b>
<b>Effective Date:</b> July 2015	<b>Approved by:</b> Council
<b>Approved Date:</b> July 2015	<b>Revision Dates:</b> Annually

**Policy Statement:** Council will annually review, and revise as necessary, the delegation of selective and specific authority to Executive Committee.

**Procedure:** Council grants the Executive Committee the following authority for Fiscal Year 2015-2016, as reviewed/revise by Council in 2015.

1. To approve or disapprove space rental requests. In this capacity, the Executive Committee has the authority to set or waive an appropriate rental fee.
2. To read and disperse mail as needed.
3. To review restricted endowment disbursement requests.
4. To set the agenda for Council meetings and to place items and reports on the consent agenda.
5. To approve expenses up to \$1,000.00 and approve emergency expenses up to \$5,000.00.
6. To act on Council's behalf on matters of a routine management nature, items of an emergency nature, and issues requiring immediate action. All decisions will be reported at or before the next Council meeting.
7. To review UUSB policies as needed.

All actions taken by the Executive Committee are to be included in the subsequent Council meeting agenda.

All actions taken by the Executive Committee are subject to review by the Council.

# The Unitarian Universalist Society of Bangor

<b>Policy Area:</b> Governance	<b>Subject:</b> Council Authority
<b>Title:</b> “Council Process for Proposal of Official UUSB Activity or Fundraiser”	<b>Policy Number:</b> 2-5
<input checked="" type="checkbox"/> <b>Policy</b> <input checked="" type="checkbox"/> <b>Procedure</b>	<input type="checkbox"/> <b>Guideline</b> <input checked="" type="checkbox"/> <b>Exhibit</b>
<b>Effective Date:</b>	<b>Approved by:</b> Council
<b>Approved Date:</b>	<b>Revision Dates:</b>

## Proposal of Official UUSB Activity – Council Process

**Rationale:**

Member involvement is the key to a church's success. Activities such as events, fundraisers, groups, and parties are an important way to get people involved and invested in the community beyond what Sunday services and volunteerism offer. Many new members are often intimidated by or unsure how to start new groups or other activities at the church. Since the council is ultimately responsible for all official activities of the church we are also responsible for making the creation of new activities accessible to everyone, even if all they have is an idea.

**The Council Process:**

1. Council makes this form available to the members of the church in physical and electronic format as appropriate.
2. If someone approaches a person on council about starting a new activity we ask them to fill out the form and return it to a council member or the church office.
3. The council member should then respond to the idea in a positive manner and thank them for their idea. The person should also be informed that council will discuss the proposal at one of the next two council meetings and that the process can take some time – especially if they require assistance in organizing the proposed activity.
4. Council should then make every effort to discuss the proposal at a meeting as soon as possible.
  - A. If the activity is an appropriate UUSB activity and can be successfully organized by the proposer a council member should contact them after the meeting to inform them of the approval and to suggest to them the next steps in organizing such as: contacting the office manager to schedule the space they need, advertise the activity in the Chalice and Chimes, the e-news, the Facebook page, and adding it to the Sunday announcements.
  - B. If the proposal is merely a suggestion of an appropriate UUSB activity, the Council should forward the request on to the Volunteer Coordinator who will assist the proposing person in organizing the activity, or a council member should publicly ask members (such as in the Chalice and Chimes or on the Facebook page) that interest has been expressed in starting the proposed activity and ask if anyone would like to assist in organizing such an activity.
  - C. If the proposal is not an activity which furthers the mission or vision of the UUSB a council member should contact the person proposing the idea and let them know council's rationale and possibly suggest other avenues of organizing the event.

**Exhibits:**

- 1 – Proposal of Official UUSB Activity (form)
- 2 - Application to Hold a Fundraiser at UUSB

## Proposal of Official UUSB Activity

So you have great idea for an activity, group, event, or fundraiser at the UUSB. Filling out this form is the first step in making it a reality. At the UUSB we strive to create a lively community with diverse activities to help our members meet their spiritual goals. The Council is responsible for overseeing all official activities of the church. Please share your idea with us so we can help you coordinate your idea with our church community and help you find the support you need to make your vision a reality.

Name of group or event: \_\_\_\_\_

Proposed day/date(s) of building use: \_\_\_\_\_

Space needed: \_\_\_\_\_

Is this an ongoing group or event:  YES  NO

Is this a fundraiser:  YES  NO

Brief summary of the event/group: \_\_\_\_\_

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Describe how this activity will further the goals and mission of the UUSB? \_\_\_\_\_

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Name of person proposing the activity: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Do you need support organizing this activity :  YES  NO

What type of support from UUSB will this event will require: \_\_\_\_\_

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## Application to Hold a Fundraiser for UUSB

Thanks for your interest in conducting a fundraiser to benefit Unitarian Universalist Society of Bangor (UUSB). Fundraisers are rewarding, but even simple fundraisers (like a special collection) require planning before and follow-up after the event. Use this easy form to help you plan the best possible fundraiser and to assist our staff and council in evaluating your proposal. This application is required and must be submitted to the UUSB Office Administrator, Susan Vernal at least 45 days in advance of your proposed fundraiser at [uubangor@gmail.com](mailto:uubangor@gmail.com) or by phone (207) 947-7009.

For office use only.

Date rec'd: \_\_\_\_\_

Estimated # UUSB Staff

hours: \_\_\_\_\_

Date approved: \_\_\_\_\_

### All sections are required!

Event Title: \_\_\_\_\_

Name of Event Coordinator: \_\_\_\_\_

*(Note: The Council will not approve a fundraiser that does not have a pre-committed coordinator.)*

Proposed date(s): *(I have checked the church calendar with Susan Vernal for conflicts before proposing these dates.)* \_\_\_\_\_ (Initial)

1<sup>st</sup> Choice: \_\_\_\_\_

2<sup>nd</sup> Choice: \_\_\_\_\_

3<sup>rd</sup> Choice: \_\_\_\_\_

Describe you fundraiser briefly, including what will take place and how you will promote the event.

Who do you anticipate will attend the event? (UUSB members/friends only, the general public, etc.)

### Budget:

1. Projected gross income: \$ \_\_\_\_\_

2. Projected expenses: \$ \_\_\_\_\_

3. Projected Net Income - (#1 minus #2) \$ \_\_\_\_\_

4. In-Kind Contributions: \_\_\_\_\_

5. Estimated # volunteer hours (coordinator and all others) \_\_\_\_\_ (hours)

*Note: UUSB fundraisers support the general needs of the congregation.*

Submitted by: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# The Unitarian Universalist Society of Bangor

<b>Policy Area:</b> Governance	<b>Subject:</b> Council Authority
<b>Title:</b> "Proposals to Council"	<b>Policy Number:</b> 2-6
<input checked="" type="checkbox"/> <b>Policy</b> <input checked="" type="checkbox"/> <b>Procedure</b>	<input type="checkbox"/> <b>Guideline</b> <input checked="" type="checkbox"/> <b>Exhibit</b>
<b>Effective Date:</b>	<b>Approved by:</b> Council
<b>Approved Date:</b>	<b>Revision Dates:</b>

## Unitarian Universalist Society of Bangor – Church Council Proposals

The UUSB council requests your proposals for our action or input to be written and placed in the Council mailbox at least one week before the monthly meeting, which is the first Sunday of each month. You may also email the Council Clerk, Michele Caitlyn-Strout at [Michele.g.caitlyn-strout@usps.gov](mailto:Michele.g.caitlyn-strout@usps.gov). Please answer the following questions:

- I. Committee and/or person(s) making a proposal to the Church Council and who will carry out the action that is taken by the Council?
- II. Date of the proposal.
- III. Rationale or history for the proposal (Please attach any additional information you think will help the Council).
- IV. Action that you would like from the Council. Is this time sensitive? Is there a time frame that needs to be taken into account in this decision-making?
- V. Any special funding for this project...if applicable?
- VI. What other things do we need to take into consideration for this proposal?

Action taken by Council:

Date of Action:



Unitarian Universalist Society of Bangor

# SAFER CONGREGATION POLICY

Safer Congregation Team  
Approved January 2016  
Reviewed Annually, Updated as Needed

UNITARIAN UNIVERSALIST SOCIETY OF BANGOR 120 Park St Bangor ME 04401

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## UNDERLYING PHILOSOPHY OF OUR SAFER CONGREGATIONAL POLICY

Our church's commitment to honoring the inherent worth and dignity of every person calls us to establish safety policies and risk management procedures in an effort to create a safer and more nurturing environment for all who are associated with our church: our staff, children, youth and all our members and friends. To do so, we shall periodically research potential resources and revise our guidelines, when warranted, in order for us to create a safer congregation. Toward this end, four areas require particular attention:

1. The care and maintenance of our building and grounds;
2. The oversight of our children and youth's Religious Education (RE) program;
3. The requirements for transporting and supervising our children and youth when they are participating in off-site church-related events;
4. The procedures to minimize and respond to disruptive behavior, involving members, friends, staff or ministers of the congregation.

Collectively, we will seek to ensure that everyone who participates here feels valued, safe, and secure. Our church accepts the responsibility to educate our adults, youth and children about sexual misconduct, abuse, molestation, harassment, and exploitation in order to create a safer religious community for all. Finally, while, as outlined in this policy, our church is committed to protecting and supporting those among us who may be at risk or in crisis, in keeping with our commitment to honor the inherent worth and dignity of all people, we will not automatically exclude those individuals who have been accused or convicted of sexual abuse in their past and who wish to be part of our church. While the safety of the congregation will always be foremost, if the requirements as outlined in this policy as well as in the church's insurance policy for inclusion of identified sexual offenders can be fulfilled, the Safer Congregation Team will craft limited access agreements with such identified offenders that will allow their limited participation in the manner and ways stipulated in such agreement.

We want everyone associated with the Church to treat this as a "living document" that may need to be amended to reflect changing needs. Requests for amendments should be made to the Safer Congregation Team which will consider such requests and convey any resulting policy changes to the Church Council for approval.

## UNITARIAN UNIVERSALIST PRINCIPLES AND SEXUAL ETHICS

One of the Leader Resources in Creating Safe Congregations restates our Principles in terms of sexual ethics, and appears in every age level of Sexuality and Our Faith, the companion volume to Our Whole Lives<sup>1</sup>. These restated principles will serve as a guide for our church's perspective and policies in this aspect of our communal life:

- ❖ The inherent worth and dignity of every person.
  - ◆ *Every person's sexuality is sacred and is worthy of respect, and therefore, is not to be violated.*
- ❖ Justice, equity and compassion in human relationships.
  - ◆ *We treat others as we would want to be treated; therefore, sexual exploitation and interpersonal violence is incompatible with this philosophy.*
- ❖ Acceptance of one another and encouragement to spiritual growth in our congregation.
  - ◆ *Accepting each other, as we are, means doing no harm and fostering well-being in one's self and others.*
- ❖ A free and responsible search for truth and meaning.
  - ◆ *In our relationship to others, our freedom of sexuality is as important as the responsibility for it.*
- ❖ The right to conscience and the use of the democratic process within our congregation and in society at large.
  - ◆ *As a community and as an institution, we are responsible for doing all we reasonably can in order to create a secure and safe environment.*
- ❖ The goal of a world community with peace, liberty and justice for all.
  - ◆ *When we respect each person's sexual integrity we honor the wholeness of life and we respect the web of all existence.*



- *We have the opportunity to create the kind of environment that lends itself to peace, liberty and justice in human sexuality, and we can become a model for the rest of society.*
- ❖ **Respect for the interdependent web of all existence of which we are a part.**
- *When we respect each person's sexual integrity we honor the wholeness of life and we respect the web of all existence.*

## DEFINITIONS

The terms used in this document will have the following meanings:

*Abuse* includes non-accidental conduct that involves bodily injury or impairment; offensive physical or sexual contact, including physical or sexual abuse; physical or sexual harassment; physical or sexual molestation; or physical or sexual exploitation.

*Physical abuse* includes offensive physical contact or activity that causes bodily injury.

*Sexual abuse* means any sexual touching of a child, sexual exposure, or any activity that causes a person of any age to engage in any sexual act or conduct without that person's consent, or in circumstances where that person is unable to refrain from consenting due to age or mental capacity or unusual vulnerability derived from the person's mental health or from the existence of a relationship of significant dependency or trust.

*Physical harassment or molestation or exploitation* means placing a person in fear of bodily injury or abuse by threatening behavior, compelling a person by force or threat of force to engage in conduct from which the person has a right to abstain, knowingly restricting the movements of another person without that other person's consent, communicating to a person a threat to commit an act against that person or another person or entity where the natural consequence of the threat is to place that person in fear or cause that person to engage in conduct which that person otherwise would not engage.

*Neglect* is a form of child/elder/developmentally disabled adult maltreatment, a deficit in meeting a person's basic needs including the failure to provide basic physical, health care, supervision, nutrition, emotional, education and/or safe housing needs.

*The Safer Congregation Team* is a committee appointed jointly by the Minister that includes the Minister, the Director of Religious Education, one member of Council, and at least three members of the congregation. It is preferable that two of the lay members of the team be familiar with issues likely to arise to include but not be limited to sexual assault, sexual harassment, child abuse and neglect, human resources, and legal issues. Team members with professional expertise with abuse shall not be considered to be acting in their professional capacities while serving as members of this committee.

*Sexual molestation and sexual exploitation* means activity that places another person in a situation where that person feels compelled to engage in sexual conduct to which that person would not voluntarily consent, or in circumstances where that person is unable to refrain from consenting due to age or mental capacity or unusual vulnerability derived from the person's mental health or from the existence of a relationship of significant dependency or trust.

*Sexual harassment* means making sexual advances or requests for sexual favors to another person, or other verbal or physical conduct of a sexual nature, when the other person by words or conduct has indicated that such words or conduct are not desired, or where a reasonable person would expect that such words or conduct would not be desired.

## SAFER CONGREGATION TEAM

In order to ensure continuity, the Safer Congregation Team will be established and in place at all times, with the names and phone numbers of team members available to all members and friends of UUSB. This Team will be composed of the Minister, Director of Religious Education, a member of the Church Council and three members of the UUSB (appointed annually by the Church council). It is preferable that two of the lay members of the team be familiar with issues likely to arise to include but not be limited to sexual assault, sexual harassment, child abuse and neglect, human resources, and legal issues.

In cases of a conflict of interest, a Team member must be excused from participation and replaced by a suitable alternate. Guided by the Philosophy Statement, their function, individually and collectively, will be to offer confidential support, advice, and counsel with concern for the safety of all parties involved. The Safer Congregation Team will generally have the following responsibilities:

- ❖ Know about community resources for child abuse, neglect, treatment for sex offenders, and support groups for survivors.
- ❖ Know about state laws regarding reporting.
- ❖ Be a resource for people to share their concerns.
- ❖ Will lead prevention education efforts for the congregation at large
- ❖ The team will meet annually, to review safer congregation policy, and update as needed
- ❖ Evaluate applications for Religious Education (RE) teachers and youth group leaders that are flagged by the Minister or Director of Religious Education as needing more information or follow up.
- ❖ Facilitate annual training for RE staff and teachers on issues, policies, and procedures relevant to sexual/physical abuse and neglect.
- ❖ Work with the Religious Education Action League (REAL) to assure that the sex abuse education sections of the Our Whole Lives curricula are offered each year, or at least bi-annually.
- ❖ Receive allegations of possible abuse or neglect and develop a process for expedient handling of such allegations.
- ❖ Meet with convicted sex offenders to develop a Limited Access Agreement for participation in UUSB activities

All activities of the team will be conducted in a confidential fashion and may only be disclosed when necessary and appropriate as determined by the Team.

## SPECIAL RELATIONSHIP BETWEEN MINISTER AND CONGREGANTS

*“Congregations confer authority upon their ministers through roles which the minister is expected to assume, for example: as worship leader, teacher, counselor or representative in the larger community. The powers of ministry have a great potential for good if they are used responsibly. Similarly, they have a great potential for causing harm if they are abused...Ministers need to be fully aware of those powers and use them responsibly for the building of spiritual community, not for personal gratification. Exploiting ministerial powers for personal advantage abuses those congregants who become the inappropriate sexual objects of a minister’s personal interest. Such abuse damages the religious community of which the abuser is minister.” ~ Excerpted and adapted from Thomas Mikelson, *Reflections Toward a Unitarian Universalist Theology of Clergy Misconduct through Sexual Abuse*, December, 1992*

As a Unitarian Universalist church, we expect the minister to abide by the Unitarian Universalist Ministers Association’s (UUMA) Code of Professional Practice which addresses issues of clergy sexual misconduct and the abuse of the trust congregations place in their ministers. In subscribing to this code, ministers agree not to exploit the powers inherent in their roles.

The complete text of the code is published in the UUMA Guidelines which is available in the church office, or from the UUMA at 24 Farnsworth St. Boston, MA 02210-1409, or the UUMA website (Log on to [www.uuma.org](http://www.uuma.org), click onto Guidelines and Code of Professional Practice.)

In the case of suspected violation of this code by the Minister, the Safer Congregation Team (The Minister will not participate as part of the Team under these circumstances, but the Council Chair will participate in a temporary role.) will contact the Northern New England District Executive and the Ministerial Fellowship Committee of the Unitarian Universalist Association (UUA) to initiate an investigation. Should the investigation conclude the Minister has acted in violation of the code, the Safer Congregation Team, in consultation with the Church Council, will determine how to best communicate, counsel and respond to reactions within the congregation and the larger community.

## SPECIAL RELATIONSHIP BETWEEN PROFESSIONAL DIRECTOR OF RELIGIOUS EDUCATION AND CONGREGANTS

*"I recognize that as a religious leader in whom trust and power have been placed, I am both morally and legally in a professional relationship to which I am called to be faithful...I must never abuse the authority of my position by manipulating others to satisfy my personal needs, which may include, but are not restricted to, sexualized behavior with any child, adolescent, or vulnerable adult seeking advice or comfort; with any adult in another committed relationship; with interns or with youth advisors. Nor will I engage in any other exploitative relationship that abuses the power and damages the trust that a specific individual, a congregation, or an institution has placed in me. As a religious education professional, I have the responsibility to be aware of, to advocate, and to live by this Code of Professional Practices. Furthermore, I will be aware of and observe the legal requirements of my State or Province regarding reporting of physical or sexual misconduct."*

~ Excerpted from the Director of Religious Education's Code of Professional Practices

As a community we expect the Director of Religious Education and other professional religious education staff to abide by the Liberal Director of Religious Education's Association's (LREDA) Code of Professional Practice, which acknowledges that Directors of Religious Education are also the recipients of special trust. In subscribing to this code, professional Directors of Religious Education agree not to exploit the powers inherent in their roles.

The complete text of the Code is published in the LREDA Guidelines and Code of Professional Practices which is available in the church office and from LREDA, 24 Farnsworth St. Boston, MA 02210-1409, or the LREDA website ([www.uua.org/lreda/content/code.html](http://www.uua.org/lreda/content/code.html))<sup>5</sup>. In the case of violation of this code, procedures as outlined in this policy will be used.

## PREVENTING SEXUAL MISCONDUCT, PHYSICAL ABUSE AND HARASSMENT

We acknowledge that preventing sexual misconduct, physical abuse, and harassment in our religious communities and in society is a complex goal. Prevention education, training, careful hiring, and safety procedures are concrete steps toward creating a safer environment for all concerned.

Education and Training:

Education and training is critical to the creation of a safer congregational environment. Information, knowledge, and understanding support the development of healthy relationships based on self-esteem and respect for others. Greater understanding of sexuality and abuse will make us better able to avoid situations that could lead to abuse, and to move more effectively toward justice and healing for us all. To this end we believe it is important to promote self-esteem and personal responsibility among our members, friends, youth and children. We will provide programs, through using the Our Whole Lives (OWL) human relationships and sexuality program, as follows:

*The Director of Religious Education (DRE) and the Religious Education Action League (REAL) are responsible for:*

- ❖ Offering age-appropriate information about development and sexuality for our youth on a regular basis, including clarification and understanding of the complex aspects of sexuality, as well as focusing on sexual abuse prevention (At the present time, November 2015, we are offering junior and senior OWL classes for youth in grades 7-12, though we are in the preliminary planning stages for adding OWL for all ages.)

- ❖ Keeping employees, volunteer teachers, and parents informed of this policy and reviewing it at least annually by covering the following: the Code of Ethics for those working with children and youth, herein identified as the Code of Ethics (Section XVII, Appendix D) and RE Safety Procedures (Section VII).

*The Safer Congregation Team is taking responsibility for:*

- ❖ Promoting congregational awareness about this policy. As part of this we will ensure that all Society members and friends are aware of the Code of Ethics at The Unitarian Universalist Society of Bangor.
- ❖ Informing Society members and attendees regarding resources that address the issues of domestic violence and sexual abuse.
- ❖ The Safer Congregation Team recommends that the Committee on Ministry (or Council when CoM is not functioning such as during an interim ministry) assume the long-term responsibility, in conjunction with the Safer Congregation Team, to see that items A2a and A2b above are accomplished on an ongoing basis.

Hiring:

Incidents of abuse and harassment often take place in the context of ongoing relationships. Therefore it is essential that recruitment and hiring procedures protect staff, children, youth, vulnerable adults, members and friends from injury as well as from unfounded accusations, and protect The Unitarian Universalist Society of Bangor (UUSB) from ethical and legal liability.

All persons seeking paid employment at UUSB, including (but not limited to) the Minister, the Religious Education Director, the Administrator, the Music Director, and the cleaning staff, will sign the Code of Ethics. They will be screened by the appropriate hiring committee, which will contact references (at least one of whom has known the applicant for a minimum of five years), record the contact, and conduct both a criminal history record check plus a formal interview with the candidate. The employment application and reference material will be confidential and will be available only as required by law and to those responsible for screening, hiring, or participating in the Safer Congregation Team (in a consultation role). All employees will sign the Code of Ethics annually, and a criminal background check will be completed annually. The Administrator is responsible for collecting these signed forms and filing them in a secure place.

## RELIGIOUS EDUCATION SAFETY PROCEDURES

Adult Volunteers

Volunteers in the Religious Education (RE) programs at The Unitarian Universalist Society of Bangor (UUSB) must meet the following criteria:

- ❖ Prior to participating in the RE and Youth Group programs, all volunteers will agree to a background check. After the initial background check, a background check will be done every two years. Yearly, they will be asked to complete a Code of Ethics Form. In addition, volunteer teachers will attend a yearly teacher training session to be scheduled by the DRE.
- ❖ Various supervisory methods are listed below. They will help Society leaders avoid setting up situations in which personal boundary issues can become a problem. Some of these methods will help leaders and teachers decrease the risk of misunderstandings and offer some support for handling various concerns.
- ❖ Regular consultations with the DRE
- ❖ On-going training
- ❖ Parental permission whenever necessary
- ❖ Visible classroom activity, mandatory 2 teachers present at all times with youth
- ❖ Support for following the behavior guidelines of the Safer Congregation Policy

## Working with Children and Youth

It is ultimately the responsibility of the entire congregation, not just those in leadership and teaching positions, to create and maintain a climate that supports the growth and welfare of children and youth. We encourage all UUSB members and friends to read and abide by the Code of Ethics. However, those working with young people in the context of our Unitarian Universalist movement have a crucial and privileged role, one which carries with it a great deal of power and influence. Whether acting as a youth advisor, chaperone, childcare/nursery worker, teacher, or in any other role, the volunteer has a special opportunity to interact with our young people in ways which are affirming and inspiring to all involved.

While it is important that volunteers be capable of maintaining meaningful friendships with the young people they work with, they must exercise good judgment and mature wisdom in using their influence with children and youth, and refrain from using young people to fulfill their own needs. Young people are in a vulnerable position when dealing with people older than themselves, and may find it difficult to speak out about any inappropriate behavior of their leaders, teachers, and caregivers.

Teachers, helpers, or youth group leaders who have gained the trust of young people, are in a unique situation to observe behavior or be party to a conversation in which a possible abusive situation (either within or outside the Society) is revealed. In this situation, it is the adult's responsibility to report any reasonable cause to suspect child abuse to legal authorities as required. The Minister or the DRE shall then be notified. The Religious Education Action League (R.E.A.L.) will provide regular training on dealing with suspected abuse or neglect.

Any participating adult may not consume alcohol or use any form of drug, which can affect physical or mental performance before or during the carrying out of his/her responsibilities.

### Religious Education Classes/Programs (Nursery - 12th Grade)

All classes including the nursery must be taught by a minimum of a two person teaching team this requirement applies to off-site UUSB RE activity as well as on-site classes. Teams should consist of at least one person who has been an active participant at UUSB for at least one year or after six months if they have had previous teaching experience in a UU setting. Parents may serve as classroom aides and/or visit classes at any time. Teachers may be subject to the approval of the R.E.A.L. One individual may be briefly alone with a group when the other must leave as dictated by common sense and necessity for such purposes as bathroom breaks and escorting individual children away from the group.

For grades 9-12, the youth group teachers must be at least twenty-five (25) years of age.

### General Supervision Guidelines (Sunday Morning Programming)

Each child will have a registration form on file that includes information about special needs and permission to accompany their RE class and teachers on walks around the Society or neighborhood on Sunday mornings. All personal information is held confidential.

Parents are responsible for their children before the service begins and after the RE program has ended. During services and classes, children must have a parent or another responsible adult on the premises unless prior arrangements have been made with the Director of Religious Education.

Parents, teachers, volunteers and children are the only people allowed in the downstairs RE space during services and in the classrooms.

The Director of Religious Education, or designated supervisor, will do a walkthrough of all RE spaces to check in with teachers during classes. Exceptions to this procedure are discouraged, however, there will occasionally be Sundays when it will not be possible for the Director of Religious Education to do a walk through.

Nursery through Third Grade parents (or designee) must pick up their child(ren) from their classrooms at the end of the service. The Director of Religious Education or appropriate designee will locate parents (or designee) who fail to comply.

## Procedures for Overnight Gatherings at UUSB and Off Site Trips with Youth

### ❖ BEHAVIOR CODE:

In order to hold a safe and effective conference, the Unitarian Universalist Overnight Gathering participant (youth or adult), promise to: Respect others and not engage in behavior that constitutes verbal, emotional, physical or sexual abuses to self or others. Take responsibility for my actions. Acknowledge that my actions affect the people around me. Bring no cell phones (youth) or electronic devices. Not engage in sexual activity or violence and not have weapons or drugs at the conference. (No tobacco, alcoholic or unauthorized medications). Stay on the premises. Keep the leadership informed of my whereabouts at all times. Participate in all activities. Sleep in the designated areas at the specified time and remain in supervised areas at all times. Abide by all Overnight Gathering rules, with the knowledge that if rules are not followed it may result in my expulsion from activities at my own expense. Abide by the UU Principles.

### ❖ EXPECTATIONS OF ADULTS AT OVERNIGHT GATHERINGS:

Adults attending the Overnight Gathering may be expected to wake up during the night shift to check on the youth. Are resources for youth and need to be available and visible to interact with youth. Are expected to stay at the Overnight Gathering for the entire time. If they cannot, this needs to be communicated on the registration form stating who will stand in for them. Should establish check-in times with youth under their responsibility to assess wellbeing, concerns, and issues. Participate fully in every activity. Report concerns or issues to the adult coordinators. Maintain clear boundaries and model appropriate and respectful behavior Assist adult coordinators when needed.

### ❖ ADDITIONAL INFORMATION:

When outside churches participate in overnight gatherings at UUSB, they are responsible for completing background checks of the adults that will be participating. A positive endorsement for each adult must be provided by the Minister or DRE from his/her church. The UUSB DRE will verify that these background checks are completed. The ratio of adults to youth at the Overnight Gathering is 1:5. Adults may cover youth not from their congregations. Parents, RE leaders and advisors need to communicate about this and inform the Coordinator. This arrangement should be reflected on the registration sheet. RE leaders or Coordinator should make adult advisors aware of special needs or considerations of youth for whom advisors are responsible. Transportation is the responsibility of the churches and parents.

## Transportation To and From UUSB Sanctioned Events

It is the responsibility of the UUSB RE Program, or the parents, to provide safe transportation to and from UUSB sanctioned events. The UUSB RE Program requires the following:

- ❖ When traveling to and from outings, conferences, meetings, and other Society activities, a parent/guardian signed permission slip is required for each child/youth participating or being driven to an off-site activity. Drivers must be at least 25 years old.
- ❖ Every person in the car will have a seat belt and age appropriate seating arranged in reference to airbag safety rules.
- ❖ Each driver must show proof of license, registration, and insurance coverage upon request.

## Fire and Electrical Safety

- ❖ Childproof plugs are to be placed in unused electrical outlets in the RE Space.
- ❖ Smoke Detectors are hard-wired and checked yearly.
- ❖ Fire Extinguishers are located on all floors of the Society.
- ❖ The Religious Education Director will conduct a Sunday morning fire drill annually for all Sunday Religious Education classes and coordinate with adult services. See Appendices for procedure.
- ❖ Fire evacuation plans at UUSB and are located in the classrooms.

## First Aid and Incident Reporting

- ❖ First aid kits are maintained by the Director of Religious Education. It is located in the supply hallway in the RE Wing.
- ❖ In case of serious injury, 911 will be called for emergency assistance. A landline phone is located in the RE Hallway or the upstairs Kitchen. Parents and/or guardians will be notified as soon as possible and an incident report shall be completed and submitted to the Director of Religious Education.
- ❖ In case of minor injury, appropriate first aid will be applied, the parent/guardian notified, and an incident report completed and turned over to the Director of Religious Education.
- ❖ A file is maintained in office of Director of Religious Education for all incident/accident reports.

## REPORTING CHILD/ELDER ABUSE OR NEGLECT IN MAINE

It is not the function of the Minister, Director of Religious Education, Church Council Chair or Safer Congregation team member to conduct an investigation into accusations of abuse or neglect. Rather it is both Maine law and the policy of UUSB to immediately report any situation in which any person has reasonable cause to suspect that a child, developmentally disabled adult, or an elderly person has been, or is likely to be, abused or neglected. As needed, a member of the Safer Congregation Response Team will assist the person in making the report, and will ensure the report is made in a timely manner.

Such a report must be made within 24 hours to the Maine Dept. of Health and Human Services at 1-800-452-1999 (regarding children) and 1-800-624-8404 (regarding adults, elderly)

Hotlines are open 24 hours, 7 days/week. For more information, go to: <http://www.maine.gov/dhhs/ocfs/mandated-reporters.shtml>

DHHS accepts allegations of child abuse and neglect by telephone and in person from all sources including identified sources, anonymous sources, sources which have incomplete information and referrals educators, from the child or parent themselves.

Once a report is made to the appropriate authorities, UUSB will rely on the decisions of those authorities as to the validity of the complaint. The DHHS caseworker will investigate the allegations and take such action as is necessary to insure the safety of the child, including intervention or referrals to other child advocacy groups or resources. It is also the UUSB Safer Congregation Team's responsibility under these guidelines to develop an appropriate plan of response to the allegations.

In cases where an abuse or neglect report is made due to an incident which occurred on church property or at a church sanctioned event, the Minister will also notify the UUSB Council Chair and the Northeast District Executive, and seek their advice and counsel. Additionally, the Minister will notify the UUSB's insurance company. In the event the accused abuser is the minister, the UUSB council chair will make these notifications.

## CHURCH SAFETY PLANNING IN RELATION TO ABUSE REPORTS

**Interim Safety Plan:** When a report is filed by any person on behalf of any child or adult and the suspected abuser is a church employee, member or attendee, the Safer Congregation Team will develop an interim safety plan during the investigation of abuse. This plan may include, but not be limited to, implementation of a temporary Limited Access Agreement (See Appendix E). The purpose of this plan is not only to safeguard our children, but also to provide protection to the accused abuser from further complaints. If the accused abuser is another youth, the plan must be developed with input from both sets of parents or guardians. The plan will be clearly communicated to the accused abuser, or, if a minor, his or her parents or guardians, by the Team. The Minister and/or Director of Religious Education may implement similar steps while awaiting initial action of the Team.

**Long Term Safety Plan:** Upon final disposition by appropriate authorities, a revised Limited Access Agreement will be developed by the Team, to be updated, at the minimum, annually. A disposition requiring a response would be substantiation by the Department of Health and Human Services or Adult Protective Services or conviction by a Court of Law.

In all cases, the Safer Congregation Team, Minister, Religious Education Director or Church Council Chair may seek legal counsel before proceeding with a Limited Access Agreement.

## PASTORAL NEEDS OF THE CONGREGATION REGARDING REPORTS OF ABUSE

Following a report of suspected abuse, the Safer Congregation Team will also develop a plan to address the pastoral needs of the congregation, including:

- ❖ *The person/child who has allegedly been sexually abused:* The plan may include providing information about or referrals to appropriate professional, community, and Society or UU resources, as needed.
- ❖ *Other members and friends of our congregation:*
  - Members, friends, or attendees immediately affected by the incident (such as family members or partners);
  - the Minister (or other members of the Society staff) to aid in dealing with the pastoral needs of the victim or accused person;
  - other members and friends of the congregation who witnessed one or more incidents or, who having heard about them, are reminded of their own concerns; and other congregation members and friends upon whom the person/child who has allegedly been sexually abused, or by the accused offender (or those connected to them), relied significantly.
- ❖ *The accused person:* Support may include helping the accused person access the appropriate professional, community, and spiritual resources. While there may be feelings of ill-will toward the accused person, if that individual is a part of our community, he or she also deserves support; withdrawing it at such a critical point in that person's life might have severe detrimental long-term effects on his or her behavior in the future. It remains the mission of this congregation to recognize and support the integrity and inherent worth and dignity of that person without condoning inappropriate behaviors, and to treat him or her with compassion.

## SAFETY AND PASTORAL NEEDS OF THE CONGREGATION REGARDING REPORTS OF HARASSMENT

Incidents of alleged sexual or physical harassment of minors or adults, which do not warrant involvement of the Department of Health and Human Services or law enforcement shall be referred to the Religious Education Director and/or minister, who will consult with the Safer Congregation Team as needed. The minister in consultation with the Safer Congregation Team will develop a plan a plan to address and resolve these complaints which shall make clear to the accused person that the UUSB will not tolerate harassment in any form, as well as provide information about appropriate counseling or other resources for both the person being harassed and the alleged offender. The parent(s)/guardian(s) of minor(s) shall also be informed of this plan and involved, as appropriate, in its development.



Incidents of alleged sexual or physical harassment are handled in the Disruptive Behavior Policy, appendix P of this document.

## GUIDELINES INVOLVING SEX OFFENDERS

In the event that a person has been convicted of or charged with a sexual offense and/or completed a term of incarceration and seeks to enter the life of The Unitarian Universalist Society of Bangor, the Safer Congregation Team will meet to make a determination as to whether or not and the ways in which the individual may be safely involved in the life of the congregation. If it is determined that the person can participate in congregational life, a Limited Access Agreement will be developed (see appendices). This needs to be completed and signed before the person can attend any church services or functions. The message to the sex offender in the agreement should be that they are welcome in the congregation within safe guidelines set forth in the Limited Access Agreement.

In all cases, the Team, Minister, Director of Religious Education or Chair of Church Council may seek legal counsel before proceeding with either a draft or permanent Limited Access Agreement.

## DISRUPTIVE BEHAVIOR POLICY

Disruptive Behavior Policy of the Unitarian Universalist Society of Bangor Council Adopted July, 2002 Council Reviewed and Approved March, 2008.

*Preamble:* In agreement with the UUA principles, we promote the free and responsible search for truth and meaning. We encourage the use of the democratic process, both within and outside of our church. The Unitarian Universalist Society of Bangor (UUSB) encourages the open exchange of opinions among a wide variety of individuals. At the same time, we do our best to provide a safe environment so that such openness can exist. Real or perceived threats to the physical, emotional or spiritual well-being of members and friends must be addressed firmly and promptly. We must have the freedom to safely express our beliefs.

*Defining Disruptive Behavior:* Any action that creates concern for the physical or emotional safety of children or adults is considered Disruptive Behavior. Disruptive Behavior includes actions that disturb church activities or weaken UUSB's ability to serve present and future members. Disruptive Behavior may happen within the church building or at church-sponsored events. Defining Respectful Behavior Respectful behavior shall be in line with our ethical, moral, and spiritual traditions. We value and respect others with our communication with one another. UUSB members and friends shall work comprehensively and collaboratively to support sensitive and respectful caring and consideration by all.

*The following shall be the policy of the Unitarian Universalist Society of Bangor:*

Whenever possible, disruptive behavior will be addressed immediately by those present. The Minister or Committee on Ministry should be informed immediately. If the behavior continues, the individual will be asked to leave the premises. If the person does not leave, they will be escorted from the building. If the person refuses to be escorted from the building, the police will be called.

If disruptive behavior or complaints of potential danger occur and an immediate response is not required, the situation will be referred to the Executive Committee. The committee will use its best judgment and follow these guidelines:

- ❖ Problems will be addressed as they arise. There will be no attempt to define "acceptable" behavior in advance.
- ❖ Each situation will be evaluated on its own merits.
- ❖ The Committee will gather as much relevant information as available before acting. At least two members of the committee will jointly contact the person whose behavior is in question to get his or her point of view about the situation.
- ❖ Evaluation of the situation will include consideration of:

- ◆ POSSIBLE DANGER - Is the individual's behavior the source of real or perceived threat to persons or property?
- ◆ DISRUPTIVENESS - To what degree does the behavior in question interfere with church functions, activities, or mission?
- ◆ OFFENSIVENESS - How likely is it that the behavior in question is offensive to current or prospective members and friends? Is there likelihood that current or prospective members and friends will be driven away?
- ❖ In determining the response to the behavior in question, the committee will consider factors giving rise to the situation, such as the person's history within the church and other local community institutions. It will also consider how likely it is that the person in question can alter the problematic behavior to avoid further actions which might imperil the sense of safety in the church community.
- ❖ Remedies will be applied after consideration of the particular factors of each situation. The committee shall inform the Minister, the Safer Congregation Team, and the Committee on Ministry of its recommendation BEFORE acting. Any of the following four levels of response are recommended for most situations:
  - ◆ LEVEL ONE-The committee may decide that no action is warranted. In this case, the Minister, Committee on Ministry, and Council will be informed.
  - ◆ LEVEL TWO-The Minister and a committee member will meet with the individual in question to communicate the concerns and recommendations of the committee. If the committee decides it is necessary, a contract for clearly defined parameters of behavior will be signed at this time. If such a contract cannot be agreed upon, Level Four may be enacted immediately.
  - ◆ LEVEL THREE- The offending individual shall be excluded from the church or specific church activities for a designated period of time. The reasons for exclusion and the conditions of return will be made clear in a letter to the individual given to the individual by the Minister and one member of the committee.
  - ◆ LEVEL FOUR- The individual in question will be excluded from the church premises and all church activities permanently. Before this sanction is executed, the committee will consult both the Minister, the Church Council, and the Safer Congregation Team. If expulsion is recommended and Church Council votes to enact that recommendation, the Council Chair will send a letter, return receipt requested, to the individual explaining the expulsion. Contact information will be provided so that the individual will know whom to address regarding possible recourse.
- ❖ Action taken by the committee in Levels Two and Three may be appealed by the individual to the Church Council. There is no appeal of Level Four within this policy. H. If arguments erupt and become disruptive during a church meeting, the person will be asked to participate respectfully. If the disputant is unwilling to do so, they may be asked to withdraw from the meeting. The request for withdrawal may be made by the chair or a member of the committee or council member, in such circumstances withdrawal is obligatory. I. If an immediate response to disruptive behavior is required, the Minister or Council Chair, or Church Employee will respond according to their best judgment. If none of these is present, any church member may exercise their best judgment as long as such action does not violate Maine State or Federal law. Such response may include asking the offending person or persons to leave the premises or suspend activity in progress. If further assistance is required, the Police will be called.
- ❖ If such action is undertaken without the Minister being present, the Minister and Council Chair must be notified as soon as possible. The Minister and the committee will determine what further action should be taken, using Levels one through four described above.

## Summary

The Unitarian Universalist Society of Bangor strives to be an inclusive community. We embrace and encourage differences in our beliefs, opinions, and life experiences, but do not tolerate public comments or behaviors that are prejudicial, exclusive, or oppressive. Assuring the safety and wellbeing of our congregation as a whole will be given priority over the privileges and inclusion of any individual.

## MANAGEMENT OF POSSIBLE RISKS AND HAZARDS

### Firearms

- ❖ No firearms are allowed on UUSB property.
- ❖ If a person possesses a gun on the premises, the person will be asked to leave immediately.
- ❖ If the person refuses to leave, the Bangor Police Department will be called.

### Surveillance

The church monitors all entrances via video devices during church services. The surveillance devices are on 24 hours, 7 days a week--all activity at the entrances is recorded and can be reviewed.

# Appendices

# COMING OF AGE MENTOR RESPONSIBILITIES AND AGREEMENT

Mentor responsibilities include:

- Mentor should answer, or help the participant find answers to any questions the participant may have about the program.
- Mentor should discuss with participant any fears and concerns about fulfilling any of the requirements and help the participant over the rough spots.
- Mentor must show interest in the participant's progress and keep informed about the program. Updates and information will be provided via email and telephone by the Director of Religious Education.
- Mentor must show enthusiasm for the program and the Society and generally encourage the participant to value what he or she is doing.
- Mentor should work to provide an open relationship one in which teen issues such as drugs, alcohol and sex can be discussed confidentially and free of parental judgment.
- Mentor is encouraged to find ways in which to have social time with the participant. For instance, it can be particularly rewarding to have lunch with your participant along with another mentor and their participant. Please note that all "one on one" time must be spent in the presence of other adults (i.e. at a restaurant, sporting event, or before/after class at The Unitarian Universalist Society of Bangor.)
- Mentor is encouraged to find ways to participate in some part of the participant's social justice project if their schedule allows.
- Mentor is expected to communicate weekly with their participant starting on or around \_\_\_\_\_ . (date)
- Mentor is expected to develop and present their own Credo Statement to the class during one of the scheduled class times.
- Mentor must be present at the Coming of Age Service on Affirmation Sunday on \_\_\_\_\_ . (date)

Signature \_\_\_\_\_ Date \_\_\_\_\_

## EMERGENCY EVACUATION POLICY

Once a year a fire drill is required to be conducted in both buildings during a Sunday service to ensure the safety of our congregation.

When the fire alarm sounds, please do the following:

- Teachers will gather students into a line and exit their rooms in the closest to the rear door exit in Room 8.
- Teachers will remember to bring their attendance books.
- The RE Community will walk, single file, along the back side of the church, through the employee parking lot, and down the sidewalk that runs between UUSB and City Hall.
- Teachers will take attendance and wait for parents to arrive to pick up their child(ren).
- Parents must check their child out with their teacher.
- If there is a person near you who might need assistance, please offer such assistance or get additional help if necessary.
- If the building is being evacuated for a real emergency, parents should find their children in the appointed place and inform their teachers that they are taking them. All others should locate their family members and/or significant others. All should go home as quickly as possible

# INCIDENT REPORT

Name of the person filling out form: \_\_\_\_\_

Date and Time of Incident: \_\_\_\_\_

Place of Incident: \_\_\_\_\_

People Involved in Incident: \_\_\_\_\_

Statement(s) from the people involved – Please describe briefly. (Continue on back if necessary)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## POST INCIDENT REPORT

After the incident has been reported, please fill out the following:

Person who reported or recorded the incident: \_\_\_\_\_

Incident was reported to whom: \_\_\_\_\_

On what date?: \_\_\_\_\_

Please describe the follow-up, noting if any ongoing action is necessary:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# AN EXAMPLE OF A LIMITED ACCESS AGREEMENT

*(This is one example, but specific details need to be individualized)*

The Unitarian Universalist Society of Bangor affirms the dignity and worth of all persons. We are committed to being a religious community open to those who are in need of worshipping with us, especially in times of serious personal troubles. Based on your background, we have concerns about your contact with children and youth in our congregation. We also have concerns about your potential for inappropriate behavior with adults in the congregation. We welcome you to our congregation and our membership but your participation will be limited to ensure the safety of our congregants and to assure that you will not be subject to future accusations. The following guidelines are designed to reduce the risk to both you and them of an incident or accusation. This agreement will be updated and amended, as the Safer Congregation Team sees fit, and will need to be signed by you and designated parties, at 6 months, and then once per year thereafter.

Within these guidelines, the congregation welcomes your participation in... (To be determined by the Safer Congregation Team). You will remain in the presence of an adult who knows your situation at all times when on church property. We will work with you to find a few appropriate church members to be with you.

You are to avoid all contact with children on congregation property or congregation-sponsored events. This includes the following:

- Do not talk or otherwise interact with children.
- Do not volunteer or agree to lead, chaperone or participate in events for children and youth including such things as religious education classes, stories or talks for worship, youth group events, activities during intergenerational events, driving or otherwise transporting children and/or youth.
- If a child in the congregation approaches you, either at the UUSB or in the Bangor Area, politely and immediately excuse yourself from the situation.
- Do not have conversations of any sexual or romantic nature with congregants while on church property. Do not ask congregants out on a date of a romantic nature.

I accept that the congregation will be told of my circumstances in order for them to protect the children/young people for whom they care.

I have reviewed this agreement and agree to abide by its provisions. I understand and agree that if I violate this agreement, I will be denied access to future UUSB functions and property.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Witness \_\_\_\_\_ Date \_\_\_\_\_

Minister \_\_\_\_\_ Date \_\_\_\_\_

DRE \_\_\_\_\_ Date \_\_\_\_\_

Council Chair \_\_\_\_\_ Date \_\_\_\_\_



# MANDATED REPORTING FORM

For possible child abuse or neglect:

Date: \_\_\_\_\_

Reporter's Name: \_\_\_\_\_

RE Director: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Child's Address: \_\_\_\_\_

Parent's/ Caregiver's Names: \_\_\_\_\_  
 \_\_\_\_\_

Reported Concerns (including reasons for concerns, names of all parties involved, signs of possible abuse or neglect, or reports made by the child). Continue on an additional piece of paper if necessary.

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DHHS Caseworker Spoken To: \_\_\_\_\_

Anonymous Report: Yes \_\_\_\_\_ No \_\_\_\_\_

Were parents informed of report and, if so, their reactions: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# RELIGIOUS EDUCATION REGISTRATION FORM

Child(ren) Name                      DOB      Grade                      Age                      Allergies                      Special Needs

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## Family Information

Parent / Guardian #1

Parent / Guardian #2

Name \_\_\_\_\_

\_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

City \_\_\_\_\_

\_\_\_\_\_

Cell phone \_\_\_\_\_

\_\_\_\_\_

Home phone \_\_\_\_\_

\_\_\_\_\_

Work phone \_\_\_\_\_

\_\_\_\_\_

E-mail \_\_\_\_\_

\_\_\_\_\_

Best way to reach you? \_\_\_\_\_

\_\_\_\_\_

May we use your child's photograph and/or artwork on Community Bulletin Boards, Church Website, Brochures, Newsletters, and Church Facebook Page?    Yes \_\_\_\_\_    or    No \_\_\_\_\_

## Emergency Info

Doctor Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Health Insurance Provider \_\_\_\_\_ I. D.# \_\_\_\_\_

In case of emergency, I authorize the adults in charge to contact the nearest emergency services if a medical emergency arises.

Parent/ Guardian \_\_\_\_\_ Date \_\_\_\_\_

Parent / Guardian Name \_\_\_\_\_ Date: \_\_\_\_\_

Parent Guardian Signature: \_\_\_\_\_

## SAFE CHILDCARE POLICIES

- Providers must be background checked.
- Keep Nursery FREE of small OBJECTS - Nursery to be used by only 4 yrs and under, with attention to items that can choke etc. Help me keep the littlest ones safe – thanks!!
- Help children with the bathroom only to the extent they absolutely need it. If able to go by themselves close door to bathroom and wait in hall/ storage area.
- Two Providers are required to be with children /youth at all times.
- CLEAN up everything you get out and remove any cups, plates etc.
- PUT EVERYTHING back where you found in including table, chairs, books, games, materials, rugs, smocks etc.
- Light use of RE supplies and material is fine, paper, markers, etc. Try not to use “special” or expensive items for use with RE curricula.
- Going outside if fine provided all of the parents agree. Parent permission required. The youngest children should stay in the nursery to provide a familiar environment and be close to facilities!
- TURN OFF all lights when you leave.
- Turn OFF Heat when you leave.
- TURN ON dehumidifier when you leave.
- Be sure RE space is locked when you leave.

### Rates - October 2015

- \$10 adult (18+)
- \$8 high school youth
- \$6 middle school youth

### CHILD CARE COORDINATION

A committee member from the appropriate committee (i.e., the committee that is sponsoring the event) contacts the RE Director no less than two weeks in advance of the event with the event hours and the number of children requiring child care and their ages.

The RE Director calls and schedules the necessary childcare provider, then contacts the committee member to give the list of those childcare providers, no less than three days before the event.

The contacted committee member or an adult they designate, is present at the event, greets the childcare providers, and is available for any questions or emergencies throughout the duration of the event.

The RE Director communicates the rules of the UUSB Safety Policy and general babysitting guidelines to all childcare providers and event coordinators prior to the event.

### PARENT RESPONSIBILITY

- Parents of children being cared for must have an up-to-date Religious Education Registration form on file. It is the parent’s responsibility to notify childcare providers of any allergies, concerns, or limitations.
- Parents are required to stay on society grounds and be available for any concerns that the childcare provider may have.

#### CHILDCARE PROVIDER'S RESPONSIBILITY

- The childcare provider will respect and care for each child in accordance with each child's needs.
- The childcare provider will report any problems or concerns promptly to the designated committee member and follow up with the RE Director as necessary.
- The childcare providers will coordinate childcare with each other to insure that two childcare providers are in the same room at the same time (except for bathroom or parent visiting.)
- The childcare providers will use a sign-in sheet to record the children and parents participating.

#### UUSB RESPONSIBILITY

- To offer and provide a safe and loving environment for children to enjoy supervised free play while their parents attend society-sponsored events.
- To pay childcare providers the prevailing hourly rate as determined by the RE Director.

#### EVENT COORDINATOR RESPONSIBILITY

- The event coordinator, or an adult they designate, is present at the event, greets the childcare providers, and is available for any questions or emergencies throughout the event.
- At larger events, the event coordinator must designate a separate adult to be specifically in charge of babysitting on site.
- At events of long duration, the event coordinator or their designee should periodically check in on the sitters and children.
- The event coordinator collects sign-in sheet and money donated towards babysitting and delivers it to the UUSB administrator. (Administrator will give sign-in sheet to DRE for her records and so she can fill out check requisition.)

#### NUMBER OF PROVIDERS:

As per the safety policy, a minimum of two childcare providers must be present in the same room at all times. If more than one room is in use (e.g., nursery & main RE space), then the number of sitters should be increased to maintain this quota. The number and age of children needing babysitting will also determine the number of childcare providers needed.

For events and meetings where formal child care is not practical, or a childcare provider is not available for that date, the Society and the RE Director will support the sponsoring committee in finding other solutions (e.g. holding committee meetings in the RE space so children of committee members can play during the meeting).

#### OFF-SITE EVENTS:

UUSB is not responsible for arranging babysitting for off-site Society events.

UUSB is not an allergen-free environment.

## STEPS FOR SAFER CONGREGATION TEAM TO DETERMINE INVOLVEMENT IN THE CONGREGATION

*Steps based upon Balancing Acts, Keeping Children Safe in Congregations, Rev. Debra W. Haffner (www.uua.org)*

No matter how the situation is revealed, the minister as quickly as possible should meet privately with the individual to discuss the concerns that have been raised. The minister may want to check the local sex offender registry before meeting with the person. (If the minister is the one being accused, this manual and these steps do not apply. Instead, the President of the Board should be contacted immediately and the president should contact the Director for Congregational Services at the UUA and/or the District Executive serving the congregation.) If the person is a member of the congregation and has a partner who also attends the church, then the minister should reach out to the partner as well.

If the minister determines that there is genuine cause for the concern, the person should then be asked to meet with the Safer Congregation Team.

The individual should be asked to sign a release form so that the minister can contact his/her sex offender treatment provider and/or current therapist. Ask if those people are members of ATSA, the Association for the Treatment of Sexual Abusers. The therapist and, if applicable, the parole officer should be asked for their professional assessment of the likelihood that the sex offender will re-offend and whether additional restrictions beyond the Limited Access Agreement ought to be placed on the person's participation. It will be helpful to know the number, timing, and nature of offenses. Such information allows consideration of different situations. If the offender refuses permission to contact the therapist or refuses to go for an assessment, the congregation would be right to refuse participation in any congregation activity. For more information on this issue, go to Reasons for Excluding a Person from All Congregation Activities.

It is beyond the scope and experience of congregations to assess the risk or probability that a sex offender will re-offend. According to the Center for Sex Offender Management, even therapists with special training in treating sex offenders can be wrong. They write, "There are no absolutes or magic bullets in identifying these risk factors. Rather, this process is an exercise in isolating factors that are associated with specific behaviors. While this association reflects likelihood, it does not say that all individuals who possess certain characteristics will behave in a certain manner. Some offenders will inevitably commit subsequent sex offenses...likewise not all sex offenders who have re-offense characteristics will recidivate." [xvi]

The question the Safer Congregation Team must be able to answer is this: given what professionals have advised you, will this person sign and obey a Limited Access Agreement that they can maintain with the leadership in order to assure the safety of children, youth, and all members of the congregation?

If the assessment indicates that the person has completed or is participating successfully in treatment and is not at high risk for recidivism, the Response Team may choose to develop a Limited Access Agreement. If the professional assessment indicates that the person is at high risk for re-offending, it is appropriate to deny that person involvement in the faith community until treatment is successful at reducing the risk. The Safer Congregation Team should acquaint itself with any therapeutic program the offender has undergone or will continue to be part of. The group should meet the offender, their probation officer, and other appropriate people so that clear boundaries can be established for the protection of children and youth and to reduce the likelihood of false allegations or suspicions. This group will, at best, operate alongside other agencies in a multi-agency approach to the offender's rehabilitation." Meeting with the other support people in the offender's life - their family, therapist, probation officer - can powerfully demonstrate the faith community's desire to support the person and hold them accountable. If the person has a partner in the community, that person should be involved in developing the Limited Access Agreement as well.

It is important to point out that a person with a commitment to avoiding future abuses will welcome the opportunity for controls on their behaviors. Stop It Now! writes, "You can show your support of the abuser's willingness to live a different life that keeps children safe. Your support and watchfulness can help in his or her recovery. It is also a chance to let the abuser know that you are aware of the past and are watching his or her actions today."

All persons with histories of sexual offenses should be asked to sign a Limited Access Agreement. Upon entry into the congregation and depending on the circumstances, the person may be asked to sign one annually. If the offender refuses to do so, it is then appropriate to deny the person access to congregation functions and church property. An offender who refuses to sign a Limited Access Agreement should know that if they enter the congregation or its property, they will be asked to leave by a member of the Response Team or the Board of Trustees. If the person further refuses, the local police will be called for assistance.

The Safer Congregation Team should meet at least biannually with any individual with whom it has a Limited Access Agreement to review the arrangement and address any concerns. If the minister or the Director of Religious Education changes, as well as the chair of the Board of Trustees, it is important that the departing person inform the new person of this situation to ensure provision of pastoral support for the offender as well as continuity of awareness of the situation. In sharing information appropriately it is also important to remain aware of confidentiality and privacy for all involved. Copies of files including Limited Access Agreement information should be treated with care, and kept in a secure file drawer.

If and when legal questions arise, the minister and/or Board President should contact a lawyer who can provide information and advice informed by local and state statutes that apply.

Decide who needs to know. One of the very important and difficult questions is who needs to know that a congregant has a history of sex offense. Clearly, key people, including the Minister, the Director of Religious Education, the Chair of the Board and the Response Team need to know that the person is attending church, that he or she has agreed not to have contact with children, has signed a Limited Access Agreement, and that he or she should never be alone with children and adolescents. The Board of Trustees and/or the Safer Congregation Team, in grappling with the issue of sex offenders in the congregation, will want to make the decision about how confidentiality will be handled, and it is that decision that should be communicated to the entire congregation. These decisions will be made in accordance with UUSB's insurance company's requirements about informing the congregation.

#### Reasons for Excluding a Person from All Congregation Activities

- Refusal for the minister to contact the treatment provider and parole officer.
- Refusal to undergo a risk assessment with a qualified therapist.
- Report by a treatment provider that the individual is at too high risk for recidivism.
- Refusal to sign a Limited Access Agreement.
- Refusal to comply with the requirements of the Limited Access Agreement.

The Safer Congregation Team determines, through individual assessment, that the person poses too great a risk to the congregation to be included in congregation activities at this time.

# VOLUNTEER REGISTRATION FORM & CODE OF ETHICS FOR ADULTS AND OLDER YOUTH (16-18)

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell / Home Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Emergency Telephone Number: \_\_\_\_\_

Allergies: \_\_\_\_\_

Best Way to Reach You: \_\_\_\_\_

## *Code of Ethics*

Adults and older youth who are in leadership roles play a key role in fostering spiritual development of both individuals and the community. It is, therefore, especially important that those in leadership positions will be well qualified to provide the special nurture, care, and support that will enable youth to develop a positive sense of self and spirit, and of independence and responsibility.

The relationship between young people and their leaders must be one of mutual respect if the positive potential is to be realized. There are no more important areas of growth than those of self-worth and the development of a healthy identity as a sexual being. Adults play a key role in assisting youth in these areas of growth.

Wisdom dictates that youth and adult suffer damaging effects when leaders become sexually involved with a young person in their care; therefore, leaders will refrain from engaging in sexual, seductive, or erotic behavior with youth. Neither shall they sexually harass or engage in behavior with youth which constitutes verbal, emotional, or physical abuse.

Leaders shall be informed of this code of ethics and agree to it before assuming their role. In case of violation of this code, appropriate action will be taken.

Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

# YOUTH CONVENTIONS - REGISTRATION, CONSENT, AND LIABILITY FORM FOR YOUTH AND ADULTS

Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Congregation: \_\_\_\_\_ Church email or phone: \_\_\_\_\_

**YOUTH:** All youth MUST be accompanied by a sanctioned adult advisor. This person is also usually the driver, but may be someone else at the gathering. Parents, DREs, and advisors must all know who the adult advisor is.

Adult Advisor: \_\_\_\_\_ from which congregation \_\_\_\_\_

E-mail or phone of DRE: \_\_\_\_\_

Parent/guardians email: \_\_\_\_\_ Phone \_\_\_\_\_

**EVERYONE:** Emergency contact(s):

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone \_\_\_\_\_ Dietary

Restrictions: \_\_\_\_\_

Medical Information: Medical conditions, mobility restrictions, or special-care needs:

**Allergies:** Allergic to any food or medication? NO YES If yes,

specify: \_\_\_\_\_

Dietary Restrictions/Preferences \_\_\_\_\_

**Medications:** Group leaders must be informed of any prescription medications brought by youth, with clear information as to proper use and dosage. If medication is "as needed", your child must understand the symptoms of their condition and know when to ask for help. Adults will only dispense medication with parental permission. List medications youth may be taking this weekend (on separate paper, if necessary):

## INSURANCE INFORMATION, MEDICAL CONSENT & LIABILITY RELEASE

Company & Policy Number: \_\_\_\_\_

Policyholder: \_\_\_\_\_ Physician Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**\*\*PLEASE ATTACH A COPY OF INSURANCE CARD\*\***



**\*\*\*\*\*PARENT/GUARDIAN CONSENT\*\*\*\*\***

As legal guardian of the above named minor, I give my permission for him/her to be involved in the Overnight Gathering. I am familiar with the general purpose of the program. I understand that youth and adults at the event must read and sign a Behavior Code. If my child needs to be sent home for any reason, including behavior problems or medical reasons, I agree it will be at my expense and time. As the above-named legal guardian I hereby attest that I have read this complete document; all information provided is complete and true; I have legal standing to make decisions which affect the rights of the above-named participant; and, I understand and consent to all terms outlined on both pages of this document. I hereby voluntarily and knowingly assume all risks and dangers inherent and incidental to Overnight Gathering activities and travel, understanding that some activities may pose a risk of injury. I will not hold liable the Unitarian Universalist Society of Bangor, their employees, agents and event/youth group leaders for any injury, illness or property damage involving the above named participant no matter how caused. Whenever deemed necessary by group leaders, I authorize the calling of a doctor and/or providing of other medical services and, unless covered by insurance, agree to pay for same.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**YOUTH and ADULTS:** I have read and agree to abide by the Overnight Gathering Behavior Code:

Signature \_\_\_\_\_ Date \_\_\_\_\_

## YOUTH WHO MAY BE ABUSERS

From *Balancing Acts, Keeping Children Safe in Congregations*, by Reverend Debra W. Haffner ([www.uua.org](http://www.uua.org))

One of the most difficult possible situations is when a teenager or child in the congregation has been accused of inappropriately sexually touching a child in the congregation. The difficulty is that in some cases these children may simply be acting on their sexual feelings impulsively, not quite understanding the importance of boundaries, whereas in other cases, youth and children who engage in sexual activity with younger children may become future adult offenders. If an older child forces sex on a younger child or exposes his or her genitals to a younger child, both of these children will need professional help. If an older child demonstrates inappropriate sexual interest in younger children that doesn't extend to these behaviors, there may or may not be cause for congregational involvement. However, "any child who engages in sex play with a much younger child, or children who coerce or force someone to engage in sex, is beyond normal sexual exploration. If a child is being used in any way to meet the sexual needs of another, then it is sexual abuse." [xx] And some children who behave this way are acting out their own history of sexual abuse.

After such an incident comes to the attention of the minister or other staff member, the minister should initiate contact individually with the parents of both children to discuss the allegation and next steps. In both of the congregations who were interviewed where this had happened, the ministers reported that the parents had simply stopped coming to the congregation rather than seeking help for their children and support from the faith community during what is surely a difficult time.

The minister should encourage the parents of the child who was touched to seek an evaluation for this child. Some children may seem unchanged by the incident. However, a child who has been sexually abused, according to Stop It Now!, "needs specialized help and attention to heal from this abuse" through treatment with a specialist, "otherwise he or she might be at risk for further abuse or for showing abusing behaviors." However, with treatment and support, the risk of either further abuse or for abusing is dramatically decreased. Contact the Association for the Treatment of Sexual Abusers (ATSA) or the Safer Society Foundation for referrals if you don't have a local list of therapists with expertise in this area. [xxi]

The parents of the child who initiated the sexual contact need to be engaged more thoroughly in discussions about next steps. Depending on the state law and the nature of the incident, it may be necessary to call Child Protective Services. Regardless, before the initiator is allowed to continue to attend religious education, this child should receive an extensive assessment by a child psychologist or psychiatrist with experience with children with sexual behavior problems. It is NOT the responsibility of the minister or the response team to decide if abuse has occurred, but rather to assure that such assessment does take place.

While this review is occurring, it is important that the child's religious education teacher be informed of the allegation and for the parents to agree to closely monitor their child before and after the religious education program. It may make sense to remove the child from religious education during this time. It would certainly be prudent for the child not to be allowed unsupervised time with other children until the assessment is complete.

The minister will need to decide if the situation warrants the involvement of the entire Safer Congregation Team and at what point. If the evaluation finds that this was simply a case of inappropriate boundaries or impulsive behavior, and with the recommendation of the therapist that the child can safely attend church functions with other children, the minister and the parents can meet with the child to discuss the importance of never repeating the behavior, the harm it can do to other children, and the consequences should such a situation occur again.

On the other hand, if the treatment provider reports that the child has a sexual behavior problem that is likely to be repetitive, the minister, the Director of Religious Education, the response team, and the parents need to meet to decide how and if the child can safely be involved with the Religious Education or Youth Group program. A modified Limited Access Agreement should be developed and signed by both the child and the parents. In some cases, it may be necessary to deny the young person continued involvement with other children until treatment is completed and to consider

alternative ways to provide religious education, such as through individual sessions with a Director of Religious Education or home schooling.

In some situations, a family will want to bring a child who has been treated for sexual offenses back into the congregation after treatment is completed. In such cases, the steps for involving an adult offender can be followed, including a Limited Access Agreement signed by both the youth and their parents.

In any of these cases, pastoral care and support for the families involved is crucial. This will be very difficult for the parents involved, and they will need the support of their church community, especially the minister and the Director of Religious Education. Helping them to feel welcome and supported is essential, as is the ongoing offer of ministry.

## RESOURCES

### UUA Resources

UUA website-articles, links to outside resources, videos and more. Type “trauma response resources” into the search box on [www.usua.org](http://www.usua.org)

### Maine Resources

Division of Youth and Family Services- Toll free hotline (7 days/24hrs) to report child abuse and neglect: 1-877-NJ ABUSE(652-2873)

Maine Battered Women’s Coalition 609-584-8107

Maine Coalition Against Sexual Assault (NJ CASA) Hotline: 1-800-601-7200; Office: 609-631-4450

General Information about Child Sexual Abuse- ChildHelp USA - National Child Abuse Hotline 1-800-4-A Child Hotline is staffed 24 hours, 7 days a week. [www.childhelpusa.org](http://www.childhelpusa.org)

Prevent Child Abuse America 1800-CHILDREN (1-800-244-5373) [www.childabuse.org](http://www.childabuse.org)

Rape, Abuse, and Incest National Network 800-656-HOPE [www.rainn.org](http://www.rainn.org)

## REFERENCES

This policy was developed after consulting many sources within the UUA as well as utilizing materials/policies from UUA and Metro District workshops. Many materials did not indicate what congregation developed the policies. This list is therefore as complete as possible.

### CONGREGATIONAL POLICY RESOURCES

Policy of Child Safety and Child Abuse Prevention, First Unitarian Universalist Church of Austin, Texas, June 20, 1995.

Policy Regarding Disruptive Behavior, West Shore Unitarian Universalist Church, Rocky River, OH, August 29, 1996.

Religious Education Program, Unitarian Universalist Church of Manchester, NH, 2003-2004. Safe Congregation Policy for the Congregation, Unitarian Universalist Congregation of Princeton, NJ, January 20, 2005 Safe Congregation Policies, First Universalist Church of Yarmouth Maine.

Safety Policy, Religious Education Council, First Unitarian Universalist Society of Albany, NY, May 13, 2000 Safety Policies - Religious Education Programs, Unitarian Universalist Congregation in Andover, MA.

### OTHER RESOURCES:

Balancing Acts: Keeping Children Safe in Congregations, ([www.uua.org/cde/ethics/balancing/index.html](http://www.uua.org/cde/ethics/balancing/index.html)) Debra W. Haffner, M.Div., M.P.H., 2006

A Time To Build: Creating Sexually Healthy Faith Communities, Debra W. Haffner, M.Div., M.P.H., Religious Institute on Sexual Morality, Justice and Healing, 2002.

Creating Safe Congregations: Toward an Ethic of Right Relations - A Workbook for Unitarian Universalists,

Edited by Patricia Hoertdoerfer and William Sinkford, UUA, Boston, 1997.

Liberal Director of Religious Educations Association (LREDA) Guidelines and Code of Professional Practices

([www.uua.org/lreda/content/code.html](http://www.uua.org/lreda/content/code.html) ), 25 Beacon Street, Boston, MA

Reflections Toward a Unitarian Universalist Theology of Clergy Misconduct through Sexual Abuse, Thomas Mikel-son, December, 1992.

Reducing The Risk of Child Sexual Abuse in Your Church: A complete and practical guidebook for prevention and risk reduction, Richard R. Hammar, Steven W. Klipowicz & James F. Cobble, Jr, . Church Law & Tax Report. 1993.

A PERSONNEL POLICY MANUAL FOR RELIGIOUS ORGANIZATIONS: SEXUAL HARASSMENT , UUA Department of Ministry & Professional Leadership, Office of Church Staff Finances, 25 Beacon St., Boston, MA

Unitarian Universalist Ministers Association (UUMA) Guidelines and Code of Professional Practice ([www.uuma.org](http://www.uuma.org)) , 25 Beacon Street, Boston, MA , 1998

#### FOOTNOTES

Creating Safe Congregations: Toward An Ethic of Right Relations;, Hoertdoerfer and Sinkford, editors, Unitarian Universalist Principles, p. 4

Safe Congregation Policies, First Universalist Church of Yarmouth ME, p. 2

Reflections Toward a Unitarian Universalist Theology of Clergy Misconduct through Sexual Abuse, December, 1992

Unitarian Universalist Ministers Association (UUMA) Guidelines and Code of Professional Practice 5. Liberal Director of Religious Educations Association, (LREDA) Guidelines and Code of Professional Practice 6. Safe Congregations Policies, Yarmouth ME, p.3

Policy Regarding Disruptive Behavior, West Shore Unitarian Universalist Church, Rocky River, OH, p. 1-3

Limited Access Agreement (Appendix F.) from Balancing Acts: Keeping Children Safe in Congregations, Debra W. Haffner, M.Div., M.P.H.

## The Unitarian Universalist Society of Bangor

<b>Policy Area:</b> Congregational Life	<b>Subject:</b> Alcohol
<b>Title:</b> "Alcohol Policy"	<b>Policy Number:</b> 3-2
<b>X</b> <b>Policy</b> <b>Procedure</b>	<b>Guideline</b> <b>Exhibit</b>
<b>Effective Date:</b> 12/2/2007	<b>Approved by:</b> Council
<b>Approved Date:</b>	<b>Revision Dates:</b> 7/1/2014

### Policy Statement:

Alcoholic beverages shall be permitted at **UUSB MEMBER** social functions if approved by the UUSB Council at a regular scheduled Council meeting at least one month prior to the event. The following policies must be observed:

- Only beer, wine or champagne may be served. No distilled beverages are allowed.
- Food must also be served when alcoholic beverages are served.
- Alternative non-alcoholic beverages must also be offered and displayed and served in a manner that is equally prominent as the alcoholic beverages.
- Underage drinking, as defined by Maine Law, is prohibited and must be strictly enforced.
- Alcoholic beverages must be provided free of charge.
- Recycling is encouraged in the use of plastic, metal, or glass container.
- No alcohol shall be left on the premises.

Exceptions to outside groups: Permission to serve champagne for toasting at weddings may be granted by the Council.

## The Unitarian Universalist Society of Bangor

<b>Policy Area:</b> Congregational Life	<b>Subject:</b> Animals
<b>Title:</b> "Animal Policy"	<b>Policy Number:</b> 3-3
<input checked="" type="checkbox"/> <b>Policy</b> <input type="checkbox"/> <b>Procedure</b>	<input type="checkbox"/> <b>Guideline</b> <input type="checkbox"/> <b>Exhibit</b>
<b>Effective Date:</b> 1/1/2003	<b>Approved by:</b> Council
<b>Approved Date:</b>	<b>Revision Dates:</b> 12/2/2007; 7/1/2013; 7/1/2014

### **Policy Statement:**

Even though religious organizations are not required to allow service dogs in their facilities, UUSB endeavors to be welcoming and accommodating to all persons. The following guidelines indicate what is expected of a person bringing a service dog into the church, and what is expected of members of the congregation in helping to make the experience positive for everyone involved.

With the exception of service dogs, the presence of animals (e.g., pet dogs and cats) in the church building shall be limited to special occasions, organized and supervised by members of the church.

Service dogs shall have free access to the building. The Americans with Disabilities Act (ADA) defines a service animal as any guide dog, signal dog, or other animal individually trained to provide assistance to an individual with a disability. Dogs that are not trained to perform tasks that mitigate the effects of a disability, including dogs that are used purely for emotional support, are not service animals. UUSB and any group renting this facility will have the right to exclude any service animal when the animal's behavior poses a direct threat to the health or safety of others. UUSB and anyone renting this facility shall have the right to automatically exclude an animal and owner from the premises if the animal disrupts the normal course of business by barking and/or being aggressive in any way. Under the MAINE REVISED STATUTES, Title 5: ADMINISTRATIVE PROCEDURES AND SERVICES, Part 12: HUMAN RIGHTS, Chapter 337: HUMAN RIGHTS ACT, Subchapter 5: PUBLIC ACCOMMODATIONS, Section 8. SERVICE ANIMALS, "For any public accommodation or any person who is the owner, lessor, lessee, proprietor, operator, manager, superintendent, agent or employee of any place of public accommodation to refuse to permit the use of a service animal or otherwise discriminate against an individual with a physical or mental disability who uses a service animal at the public accommodation unless it is shown by defense that the service animal poses a direct threat to the health or safety of others or the use of the service animal would result in substantial physical damage to the property of others or would substantially interfere with the reasonable enjoyment of the public accommodation by others."

We are only permitted to ask the animal owner what tasks the animal is trained to perform that the human handler cannot do for themselves. We are not permitted to ask for information about the specific nature of the person's disability or other invasive questions. If an animal is not trained to perform tasks to mitigate the handler's disability, then it isn't a service animal under the ADA. Types of service dogs include dogs for the blind, hearing and signal dogs for the hearing impaired, and assistance dogs that help by picking things up, pulling wheelchairs, etc.

On UUSB premises, the service dog shall remain on the floor, adjacent to the person responsible. The service dog shall be kept on a leash, off the furniture, and under control of the individual using the dog. Regarding food service areas, common sense shall prevail, with consideration given to the guided person's right to utilize their dog to maintain independence and mobility.

The person bringing the service dog into the church building shall be financially responsible for any damage caused by the animal. It is expected that the person bringing the animal into the building will inform the minister or church officers of any safety issues, special considerations, or dangers the animal may pose to children or adults in attendance, so that these concerns can be addressed and shared with the congregation when appropriate. Since a service dog is a working dog, members of the congregation should not seek verbal or physical contact with the dog by beckoning or calling, or attempting to engage the dog in play, and should not pet the dog.

## The Unitarian Universalist Society of Bangor

<b>Policy Area:</b> Congregational Life	<b>Subject:</b> Charitable Giving
<b>Title:</b> "Charitable Giving Policy"	<b>Policy Number:</b> 3-4
<input checked="" type="checkbox"/> <b>Policy</b> <input type="checkbox"/> <b>Procedure</b>	<input type="checkbox"/> <b>Guideline</b> <input type="checkbox"/> <b>Exhibit</b>
<b>Effective Date:</b>	<b>Approved by:</b>
<b>Approved Date:</b>	<b>Revision Dates:</b>

### **Policy Statement: (draft presented at Jan 2016 Council Meeting)**

Charitable Giving Policy of the Unitarian Universalist Society of Bangor, Maine (Draft)

UUSB encourages the solicitation and acceptance of gifts to the Society for purposes that further the Society's mission. This Charitable Giving Policy applies to gifts offered to the Society other than payments on pledges to the annual operating budget.

The Society may accept both unrestricted gifts that may be used for any purpose and restricted gifts that are designated for specific purposes, provided that all such gifts are consistent with the Society's mission, purposes, and priorities.

Decisions on the acceptance of gifts, both unrestricted and restricted, will be made by the Church Council in consultation with the General Endowment and Hersey Bequest trustees and others as appropriate. All unrestricted gifts, once accepted, immediately become the property of the Society and are given with the understanding that the gifts have been donated with no restrictions, including restrictions on use, sale, or disposal. Restricted gifts, once accepted, will be managed in accordance with the agreed restrictions unless and until the restrictions are modified or removed.

In deciding whether to accept a gift, the Council will consider any potential costs associated with the gift, such as maintenance, insurance, transport, appraisal, potential liability, and costs of disposition or sale. When appropriate, the Society may seek the advice of legal counsel in matters relating to potential conflicts of interest and acceptance of gifts such as closely held stock, restricted stock, and transactions governed by contracts.

In accordance with the Bylaws of the Society, all unrestricted gifts valued at \$10,000 or more will be invested and managed by either the General Endowment or Hersey Bequest trustees, depending on the intent of the donor.

The use of unrestricted gifts of less than \$10,000 will be determined by the Church Council.

#### Marketable Securities:

As a general rule, gifts of marketable securities will be converted to cash and transferred to the Society's General Endowment.

#### Personal Property:

In deciding whether to accept gifts of tangible personal property, the Church Council and General Endowment and Hersey Bequest trustees may consider these criteria:

- Is the property consistent with the Society's mission?
- Are there carrying costs associated with the property?
- Is the property marketable?
- Are there any undue restrictions on the use or sale of the property?

#### Real Estate:

In deciding whether to accept gifts of real estate, the Church Council and General Endowment and Hersey Bequest trustees may consider these criteria:

- Is the property useful for the purposes of the Society?

*(continued next page)*



- Are there carrying costs, such as insurance, property taxes, mortgages, or notes, associated with the property?
- Is the property marketable?
- Are there any restrictions, reservations, easements or other limitations associated with the property?

In addition, prior to acceptance of a gift of real estate, the Society may require an environmental review. When appropriate, a title binder may also be obtained by the Society prior to the acceptance of the gift of real property.

All gifts will be promptly acknowledged in writing on behalf of the Society. The receipt may include a description of the property, but each donor will be expected to rely upon his or her own professional counsel concerning valuation, tax, and estate planning implications of gifts and representatives of the Society should refrain from advising donors on these issues.

Exceptions to this Charitable Giving Policy should be rare and require the approval of the Church Council, acting in consultation with the General Endowment and Hersey Bequest trustees and others as appropriate.

This policy may be changed by a vote of the Church Council, acting in consultation with the General Endowment and Hersey Bequest trustees and others as appropriate.

## The Unitarian Universalist Society of Bangor

<b>Policy Area:</b> Congregational Life	<b>Subject:</b> Church Cancellation
<b>Title:</b> "Church Cancellation Policy"	<b>Policy Number:</b> 3-5
<input checked="" type="checkbox"/> <b>Policy</b> <input checked="" type="checkbox"/> <b>Procedure</b>	<input checked="" type="checkbox"/> <b>Guideline</b> <input type="checkbox"/> <b>Exhibit</b>
<b>Effective Date:</b> 1/1/2003	<b>Approved by:</b> Council
<b>Approved Date:</b>	<b>Revision Dates:</b> 12/2/2007; 7/1/2013; 11/1/2013; 10/5/2014

### Policy Statement:

In the case of bad weather, the most important thing is for everyone to be safe. Please do not travel to the UUSB for morning worship if you feel that doing so would be unsafe. UUSB may need to be cancelled due to no lights, no heat, no water, disasters, and other unforeseen circumstances. The decision to cancel worship and religious education will be made by Sue McKay, Rev. Drew Moeller and Laurie Cartier—who will make such decision by 7:00 a.m. Sunday morning. An announcement will be put on the outgoing phone message of the church office (207-947-7009), and announcements will also go out to the local network television and radio stations; if possible (power permitting), one will be sent out via email, on the UUSB Facebook page, and posted on the UUSB website ([www.uubangor.org](http://www.uubangor.org)).

## UUSB 2017 Inclement Weather Information

Here are the codes to post weather cancellations

WABI TV 5, which posts to the Bangor Daily News ([https://stormwatch.wabi.tv/my\\_cancel.php](https://stormwatch.wabi.tv/my_cancel.php))

We have identities for both UUSB and UUSB RE

ID: marketing@uubangor.org

PW: UUBangor

WLBZ TV 2 (<http://www.wlbz2.com/closings/admin>)

ID: 11843

PW: 3730

To change the UUSB phone message are:

- Dial 942-2622 access number
- Press # Key
- Dial 207-947-7009
- Press # Key
- Dial 5024
- Press # Key
- Dial 0
- Press # Key
- Select Option 3
- Press 2
- Press 3
- Press 3 again
- Press 1
- Press 2 to record a new greeting, and press # when finished to hear new message; if OK press "1" to keep
- Hang up

This is really all I've ever done for cancellations. I have never posted to radio though I could get codes if you would like me to.

Posted by Laurie Cartier 1-3-17. I invite everyone to update and add to this so that we all have the information we need for a smooth process of cancelling any activity needed.

## The Unitarian Universalist Society of Bangor

<b>Policy Area:</b> Congregational Life	<b>Subject:</b> Computer & Internet
<b>Title:</b> "Computer, Network & Internet Access and Use Policy"	<b>Policy Number:</b> 3-6
<input checked="" type="checkbox"/> <b>Policy</b> <input type="checkbox"/> <b>Procedure</b>	<input type="checkbox"/> <b>Guideline</b> <input type="checkbox"/> <b>Exhibit</b>
<b>Effective Date:</b> 1/26/2011	<b>Approved by:</b> Council
<b>Approved Date:</b> 1/26/2011	<b>Revision Dates:</b>

### Policy Statement:

This policy is established to prevent access to protected information as defined by privacy standards; to prevent illegal or discriminatory use of the UUSB network, data, or computers; to protect the hardware and software owned by the UUSB from damage, misappropriation or misuse.

1. Access to the online congregant database shall be limited to the Collector, Church Administrator, and others as set by the Church Council or Executive Committee. Access other than specifically authorized in this policy will not exceed beyond the first Council meeting of the fiscal year and may be rescinded by the Council or Executive Committee at any time.
2. Use of the church computers, network, internet access, or email shall not be used for any illegal activity including access to or dissemination of pornography, SPAM, sharing of copyrighted material without permission, storage of illegal material on UUSB storage devices or online systems, or access without permission; use for any commercial activity not directly associated with the UUSB.
3. Access to the church computers shall be by the computer user(s) assigned to that computer and as needed by any member of the IT team that can assist with computer, network, internet, or database problems. Any permission to a secondary user other than the assigned user(s) shall be temporary and not to exceed 2 weeks from the start of any trouble call or project, or until rescinded by the user, whichever is less. The assigned user may extend this access in 2 week blocks until the problem has been resolved or the project completed. No implicit or explicit agreement other than this policy may extend this access beyond the two weeks.
4. Violations of this policy will result in a written reprimand from Council or the Executive Committee and there must be a cessation of any violations of this policy. Failure to cease offending activity will result in loss of privilege. Violations illegal by nature do not require written notice before action is taken.
5. Where activity is illegal by state and federal law, the activity must be referred to the local police or Maine state police as appropriate. Responsibility for this referral may be initiated by the church administrator, the Executive Committee or the IT Committee. All such referrals must be done in a timely manner and Council must be notified of such referrals.

*(continued next page)*

**INFORMATION REGARDING MAINE LAW:**

Pursuant to Maine Title 17-A, Chapter 18, Section 431, 432 and 433, accessing a computer or network without permission is a criminal violation of Maine statute

§432. Criminal invasion of computer privacy

1. A person is guilty of criminal invasion of computer privacy if the person intentionally accesses any computer resource knowing that the person is not authorized to do so.
2. Criminal invasion of computer privacy is a Class D crime.

§433. Aggravated criminal invasion of computer privacy

1. A person is guilty of aggravated criminal invasion of computer privacy if the person:
  - a. Intentionally makes an unauthorized copy of any computer program, computer software or computer information, knowing that the person is not authorized to do so;
  - b. Intentionally or knowingly damages any computer resource of another person, having no reasonable ground to believe that the person has the right to do so; or
  - c. Intentionally or knowingly introduces or allows the introduction of a computer virus into any computer resource, having no reasonable ground to believe that the person has the right to do so.

Aggravated criminal invasion of computer privacy is a Class C crime.

## The Unitarian Universalist Society of Bangor

<b>Policy Area:</b> Congregational Life	<b>Subject:</b> Respective(Right) Relations
<b>Title:</b> "Covenant of Respectful Relations"	<b>Policy Number:</b> 3-7
<input checked="" type="checkbox"/> <b>Policy</b> <input type="checkbox"/> <b>Procedure</b>	<input type="checkbox"/> <b>Guideline</b> <input type="checkbox"/> <b>Exhibit</b>
<b>Effective Date:</b> 12/2010	<b>Approved by:</b> Council
<b>Approved Date:</b>	<b>Revision Dates:</b> 7/1/2014

### Policy Statement:

#### Unitarian Universalist Society of Bangor Covenant of Respectful Relations

Our spiritual health and growth require our best efforts to maintain respectful relationships with each other, especially when we encounter conflicts among our members or with our minister or staff.

As a member of the Unitarian Universalist Society of Bangor, I covenant to do the following to the best of my ability:

1. I will treat others in our community with the same love and respect that I would like to receive.
2. I will listen to others with attention and empathy, recognizing that it is as important to understand as to be understood.
3. I will speak honestly and directly, with care and compassion.
4. I will honor the right of others to form and hold differing opinions.
5. I will speak directly with anyone with whom I have a concern.
6. I will focus on the present and the future, rather than on the past.
7. I will participate respectfully in all church meetings and activities. I realize that I may be asked to withdraw if I am disrespectful and/or disruptive.
8. I will keep an open mind and remain engaged in the process of seeking a resolution when conflict occurs by using UUSB's Conflict Resolution Policy and/or UUSB's Disruptive Behavior Policy.

## The Unitarian Universalist Society of Bangor

<b>Policy Area:</b> Congregational Life	<b>Subject:</b> Disruptive Behavior
<b>Title:</b> "Disruptive Behavior Policy"	<b>Policy Number:</b> 3-8
<b>X</b> <b>Policy</b> <b>Procedure</b>	<b>Guideline</b> <b>Exhibit</b>
<b>Effective Date:</b> 5/20/2012	<b>Approved by:</b> Council/Cong. Ann. Mtg.
<b>Approved Date:</b> 5/20/2012 (at Cong. Annual Mtg.)	<b>Revision Dates:</b>

### Policy Statement:

The policy named above and revealed in the following pages combines and replaces the UUSB "Internal Conflict Resolution Policy" and "Disruptive Behavior Policy" that were adopted July 2002 and reviewed March 2008.

To Drew

# **UUSB Disruptive Behavior and Internal Conflict Resolution Policy**

**May 2012**

**This policy combines and replaces the existing *UUSB Internal Conflict Resolution Policy* and *Disruptive Behavior Policy* that were adopted July 2002 and reviewed March 2008.**

**Adopted by UUSB Council and endorsed by UUSB Congregation  
May 20, 2012**



## **Assumptions About the UUSB Community:**

1. **We accept controversy in our community as inevitable and healthy.** We are guided by the principle that properly managed controversy among people in right relations with one another can be a positive force for creativity, growth and enrichment. Our task is to find appropriate ways to express and resolve our conflicts. So that conflicts, when they arise, are addressed with respect, compassion and honesty, we aim to:
  - Allow the necessary time to identify and discuss differences before making decisions
  - Listen to competing ideas with respect, tolerance and honest consideration
2. **We direct controversial communications through appropriate channels** when they are related to UUSB Church. To maintain Respectful Relations even in contentious settings, we covenant to:
  - Attempt to resolve interpersonal disputes or grievances directly and privately when feasible
  - Attempt to resolve non-personal controversies, e.g., on policies, programs or finances, through the relevant committee or established lines of communication
  - Follow established procedures for resolving personal conflict, and to abide by the outcomes of that process
3. **We strive to focus on issues and behaviors, not on people and personalities.** To avoid personalizing communications about issues, we covenant to:
  - Address the issues and points under review in our discussions and deliberations, avoiding assignment of blame
  - Use "I" statements to set a tone of presenting and sharing from our personal perspective, rather than attacking, criticizing, or projecting one's perspective on others
  - Consider the message on its merits, remembering that the message is about the matter at hand, not about the sender or receiver
4. **We work to maintain a safe and secure church environment,** which allows openness to a wide variety of individuals. In order to promote an environment of right relations in the presence of disruptive behavior, we covenant:
  - To confront interference or disruption at church functions with firmness and compassion;
  - To refer disruptive behavior that interferes with a church-related activity or event to appropriate authorities immediately.
  - To respond to disruptive or unacceptable behavior by speaking up and making boundaries clear, and by suggesting respectful alternatives;
  - To enlist whatever support or assistance may be required to bring behaviors into compliance with constructive social intercourse;
  - To hold to the highest priority to protect those who cannot protect themselves.

We promise to address issues that arise in our relationships with kindness, forgiveness and commitment to the common good. When issues are problems that can be solved, we will work actively to resolve them. When issues have no single, permanent solution, we will manage them in an effort to achieve balance and harmony. Our aim will always be to maintain our supportive and loving fellowship as the goal of Respectful Relations.

## **Covenant of Respectful Relations:**

Our spiritual health and growth require our best efforts to maintain respectful relationships with each other, especially when we encounter conflicts among our members or with our minister or staff.

As a member of the Unitarian Universalist Society of Bangor, to the best of my ability, I covenant to :

- Treat others in our community with the same love and respect that I would like to receive
- Listen to others with attention and empathy, recognizing that it is as important to understand as to be understood
- Speak honestly and directly, with care and compassion
- Honor the right of others to form and hold differing opinions
- Within the boundaries of my safety, speak directly with anyone with whom I have a concern
- Focus on the present and the future, rather than on the past
- Participate respectfully in all church meetings and activities; if I am disrespectful or disruptive I may be asked to withdraw
- Respect myself and voice concerns if I have fears for my own or others well being or safety
- Keep an open mind and remain engaged in the process of seeking resolution when conflict occurs by using UUSB's Disruptive Behavior and Internal Conflict Resolution Policy

## **Conflict Resolution Team (CRT):**

The CRT will be a standing committee of at least three members appointed by the Minister, Council, and Committee on Ministry. Members will be selected for their mediation skills and knowledge of various aspects of church functioning. Members serve on an "as needed" basis.

CRT members will receive training that is paid for from an expense line identified in the annual budget. Members will excuse themselves from any conflict for which they have an inherent bias based on the individuals or the topics involved. Additional members may be recruited, if necessary.

A single CRT member, the entire CRT, or any combination thereof, can be employed in seeking conflict resolution. The CRT will report to the Council on the nature and outcomes of all conflicts for which they are called into service. The CRT will determine a record-keeping format that provides an abstract of events while allowing for privacy considerations.

The CRT is empowered to make recommendations, develop behavior contracts, and assign judgments. They are not limited to achieving compromises; when they believe that a situation exists where behaviors are harmful to the church or to individuals, or not expressive of our collective values, they can recommend:

- a. Counseling
- b. Limits to participation in church life
- c. Other behavior changing strategies

Should one or both parties refuse to participate in the conflict resolution process, the behavior remains unchanged, or the CRT believes the behavior is a threat to the church or individuals, the matter will be referred to the Council for consideration.

## Severity of the Disruptive Behavior or Conflict will be Considered in

### Determining a Course of Action:

- Some situations will require immediate action by church leaders
- **Repeated disruptive behavior or ongoing, unresolved conflict** can result in an increase in the perceived severity of the situation
- **Complaints of physical and sexual abuse** require UUSB personnel to report according to Chapter 1071: Child And Family Services And Child Protection Act:
  - Subchapter 2: Reporting of Abuse or Neglect **Maine Mandated Reporting:**
  - (21) Child care personnel;
  - (23) A clergy member acquiring the information as a result of clerical professional work except for information received during confidential communications;
  - C. Any person affiliated with a church or religious institution who serves in an administrative capacity or has otherwise assumed a position of trust or responsibility to the members of that church or religious institution, while acting in that capacity, regardless of whether the person receives compensation.
- **Illegal activity**, including but not limited to: theft, drug use, unauthorized access, misuse of church property, and fiscal malfeasance; these activities will be referred to local authorities
- **Behavior that threatens physical safety of the church or its community**
- **Activities that result in emotional or spiritual distress for congregants**
- **Disruptive behavior that interrupts community services or activities, including meetings**

### Dealing with Disruptive Behavior or Conflict that Requires Immediate Action:

There will arise times when immediate action is required to deal with disruptive behavior or resolve conflict. The Minister, Council member, CRT member, or Church employee will respond according to their best judgment. If none of these individuals is present, any church member may exercise their best judgment as long as such action does not violate Maine State or Federal law.

#### Steps in taking immediate action:

- Whenever possible, those present will address disruptive behavior or conflict immediately; the person or persons involved will be asked to participate respectfully
- If the behavior or conflict continues, the individual will be asked to leave the premises; the request for withdrawal may be made by the Chair of the meeting, a member of Council or CRT, or the Minister
- If the person does not leave on their own, they will be escorted from the building
- If the person refuses to be escorted from the building, the police will be called
- If they are not present, the Minister or Committee on Ministry should be informed of the situation as soon as possible

If such action is undertaken when the Minister and Chair of Council are not present, they must be notified as soon as possible. The Minister and Council will determine what further action should be taken.

### Dealing with Disruptive Behavior or Resolving Conflict Using an Informal Process:

It is preferred that parties use the Covenant of Respectful Relations in an informal process to deal with disruptive behavior or resolve conflict. This informal process should be used **up to the point** where people

*feel that their health and mental well being are being jeopardized. Each of us has a responsibility to foster*

to foster

a community of Respectful Relations. We each hold responsibility to care for ourselves, our fellow community members, and our church community.

### **Steps in the disruptive behavior or conflict resolution informal process are:**

1. Talk directly with the person who is being disruptive or with whom you have the conflict. As you talk, consider:
  - a. Your role in the situation. Why is this matter important to you? Do some soul searching. Don't do anything with anonymity. Write down your thoughts to help you gain clarity.
  - b. Own your issue; anonymous complaints are not acceptable.
  - c. Get a reality check from a trusted third party. Compare your perceptions. Did they see it or hear it in the same way? Based on your telling of events and your feelings about it, would they feel the same way?
  - d. Agree on a mutually acceptable time and place to talk in private and as soon as possible after the conflict arose.
  - e. Use "I" statements such as "I feel..." rather than "You did..."; use active listening.
2. Any party in the situation may ask an intermediary or advocate to help them because of the nature of the disruption or conflict, or concerns about safety; this does not negate the need to talk directly to the person.
  - a. Intermediaries or advocates could be the minister, a member of the Committee on Ministry, a member of Council, or a church member.
  - b. Recognize that an imbalance of power among parties may exist and needs to be addressed.
3. Any party in the situation may incorporate a mediator or facilitator to help address the disruption or conflict to support good communication or address safety issues.
  - a. Mediators or facilitators could be the Minister, a member of the Committee on Ministry, a member of the Council, or another person skilled in mediation or facilitation.
  - b. Should none of these be suitable, because of a conflict of interest among the parties, an outside mediator or facilitator may be available with the approval of the Minister, the Executive Committee or Council.
4. Failure of this informal process to resolve the conflict may result in a formal process, especially if the disruptive behavior or conflict affects the entire congregation.

NOTE: If the conflict is about how a person is performing a job, whether paid staff or a volunteer, address the concern with their supervisor so that individuals are not being "supervised" from all sides.

We recognize that there are circumstances when disruptive behavior or conflict cannot be resolved using this informal process and it will become a church responsibility to help resolve the conflict through the formal process.

### **Dealing with Conflict Using a Formal Process:**

The formal process will be invoked if one or more of these situations exist:

1. There is a real or perceived threat
2. Use of the informal process has failed
3. A written complaint is received
4. The situation affects the congregation, church leadership, committee operation, or church function

Written complaints must be delivered to at least one of:

1. Minister

2. Committee on Ministry
3. Executive Committee

Conflict of Interest:

If a complaint involves all or a majority of Council, CRT, Committee on Ministry, and the Minister, then outside mediation will be sought.

**Steps in the conflict resolution formal process are:**

1. Minister or Council contacts the Conflict Resolution Team (CRT)
2. CRT conducts a fact finding process, typically within 30 days, that includes:
  - a. Contacting the person against whom a complaint has been filed and informing them of the issues
  - b. Contacting people involved in the issue to determine additional facts or relevant information
  - c. Making assessment to determine:
    - i. There aren't sufficient facts or cause to proceed; notify the complainant
    - ii. Sufficient facts are found; work in conjunction with the parties to resolve according to this policy
    - iii. Report resolution or non-resolution to Council in writing; entered outcome into the church records
3. If CRT is unable to resolve the issue within 30 days:
  - a. CRT can request an extension, not to exceed an additional 30 days
  - b. If an extension is not requested or granted, the issue will return to Council
  - c. Council will review the situation and fact finding; determine whether or not to take further action
  - d. If further action is needed, Council or the Minister will refer the issue to outside mediation
4. If the CRT concludes that there should be further action:
  - a. CRT submits their recommendations to Council
  - b. Council takes action as they deem appropriate, including but not limited to these options:
    - i. Endorse and implement the committee's recommendations
    - ii. Solicit assistance from the UUA
    - iii. Set its own recommendations and require the recommended behavior
    - iv. Take action to exclude a person from attending for a period of time based on a refusal to honor our church covenant
    - v. By a two-thirds majority, can exclude a person from the church and its premises and remove their name from church membership
    - vi. Specify conditions for returning as a welcomed member of our community and set criteria for evaluation of compliance; assent by a two-thirds majority of Council will be required for return to the community
    - vii. Call a congregational meeting to address the conflict with the collective compassion and shared wisdom of the entire body

We hope that most conflicts can and will be resolved by effort on the part of individuals to live our covenant and Principles and approach the individual with whom they are having a conflict directly. We anticipate that these later steps will be necessary only when behaviors are seen to be dangerous (threatening to people or property), disruptive (interfering with essential church functions), or image tarnishing (driving people away). We further anticipate that all who participate in the process will use the Unitarian Universalist Principles and Purposes to inform their own actions and will treat everyone with compassion and dignity. Finally, when no resolution is possible, concern for the well-being, openness, safety, and stability of the congregation as a whole will be given priority over the feelings or actions of any individual

## Dealing with Disruptive Behavior Using a Formal Process:

Instances of disruptive behavior will be addressed as they arise. There will be no attempt to define "acceptable" behavior in advance. Each situation will be evaluated on its own merits.

### Steps in the disruptive behavior formal process are:

1. The CRT and Council will gather as much relevant information as available before acting
2. At least two members of the CRT or Council will jointly contact the person whose behavior is in question to get his or her point of view about the situation
3. Evaluation of the situation will consider:
  - a. **Possible danger** – Is the individual's behavior the source of real or perceived threat to persons or property?
  - b. **Disruptiveness** – To what degree does the behavior in question interfere with church functions, activities, or mission?
  - c. **Offensiveness** – How likely is it that the behavior in question is offensive to current or prospective members and friends? Is there likelihood that current or prospective members and friends will be driven away?
4. In determining the response to the behavior in question, the committee will consider factors giving rise to the situation, such as the person's history within the church and other local community institutions, and how likely it is that the person in question can alter the problematic behavior to avoid future situations that might imperil the sense of safety in the church community
5. The CRT will inform the Minister, Council, and the Committee on Ministry of its recommendations **before** acting. Any of these levels of response can be recommended:
  - a. **Level One** – The CRT decide that no action is warranted
  - b. **Level Two** – The Minister and a CRT member meet with the offending individual to communicate the concerns and present a contract stating clearly defined parameters of behavior to be signed by the individual. If such a contract can not be agreed upon, Level Four may be enacted immediately.
  - c. **Level Three** – The offending individual will be excluded from the church or specific church activities for a designated period of time. The reasons for exclusion and the conditions of return will be made clear in a letter to the individual and given to the individual by the Minister and one member of CRT.
  - d. **Level Four** – Council must vote to enact this level of response. The offending individual will be excluded from the church premises and all church activities permanently. Council Chair will send a letter, return receipt requested, to the individual explaining the expulsion and providing a contact person if the individual wants to address possible recourse.
6. Action taken by the CRT in Levels Two and Three may be appealed by the individual to the Church Council. There is no appeal of Level Four within this policy.

## **Preamble:**

In agreement with the UUA principles, we promote the free and responsible search for truth and meaning. We encourage the use of the democratic process, both within and outside of our church. The Unitarian Universalist Society of Bangor (UUSB) encourages the open exchange of opinions among all individuals. At the same time, we do our best to provide a safe environment where openness can exist. Real or perceived threats to the physical, emotional, or spiritual well-being of members and friends must be addressed firmly and promptly. We must have the freedom to express our beliefs in safety

## **Definitions:**

**Disruptive behavior** is any action that creates concern for the physical or emotional safety of children or adults. Disruptive behavior includes actions that disturb church activities or weaken UUSB's ability to serve current and future members. Disruptive behavior can happen within the church buildings, on the church grounds, or at church-sponsored events at other locations.

**Respectful Behavior** aligns with our ethical, moral and spiritual traditions. We value and respect each other. UUSB members and friends will work comprehensively and collaboratively to support sensitive and ;respectful caring and consideration of all.

## **Confidentiality versus Anonymity**

- *Anonymous complaints* that are not attributed to person or group will not be accepted
- *Confidentiality* refers to not disclosing the complainant's name except to those assigned to resolving the complaint, such as Council, CRT, Committee on Ministry, and the Minister
- Confidentiality will be respected based on emotional and safety concerns for the complainant if those handling the complaint deems it appropriate
- Confidentiality will be honored during the fact-finding period, as needed; following such a period the complainant's confidentiality will be honored, the complainant can withdraw the complaint, or the identity of the complainant will no longer be kept in confidence

## The Unitarian Universalist Society of Bangor

<b>Policy Area:</b> Congregational Life	<b>Subject:</b> Endorsements etc.
<b>Title:</b> “Policy on Endorsements, Coalitions and Resolutions”	<b>Policy Number:</b> 3-9
<u> X </u> <b>Policy</b> <u>    </u> <b>Procedure</b>	<u>    </u> <b>Guideline</b> <u>    </u> <b>Exhibit</b>
<b>Effective Date:</b> 6/16/2017	<b>Approved by:</b> Council
<b>Approved Date:</b>	<b>Revision Dates:</b>

### **Policy Statement:**

The purpose of the Policy on Endorsements, Coalitions and Resolutions is to provide clear guidance for decision-making in these three areas. The policy strives to ensure an inclusive process and empower our congregation to stand witness to living our principles and help define who we are as a congregation.

As a faith community, we know that how an issue is processed can be as important as the issue itself. Effective review, discussion, evaluation and assimilation of a resolution may take several months and lead to action for justice and a strengthening of congregational identity and community. Equally, issues can be divisive if a healthy process is not taken into account.

### **Section I: Definitions**

1. Endorsements – The approval or sanction by a committee of UUSB or the congregation of UUSB of an external organization and its activities.

Example: Endorsing legislation in support of transgender rights.

2. Coalition – An alliance between a committee of UUSB or the congregation of UUSB and another group with whom we cooperate in a joint action or actions to support our mutual self-interests.

Example: Our coalition with Faith Linking in Action (FLIA).

3. Resolution – A formal expression of an opinion or an intention to take a stand on a political or social issue as a congregation.

Example: Taking a stand as a congregation in opposition to Guantanamo Bay.

The publication of a list of organizations with whom UUSB has established a coalition or that UUSB has endorsed, shall be communicated to the congregation to inform members and to give them an opportunity to understand the issue in terms of UU principles and values. Committees that make endorsements or form coalitions are obligated to communicate such action to the congregation.

### **Section II: Endorsements and Coalitions:**

1. Any UUSB committee has authority and responsibility to endorse external organizations and their activities, and to form a coalition with external organizations on its own behalf, but not on behalf of UUSB as a whole. Committees should arrive at such decisions following full and open discussion guided by UU principles and our UUSB mission statement. (See Addendum: Guidelines for the Creation of a Resolution)

*(continued next page)*



2. If a committee believes an endorsement or coalition would be better served by broader congregational support, or if joining a coalition has budgetary implications for the congregation, the committee will request approval from Church Council to recommend the endorsement or coalition to the congregation for a vote at a duly called congregational meeting. The process for advancing an endorsement or a coalition to the congregation should proceed as for a resolution. (See Section III)
3. As a ministerial professional, the UUSB minister may take personal public stands on political and social issues. However, he/she must do so with great sensitivity when speaking as a minister of UUSB. The minister will strive to let the congregation know ahead of time if he/she intends to take a public stand on a social issue. It is strongly suggested that all UUSB ministers who speak in public attempt to ground their words in UUSB or UUA principles.
4. No endorsement may support or criticize a candidate for public office or any political party.

### **Section III: Resolutions**

1. Draft resolutions may be written by an individual or group.
2. Resolutions may be initiated by any individual UUSB member, committee or by the Church Council. Resolutions should be in alignment with our UU principles and our UUSB mission statement.
3. A resolution represents the highest level of commitment on the part of the congregation. All proposed resolutions are subject to recommendation by the Church Council to the congregation for approval at a duly called meeting of the congregation. Approval of a resolution shall require a consensus. Consensus is defined here, as the consent of the entire congregation.

Examples: Support of Same Sex Marriage, Standing Rock.

4. **Public commentary on resolutions should state that resolutions are a reflection of the consensus of the UUSB congregation.**
5. Because of their level of importance, resolutions should be presented for vote infrequently and should be reserved for issues of significant commitment on the part of the congregation.

### **Addendum: Guidelines for the Creation of a Resolution**

1. Ground the resolution in Unitarian Universalist principles.
2. Research General Assembly Statements of Conscience and resolutions, UU history and writings.
3. When possible, seek the opinion of the leaders from communities affected by the issue.  
Examples: people of \_\_\_\_\_ color, LGBTQ, low-income communities, etc.
4. Create a draft resolution that includes a clear statement of the congregation's position on an issue and spelling out specific actions that the congregation commits to in furtherance of that position. The resolution is not an end. It is the means to deepening our work in this particular area.

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5. Share the draft resolution with others who are interested in the topic.
6. Consider feedback and re-write the resolution as needed.
7. Present the resolution to the Church Council.
8. Schedule a presentation of the resolution to the congregation with opportunity for discussion as per Section III, Paragraph 3.
9. Endorsements, coalitions, and resolutions will be reviewed yearly by Church Council to check ongoing action and commitment.
10. Dissolution of any endorsement, coalition, and resolution requires a reversal of the creation process.

## The Unitarian Universalist Society of Bangor

<b>Policy Area:</b> Congregational Life	<b>Subject:</b> Member Events
<b>Title:</b> "Member Events Policy"	<b>Policy Number:</b> 3-10
<input checked="" type="checkbox"/> <b>Policy</b> <input checked="" type="checkbox"/> <b>Procedure</b>	<input type="checkbox"/> <b>Guideline</b> <input type="checkbox"/> <b>Exhibit</b>
<b>Effective Date:</b> 1/14/2015	<b>Approved by:</b> Council
<b>Approved Date:</b> 1/14/2015	<b>Revision Dates</b>

### Policy Statement:

In the spirit of fellowship and community support, members of UUSB will be allowed to use the building free of charge to celebrate their life events. These events will be called "Member Events", and they will be considered church events. The following guidelines will be set forth for all such Member Events:

- Member Events are intended to be occasional life events which celebrate major milestones to include, but not limited to the following: weddings, dedications, memorials, receptions, coming of ages, birthdays, anniversaries, retirements, and significant accomplishments (i.e. CD release parties, art shows, book release parties, receiving an award, etc.)
- Member Events must be primarily for the purpose of celebration and not primarily for profit. So as to not violate the IRS prohibition against private benefit and jeopardize UUSB's tax-exempt status as a church, events may only have incidental income and no admission fees will be required for entrance to the events.
- Members who use church space in this way will be encouraged to give a donation to support the church and help to offset the cost of the utilities, especially during the winter heating season.
- Member Events will only be available as the schedule allows and will take the lowest priority in scheduling. The council is responsible for all activities at the church and will be made aware of all such requests. To accommodate UUSB scheduling, no member event except weddings, receptions, and memorials will be scheduled more than three months in advance.
- During the event, the member, or another designated member of UUSB acting on their behalf, must be present at all times and is responsible for insuring they have access to the building.
- At the end of the Member Event, the member will ensure the building is secured and left in the same state of repair and cleanliness as before the event. No food or disposable dinnerware owned by the church may be used during member events. If the building is not left clean, the member will be assessed the cleaning fee and may be barred from reserving the church for future events for a certain length of time.
- The member must also ensure guests respect church policies and stay only in the reserved parts of the building. ☒ There will be a maximum of one event per family per year with the exception of religious ceremonies, such as weddings and memorials.

Supporting Governing Documents UUSB – By-Laws – Article 2.D

"To form a community of mutual concern, serving the needs of its members and providing opportunities for personal growth and fulfillment."

UUSB – 2012 Strategic Plan – Vision "Nurture our spiritual community by engaging in:

- Creating a sense of place and belonging
- Connecting across, among, and within generations
- Extending radical hospitality to all
- Giving generously of our time, financial resources, and talents."

## The Unitarian Universalist Society of Bangor

<b>Policy Area:</b> Congregational Life	<b>Subject:</b> Membership Reporting
<b>Title:</b> "Policy Regarding Membership Number Reported for Certification for General Assembly" (Delegate designation)	<b>Policy Number:</b> 3-11
<input checked="" type="checkbox"/> <b>Policy</b> <input type="checkbox"/> <b>Procedure</b>	<input type="checkbox"/> <b>Guideline</b> <input type="checkbox"/> <b>Exhibit</b>
<b>Effective Date:</b> 1/1/2001	<b>Approved by:</b> UUA Board of Trustees & adopted by UUSB Council
<b>Approved Date:</b>	<b>Revision Dates:</b> 4/1/2004

**Preface Statement:** UUA IT/Data Services Dept. confirmed the creation of a UUA account for UUSB: congregation #3818 (password "church") on 12/5/2003. This is needed to sign into the UUA website and do congregational updates and certifications.

### Policy Statement:

Delegates to General Assembly from certified member congregations are calculated on the basis of the number submitted on the *UUA Annual Report and Certification of Membership*, to be returned to the Association no later than February 1<sup>st</sup> preceding General Assembly. *UUA Rules* require that "a minister or principle officer of the member congregation" sign the Annual Report (Section C-3.5.1)

The membership number reported is also used to calculate the requested annual contribution from a member congregation to the Association in the next fiscal year, beginning July 1<sup>st</sup>. Additionally, districts use that number to calculate their requested contributions for the next fiscal year.

- 1) It is the policy of the UUA Board of Trustees that the membership number of a congregation certified for General Assembly representation by the February 1<sup>st</sup> deadline may not be changed by the congregation between February 1<sup>st</sup> and July 1<sup>st</sup>. Any requests for an exception to the above shall be submitted to the Secretary of the UUA Board of Trustees for review and response, in consultation with the Executive Vice-President if deemed appropriate.
- 2) If a congregation is not officially certified for General Assembly because it failed to return the required Annual Report by the deadline, it may update its membership number and any other data anytime between February 1<sup>st</sup> and July 1<sup>st</sup>.
- 3) After July 1<sup>st</sup>, the president of a congregation may ask for a change in the membership number reported the preceding February 1<sup>st</sup>. The request, including the revised membership number as well as the congregation's intention to make the full requested annual contribution to both the Association and the district, should be submitted in writing (email or letter) to the Annual Program Fund Director.
- 4) Assuming the congregation agrees to contribute the full requested annual amount to both the Association and the district, the Annual Program Fund Director will change the membership number; recalculate the requested contribution; and notify the congregation, the district and any other staff at the Association who need to be advised of the change.

## The Unitarian Universalist Society of Bangor

<b>Policy Area:</b> Congregational Life	<b>Subject:</b> Church Newsletter
<b>Title:</b> "Newsletter Policy"	<b>Policy Number:</b> 3-12
<input checked="" type="checkbox"/> <b>Policy</b> <input checked="" type="checkbox"/> <b>Procedure</b>	<input checked="" type="checkbox"/> <b>Guideline</b> <input type="checkbox"/> <b>Exhibit</b>
<b>Effective Date:</b> 1/1/2003	<b>Approved by:</b> Council
<b>Approved Date:</b>	<b>Revision Dates:</b> 9/1/2017 (pending)

### Policy Statement:

It is the aim of the "Chalice & Chimes" newsletter to provide information about the UUSB activities to members and friends, keeping in mind the entire intended audience, including current and potential visitors. ~~Unfortunately, due to the increasing cost to produce the "Chalice & Chimes" newsletter, the following "newsletter policy" was created.~~

The "Chalice & Chimes" will be ~~no more than eight (8) pages long~~, published ten (10) times a year, with no newsletter in the months of July and August.

All newsletter items must be turned into the church office by the ~~14<sup>th</sup>~~ 20<sup>th</sup> of each month (*except June and July*). All items submitted after the ~~14<sup>th</sup>~~ 20<sup>th</sup> of the month will be including in the following month's newsletter if appropriate to do so.

All submissions must be complete and finished articles that will be inputted electronically with no rewrite and very little editing. Exception: *Neatly handwritten or double-spaced typed articles will be accepted from those members who do not have access to a computer.*

Since the "Chalice & Chimes" is published on the web, accessible to scrutiny from the entire world, it is advisable that the newsletter be edited with an eye toward protecting the privacy of those served by the congregation.

UUA Guidelines for newsletter excellence are taken into consideration with regard to preferred formatting, font styles, typeface, etc. Likewise, the "Chalice & Chimes" will adhere to their first page recommendations to include the following:

- Newsletter name and Congregation name;
- Address with zip code, phone number with area code;
- Congregation logo or picture;
- Date of publication;
- Worship service times;
- Name(s) of Minister and/or staff, or key contact people within the congregation;
- Office hours;
- E-mail addresses;
- Web page addresses.

*(continued next page)*

~~After the allotted eight (8) pages have been filled, In order of priority, the remainder of articles will be copied and placed in the display case in the entryway of the sanctuary (entitled, "Chalice & Chimes Extra").~~ space and emphasis in the newsletter will be allocated according to the following priorities:

- Information about Sunday services;
- The church calendar;
- Communications from and information about the Minister;
- Communications from and information about the Council;
- Communications from and information about the Religious Education Director;
- Communications from and information about Church Committees and Small-Group Ministries;
- *(From time to time, the Minister, the Council, and the R.E. Director may invite a guest columnist in their space);*
- Information about church functions, e.g., annual canvass and dinner, auction, special congregational meetings, annual retreat, annual meeting, summer picnic, etc.
- News of church members and friends and/or announcements of members' special needs;
- District and denominational news;
- Community news and announcements of activities of organizations of particular interest to the church or its members, and
- Freeform contributions, Editorial Comments, short poems, jokes, Letters to the Editor, and cartoons.

The Editor is granted the right to edit materials submitted for the following reasons:

- Restricted text due to space limitations;
- Correcting incorrect grammar or spelling;
- Improving readability;
- Deleting unacceptable passages as long as the essential message is not changed;
- Avoiding advertising *(the newsletter may not be used by any person, committee or group to raise funds for non-budgeted items)*, and
- To refuse material that does not abide by the following "Editorial Policy":  
"Articles submitted for publication in the "Chalice & Chimes" must strive to include, in an unbiased way, only that information that is consistent with the Unitarian Universalist faith. Articles should deal with issues of a spiritual nature meant to inspire, encourage, educate, or inform. Although every effort will be made to be inclusive, the Editor reserves the right to determine which articles are accepted for publication. The Editor has the right to edit for space, availability, libelous remarks, or unwarranted personal attacks".

~~The preceding "Editorial Policy" will be published appear in the margin of the second page of each~~ issue of the "Chalice & Chimes" newsletter.

Any questions or problems concerning the newsletter should be addressed to the Council members.

## The Unitarian Universalist Society of Bangor

<b>Policy Area:</b> Congregational Life	<b>Subject:</b> Public Issues
<b>Title:</b> "Public Issues Policy"	<b>Policy Number:</b> 3-13
<input checked="" type="checkbox"/> <b>Policy</b> <input checked="" type="checkbox"/> <b>Procedure</b>	<input type="checkbox"/> <b>Guideline</b> <input type="checkbox"/> <b>Exhibit</b>
<b>Effective Date:</b> 2/1/2006	<b>Approved by:</b> Council
<b>Approved Date:</b> 2/1/2006	<b>Revision Dates:</b>

**Policy Statement:** *(Last reviewed 2014)*

May it be resolved that when the UUSB takes a stand on a public issue, it will publicize its position. It will consider various means, including contacting the media, testifying at hearings, participating in marches and rallies, and displaying banners and signs on church property.

Council is the responsible party to designate who may speak on behalf of the Society.

When UUSB decides to display banners or signs, consideration will be given to visibility and security. The Building and Grounds Committee will be responsible for installation and removal.

The UUSB affirms its objective of proclaiming its positions on issues in accordance with the will of the congregation.

## The Unitarian Universalist Society of Bangor

<b>Policy Area:</b> Congregational Life	<b>Subject:</b> Smoking
<b>Title:</b> "Smoking Policy"	<b>Policy Number:</b> 3-14
<b><u>X</u> Policy</b> <b>___ Procedure</b>	<b>___ Guideline</b> <b>___ Exhibit</b>
<b>Effective Date:</b> 12/2/2007	<b>Approved by:</b> Council
<b>Approved Date:</b>	<b>Revision Dates:</b>

### Policy Statement:

Smoking is not allowed in the building and must be confined to 25 feet from the building. Copies of this policy shall be given to all rental groups.



## The Unitarian Universalist Society of Bangor

<b>Policy Area:</b> Congregational Life	<b>Subject:</b> Solicitation
<b>Title:</b> "Solicitation on Church Property Policy"	<b>Policy Number:</b> 3-15
<input checked="" type="checkbox"/> <b>Policy</b> <input type="checkbox"/> <b>Procedure</b>	<input type="checkbox"/> <b>Guideline</b> <input type="checkbox"/> <b>Exhibit</b>
<b>Effective Date:</b> 12/1/2013	<b>Approved by:</b> Council
<b>Approved Date:</b>	<b>Revision Dates:</b>

**Policy Statement:** *(Last reviewed 2014)*

**APPLICABILITY** This policy governs the following activities ("solicitations") on UUSB premises by outside groups: (a) soliciting donations of money, goods, or services and (b) selling goods or services. This policy does not apply to rentals.

**PURPOSE:** The purpose of this policy is to give members and friends of the church the opportunity to support the church and various non-profit organizations and to purchase goods and services relating to a church program that are of interest to them. At the same time, we do not want members and friends to feel pressured into donating or purchasing items or to make the church into a marketplace.

**POLICY:**

Permitted Solicitations. The following solicitations are allowed:

- A. If the proceeds will be allocated to support UUSB and its programs.
- B. If the proceeds will be allocated to an outside non-profit organization whose missions are specifically supported by one of the church's councils, committees, or an affiliated organization such as UUSB RE Youth.
- C. If the seller is a speaker or performer, specifically invited by the church as part of a worship service or special event, who wishes to sell their printed or recorded materials.

Prohibited Solicitations. The following solicitations are not allowed:

- A. If any part of the proceeds will go to any political candidate or political party organization.
- B. Unapproved solicitors will be asked to cease and desist by council.

**PROCEDURE:**

- A. The chair or leader of the group should request permission from the Executive Committee for any solicitations.
- B. Executive Committee will make a decision and inform the chair or leader of the group of their final decision.
- C. The chair or leader of the group sponsoring the solicitation is responsible to ensure the solicitation is in accordance with this policy. The Executive Committee will inform requester of final decision. Questions regarding interpretation or application of this policy should be directed to UUSB Executive Committee.
- D. The chair or leader of the group requesting the opportunity to solicit must provide a detailed description of the solicitation to the Church Administrator with enough advance time that UUSB Executive Committee can make a determination during its regularly scheduled monthly meeting.
- E. The group sponsoring the solicitation will be responsible for set up and clean up and reimbursing the church for any maintenance required as a result of their solicitation. The location of the solicitation and description of the signage will be pre-approved by UUSB Executive Committee. Solicitors will not be allowed to approach members and friends to ask for donations or to purchase products.

## The Unitarian Universalist Society of Bangor

<b>Policy Area:</b> Congregational Life	<b>Subject:</b> Selling/Loaning church property
<b>Title:</b> "Selling & Loaning Items of Historical Significance to the UUSB"	<b>Policy Number:</b> 3-16
<input checked="" type="checkbox"/> <b>Policy</b> <input type="checkbox"/> <b>Procedure</b>	<input type="checkbox"/> <b>Guideline</b> <input type="checkbox"/> <b>Exhibit</b>
<b>Effective Date:</b> Jan. 2012	<b>Approved by:</b> Council
<b>Approved Date:</b> Jan. 2012	<b>Revision Dates:</b>

### Policy Statement:

In the interest of preserving our UU history, nothing of probable historical significance will be sold without first conferring with members of the Archive Committee and without the consent of the Council. The decision to loan items of historical value can be made by the Minister, the Council or members of the Archives Committee. The length of the loan will be determined and recorded prior to the loan. Items of historical significance include, but are not limited to, religious icons, documents, paintings, photographs, and furniture.

## The Unitarian Universalist Society of Bangor

<b>Policy Area:</b> Ministry & Worship	<b>Subject:</b> Small Group Ministry
<b>Title:</b> "Guidelines for Small Group (Affinity) Ministry"	<b>Policy Number:</b> 4-1
<input type="checkbox"/> <b>Policy</b> <input type="checkbox"/> <b>Procedure</b>	<input checked="" type="checkbox"/> <b>Guideline</b> <input type="checkbox"/> <b>Exhibit</b>
<b>Effective Date:</b> 12/9/2001	<b>Approved by:</b> Council
<b>Approved Date:</b> 12/9/2001	<b>Revision Dates:</b>

### Guidelines

For Small Group Ministry at The Unitarian Universalist Society of Bangor

These Guidelines, as adopted by the Council, were created to assure the success of the Small Group Ministry Affinity groups at the U.U. Society of Bangor.

- Small groups will be open to newcomers. Changes in group membership will be considered on an individual basis by the minister, facilitators and group members.
- With the assistance of the minister and facilitators, individuals may choose the group which best suits their need..
- Members of a group are expected to attend regularly, recognizing that commitment and presence are vital to each group's effectiveness. If a member is unable to attend he or she is expected to let the facilitator know in advance.
- Anyone who leaves a group is expected to attend a final session to say good bye to the group and to allow group time for closure.
- Groups may organize around a particular affinity ( Christianity, Buddhism, Judaism, Parenting, etc.) or a group may form with no commonality as sufficient numbers and facilitators allow.
- An effort will be made to keep group membership at no less than 6 and no more than 10.
- Groups will follow a regular agenda with the following suggested elements: opening, check in, discussion /reflection, review of the meeting and closing. Individual groups may vary format as agreed upon by the group.
- Each group will have a designated trained facilitator who will meet monthly with the minister for supervision and feedback as well as meeting with his/her small group.
- Groups will meet a minimum of once a month, more often is recommended.
- Groups will meet in member's homes whenever possible. Unitarian Universalist Society of Bangor etiquette will be maintained, meaning respect for individuals and property; no alcohol, smoking or drugs.
- Meetings will normally be one and a half to two hours in length, beginning and ending at times agreed upon by the group.

## The Unitarian Universalist Society of Bangor

<b>Policy Area:</b> Ministry & Worship	<b>Subject:</b> Lay Coord. position
<b>Title:</b> "Lay Coordinator Responsibilities"	<b>Policy Number:</b> 4-2
<input type="checkbox"/> <b>Policy</b> <input checked="" type="checkbox"/> <b>Procedure</b>	<input checked="" type="checkbox"/> <b>Guideline</b> <input type="checkbox"/> <b>Exhibit</b>
<b>Effective Date:</b> 11/27/2007	<b>Approved by:</b> Council
<b>Approved Date:</b>	<b>Revision Dates:</b> 4/16/2010

UUSB Lay Coordinator Responsibilities when **our minister** is leading the service

### **One week before the service:**

1. Check with the minister to see if there are any special instructions about set-up.

### **On the day of the service:**

1. Arrive at church by 9:15 at the latest and unlock it as needed.
2. Place parking cones (kept behind coat rack in the Dorothy) at curb.
3. Turn on the microphones and mixer as per instructions.
4. Turn on lights and overhead fans and open windows as appropriate.
5. Lay out the children's rug and make certain there is a chair for the person doing the story for all ages.
6. Replace altar candles if they are less than 6" tall.
7. Bring out candles and sand tray for joys and concerns and 5 offering plates.
8. Get the chalice from the closet and place it in the sanctuary. Make certain wick is up and there is enough oil. Position wick in the lighter so it is ready to use.
9. Put two glasses of water on the pulpit (for the minister and the worship associate).
10. Put up numbers for hymns. Numbers are in grey metal box below hymn board.
11. If teal hymnals will be used, get them out from room behind choir and distribute.
12. Appoint collectors to help with the offering, and assign them areas to cover.
13. Appoint a chalice lighter, usually a child. Write her or his name on a card and give to minister.
14. Light altar candles and arrange flowers. Step back and see if it all "looks right".
15. Get audio enhancers for people who request them.
16. Ring the bell at 5 minutes before the hour of worship to call folks to the sanctuary.
17. Place floor microphone so that announcements can be made. Say "Good morning. Welcome to the Unitarian Universalist Society of Bangor. I am \_\_\_\_\_ and I am the Lay Coordinator today. We will now have a time for some brief church related announcements."

### **Immediately after the service:**

1. Clean out the sand tray and add more sand from vestry closet if necessary.
2. Put the chalice, sand tray, candles and collection plates back in the closet and lock it.
3. Put out the altar candles. Replace if they are less than 6" long.
4. Turn off sound system and make sure all audio enhancers are off and charging.
5. Turn off lights and fans and close windows.
6. Roll up rug and put it under a pew at the back of the sanctuary.
7. If teal hymnals were used, collect from pews (except choir area) and return to box in choir closet.
8. Gather up glasses and bring them to the kitchen.
9. Collect cones and return to the Dorothy Memorial.
10. Make sure when you leave that the doors are locked and the security system is armed OR tell someone from the group that is staying that you are leaving and give them responsibility for locking up and arming the system.

## The Unitarian Universalist Society of Bangor

<b>Policy Area:</b> Ministry & Worship	<b>Subject:</b> Worship Cmte Chair
<b>Title:</b> "Worship Committee Chair Responsibilities"	<b>Policy Number:</b> 4-3
<input type="checkbox"/> <b>Policy</b> <input checked="" type="checkbox"/> <b>Procedure</b>	<input checked="" type="checkbox"/> <b>Guideline</b> <input type="checkbox"/> <b>Exhibit</b>
<b>Effective Date:</b> 12/2/2007	<b>Approved by:</b> Council
<b>Approved Date:</b>	<b>Revision Dates:</b>

### Worship Committee Chair Responsibilities

Prepare meeting agenda and chair meeting.  
 Agenda should include selecting lay coordinators for two months so that the names can be included on mailing to pulpit supply.

Check on building key/opening  
 Check on building key/opening.  
 Schedule meeting in Church calendar.  
 Call any members or guests who need to be informed of the meeting  
 Modify mailings to ministers and lay leaders as needed. Office has the file.  
 Send mailings to those offering services/ pulpit supply monthly: Must be sent during the first week of the month prior to the service so that information can be returned by the newsletter deadline of the 19<sup>th</sup> of the prior month.  
 Include name and phone of monthly worship chair.  
 Prepare monthly article for the Chalice & Chimes by the 19<sup>th</sup> of each month.  
 Include  
     pulpit supply information.  
 Assist lay coordinator is needed to select responsive readings (if speaker has requested it.)  
 Communicate with office:  
     Provide list of current and future chairs and lay coordinators  
     Notify of changes to worship service speaker or order of worship  
 Arrange for alternative service if a speaker cannot attend. There is an emergency service in the worship mail slot.  
 Find replacement facilitator or lay coordinator if needed.  
 Call ministers or speakers if their sermon summary/bio does not arrive in time for the Chimes on the 19<sup>th</sup> of the month prior to the service.  
 Keep worship projects moving forward, such as  
     Change form of Announcements and Joys and Concerns  
     Start to fill the pulpit for July to August  
 Phone members of committee Sunday before meetings to assure attendance.

# The Unitarian Universalist Society of Bangor

<b>Policy Area:</b> Ministry & Worship	<b>Subject:</b> Greeter/Server duties
<b>Title:</b> "Greeter & Server Guidelines"	<b>Policy Number:</b> 4-4
<input type="checkbox"/> <b>Policy</b> <input checked="" type="checkbox"/> <b>Procedure</b>	<input checked="" type="checkbox"/> <b>Guideline</b> <input type="checkbox"/> <b>Exhibit</b>
<b>Effective Date:</b> 4/2/2005	<b>Approved by:</b> Council
<b>Approved Date:</b>	<b>Revision Dates:</b>

## Volunteer Guidelines for Greeting and Hosting Coffee Hour

### Greeting

For visitors attending for the first time, you will be a *significant* part of their initial impression of our congregation.

- Please have **two greeters** in place to welcome people by **9:30 a.m.**
- Greet each person with a **smile, a welcome greeting, and a handshake**. Provide them with an **order of worship**.
- **For visitors**, offer them a **visitor badge** (which can be found near the Guest Book). Ask them to complete the **detachable section** of the visitor badge card and put it in the offering plate during the offering. There is a pen near the Guest book. Signing the **Guest Book** also give them the opportunity to receive our newsletters.
- **Encourage members and friends to wear their name buttons or badges**. They really help during coffee hour. If people ask about getting permanent name badges, those may be requested by signing up on the sheet near the Guest Book; newly made badges can be picked up in the Dorothy Memorial badge rack, where they can store their badges during the week. New members will receive buttons when they join.
- **You can mention the coffee hour, bathrooms and coat rack. Point to the Dorothy Memorial**, so they will know where to go if they choose to stay after the service.
- **If anyone has questions you can't answer**, you can refer them to members of the Membership/Fellowship Committee (*the folks wearing the rainbow ribbons on their name badges*).

**Note:** Greeters are no longer also responsible for the collection plates during the morning offering. Any questions? Ask a Membership/Fellowship Committee member.

### Hosting Coffee Hour

- Please arrive at church by **9:15 a.m.**
- If unfamiliar with refreshment procedures, you should read the complete **instructions for hosting the coffee hour** posted in the kitchen. Someone in your group may want to bring **milk or cream** for the coffee—there may be come there, but often times not—although we do have powdered creamer available if needed.
- To assist with **food safety**, use the **disposable gloves** in the cabinet to the left of the sink.
- **After starting the coffee--**
  - make the punch      - turn the sterilizer on      - set the serving table in the DM

All the supplies and directions are in the kitchen. Put out the mugs for coffee and tea; plastic cups for the children; creamer, sugar, tea bags, and hot water to tea.
- If someone has brought in food, put that out. **Food is NOT a requirement.**
- **Invite additional people to assist**, if you are shorthanded. *Ask during church announcements.*
- **During the last hymn of the morning service**, return to the kitchen and put out the refreshments.
- **As people finish**, rinse off the items in soapy water, load them into a sterilizer tray, and then place the tray into the sterilizer machine with one teaspoon of powdered detergent. **The sterilizer is NOT a "dishwasher," so please ensure items are cleaned before they are sterilized!** Afterward, **put the items away and turn off the sterilizer**. Take the **wet/dirty cloths** home to clean and bring them back the following week. The completed instructions are posted in the kitchen. **Thank you!**

## The Unitarian Universalist Society of Bangor

<b>Policy Area:</b> Building & Grounds	<b>Subject:</b> B&G Cmte
<b>Title:</b> "Building & Grounds Committee Responsibilities"	<b>Policy Number:</b> 5-1
<input checked="" type="checkbox"/> <b>Policy</b> <input checked="" type="checkbox"/> <b>Procedure</b>	<input type="checkbox"/> <b>Guideline</b> <input type="checkbox"/> <b>Exhibit</b>
<b>Effective Date:</b> 10/12/2003	<b>Approved by:</b> Council
<b>Approved Date:</b>	<b>Revision Dates:</b>

The Building and Grounds Committee sees to the maintenance, improvement and security of the church building, as well as tending to the property surrounding the structure. They meet regular, usually one evening per month, and the committee consists of a core group (usually around 4-5 individuals) who provide year-round support, with additional members of the congregation assisting as needed on special project. Specific issues, recommendations, and/or requests for repair funds are submitted to the authority of the Council/Executive Committee on an as-need basis.

## The Unitarian Universalist Society of Bangor

<b>Policy Area:</b> Building & Grounds	<b>Subject:</b> Physical plant description
<b>Title:</b> "Physical Plant Overview (Narrative)"	<b>Policy Number:</b> 5-2
<input type="checkbox"/> <b>Policy</b> <input type="checkbox"/> <b>Procedure</b>	<input checked="" type="checkbox"/> <b>Guideline</b> <input checked="" type="checkbox"/> <b>Exhibit(s)</b>
<b>Effective Date:</b> 10/12/2003	<b>Approved by:</b> Council
<b>Approved Date:</b>	<b>Revision Dates:</b> 7/15/2017(Ofc. Admin. updates)

### FACILITIES

**Building:** To ensure that routine interior cleaning and maintenance is done, UUSB hires and the B&G Committee supervises the sexton/janitorial/cleaning staff position(s). They assure that building needs are attended to in a timely fashion and within the budget allocated for such purposes. This could include executing minor repairs, heavy-duty cleaning and painting. This committee also oversees all settings and use of utilities (heating, water, fuel, etc.) by the congregation and building users. Twice a year, in the fall and the spring, there is a volunteer church-wide cleaning event which is overseen by the B&G Committee [see Exhibit 4 for guidelines].

**Grounds:** The B&G Committee is also ensure the upkeep of the exterior property and grounds in a manner consistent with the church's dedication to preserving open green spaces in as near a natural state as possible, except for the grounds nearest the church, which will be maintained in a manner consistent with good landscaping.

**Building Usage Guidelines:** See separate document of policies and (rental) forms within this section.

**Circuit Breakers:** See enclosed detailed listing. [Exhibit 1]

**Disaster/Emergency Preparedness Contract:** UUSB has an on-going contract with the Red Cross to serve as an emergency shelter. The contract is kept on file in the Church Office.

**Elevator:** In recent years, an elevator addition was constructed to increase building accessibility. It is maintained by Pine Tree Elevator Services on a contractual basis, and it State inspected regularly. The State license certificate is displayed within the elevator in the designated place holder, and a copy is kept in the Church Office. [Exhibit 3]

**Fire Detection Systems:** As a historic building, our church is except from some fire code regulations. We are not a "sprinkled" building. We do have fire extinguishers and smoke detectors located throughout the building, as well as emergency lighting and visible Exit signage [facility door map may be seen in Exhibit 2]. There is a fire suppression unit over the kitchen range. The Sexton and/or B&G Committee members maintain the batteries in the detectors. Once a year, the fire extinguishers are professionally inspected.

**Heating Systems:** In 2009, UUSB converted from oil heat to natural gas. Dead River provides propane for cooking in the church kitchen(s), which is on automatic delivery; if the stove pilots go out, Dead River maintenance department has a building key and security code to service us. Kelly Property Management may be called if problems arise; the church is billed under their account.

**Thermostats:** Thermostats are located strategically throughout the building in key heating zones. There are basically two types of heat regulators used in the building. In the downstairs Religious Education areas, there are round white plastic "knobs" located on the exposed heating pipes in the classrooms and in the hallways. They must be turned in a clockwise rotation to turn heat on or increase it; counter-clockwise to decrease heat or shut it off. It is a good idea for those using the RE spaces for meeting to come about 20-30 minutes before their meeting begins, in order to regulate the heat to a comfortable level. (AND, they must remember to turn the heat down/off when the meeting is over!) Most other areas of the building utilize a standard programmable thermostat system. For specific operating and programming instructions, please consult the Church Office for a manual.

*(continued next page)*



**Maintenance:** Small maintenance duties are performed by the B&G Committee members or congregation volunteers. Other repairs are performed by outside paid services or a B&G designated contractor (e.g., locksmith, electrical or plumbing, furnace repair, office machine repair, sound system repairs, etc.). [See “Frequent B&G Contact List” in a separate document in this Policy Book section.]

**Recycling:** As a Green Sanctuary, the congregation adheres not only to using “green” products but actively “recycles.” An outside vendor does pickup at the church, if the church adheres to their recycling program guidelines (see Exhibit 7).

**Security System:** In fall 2009, the church had a sophisticated, high-tech professional security system installed. The non-reproducible keys, which open the three Park St. side doors, are still utilized, but additionally each key holder is assigned a 4-digit PIN to enter into the security system keypads (located inside the building next to each entrance/exit door) to de-activate to system upon entering and activate it again upon exiting the building. [Specific directions in Exhibit 6] There are also security cameras on each of the building entrance doors and the fellowship hall; other area has motion-sensor devices. A flat-screen display is located in the Church Office on which to monitor building areas. Likewise, all activity is electronically and digitally recorded (both through the cameras and the keypad activity). For further instructions or to read the system manual, or to receive a key and PIN, contact the Church Office. [The Church Office is on a separate security zone; not everyone with a 4-digit PIN and key to enter the building may enter the office area, which requires a different key and special security code clearance.] There is also a laptop computer for use in the Sanctuary during services which is synched to the computer system, for an added “portable” measure of security during service and other church event times (for operating directions, see Exhibit 5]

**Keys to the Building:** See separate “Key Policy” in the section, as well as any specific instructions in the Facilities Use policy also in this Policy Book section.

**Sound/AV Systems:** Ask a B&G Committee member if there are questions or concerns about the Sanctuary sound system, or the assistive hearing devices available for the hard-of-hearing. Outside building users may need to bring their own sound system. In July 2007, a portable sound system was purchased by the church for convenient use in the vestry and other church areas without a built-in sound system.

**SEE FOLLOWING PAGES:**

**5-2 EXHIBIT 1: Circuit Breaker Panel legend**

**5-2 EXHIBIT 2: Door Map**

**5-2 EXHIBIT 3: Elevator License**

**5-2 EXHIBIT 4: Spring/Fall Clean-up & Maint. Checklist (Guidelines)**

**5-2 EXHIBIT 5: Instructions for Security Laptop Computer Operation**

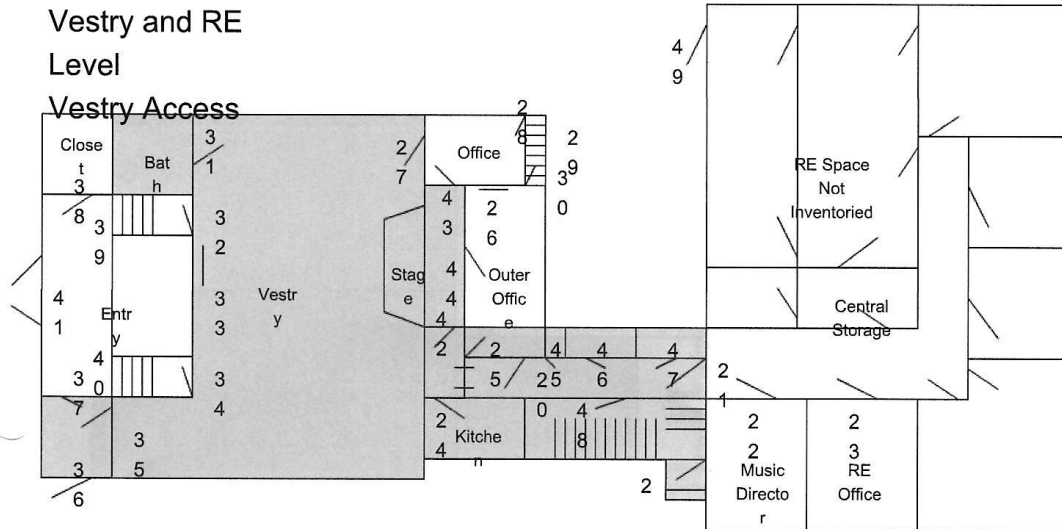
**5-2 EXHIBIT 6: Directions for Operating Door Alarm Keypads**

**5-2 EXHIBIT 7: Disposal Service’s Recycle Guidelines**

**DOROTHY MEMORIAL HALL**  
**CIRCUIT BREAKER PANEL**

#1 Ceiling lights halls each side of kitchen	#2
#3 Re - Hall and Corner RE room	#4
#5	#6 RE office-room-hall-upper hall- door-plug corner RE room
#7	#8
#9 D.M. entrance lights- outside lights-plug	#10 D.M. lights - West
#11 Kitchen counter plugs	#12 RE rooms
#13	#14 D.M. lights - East
#15 Main circuit breaker-office heat & blower	#16 Main circuit breaker-office heats & blower
#17 Main circuit breaker-"A" panel	#18 Main circuit breaker-"A" panel

Vestry and RE Level  
Vestry Access



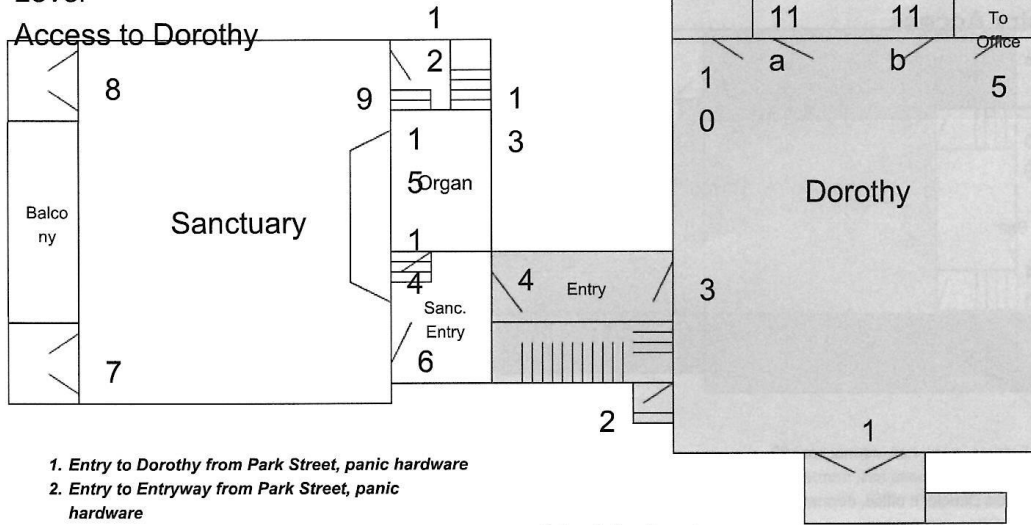
- 1. Entry to vestry hall, normal knob??
- 2. Entry to RE Space hall, normal knob
- 3. Music Director's office, normal knob
- 4. RE Office, normal knob
- 5. Vestry kitchen, normal knob
- 6. Outer office door, normal knob
- 7. Inner office door, double sliding door
- 8. Inner office door to vestry, normal knob
- 9. Inner office door to exit vestibule, normal knob
- 10. Exit vestibule to exterior, normal knob**
- 11. Inner office to stairs down, normal knob
- 12. Vestry bath, normal knob
- 13. Choir closet, normal knob
- 14. Vestry to south entry, double sliding door

- 1. SE Entryway to S Entry, normal knob
- 2. SW corner closet, normal knob
- 3. Entry to basement, folding door
- 4. Entry to basement/archives, folding door
- 5. South entry, double doors with panic hardware**
- 6. Stage east exit, normal knob
- 7. Stage west exit, normal knob
- 8. Stage north exit, normal knob
- 9. Hall closet, normal knob
- 10. Bathroom, normal knob
- 11. Bathroom, normal knob
- 12. Storage closet, normal knob

Option 1. Vestry access only  
Doors affected  
36 and/or 2 opened  
5, 3, 4, 2, (20, 21) locked  
If access to entry is gained through  
The panic door #3, then there is no place  
To go but to knock back for entry, or exit  
Through #2 and return to Dorothy through  
#1

## Dorothy and Sanctuary Level

### Access to Dorothy



1. Entry to Dorothy from Park Street, panic hardware
2. Entry to Entryway from Park Street, panic hardware
3. Dorothy-Entryway, panic hardware from Dorothy
4. Entryway to Sanctuary entryway, normal knob
5. Entry to office stairs, normal knob
6. Sanctuary entryway to Sanctuary, normal knob
7. Front entry to Sanctuary, east side, normal knob
8. Front entry to Sanctuary, west side, normal knob
9. Sanctuary to choir closet, normal knob
10. Entry to restrooms, normal knob
11. 11a and 11b entry to kitchen, normal knob
12. Choir closet to stairway down, normal knob
13. Choir closet to stairway up, normal knob
14. Sanctuary entryway to Sanctuary, normal knob

#### Option 1. Dorothy only access

Doors affected

1 opened

5, 3, 4, 2, (20, 21) locked

If access to entry is gained through

The panic door #3, then there is no place

To go but to knock back for entry, or exit

Through #2 and return to Dorothy through

Option 2. Office access (old office)

Keyed access entry only

Doors NOT locked:

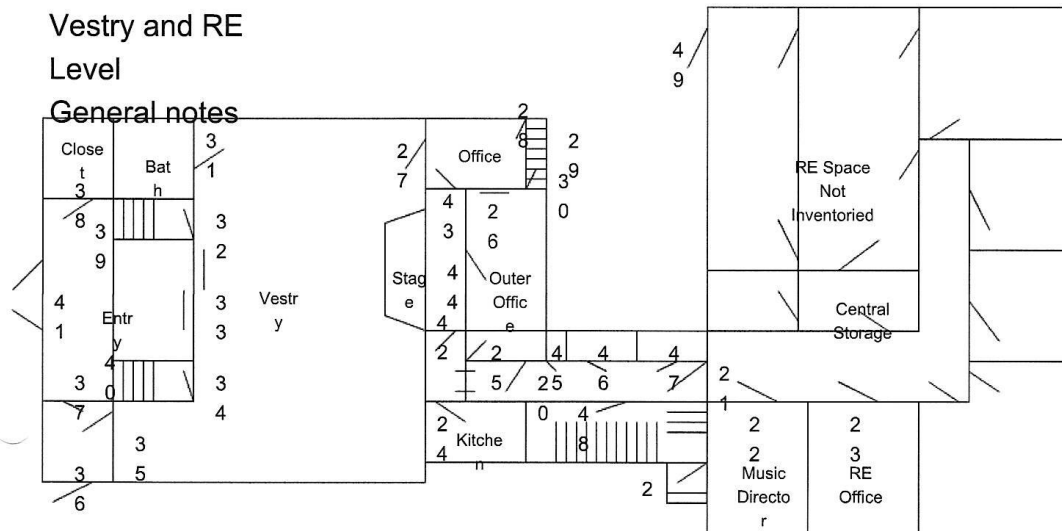
10, 11a, 11b

Recommendations:

Move mailboxes out of office entry and lock at this door.

## Vestry and RE Level

### General notes



1. Entry to vestry hall, normal knob??
2. Entry to RE Space hall, normal knob
3. Music Director's office, normal knob
4. RE Office, normal knob
5. Vestry kitchen, normal knob
6. Outer office door, normal knob
7. Inner office door, double sliding door
8. Inner office door to vestry, normal knob
9. Inner office door to exit vestibule, normal knob
10. Exit vestibule to exterior, normal knob
11. Inner office to stairs down, normal knob
12. Vestry bath, normal knob
13. Choir closet, normal knob
14. Vestry to south entry, double sliding door

1. SE Entryway to S Entry, normal knob
2. SW corner closet, normal knob
3. Entry to basement, folding door
4. Entry to basement/archives, folding door
5. South entry, double doors with panic hardware
6. Stage east exit, normal knob
7. Stage west exit, normal knob
8. Stage north exit, normal knob
9. Hall closet, normal knob
10. Bathroom, normal knob
11. Bathroom, normal knob
12. Storage closet, normal knob

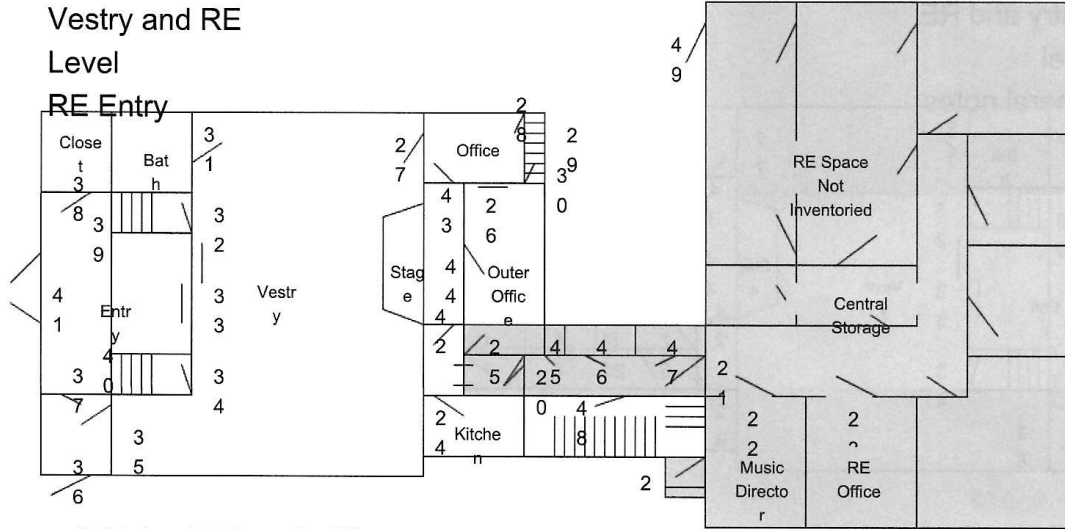
#### Doors to be left as are:

- All internal RE rooms
- Doors 24, 31, 32, 34, 42, 45, 46, 47, 48 left as are.
- Evaluate doors 28, 29, 30, 39, and 40

#### Doors to be locked: 27, 43, 44

## Vestry and RE Level

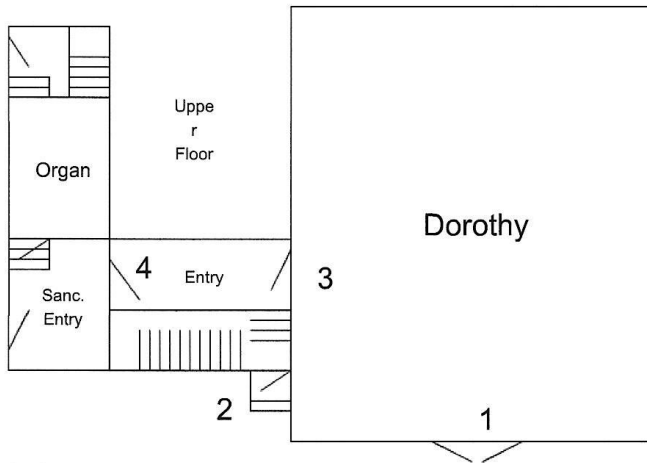
### RE Entry



1. Entry to vestry hall, normal knob??
2. Entry to RE Space hall, normal knob
3. Music Director's office, normal knob
4. RE Office, normal knob
5. Vestry kitchen, normal knob
6. Outer office door, normal knob
7. Inner office door, double sliding door
8. Inner office door to vestry, normal knob
9. Inner office door to exit vestibule, normal knob
10. Exit vestibule to exterior, normal knob
11. Inner office to stairs down, normal knob
12. Vestry bath, normal knob
13. Choir closet, normal knob
14. Vestry to south entry, double sliding door

1. SE Entryway to S Entry, normal knob
2. SW corner closet, normal knob
3. Entry to basement, folding door
4. Entry to basement/archives, folding door
5. South entry, double doors with panic hardware
6. Stage east exit, normal knob
7. Stage west exit, normal knob
8. Stage north exit, normal knob
9. Hall closet, normal knob
10. Bathroom, normal knob
11. Bathroom, normal knob
12. Storage closet, normal knob

Option 1. RE Only  
Doors affected  
2, 21 opened  
3, 4, 20, 22, 23  
locked



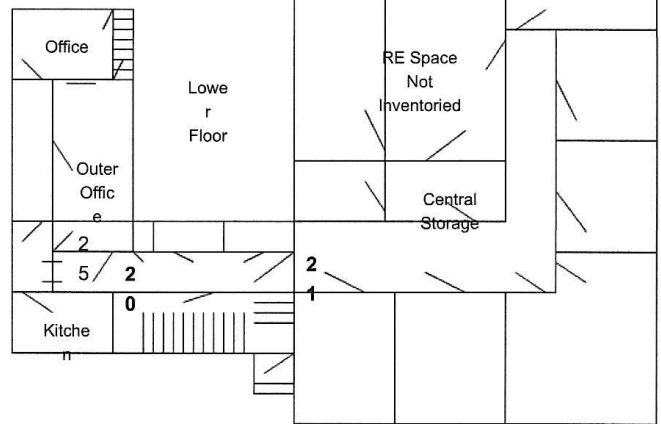
### Electronic Locks: Option 1

- Using stand alone 2000 Trilogy locks.
- Expected cost for 7 doors at approximately \$8-10,000

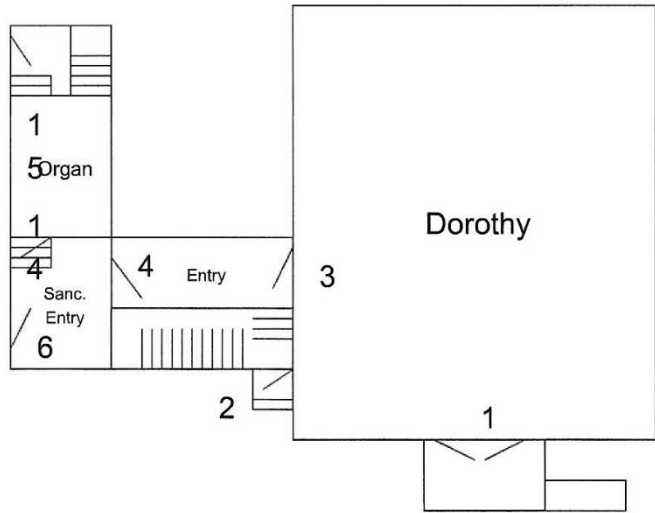
Central computer control in Office  
 (any windows based computer, software included)  
 Doors 4, 25, 20 with door knob style strikers/electronic access  
 Doors 1, 2, 3, 21 with panic hardware access

7- Alarm lock 2000 Trilogy lock sets (key pad/proximity)  
 @ \$1060  
 1- Software  
 @ \$200  
 50- Proximity cards  
 @ 220

This system allows for control, programming, and logging from  
 A central compute. Requires wiring to door with CAT 5  
 Wiring (~\$100/1000 feet)



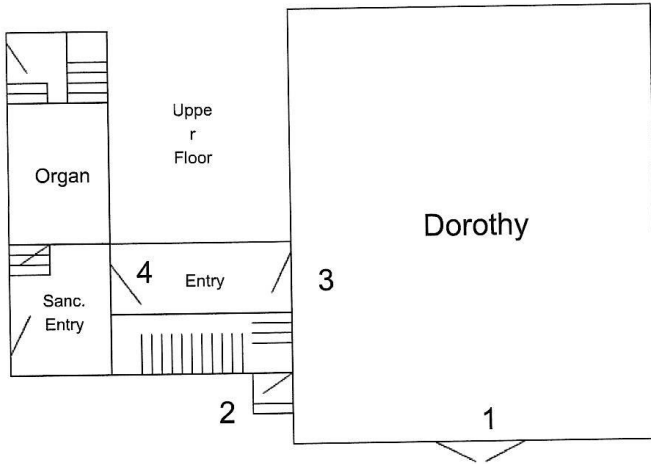
Dorothy and Sanctuary  
Level  
Access to Sanctuary





# Setting Security Policy

- Locking by zone
- Locking by time/day and activity
- How is access assessed (who, what level, how long)
- Enforcement of policy
- Consequences
- Posting of notices
- What committee responsible for policy



### Electronic Locks: Option 2

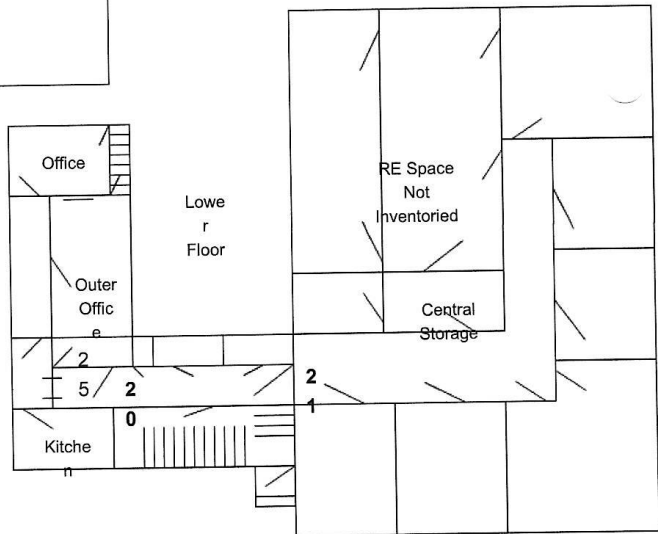
- Using Isonas networked locks.
- Expected cost for 7 doors at approximately \$7-9,000

Central computer control in Office  
 (any windows based computer, software included)  
 Doors 4, 25, 20 with door knob style strikers/electronic access  
 Doors 1, 2, 3, 21 with panic hardware access

7- Isonas proximity card door sets sets  
 @ ~\$900/door  
 50- Proximity cards  
 @ 300

This system allows for batch loading from a PC to the locks, so  
 No cabling is required and you do not have to bring a "learner  
 set"  
 Of cards to each door to program.

Still need to research compatibility with current panic hardware.



## Doors to be controlled:


- Doors to lock permanently:
  - #43, 44 (stage)
  - #12, 28, 29, 30 (basement and stairs)
- Doors to lock (minimal access)
  - #13 (to sanctuary loft and bell towers)
- Doors to be addressed
  - #33 Vestry sliding doors
  - #26 Office sliding doors
- Addressing low access areas such as back stairs, lofts, etc. is to reduce traffic by people who do not have authorization to access these areas for either idle curiosity or malicious intent.

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## Doors to be controlled

- Leave as is (keyed entry, individual lock)
    - Upper office
    - Music Director
    - RE Director
    - Storage closets
    - Front (South) doors
    - All secondary exterior doors (#29, and two off of RE space)
    - #39, 40 Interior basement doors (but need to be locked)
  - Doors in need of improved access control
    - #1 Dorothy\*\*
    - #2 Park Street main entry\*\*
    - #36 Park Street lower entry (?)
    - #3 Dorothy to hall\*\*
    - #4 Hall to Sanctuary\*\*
    - New office (#25 & #26)\*\*
- \*\* candidates for electronic access



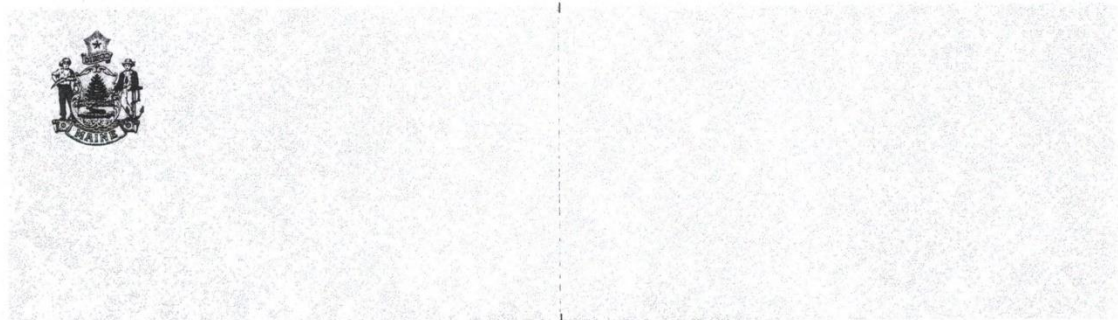
	<b>State of Maine</b> DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION OFFICE OF PROFESSIONAL AND OCCUPATIONAL REGULATION <b>ELEVATOR AND TRAMWAY SAFETY PROGRAM</b>	
<b>ELEVATOR Registration Number EL37399</b>		
<b>UNITARIAN UNIVERSALIST CHURCH UNITARIAN UNIVERSALIST CHURCH 120 PARK ST BANGOR Type: PASSENGER Speed Allowed (FPM): 93 Capacity Allowed (lbs): 2500</b>		
To Report an Accident involving this elevator, call: 1-888-580-5754 To Speak with Program Staff regarding this elevator, call: 1-207-624-8672		
<b>ISSUE DATE</b> November 29, 2016	<i>Anne L. Head</i> Commissioner	<b>EXPIRATION DATE</b> November 30, 2017

Please make note of your registration number and reference this number in any future correspondence with the ELEVATOR & TRAMWAY SAFETY PROGRAM. Should you require further information, please call (207) 624-8672.

**NOTICE OF ACCIDENTS:** Pursuant to 32 M.R.S.A. § 15211 each elevator or tramway accident caused by equipment failure resulting in injury to a person or in substantial damage to equipment, must be reported by the owner or lessee to the Office of Licensing and Registration at **1-888-580-5754 immediately**. This telephone number is available 7 days a week, 24 hours a day.

PLEASE NOTE: 32 M.R.S.A. § 15229 requires that elevators or tramways that do not have a current and valid certificate displayed in the elevator or tramway be taken out of service.

Website: [www.maine.gov/professionallicensing](http://www.maine.gov/professionallicensing)



**UUSB Spring & Fall Cleanup/Maintenance Building Checklist**

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**Doors and Windows:**

- Check all doors for sticking, action, hinges, weather-stripping.
- Check all windows for cracks and latches. Do windows open & close? Do they lock?

**Paint and Floors:**

- Check condition of rugs and flooring.
- Check condition of wall and ceiling paint and plaster.

**Electrical:**

- Check all electrical switches and outlets for broken plates or other signs of trouble.
- Check/replace light bulbs.
- Check for over amperage/wiring in rooms (office/RE particularly).
  - Make sure there are no wires across doorways or halls.
  - Make sure there are no more than 10 amps plugged into any outlet.

**Safety and Fire System:**

- Replace 9-volt batteries in smoke detectors.
- Check fire extinguishers & initial cards (to indicate that arrow on gauge is in proper zone).
- Check condition of alarm key pads.

**Check Signage:**

- Fire door signs are in good order.
- Restricted access signs are in good order (basement and attic entrances).
- Only necessary and current signage is posted at entries and on doors.

**Plumbing:**

- Check for leaks in and under sinks and toilets (kitchens and baths):
  - Upstairs archives office (sink)
  - Dorothy Memorial sinks and dishwasher
  - Dorothy Memorial bathrooms
  - Hallway bathrooms
  - Vestry bathroom
  - Downstairs kitchen sink
  - RE bathroom
- Check for leaks around water heaters:
  - Dorothy Memorial bathroom closet
  - Office kitchen, under counter
- Check for evidence of leaks around any of the heating radiators (throughout facility).

**UUSB Spring & Fall Cleanup/Maintenance Building Checklist**

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**Other:**

- Check folding tables for problems and missing rubber feet, replace as needed
- Check folding chairs for problems and missing rubber feet, replace as needed
- Murphy's Oil soap the pews and pulpit wood work
- Oil leather straps on carillon in bell tower
- Clean out accumulating "junk" in closets/recycling/stairways

**Outside:**

- Inspect brickwork (binoculars may be needed).
- Inspect entry ramps and railings for loose wood, exposed screws, missing parts.
- Inspect paint on doors and windows.
- Inspect pavement on sidewalks and to steps.
- Inspect/clean outside drain(s).
- Check doorbells and replace batteries.
- Pick up trash
- Yard work

**Addition(s) to Checklist for Next Time:** \_\_\_\_\_

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## INSTRUCTIONS TO RUN THE MONITORING LAPTOP

1. Left double click DigiClient Icon
  2. When User/Password appears, left click 'OK'  
Then you will get a screen message 'Initializing Application'
  3. At upper left corner, click on 'Connection' icon  
Again click OK on User/Password screen
  4. DVR list left click connect
  5. NOW fill in password 8872  
Left click OK
- Four screens should show live images from security cameras.

## TO CLOSE

Far right upper corner Large X left click.  
On User/Password image click OK.

# DOOR SECURITY SYSTEM

## DIRECTIONS

Policy 5-2, Exhibit 6



**IF YOU ARE COMING IN THIS DOOR AND THE SYSTEM KEYPAD NEXT TO THE DOOR IS BEEPING:**

**ENTER YOUR 4-DIGIT PIN NUMBER AND THE NUMBER "1" (Off).**

Essentially, you are un-arming the system. An acceptance tone will be heard, and the digital display will give you a confirming message. You may now go about your business throughout the building.

### IMPORTANT NOTE:



*IF, FOR ANY REASON, YOU MAKE A MISTAKE AND SET OFF THE ALARMS, PLEASE STAY AVAILABLE. THE NEARBY TAN WALL PHONE WILL RING. YOU WILL NEED TO ANSWER THE PHONE AND IDENTIFY YOURSELF TO THE SECURITY COMPANY PERSONNEL (your name will be on their list, as supplied by the Church). ☺*



**IF YOU ARE THE LAST PERSON LEAVING THE BUILDING YOU ARE RESPONSIBLE FOR ARMING THE SYSTEM USING THE KEYPAD NEXT TO THIS DOOR:**

**ENTER YOUR 4-DIGIT PIN NUMBER AND THE NUMBER "2" (Away)...**

*and exit the building through this door within 60 seconds making sure the door is latched securely behind you.*

Essentially, you have just re-armed the security system—which then begins a 60-second countdown for you to leave before the system is actually activated... even tho' you won't be around to see it.

*Thank you for keeping our building safe!*

*Have A Nice Day!*

## ***JT Trash Disposal Service***

### Single Sort Recycling Program

JT Trash Disposal Service has expanded its services to offer and provide "Single Sort Recycling". Provided are guidelines for acceptable and/or unacceptable materials to place out for your recycling

### **Acceptable/Unacceptable Recycle Material**

#### **Curbside Instructions**

Place all recycling materials (Plastic and glass bottles and jars, paper and cans) in recycle bins, cardboard boxes, paper bags or a clearly marked "recycle" at a serviceable location.

Set out recycling items for pick-up by 8 a.m. for collection.

If your collection day falls on a holiday, please hold your recycling items until the make up collection day which will be the following day (Schedule included).

#### **Acceptable Recycling Material:**

- Aluminum: cans, beverage and food containers, foil (clean), and pie pans
- Books: hardbound, paperback and text books (Hard Covers Must Be Removed)
- Bottles: narrow-neck bottles used for food liquids, soap, soda or water - (lightly clean if heavily soiled)
- Cardboard and paperboard boxes corrugated boxes, egg containers, food boxes (including cereal boxes and pizza boxes), frozen food packaging, mailing boxes and show boxes

#### **Please remove Plastic or Styrofoam packaging material from inside**

- Cartons (waxed): used for a liquid such as juices, milk or soups
- Glass containers such as bottles and jars (brown, clear or green - please rinse)
- Juice Boxes (clean)
- Mail: envelopes with plastic windows
- Metal: beverage and food containers
- Paper (all colors and types): catalogs, folders, junk mail, magazines, mixed paper, newsprint (all types), non-metallic wrapping paper, office papers, printer paper, school papers and shredded paper

**Continued next page**

- Plastic: bottles and jars (narrow neck and screw top – lightly clean if heavily soiled) - e.g., detergent/bleach bottles, juice bottles, milk jugs, soda bottles, water bottles. Containers (wide-mouthed – lightly clean if heavily soiled) -e.g., cottage cheese, margarine, mayonnaise, sour cream and yogurt (caps and labels o.k.).
- Steel: beverage containers and food
- Tin: cans and foil

**\*Please note that many grocery stores will recycle your plastic bags.**

### **Unacceptable Recycling Material Examples:**

- Carry out or deli food containers
- Cat litter
- Chemicals
- Cookware and plates (plastic)
- Containers of toxic substances -e.g., bottles, cans motor oil, pesticides, etc.
- Contaminated paper products -e.g., napkins, paper towels, waxed paper, paper plates and tissue
- Contaminated plastic products -e.g., plates, utensils, cookware, to-go cartons
- Dry cleaning bags
- Food Waste
- Furniture of any kind
- Glass (window and mirror)
- Paint and paint cans
- Plastic bags including grocery and newspaper covers
- Utensils (plastic)
- Waxed paper
- Styrofoam
- Rigid plastics which include milk/soda crates, buckets, laundry baskets, lawn furniture, totes, plastic drums, coolers, flower pots, water bottles, pallets, pet carriers, shelving, closet organizers, empty garbage/recycling bins.

# The Unitarian Universalist Society of Bangor

<b>Policy Area:</b> Building & Grounds	<b>Subject:</b> Building use
<b>Title:</b> "Facility Use P&P and Forms"	<b>Policy Number:</b> 5-3
<input checked="" type="checkbox"/> <b>Policy</b> <input checked="" type="checkbox"/> <b>Procedure</b>	<input type="checkbox"/> <b>Guideline</b> <input checked="" type="checkbox"/> <b>Exhibit(s)</b>
<b>Effective Date:</b>	<b>Approved by:</b> Council
<b>Approved Date:</b>	<b>Revision Dates:</b>

**Unitarian Universalist Society of Bangor**  
**FACILITIES USE POLICIES, PROCEDURES AND RATES**  
 (Approved by the Council on 8/18/2010, and updated 11/1/2010 and 12/19/2015)

The Unitarian Universalist Society of Bangor will permit the use of its church facilities by individuals and organizations whose philosophies and practices are consistent with the Unitarian Universalist policies and principles. Such use may be in support of events enriching the cultural climate of our community; giving testimony to our belief in the oneness of humankind; in support of our faith in the principles of free speech; in assistance to other groups as they seek to serve youth, the disadvantaged, handicapped and/or the general social welfare; and in support of educational endeavors.

**Authority:** The final authority for granting permission for such uses shall be authorized by the Church Council, the Executive Committee, or its agent.

**Scheduling Priority:**

The following priority of use shall be observed:

- |  |  |
|--|--|
| 1. Congregation or Church Council events                       | 4. Intermittent use by groups with Church Council permission |
| 2. Church committee activities or events                       | 5. All other events  |
| 3. Non-church groups with permission for regular sustained use |  |

Any exceptions to this priority shall be specifically approved by the Church Council. Two or more events can be scheduled at the same time, depending on space availability and the nature of the activities. A calendar for scheduling all activities is available in the church office and on the church website. **All events must be scheduled with the Church Office. Use of UUSB facilities is limited to the room(s) scheduled for the indicated event, for liability reasons.**

**Guidelines and Procedures for Securing and Use of Building:**

1. **Reserving Space:** Non-church group functions require a "Request for Use of Facilities" form,
2. **Insurance Requirement:** non-church groups must present a valid certificate of event liability insurance which includes UUSB named as an "additional insured" on that event policy, to be submitted to the church office *before* the event can be scheduled.
3. **Deposits:** Non-church groups are required to make a \$25.00 key deposit and room use deposit (50% of total use fee) when booking the event. The balance of the user's fee is due *3 days prior* to the event. The key deposit will be refunded after the key and completed "Use of Facilities Checklist" have been returned and the space used has been checked by a Church representative.
4. **Advertising:** Users must include contact person with address and telephone number. Non-church event information will not be available to the public through the church office.
5. **Weddings/Memorials/Dedications:** The Minister of the UUSB and the Music Director have first right of refusal to perform such ceremonies.
6. **Co-sponsored Events:** Events co-sponsored by the UUSB will have the usage fee reduced by 50%.
7. **Smoke-free, Alcohol-free facility:** Smoking and the use of alcoholic beverages or illicit drugs are prohibited on church property at all times.
8. **Clean-Up:** All building users are expected to clean up after their event. If clean-up is not satisfactorily completed, an additional fee will be assessed to defray the expense of contracted cleaning services. UUSB retains the right to request a damage/cleaning deposit from users who have previously left the facility in unsatisfactory condition.

*(continued next page)*

**Usage Fees:** All building use scheduling must include time for set-up and clean-up. Fees and conditions for long-term use arrangements can be negotiated with Church Council through the Church Administrator.

**Event Rates:**

**Member Weddings/Receptions/Dedications/Memorials** – No fee.

**Non-member weddings** require a **\$100 security deposit**, refundable if facility is left in satisfactory condition.

**Non-Member Weddings/Memorials/Receptions** – Rehearsal: \$50.00; Sanctuary: \$250.00; Receptions: room rates below.

	April 1 through October 31		November 1 through March 31	
	Half Day (4 hrs)	Full Day (8 hrs)	Half Day (4 hrs)	Full Day (8hrs)
Dorothy Memorial & Kitchen	\$100.00	\$150.00	\$125.00	\$185.00
Sanctuary	\$100.00	\$150.00	\$125.00	\$185.00
Vestry with Kitchen	\$ 40.00	\$ 60.00	\$ 75.00	\$110.00
RE Classrooms	\$ 5.00 per hour		\$ 10.00 per hour	

User Applicant's Initials

## **FACILITIES USE AGREEMENT**

**1. Compliance with UUSB Facilities Usage Policies and Procedures.**

User/Using Organization, \_\_\_\_\_, agrees to fully comply with the “Facilities Use Policies, Procedures and Rates” attached to this agreement; and has submitted a completed “Request for Use of Facilities” form, along with a valid certificate of proof of event liability insurance coverage including UUSB named as an “additional insured” on that event policy, to the church administrator, who has approved and scheduled the event on the church calendar.

**2. Usage Terms and Payment.**

Total use fee for \_\_\_\_\_(room) is \$ \_\_\_\_\_. The user has paid \$ \_\_\_\_\_, 50% of rental fee and key deposit of \$ \_\_\_\_\_ (\$25/key) on \_\_\_\_\_(date). User agrees to pay \$ \_\_\_\_\_ balance (50%) of use fee **at church office 3 days prior to** event scheduled on (date) \_\_\_\_\_.

**3. Sanctuary Use.**

At no time should food or drink be taken into the Sanctuary. The marble topped table in front of the pulpit should not be moved or used to hold equipment. If it is necessary to move it, arrangements should be made in advance to have it moved by the church staff.

**4. Sponsorship or Endorsement.**

Groups shall make no public statements implying church sponsorship or endorsement without approval from Church Council.

**5. Building Access and Security.**

**a. Key(s).** User agrees to have a designated person(s) representing the group who will pick up a key prior to the event and return it to the office immediately after the event. Additionally, they will obtain a 4-digit code number for the church security alarm system (which shall be retained confidentially by the user/representative and not shared with others).

**b. Securing doors.** All exterior doors must be locked after the meeting/event begins. Doors should not be left unlocked once the meeting or class has begun, leaving doors unsupervised. If user is the last group to be using the facility, two (or more) people should make a final sweep of the building to make sure all doors are locked, all lights are off and no one is left inside the building.

**6. Regulating Heat.**

During the heating season, doors to the used room(s) should be **kept closed** to conserve energy. *Keeping utility costs down keeps rental fees down.*

*(continued next page)*

**7. Child Care.**

User or using organization is responsible for safety, security and supervision of children at all times.

**8. Alcoholic Beverages.**

Alcoholic beverages and illicit drugs are prohibited, at all times, anywhere in the church building or on church property surrounding grounds..

**9. Smoking.**

Smoking is prohibited, at all times, in the church building or on church property surrounding grounds at any time.

**10. User’s Responsibilities.**

- The user applicant, the organization and each of its officers, shall be responsible for the enforcement of, and compliance with these terms and procedures.
- They shall comply with all fire laws, all municipal ordinances and other regulations, and all laws or regulations or any other governmental authority.
- The health and safety of the event participants is the sole responsibility of the organization or the applicant. Restrict your use to the space reserved, and not allow participants to wander throughout the building. Extra noise and traffic in other parts of the building disrupts. Children must be kept under adult supervision at all times.
- Food and beverages are **not** allowed in the Sanctuary.
- All groups are to provide their own food, drinks, paper goods, etc. Only non-alcoholic beverages are allowed on the premises, unless permission otherwise is obtained by the Church Executive Board/Council.
- In terms of advertising their meeting or event, users are asked to advertise their events using their organization’s contact person, address and telephone number. Event information will not be available to the public through the church office.
- All building users are expected to clean-up after their event and leave space clean and usable for the next function. If clean-up is not satisfactorily completed, an additional fee will be assessed to defray the expense of contracted cleaning services.
- The building key and completed “Use of Facilities Checklist” will be promptly returned to the Church Administrator.

**11. Property Damage.**

Church property damaged during rental shall be replaced at expense of the User. This includes furniture, musical instruments, dishes, cookware, etc. NO tape or tacks are to be used on any painted surfaces (doors, walls, etc.); any damage done to painted church surfaces will result in the user being charged repair and repainting costs.

**12. Church Equipment.**

Church equipment shall not be rented for use off of church property.

**13. Capacity Requirements.**

User/User organization will not overcrowd facility.

**14. Exceptions.**

Any exception to this policy must be approved by the Church Council or its designee.

**15. Acceptance of Usage Terms in their entirety.**

I have read, and agree to abide by the above policies and procedures and accept responsibility for repair and/or replacement costs for damage to church property.

\_\_\_\_\_  
Date

\_\_\_\_\_  
User’s/User Organization’s Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
UUSB Representative’s Authorized Signature

**Unitarian Universalist Society of Bangor**

120 Park Street, Bangor, ME 04401

Tel. (207) 947-7009

E-mail: uubangor@gmail.com

**REQUEST FOR USE OF FACILITIES**

*(Please print or write legibly)*

Date of This Application: \_\_\_\_\_

Name/Organization: \_\_\_\_\_

Please give a brief description of your organization: \_\_\_\_\_

\_\_\_\_\_  Please check box if non-profit

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Church Member/Committee Sponsor (if applicable): \_\_\_\_\_

Rental Date(s) Requested: \_\_\_\_\_

Time(s) Requested: \_\_\_\_\_

*(including time for set-up and clean-up is required)*

Space Requested: \_\_\_\_\_

Estimated Number Attending: \_\_\_\_\_

Tickets will be sold, or a fee will be charged: Yes \_\_\_\_ amount: \$ \_\_\_\_\_ No \_\_\_\_

Brief Description of Event:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Certificate of proof of event liability insurance coverage is attached.

Signature of User/Representative: \_\_\_\_\_  Date: \_\_\_\_\_

Signature of Church Representative: \_\_\_\_\_ Date: \_\_\_\_\_

**The original of this agreement shall be maintained in the Church Office and a copy provided to the user applicant.**



**Unitarian Universalist Society of Bangor**

120 Park Street, Bangor, ME 04401

Tel. (207) 947-7009

E-mail: uubangor@gmail.com

**USE OF FACILITIES CHECKLIST**

*To ensure key deposit refund, this checklist must be completed and returned with the key. Check list must also be signed by church representative after inspection of the space has been made.*

- Gas stove turned off
- Coffee pot/appliances cleaned & unplugged
- Dishes cleaned and put away
- Hot water booster/sterilizer turned off
- Floors swept, vacuumed or mopped (if necessary)
- Furniture returned to original locations
- All trash generated by renter(s) removed and placed in the waste removal bin located outdoors adjacent to the Dorothy Memorial Hall (north side of building)
- Windows closed and latched
- All lights turned off
- All external doors locked and secured; security system engaged
- Clean up completed
- Completed checklist** and **key** left in the secretary's mail box in the hall adjacent to the Minister's office, or in the locking mailbox outside the main entrance door

Building Use Date(s): \_\_\_\_\_

User/User Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Signature of User: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Church Representative \_\_\_\_\_ Date: \_\_\_\_\_

## The Unitarian Universalist Society of Bangor

<b>Policy Area:</b> Building & Grounds	<b>Subject:</b> Key distribution
<b>Title:</b> "Key Policy"	<b>Policy Number:</b> 5-4
<input checked="" type="checkbox"/> <b>Policy</b> <input checked="" type="checkbox"/> <b>Procedure</b>	<input type="checkbox"/> <b>Guideline</b> <input checked="" type="checkbox"/> <b>Exhibit(s)</b>
<b>Effective Date:</b> 5/4/2007	<b>Approved by:</b> Council
<b>Approved Date:</b>	<b>Revision Dates:</b> 12/2/2007

The Church Administrator will maintain an accounting of staff, members and friends in possession of keys to the doors into the building as well as inside locks.

Only those individuals with ongoing volunteer responsibilities requiring access to those spaces may keep keys in their possession. In the case of short term usage, the keys must be returned to the church administrator at the conclusion of the event. The UUSB Executive Committee reserves the right to decline key requests.

The Church Administrator's log will note the borrower's name, date of issuance, reason for the access, which key(s) are being provided, deposit and return date.

The key to the outside door and the office key are "do not duplicate" keys. Each person borrowing an outside door key or office key must provide the Church Administrator with a \$10 refundable (upon return) key deposit. (If a key is lost, another deposit will be required.) **Key deposits may be waived on the first key issued to Staff, Council members, Committee Chairs, and SGM Facilitators.** Inside keys must not be duplicated, but not require a key deposit.

This policy is for church volunteers and staff using the building for Church sponsored events. Other uses of the building will be subject to the key policy defined in the Church's rental agreement.

### SEE FOLLOWING PAGES:

**5-4 EXHIBIT 1: UUSB Master Key List**

**5-4 EXHIBIT 2: Key & Code Agreement**

## UUSB Master Key List

- 1 Church Exterior Doors (3 doors along Park St.)
- 2 Church Admin. Offices: A-Minister's office, B-Secretary's office
- 3 Church Office File Cabinets: A-Lateral File, B- Two-drawer file
- 4 Locking USPS Mail Box (on brick wall outside middle church door)
- 5 Large RE Classroom (under stairs)
- 6 RE: A-RE closet, B-corner/L-shaped classroom. C-RE hallway
- 7 DRE Office & RE hallway locking mail box
- 8 Vestry/Worship Closet
- 9 Archives-Upstairs
- 10 Archives-Downstairs (padlock key)
- 11 Lower Kitchen (by Vestry): A-Kitchen door, B-Cupboard lock
- 12 Dorothy Mem. Hall's Kitchen cupboard locks
- 13 Storage shed with lawnmower (in rear courtyard)
- 14 Worship Closet by Sanctuary entrance
- 15 Door between Entrance Landing/Elevator and Sanctuary
- 16 Door between Entrance Landing/Elevator and Dorothy Mem. Hall
- 17 Vestry sliding door
- 18 Narthex
- 19 Lobbex?
- 20 "Fire Door" between RE hallway (at base of main staircase) and Vestry
- 21 Electrical panel boxes: Dorothy Mem./Kitchen, Hall, Vestry
- 22 Sacristy Glass Display Case (former communion ware cupboard)
- 23 Memorial Glass Stand (Bible)
- 24 Piano key?
- 25 Guild area?
- 26 Thermostat keys
- 27 Towel Dispenser keys
- 28 Basement Bathroom
- 29 Basement Closet (by kitchenette/water heater)
- 30 Latham electric timeclock (now in storage in Vestry worship closet)
- 31 Key to door behind pulpit in Sanctuary
- 32 Music Director's Office (former Robert's RE library)
- 33 Outdoor sign (by Park St. middle entrance door)
- 34 Elevator keys: A) Elev. Lights & Fan; b) Elev Lights, Fan & Service; c) Elev.  
Basement control room
- 35 Building & Grounds Closet in Narthex
- 36 –
- 37 –
- 38 –
- 39 –
- 40 Assorted unknown keys??

## Unitarian Universalist Society of Bangor

### Key and Security User Agreement

Each person issued a key and access code to the UUSB must initially and annually acknowledge and sign off on the conditions of their use.

Please read this User Agreement and notes below and sign if you understand and agree. If you have questions about using the key and security system, you are responsible for contacting the office for help or do not use either the key or access code.

1. Access to the church at any of the three (3) entrances (Dorothy, Park Street-Middle, Park Street-Lower) will require a key and an alarm code. There is a keypad at each door to enter your code. The keypad has a cover that you may have to open to access the numbers.
2. If the building has been alarmed and you open the door, you will hear a beeping. This beeping lasts for 60 seconds, giving you plenty of time to enter your security code into the available keypad. This should result in the beeping stopping. If the beeping does not stop, re-enter your code. If there is no beeping or flashing lights, then the alarm was not set and you SHOULD NOT enter your code (this would alarm the building).
3. If you end up setting off the alarm (wrong number entered, or forgetting to enter it, or any other reason) you will know because the klaxon alarm will go off. You can still turn off the alarm by successfully keying in your 4-digit code.
  - a. IF YOU ARE AT THE MIDDLE OR LOWER DOOR, STAY THERE! The alarm company will call within a minute and ask you who you are and what your 4-digit pin number is.
  - b. IF YOU ARE AT THE DOROTHY ENTRANCE, GO TO THE KITCHEN PHONE. The alarm company will call within a minute and ask you who you are and ask for your 4-digit alarm code.
4. Once the alarm company has talked with you and confirmed who you are, they will cancel the alarm. IF YOU DO NOT WAIT AND TALK TO THE ALARM COMPANY, THEY WILL CONTACT THE BANGOR POLICE AND THE CHURCH IS BILLED A \$100 FALSE ALARM FEE. They will also contact the church security team and we will have to respond as well.
5. When you are done with the building and ready to leave. It is your responsibility to check the building. A quick look outside, particularly at night, can tell you if there are many cars outside.
  - a. To leave, check that there is a GREEN light on the keypad (doors need to be closed) and enter your alarm code. This will start the 60 second alarm beeping (same beeping) during which time you can still open the door and go outside and lock the door.
  - b. You can still turn off the alarm if it is beeping and if you changed your mind, just enter your number.
  - c. When in doubt, don't arm the system. The system self arms itself every night.

Failure to follow these conditions will result in loss of key and code privileges.

I understand these conditions and still want to have a key and access code to get into the UUSB.

Signed: \_\_\_\_\_

Name (printed): \_\_\_\_\_

Date: \_\_\_\_\_

## The Unitarian Universalist Society of Bangor

<b>Policy Area:</b> Building & Grounds	<b>Subject:</b> Snow removal (city)
<b>Title:</b> "Snow Removal Guidelines (Bangor)"	<b>Policy Number:</b> 5-5
<input checked="" type="checkbox"/> <b>Policy</b> <input checked="" type="checkbox"/> <b>Procedure</b>	<input type="checkbox"/> <b>Guideline</b> <input checked="" type="checkbox"/> <b>Exhibit</b>
<b>Effective Date:</b> 10/10/2015	<b>Approved by:</b> Council
<b>Approved Date:</b>	<b>Revision Dates:</b> annually

### Policy Statement

For safety and liability reasons, The UU Society will adhere to the snow and ice removal guidelines (see Exhibit 1 of this policy), issued by the City of Bangor each year, in as much as possible. The B&G Committee designated person or church member volunteer will work to comply with those guidelines to the best of his/her ability. The church contracts with a plowing service for snow removal in the church staff parking lot.



December 10, 2015

Dear Downtown Bangor Property Owner,

Snow season is upon us and I wanted to send along a quick informational sheet about snow and ice removal in downtown Bangor. Working together to keep sidewalks free from snow and ice throughout the winter is a community effort, and it takes everyone doing their part to maintain downtown as easily an accessible place for visitors, business owners, property owners, employees, and residents.

**Who is responsible for snow removal in the downtown area?**

The property owner. He or she should work in collaboration with his or her tenants to designate who will be in charge of snow removal.

*Excerpt from the City's Code of Ordinances:*

The owner, tenant, firm, corporation, and/or other occupant having control or management of any property bordering upon any street or square designated in subsection (A) shall remove all snow and ice from any adjacent sidewalk and any adjacent alley, including private alleys, within six hours after the end of a precipitation event, except that if the precipitation ends after 6:00 p.m., then the snow and ice shall be removed before 1:00 p.m. on the following day. Additionally, the owner, tenant, firm, corporation, and/or other occupant shall have a continuing duty to keep said sidewalks and alleys free and clear of snow and ice.

**Does this include ice?**

Yes, it does.

*Excerpt from the City's Code of Ordinances:*

Whenever any ice forms upon a sidewalk or private alley, the owner, tenant, firm, corporation, and/or other occupant having control or management of any property bordering upon any street or square designated in subsection (A) shall cause such ice on said adjacent sidewalks or alleys to be removed or to be covered or strewed with sand or other substances in such manner as to allow safe and easy travel on such sidewalk or in such alley.

**What if I (or my neighbor) don't remove the snow and ice?**

Not very neighborly or business-friendly, is it? No one likes to navigate on snow or ice. Even worse, what if there is a fall? Handicapped and elderly patrons make up a sizable portion of our community, and blocked sidewalks truly discourage them from enjoying downtown.

Ideally everyone does their part, and all the snow and ice is removed. Then the City wouldn't have to expend time, money, and staff to respond to the neglected responsibility of the property owner. Every year, downtown businesses and residents continue to voice concern over the obstructed sidewalks in the winter.

So what happens if you (or a neighbor) don't remove snow? First, the City will send a letter indicating the violation to the property owner. Then, the City may a.) fine the property owner or b.) have Public Works remove the snow or ice and bill the property owner for services rendered.

*Excerpt from the City's Code of Ordinances:*

If any owner, tenant, firm, corporation, and/or other occupant having control or management of a property bordering upon any street or square designated in subsection (A) fails to cause the removal of snow within the time provided in this section or fails to remove or control ice forming upon the sidewalk in front of such property, the City Manager may direct the City's Director of Operations and Maintenance to cause the removal or control of such snow or ice, and the owner, tenant, firm, corporation, and/or other occupant shall be jointly and severally liable to repay the City of Bangor all reasonable charges therefore.

In addition to subsection E, any owner, tenant, firm, corporation, and/or other occupant who violates any provision of this section shall be subject to a civil fine, upon conviction, or not less than \$100 per offense. For this purpose, each day on which a violation shall occur or continue shall constitute a separate offense.

**Is my property subject to this part of the Code of Ordinances?**

If your property is located along the following streets in the described location, you are responsible for snow and ice removal.

<u>Name of Street</u>	<u>Location</u>
Bangor Alley	From Broad Street To Kenduskeag Plaza
Broad Street	From Front Street To Merchants Plaza
Center Street	From Harlow Street To Park Street
Central Street	From Hammond Street To Harlow Street
Columbia Street	From Hammond Street To Union Street
Cross Street	From Columbia Street To Main Street
Exchange Street	From State Street To Washington Street
Franklin Street	From Hammond Street To Harlow Street
French Street	From York Street To State Street
Front Street	From Broad Street To Railroad Street
Gallagher Place	From May Street To Union Street
Hammond Street	From North High Street To The Kenduskeag Stream
Hancock Street	From Boyd Street To The Kenduskeag Stream
Harlow Street	From Cumberland Street To State Street
Independent Street	From Broad Street To Union Street
Main Street	From Hammond Street To Railroad Street
May Street	From Main Street To Front Street
Merchants Plaza	From Water Street To Broad Street
Middle Street	From Columbia Street To Main Street
Oak Street	From Washington Street To State Street
Park Street	From State Street To Center Street
Pleasant Street	From South Street To May Street

Railroad Street  
State Street  
Short Street (a/k/a Hodsdon)  
South Street  
Summer Street  
Union Street  
Washington Street  
Water Street  
West Market Square  
York Street

From Main Street To Front Street  
From Kenduskeag Stream To Broadway  
From Union To Independent Street  
From Summer Street To Pleasant Street  
From Union Street To Railroad Street  
From Columbia Street To The Bridge  
From Hancock Street To Broad Street  
From Main Street To Broad Street  
From Main Street To The Kenduskeag Stream  
From Oak Street To The Kenduskeag Stream

*The above information was excerpted from Chapter 257 of the Laws and Ordinances of the City of Bangor. For an online version, please visit [www.bangormaine.gov](http://www.bangormaine.gov)*

Thank you for your efforts during the winter to keep our downtown safe and welcoming. If you have questions please feel free to contact me.

Sincerely,



Tanya L. Emery  
Director of Community and Economic Development  
City of Bangor  
73 Harlow Street  
Bangor, Me 04401  
[www.bangormaine.gov](http://www.bangormaine.gov)  
[www.downtownbangor.com](http://www.downtownbangor.com)  
(207) 992-4280



# The Unitarian Universalist Society of Bangor

<b>Policy Area:</b> Building & Grounds	<b>Subject:</b> B&G Cmte
<b>Title:</b> “Building & Grounds Committee Frequent Contact List”	<b>Policy Number:</b> 5-6
<input type="checkbox"/> <b>Policy</b> <input type="checkbox"/> <b>Procedure</b>	<input checked="" type="checkbox"/> <b>X</b> <b>Guideline</b> <input type="checkbox"/> <b>Exhibit</b>
<b>Effective Date:</b>	<b>Approved by:</b> B&G, Council
<b>Approved Date:</b>	<b>Revision Dates:</b> 6/8/2016

UNITARIAN UNIVERSALIST SOCIETY OF BANGOR

UUSB Fed. ID No.: 01-0501837

UUSB Tax Exempt ID No.: E-20655

## Building & Grounds Committee - Contact List

**EMERGENCY: FIRE - POLICE - AMBULANCE - Dial 9-1-1**

**Non-emergency numbers:**  
     **Fire:** 992-4700  
     **Police, Bangor:** 947-7384  
     **Police, Maine State:** 1-800-432-7381 (Orono)  
     **Ambulance:** 992-4700

**Parking Enforcement, City of Bangor:** 947-7397  
 (when we need to ask permission to park both sides of Park St—e.g. funerals, weddings, special church events like yard sales, etc.)

**Poison Control Center:** 1-800-222-1222

**Disaster preparedness:** American Red Cross, Pine Tree Chapter - 941-2903  
 (Since Oct. 2002, UUSB has a volunteer contract to serve as a disaster center to the local community—esp. due to its nearness to the “hub grid” downtown.)  
 31 Mildred Ave., Bangor, ME 04401-4305

## UTILITIES:

**Electric:** Emera Maine – Power outage: 973-2020; Customer service: 947-2414

**Gas:** Bangor Gas Co., 941-9595

**Water/sewer:** Bangor Water District – 947-4516

## MAINTENANCE & REPAIRS:

**Cleaning/janitorial services:** M&L Cleaning (Mark & Lynn Young)  
 Cell: 356-1710

**Clock (tower) repair:** Peter Rioux Clock Service – 223-4732  
 Old County Rd., Winterport, ME 04496

**Computer repair:** SJ Rollins Technology (Steve)  
 (generally) 242 State St., Bangor, ME 04401  
 941-0264

*(continued next page)--*

- Computer router service:** Linksys tech support – 1-800-201-3949  
Case #060512-005549  
Wireless network settings: wireless network – uubangor;  
Security: uubangor\_1  
Linksys SRX200 router, WRT54GX2  
SSID: uubangor (or try linksys), password: uusb123  
Channel: 1 IP: 192.168.2.1
- Computer-related, ~~Verizon~~ Fairpoint DSL service:**  
Re: Westell 6100 Modem - 1-888-649-9500  
Acct user name = admin; password = admin  
Re: DSL Business acct – My Connection  
[www.business.fairpoint.net](http://www.business.fairpoint.net)  
user name = UUBangor\_1; password = UUSB2006  
(password challenge answer is “Bates”)
- Door locks & deadbolts:** Church office doors – Lawson Lock, 989-5104  
Building doors – Murray Locksmith, 947-3401
- Electrical service & repair:** Jean Vermette – 862-2063  
PO Box 2002, Bangor, ME 04402-2002  
Email: [negress@tds.net](mailto:negress@tds.net)
- Elevator service & repair:** Pine State Elevator – 1-800-627-9706
- Furnace Repair:** (natural gas conversion eff. 2014)  
Jackson Plumbing & Heating  
P.O. Box 435, Old Town, ME 04468  
Tel. 827-7042; Email [www.jacksonph.com](http://www.jacksonph.com)
- Piano tuning and repair:** Catell Piano Shop  
Tuner – Bill, 469-7591 or cell 735-4848; & Brian (new)  
Office – Lorraine, 947-8413
- Plowing:** Wes Williams, 944-6712 (if unable to reach, call Suzanne at Kelly Mgt.)
- Plumber:** Charlie Dutton, 234-2436 (for small jobs, altho’ we haven’t called him in many years?)
- Propane (cooking) gas Supplier & service:** Dead River Co. (thru Kelly Mtg., they have our bldg key)  
103 So. Main St., Brewer, ME 04412  
989-2770
- Refrigerator/Freezer repairs and service:** General Appliance, 989-4341
- Roof repairs:** Danny Reid, 848-3990
- Rug cleaning:** Penobscot Cleaning Co., 989-4697
- Sanitizer Machine Service:** HOBART (for Dorothy Memorial Kitchen machine)  
1-800-675-9912

(continued next page)--

**Security System Equipment:** (Black Shepherd installed, but eff. Fall 2015 they no longer service it.)  
New – Central Security – Tel. 207-990-3313 – Owner Paul F. Miragliuolo - PO Box 2205, Bangor, ME 04402-2205

**Security System Monitoring Service:** Centra-Larm Monitoring Service  
(send UUSB code updates via fax) 994 Candia Rd., Manchester NH 03109  
1-800-639-4068; fax 603-668-1117  
[www.centra-larm.com](http://www.centra-larm.com)

*(if bldg. alarm goes off, they will call us, then police)*

**Sound System in Sanctuary:** Neal Whitmore, PBC Sound Systems – 947-0712;  
Email: [neal@pbcsound.com](mailto:neal@pbcsound.com); website: pbcsound.com

**Telephone repair:** Contact Jeff Webber first, to see if it is something he can handle.  
Small Business & Residential Telecom Specialist (telephones & systems, computer networking and cable TV; installations, moves, repairs, troubleshooting. Maine State Licensed.  
Call 942-8585 or 942-2626(H); [jeffvwebber@gmail.com](mailto:jeffvwebber@gmail.com)

Otherwise, call Fairpoint Communication repair: 1-888-984-1515  
Acct no.: 207-947-7009-952-003-9

**Tile Flooring Specialists:** Rideout Enterprises, 190 Ammo Park, Bangor, ME 04401  
(installed RE hallway floor) Office – 848-3700; Cell – 478-1381; fax – 848-3701;  
Email – [erideout314@gmail.com](mailto:erideout314@gmail.com)

**Trash:** JT Trash Disposal  
Contact – “Jon”, 356-8629; email: [jtrashdisp@hotmail.com](mailto:jtrashdisp@hotmail.com)  
[UUSB has (3) 96-gal totes. Trash pick-up Friday unless otherwise notified. Recycle pick-up bi-weekly according to their annual “service date” calendar listing provided.]

**VENDORS / OTHERS:**

**Hardware Supplies:** Bangor True Value Hardware, Broadway, Bangor, ME 04401  
Have an account for them to bill the church

**Insurance coverage:** Liability & workers comp – Church Mutual Insur. Co.  
Maine representative – Kim Perra ?  
1-800-554-2642, option 1, ext. 29, voicebox

**Paper products & janitorial products supplier:** W.B. Mason Co., Inc.  
(on-line, next day delivery)  
188 Water St. Augusta, ME 04330  
1-888-926-2766  
Acct rep: Nick Sawyer – cell 508-208-4001

## The Unitarian Universalist Society of Bangor

<b>Policy Area:</b> Religious Education	<b>Subject:</b> RE Covenant
<b>Title:</b> "Covenant for Children and Their Families with UUSB RE Program"	<b>Policy Number:</b> 6-1
<input type="checkbox"/> <b>Policy</b> <input checked="" type="checkbox"/> <b>Procedure</b>	<input checked="" type="checkbox"/> <b>Guideline</b> <input type="checkbox"/> <b>Exhibit</b>
<b>Effective Date:</b>	<b>Approved by:</b>
<b>Approved Date:</b>	<b>Revision Dates:</b>

*(Missing from policy notebook)*

## The Unitarian Universalist Society of Bangor

<b>Policy Area:</b> Religious Education	<b>Subject:</b> RE Code of Ethics
<b>Title:</b> "Code of Ethics for Adults and Older Youth (16-18)"	<b>Policy Number:</b> 6-2
<input checked="" type="checkbox"/> <b>Policy</b> <input checked="" type="checkbox"/> <b>Procedure</b>	<input checked="" type="checkbox"/> <b>Guideline</b> <input checked="" type="checkbox"/> <b>Exhibit</b>
<b>Effective Date:</b> 12/2/2007	<b>Approved by:</b> Council
<b>Approved Date:</b>	<b>Revision Dates:</b>

### Policy Statement:

Adults and older youth who are in leadership roles play a key role in fostering spiritual development of both individuals and the community. It is, therefore, especially important that those in leadership positions be well qualified to provide the special nurture, care, and support that will enable youth to develop a positive sense of self and spirit of independence and responsibility.

The relationship between young people and their leaders must be one of mutual respect if the positive potential is to be realized. There are no more important areas of growth than those of self-worth and the development of a healthy identity as a sexual being. Adults play a key role in assisting youth in these areas of growth.

Wisdom dictates that youth and adults suffer damaging effects when leaders become sexually involved with young persons in their care; therefore, leaders will refrain from engaging in sexual, seductive, or erotic behavior with youth. Neither shall they sexually harass or engage in behavior with youth which constitutes verbal, emotional, or physical abuse.

Leaders shall be informed of the code of ethics and agree to it before assuming their role. In cases of violation of this code, the appropriate action will be taken.



Unitarian  
Universalist  
Society of Bangor

120 Park Street  
Bangor ME 04401  
(207) 947-7009  
www.uubangor.org

### Volunteer Registration Form

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell / Home Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Emergency Telephone Number: \_\_\_\_\_

Allergies: \_\_\_\_\_

Best Way to Reach You: \_\_\_\_\_

### Code of Ethics for Adults and Older Youth (16-18)

Adults and older youth who are in leadership roles play a key role in fostering spiritual development of both individuals and the community. It is, therefore, especially important that those in leadership positions will be well qualified to provide the special nurture, care, and support that will enable youth to develop a positive sense of self and spirit, and of independence and responsibility.

The relationship between young people and their leaders must be one of mutual respect if the positive potential is to be realized. There are no more important areas of growth than those of self-worth and the development of a healthy identity as a sexual being. Adults play a key role in assisting youth in these areas of growth.

Wisdom dictates that youth and adult suffer damaging effects when leaders become sexually involved with a young person in their care; therefore, leaders will refrain from engaging in sexual, seductive, or erotic behavior with youth. Neither shall they sexually harass or engage in behavior with youth which constitutes verbal, emotional, or physical abuse.

Leaders shall be informed of this code of ethics and agree to it before assuming their role. In case of violation of this code, appropriate action will be taken.

Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

## The Unitarian Universalist Society of Bangor

<b>Policy Area:</b> Religious Education	<b>Subject:</b> RE Lifeguard position
<b>Title:</b> "RE Lifeguard Policy"	<b>Policy Number:</b> 6-3
<input checked="" type="checkbox"/> <b>Policy</b> <input type="checkbox"/> <b>Procedure</b>	<input checked="" type="checkbox"/> <b>Guideline</b> <input type="checkbox"/> <b>Exhibit</b>
<b>Effective Date:</b> 10/4/2014	<b>Approved by:</b> Council
<b>Approved Date:</b> 10/4/2014	<b>Revision Dates:</b>

### **Policy:**

It is the policy of the UU Society of Bangor's summer camps to only go to swimming areas which are guarded by certified lifeguards. All adult camp counselors are required to be First Aid and CPR certified. If the camp goes to an area which is not guarded by lifeguards, then it is required to hire a certified lifeguard to supervise the children at that location. Any child who is not a proficient swimmer is required to wear a Coast Guard approved life vest at all times during the swimming outing, even when there is a lifeguard present. Parents are required to notify the camp staff about the swimming proficiency of their child and are required to agree to have their child wear their life vest during all swimming times, if not a proficient swimmer.

## The Unitarian Universalist Society of Bangor

<b>Policy Area:</b> Religious Education	<b>Subject:</b> RE Activity/Transport
<b>Title:</b> “RE Transportation & Permission Form”	<b>Policy Number:</b> 6-4
<input checked="" type="checkbox"/> <b>Policy</b> <input checked="" type="checkbox"/> <b>Procedure</b>	<input checked="" type="checkbox"/> <b>Guideline</b> <input checked="" type="checkbox"/> <b>Exhibit</b>
<b>Effective Date:</b>	<b>Approved by:</b> Council
<b>Approved Date:</b> 10/4/2014	<b>Revision Dates:</b>

### **Policy:**

It is the policy of the UU Society of Bangor that all RE participants under the age of 18 shall receive parent/guardian permission to attend the activity or event, as well as permission to be transported to and from events, and prior authorization to administer emergency medical treatment as needed.



**Unitarian Universalist Society of Bangor  
PERMISSION and TRANSPORTATION FORM**

Required for any participant under 18 at start of event

NAME OF PARTICIPANT \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

DOB \_\_\_\_\_ PHONE#: Home \_\_\_\_\_ Cell \_\_\_\_\_

EVENT DATE(s):

NAME & LOCATION OF EVENT:

PROGRAM:

I am aware that my son/daughter will be participating in the above listed event and give my permission for him/her to do so. I also give permission for my child to be transported to, during, and from the event described above.

In case of an emergency I authorize the administration of emergency medical treatment.

\_\_\_\_\_  
Print name of parent/guardian                      signature                      Date

Emergency phone numbers (or where you can be reached during event):

\_\_\_\_\_

Please list any concerns that we should know about: (ie. allergies, diabetic, etc.)

\_\_\_\_\_

# **Personnel Policy Manual**

For

Unitarian Universalist Society of Bangor (UUSB)

**Date Approved:** February, 2006

By Council

(Reviewed and Updated December, 2008; May, 2013 & May, 2014)

## **MISSION STATEMENT**

The Unitarian Universalist Society of Bangor is a historically liberal religious community celebrating diversity, and supporting spiritual growth and development of social responsibility in each child and adult

Modified from "A Personnel Policy Manual for Religious Organizations" by UUA Committee on Compensation, Benefits and Pension and by the Council on Church Staff Finances (07/30/02)

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## **I. EMPLOYMENT POLICIES AND PRACTICES**

### **A. STATEMENT OF PURPOSE**

We have prepared this Personnel Manual to help you to understand some of the policies and procedures of the Unitarian Universalist Society of Bangor (UUSB). Employees should familiarize themselves with the Manual as it will provide answers to some questions you may have about your employment. Nothing in this Manual or in any other written or unwritten policies and practices of UUSB creates an express or implied contract, promise or representation between UUSB and any employee.

UUSB policies generally are applied consistently. However, the UUSB reserves the right to deviate from normal policy in certain situations. Since every employment situation cannot be anticipated this Manual provides a general overview only.

From time to time changes in the Manual may become necessary. Therefore, the UUSB reserves the right to amend, supplement, or rescind any provisions of this Manual as necessary.

The Manual applies to all staff, whether, full-time, part-time, exempt or nonexempt, except when otherwise stated. This Manual does not apply to ordained minister(s) called by vote of the Congregation.

Employment “at-will” means that the employee or the UUSB may terminate the employment relationship at any time for any reason, with or without notice.

This Manual supersedes all previous employment policies, whether written or oral, expressed or implied. If any provisions of this Manual are found to be invalid or unenforceable, the remaining provisions will remain in full force and effect.

If you have any questions or comments about this Manual, or if you need more information, please ask your supervisor or the Church Administrator, who will contact the appropriate individual(s). Your comments and suggestions are genuinely encouraged.

Welcome,  
The UUSB Council

## **B. EQUAL EMPLOYMENT OPPORTUNITY**

UUSB affirms its commitment to equal employment opportunity for all individuals. Decisions about recruiting, hiring, training, promotions, compensation, benefits, and all similar employment decisions will be made in compliance with all federal, state, and local laws and without regard to race, color, religion, sex, sexual orientation, national origin, age, disability, or any other classification protected by law. Any discrimination in the workplace based upon any protected classification is illegal and against policy.

Employees who have questions about discrimination in the workplace, or who believe this policy has been violated should report their concerns immediately to their supervisor or to the Council Chair. Retaliation against individuals who make a claim of discrimination or participate in the investigation of such a claim is prohibited by this policy and will not be tolerated.

## **C. SEXUAL HARASSMENT**

Sexual harassment is prohibited and will not be tolerated. This policy applies to sexual harassment by members of the same gender as well as opposite gender. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to the conduct is made either explicitly or implicitly a term or condition of employment;
- Submission to or rejection of the conduct is used as a factor in employment decisions affecting an individual; or
- The conduct unreasonably interferes with an individual's employment or creates an intimidating, hostile, or offensive employment environment.

Some examples of conduct which may constitute sexual harassment, depending on the circumstances, include but are not limited to, the following:

- Repeated and unwelcome suggestions regarding, or invitations to, social engagements or social events; or
- Any indication, expressed or implied, that any aspect of employment conditions, depends or may depend on the granting of sexual favors or on a willingness to accept or tolerate conduct or communication of a sexual nature; or
- Unwelcome or coerced physical proximity or physical contact which is of a sexual nature or sexually motivated; or
- The deliberate use of offensive or demeaning terms which have a sexual connotation; or
- Inappropriate remarks of a sexual nature.

Any employee who believes he or she has been sexually harassed by another employee, a Supervisor, or any other person encountered in the course of employment should report

that conduct immediately to his or her supervisor. If the complaint involves the supervisor, the employee should immediately report it to the Chair of the UUSB Council.

Every complaint or report of sexual harassment will be promptly investigated. Although investigations will be conducted with sensitivity to confidentiality issues, investigative information will be communicated as appropriate to those with a need to know. If the investigation indicates that a violation of this policy may have occurred, timely and appropriate action will be taken.

Retaliation or reprisal against employees who report sexual harassment claims is prohibited and is not tolerated. Any violation of this policy will be treated as a serious matter and will result in disciplinary action, up to and including termination of employment.

#### **D. HARASSMENT**

The UUSB prohibits conduct that shows hostility or an aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, national origin, age, disability, or any other classification protected by law, and that:

- Has the purpose or effect of creating an intimidating, hostile, or offensive work environment; or
- Has the purpose or effect of unreasonably interfering with an individual's work performance; or
- Otherwise adversely affects an individual's employment opportunities.

Some examples of conduct that may constitute harassment, depending on the circumstances, include but are not limited to, the following:

- Epithets or slurs; or
- Threatening or intimidating acts; or
- Written or graphic material; or
- Written, verbal, or physical acts that purport to be jokes or pranks.

Any employee who believes he or she has been harassed by another employee, a supervisor, an agent of UUSB, or any other person who the employee encounters in the course of employment should report that conduct immediately to his or her supervisor. If the report or complaint involves the supervisor, the employee should immediately report it to Chair of the UUSB Council.

Every complaint or report of harassment will be promptly investigated. If the investigation indicates that an act of harassment has occurred, timely and appropriate action will be taken. Retaliation or reprisal against employees who report harassment claims is prohibited and will not be tolerated. Any violation of this policy will be treated

as a serious matter and will result in disciplinary action, up to and including termination of employment.

## **E. RESOLUTION OF EMPLOYEE COMPLAINTS**

Effective communication is essential for productive working relationships. To that end, employees are encouraged to discuss any concerns about work or suggestions for improving operations in the following manner:

The employee should present any complaint or grievance to his/her supervisor and together discuss the problem, applicable rules or policies, and possible resolution.

If discussion with the supervisor does not resolve the matter to the employee's satisfaction, the employee should submit the complaint or grievance in writing to the Chair of the Council who shall gather the evidence necessary to complete an investigation. The Chair of the UUSB Council may interview the employee, involve the Executive Committee, or appoint an *ad hoc* committee to advise him/her. The Chair of the Council shall then recommend a resolution of the problem to the supervisor and employee.

If the Chair of the UUSB Council's recommendation does not resolve the matter to the employee's satisfaction, the employee may then seek a review by the Council. The resolution recommended by the UUSB Council will be binding to the supervisor and employee.

## **F. INTERNET POLICY**

UUSB may provide Internet access (including email) to its staff members to assist and facilitate business communications and work-related research. These services are for legitimate business use only in the course of assigned duties. All materials, information, and software created, transmitted, downloaded, or stored on the UUSB's computer system are the property of the UUSB and may be accessed only by authorized personnel.

Inappropriate Internet use includes, but is not limited to:

- Transmitting obscene, harassing, offensive, or unprofessional messages; or
- Accessing, displaying, downloading, or distributing any offensive or inappropriate messages, including those containing racial slurs, sexual connotations, or offensive comments about race, color, religion, sex, national origin, age, disability, or any other classification protected by law; or
- Transmitting any of the UUSB's confidential or proprietary information, including member/friend data or other materials covered by the UUSB's confidentiality policy.



UUSB reserves the right to monitor employee use of the email system or the Internet at any time. Employees should not consider their Internet usage or email communications to be private. Personal passwords are not an assurance of confidentiality, and the Internet itself is not secure.

Any software or other material downloaded onto any computers owned by UUSB may be used only in ways consistent with the licenses and copyrights of the vendors, authors, or owners of the material. Prior written authorization from the Council is required before introducing any software into UUSB's computer system.

Only authorized staff members may communicate on the Internet on behalf of the UUSB. Employees may not express opinions or personal views that could be misconstrued as being those of UUSB. Employees may not state their church affiliation on the Internet unless required as part of their assigned duties. Any violation of this policy may result in disciplinary action.

#### **G. MEDIA INQUIRIES**

All requests for information about the UUSB from newspapers, television, and radio media should be directed to the Church Administrator, who will direct the inquiry to the UUSB Minister. If the Minister is not available, the Council Chair will be called. The UUSB Minister will be the sole individual having the authority to speak for the UUSB. An appropriate employee response to a media inquiry would be, "I'm not the best person to answer that question. May I contact the appropriate person and have that individual get back to you?"

#### **H. CONFIDENTIALITY**

Employees may have access to confidential information about the UUSB, including but not limited to, information about members, friends, or other staff members. Such information must remain confidential and may not be released, removed from the UUSB's premises, copied, transmitted, or in any other way used for any purpose by employees outside the scope of their employment.

All requests for information concerning past or present employees received from organizations or individuals should be directed to the Council Chair.

#### **I. CONFLICTS OF INTEREST**

Employees are expected to avoid conflicts of interest, defined as any situation where an employee may attain personal gain or which may serve as a detriment to the UUSB, either monetarily or to its public image, because of the use of information or personal contact which is not generally available except through employment with the UUSB.

Employees shall not engage in any business or transaction, and shall not have a financial or other personal interest which is incompatible with their employment duties or which would impair their judgment or actions in the performance of their duties for the UUSB. Employees who have questions about whether an activity violates this policy should discuss the matter with his or her supervisor.

#### **J. OUTSIDE EMPLOYMENT**

Employees shall not engage in any collateral employment or business activity that is incompatible or in conflict with their duties, functions, or responsibilities as an employee of the UUSB. Activities that may constitute a conflict include use of the UUSB's time, facilities, equipment, or supplies, or the use of the title, prestige, or influence of the UUSB for private gain or advantage.

An employee shall not engage in any outside activity which, by its nature, hours, or physical demands would impair the employee's performance of UUSB duties; reflect discredit on the UUSB; or tend to increase UUSB's payments for sick leave, worker's compensation benefits, or long-term disability benefits, if available. Collateral employment should not result in outside telephone calls while on duty for the UUSB.

#### **K. EMPLOYMENT OF RELATIVES AND MEMBERS**

Other members of an employee's family may be considered for employment; however, relatives may not supervise one another. Employees will not be involved in the hiring process related to their family members. "Relative" means a spouse, domestic partner, parent, sibling, child, grandparent, or grandchild.

As a general policy, employment with the UUSB is not open to members of the UUSB except in rare and unusual circumstances.

#### **L. PERSONNEL RECORD**

It is very important that employees keep up-to-date all the information provided to the UUSB at the time of hire. This information is essential for many purposes, including benefits administration, mailing information to the employee's home, and contacting friends or family in case of emergency. The Church Administrator should be promptly notified of any changes in:

- Address and telephone number;
- Marital status (including legal separation);
- Legal change in employee's name;
- Change in number of dependents;
- Changes of beneficiaries;
- Persons to notify in case of emergency; and
- Any relevant changes in licensing or education.

## **M. EMPLOYEE DUTIES**

Employee duties are outlined in their job description. Employees are encouraged to peruse the state and federal employment related posters located in the downstairs kitchen.

## **N. INITIAL REVIEW PERIOD**

New employees and employees who are transferred to another position are required to complete a probationary period of 90 days, which may be shortened or lengthened at UUSB's discretion. Upon completion of this period, the employee will be considered a regular employee. Satisfactory completion of the probationary period does not alter the employment-at-will relationship. Employees must continue to perform satisfactorily after the probationary period.

## **O. PERFORMANCE EVALUATION**

In general, employees will receive a written performance evaluation at the end of the initial review period, and then at least annually by the end of the church Fiscal Year. More frequent evaluations may take place when there is a significant change in job duties, or at the discretion of the employee's supervisor.

The evaluations will be maintained in the employee's permanent personnel file. Employees are entitled to copies of their evaluations. Factors considered in assessing performance include, but are not limited to, quality and quantity of work; dependability; attendance and punctuality; effective interpersonal relationships with the congregation; and personal conduct, and will address each of the areas listed in the job description.

As part of the evaluation process, employees and supervisors will identify goals and objectives for the next evaluation period so the employee's work may be evaluated on the basis of clear criteria he or she has helped to develop.

The minister is responsible for staff supervision unless otherwise stipulated in the employment agreement.

## **II. WAGE AND HOUR ADMINISTRATION**

### **A. EMPLOYMENT CLASSIFICATION**

For purposes of determining the applicability of various policies, practices, and benefits, employees are classified by the nature of the position to which they are assigned and by their regular work schedule.

Regular full-time employees are regularly scheduled to work 40 hours per week. Employees scheduled to work less than 40 hours per week will be considered part-time employees.

Employees who are subject to state or federal minimum wage and overtime laws are referred to as “non-exempt” employees. Those in administrative, management, or supervisory positions who are not subject to such regulations are referred to as “exempt” employees.

## **B. HOURS OF WORK**

Individual work schedules may change from time to time. Attendance at meetings at the request of the employee’s supervisor will be considered time worked. Employees are expected to attend any staff retreats or off-site events that are part of their employment.

## **C. TIMEKEEPING AND OVERTIME**

Non-exempt employees must submit a signed record of their time worked at the end of each pay period to their supervisor. Any scheduled hours not worked or time worked in excess of their regular schedule must be noted. Where required by applicable law, overtime will be paid to non-exempt employees at the rate of one and one-half times the regular rate of pay for all hours worked in excess of forty in any one work week. Holiday, vacation, and sick leave are not counted for purposes of overtime compensation. Employees may not work overtime without authorization in advance.

## **C. PAY AND PAYROLL DEDUCTIONS**

Pay adjustments generally will be considered for all employees once a year and any adjustments will normally begin at the start of the fiscal year. There is no guarantee of an annual pay increase. Pay adjustments are usually based upon such factors as individual performance, job responsibilities, and other appropriate factors.

Federal law requires deductions from pay for income tax, Social Security, and Medicare. Other deductions may include state and/or local taxes or wage garnishments. Some deductions are optional and are made only if the employee has authorized their deduction.

Employees are responsible for promptly notifying the Church Administrator of any changes to or errors in their deductions. Any necessary adjustments usually are made and reflected in the employee’s next paycheck.

Employees have 26 pay periods per year.

### **III. EMPLOYEE BENEFITS**

Outlined below is a brief summary of employee benefits currently available through the UUSB. This summary is not intended to and does not create an express or implied contract, promise, or representation between UUSB and the employee. These benefits are subject to change at any time at the discretion of UUSB. In the event of any discrepancy between the benefits outlined below and the plan itself, the plan will govern. Any questions about employee benefits should be directed to the Personnel Committee and Council.

#### **A. GROUP INSURANCE PROGRAMS**

1. **Health Insurance Benefits**

If an employee is offered health insurance based on the number of hours worked (a minimum of 750 hours per year based on the current UUA policy, the coverage will begin on the first day of the month coincident with or following the date of hire.

The employer contribution will be 80% for full time employees or pro-rated based on hours worked of the least expensive policy offered by the UUA (currently the High Deductible Plan). Full time employees assume 2080 hours (including vacation) work each year. The Employer will not contribute to the cost of dependent coverage.

2. **Group Dental, Term Life, and Long-Term Disability Insurance**

Employees who work at least 20 hours per week are offered the option of purchasing group dental insurance, term life insurance, and long-term disability insurance through the group plan sponsored by the UUA (The Unitarian Universalist Association). Further information concerning these policies is available from the Church Administrator.

3. **Worker's Compensation Insurance**

UUSB carries workers' compensation insurance that pays for certain medical expenses and provides partial income protection in the event of illness or injury arising out of or in the course of employment

All on-the-job injuries or illnesses, regardless of severity, should be reported immediately to the employee's immediate supervisor or the Church Administrator. Employees may be required to provide a physician's statement in order to receive workers' compensation benefits, or to return to work.

## **B. Retirement Benefits**

The UUA maintains a defined contribution qualified retirement plan to assist eligible employees to accumulate tax-deferred savings for retirement. Under the plan, UUSB contributes 10% of the employee's wages, and the employee has the option of making additional voluntary contributions on a pre-tax basis.

Before an employee can become a participant, there are certain eligibility requirements that must be met. These requirements and other provisions are provided to all participants. Each employee should review the provided material carefully and discuss any questions he or she may have with the Church Administrator or with the appropriate staff members at the UUA.

As of 1 January 2005, "employees of UU congregations who are 18 years of age or older are eligible to participate after one year of employment in which they work 1,000 hours or more."

## **C. UNEMPLOYMENT COMPENSATION**

The UUSB does not provide unemployment compensation.

## **D. VACATION**

First & Second Years of Employment: Two (2) Weeks Vacation  
Third, Fourth & Fifth Years of Employment: Three (3) Weeks Vacation  
Six Year Plus: Four (4) Weeks Vacation

Not more than two (2) weeks vacation can be taken consecutively, and vacation cannot be carried over to the next Fiscal Year.

Hours are proportional to the percentage of hours worked.

No vacation will be allowed until employee has worked six (6) months.

## **E. HOLIDAYS**

UUSB recognizes the following seven paid holidays:

New Year's Day  
Martin Luther King Day  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Christmas Day

If the employee works on a regularly scheduled holiday, employee will receive compensatory day off arranged with their supervisor. (*Prorated for hours worked on a part-time basis.*)

Employees working at least 750 hours are eligible for holiday pay.

## **F. LEAVES OF ABSENCE**

### **1. General provisions**

The policies in this section describe various types of paid and unpaid leaves of absence provided by the UUSB. Leaves must be requested in advance in writing and require the approval of the employee's immediate supervisor. The exact nature of the leave and its anticipated length must be included in the written request. Employees are expected to return to work upon the expiration of the leave as granted. If prevented from returning as expected, the employee must immediately notify his or her supervisor.

### **2. Sick leave with pay**

Employees will accrue two (2) hours of sick leave per pay period based on a forty (40) hour work week. (*Prorated for hours worked on a part-time basis.*)

Sick leave is to be used only in the event the employee is unable to work due to the employee's own illness, injury, or other medical condition. Sick leave may be used as part of medical leave, or sick childcare leave, and as otherwise required by applicable law. Sick leave may be used for routine dental or medical appointments.

Employee must notify their supervisor before their starting time if they are ill and unable to come to work. Employees may be required to provide a physician's statement regarding their medical condition, including why the employee was not able to work. The UUSB reserves the right to request employees who are repeatedly absent for illness or injury to be examined by a physician chosen by the UUSB, and at the expense of the UUSB.

Employees will not be compensated for unused sick leave upon resignation.

Employees working at least 750 hours are eligible for sick leave pay.

### **3. Medical leave without pay**

Unpaid medical leave may be granted in instances where an employee's medical condition requires an absence from work for more time than the amount of available sick leave. This leave requires the approval of the employee's supervisor and the Chair of the UUSB Council. Sufficient evidence of such a medical condition is required for a medical leave. Such evidence may include a request or requirement for authorization to speak with the employee's treating physician. The maximum unpaid medical leave time that may be granted is three months or until a physician releases the employee to return to work, whichever is shorter. UUSB also reserves the right to request a second opinion from a physician chosen by the UUSB on any medical leave of absence.

### **4. Personal leave without pay**

Employees who have been employed full-time for at least one year may be given unpaid personal leave of five days per year, which must be approved in advance by the supervisor.

Due to a stance of an ethical obligation on the part of the UUSB, based on the Family Medical Leave Act (FMLA) and Dependent Care Statutes, an employee who has exhausted their vacation leave and sick leave may take up to six additional weeks of Leave Without Pay, approved in advance by their supervisor. (*Prorated for hours worked on a part-time basis.*)

### **5. Military leave without pay**

Employees who are members of the uniformed services of the United States (including the National Guard or other reserve unit) will be granted unpaid leaves of absence in accordance with state or federal law to perform military duties on a voluntary or involuntary basis. Requests for military leave of absence must be made in writing and should include verification of the duty call from military authority, the date the leave is to commence, and the expected date of return.

Employees may choose to use any accumulated vacation time for all or part of the period of military service. Leaves of absence in excess of any available vacation time will be without pay. In accordance with applicable law, eligible employees will be reinstated to the same job upon returning from an authorized military leave of absence.



## **6. Jury duty leave with pay**

Employees called for jury duty are paid their regular pay for up to 20 working days. Employees should appear for work upon being excused from jury duty on any day.

Employees working at least 750 hours are eligible for paid for time spent on jury duty.

## **G. VEHICLE USAGE AND REIMBURSEMENT**

Employees using their own cars for church-related business may be paid mileage at the current rate per mile as established by the Internal Revenue Service less 15¢ per mile. Mileage will be reimbursed monthly upon voucher submission request by the employee with approval by the supervisor. The employee's supervisor must authorize trips. Employees must have a current and valid driver's license and proof of insurance. Employees may not take unauthorized passengers on such trips.

All tickets for parking and traffic violations are the responsibility of the employee. The employee must pay all fines promptly and will not be reimbursed by UUSB.

## **IV. OTHER UUSB POLICIES**

### **A. ATTENDANCE AND PUNCTUALITY**

Each employee is expected to be prompt and regular in his or her attendance at work. Personal appointments should be scheduled before or after work hours, if possible. The supervisor must approve all scheduled absences in advance. Employees who are unable to report to work at their scheduled time must call their supervisor as soon as possible to report the absence and the expected time of return to work. Employees must call in each day they are absent, unless otherwise authorized by their supervisor.

Unscheduled absences (such as returning late from lunch or leaving work before the end of the workday) must be approved by the employee's supervisor. If the employee expects to be absent the following day, he or she should inform the supervisor of that fact at the same time.

### **B. WORK AND DISCIPLINARY GUIDELINES**

Certain guidelines must be observed by all employees to protect the integrity of the UUSB. Violations may result in disciplinary measures including verbal warnings, written warnings, or termination.

Engaging in any of the following examples of unacceptable conduct may result in disciplinary actions. These examples are intended only as a guide and are not all-inclusive.

- Failure to perform work in a manner acceptable to UUSB;
- Absenteeism or tardiness;
- Leaving work without permission;
- Failure to report absences as required;
- Sexual harassment or harassment described in this Manual;
- Use, possession, or sale, or being under the influence of alcohol or controlled substances (other than those used for bona fide medical purposes) while working or while on UUSB premises (including meals and other breaks);
- Possession of weapons on the UUSB campus or at off-campus events;
- Disclosure of confidential information;
- Smoking in unauthorized areas;
- Failure to report on-the-job injuries;
- Working another job while absent;
- Failure to accurately complete or permitting another person to complete the employee's timecard;
- Arrest and conviction for criminal offenses that are job related, including those that may affect the employee's ability to perform his or her job;
- Theft or dishonesty;
- Falsifying records or information (or misuse or unauthorized manipulation of any computer or electronic data processing equipment or system);
- Discourteous treatment of others;
- Taking UUSB property without paying for it or without written permission;
- Reckless, careless, or unauthorized use of UUSB property, equipment, or materials;
- Improper or profane language;
- Violation of any other UUSB policy.

### **C. SEPARATION FROM EMPLOYMENT**

Employees who resign are requested to give at least two weeks' written notice in order for the UUSB to find a suitable replacement.

Any employee who is absent for three consecutive days without notifying his or her supervisor, or who fails to report to work on or before the expiration of a leave, will be deemed to have resigned, consistent with applicable law.

#### **D. SAFETY AND ACCIDENTS**

The safety of employees, as well as members and visitors, is of paramount concern. All employees are expected to abide by accepted safety standards at all times. They should know the whereabouts of fire extinguishers and the first aid kit.

Any unsafe condition, equipment, or practice observed by an employee should be reported immediately to the supervisor or Church Administrator. All on-the-job accidents or injuries to employees, no matter how minor, should be reported immediately to the supervisor or Church Administrator. In the event of a fire or other emergency, the fire department and/or police should be called immediately, and all staff and members of the congregation should leave the premises.

#### **E. PERSONAL PROPERTY**

The UUSB cannot be responsible for damage to or loss of personal property, including loss or damage to vehicles or other property in or on church property. Employees should report any lost items to the supervisor or Church Administrator so that the item(s) can be returned if found. If an employee finds an item(s), it should be immediately turned in to the Church Administrator.

#### **F. WORKPLACE THREATS AND VIOLENCE**

Threats, threatening behavior, or acts of violence against persons by anyone on UUSB property is not tolerated. Acts of violence or possession of a lethal weapon will result in immediate termination. Legal authorities will be notified.

Anyone who verbally or physically threatens another, or exhibits threatening behavior on UUSB property may be removed and will remain off UUSB property pending the outcome of an investigation. If the UUSB determines that a violation of this policy has occurred, the UUSB may take appropriate disciplinary action that may include, but is not limited to, suspension and/or termination of employment, and/or legal action as appropriate.

All employees shall inform their supervisor or the Church Administrator of any behavior that they have witnessed or experienced, which they regard as threatening or violent, when that behavior occurs on the UUSB campus or at off-campus events.

#### **G. PROFESSIONAL BEHAVIOR**

Employees should maintain a professional attitude and appearance that is appropriate to their position and the UUSB. Personal mail and non-essential telephone calls at work are discouraged.

## **H. INSPECTION RIGHTS**

UUSB, like other organizations, is sometimes the victim of thieves. The UUSB has on its premises storage facilities such as desks, file cabinets, closets, and storage areas for the use of employees. The UUSB makes no assurances that they will always be secure.

The storage of any unauthorized alcohol, illegal drugs, or drug-related paraphernalia is prohibited on UUSB premises. Therefore, the UUSB reserves the right to open and inspect any desk, file cabinet, storage closet, or storage area at any time and without prior notice or consent. Employees may not use personal locks on any UUSB-owned desks, cabinets, closets, or storage areas.

## **I. EMPLOYMENT AUTHORIZATION**

Federal law requires that prospective employees must show proof of eligibility to work in the United States in the position for which they are applying. When applicable, employees must usually provide an original document or documents to the employee's supervisor that establishes identity and employment eligibility from the date employment begins.

Employment is contingent on a background check.

**PERSONNEL MANUAL ACKNOWLEDGMENT FORM**

I, \_\_\_\_\_, hereby acknowledge that I have received a copy of the Personnel Policy Manual of Unitarian Universalist Society of Bangor (UUSB). I understand that it is my responsibility to read the Manual and to comply with the policies, practices, and rules of the UUSB.

I specifically understand and agree that my employment is at will and for an unspecified period of time and that either the UUSB or I may terminate the employment relationship, at any time, with or without reason and with or without notice. I specifically understand and agree that this statement of policy contains all of the terms relating to termination of employment and that no representations may be made contrary to the foregoing, either express or implied. I understand that this statement of policy is not subject to change.

I understand that this manual supersedes all previous policies, written or oral, express or implied. I also understand that this Manual is neither a contract of employment nor a legal document, and that the UUSB reserves discretion to add, change, or rescind any policy, practice, or rule at any time with or without notice.

I understand that my signature below indicates that I have read and understand the above statements.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (Print)

\_\_\_\_\_  
Employee Signature

# Personnel Policy Manual

For

Unitarian Universalist Society of Bangor (UUSB)

**Date Approved:** February, 2006  
By Council

(Reviewed and Updated December, 2008; May, 2013, May, 2014 & June 2015)

## MISSION STATEMENT

The Unitarian Universalist Society of Bangor is a historically liberal religious community celebrating diversity, and supporting spiritual growth and development of social responsibility in each child and adult

Modified from "A Personnel Policy Manual for Religious Organizations" by UUA Committee on Compensation, Benefits and Pension and by the Council on Church Staff Finances (07/30/02)

## **B. Retirement Benefits**

The UUA maintains a defined contribution qualified retirement plan to assist eligible employees to accumulate tax-deferred savings for retirement. Under the plan, UUSB contributes 10% of the employee's wages, and the employee has the option of making additional voluntary contributions on a pre-tax basis.

Before an employee can become a participant, there are certain eligibility requirements that must be met. These requirements and other provisions are provided to all participants. Each employee should review the provided material carefully and discuss any questions he or she may have with the Church Administrator or with the appropriate staff members at the UUA.

As of 1 January 2005, "employees of UU congregations who are 18 years of age or older are eligible to participate after one year of employment in which they work 1,000 hours or more."

## **C. UNEMPLOYMENT COMPENSATION**

The UUSB does not provide unemployment compensation.

## **D. VACATION**

First & Second Years of Employment: Two (2) Weeks Vacation  
Third, Fourth & Fifth Years of Employment: Three (3) Weeks Vacation  
Six Year Plus: Four (4) Weeks Vacation

Not more than two (2) weeks vacation can be taken consecutively, and vacation may be carried over to the next fiscal year, up to four weeks.

Hours are proportional to the percentage of hours worked.

No vacation will be allowed until employee has worked six (6) months.

## The Unitarian Universalist Society of Bangor

<b>Policy Area:</b> Personnel & Staffing	<b>Subject:</b> Minister Employee status
<b>Title:</b> "Minister Employee Status Policy"	<b>Policy Number:</b> 7-2
<input checked="" type="checkbox"/> <b>Policy</b> <input checked="" type="checkbox"/> <b>Procedure</b>	<input checked="" type="checkbox"/> <b>Guideline</b> <input type="checkbox"/> <b>Exhibit</b>
<b>Effective Date:</b> 7/16/2015	<b>Approved by:</b> Council & UUA
<b>Approved Date:</b>	<b>Revision Dates:</b>

**Addendum to Personnel Policy Requested by Rosemary Parsons via email on July 16, 2015 as a FYI:**

Ministers are NOT independent contractors in almost all cases. They are employees. While Social Security considers ministers self-employed and therefore ministers file self-employment taxes (which is why the UUA recommends the Payment in lieu of Employer share of FICA), the IRS expects ministers to be employees and receive a W2. In addition, ministers must be classified as employees in order to receive any employment-related benefits (insurance, retirement contributions, professional expenses, etc)....

(Rev) Richard Nugent Director, UUA Church Staff Finances



## The Unitarian Universalist Society of Bangor

<b>Policy Area:</b> Personnel & Staffing	<b>Subject:</b> Staff Covenant
<b>Title:</b> "Staff Covenant"	<b>Policy Number:</b> 7-3
<input type="checkbox"/> <b>Policy</b> <input type="checkbox"/> <b>Procedure</b>	<input checked="" type="checkbox"/> <b>Guideline</b> <input type="checkbox"/> <b>Exhibit</b>
<b>Effective Date:</b> 9/16/2016	<b>Approved by:</b>
<b>Approved Date:</b>	<b>Revision Dates:</b>

### Unitarian Universalist Society of Bangor Staff Covenant

Between The Minister, Office Administrator, Director of Religious Education, and Music Director  
September 30, 2016

As staff committed to the fulfillment of the ministry & vision of this congregation, we recognize and affirm that the quality and character of staff relationships directly impacts the health and effectiveness of this congregation. We therefore dedicate ourselves to maintaining positive and collaborative professional relationships, modeling clear communication, addressing conflict directly and positively, holding one another to a high standard of professional conduct, etc. In so doing, we aim to deepen our relationship with one another and our effectiveness in meeting the needs of the congregation. Our professional relationship is explicitly guided by this Staff Covenant and the Codes of Professional Practice established by each of our professional organizations (UUMA, AUUA, LREDA, and UUMN). The hallmarks of these Codes are respect, collegiality, mutual support, open communication and professionalism.

We covenant with one another that we will:

- a. Be familiar, and in sympathy with, the principles and purposes of Unitarian Universalism.
- b. Cooperate with one another in supporting the total ministry of the congregation.
- c. Treat one another with respect.
- d. Exercise leadership within the realm of our respective responsibilities.
- e. Be mindful of the power that the congregation invests in us We will therefore strive to serve each member of the congregation in an open, impartial, and non-exploitive manner.
- f. Not promote or permit an "us vs. them" (staff vs. members / member groups) attitude within the congregation or toward members of the congregation (board, etc).

g. When participating in congregational committees, groups, and/or functions, be mindful of how my position, as a staff member, is perceived to the members of the congregation.

h. Except as specifically and exceptionally approved by the Council, not become members of the congregation. In the exceptional circumstance that the Council approves hiring a member to exercise a staff function, the staff/member will be vigilant to:

- Practice careful diligence to follow their professional code of practice and covenant(s).
- Establish clear and firm boundaries between their role as member vs. their role as staff (in their interactions with members / friends).
- Act in such a way that demonstrates their understanding that (upon acceptance of a staff position) their individual membership rights are now carefully circumscribed by ethical/professional standards that place the welfare of the congregation above their individual needs as members, and that now they are accountable directly to the Council and Minister (and their designees).

i. Presume good intentions in each other and all other members and bodies of the congregation. "Never call them jerks."

j. Over-communicate with each other (better under communicating).

k. Maintain professional and personal integrity and be trustworthy with confidential information and communication.

l. Maintain an appropriate attitude in meeting and communicating with other staff. taking care to thoughtfully listen to each other. We agree to let each other know when incidents occur that are unsettling or we feel we are not heard by one another.

m. Not forward emails without permission.

n. Be acutely aware of lines of accountability, process, and stakeholders when addressing issues of concern.

o. Refer others' complaints back to the complainer (avoid triangulation at all costs) and promote healthy conflict management for the complainer.

p. Discuss anger with one another. If is needed to ponder anger, then we each need to "hold" the anger in confidence until we can discuss it personally.

- q. Initially, address issues of concern or conflict directly with one another, finding ways to speak the truth with love and respect for one another. We will avoid, at all costs, engaging UUSB participants / members in or about a conflict with staff. If necessary, we will resort to the conflict resolution process specified within our individual working contracts.
- r. Discuss first with the Minister controversial opinions that we may hold and intend to present publicly, or to the congregation at large.
- s. Take extra care to assure that we keep each other up to date about congregational matters that affect our role within the congregation.
- t. Schedule monthly meetings and meet at other times, as necessary.
- u. Engage in merriment whenever possible, with each other and those with whom we work.
- v. Exercise good stewardship in the use of congregational resources.
- w. Work responsibly to meet mutual deadlines, understanding that occasional flexibility is necessary after consultation with each other. Perfection is not required.
- x. Look for opportunities to include each other in one another's ministry.
- y. Support each other, and advocate for the value of professional staff.
- z. Affirm each staff person's proficiency in their jobs when referring members to the appropriate person as issues arise.
- aa. Affirm the need—and advocate for—continuing professional education and training.
- bb. Operate as a team; our success is dependent on our mutual accountability to each other.
- cc. Revise this covenant as necessary.

## The Unitarian Universalist Society of Bangor

<b>Policy Area:</b> Personnel & Staffing	<b>Subject:</b> Job Descriptions
<b>Title:</b> "Job Descriptions"	<b>Policy Number:</b> 7-4
<input checked="" type="checkbox"/> <b>Policy</b> <input checked="" type="checkbox"/> <b>Procedure</b>	<input type="checkbox"/> <b>Guideline</b> <input checked="" type="checkbox"/> <b>Exhibit</b>
<b>Effective Date:</b> 7/16/2015	<b>Approved by:</b> Council & UUA
<b>Approved Date:</b>	<b>Revision Dates:</b>

### Policy:

UUSB will have on file a job description for each staff and/or volunteer position.

### Procedure:

Staff/volunteer job descriptions will be reviewed at least annually and revised or updated as appropriate. Such review and revisions typically occur when the employee/volunteer is evaluated, since the annual evaluation process is typically based on performance of tasks and duties and responsibilities outlined in the job description.

### Exhibits:

- 1 – Job Description: Office Administrator
- 2 – Job Description: Office Volunteer
- 3 – Job Description: Custodian
- 4 – Job Description: Music Director (incl. Music Cmte guidelines)
- 5 – Job Description: Religious Education Director
- 6 – Job Description: Youth/Young Adult Outreach Coordinator
- 7 – Job Description: Minister

Unitarian Universalist Society of Bangor  
120 Park Street  
Bangor, Maine 04401-5024

**Job Description: Church Administrator**  
(Last updated 12/2008)

**Summary:**

The Church Administrator is responsible for running the church office, providing clerical and administrative support for the Minister, committees and other professional staff. The Church Administrator will also maintain church/rental calendars and building keys, and serve as Editor of the church publications.

**Supervision:**

Personnel Committee and the Council will provide supervision and oversight, in collaboration with the Minister.

**Schedule:**

32 hours per week

**Duties and Responsibilities:**

1. Maintain regular posted, publicized weekly office hours.
2. Organize and maintain church office, records and filing systems. Assure computer is regularly "backed up" and that the office machines are maintained and operating properly.
3. Answer phone and communicate messages/documents to appropriate parties. Handle routine correspondence (e.g., visitor welcome letters, rental correspondence, etc.).
4. Produce an Order of Worship with input from the Minister, Music Director, and Worship Committee.
5. Serve as Editor of the church newsletter published 10 times per year, September through June.
6. The Church Administrator will also maintain the mailing list, submitting database maintenance forms for database managers as needed.
7. Distribute and handle USPU main and emails as appropriate.
8. Maintain visitor logs.
9. Support committees clerically and administratively, as time permits.
10. Maintain the church and rental calendars.
11. Order office supplies as needed or directed; process purchase orders, invoices and payment vouchers to bookkeeper in a timely manner.
12. Report payroll to payroll company biweekly, as well as maintain personnel files in securely locked file; and perform background checks as required by church policy.
13. Assist in preparation and typing of the Annual Report and Directory.
14. Keep church bulletin board postings current, and maintain brochure supplies in lobby racks.
15. Other duties as assigned by the Minister.

**Probationary Period:**

3 months

**Benefits:**

Refer to Personnel Policy



Unitarian  
Universalist  
Society of Bangor

120 Park Street  
Bangor ME 04401  
(207) 947-7009  
[www.uubangor.org](http://www.uubangor.org)

(Fall 2017)

## Office Volunteer Job Description

Volunteer Job Title: Church Office Volunteer

Reports to: Office Administrator

Job Location: Church Office

**Purpose:** The Office Volunteer provides support to the church office during the weekly scheduled hours of operation. This support comes in the form of answering the phone, photocopying, welcoming guests, vendors and others, and working in conjunction with the Office Administrator on specific projects. He/she projects a friendly, helpful, professional image through in-person and phone interaction, and handles general clerical and project-based work as assigned.

**Qualifications and experience:** This position is open to anyone willing and able to regularly volunteer a few hours a week. Knowledge of basic office equipment (copier, computer, phone, etc.) helpful, however all training will be provided. Good people skills required: a smiling voice and positive personality.

**Time requirements:** Position is on a volunteer basis (no pay, no benefits), and hours are scheduled during office hours Tuesday – Friday, 10:00 am – 1:00 pm each week. Flexible schedule based on the volunteer's availability and the needs of the Office Administrator. (Note: You may bring a book, magazine or knitting, etc. to do between phone calls and/or clerical duties.)

### Job Duties:

- Answers the church telephone and either directs the calls to the intended party or takes messages and forwards them to appropriate person(s).
- Greets visitors and directs them to proper location or person.
- Accepts occasional vendor supply deliveries.
- Checks mailbox periodically, collects the mail and distributes to correct staff or committee mailboxes.
- Assists in the printing, folding and assembly of bulletins, programs, new member packets or other projects as needed and scheduled by the Office Administrator.
- Various clerical duties (mailings, filing, data entry, etc.) as needed or assigned.

**How to apply:** Email the Office Administrator at [uubangor@gmail.com](mailto:uubangor@gmail.com), or call the church office at (207) 947-7009.

**UNITARIAN UNIVERSALIST SOCIETY OF BANGOR**  
**POSITION DESCRIPTION: CUSTODIAN**

**SUMMARY:**

The custodian is responsible for the cleaning of the interior of the Park Street Church and any associated support duties assigned. The custodian ensures our facility offers an overall aesthetically welcoming and pleasing environment to young and old alike.

**SUPERVISION:**

The Minister will provide direct supervision and oversight on behalf of the Church with additional support from the Building and Grounds Committee.

**DUTIES AND RESPONSIBILITIES:**

1. Sweep, vacuum or mop (as necessary) wood and linoleum floors in:
  - the Dorothy Memorial (DM),
  - stair leading to church office,
  - kitchen and bathrooms in DM,
  - hall between DM and church sanctuary,
  - stairs on Park St. side of the building leading from main floor to religious education (RE) level,
  - hallways and classrooms in RE area,
  - floor in vestry.
2. Vacuum carpeting in sanctuary, church office and parlors.
3. Dust interior surfaces in sanctuary and DM, including pulpit, pews, tables, shelves, window sills, railings, etc
4. Promote and comply with environmentally sound work practices. The UUSB is a "green" congregation. We recycle as much as possible, minimize energy use and use environmentally-safe and recycled products whenever possible.
5. Clean and sanitize sinks, faucets, counters and toilets.
6. Restock paper/plastic products, soaps, and other regularly used items in bathrooms and kitchens.
7. Make a list of maintenance needs and share with administrative assistant. Items could include:
  - Leaking faucets and toilets.
  - Light bulbs that need to be changed.
  - Furniture in need of repair.
  - Damage to doors, windows, walls or fixtures.
  - Anything else that need to be brought to the attention of church staff.
8. In the sanctuary, make sure that the hymnals are in racks on pew backs and that pews are clean and orderly.
9. As necessary, coordinate weekly cleaning schedule with Administrative Assistant to make sure that the church is ready for Sunday services and other regular events.
10. Empty all waste baskets and put trash into receptacle on west side of building.

**Date** \_\_\_\_\_

**Signed: Custodian** \_\_\_\_\_

**For UUSB** \_\_\_\_\_

Spring 2007

**Job Description: Music Director, Unitarian Universalist Society of Bangor**

Reports to: Minister

Summary: Coordinates with the Minister and Worship Committee to provide music for Sunday services and special occasions, works with the Budget and Finance Committee to develop and administer the budget for the Music Program, and through music, assists the congregation in its spiritual growth.

Specific Duties:

1. Coordinates with the Minister and Worship Committee to provide music for Sunday services and special occasions.
2. Coordinates with the Budget and Finance Committee to develop an annual budget for the Music Program to include the Music Director's salary, providing for guest performers, expanding the music library and maintaining the pianos, organ and the Adams chimes.
3. Rehearses the choir weekly from September through June.
4. Directs the choir two Sundays per month.
5. Has first refusal for special events such as funerals, memorial services, weddings and holy union ceremonies.
6. When feasible, provides for music coverage should the Music Director be ill.
7. Provides for music coverage for the one week a month the Music Director is off duty.
8. Encourages the development of small group vocal and instrumental ensembles.
9. Maintains the music library of the church.
10. Provides information to the church newsletter when appropriate.
11. Writes a report covering the activities of the Music Director for the Society's annual reports.
12. Performs any other duties as agreed upon between the Minister and the Music Director.

Requirements: Bachelor's Degree in Music with specific skills in piano and conducting a choir, experience preferred, excellent communications skills, interpersonal skills which allow the Music Director to interact with a wide variety of people including people of varying musical abilities.

*Reviewed and updated: May 1, 2008*



## **Music Committee Statement of Purpose**

Unitarian Universalist Society of Bangor  
February 27, 2000

The aim of this committee is to nourish the musical needs of the congregation, explore its gifts, encourage participation, challenge and stimulate its musical understanding, raise congregational musical pride, and assure the spiritual inspiration and joy that comes from/with music.

To this end, the Members of the Music Committee are charged, and agree, to:

- Solicit feedback and requests about the musical needs of the congregation from representatives of all of its segments,
- Plan and coordinate offerings of musical worship that embody the requests, needs, and gifts of the congregation,
- Work closely with the Worship Committee, Music Director, and Minister in planning and coordinating offerings of musical worship,
- Occasionally arrange and produce special services or musical offerings compatible with Worship-Committee planning, such as: Guest Artists, Soloists, or offerings from Religious-Education participants.

**Unitarian Universalist Society of Bangor**  
**Position Description: Director of Religious Education**

Duties and Responsibilities

1. Act as a resource for the development of the philosophy, objectives, and goals of the Religious Education (RE) Program. Provide continuity of overall RE program. Promote the program and increase volunteer involvement. Act as a resource for the adult RE program.
2. When appropriate, coordinate with the Minister and Music Director whenever children are to be present in the sanctuary.
3. Help plan and implement any pageants as well as an end of the year Recognition Service for the children's and youth RE programs.
4. Responsible for maintaining RE records (enrollment, financial, curricula), equipment and supplies, including arts and crafts materials, and notifying the Office administrator of any renters who have not left RE space as it was.
5. For expenditures over \$250, check with the Treasurer to ensure available funds.
6. Recruit, schedule, and support teachers and volunteers. Organize (with Minister) training for teachers and volunteers. Encourage teacher/volunteer participation in RE programs at all stages (children, youth, adult).
7. On Sunday morning, oversee and maintain smooth flow of operations, check-in with teachers. Distribute necessary supplies, and meet and greet new parents and students. Make available juice/snacks to classes that require these.
8. On a monthly and timely basis, prepare RE notices and information for the Chimes. Disseminate pertinent information from NED and UUA to RE Committee, Youth Group leaders, and Adult Program Committee.
9. Plan and implement at least one parent <sup>or</sup> (or congregational) meeting at the beginning of the year to discuss philosophy, objectives, and goals of the children's and youth RE programs for the coming year.

Youth/Young Adult Outreach Coordinator  
Unitarian Universalist Society of Bangor

Hours and Compensation:

This is a position for the fiscal year ending June 2010. The position is 4 hours per week with a flexible schedule. Compensation is \$15 per hour to be paid biweekly. The coordinator will work closely with both the Minister and the Director of Lifespan Religious Education, and be directly supervised by the DLRE. Applications will be accepted until a suitable candidate is hired.

Essential Position Duties:

1. Develop and implement a strategy for connecting with youth and young adults on greater Bangor area college campuses.
2. Coordinate youth focused activities with youth group, Coming of Age, and OWL facilitators.
3. Plan events and classes that will encourage families with young children and other young adults to explore and consider Unitarian Universalism and UUSB.
4. Sustain the young adults and young families currently attending UUSB through activities and events tailored to meet their needs.
5. Attend (or send a designee to attend) occasional meetings and training sessions for youth and young adult coordinators.

Qualifications:

1. Experience working with and/or participating in programs designed to meet the needs of youth (grades 7-12) and young adults (ages 18-35), and young adults with children.
2. Familiarity with the principles and practices of Unitarian Universalism (see [uubangor.org](http://uubangor.org) or [uua.org](http://uua.org)).
3. Self-motivated and able to work with little supervision.
4. Good verbal and written communication skills, and comfortable addressing audiences.

Send cover letter and resume to:  
Unitarian Universalist Society of Bangor  
Attn: Youth/Young Adult Outreach  
120 Park Street  
Bangor ME 04401

Direct inquiries to [uubangorre@gmail.com](mailto:uubangorre@gmail.com)



Unitarian Universalist Society of Bangor

## Letter of Call and Continuing Letter of Agreement

### Prologue

This Agreement, together with the bylaws of the Unitarian Universalist Society of Bangor, establishes the relationship between the Unitarian Universalist Society of Bangor (the Society) and its Minister. The Society, signing in the person of its elected Council Chairperson, and the Minister enter into this Agreement with the hope and expectation that it will unite them in a relationship satisfactory and beneficial to both. Together in good faith and optimism, the parties agree to work enthusiastically toward the goals of the Society and its members.

### 1. Intention

The parties subscribing to this Agreement understand the complexities of the relationship between the Society, a community of diverse people, and the Minister as their chosen professional representative. No written document can or should describe all aspects of that relationship in detail. The parties intend to work together in the spirit that insures the good will, the evocation of skill, the application of common sense, and the fulfillment of responsibilities required on both sides for a successful relationship.

### 2. Expectations

#### 2.1 Shared Leadership

The Minister and the Society share responsibility for the leadership and ministry of the Society. Achievement and maintenance of this collaborative relationship must likewise be shared. It is a relationship of discovery of both self and other, in a context of mutuality.

The Minister agrees to provide full-time professional leadership to the Society. The Minister's duties include the conduct of worship services, support and assistance to educational programs, funerals, memorial services, weddings, union ceremonies, dedications, pastoral counseling, calling, supervision of staff, and other duties within the normal duties of a Unitarian Universalist minister, and as provided in this Agreement and in the bylaws of the Society.

#### 2.2 Leadership Goals

Within the first year of ministry, the Minister, Council, and Committee on Ministry, with the assistance of an outside facilitator, will engage in a retreat, called by the



Unitarian Universalist Society of Bangor

Council Chairperson, for the purpose of arriving at specific understandings about the sharing of power and responsibility, goals for the coming year, a plan for an annual review, and a plan for an every third year renewal of the ministry of the Society.

**2.3 Worship**

The Minister shall be responsible for all religious services of the Society.

The Minister shall have the full and free expression in the pulpit and elsewhere, including public forums not connected with the Society. However, the Minister shall speak only for themselves, except when they are specifically authorized by Council to speak on behalf of the Society.

The Minister is expected to be in the Society pulpit on all Sundays except as follows:

- (a) when exchanging pulpits with another minister,
- (b) on the Sunday following Christmas Sunday,
- (c) on one Sunday of the minister's choice each month. The Minister is welcome to attend on those Sundays.
- (d) on other special Sundays approved in advance when possible by the Council, such Sundays to include the Labor Day Weekend and those necessary for the Minister to attend the General Assembly of the Unitarian Universalist Association.

The Society agrees that the Minister should be as free as possible from the preparation and presentation of the worship services for which they are not in the pulpit. The Minister agrees to help make those Sundays fulfilling for the Society through cooperation with the Worship Committee and by making the dates of those Sundays known to the committee as early as possible.

**2.4 Service to Persons**

The Minister will serve members in their needs for pastoral care, including crisis intervention and visitation of the homebound, sick, dying, and bereaved, both directly and in conjunction with the Caring Committee. The Minister will maintain awareness of their own limitations, and will refer members for professional counseling and other specialized services as appropriate.

The Minister will provide ceremonial services and counsel to members of the Society without fee or honorarium. When such services are provided to nonmembers, fee or honorarium may be set by and is the property of the Minister.



Unitarian Universalist Society of Bangor

**2.5 Administration**

The Minister shall maintain regular, posted office hours at the Church. The Minister will have one announced day off per week, subject only to emergency calls for which the Minister is encouraged to take compensatory time within the following 2-3 weeks. Based on the *Compensation Management for UU Congregations*, the Minister is expected to work 12 units per week, where "one unit of service is defined as one morning, afternoon, or evening devoted to service for their employer-congregations."

The Minister shall supervise all Society staff.

The Minister, along with representatives of the Council and relevant Committees, will conduct annual staff evaluations. The Council and Minister will jointly decide on hiring, discharging, and changing compensation of Society staff.

Should the Minister be unable to maintain harmonious relationships with and among staff members, the Minister shall ask the Committee on the Ministry and if necessary, the Council to explore and resolve the difficulty.

The Minister will cooperate with the Clerk of the Society to keep appropriate records of membership, rites and services, and other Society functions.

The Minister participates in monthly Council meetings. The Minister is expected to present a report of monthly activities, preferably written, providing recommendations and observations regarding Society affairs and organization.

The Minister will be a nonvoting, *ex officio* member of all committees and task forces except the Nominating Committee, Ministerial Search Committees, and the Committee on Ministry. The Minister will attend meetings of the Committee on Ministry except during executive session. The Minister will confer at least annually with each committee on how best to assist it. Attendance by the Minister at most committee meetings is welcome but not expected.

**2.6 Finances**

The Minister shall play an active role with regard to Society finances, working with appropriate officers, committees and others to assure both reasonable management of existing resources and successful building of new resources.

**2.7 Property**

It is understood that primary responsibility for the care and maintenance of the Church buildings and property rests with the Society through the Council and the Building & Grounds Committee.



Unitarian Universalist Society of Bangor

The Minister's leadership position and frequent presence on the property allow for helpful contributions to property issues, including reporting on conditions that require attention and assisting in the resolution of property problems.

The Minister will work with the Council and the Building & Grounds Committee to develop policies and strategies for proper management and security of the property.

**2.8 Denominational Relationships**

The Minister is encouraged to attend District meetings, and may attend other denominational and inter-denominational functions as permitted by responsibilities to the Society and by the Society budget.

**2.9 Professional Development**

The Society encourages the minister to participate in activities (*e.g.* conferences and denominational events) to foster professional development within the boundaries of the contract, and will share the cost of these activities as part of Professional Expenses.

**2.10 Committee on Ministry**

As directed by the Society bylaws, a Committee on Ministry will monitor and nurture the health of the ministry.

**2.11 Conduct of the Minister and the Society**

The conduct of the Minister and the Society will be in accordance with the *Code of Professional Practice and Guidelines for the Conduct of Ministry* of the Unitarian Universalist Ministers Association.

**3. Compensation, Professional Expenses, and Benefits**

**3.1 Total Compensation**

The Society will pay the Minister a basic Salary and Housing Allowance, professional expenses, and a Fringe Benefit Package as outlined below. Total Compensation in the first year is approximately \$69,000.00.

**3.2 Salary and Housing Allowance**

Basic compensation paid to the minister consists of Salary and Housing Allowance in the amount of \$50,000.00 during the first year. Basic compensation will be paid bi-monthly through the Society's payroll service. In lieu of employer's FICA, the Society will contribute an additional 7.65% of the basic Salary and Housing Allowance, payable bi-monthly and taxable to the minister (approximately \$4,000.00 in the first year). The



Unitarian Universalist Society of Bangor

amount of housing allowance will be determined by the minister in consultation with the Treasurer and the Budget & Finance Committee, and in accordance with UUA and IRS guidelines.

**3.3 Fringe Benefits**

A Fringe Benefits Package with cost not to exceed \$12,000 per year will be negotiated between the Minister, the Council Chairperson, the Treasurer, and Budget & Finance Committee. This package may include compensation for the Minister's individual standard health plan, retirement plan, disability insurance, and life insurance. The minister may choose whether or not to choose individual fringe benefits as well as determine coverage levels. In lieu of participating in the UUA Retirement Plan, the Society reserves the right to have the retirement plan portion of the package consist of the Minister's participation in a traditional Individual Retirement Account (IRA), Roth IRA, or similar retirement plan.

**3.4 Professional Expenses**

The Society will budget \$3,000 for ministerial professional expenses, and will reimburse the minister for expenses incurred within that budgeted amount. Professional expenses will include district gatherings, UUMA meetings, and the UU General Assembly, in addition to incidental expenses of ministry. The allocation of professional expenses will be made by the minister. The minister will submit itemized listings of all expenses incurred with supporting documents, as appropriate, to the Treasurer for payment.

**3.5 Contract Year and Annual Adjustments**

Compensation to the minister shall be set for each fiscal year with the annual budget adopted by the Society. The Budget & Finance Committee, in consultation with the Committee on Ministry, will make recommendations for adjustments in compensation to the Council, for inclusion in the annual budget recommended to the Society. All decisions will be impacted by the Society's current financial position. Compensation shall be made in compliance with all current applicable bylaws, Society policies, and tax law.

**3.6 Leave, Vacation, and Personal Time**

It is understood that the Ministry will not be successful without vigorous efforts on the Minister's part throughout the Church year. However, the Agreement does not attempt to specify exactly how and when the minister shall perform their duties. To provide time for renewal, the Minister will be free of routine duties during the months of July and August, but shall keep the Society Officers informed of vacation and travel plans.





Unitarian Universalist Society of Bangor

During the months of July and August, the minister may designate a period as a one month vacation and be free of all professional responsibilities during that period.

During the remainder of the months of July and August, the minister shall be "on call" for emergencies and those meetings where the Minister's presence is required. If the Minister is away during this Study Leave period for personal reasons, the Minister shall return at personal expense. If the Minister is away on Society or denominational business when called, the Society shall reimburse travel expenses. The Minister and the Council will agree upon a procedure for recall.

The Minister is entitled to a one week vacation during the period including either the first or second Sunday after Christmas Eve, at the Minister's discretion. The minister agrees to respond to emergencies during this period, at least by phone and in person if reasonably possible.

The Society agrees to provide the Minister with reasonable time because of illness or family concerns. The Minister agrees to inform the Society through its Officers of any extended absences. More precise definitions of "reasonable" or "extended" absences may be determined by the Minister and Committee on Ministry, and, if necessary, the Council.

**3.7 Sabbatical Leave**

The Minister shall accumulate one month of sabbatical leave at full pay for each year of service. Such sabbatical leave shall not be taken before completion of the first four full years of service. A sabbatical plan must be submitted by the Minister and approved by the Council as potentially beneficial to the Society and the Minister. Accumulated sabbatical leave shall not exceed six months. Any sabbatical leave time greater than five months must include at least one summer month so that the Minister is not absent for more than five months of the regular Church year. By taking a sabbatical leave, the Minister agrees to serve the Society for at least one full calendar year following that sabbatical leave. There will be no payment for sabbatical time not taken.

**3.8 Relocation Expenses**

The Society will reimburse the Minister for reasonable relocation expenses of the Minister and immediate family to the area in an amount to be negotiated. Reasonable expenses include the services of a professional moving company, automobile mileage, transportation and temporary house costs, but not meals. An estimate of the cost of the move shall be presented to the Treasurer in advance.



Unitarian Universalist Society of Bangor

#### **4. Disputes and Termination**

The Society and the Minister will work with all possible speed and good will to resolve any serious disagreements that appear to be leading toward resignation or dismissal, and will if appropriate use the resources of the District staff of the Unitarian Universalist Association, the Unitarian Universalist Ministers Association, or the Unitarian Universalist Association for advice and assistance.

The Minister may resign at any time, for any reason. In the event of such resignation, the Minister agrees to give the Society three months notice before actually leaving its employment. The Society agrees to provide compensation for the period worked.

The Society may dismiss the minister at any time, for any reason. In the event of such dismissal, the Society agrees to provide the Minister with three months regular compensation. Dismissal proceedings will be conducted in accordance with the bylaws of the Society.

#### **5. Amendment**

The terms of this Agreement may be changed by mutual consent of the Minister and the Council.

This Agreement will be reviewed at least every three years.

This Agreement is subject to the laws of the State of Maine and the bylaws of the Society. It has been drawn, offered, and accepted in the spirit of the Principles and Purposes of the Unitarian Universalist Association.



Unitarian Universalist Society of Bangor

**6. Offer**

This Agreement represents an official offer to the Reverend \_\_\_\_\_ when calling of said Minister is approved by the Society and accepted by the Minister and shall become final upon the occurrence of all the following events:

- (a) acceptance of this offer by the Minister,
- (b) calling of the Minister by the Society, and
- (c) acceptance by the Minister of the call.

Date Offer Approved: \_\_\_\_\_

For the Society: \_\_\_\_\_, Council Chairperson

Date Offer Accepted: \_\_\_\_\_

By: \_\_\_\_\_, Minister

Date Call Extended: \_\_\_\_\_

For the Society: \_\_\_\_\_, Council Chairperson

Date Call Accepted: \_\_\_\_\_

By: \_\_\_\_\_, Minister

Cc: District Executive, Minister Settlement Director

# FORMS\*

Announcement Form (template for Sunday morning pulpit announcements)  
Background Check Release Info Form (Staff/Volunteer)  
Borrower's Agreement (r/t temporary loan of church property)  
Cash Receipt (sample template)  
Consent for Photographing & Interviewing (form template)  
Employee Profile Sheet (for placement in confidential personnel file folder)  
Fax Cover Sheet (sample template)  
501-C Contribution Acknowledgement Form Letter (sample template)  
I-9 Employee Eligibility Verification (form)  
Incident Report (template form for reporting accidents/injuries)  
Janitorial Supply Re-order Form (sample template)  
Kitchen Supply Re-order Form (sample template)  
Letterhead (sample template)  
Liability/Hold Harmless Clause (sample template)  
Membership Request/Application Form  
Parking Map (UUSB vicinity)  
Prayer Requests Form (template)  
Proposals of Official UUSB Activity (by member or group)  
Proposals to Church Council (submission form template)  
Request for Use of Facilities (i.e., "Rental Form")  
RE Permission and Transportation form  
RE Volunteer Registration form (w/Code of Ethics statement)  
Sexton Weekly Checklist (sample template)  
Tax-Exempt Certificate (Copy) with Church's ID Number  
UUA Health Plan Declination Form  
Voucher/Check Request (reimbursement) Form (template)  
Voucher Form for Food & Merchandise (sample template)  
Visitor Book page form (template)  
W-4 Form – Federal  
W-4 Form – State of Maine

\*Persons seeking specific forms of a specialized nature should contact the Office Administrator or an appropriate staff/committee chair (e.g., payroll and tax forms from secretary or bookkeeper; collection-deposit/pledge forms from treasurer; RE forms from RE Director; repair requests from B&G Cmte chair, etc.)

**Announcement**

Group/Committee: \_\_\_\_\_

Event/Announcement: \_\_\_\_\_

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Date of Event: \_\_\_\_\_

Location: (Building/room/address) \_\_\_\_\_

Contact / More Info(name) \_\_\_\_\_ Phone \_\_\_\_\_

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**Announcement**

Group/Committee: \_\_\_\_\_

Event/Announcement: \_\_\_\_\_

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Date of Event: \_\_\_\_\_

Location: (Building/room/address) \_\_\_\_\_

Contact / More Info(name) \_\_\_\_\_ Phone \_\_\_\_\_

Unitarian Universalist Society of Bangor

**STAFF / VOLUNTEER BACKGROUND CHECK  
INFORMATION & PERMISSION FORM**

To All Church Staff & Volunteers: *Please print all information. Thank you.*

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

\_\_\_\_\_

Date of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Emergency Contact(s): \_\_\_\_\_

\_\_\_\_\_

Emergency Telephone Number(s): \_\_\_\_\_

\_\_\_\_\_

**Authorization for Background Records Research:**

I authorize release of confidential information to First Advantage, a Symphony Technology Group Company, which is an on-line background screening service, through the church's liability and workers' compensation insurance carrier Church Mutual, regarding whether I have been involved in a substantiated criminal/child abuse case. This information will be used as part of the church's assessment of my suitability to provide services for children and families for this church and will be handled with confidentiality. This consent may be revoked by me in writing at any time, except for information that has already been released.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Other names I have been known by (including maiden name): \_\_\_\_\_

\_\_\_\_\_

**Unitarian Universalist Society of Bangor**

120 Park Street, Bangor, ME 04401

Tel. (207) 947-7009

**BORROWER'S AGREEMENT**

The temporary loan of property held by the **Unitarian Universalist Society of Bangor**, herein referred to as "Lender", is subject to the following conditions:

1. Full term of this Agreement will expire on the return date listed below.
2. No damage (e.g., no stickers, scratches or holes, breakage, etc.) to borrowed items (e.g., furnishings or other property) beyond acceptable wear and tear.
3. The costs of labor, materials and travel for retrieval, repair and/or cleaning the borrowed items will be billed to the Borrower if the above conditions are not met. The Borrower will be billed for any lost or missing items.

\*\*\*\*\*

The Lender agrees to lend to \_\_\_\_\_ the items listed below, which are subject to all the above conditions.

Detailed list of items on loan under this Agreement:

\_\_\_\_\_  
Church Administrator (Representative for the Lender)

Date Items Were Loaned: \_\_\_\_\_

\*\*\*\*\*

The undersigned Borrower agrees to the conditions listed above. The Borrower also agrees that the borrowed items will be returned by the date indicated below (a 3-day grace period will be given, unless otherwise indicated by Lender)

\_\_\_\_\_  
Borrower's Signature

\_\_\_\_\_  
Printed Name of Borrower

\_\_\_\_\_  
Organization Name (if applicable)

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Date Items Will Be Returned: \_\_\_\_\_

# Unitarian Universalist Society of Bangor

120 Park St.  
Bangor, ME 04401  
Phone: 207-947-7009  
Email: uubangor@gmail.com  
Website: uubangor.org

## Cash Receipt

Cash Receipt #:

Date:

Cash Received From \_\_\_\_\_ of \$ \_\_\_\_\_  
For \_\_\_\_\_

Total Amount Due	
Amount Received	
Balance Due	

Payment Received in:

Cash   
Check   
Other

\_\_\_\_\_  
Signed By

\_\_\_\_\_  
Title





**Unitarian  
Universalist  
Society of Bangor**

**Consent for Photographing or Interviewing**

I, \_\_\_\_\_ give my consent to be:

\_\_\_ interviewed

\_\_\_ Audio taped

\_\_\_ Photographed

\_\_\_ Videotaped

by the Unitarian Universalist Society of Bangor (UUSB) for the purpose of:

\_\_\_ publication in newsletter , printed promotional material, or the website.

\_\_\_ broadcast by radio, television, or other electronic form

\_\_\_ video

\_\_\_ social media

This consent is ongoing and the UUSB may publish or broadcast my image and/or interview from time to time. I release UUSB from all liability for anything done in reliance on this consent.

Signed \_\_\_\_\_

Date \_\_\_\_\_

*(Authorized representative if subject is under 18)*

Address

\_\_\_\_\_

Telephone number

\_\_\_\_\_

**EMPLOYEE PROFILE**

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_

POSITION TITLE: \_\_\_\_\_

EMP. P/R NO.: \_\_\_\_\_ S.S. #: \_\_\_\_\_

DOB: \_\_\_\_\_ DOH: \_\_\_\_\_ DOT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TEL(S): \_\_\_\_\_

\_\_\_\_\_

EMERGENCY CONTACT: Name \_\_\_\_\_

Tel. \_\_\_\_\_ Relationship \_\_\_\_\_

FEDERAL

TAX STATUS: \_\_\_\_\_ # EXEMPTIONS: \_\_\_\_\_ ADD'L AMT.: \_\_\_\_\_

STATE

TAX STATUS: \_\_\_\_\_ # EXEMPTIONS: \_\_\_\_\_ ADD'L AMT.: \_\_\_\_\_

EMPLOYMENT STATUS: \_\_\_ Full-time \_\_\_ Part-time \_\_\_ Hourly \_\_\_ Salary

BENEFIT STATUS: \_\_\_ Health \_\_\_ Dental \_\_\_ Life \_\_\_ Disability  
\_\_\_ Retirement Plan \_\_\_ Other (Describe below)

EVALUATION DATE: \_\_\_\_\_

EVENTS PROFILE:

Effective Date	Event Description	# Hours/Week	Pay Rate

(CONTINUED ON NEXT PAGE)

(Continued)

**UUSB EMPLOYEE PROFILE:** \_\_\_\_\_

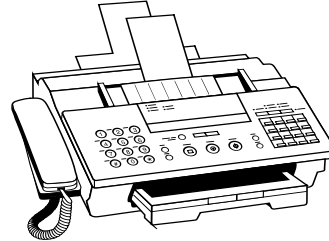
Effective Date	Event Description	# Hours/ Week	Pay Rate

OTHER COMMENTS/NOTATIONS:

# Unitarian Universalist Society of Bangor

120 Park Street  
Bangor, ME 04401  
[uubangor@gmail.com](mailto:uubangor@gmail.com)  
[www.uubangor.org](http://www.uubangor.org)

# FAX

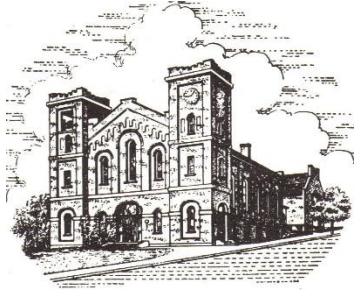


<b>TO:</b>	
<b>COMPANY:</b>	
<b>FAX NO.:</b>	
<b>SUBJECT:</b>	
<b>DATE:</b>	

<b>FROM:</b>	
<b>Phone No.:</b>	<b>(207) 947-7009</b>
<b>Fax No.:</b>	<b>(207) 947-7009 (please call ahead)</b>
<b># Pages:</b>	_____ <input type="checkbox"/> including cover
<b>Follow-up:</b>	<input type="checkbox"/> Reply requested <input type="checkbox"/> FYI only <input type="checkbox"/> For your action <input type="checkbox"/> Please confirm receipt <input type="checkbox"/> Please call me about this <input type="checkbox"/> Other – see <i>Comments below</i>

**COMMENTS:**

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The **Unitarian Universalist** Society of **Bangor**

*A Welcoming Congregation*

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120 Park Street, Bangor, ME 04401-5024  
(207)947-7009      uubangor@gmail.com      www.uubangor.org

Date:

To:

Thank you for your very generous donation to the Unitarian Universalist Society of Bangor in the amount of \_\_\_\_\_.

The UUSB is a registered 501-(c)-3 non-profit organization, and your gift is tax-deductible to the full extent of the law. IRS regulations require us to state that no goods or services were provided in exchange for this donation.

Contributions like yours work toward our ultimate mission, to celebrate diversity and support individuals in their personal journeys toward spiritual growth and social responsibility.

Sincerely,

Rosemary Parsons  
Treasurer



**Employment Eligibility Verification**  
**Department of Homeland Security**  
 U.S. Citizenship and Immigration Services

**USCIS**  
**Form I-9**  
 OMB No. 1615-0047  
 Expires 08/31/2019

► **START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

**Section 1. Employee Information and Attestation** (*Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.*)

Last Name (Family Name)		First Name (Given Name)		Middle Initial	Other Last Names Used (if any)	
Address (Street Number and Name)			Apt. Number	City or Town		State ZIP Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number [ ][ ] - [ ][ ] - [ ][ ][ ][ ]		Employee's E-mail Address		Employee's Telephone Number	

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

<input type="checkbox"/> 1. A citizen of the United States	
<input type="checkbox"/> 2. A noncitizen national of the United States ( <i>See instructions</i> )	
<input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____	
<input type="checkbox"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): _____ Some aliens may write "N/A" in the expiration date field. ( <i>See instructions</i> )	
<p><i>Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.</i></p> <p>1. Alien Registration Number/USCIS Number: _____  <b>OR</b>          2. Form I-94 Admission Number: _____  <b>OR</b>          3. Foreign Passport Number: _____          Country of Issuance: _____</p>	
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;">           QR Code - Section 1            Do Not Write In This Space         </div>	

Signature of Employee	Today's Date (mm/dd/yyyy)
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**Preparer and/or Translator Certification (check one):**

I did not use a preparer or translator.     A preparer(s) and/or translator(s) assisted the employee in completing Section 1.  
*(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)*

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator		Today's Date (mm/dd/yyyy)	
Last Name (Family Name)		First Name (Given Name)	
Address (Street Number and Name)		City or Town	State ZIP Code



*Employer Completes Next Page*





**Employment Eligibility Verification**  
**Department of Homeland Security**  
 U.S. Citizenship and Immigration Services

**USCIS**  
**Form I-9**  
 OMB No. 1615-0047  
 Expires 08/31/2019

**Section 2. Employer or Authorized Representative Review and Verification**

*(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents.")*

<b>Employee Info from Section 1</b>	Last Name (Family Name)	First Name (Given Name)	M.I.	Citizenship/Immigration Status
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List A Identity and Employment Authorization	OR	List B Identity	AND	List C Employment Authorization
Document Title		Document Title		Document Title
Issuing Authority		Issuing Authority		Issuing Authority
Document Number		Document Number		Document Number
Expiration Date (if any)(mm/dd/yyyy)		Expiration Date (if any)(mm/dd/yyyy)		Expiration Date (if any)(mm/dd/yyyy)
Document Title		Additional Information		QR Code - Sections 2 & 3 Do Not Write In This Space
Issuing Authority				
Document Number				
Expiration Date (if any)(mm/dd/yyyy)				
Document Title				
Issuing Authority				
Document Number				
Expiration Date (if any)(mm/dd/yyyy)				

**Certification:** I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee's first day of employment (mm/dd/yyyy): \_\_\_\_\_ (See instructions for exemptions)

Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	Title of Employer or Authorized Representative		
Last Name of Employer or Authorized Representative	First Name of Employer or Authorized Representative	Employer's Business or Organization Name		
Employer's Business or Organization Address (Street Number and Name)		City or Town	State	ZIP Code

**Section 3. Reverification and Rehires** (To be completed and signed by employer or authorized representative.)

<b>A. New Name (if applicable)</b>			<b>B. Date of Rehire (if applicable)</b>	
Last Name (Family Name)	First Name (Given Name)	Middle Initial	Date (mm/dd/yyyy)	

**C.** If the employee's previous grant of employment authorization has expired, provide the information for the document or receipt that establishes continuing employment authorization in the space provided below.

Document Title	Document Number	Expiration Date (if any) (mm/dd/yyyy)
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I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)	Name of Employer or Authorized Representative
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**LISTS OF ACCEPTABLE DOCUMENTS**  
**All documents must be UNEXPIRED**

Employees may present one selection from List A  
or a combination of one selection from List B and one selection from List C.

LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
1. U.S. Passport or U.S. Passport Card		1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		1. A Social Security Account Number card, unless the card includes one of the following restrictions: (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION
2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551)		2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address		2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240)
3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa		3. School ID card with a photograph		3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal
4. Employment Authorization Document that contains a photograph (Form I-766)		4. Voter's registration card		4. Native American tribal document
5. For a nonimmigrant alien authorized to work for a specific employer because of his or her status: a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: (1) The same name as the passport; and (2) An endorsement of the alien's nonimmigrant status as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form.		5. U.S. Military card or draft record		5. U.S. Citizen ID Card (Form I-197)
		6. Military dependent's ID card		6. Identification Card for Use of Resident Citizen in the United States (Form I-179)
		7. U.S. Coast Guard Merchant Mariner Card		7. Employment authorization document issued by the Department of Homeland Security
		8. Native American tribal document		
		9. Driver's license issued by a Canadian government authority		
6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI		<b>For persons under age 18 who are unable to present a document listed above:</b>		
		10. School record or report card		
		11. Clinic, doctor, or hospital record		
		12. Day-care or nursery school record		

**Examples of many of these documents appear in Part 13 of the Handbook for Employers (M-274).**

**Refer to the instructions for more information about acceptable receipts.**



## **Incident Report for Unitarian Universalist Society of Bangor**

Name of person filling out this form \_\_\_\_\_

Date and time of incident \_\_\_\_\_

Place of incident \_\_\_\_\_

People involved in incident \_\_\_\_\_

Statement(s) from people involved –Describe briefly or continue on other side if necessary

After this incident has been reported, please fill out this space:

Person who reported or recorded the incident \_\_\_\_\_

Incident was reported to \_\_\_\_\_

On what date? \_\_\_\_\_

Please describe follow-up, noting if anything ongoing is necessary:

**JANITORIAL SUPPLY**  
**RE-ORDER FORM**

*Please fill in the recommended quantity  
for each supply to be re-ordered. Thank you.*

**General Supplies**

- \_\_\_\_\_ **Glass & surface cleaner**  
(7<sup>th</sup> Generation, SEV-8GC32)
- \_\_\_\_\_ **Hand sanitizer**  
(Method, MTH-000362)
- \_\_\_\_\_ **Paper towels (roll)**  
(Marcal, 6-pk, MRC-6181PK)
- \_\_\_\_\_ **Facial tissues**  
(Marcal, 30box/ctn, MRC-293030)
- \_\_\_\_\_ **33-gal Trash bags**  
(Stout, 100//bx, STU-T3340813)
- \_\_\_\_\_ **39-45 gal Trash bags**  
(ReClaim, 10c/bx, WBI-RNW4850)
- \_\_\_\_\_ **Batteries (Size: \_\_\_\_\_ )**
- \_\_\_\_\_ **Energy Saver "CF" light bulbs**  
**(Watts: \_\_\_\_\_ )**

**Bathroom Supplies**

- \_\_\_\_\_ **13-gal Trash bags**  
(ReClaim, 150/bx, WBI-RNW1K150B)
- \_\_\_\_\_ **Multi-fold towels**  
(Marcal, 2000/ctn, MRC-6729)
- \_\_\_\_\_ **Bathroom toilet tissue paper**  
(96 rolls/ctn, Marcel, MRC-16466)
- \_\_\_\_\_ **Liquid hand soap**  
(Method, MTH-00034)
- \_\_\_\_\_ **Toilet bowl brush w/holder**  
(commercial grade, Rubbermaid)
- \_\_\_\_\_ **Oust air sanitizer** (fragrance-free,  
citrus, or floral – *circle one*)
- \_\_\_\_\_ **Plunger** (w/20" handle)
- \_\_\_\_\_ **Latex gloves**
- \_\_\_\_\_ **Safety/sanitation/dust face masks**

**OTHER: (on reverse side of this paper, please describe item & quantity)**

**KITCHEN SUPPLY**  
**RE-ORDER FORM**

*Please fill in the recommended quantity  
for each supply to be re-ordered. Thank you.*

- \_\_\_\_\_ **Dish liquid**  
(7<sup>th</sup> Generation, SEV-12DLF25)
  
- \_\_\_\_\_ **Sanitizer powder**
  
- \_\_\_\_\_ **Dish washer powder**  
(7<sup>th</sup> Generation, SEV-12ADP45)
  
- \_\_\_\_\_ **Kitchen counter cleaner  
& grease remover**  
(7<sup>th</sup> Generation, SEV-8KCW032)
  
- \_\_\_\_\_ **Liquid hand soap**  
(Method, MTH-00034)
  
- \_\_\_\_\_ **Hand sanitizer**  
(Method, MTH-000362)
  
- \_\_\_\_\_ **Paper towels (roll)**  
(Marcal, 6-pk, MRC-6181PK)
  
- \_\_\_\_\_ **Paper napkins**  
(Marcal, 400-pk, MRC-65066)
  
- \_\_\_\_\_ **33-gal Trash bags**  
(Stout, 100//bx, STU-T3340813)
  
- \_\_\_\_\_ **39-45 gal Trash bags**  
(ReClaim, 100/bx, WBI-RNW4850)

**OPTIONAL MISC.:**

- \_\_\_\_\_ **Regular sponges**
- \_\_\_\_\_ **Scrubbie sponges**
- \_\_\_\_\_ **Baking soda for refrig/freezer**
- \_\_\_\_\_ **Latex gloves**
- \_\_\_\_\_ **Safety/sanitation face masks**

**OTHER: (please describe item & quantity)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*(Continue on reverse side if more space needed)*



# The Unitarian Universalist Society of Bangor

*A Welcoming Congregation*

---

120 Park Street  
Bangor, Maine  
04401-5024

(207) 947-7009  
[www.ubangor.org](http://www.ubangor.org)  
[uubangor@gmail.co](mailto:uubangor@gmail.com)

**The Unitarian Universalist Society of Bangor**  
120 Park Street, Bangor, Maine 04401

**Hold Harmless/Liability Release Clause**

In consideration of the Unitarian Universalist Society of Bangor, hereinafter called the Church, allowing its building to be used by the Renter, the Renter hereby releases, forever discharges, and agrees to hold harmless the Church, its pastor, officers, agents, employees and members from any and all liability, claims or demands for personal injury, sickness or death, as well as property damage and expenses, of any nature whatsoever which may be incurred by the Renter that occurs while said Renter is using the Church's facility. The leaser further hereby agrees to hold harmless and indemnify said Church, its pastor, officers, agents, employees and members for any liability sustained by said acts of the aforementioned Church parties, including expenses incurred attendant thereto.

In pursuant to above, I (we) hereby voluntarily accept all risk of personal injury, death and property damage (including personal property) to myself (ourselves), our staff or anyone on the Church's premises with our permission, which injury or damage results from our use of the Church's premises. Furthermore, I (we) agree that I (we) will not make a claim against or sue the Church, its pastor, officers, agents, employees and members, or related entities, for any bodily injury, death, or property damage. I (we) understand that this is a release of Church and agents from any and all liability with respect to any claims brought by Renters and their event invitees for any damage or injury.

ACCEPTED AND AGREED BY LESSEE(S) AS EVIDENCED BY SIGNATURE:

\_\_\_\_\_  
RENTER SIGNATURE

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
DATE

*This signed statement will be kept in the Church office's files, attached to the completed Facility Use Agreement entered into between the Church and above Renter.*

(2/23/2012)

**Request for Membership**  
**Unitarian Universalist Society of Bangor**  
120 Park Street ♦ Bangor, ME 04401  
Tel. (207) 947-7009 ♦ Email: UUBangor@gmail.com

Joining is a simple procedure, but a deeply significant decision: You pledge your personal and financial commitment to this Church community. We need the following requested information for our database. Please return this form to a member of the Membership & Fellowship Committee. Thank you!

**Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Home/Cell Phone(s):** \_\_\_\_\_

**Work Phone (optional):** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Occupation:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Emergency Contact Name & Phone Number:**  
\_\_\_\_\_

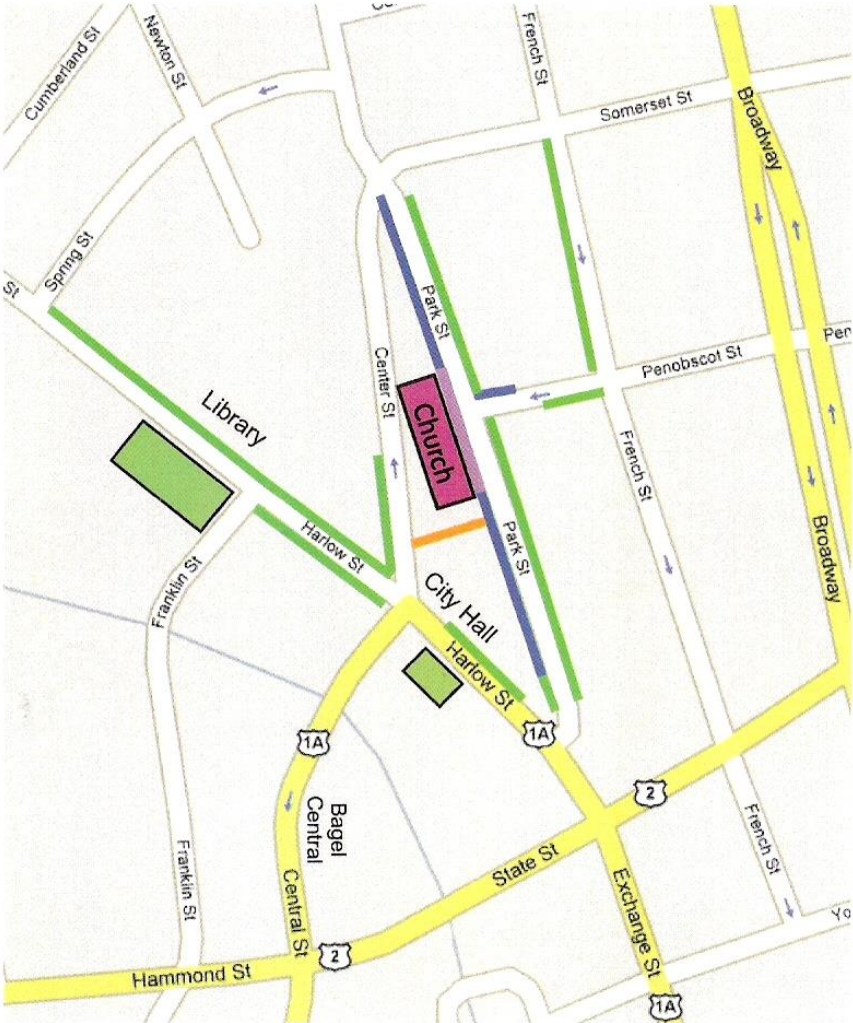
**Names and Birth Dates of Significant Others/Children:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Questions? Contact a member of the Membership & Fellowship Committee.

**Committee Use Only:**  
Minister Tea \_\_\_\_\_  
New Member Class \_\_\_\_\_  
Date Received into Membership \_\_\_\_\_

# UU Church of Bangor Parking Map

- Handicap and Guest Parking
- Street Parking (Any Day)
- Street Parking (Sunday Only)
- Parking Lot
- Sidewalk up hill



Abundant Parking Close to Church

# PRAYER REQUESTS

WE ARE PLEASED TO JOIN YOU IN PRAYING FOR SPECIFIC NEEDS.

DATE \_\_\_\_\_

PLEASE WRITE YOUR REQUEST(S) HERE AND PLACE THIS CARD  
IN THE OFFERING PLATE OR GIVE TO AN USHER.

PLEASE PRAY FOR: \_\_\_\_\_

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CONFIDENTIAL

# PRAYER REQUESTS

WE ARE PLEASED TO JOIN YOU IN PRAYING FOR SPECIFIC NEEDS.

DATE \_\_\_\_\_

PLEASE WRITE YOUR REQUEST(S) HERE AND PLACE THIS CARD  
IN THE OFFERING PLATE OR GIVE TO AN USHER.

PLEASE PRAY FOR: \_\_\_\_\_

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CONFIDENTIAL



## Proposal of Official UUSB Activity

So you have great idea for an activity, group, event, or fundraiser at the UUSB. Filling out this form is the first step in making it a reality. At the UUSB we strive to create a lively community with diverse activities to help our members meet their spiritual goals. The Council is responsible for overseeing all official activities of the church. Please share your idea with us so we can help you coordinate your idea with our church community and help you find the support you need to make your vision a reality.

Name of group or event: \_\_\_\_\_

Proposed day/date(s) of building use: \_\_\_\_\_

Space needed: \_\_\_\_\_

Is this an ongoing group or event:  YES  NO

Is this a fundraiser:  YES  NO

Brief summary of the event/group: \_\_\_\_\_

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Describe how this activity will further the goals and mission of the UUSB? \_\_\_\_\_

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Name of person proposing the activity: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Do you need support organizing this activity :  YES  NO

What type of support from UUSB will this event will require: \_\_\_\_\_

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## **Unitarian Universalist Society of Bangor - Church Council Proposals**

The UUSB Council requests your proposals for our action or input to be written and placed in the Council mailbox at least one week before the monthly meeting, which is the first Sunday of each month. You may also email the Council Clerk, Michele Caitlyn-Strout at [manyfaunas7@adelphia.net](mailto:manyfaunas7@adelphia.net). Please answer the following questions:

- I. Committee and/or person(s) making a proposal to the Church Council and who will carry out the action that is taken by the Council?
  
- II. Date of the proposal
  
- III. Rationale or history for the proposal (Please attach any additional information you think will help the Council.)
  
  
  
  
  
  
  
  
  
  
- IV. Action that you would like from the Council. Is this time sensitive? Is there a time frame that needs to be taken into account in this decision-making?
  
  
  
  
  
  
  
  
  
  
- V. Any special funding for this project...if applicable?
  
  
  
  
  
  
  
  
  
  
- VI. What other things do we need to take into consideration for this proposal?

Action taken by Council:

Date of Action:

# Unitarian Universalist Society of Bangor

## FACILITIES USE POLICIES, PROCEDURES AND RATES

(Approved by the Council on 8/18/2010, and updated 11/1/2010 and 12/19/2015)

The Unitarian Universalist Society of Bangor will permit the use of its church facilities by individuals and organizations whose philosophies and practices are consistent with the Unitarian Universalist policies and principles. Such use may be in support of events enriching the cultural climate of our community; giving testimony to our belief in the oneness of humankind; in support of our faith in the principles of free speech; in assistance to other groups as they seek to serve youth, the disadvantaged, handicapped and/or the general social welfare; and in support of educational endeavors.

**Authority:** The final authority for granting permission for such uses shall be authorized by the Church Council, the Executive Committee, or its agent.

### **Scheduling Priority:**

The following priority of use shall be observed:

1. Congregation or Church Council events
2. Church committee activities or events
3. Non-church groups with permission for regular sustained use
4. Intermittent use by groups with Church Council permission
5. All other events

Any exceptions to this priority shall be specifically approved by the Church Council. Two or more events can be scheduled at the same time, depending on space availability and the nature of the activities. A calendar for scheduling all activities is available in the church office and on the church website. **All events must be scheduled with the Church Office. Use of UUSB facilities is limited to the room(s) scheduled for the indicated event, for liability reasons.**

### **Guidelines and Procedures for Securing and Use of Building:**

1. **Reserving Space:** Non-church group functions require a “Request for Use of Facilities” form,
2. **Insurance Requirement:** non-church groups must present a valid certificate of event liability insurance which includes UUSB named as an “additional insured” on that event policy, to be submitted to the church office *before* the event can be scheduled.
3. **Deposits:** Non-church groups are required to make a \$25.00 key deposit and room use deposit (50% of total use fee) when booking the event. The balance of the user’s fee is due 3 days prior to the event. The key deposit will be refunded after the key and completed “Use of Facilities Checklist” have been returned and the space used has been checked by a Church representative.
4. **Advertising:** Users must include contact person with address and telephone number. Non-church event information will not be available to the public through the church office.
5. **Weddings/Memorials/Dedications:** The Minister of the UUSB and the Music Director have first right of refusal to perform such ceremonies.
6. **Co-sponsored Events:** Events co-sponsored by the UUSB will have the usage fee reduced by 50%.
7. **Smoke-free, Alcohol-free facility:** Smoking and the use of alcoholic beverages or illicit drugs are prohibited on church property at all times.
8. **Clean-Up:** All building users are expected to clean up after their event. If clean-up is not satisfactorily completed, an additional fee will be assessed to defray the expense of contracted cleaning services. UUSB retains the right to request a damage/cleaning deposit from users who have previously left the facility in unsatisfactory condition.

*(continued next page)*

**Usage Fees:** All building use scheduling must include time for set-up and clean-up. Fees and conditions for long-term use arrangements can be negotiated with Church Council through the Church Administrator.

**Event Rates:**

**Member Weddings/Receptions/Dedications/Memorials** – No fee.

**Non-member weddings** require a **\$100 security deposit**, refundable if facility is left in satisfactory condition.

**Non-Member Weddings/Memorials/Receptions** – Rehearsal: \$50.00; Sanctuary: \$250.00; Receptions: room rates below.

	April 1 through October 31		November 1 through March 31	
	Half Day (4 hrs)	Full Day (8 hrs)	Half Day (4 hrs)	Full Day (8hrs)
Dorothy Memorial & Kitchen	\$100.00	\$150.00	\$125.00	\$185.00
Sanctuary	\$100.00	\$150.00	\$125.00	\$185.00
Vestry with Kitchen	\$ 40.00	\$ 60.00	\$ 75.00	\$110.00
RE Classrooms	\$ 5.00 per hour		\$ 10.00 per hour	

**User Applicant's Initials**

## **FACILITIES USE AGREEMENT**

- 1. Compliance with UUSB Facilities Usage Policies and Procedures.**  
User/Using Organization, \_\_\_\_\_, agrees to fully comply with the “Facilities Use Policies, Procedures and Rates” attached to this agreement; and has submitted a completed “Request for Use of Facilities” form, along with a valid certificate of proof of event liability insurance coverage including UUSB named as an “additional insured” on that event policy, to the church administrator, who has approved and scheduled the event on the church calendar.
- 2. Usage Terms and Payment.**  
Total use fee for \_\_\_\_\_(room) is \$\_\_\_\_\_. The user has paid \$\_\_\_\_\_, 50% of rental fee and key deposit of \$\_\_\_\_\_ (\$25/key) on \_\_\_\_\_(date). User agrees to pay \$\_\_\_\_\_ balance (50%) of use fee **at church office 3 days prior to** event scheduled on (date) \_\_\_\_\_.
- 3. Sanctuary Use.**  
At no time should food or drink be taken into the Sanctuary. The marble topped table in front of the pulpit should not be moved or used to hold equipment. If it is necessary to move it, arrangements should be made in advance to have it moved by the church staff.
- 4. Sponsorship or Endorsement.**  
Groups shall make no public statements implying church sponsorship or endorsement without approval from Church Council.
- 5. Building Access and Security.**

  - a. Key(s).** User agrees to have a designated person(s) representing the group who will pick up a key prior to the event and return it to the office immediately after the event. Additionally, they will obtain a 4-digit code number for the church security alarm system (which shall be retained confidentially by the user/representative and not shared with others).
  - b. Securing doors.** All exterior doors must be locked after the meeting/event begins. Doors should not be left unlocked once the meeting or class has begun, leaving doors unsupervised. If user is the last group to be using the facility, two (or more) people should make a final sweep of the building to make sure all doors are locked, all lights are off and no one is left inside the building.
- 6. Regulating Heat.**  
During the heating season, doors to the used room(s) should be **kept closed** to conserve energy. *Keeping utility costs down keeps rental fees down.*
- 7. Child Care.**  
User or using organization is responsible for safety, security and supervision of children at all times.
- 8. Alcoholic Beverages.**  
Alcoholic beverages and illicit drugs are prohibited, at all times, anywhere in the church building or on church property surrounding grounds..
- 9. Smoking.**  
Smoking is prohibited, at all times, in the church building or on church property surrounding grounds at any time.

*(continued next page)*

**10. User’s Responsibilities.**

- The user applicant, the organization and each of its officers, shall be responsible for the enforcement of, and compliance with these terms and procedures.
- They shall comply with all fire laws, all municipal ordinances and other regulations, and all laws or regulations or any other governmental authority.
- The health and safety of the event participants is the sole responsibility of the organization or the applicant. Restrict your use to the space reserved, and not allow participants to wander throughout the building. Extra noise and traffic in other parts of the building disrupts. Children must be kept under adult supervision at all times.
- Food and beverages are **not** allowed in the Sanctuary.
- All groups are to provide their own food, drinks, paper goods, etc. Only non-alcoholic beverages are allowed on the premises, unless permission otherwise is obtained by the Church Executive Board/Council.
- In terms of advertising their meeting or event, users are asked to advertise their events using their organization’s contact person, address and telephone number. Event information will not be available to the public through the church office.
- All building users are expected to clean-up after their event and leave space clean and usable for the next function. If clean-up is not satisfactorily completed, an additional fee will be assessed to defray the expense of contracted cleaning services.
- The building key and completed “Use of Facilities Checklist” will be promptly returned to the Church Office Administrator.

**11. Property Damage.**

Church property damaged during rental shall be replaced at expense of the User. This includes furniture, musical instruments, dishes, cookware, etc. NO tape or tacks are to be used on any painted surfaces (doors, walls, etc.); any damage done to painted church surfaces will result in the user being charged repair and repainting costs.

**12. Church Equipment.**

Church equipment shall not be rented for use off church property.

**13. Capacity Requirements.**

User/User organization will not overcrowd facility.

**14. Exceptions.**

Any exception to this policy must be approved by the Church Council or its designee.

**15. Acceptance of Usage Terms in their entirety.**

I have read, and agree to abide by the above policies and procedures and accept responsibility for repair and/or replacement costs for damage to church property.

\_\_\_\_\_  
Date

\_\_\_\_\_  
User’s/User Organization’s Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
UUSB Representative’s Authorized Signature

**Unitarian Universalist Society of Bangor**

120 Park Street, Bangor, ME 04401

Tel. (207) 947-7009

E-mail: uubangor@gmail.com

**REQUEST FOR USE OF FACILITIES**

*(Please print or write legibly)*

Date of This Application: \_\_\_\_\_

Name/Organization: \_\_\_\_\_

Please give a brief description of your organization: \_\_\_\_\_

\_\_\_\_\_  Please check box if non-profit

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

E-mail: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Church Member/Committee Sponsor (if applicable): \_\_\_\_\_

Rental Date(s) Requested: \_\_\_\_\_

Time(s) Requested: \_\_\_\_\_

*(including time for set-up and clean-up is required)*

Space Requested: \_\_\_\_\_

Estimated Number Attending: \_\_\_\_\_

Tickets will be sold, or a fee will be charged: Yes \_\_\_ amount: \$\_\_\_\_\_ No \_\_\_

Brief Description of Event:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Certificate of proof of event liability insurance coverage is attached.

Signature of User/Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Church Representative: \_\_\_\_\_ Date: \_\_\_\_\_

**The original of this agreement shall be maintained in the Church Office and a copy provided to the user applicant.**

**Unitarian Universalist Society of Bangor**

120 Park Street, Bangor, ME 04401

Tel. (207) 947-7009

E-mail: uubangor@gmail.com

**USE OF FACILITIES CHECKLIST**

*To ensure key deposit refund, this checklist must be completed and returned with the key. Check list must also be signed by church representative after inspection of the space has been made.*

- \_\_\_ Gas stove turned off
- \_\_\_ Coffee pot/appliances cleaned & unplugged
- \_\_\_ Dishes cleaned and put away
- \_\_\_ Hot water booster/sterilizer turned off
- \_\_\_ Floors swept, vacuumed or mopped (if necessary)
- \_\_\_ Furniture returned to original locations
- \_\_\_ All trash generated by renter(s) removed and placed in the waste removal bin located outdoors adjacent to the Dorothy Memorial Hall (north side of building)
- \_\_\_ Windows closed and latched
- \_\_\_ All lights turned off
- \_\_\_ All external doors locked and secured; security system engaged
- \_\_\_ Clean up completed
- \_\_\_ **Completed checklist** and **key** left in the secretary's mail box in the hall adjacent to the Minister's office, or in the locking mailbox outside the main entrance door

Building Use Date(s): \_\_\_\_\_

User/User Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Signature of User: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Church Representative \_\_\_\_\_ Date: \_\_\_\_\_



**UNITARIAN UNIVERSALIST SOCIETY OF BANGOR**

**PERMISSION and TRANSPORTATION FORM**

Required for any participant under 18 at start of event

NAME OF PARTICIPANT \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

DOB \_\_\_\_\_ PHONE#: Home \_\_\_\_\_ Cell \_\_\_\_\_

EVENT DATE(s):

NAME & LOCATION OF EVENT:

PROGRAM:

I am aware that my son/daughter will be participating in the above listed event and give my permission for him/her to do so. I also give permission for my child to be transported to, during, and from the event described above.

In case of an emergency I authorize the administration of emergency medical treatment.

\_\_\_\_\_  
Print name of parent/guardian                      signature                      Date

Emergency phone numbers (or where you can be reached during event):

\_\_\_\_\_

Please list any concerns that we should know about: (ie. allergies, diabetic, etc.)

\_\_\_\_\_



Unitarian  
Universalist  
Society of Bangor

120 Park Street  
Bangor ME 04401  
(207) 947-7009  
www.uubangor.org

## Volunteer Registration Form

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Cell / Home Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Emergency Telephone Number: \_\_\_\_\_

Allergies: \_\_\_\_\_

Best Way to Reach You: \_\_\_\_\_

### Code of Ethics for Adults and Older Youth (16-18)

Adults and older youth who are in leadership roles play a key role in fostering spiritual development of both individuals and the community. It is, therefore, especially important that those in leadership positions will be well qualified to provide the special nurture, care, and support that will enable youth to develop a positive sense of self and spirit, and of independence and responsibility.

The relationship between young people and their leaders must be one of mutual respect if the positive potential is to be realized. There are no more important areas of growth than those of self-worth and the development of a healthy identity as a sexual being. Adults play a key role in assisting youth in these areas of growth.

Wisdom dictates that youth and adult suffer damaging effects when leaders become sexually involved with a young person in their care; therefore, leaders will refrain from engaging in sexual, seductive, or erotic behavior with youth. Neither shall they sexually harass or engage in behavior with youth which constitutes verbal, emotional, or physical abuse.

Leaders shall be informed of this code of ethics and agree to it before assuming their role. In case of violation of this code, appropriate action will be taken.

Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

**SEXTON WEEKLY CHECKLIST**

Week Beginning:

TASK	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total Time
<b><u>Kitchen</u></b>							
Dishes							
Cleaning							
Floor							
sweep							
wax							
Storage							
Other							
Trash							
<b><u>Bathrooms</u></b>							
D.M.							
Lower Hall							
Classroom							
Vestry							
<b><u>Office</u></b>							
Tidy							
Trash							
Vacuum							
Other							
<b><u>Vestry</u></b>							
Tidy							
Trash							
Floor							
sweep							
wax							
mop							
Other							
<b><u>Dorothy Memorial</u></b>							
Tidy							
Sweep							
Mop							
Wax							
Set up							
Other							

(continued next page)

TASK	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Total time
<b>Sanctuary/Choir Anteroom</b>							
Vacuum							
Tidy pews							
Dust							
Set up							
Empty trash							
Other							
<b>Entry Hall, Stairs, Corridor</b>							
Vacuum							
Sweep							
Wet mop stairs							
Lower corridor							
Upper corridor							
Other							
<b>Religious Education Area</b>							
Wipe windowsill							
Wipe shelves							
Trash							
Vacuum							
Wash tabletops							
Other							
<b><u>Archives</u></b>							
<b><u>Offices</u></b>							
Vacuum							
Empty trash							
Dust							
Other							

(continued next page)





Maine Bureau of Taxation Augusta, Maine

PERMANENT EXEMPTION CERTIFICATE

This Exemption Certificate is issued under the provisions of Title 36, Part 3 MRSA



UNITARIAN UNIVERSALIST CHURCH  
120 PARK ST  
BANGOR, ME 04401-5024

120 PARK ST Registration Number: E20655

Date Effective: September 25, 1969

Date Issued: November 8, 1995

*Brian W. Meloy*

State Tax Assessor

Form ST-2 Rev 01/95  
2044077951107

This certifies that the organization named above is a regularly organized church or house of religious worship, and is therefore entitled to purchase tangible personal property or taxable services that will be used exclusively by the organization for the purposes for which it is organized without payment of the Maine sales or use tax.

Note to the Organization: This certificate is not to be used in activities that are mainly commercial enterprises including, but not limited to, purchases of items which will be resold by the organization. A copy of this certificate with the certification completed below, must be provided to your vendors in order to purchase goods exempt from tax. It is only necessary to provide one copy to the vendor. Subsequent purchases should indicate that the purchase is exempt from tax. In order to be exempt, the sale must be billed directly to and paid for directly by the organization named on the exemption certificate.

Note to the Vendor: This certificate must be taken in good faith from the taxpayer named above. Your good faith may be questioned if you have knowledge of facts which give rise to a reasonable inference that the purchaser is not the holder of the exemption certificate or that the merchandise is not to be used exclusively by the organization. This certificate is valid only if the following certification is completed.

**PERMANENT EXEMPTION CERTIFICATE**

I HEREBY CERTIFY: That the \_\_\_\_\_ above exemption certificate is valid, that the tangible personal property described herein which shall purchase from will be used exclusively by the organization named above for purposes for which it is organized.

Description of property to be purchased:

\_\_\_\_\_

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

**UUA Health Plan Declination Form**

**I understand I have been offered the opportunity to enroll in the UUA Health Plan.**

**I have chosen to decline health insurance coverage. I understand that this decision will remain in effect unless changed in accordance with Plan rules.**

**I understand that during the Plan year, I CANNOT change my Health Plan election UNLESS I have a qualifying change in family status.**

=====

**I decline the opportunity to enroll in the UUA Health Plan.**

**Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

**Print Name: \_\_\_\_\_**

---

**Unitarian Universalist Society of Bangor**  
120 Park St  
Bangor, ME 04401

**Voucher & Check Request Form**

Request date: \_\_\_\_\_

Dates of service: \_\_\_\_\_

Amount: \_\_\_\_\_

Pay to: \_\_\_\_\_

For: \_\_\_\_\_

Account(s) to be charged: \_\_\_\_\_

Person authorizing expenditure: \_\_\_\_\_

Signature: \_\_\_\_\_

Additional instructions or comments: \_\_\_\_\_

Approved by Treasurer: \_\_\_\_\_

Signature

Date

Date: \_\_\_\_\_

Account no.: \_\_\_\_\_

Request date: \_\_\_\_\_

Check date: \_\_\_\_\_ Check number: \_\_\_\_\_

Comments: \_\_\_\_\_

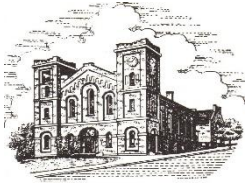
\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_





# VOUCHER FOR MERCHANDISE

(SINGLE USE ONLY)

CHARGE TO: *Unitarian Universalist Society of Bangor*

120 Park Street, Bangor, Maine 04401 • Tel. (207) 947-7009

Date: \_\_\_\_\_ Purchase Order No. \_\_\_\_\_

TO: ***Broadway Hannaford Supermarket, Bangor, Maine***

**NO STAMPS ~ NO TOBACCO ~ NO ALCOHOLIC BEVERAGES**

PLEASE SUPPLY THE FOLLOWING: FOOD AND HOUSEHOLD SUPPLIES

AMOUNT: \$ \_\_\_\_\_ CONFIRMING WRITTEN AMOUNT: \_\_\_\_\_

TO: Name: \_\_\_\_\_ SS#: \_\_\_\_\_ Driver's License: \_\_\_\_\_

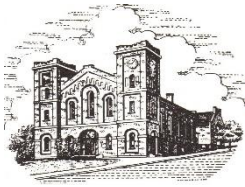
Address: \_\_\_\_\_

ADDITIONAL INSTRUCTIONS/COMMENTS (if any): \_\_\_\_\_

Authorizing Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Signature of Person Receiving Order: \_\_\_\_\_

*Good for 90 days after date of issue.*



# VOUCHER FOR MERCHANDISE

(SINGLE USE ONLY)

CHARGE TO: *Unitarian Universalist Society of Bangor*

120 Park Street, Bangor, Maine 04401 • Tel. (207) 947-7009

Date: \_\_\_\_\_ Purchase Order No. \_\_\_\_\_

TO: ***Broadway Hannaford Supermarket, Bangor, Maine***

**NO STAMPS ~ NO TOBACCO ~ NO ALCOHOLIC BEVERAGES**

PLEASE SUPPLY THE FOLLOWING: FOOD AND HOUSEHOLD SUPPLIES

AMOUNT: \$ \_\_\_\_\_ CONFIRMING WRITTEN AMOUNT: \_\_\_\_\_

TO: Name: \_\_\_\_\_ SS#: \_\_\_\_\_ Driver's License: \_\_\_\_\_

Address: \_\_\_\_\_

ADDITIONAL INSTRUCTIONS/COMMENTS (if any): \_\_\_\_\_

Authorizing Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Signature of Person Receiving Order: \_\_\_\_\_

*Good for 90 days after date of issue.*

**Unitarian Universalist Society of Bangor ~ Guest Book    Date:**

Name: \_\_\_\_\_  
Street : \_\_\_\_\_  
Town, State, Zip : \_\_\_\_\_  
Phone #: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
Kids Name(s) \_\_\_\_\_ DOB \_\_\_\_\_

**For your safety please let us know if your children have any allergies or need any special accomodations:**

What brings you here today?

Would you like to receive our e-newsletter?    **Y    N**

Name: \_\_\_\_\_  
Street : \_\_\_\_\_  
Town, State, Zip : \_\_\_\_\_  
Phone #: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
Kids Name(s) \_\_\_\_\_ DOB \_\_\_\_\_

**For your safety please let us know if your children have any allergies or need any special accomodations:**

What brings you here today?

Would you like to receive our e-newsletter?    **Y    N**

Name: \_\_\_\_\_  
Street : \_\_\_\_\_  
Town, State, Zip : \_\_\_\_\_  
Phone #: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
Kids Name(s) \_\_\_\_\_ DOB \_\_\_\_\_

**For your safety please let us know if your children have any allergies or need any special accomodations:**

What brings you here today?

Would you like to receive our e-newsletter?    **Y    N**

Name: \_\_\_\_\_  
Street : \_\_\_\_\_  
Town, State, Zip : \_\_\_\_\_  
Phone #: \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
Kids Name(s) \_\_\_\_\_ DOB \_\_\_\_\_

**For your safety please let us know if your children have any allergies or need any special accomodations:**

What brings you here today?

Would you like to receive our e-newsletter?    **Y    N**

# Form W-4 (2017)

**Purpose.** Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

**Exemption from withholding.** If you are exempt, complete only lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2017 expires February 15, 2018. See Pub. 505, Tax Withholding and Estimated Tax.

**Note:** If another person can claim you as a dependent on his or her tax return, you can't claim exemption from withholding if your total income exceeds \$1,050 and includes more than \$350 of unearned income (for example, interest and dividends).

**Exceptions.** An employee may be able to claim exemption from withholding even if the employee is a dependent, if the employee:

- Is age 65 or older,
- Is blind, or
- Will claim adjustments to income; tax credits; or itemized deductions, on his or her tax return.

The exceptions don't apply to supplemental wages greater than \$1,000,000.

**Basic instructions.** If you aren't exempt, complete the **Personal Allowances Worksheet** below. The worksheets on page 2 further adjust your withholding allowances based on itemized deductions, certain credits, adjustments to income, or two-earners/multiple jobs situations.

Complete all worksheets that apply. However, you may claim fewer (or zero) allowances. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

**Head of household.** Generally, you can claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See Pub. 501, Exemptions, Standard Deduction, and Filing Information, for information.

**Tax credits.** You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the **Personal Allowances Worksheet** below. See Pub. 505 for information on converting your other credits into withholding allowances.

**Nonwage income.** If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax. If you have pension or annuity income, see Pub. 505 to find out if you should adjust your withholding on Form W-4 or W-4P.

**Two earners or multiple jobs.** If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others. See Pub. 505 for details.

**Nonresident alien.** If you are a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

**Check your withholding.** After your Form W-4 takes effect, use Pub. 505 to see how the amount you are having withheld compares to your projected total tax for 2017. See Pub. 505, especially if your earnings exceed \$130,000 (Single) or \$180,000 (Married).

**Future developments.** Information about any future developments affecting Form W-4 (such as legislation enacted after we release it) will be posted at [www.irs.gov/w4](http://www.irs.gov/w4).

## Personal Allowances Worksheet (Keep for your records.)

<b>A</b>	Enter "1" for <b>yourself</b> if no one else can claim you as a dependent . . . . .	<b>A</b>	<input type="text"/>
<b>B</b>	Enter "1" if: <div style="display: inline-block; vertical-align: middle;"> <ul style="list-style-type: none"> <li>• You're single and have only one job; or</li> <li>• You're married, have only one job, and your spouse doesn't work; or</li> <li>• Your wages from a second job or your spouse's wages (or the total of both) are \$1,500 or less.</li> </ul> </div>	<b>B</b>	<input type="text"/>
<b>C</b>	Enter "1" for your <b>spouse</b> . But, you may choose to enter "-0-" if you are married and have either a working spouse or more than one job. (Entering "-0-" may help you avoid having too little tax withheld.) . . . . .	<b>C</b>	<input type="text"/>
<b>D</b>	Enter number of <b>dependents</b> (other than your spouse or yourself) you will claim on your tax return . . . . .	<b>D</b>	<input type="text"/>
<b>E</b>	Enter "1" if you will file as <b>head of household</b> on your tax return (see conditions under <b>Head of household</b> above) . . . . .	<b>E</b>	<input type="text"/>
<b>F</b>	Enter "1" if you have at least \$2,000 of <b>child or dependent care expenses</b> for which you plan to claim a credit . . . . .	<b>F</b>	<input type="text"/>
<b>(Note: Do not include child support payments. See Pub. 503, Child and Dependent Care Expenses, for details.)</b>			
<b>G</b>	<b>Child Tax Credit</b> (including additional child tax credit). See Pub. 972, Child Tax Credit, for more information. <ul style="list-style-type: none"> <li>• If your total income will be less than \$70,000 (\$100,000 if married), enter "2" for each eligible child; then <b>less "1"</b> if you have two to four eligible children or <b>less "2"</b> if you have five or more eligible children.</li> <li>• If your total income will be between \$70,000 and \$84,000 (\$100,000 and \$119,000 if married), enter "1" for each eligible child.</li> </ul>	<b>G</b>	<input type="text"/>
<b>H</b>	Add lines A through G and enter total here. <b>(Note: This may be different from the number of exemptions you claim on your tax return.)</b> ▶	<b>H</b>	<input type="text"/>
<p>For accuracy, <b>complete all worksheets that apply.</b></p> <ul style="list-style-type: none"> <li>• If you plan to <b>itemize</b> or <b>claim adjustments to income</b> and want to reduce your withholding, see the <b>Deductions and Adjustments Worksheet</b> on page 2.</li> <li>• If you are <b>single and have more than one job</b> or are <b>married and you and your spouse both work</b> and the combined earnings from all jobs exceed \$50,000 (\$20,000 if married), see the <b>Two-Earners/Multiple Jobs Worksheet</b> on page 2 to avoid having too little tax withheld.</li> <li>• If <b>neither</b> of the above situations applies, <b>stop here</b> and enter the number from line H on line 5 of Form W-4 below.</li> </ul>			

----- Separate here and give Form W-4 to your employer. Keep the top part for your records. -----

<b>Form W-4</b>	<b>Employee's Withholding Allowance Certificate</b>	OMB No. 1545-0074 <b>2017</b>
▶ Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.		
1 Your first name and middle initial	Last name	2 Your social security number
Home address (number and street or rural route)		3 <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. <small>Note: If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.</small>
City or town, state, and ZIP code		4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. ▶ <input type="checkbox"/>
5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)		5 <input type="text"/>
6 Additional amount, if any, you want withheld from each paycheck		6 \$ <input type="text"/>
7 I claim exemption from withholding for 2017, and I certify that I meet <b>both</b> of the following conditions for exemption. <ul style="list-style-type: none"> <li>• Last year I had a right to a refund of all federal income tax withheld because I had <b>no tax liability, and</b></li> <li>• This year I expect a refund of all federal income tax withheld because I expect to have <b>no tax liability.</b></li> </ul> If you meet both conditions, write "Exempt" here . . . . . ▶ <input type="text"/> 7		
Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.		
Employee's signature (This form is not valid unless you sign it.) ▶		Date ▶
8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.)		9 Office code (optional)
		10 Employer identification number (EIN)

### Deductions and Adjustments Worksheet

**Note:** Use this worksheet *only* if you plan to itemize deductions or claim certain credits or adjustments to income.

**1** Enter an estimate of your 2017 itemized deductions. These include qualifying home mortgage interest, charitable contributions, state and local taxes, medical expenses in excess of 10% of your income, and miscellaneous deductions. For 2017, you may have to reduce your itemized deductions if your income is over \$313,800 and you're married filing jointly or you're a qualifying widow(er); \$287,650 if you're head of household; \$261,500 if you're single, not head of household and not a qualifying widow(er); or \$156,900 if you're married filing separately. See Pub. 505 for details. 1 \$ \_\_\_\_\_

**2** Enter:  $\left\{ \begin{array}{l} \$12,700 \text{ if married filing jointly or qualifying widow(er)} \\ \$9,350 \text{ if head of household} \\ \$6,350 \text{ if single or married filing separately} \end{array} \right.$  2 \$ \_\_\_\_\_

**3** Subtract line 2 from line 1. If zero or less, enter "-0-". 3 \$ \_\_\_\_\_

**4** Enter an estimate of your 2017 adjustments to income and any additional standard deduction (see Pub. 505). 4 \$ \_\_\_\_\_

**5** Add lines 3 and 4 and enter the total. (Include any amount for credits from the *Converting Credits to Withholding Allowances for 2017 Form W-4* worksheet in Pub. 505.) 5 \$ \_\_\_\_\_

**6** Enter an estimate of your 2017 nonwage income (such as dividends or interest). 6 \$ \_\_\_\_\_

**7** Subtract line 6 from line 5. If zero or less, enter "-0-". 7 \$ \_\_\_\_\_

**8** Divide the amount on line 7 by \$4,050 and enter the result here. Drop any fraction. 8 \_\_\_\_\_

**9** Enter the number from the **Personal Allowances Worksheet**, line H, page 1. 9 \_\_\_\_\_

**10** Add lines 8 and 9 and enter the total here. If you plan to use the **Two-Earners/Multiple Jobs Worksheet**, also enter this total on line 1 below. Otherwise, **stop here** and enter this total on Form W-4, line 5, page 1. 10 \_\_\_\_\_

### Two-Earners/Multiple Jobs Worksheet (See *Two earners or multiple jobs* on page 1.)

**Note:** Use this worksheet *only* if the instructions under line H on page 1 direct you here.

**1** Enter the number from line H, page 1 (or from line 10 above if you used the **Deductions and Adjustments Worksheet**). 1 \_\_\_\_\_

**2** Find the number in **Table 1** below that applies to the **LOWEST** paying job and enter it here. **However**, if you are married filing jointly and wages from the highest paying job are \$65,000 or less, do not enter more than "3". 2 \_\_\_\_\_

**3** If line 1 is **more than or equal to** line 2, subtract line 2 from line 1. Enter the result here (if zero, enter "-0-") and on Form W-4, line 5, page 1. **Do not** use the rest of this worksheet. 3 \_\_\_\_\_

**Note:** If line 1 is **less than** line 2, enter "-0-" on Form W-4, line 5, page 1. Complete lines 4 through 9 below to figure the additional withholding amount necessary to avoid a year-end tax bill.

**4** Enter the number from line 2 of this worksheet. 4 \_\_\_\_\_

**5** Enter the number from line 1 of this worksheet. 5 \_\_\_\_\_

**6** Subtract line 5 from line 4. 6 \_\_\_\_\_

**7** Find the amount in **Table 2** below that applies to the **HIGHEST** paying job and enter it here. 7 \$ \_\_\_\_\_

**8** Multiply line 7 by line 6 and enter the result here. This is the additional annual withholding needed. 8 \$ \_\_\_\_\_

**9** Divide line 8 by the number of pay periods remaining in 2017. For example, divide by 25 if you are paid every two weeks and you complete this form on a date in January when there are 25 pay periods remaining in 2017. Enter the result here and on Form W-4, line 6, page 1. This is the additional amount to be withheld from each paycheck. 9 \$ \_\_\_\_\_

Table 1				Table 2			
Married Filing Jointly		All Others		Married Filing Jointly		All Others	
If wages from <b>LOWEST</b> paying job are—	Enter on line 2 above	If wages from <b>LOWEST</b> paying job are—	Enter on line 2 above	If wages from <b>HIGHEST</b> paying job are—	Enter on line 7 above	If wages from <b>HIGHEST</b> paying job are—	Enter on line 7 above
\$0 - \$7,000	0	\$0 - \$8,000	0	\$0 - \$75,000	\$610	\$0 - \$38,000	\$610
7,001 - 14,000	1	8,001 - 16,000	1	75,001 - 135,000	1,010	38,001 - 85,000	1,010
14,001 - 22,000	2	16,001 - 26,000	2	135,001 - 205,000	1,130	85,001 - 185,000	1,130
22,001 - 27,000	3	26,001 - 34,000	3	205,001 - 360,000	1,340	185,001 - 400,000	1,340
27,001 - 35,000	4	34,001 - 44,000	4	360,001 - 405,000	1,420	400,001 and over	1,600
35,001 - 44,000	5	44,001 - 70,000	5	405,001 and over	1,600		
44,001 - 55,000	6	70,001 - 85,000	6				
55,001 - 65,000	7	85,001 - 110,000	7				
65,001 - 75,000	8	110,001 - 125,000	8				
75,001 - 80,000	9	125,001 - 140,000	9				
80,001 - 95,000	10	140,001 and over	10				
95,001 - 115,000	11						
115,001 - 130,000	12						
130,001 - 140,000	13						
140,001 - 150,000	14						
150,001 and over	15						

**Privacy Act and Paperwork Reduction Act Notice.** We ask for the information on this form to carry out the Internal Revenue laws of the United States. Internal Revenue Code sections 3402(f)(2) and 6109 and their regulations require you to provide this information; your employer uses it to determine your federal income tax withholding. Failure to provide a properly completed form will result in your being treated as a single person who claims no withholding allowances; providing fraudulent information may subject you to penalties. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation; to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their tax laws; and to the Department of Health and Human Services for use in the National Directory of New Hires. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.

**FORM  
W-4ME**

**MAINE  
Employee's Withholding Allowance Certificate**

1. Type or print your first name _____ M.I. _____ Last name _____  Home address (number and street or rural route) _____  City or town _____ State _____ ZIP code _____	2. Your social security number _____ - _____ - _____  3. <input type="checkbox"/> Single <input type="checkbox"/> Married Filing Joint <input type="checkbox"/> Married, but withholding at higher single rate (See Instructions)
4. Total number of allowances you are claiming from line C of the personal allowances worksheet below ..... 4.	
5. Additional amount, if any, you want withheld from your paycheck..... 5.	\$ _____
6. If you <b>do not want any</b> state income tax withheld, check the appropriate box that applies to you (you must qualify - see instructions below). By signing below, you certify that you qualify for the exemption that you select:	
a. You claimed "Exempt" on line 7 of your federal Form W-4..... 6a.	<input type="checkbox"/>
b. You completed federal Form W-4P and checked the box on line 1 ..... 6b.	<input type="checkbox"/>
c. You are a resident employee with no Maine tax liability in prior or current year ..... 6c.	<input type="checkbox"/>
d. You are a recipient of periodic retirement payments with no tax liability in prior or current year ..... 6d.	<input type="checkbox"/>
e. Your spouse is a member of the military assigned to a location in Maine and you qualify for exemption under the Military Spouse's Residency Relief Act. You must attach supporting documents. See instructions..... 6e.	<input type="checkbox"/>

Under penalties of perjury, I certify that I am entitled to the number of withholding allowances or the exemption claimed on this certificate.

**EMPLOYEE'S/PAYEE'S SIGNATURE**

(Form is not valid unless you sign it.) ▶

Date ▶

**TO BE COMPLETED BY EMPLOYER/PAYER (see Instructions)**

7. Employer/Payer Name and Address ( <b>Employer/Payer:</b> Complete lines 7, 8, 9, and 10 only if sending to Maine Revenue Services)	8. Identification Number _____
9. Employer/Payer Contact Person: _____	10. Contact Person's Phone Number: _____ (____) _____ - _____

----- Cut here and give the certificate above to your employer. Keep the part below for your records. -----

**Personal Allowances Worksheet - for line 4 above**

Note: Because the personal exemption amount for 2013 is \$3,900 (an increase of \$1,050 over the 2012 personal exemption amount), you should determine the number of allowances for 2013 carefully.

A. Number of federal allowances claimed (see instructions for line 4).....A. \_\_\_\_\_

B. Less: Number of allowances claimed on federal Form W-4 Personal Allowances Worksheet, line G for the Child Tax Credit.....B. \_\_\_\_\_

C. Maximum number of allowances for Maine purposes (line A minus line B). Enter here and on line 4 above. See line 4 instructions below if you want to claim fewer allowances or more allowances than claimed for federal purposes.....C. \_\_\_\_\_

**Employee/Payee Instructions**

**Purpose:** Complete Form W-4ME so your employer/payer can withhold the correct Maine income tax from your pay. Because your tax situation may change, you may want to recalculate your withholding each year.

**Line 4.** If you qualify for one of the Maine exemptions from withholding, please complete lines 1, 2, 3 and 6, and sign the form. Otherwise, complete the Personal Allowances worksheet above. Enter on line A the number of allowances you claimed on federal Form W-4, line 5 or Form W-4P, line 2. If you are a spouse in a same-sex marriage, enter the number of allowances that would be allowed if you had completed federal Form W-4 or W-4P as a married person. You may claim fewer allowances than you are entitled to, but you must obtain special permission from the State Tax Assessor if you want to claim more allowances than claimed on your federal Form W-4.

**Box 3.** Select the marital status that applies to you. You must select the single box if you are single, married but legally separated, or you or your spouse are a nonresident alien. Married individuals have the option of selecting either the married filing joint or married but withholding at higher single rate box.

**Line 6. Exemptions from withholding:**

**Line 6a.** You may check this box if you claimed "Exempt" on line 7 of your federal Form W-4. Do not check this box if you want Maine income taxes withheld even though you are exempt from federal withholding.

**Line 6b.** You may check this box if you completed federal Form W-4P and put a check in the box on line 1. Do not check this box if you want Maine income taxes withheld even though you are exempt from federal withholding.

**Line 6c.** You may elect this exemption if you are an employee receiving wages and you meet both of the following conditions:

1. You had **no** Maine income tax liability last year, **and**
2. You reasonably expect to have **no** Maine income tax liability this year.

This exemption will expire at the end of the year and you must complete a new Form W-4ME for next year or you will be subject to Maine withholding at the maximum rate.

**Line 6d.** You may elect this exemption if you receive periodic retirement payments pursuant to IRC § 3405, you had no Maine income tax liability in the prior year and you reasonably expect you will have no Maine income tax liability this year.

*instructions continued on next page*

This election will remain in effect until you complete a new Form W-4ME.

**Line 6e.** If you are the spouse of a member of the military, you may claim exemption from Maine withholding if you meet the following requirements:

1. Your spouse is a member of the military located in Maine in compliance with military orders.
2. You are in Maine solely to be with your spouse.
3. You and your spouse have the same domicile in a state other than Maine.
4. You attach a copy of your spouse's latest Leave and Earning Statement

reflecting an assignment location in Maine.

5. You present your military ID to your employer. The ID must identify you as a military spouse.

Your exemption will expire at the end of the calendar year during which you submit Form W-4ME claiming the exemption, at which time you must complete and submit a new Maine Form W-4ME for the new year.

**Note:** You may be subject to penalty if you do not have sufficient withholding to meet your Maine income tax liability.

### General Instructions for Employers and Other Payers

Maine law requires employers and other persons to withhold money from certain payments, most commonly wages, retirement payments and gambling winnings, and remit to Maine Revenue Services for application against the Maine income tax liability of employees and other payees. The amount of withholding must be calculated according to the provisions of Rule No. 803 (See [www.maine.gov/revenue/rules](http://www.maine.gov/revenue/rules)) and must constitute a reasonable estimate of Maine income tax due on the receipt of the payment. Amounts withheld must be paid over to Maine Revenue Services on a periodic basis as provided by Title 36 M.R.S.A. Chapter 827 ( §§ 5250 - 5255-B) and Rule No. 803 (18-125 CMR 803).

Maine withholding for an employee who is a spouse in a same-sex marriage is computed in the same manner as for an employee in an opposite-sex marriage. The Maine taxable wages may differ from the federal wages because of the treatment of fringe benefits affecting the employee's spouse. For the purpose of treating a cafeteria plan payment as pre-tax or imputing income from an employer-paid benefit, the federal rules for the payment are applied for Maine withholding purposes in the same manner to all married employees.

### Employer/Payer Information for Completing Form W-4ME

**Missing or Invalid Forms W-4, W-4P or W-4ME.** If any of the circumstances below occur, the employer or payer must withhold as if the employee or payee were single and claiming no allowances. Maine income tax must be withheld at this rate until such time that the employee or payee provides a valid Form W-4ME.

- (1) The employee/payee has not provided a valid, signed Form W-4ME;
- (2) The employee's/payee's Form W-4 or W-4P is determined to be invalid for purposes of federal withholding;
- (3) The Assessor notifies the employer/payer that the employee's/payee's Form W-4ME is invalid; or
- (4) The employee's/payee's Personal Withholding Allowance Variance Certificate has expired, a new variance certificate has not been approved and submitted to the employer/payer and the payee has not provided the payer with a valid Form W-4ME.

**Exemptions from withholding Form W-4ME, line 6.** Generally, employers/payers must withhold from payments subject to Maine income tax unless an exemption is claimed on line 6.

**Federal exemption from withholding** (see lines 6a and 6b). An employee/payee who is exempt from federal income tax withholding is also exempt from Maine income tax withholding. This includes recipients of periodic retirement payments who are exempt from federal income tax withholding. The employee/payee must check the applicable box on line 6. An employee/payee exempt from federal withholding that wants Maine withholding must leave line 6 blank.

**Resident employee exemption from Maine withholding** (see line 6c). A resident employee who is subject to federal income tax withholding is exempt from Maine income tax withholding if the employee had no Maine tax liability for the prior year and expects to have no Maine tax liability for the current year. The exemption on line 6c expires at the end of each year. If the employee fails to submit a new Form W-4ME for the next calendar year, the employer must begin withholding at the single rate with no allowances.

**Withholding from payments to nonresident employees.** An employee who is exempt from Maine income tax because of the nontaxable thresholds applicable to nonresidents is not required to complete and submit Form W-4ME; however, an employee becomes subject to Maine income tax withholding immediately upon exceeding a threshold at any time during the year. Because all income earned in Maine is taxable by Maine once a threshold is exceeded, employers should work with affected employees to ensure that Maine withholding is adequate to cover Maine income tax liability for the year. This may require the employee submitting a new Form W-4ME with the employer.

**Withholding exemption for periodic retirement payments** (see line 6d). Recipients of periodic retirement payments as defined by IRC § 3405 that are subject to federal income tax withholding are exempt from Maine income tax withholding if the recipient certifies (by checking the box on line 6c) that he or she had no Maine income tax liability for the prior year and expects to have no Maine income tax liability for the current year. The exemption remains in effect until the recipient submits an updated Form W-4ME.

**Exemptions under the Military Spouse's Residency Relief Act (MSRRA).** If the box on line 6e is checked, the employer must:

- (1) Ensure that a copy of the military member's Leave and Earnings Statement (LES) is attached, and verify that the assignment location entered on the LES is a location in Maine; and
- (2) Review the employee's military ID to ensure that the date on the ID is not more than four years prior to the date on the employee's Form W-4ME, and that the ID denotes the employee as a current military spouse.

An exemption claimed on line 6e expires at the end of the calendar year. If the employee does not submit a new Maine Form W-4ME, the employer must begin withholding for the first pay period in the following year at the maximum rate (single with one allowance).

See the employee instructions for line 6e above for more information about this exemption.

An employer/payer is required to submit a copy of Form W-4ME, along with a copy of any supporting information provided by the employee/payee, to Maine Revenue Services if:

- A. The employer/payer is required to submit a copy of federal Form W-4 to the Internal Revenue Service either by written notice or by published guidance as required by federal regulation 26 CFR 31.3402(f)(2)-1(g); or
- B. An employee performing personal services in Maine furnishes a Form W-4ME to the employer containing a non-Maine address and, for any reason, claims no Maine income tax is to be withheld. This submission is not required if the employer reasonably expects that the employee will earn annual Maine-source income of less than \$3,000 or if the employee is a nonresident working in Maine for no more than 12 days for the calendar year and is, therefore, exempt from Maine income tax withholding pursuant to MRS Rule 803 Section 04.C.1.

Submit copies of Form W-4ME directly to the MRS Withholding Unit separately from any other tax filing.

Employers/Payers must complete lines 7 through 10 only if required to submit a copy of Form W-4ME to Maine Revenue Services.

- ✓ Line 7 Enter employer/payer name and business address.
- ✓ Line 8 Enter employer/payer federal identification number (EIN and/or SSN).
- ✓ Line 9 Enter employer/payer contact person who can answer questions about withholding (i.e. human resources person, company officer, accountant, etc.)
- ✓ Line 10 Enter employer/payer contact person's phone number.