

# Mission Peak Unitarian Universalist Congregation Board of Trustees Policies (Last revised August 12, 2020)

**Mission:** To oversee and manage the general operations of the congregation within the letter and spirit of the congregation's mission and by-laws.

## Contents

MPUUC Board Policies .....	1
1.0 Board Operations .....	1
2.0 Board Policy Review .....	2
3.0 Relationship with Committees and Councils .....	2
4.0 Sunday Services.....	3
5.0 Publications.....	4
6.0 Keys and Lockup:.....	4
7.0 DRE Reporting Responsibility.....	4
8.0 Safety Policy for Children and Youth .....	5
9.0 Finances .....	5
10.0 Lay Ministers Approval.....	7
11.0 Sponsored Organizations .....	8
12.0 Delegates to PCD Assembly, Western Region Assembly and UUA General Assembly.....	8
13.0 Sponsorship of Unitarian Universalist Ministry Students .....	8
14.0 Board Created Committees and Individual Positions .....	9

## MPUUC Board Policies

The Board has authority to make management decisions as allowed by the bylaws. The board may delegate some decisions to a committee or council. Exceptions to policies will be considered on an individual basis by the Board. [March 3, 2020]

### 1.0 Board Operations

The Board Executive Team (President, Past-President and President-Elect and ex-officio non-voting Minister) shall meet to set the agenda at least 3 days before each board and council meeting. They will operate according to their charter. [9/25/2019]

Proposals which involve New Activities, Projects, or Procedures for the congregation may be presented using the [Proposal Form](#) established by the Board. This form asks for information the board may need to make a timely decision. [March 3, 2020]

## **Mission Peak Unitarian Universalist Congregation Board of Trustees Policies (Last revised August 12, 2020)**

Email polls of Board members are not the preferred means of taking action on an issue since discussion among members is not possible and inaccurate interpretations may result. Where immediate action is necessary in the best interests of the Congregation, action may be taken by the President (Email sent and tabulated by the President unless President delegates) based on an email vote using the same quorum rules specified in the By-Laws. If any Board member objects to the use of an email vote in a specific instance, then no action can be taken until the next regular Board meeting or an emergency session. Actions taken based on an email vote shall be confirmed at the next Board meeting and included in the minutes. [9/25/2019]

A copy of the draft board meeting minutes will be furnished by the secretary to board members and to other members attending the board meeting as soon as is practical. The draft minutes will be labeled as Draft in the title and should only include decisions, actions items, topics of discussion, attendees and date of the meeting. After 72 hours have passed, or 3 days before next meeting, whichever is earlier, the secretary will send the draft minutes to the Webmaster to post on the members only portion of the web site. The secretary should also send them to any members that have requested them at that time. When minutes are approved, they should not have Draft in the title and should be sent to the Webmaster to post on the members only portions of the web site as soon as is practical. [March 4, 2020]

### [2.0 Board Policy Review](#)

Policies established by the Board will be reviewed and updated every two years.

### [3.0 Relationship with Committees and Councils](#)

Each committee or council the Board creates will have a charter that includes:

- Mission Statement
- Activities (how it serves its mission)
- Interactions
- Term Limits (may be none)
- Positions and Duties

It often includes Desired Qualifications and Meeting Frequency.

The committee or council shall submit charters and revisions to the board for approval. When approved they shall be sent to the webmaster to post on the web site. The charter should be reviewed by each committee or council every 2 years. The board delegated to the Justice Council approval of committee charters and appointment of the committee chairs belonging to the Justice Council. Approval requires a majority of the council members and approval of both board representatives to the Justice Council. [March 3, 2020]

Committee and council meetings are open to members and non-members unless an exception is made in its charter. Committee chair or co-chairs are selected according to the process specified in the by-laws or the committee's charter if it specifies a method. Committee chairs must be

## **Mission Peak Unitarian Universalist Congregation Board of Trustees Policies (Last revised August 12, 2020)**

active members of the congregation. The committee meeting time and contact person is to be published in the Week on the Peak weekly newsletter or put on the congregational calendar. [April 21, 2020]

Each council shall have 2 board members in it, one of whom will be an executive team member as specified in the bylaws. Both members shall be selected by the board. [April 21, 2020]

Chairpersons of board-created committees are only expected to commit to one-year terms when asked to serve. Chairpersons may serve consecutive terms if desired, but if an individual does not wish to continue as committee chair, it is the responsibility of the Board with help from the Leadership Development Committee to find a replacement, not the outgoing chair. New chairpersons should be selected by the start of the fiscal year, July 1. [May 13, 2003]

### 4.0 Sunday Services

There will be a board representative assigned each week for Sunday Services. The board representative will do welcome and announcements. They will also collect, count and safely store the offering with another board member that the representative recruits. The offering accounting form will be signed by 2 board members and a picture of the form will be emailed to the treasurer. [April 21, 2020]

No selling of any kind will be allowed during congregational services. No non-congregation-related selling will be permitted before or after services without prior board approval with the following exception. The board representative may allow one non-profit group to sell fundraising items if the group includes a member's child who is helping to sell fundraising items. The member may request to reserve a week for their child and their child's group to sell by contacting the executive committee or the board representative assigned to that week. In general, all requests will be considered on a first come first serve basis. [April 22, 2020]

Any minister that is affiliated with the congregation may sell books that they have written after the service up to 6 times per year. [March 3, 2020]

The preferred method of Sunday Announcements is by inclusion in the written announcements. The board representative will make all oral announcements. The board representative may occasionally allow special announcements by others. This should be rare. All announcements should be written out. During services, there will be no passing around of either sign-up sheets or collection containers of any type other than the offertory plates. [Aug. 26, 2019]

Literature on the Welcome Table, or provided in other ways to the Congregation, shall be MPUUC approved - by the Board, a MPUUC Minister, Committee Chair, or other MPUUC entity - and consistent with our UU Principles. Non-MPUUC material must be identified as such and is limited to no more than one quarter of available space. The Board representative may approve (or not) non-MPUUC literature. Appeals can be made to the full Board. [April 2020]

# Mission Peak Unitarian Universalist Congregation Board of Trustees Policies (Last revised August 12, 2020)

## 5.0 Publications

MPUUC and UU Brochures and other publications, including electronic material, must be consistent with MPUUC principles and approved by the Board, a MPUUC Minister, the RE Director, Committee Chair, or a chartered MPUUC entity. The Board is the final arbiter of such decisions. [January 2020]

### 5.1 (Publications)

The Treasurer will order gift subscriptions to *UU World* for all non-members who pledge \$100 or more to Mission Peak and request the subscription. In addition, the Membership Committee or Minister may, from time to time, and at their discretion, order gift subscriptions, through the Treasurer, to *UU World* for non-members on behalf of Mission Peak. [March 3, 2020]

## 6.0 Keys and Lockup:

The board appointed Keymaster will manage keys to the First United Methodist Church campus, issue and retrieve them as necessary on the basis of the need for access, keep a list of those who have keys and send it to the Webmaster to post in the members only section of the website.

All Board members will receive a set of keys for Cole Hall, the 3 types of cabinets, lockbox and the office. A Board member leaving the Board will be required to return their set of board keys.

Only members or staff with a need for access will be issued keys. The Keymaster will include the reason for access on the posted list of those that have keys.

The board representative will ensure that rooms on Sunday are closed as necessary using and filling out the lock up checklist. [Sept. 2019]

## 7.0 DRE Reporting Responsibility

The Director of Religious Education (DRE) will report regularly to the senior minister. When the senior minister is on vacation or leave, or otherwise unavailable, the DRE will report to the Executive Team. The DRE will also provide a quarterly report to the Board. The DRE and the CaYRE committee will coordinate their activities to provide a consistent quality children's education program. Difficulties will be brought first to the attention of the senior minister, and then may be brought to the Executive Team. The Board will have final authority to resolve difficulties, subject to the bylaws and the DRE contract.[March 3, 2020]

# Mission Peak Unitarian Universalist Congregation Board of Trustees Policies (Last revised August 12, 2020)

## 8.0 Safety Policy for Children and Youth

Our safety policy for children and youth was updated in April 2015.

- [Safety Policy April 2-2015](#)

## 9.0 Finances

The Treasurer and Assistant Treasurer are delegated responsibility for monthly oversight of the congregation's finances (both revenues and expenses.) The Treasurer and Stewardship Committee are delegated responsibility for oversight of the congregation's finances (both revenues and expenses.) The Treasurer will present a financial report to the Board at regular every other month board meetings, and notify the Board of any significant problems within a month of the problem being found. [April 21, 2020]

Canvass pledges and contributions are made to the general fund and may not be restricted.

Non-canvass pledges and contributions may be designated as going into existing board-created funds. Any other restricted contributions will only be accepted with specific board approval.

Solicitation of donations for special projects must be approved by the board.

To count Sunday morning offerings, two members - usually the Board member serving that Sunday plus another board member, will collect the offering plates. They will either count the offering immediately or lock the cash and checks immediately in a lock box, then after the service open the box and count the cash and checks. A written record will be made of the cash amount and number of checks, signed by both individuals, and a picture of the record will be emailed to [treasurer@mpuuc.org](mailto:treasurer@mpuuc.org) with "Offering *date*" where *date* is the date of the offering put in the subject line of the email. The Treasurer or their designee shall itemize checks and cash and deposit both in the congregation's bank account. Other offerings will be handled in a similar manner. [March 3, 2020]

When a special collection is taken during a service, the two members should count the special collection amount and include in the written record as well as share with the worship leader to share with the congregation. [March 3, 2020]

Non-cash donations must be approved by the Board, a Council or the Executive team.

Donations to the building fund can be used for capital expenditures related to the purchase of a facility. [April 21, 2020]

## **Mission Peak Unitarian Universalist Congregation Board of Trustees Policies (Last revised August 12, 2020)**

The president, president-elect, treasurer, and secretary are authorized by the board to sign checks. One authorized signature is required to sign a check under \$1000.00, and two authorized signatures are required to sign a check above \$1000.00. [April 21, 2020]

Toward the end of the fiscal year, all pledgers will be encouraged to pay off their pledges. At any time during the year, adjustments to outstanding pledge amounts can be made at the request of the pledger (no questions asked), or upon joint recommendation from the Treasurer and Canvass Chair (if approved by the Board.) [November 9, 2000, March 10, 2005]

MPUUC will sell all donations of negotiable securities as soon as they are received. [August 29, 2000]

### **9.1 Procedure for "Share the Plate" Sundays**

In order to properly handle the funds collected on Share the Plate Sundays, and to ensure proper accounting and distribution of these funds, the following guidelines shall be followed:

- Groups selected to be the recipient of Share the Plate donations will be informed before they arrive at Mission Peak, that the donation from the congregation will come in the form of a check sent out to the organization within two weeks of the fundraiser.
- Whatever loose cash is placed into the offering plates that morning and individual checks made out to Mission Peak UU (unless pledge or other purpose is specified in the memo line) will be tallied by the board rep and the total communicated to the receiving group. The board rep will communicate the amount for the check will be made out from Mission Peak to the MPUUC Treasurer.
- Before the offering is collected during Sunday Service, the congregation will be informed that all cash donations (except those made in a pledge envelope) and the amount from checks without "pledge" in the memo line made that morning will be given, in full, to the receiving organization. Furthermore, the congregation will be informed that the amount of any checks placed in the offering plate that do not specify pledge or another purpose will be passed on to the organization. If an individual wishes to give money to both Mission Peak and the receiving organization, they must use two separate checks.
- After the offering is complete, the individual representing the receiving organization may be invited back to the congregation's office to witness the money being counted and separated into funds for the receiving organization and funds for Mission Peak. A record of cash and checks collected for the receiving organization will be made and retained by Mission Peak.
- Once accounting is complete, the board officer or designee involved in the counting will send a photo of the report to treasurer@mpuuc.org.
- As a follow-up, the board member or their designee will report back to both the congregation and to the organization's representative the total donation collected for the receiving organization. [Jan. 2020]

# Mission Peak Unitarian Universalist Congregation Board of Trustees Policies (Last revised August 12, 2020)

## 9.2 Policy on Charitable Donations/Solicitations

It is MPUUC's stated policy that to give of our resources to those in need is an important part of our calling as a Unitarian Universalist community. We also understand, however, that for our financial contributions to be as effective as possible, and to reassure our members and friends that their contributions are going to a reputable organization, all requests for money during or immediately following an MPUUC function must be handled in one of the following ways:

- A request by an outside person or organization for our one-monthly shared collection to go to a specific charity should be made in writing to the chair of the Justice Council at least two months before the service wherein the collection will take place.
- A request to the Minister for a special or specific need should be made in writing to the Minister.\*

In cases where other persons or organizations attempt to raise money for themselves without having followed the proper procedures, the Minister (or, in his/her absence, an MPUUC Officer or Trustee) will intercede. Intercession will adhere to the following practices:

- The interceding authority will find a second MPUUC Officer, Trustee, or member to accompany him/her before approaching the soliciting party.
- The soliciting party will be asked to immediately cease their fundraising activities until such time as they have been granted permission by MPUUC.
- The two interceding authorities will stay with the soliciting party until the party has left the premises.
- The interceding authorities should not engage the soliciting party in debate, as this will only prolong the incident. It is recommended that they simply repeat the MPUUC policy firmly and politely.
- Physical contact of any kind with the soliciting party is prohibited.
- The interceding authorities will call Fremont police only as a last resort or if necessary to ensure the safety and security of MPUUC members, guests, and property.

\* We also recognize that many with needs may not have knowledge of, or access to, the proper technology to use this process. We pledge to help them as we are able, and also to provide those with immediate needs with a food card or other appropriate pre-paid gift card as we are able.  
[5/12/2011]

## 10.0 Lay Ministers Approval

The Board has the authority to approve lay ministers to perform rites of passage. Selection criteria for designating members to perform rites--candidate must have worship, leadership, or ministerial education or experience and active membership in the congregation. Requests for appointment as a lay minister must include a listing of qualifications and must be presented in writing to the Board. [September 5, 1996].

## Mission Peak Unitarian Universalist Congregation Board of Trustees Policies (Last revised August 12, 2020)

### 11.0 Sponsored Organizations

Organizations sponsored by MPUUC must be approved by the Board and confirmed by the congregation at the next congregation meeting. Once approved, they must furnish the Board copies of their meeting minutes and budget. They must also present an annual report to the Board, including a financial report for the year and a description of their accomplishments.

### 12.0 Delegates to PCD Assembly, Western Region Assembly and UUA General Assembly

Delegates must be approved by the board. The Denominational Affairs Committee will notify members of the congregation of the opportunity to become a delegate to the PCD Assembly, Western Region Assembly or General Assembly. The current board president and president elect will be given the first opportunity to serve as delegates to the PCD Assembly, the Western Region Assembly and to General Assembly. [March 3, 2020]

### 13.0 Sponsorship of Unitarian Universalist Ministry Students

The Board has the authority to approve the sponsorship of ministerial candidates. The following is the recommended sponsorship letter verbiage from the UUA website [1/2020]:

*"One of the requirements for Fellowship as a Unitarian Universalist minister is sponsorship by a Unitarian Universalist (UU) congregation. The purpose of this requirement is to ensure familiarity on the part of our UU ministers with UU congregational life, and encourage congregations to take a responsible role in the recruitment, preparation and assessment of our future ministers.*

*Sponsorship of a Candidate indicates confidence in the person's potential and suitability for UU ministry. The Ministerial Fellowship Committee and the UUA Ministry and Professional Leadership Staff Group will regard congregational sponsorship as evidence that the person seeking fellowship is actively committed to Unitarian Universalism and the institutions which uphold our faith tradition."*

Sponsorship should include the formal review of the sponsoree's suitability for the ministry. This should include both how the sponsoree follows the UU principles and purposes and how the sponsoree follows any congregational principles (such as purpose in the bylaws and mission as stated in our mission statement.) The review should also include a review of the performance of the sponsoree in any volunteer or paid work they have done with the congregation. [April 21, 2020]



# Mission Peak Unitarian Universalist Congregation Board of Trustees Policies (Last revised August 12, 2020)

## 14.0 Board Created Committees and Individual Positions

### Chartered Councils

- Justice
- Ministry

### Chartered Committees

- Adult Religious Education (2011 doc file)
- CaYRE (2018 docx file)
- Choir (Peak Performers) (2009 doc file)
- Committee on Ministry (2012 doc file)
- Denominational Affairs (2/2020)
- Executive Team Charter (2018 doc file)
- Facilities (2009 doc file)
- Fellowship Committee (2018 pdf file)
- Leadership Development (2018 doc file)
- Membership (2009 doc file)
- Mental Health (2/2020)
- Publicity (2010 doc file)
- Pastoral Associates (2011 doc file)
- Website Coordinator (2011 doc file)
- Worship Associates (2010 doc file)
- Climate Justice (2/2020)
- Civic Engagement (2/2020)
- Common Read (2/2020)
- Community Partners (2/2020)

### Position Associated with Worship:

- Music Coordinator. Provide pianist for hymns and special music as needed. Coordinate music with minister and Worship Committee.
- Sunday Setup Coordinator. Recruit and remind aesthetics, setup, coffee, snacks, greeters, and takedown team for Sunday morning services.

### Webmaster

Produce MPUUC website, be responsible for web site content and maintenance. Be responsible for G suite administration. Be responsible for domain registration.

### Historian

## Mission Peak Unitarian Universalist Congregation Board of Trustees Policies (Last revised August 12, 2020)

To organize photos and other documentary information on the Congregation's history.  
[established February 2002]

### Assistant Treasurer

- **General** –The Assistant Treasurer shall be an optional appointive position of MPUUC.
- **Duties and Authority** –The Assistant Treasurer may keep the Congregational checkbook, sign checks, pay bills, validate and pay out reimbursements, make deposits, keep financial records and prepare financial reports as determined by the Treasurer, who may assign and remove any of these duties at will. The Treasurer shall keep the Executive Team informed what specific duties are assigned to the Assistant Treasurer.
- **Qualification** –The Assistant Treasurer must be an active member of the Congregation.
- **Appointment** –The Assistant Treasurer shall be nominated by the Treasurer and assume duties and authority upon approval by a simple majority vote of the Board.
- **Removal** –The Assistant Treasurer’s term shall conclude with the Treasurer’s term. The Assistant Treasurer may also be removed by notice of the Treasurer to the President or by simple majority vote of the Board.
- **Responsibility** –The Assistant Treasurer shall be responsible to the Treasurer who shall have authority over the Assistant Treasurer and shall be generally responsible for the conduct of all treasury duties.

[added August 12, 2020]

### Associated Groups and Task Forces

- Welcoming Congregation

### Relationship with Committees

Chairpersons of board-created committees are only expected to commit to one-year terms when asked to serve. Chairpersons may serve consecutive terms if desired, but if the individual does not continue as committee chair, it is the responsibility of the Board to find a replacement, not the outgoing chair. New chairpersons should be selected by the start of the fiscal year, July 1. Committee charters take precedence to this policy. [April 21, 2020]