

GROUPS POLICY

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INTRODUCTION TO FIRST UNITARIAN CHURCH

Message from the Minister/CEO

To All Those Participating in Groups at First Unitarian Church—

Groups are a very significant part of the life of First Unitarian Church. The church relies on its committees to provide many different kinds of assistance and counsel as the congregation works toward the outcomes specified by the Board of Trustees in the Ends Policy. The church relies on its affinity groups to provide opportunities for church members and friends to enjoy significant and formative experiences of religious community. The church relies on its performing arts groups to help deepen and enliven our worship services. And the church relies on its covenant groups to encourage trusting relationships within the context of a religious community that encourages personal spiritual growth and principled service to the larger community. Moreover, the church relies on all its groups to provide a warm welcome to those who are relatively new to this religious community.

This Groups Policy outlines the basic policies and procedures for groups at First Unitarian Church. It reflects the modified form of Policy Governance which the Board of Trustees has recently adopted. It contains a great deal of practical information which I hope you and your group will find useful.

This Groups Policy includes parts of the Personnel Policy, which is a companion document to this document. Church members and friends who participate in groups will almost inevitably have some interaction with church staff members, and therefore it is important for those participating in groups to understand not only the expectations placed upon staff members but also how to work most effectively and efficiently with staff members. Some of the language in this Personnel Policy is rather strong. But much of the language in any document governing employment relationships is used only in rare circumstances, and I encourage you to focus on the more positive aspects of your relationship with First Unitarian Church.

One of my hopes is that every member and friend of First Unitarian Church will participate in at least one of our groups. For many individuals, joining a group is the best way to develop a sense of community here. Moreover, your participation in the group life of this church can be a very rewarding way to help make this remarkable religious community even more remarkable.

Rev. David Herndon
December 1, 2007

Mission Statement

The First Unitarian Church of Pittsburgh provides an intentional, supportive, and inclusive religious community where individuals of all ages and diverse beliefs, sustained by the seven Unitarian Universalist principles, seek personal growth and strive to promote social justice within the congregation and in the world beyond.

Ends Policy

People who share Unitarian Universalist values gather in a liberal religious community for personal growth and social transformation, with resources comparable to other thriving religious organizations.

Connection between Church Governance Policies and Groups Policy

The Board of Trustees exercises its governance responsibilities in accord with four policies: the Ends Policy, the Governance Process Policy, the Board-Staff Linkage Policy, and the Executive Limitations Policy.

Through the Board-Staff Linkage Policy, the Board of Trustees entrusts the Chief Executive Officer with overall responsibility for attainment of the results specified in the End Policy. Accordingly, the Chief Executive Officer has overall authority to make decisions regarding the most effective and efficient use of church resources, subject to the constraints specified in the Executive Limitations Policy.

This Groups Policy reflects the Chief Executive Officer's determination of how the participation of members and friends in church groups can be most effectively and efficiently structured.

Program Staff and Operations Staff

Program staff members are generally responsible for planning and conducting worship, for providing opportunities for lifespan faith development, for providing pastoral care and counseling, for leading music performance groups, for leading and taking part in social justice efforts, for welcoming visitors and new members, for providing campus ministry, for working with lay leaders, for providing leadership and program offerings within the larger Unitarian Universalist community, for providing rites of passage for church members and for individuals from the larger community, for planning and coordinating, and for organizing other congregational activities.

Operations staff members are generally responsible for keeping track of financial receipts, for writing checks, for cleaning and maintaining the church building, for providing building security, for ensuring building safety, for responding to telephone calls, for answering the door, for making copies of the newsletter and the printed order of service, for sending out mailings, for

coordinating building rentals, for maintaining the building space reservation calendar, for maintaining office equipment, for maintaining church computers, for coordinating with contracted maintenance and repair workers, for determining emergency procedures, and for setting up tables and chairs as requested by building users.

The contributions of both program and operations staff members are essential for the vitality and health of First Unitarian Church. Timely communication, anticipation of difficulties, thorough preparation, careful coordination, common courtesy, mindfulness of the sincere efforts and limiting circumstances of others, attention to detail, and awareness of the overall purposes and goals of the congregation are essential for the cohesiveness and effectiveness of church staff.

Basic Expectations of Church Staff Members

Church staff members shall seek to maintain a respectful and courteous environment at all times.

Church staff members will put forth honest and fair effort during those hours when they are expected to be working for the church. Church staff members should not try to cut corners, beat the system, or cheat the church out of its limited resources. Church staff members should recognize that there is always something they can do to benefit the church during their scheduled work hours, and while occasional short breaks may be acceptable, excessive idleness is never acceptable. Further, church staff members should be aware that substandard effort on the part of one church staff member tends to undermine the morale of other church staff members.

Church staff members will take responsibility for effective communication, organization, conflict resolution, interaction with church members, and promotion of a positive image of First Unitarian Church, thus affirming and nurturing the aspirations of the church members and friends.

Church staff members will be fiscally responsible for those areas of financial control delegated to them by the Chief Executive Officer through the budgeting process. Church staff members will be forthright and open in their communication with the Chief Executive Officer and the Board of Trustees about all financial matters relevant to the church.

Church staff members will seek to resolve their differences in a fair, confidential, and calm manner that maintains a positive environment for congregants. If the Chief Executive Officer deems it necessary to provide information to the congregation or some smaller group thereof, he or she will be responsible for this communication.

Church staff members will abide by the principles of the Unitarian Universalist Association, the mission statement of the church, the governance policies of the church, the provisions of this personnel policy, and, where applicable, their respective codes of professional ethics and conduct.

Church staff members will establish and maintain a positive work environment for themselves and their colleagues, incorporating teamwork, cooperation, and respect for the skills that each church staff member brings to the church.

TYPES OF GROUPS

Committees

Committees work with church staff members to advance the ministry of the congregation through planning, organizing, decision-making, fund-raising, innovating, promoting, encouraging, and envisioning.

Affinity Groups

Affinity groups provide opportunities for church members and friends to pursue common interests.

Performing Arts Groups

Performing arts groups contribute to the worship services of the church. Performing arts groups generally function with direct or indirect leadership of a church staff member. At present, our performing arts groups include the Sanctuary Choir, the Folk Orchestra, the Family Choir, the Dance Choir, and the Recorder Ensemble.

Covenant Groups

Covenant groups provide opportunities for church members and friends to become better acquainted with one another and to deepen their personal religious and spiritual understandings in a safe, structured small group setting.

Program Endowment Committees

The Social Justice Endowment Committee, the Music Endowment Committee, the Campus Ministry Endowment Committee, and the Children and Youth Ministry Endowment Committee function according to rules and expectations specified in the documents governing the operation of these four program endowments.

Nominating Committee

The Nominating Committee functions according to rules and expectations specified in the By-laws of the church.

Board-Appointed Committees

From time to time, the Board of Trustees may appoint committees which assist the Board in its deliberations. Board-appointed committees are accountable to the Board, not to church staff members.

ROLES AND RESPONSIBILITIES

Board of Trustees

Members of the Board of Trustees are elected by the members of First Unitarian Church, as specified in the Bylaws of the church. The Board of Trustees has chosen to exercise its leadership responsibilities through a modified form of Policy Governance. The four governance policies set forth by the Board of Trustees are the Ends Policy, the Governance Process Policy, the Board-Staff Linkage Policy, and the Executive Limitations Policy.

According to this model of governance, the Board of Trustees has no direct involvement in church programs or operations. However, the Board of Trustees approves the annual operating budget, and sets overall church policy.

Chief Executive Officer

The Minister serves as Chief Executive Officer.

The Chief Executive Officer coordinates all decisions pertaining to church staff members, including hiring, employment contracts, job descriptions, supervision, evaluation, disciplinary measures, and termination of employment. The Chief Executive Officer is responsible for writing and updating the Personnel Policy.

The Chief Executive Officer sets the overall direction for church programs and operations. At the same time, in a spirit of shared ministry, the Chief Executive Officer honors and relies on the creativity, skills, preferences, dedication, inspiration, and devotion that staff members as well as church members and friends bring to their duties and responsibilities. The Chief Executive Officer is responsible for writing and updating the Groups Policy.

The Chief Executive Officer drafts the annual operating budget for approval by the Board of Trustees.

Church Staff Members

The Chief Executive Officer supervises all church staff members with the expectation that they will abide by their employment contracts, their job descriptions, the provisions of the Personnel Policy, and with the overall direction for church program and operations set by the Chief Executive Officer.

Church members and friends do not assign duties or responsibilities to church staff members. Likewise, members of the Board of Trustees do not assign duties or responsibilities to church staff members.

Program Committees and Operations Committees

Except for the Nominating Committee and any ad hoc committees specifically created by the Board of Trustees, all church committees report to the Chief Executive Officer.

In practice, the Chief Executive Officer may structure this reporting relationship so that program committees and operations committees report to church staff members who report, in turn, to the Chief Executive Officer.

The Program Administrative Team meets monthly to coordinate program activities. The Operations Administrative Team meets monthly to coordinate operations activities. The Chief Executive Officer appoints the members of the Program Administrative Team and the Operations Administrative Team.

Representatives from the Larger Unitarian Universalist Community

From time to time, representatives from the larger Unitarian Universalist community may become involved in church life in one way or another. Examples include: a minister from another Unitarian Universalist church presenting a sermon or conducting a rite of passage at our church; a musician presenting a performance or workshop at our church; Ohio-Meadville District staff members meeting with the Board of Trustees; representatives from the Ohio-Meadville District Board of Trustees making plans for a District event taking place in our church; representatives from the Ohio-Meadville Youth-Adult Committee making plans for a District event taking place in our church; representatives from the Unitarian Universalist Association leading a workshop at our church; representatives from our local Cluster making plans for an event taking place at our church; and Good Offices representatives from a Unitarian Universalist professional organization providing consultation, counsel, or advocacy for a staff member at our church.

Normally, a church staff member or a member of the Board of Trustees will have primary responsibility for planning and communication with these individuals.

Good Offices representatives from Unitarian Universalist professional organization are a special case. Particularly in conflict resolution proceedings, these individuals are supposed to ensure that the interests and rights of a specific church staff member are honored and that the process for conflict resolution is appropriate and fair. Although Good Offices representatives may advocate for solutions that may diverge from what the Chief Executive Officer or the Board of Trustees may believe to be in the best interests of First Unitarian Church, all church parties need to respect the presence and the advocacy provided by these individuals. A Good Offices representative may enter a conflict resolution process at any time at the invitation of a church staff member who has requested consultation, counsel, or advocacy by an appropriate Good Offices representative. Whenever possible, conflict resolution proceedings should be scheduled to allow for the participation of a Good Offices representative who has been invited into the process by a church staff member.

GOVERNANCE POLICIES

Connections with Staff Members

All church groups are connected with a program staff member or an operations staff member, as specified in the Appendix. Staff members may offer guidance, help locate resources, help clarify purpose, and resolve difficulties. In some cases, a staff member will provide primary leadership for a church group. In other cases, a staff member will consult regularly with a church group. In still other cases, a church group will usually function independently with little attention from a staff member.

Membership Procedures for Committees

For some committees, current members of the committee are responsible for inviting new members to join their committee. A committee may ask a staff member to suggest additional members. If a committee has lost momentum, a staff member may take the initiative to invite additional church members and friends to serve on that committee.

For other committees, committee membership is by invitation of a staff member.

Terms of Service for Committee Members

Committees function best when experience and institutional memory can be balanced by fresh enthusiasm and energy. In general, First Unitarian Church does not insist upon strict term limits for committee members. However, a reasonable expectation of volunteer service on a committee would be two to four years.

Leadership for Committees

Committees may choose their own leaders. In general, First Unitarian Church does not insist upon strict term limits for committee leaders.

Membership Procedures for Affinity Groups

Membership in affinity groups is open to all members and friends of First Unitarian Church. A prospective member of an affinity group should respect the formally or informally established understandings of the purpose and operations of that group. Affinity groups may choose their own leaders.

Membership Procedures for Performing Arts Groups

Individual wishing to join one or another of our performing arts groups should check first with the conductor or leader of the group. While none of our performing arts groups requires that an individual successfully pass an audition, conductors or leaders may require that a prospective member of the group watch a rehearsal or take part in an interview prior to joining the group.

Membership Procedures for Covenant Groups

A church staff member coordinates membership in covenant groups.

Statement of Purpose

Each committee, affinity group, and music performance groups should have a written statement of purpose.

Annual Report

The Annual Meeting of First Unitarian Church takes place in May. Written reports from the President of the Board of Trustees, the Treasurer, church staff members, committees, affinity groups, and performing arts groups are collected, printed, and made available to those attending the Annual Meeting and to any other church member or friend requesting a copy. The reporting period is May 1 of the previous year through April 30 of the current year. Written reports from committees, affinity groups, and performing arts groups are at most one page in length.

ADMINISTRATIVE POLICIES

Normal Hours of Operation

Normal weekday hours of operation for the church office are 9:00 AM to 4:30 PM Monday through Friday. Normal Sunday hours of operation for the church office are 9:00 AM to 1:00 PM.

However, it is normal for church staff members to work at a variety of different times, including days, evenings, and weekends, depending on their assigned duties or responsibilities.

Space Reservation Requests

Any group intending to meet at First Unitarian Church should reserve a meeting space in advance. Space reservation requests may be made by filling out the space reservation request form which is available in the church office or by communicating with the Business Manager or the Office Assistant via telephone or email. The Business Manager and the Office Assistant will do their best to accommodate your group. All space reservations are entered by the Business Manager or the Office Assistant into the space reservation book. Church members and friends should refrain from entering space reservations into the space reservation book on their own.

Set-Up Requests

Any group intending to meet at First Unitarian Church may request a particular set-up. Examples include requesting that a table be set up in a meeting room or that a specified number of chairs be set up in a meeting room. Set-up requests may be made by filling out the set-up request form which is available in the church office or by communicating with the Business Manager or the Office Assistant via telephone or email. The Business Manager and the Office Assistant will do their best to accommodate your group. Set-ups are typically done by the Sexton. Weekend set-ups are not always possible since the Sexton generally works Monday through Friday.

Building Security

Groups are required to have a building security provider present during meetings and other events taking place at First Unitarian Church. During normal business hours Monday through Friday, staff members working at the church provide building security. During the evenings Sunday through Thursday, a building security provider is generally scheduled to be on duty. Groups wishing to schedule events on Friday evenings, on Saturdays, and on Sunday afternoons should make arrangements for building security through Office Manager Rita Gates or Office Assistant Alex Rose.

Clean-Up

Committees, affinity groups, performing arts groups, and covenant groups should take care to clean up after their gathering. Special effort should be made to keep kitchens clean, orderly, and attractive for the next user. Sometimes it is more efficient for a group to leave the chairs and tables where they are so that they can be used by the next group. But sometimes it can be very helpful for a group to put chairs and tables away. If a group generates a large amount of trash or garbage, this material should be bagged and taken to the dumpster at the Morewood Avenue parking area.

Publicity

Committees, affinity groups, and performing arts groups may use customary channels of communication to publicize their events or to invite others to participate. Customary channels of communication include the weekly order of service, the monthly newsletter, the church website, church bulletin board, and flyers posted around the church building. The deadline for the weekly order of service is Wednesday at noon. The deadline for the monthly newsletter is the fifteenth day of each month. Other customary channels of communication include spoken announcements during the announcements portion of the Sunday morning worship services and the all-church email distribution list. In general, we try to avoid excessive use of these two communication channels, and therefore it may not be possible to accommodate every request, particularly when a message is intended only for a small number of individuals. The Board of Trustees and the Canvass Committee occasionally communicate through special mailings sent to all members and friends of record. This non-customary channel of communication is relatively expensive and requests from groups other than the Board of Trustees and the Canvass Committee for special mailings will be considered on a case-by-case basis.

Easels and Markers

Easels and markers are available in various places around the church. Groups wishing to use this equipment should stop by the church sometime before their event and round up the equipment they will need.

Audio-Video Equipment

The Schweitzer Room contains a projection screen and a video projector. The video projector will accept input from a laptop computer, from a DVD, and from a VHS tape. Groups wishing to use this equipment should ensure that a group member becomes familiar with it a couple of days before the event at which the equipment will be used. Groups wishing to use this equipment should also make sure that the equipment will be accessible when they need to use it, since the equipment is locked up when it is not being used.

The Sanctuary contains a sound system that can be used for public speaking events and for musical events. Microphone, microphone cables, and microphone stands are available. The chancel area has seven XLR inputs for microphones. The church also has a cordless microphone. The sound system mixer board accepts up to eight separate inputs. The church also has a digital recording device which records directly onto a CD. Groups wishing to sponsor a public speaking or musical event in the Sanctuary should ensure that a group member becomes familiar with the sound system well before their event takes place. The cordless microphone and the digital recording device are securely stored in the church office.

Parking

Parking is available along Ellsworth Avenue on both sides of the street. Parking is also available along Morewood Avenue next to the church. (On Sundays, parking is available along Morewood Avenue on both sides of the street.) In the evening and on weekends, parking is available in the drive-through parking areas at Winchester-Thurston School along both Ellsworth and Morewood Avenues. Limited parking is available on Shadyside Lane. Although the four-space church parking area is reserved for staff during business hours Monday through Friday, these parking spaces may be used during the evening and on weekends, especially for individuals with mobility challenges and for individuals bringing supplies into the church.

Heat-Producing Equipment

Heat-producing equipment should be used carefully to minimize the risk of fire. Stoves, ovens, and coffee makers should be turned off when not in use. Dishwashers should not be started unless someone will be physically present in the building throughout the duration of the dishwasher cycle. The Sanctuary lights, the Sanctuary sound system, and all audio-visual equipment should be turned off after use.

Candles

Lit candles are allowed in the church building only for the following occasions: (1) regular Sunday morning worship services; (2) occasional worship services such as Solstice, Christmas Eve, and Tenebrae; (3) weddings and unions. Lit candles are not permitted at other times.

Annual Planning

Program staff members gather to plan the dates of the next year's major events at an extended daytime meeting in late April or early May. Groups wishing to make sure that dates for their event are included in planning process should contact a program staff member and provide written communication about their plans. The annual planning meeting is not the only time that events can be scheduled; a great deal of short-term planning takes place at First Unitarian

Church. Groups wishing to reserve space should be sure to contact Business Manager Rita Gates or Office Assistant Alex Rose in the church office.

Record Keeping

Groups which make significant decisions should keep minutes of what was discussed and what was decided. Some will go so far as to say that a meeting without minutes is a meeting that never happened.

Groups which organize events should keep records of procedures followed and ensure that these records are available to the next group of church members and friends who step up to organize a similar event the following year. Documents may be placed in three-ring binders and kept in the church office. Alternately, documents may be placed on the church website.

Meeting Off-Site

Church groups are free to meet off-site. However, groups should keep in mind that meeting off-site makes the meeting more private and may discourage those who are relatively new to the congregation from attending.

FINANCIAL POLICIES

Budgets

The annual operating budget for First Unitarian Church includes funds for church staff salaries and benefits, for denominational dues, for utilities, for the church office, for building repair and maintenance, and for church programs such as religious education and music. The fiscal year of First Unitarian Church runs from January 1 through December 31. A draft of the budget is proposed by the Minister and the final budget is adopted by the Board of Trustees. In December, the Board of Trustees presents the budget to the congregation. Program staff members are accountable for program budgets. Budgeted funds not spent at the end of the year revert to the general fund.

Restricted Accounts

First Unitarian Church maintains restricted accounts which are outside the annual operating budget. Examples of restricted accounts include the emergency cash fund, the major instrument repair reserve, the building maintenance reserve, and the children's library fund. Church groups may maintain restricted accounts for funds raised outside the annual canvass. Funds placed in restricted accounts are available from one fiscal year to the next.

Deposits of Cash and Checks

When a group has held a revenue-generating activity, all cash and checks should be brought to the church office and placed in a sealed envelope which specifies the event, the date of the event, the amount of cash, the amount of checks, the name and number of the account into which the revenue should be deposited, and the name of the person making the deposit. Pre-printed envelopes for this purpose are available in the church office.

Reimbursement for Out-of-Pocket Expenses

Church members and friends may request reimbursement for out-of-pocket expenses incurred in connection with an event organized by a church group. Plans for reimbursement should be cleared with the appropriate group leader or staff member. Check request forms are available in the church office. Checks are usually prepared on Fridays, signed over the weekend, and mailed out on Mondays.

Fund-Raising

Church groups are encouraged to conduct revenue-generating activities when the funds collected are directed toward the annual operating budget, toward the General Endowment or a program

endowment, toward denominational organizations such as the Unitarian Universalist Service Committee, toward covering the costs of a social event or retreat, toward out-of-town trips for youth or participants in the campus ministry program, toward equipment, toward furnishings for the church, toward capital projects for improving the building, toward local service organizations such as East End Cooperative Ministry which are aligned with our Unitarian Universalist values, or toward a partner church or partner organization.

Targeted Giving to the Annual Operating Budget

Members, friends, and groups are not permitted to make contributions toward specific line items in the annual operating budget. The Board of Trustees understands this practice to be contrary to the general principle that the Board has sole authority to set the budget. Contributions toward the annual operating budget as a whole are always welcome.

Capital Contribution Opportunities

The Minister maintains a list of approved capital contribution opportunities. Potential donors are invited to review this list, which is published each month in the church newsletter. Potential donors who would like to make contributions toward items not on the list of approved capital contribution opportunities should consult with the Minister, the Treasurer, or the President of the Board of Trustees.

Program Endowments

First Unitarian Church is fortunate to have four program endowments which provide funds for projects in four areas: Social Justice, Music, Campus Ministry, and Ministry with Children and Youth. Funds are to be used for “extras and externals,” that is, for projects unlikely to be covered by the annual operating budget. Contributions toward these four program endowments are always welcome. Each program endowment has a committee which governs its operations.

Funds Held in Accounts Outside the Church Financial System

With the exception of the Women’s Alliance, church groups are not permitted to hold funds in accounts outside the church financial system.

Sponsorship of Outside Rental Groups

The rental policy of First Unitarian Church includes a provision for church groups to sponsor events by outside groups. Sponsorship means that the rental fee which would otherwise apply is waived, although the outside group would still need to pay for building security if the event is held at a time when building security would not normally be provided. Sponsorship also means

that the sponsoring group is responsible for monitoring the event to prevent damage to the building.

Payment for Services

First Unitarian Church does not pay wages, salaries, fees, or honorariums for service to the church provided by members and friends or by other individuals who were already voluntarily participating in the life of the church prior to a specific instance of service to the church. Exceptions to this policy would be made for (1) individuals who are hired as church staff members; and (2) individuals who are specifically contracted to provide specialized services for a limited period of time after an open application and selection process.

SAFETY AND SECURITY

All groups using the church building are expected to be vigilant and conscientious about promoting and maintaining safety.

All groups using the church building are expected to be alert to unsafe conditions that might endanger anyone in the building. Church groups should notify a staff member about correcting unsafe conditions as soon as possible.

All groups using the church building are asked to help keep the surroundings as neat and orderly as possible.

All groups using the church building are to note the location of fire exits and extinguishers for use in an emergency.

All accidents and injuries must be reported promptly to the Business Manager and an accident report must be filled out. The Business Manager will keep copies of all forms submitted on file.

First Unitarian Church is a smoke-free facility. To prevent fires, minimize health hazards, and reduce discomfort of nonsmokers, smoking is not permitted indoors by anyone at First Unitarian Church. Smoking is permitted on grounds outside of the building. If groups find an individual smoking within the building, they are expected to inform the individual of the no smoking policy.

INTERPERSONAL RELATIONS AND CONFLICT RESOLUTION

This part of the Groups Policy also appears in the Personnel Policy.

Introduction

Disagreements should ordinarily be resolved by informal discussion in an open and respectful manner among those people directly involved. In the interest of resolving more serious conflicts, the following procedures should be pursued by all individuals within our church community.

It is the responsibility of all persons at this church to manage conflict in the best interest of the church as a whole. It is contrary to the interest of the church for information to be discussed outside of the procedures and principles described herein and such behavior is strongly discouraged and should be brought immediately to the attention of the Chief Executive Officer. Inappropriate discussion of grievances outside of those procedures and principles described herein may be deemed cause for disciplinary measures.

It is the responsibility of staff members to act in a professional manner at all times, displaying positive models of behavior and maintaining effective working relationships.

Interpersonal Relationships with Church Members and Friends

In relationships with members of the congregation, staff members shall at all times seek to have their statements and actions guided by the imperative to make professional judgments. Staff shall not abuse any actual or perceived power and authority they may have by virtue of their position by manipulating others to satisfy personal needs. Staff members shall take special care not to initiate a relationship which may be or may become exploitative and which has the potential to damage the bond of a church member or friend to the congregation or to a group within the church.

Conflict between Church Staff Members and Church Members and Friends

Conflicts between church staff members and church members and friends should be addressed with the goals of maintenance of a positive work environment and a positive church experience for church members and friends and church staff members. The following steps should be taken in the specified order by those involved to resolve conflict:

- Seek to reach a common understanding directly and, if necessary, draft a letter of understanding to which both parties can agree.
- Seek to reach a common understanding with the individual involved with the assistance of the Chief Executive Officer or an appropriate supervisor. Seek to reconcile the issue and

draft a letter of understanding to which all involved parties can agree. Provide copy of the agreement to the Chief Executive Officer and the appropriate supervisor.

- The Chief Executive Officer may address the Board of Trustees regarding the issue.
- The Chief Executive Officer and Board of Trustees may jointly address conflicts with the congregation at large.
- The Chief Executive Officer may engage the services of outside consultants or mediators.

If a church staff member belongs to a professional organization which provides consultation from designated good offices representatives, the church staff member may contact his or her good offices representative at any stage of this conflict resolution process.

Conflict between Church Staff Members

In the interest of resolving conflict in a manner that is appropriate to the maintenance of a positive church environment, the following steps should be taken if a staff member believes that he or she has a work-related disagreement:

- Address the concern directly with the individual staff member without involving a third party. Write a letter of understanding if necessary.
- Contact the Chief Executive Officer or the appropriate supervisor if both parties or if one party believes that the concern cannot be resolved without the involvement of a third party. The Chief Executive Officer or the appropriate supervisor will contact one or both parties as well as other individuals whose opinions and viewpoints would be relevant to the concern in question. In some cases, clarification of current church policies may provide a solution. In other cases, a meeting of both parties and other individuals would be called. The purpose of the meeting would be to clarify all issues that have led to the concerns of the church staff members.
- If the concern is of a more subjective nature and cannot be solved by addressing the other staff member directly, then the aggrieved staff member should file a grievance with the Chief Executive Officer. A grievance is a written response to an action or decision that a staff member believes has adversely affected his or her capacity to fulfill his or her job requirements.
- A grievance should clearly state the context, details, and history of the issue at hand. In most circumstances, this process should be invoked within five days of the incident, or within five days after the most recent incident in a pattern. A person who has made a good faith effort to solve a problem informally, however, should pursue this grievance procedure if the attempt to settle the issue has not been met with a similar good faith effort by the other party. If appropriate, the issues may be addressed during a regular staff meeting in order to seek resolution.
- The Chief Executive Officer will arrange a conference with the involved staff members and other individuals and render a written decision within five working days after the conference. The written statement will be provided to the Board of Trustees.
- If one of the church staff members involved believes that this decision is unsatisfactory, the staff member has the right to present a written statement of the grievance and the circumstances to the president of the Board of Trustees who may approach the Board of

Trustees. The Board of Trustees may engage the services of outside consultants or mediators if deemed appropriate. The determination of the Board of Trustees will be final and binding.

- Grievances are not to be discussed outside of those bodies involved in the grievance process. Discussion of grievances among staff or congregants outside of the process described herein may be deemed cause for disciplinary measures.
- In the event of observed, poorly handled, negative conflict among staff members when neither party follows the process outlined herein, the Chief Executive Officer shall meet with both staff members to work collaboratively toward resolution. If possible, a letter of understanding will be signed by all parties and a copy will be forwarded to the Board of Trustees.

If a church staff member belongs to a professional organization which provides consultation from designated good offices representatives, that church staff member may contact his or her good offices representative at any stage of this conflict resolution process.

Sexual Harrassment

The First Unitarian Church is committed to providing a working environment free from sexual harassment. Sexual harassment violates local, state, and federal laws.

Sexual harassment is any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is an explicit or implicit condition of employment or volunteerism.
- Submission to or rejection of such conduct is used as the basis for an employment decision or a volunteer position decision.
- Such conduct has the purpose or effect of interfering with an individual's work or volunteer performance or creating an intimidating, hostile, or offensive work or volunteer environment.

If a church staff member believes that he or she is being sexually harassed by another staff member or by a church member or friend, that church staff member is encouraged to report this to the Chief Executive Officer, the chair of Safe Congregations Team, or the President of the Board of Trustees. Similarly, if a church member or friend believes that he or she is being sexually harassed by a staff member or by another church member or friend, that individual is encouraged to report this to the Chief Executive Officer, the chair of Safe Congregations Team, or the President of the Board of Trustees. Information disclosed remains confidential unless otherwise authorized by the complaining party. All sexual harassment complaints are investigated by the Safe Congregations Team.

A church staff member who, after thorough investigation and an informal or formal hearing, is found to have engaged in sexual harassment of another staff member or a congregant will be

subject to appropriate disciplinary measures. Any disciplinary action taken will depend upon the severity of the offense.

A congregant who, after thorough investigation and an informal or formal hearing, is found to have engaged in sexual harassment of a staff member or congregant while involved in church business will be asked to stop all such behavior. If the behavior continues, his or her membership may be revoked. Any further action taken will depend upon the severity of the offense.

STANDARDS OF PERSONAL CONDUCT

Introduction

Basic rules and regulations regarding behavior are necessary to ensure the efficient operation of the church and to preserve the safety, the rights, and the well-being of all church staff members as well as church members, friends, and visitors. Questions in relation to employee conduct should be directed to the Chief Executive Officer.

A present, First Unitarian Church does not have a behavioral covenant regulating the conduct of church members and friends. However, the following standards of conduct are expected of church staff members, as indicated in the Personnel Policy. This section concludes with a statement about termination of church membership.

Required Behavior

Staff members are expected to conduct themselves and behave in a manner that promotes the operation of the church. Certain actions are specifically required and the failure to meet these requirements may result in disciplinary action up to and including termination. Required behaviors include, but are not limited to, the following:

- Reporting to work punctually as scheduled and being prepared to fulfill work duties.
- Notifying the appropriate supervisor or other appropriate individuals in case of absence
- Notifying the appropriate supervisor or other appropriate individuals in case of tardiness.
- Complying with the policies of the church.
- Respecting the decision making processes of the church.
- Wearing clothes and shoes appropriate for the work being performed.
- Performing work-related tasks safely.
- Performing work-related tasks efficiently.
- Treating congregants, visitors, and other church staff members with respect.
- Remaining productively busy with work-related activity during scheduled work hours.
- Fulfilling both the letter and the spirit of all tasks specified in one's job description.

Prohibited Behavior

Certain actions are specifically prohibited and may result in disciplinary action up to and including termination. Prohibited behaviors include, but are not limited to, the following:

- The use of any controlled substance while on church property.
- The use of any controlled substance while conducting church business.
- Reporting to work in a visibly unfit or impaired condition.
- Possession of firearms or other weapons while on church property.
- Possession of firearms or other weapons while conducting church business.
- The use of abusive language.
- Physical assault on another church staff member or congregant.
- Theft of church property.
- Misuse of church property.
- Destruction of church property.
- Theft of another person's property while on church premises.
- Theft of another person's property while conducting church business.
- Gambling on church property.
- Falsifying church records or reports.
- Violating confidentiality.
- Attempting to gain unauthorized access to church information.
- Sexual activity with children or youth who are part of this religious community.
- Sexual activity with any children or youth who are on church premises.
- Sexual activity with any children or youth while conducting church business.

Disciplinary Measures

When the Chief Executive Officer or a designated supervisor has identified a single serious incident of inappropriate behavior, or when the Chief Executive Officer or a designated supervisor has identified a continuing pattern of substandard performance, the Chief Executive Officer or that designated supervisor may choose to institute disciplinary measures.

Disciplinary measures shall conform to the following sequence:

- Verbal warning
- Written warning
- Suspension with pay
- Suspension without pay
- Termination of employment

In the case of a single incident of highly inappropriate behavior, the sequence of disciplinary measures may be entered at any stage, according to the judgment of the Chief Executive Officer

in consultation with a designated supervisor. In the case of a continuing pattern of substandard performance, the sequence of disciplinary measures shall begin with a verbal warning and shall continue with more serious measures until the performance becomes satisfactory.

Termination of Employment

The Chief Executive Officer may terminate the employment of any church staff member at any time.

The Board of Trustees may request that a congregational meeting be called in order for the congregation to vote on the termination of the minister's employment, in accordance with the Bylaws of the church.

Terminated staff members continue to receive compensation and benefits through their last day of employment unless otherwise established.

Termination of Membership

The Board of Trustees may terminate the membership of any church member in accord with the rules and expectations specified in the By-laws.

DISCIPLINARY WARNING

When a supervisor has determined the need for disciplinary intervention regarding the behavior of an employee for whom he or she provides supervision, that supervisor may offer a verbal or written warning. In such cases, the supervisor and the employee together complete the Record of Disciplinary Warning form, which is shown on the next page. The completed form is retained in the employee file maintained by the supervisor for that employee, and a copy is provided for the employee.

Disciplinary measures taking the form of suspension with pay, suspension without pay, or termination of employment occurs only with the knowledge and authorization of the Chief Executive Officer.

Record of Disciplinary Warning

First Unitarian Church
605 Morewood Avenue
Pittsburgh, PA 15213
412/621-8008
www.first.unitarian.pgh

Employee Name _____

Supervisor Name _____

Incident Date _____

Warning Date _____

- Reason for This Warning:
- Basic Expectations (pages 6 and 7)
 - Safety and Security (page 22)
 - Required or Prohibited Behavior (pages 26 and 27)
 - Employment Contract or Job Description
 - Excessive Absence or Tardiness
 - Other _____

- Type of Warning:
- Verbal
 - Written

Supervisor Comments _____

Signature _____ Date _____

Employee Comments _____

Signature _____ Date _____

Similar warnings in the future will be cause for further discipline which may include termination of employment.

APPENDIX

| CONNECTIONS BETWEEN GROUPS AND STAFF MEMBERS | |
|---|---------------------------------------|
| PROGRAM COMMITTEES | |
| Group | Staff Member |
| Adult Library Committee | Jennifer Halperin |
| Adult Religious Education Committee | Jennifer Halperin |
| Anti-Racism Committee | David Herndon |
| Bookstore | Jennifer Halperin |
| Campus Ministry Committee | Devon Wood |
| Campus Ministry Endowment Committee | Devon Wood |
| Canvass Committee (members) | Devon Wood |
| Chalice Newsletter (content and format) | Devon Wood |
| Children and Youth Ministry Endowment | Jennifer Halperin |
| Covenant Groups | Devon Wood and David Herndon |
| Dance Choir | Jennifer Halperin |
| Family Choir | David Herndon |
| Folk Orchestra | Emily Pinkerton |
| Fund for a Just and Compassionate Society | David Herndon |
| Gathering of Men | David Herndon |
| Green Sanctuary Committee | David Herndon |
| Humanist Group | Jennifer Halperin |
| Interweave | David Herndon |
| Membership Committee | Devon Wood |
| Music Committee | Bill Larson and Stacey Atwell-Keister |
| Pastoral Associates | David Herndon |
| Recorder Ensemble | Bill Larson |
| Religious Education Council | Jennifer Halperin |
| Safe Congregations Committee | Jennifer Halperin |
| Sanctuary Choir | Stacey Atwell-Keister |
| Social Justice Committee | David Herndon |
| Social Justice Endowment Committee | David Herndon |
| Sound and Light Team | David Herndon |
| Spirit Seekers | David Herndon |
| Spring Retreat Committee | Jennifer Halperin |
| Sunday Celebrations Committee | David Herndon |
| Sunday Morning Forum | Jennifer Halperin |
| Supper Clubs | Devon Wood |
| Unattached Unitarian Universalists | Devon Wood |
| UUs for Justice in the Middle East | David Herndon |

| | |
|--------------------------------------|---|
| Womanspirit | Jennifer Halperin |
| Women's Alliance | Jennifer Halperin |
| Young Adults | Devon Wood |
| OPERATIONS COMMITTEES | |
| | |
| Group | Staff Member |
| | |
| Art Committee (scheduling) | Rita Gates |
| Building Committee | Ray Schinhofen (Operations Team Member) |
| Canvass Committee (pledges) | Ward Kelsey (Operations Team Member) |
| Chalice Newsletter (production) | Rita Gates |
| Garden & Grounds Committee | Ray Schinhofen (Operations Team Member) |
| Investment Committee | Ward Kelsey (Operations Team Member) |
| Memorial Garden Committee | Rita Gates |
| Planned Giving Committee | |
| Social Events Committee (organizing) | Rita Gates |