

Mission Peak Unitarian Universalist Congregation Board Policies

April 13, 2022

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

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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]

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 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]

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]

5.2 Week on the Peak Editorial Policy

The board has delegated the Executive Team to be the editors of the Week on the Peak including setting editorial policy. The following is the Executive team editorial policy.[September 25, 2019] It is meant as a guideline for how articles are written and presented. It is recognized that under unusual circumstances some articles may not follow the policy.

1. First article will be a welcome article. Both the minister and members can write these with the goal of about 40% done by the minister. When a member writes it should have a paragraph about the person and then 1 or 2 paragraphs about the congregation.
2. Most articles should be headline plus up to 5 sentences and/or 75 words
3. A small graphic for most articles is nice
4. For longer articles, especially if over 150 words, a link to a web site post should be considered. A less preferred option is a constant contact post.
5. The order of articles should be:
 - a. Welcome message
 - b. Mission Peak UU articles (events, requests, information, etc)
 - c. Articles about event sponsored by a Mission Peak UU groups such as a committee or council (Justice Corner is one example.)
 - d. Articles about local events or actions (Fremont, Newark, Union City, Milpitas etc)
 - e. All other articles
6. In each category listed above the article that is coming up first should be towards the top of that group. If an article is more important it may also be put higher up in that group.
7. All articles should have Mission Peak UU contact. This could be the author, the person who submitted it or the person at Mission Peak UU to contact.
8. The start of the newsletter should be “Dear person’s name,”
9. Articles can be repeated up to 3 weeks. They should be updated then.
10. Content should be for both members, friends and the general public. [Executive Team editorial policy appended to overall Board Policies on January 8th, 2021.]

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]

8.0 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 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]

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]

8.1 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]

8.2 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 once-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]

8.3 Memorial Donations Procedure

When a special donation is received, the Treasurer or Assistant Treasurer will contact the volunteer letter writer to prepare two documents:

- A thank-you letter on MPUUC notepaper to the donor acknowledging the donation and purpose.
- A letter on MPUUC notepaper to the honoree or family of the deceased, stating the following:
 - Mission Peak Unitarian Universalist Congregation has received a generous donation in (choose one):
 - honor of (person being honored)
 - memory of (person being memorialized) f
 - from (name and address of person who made the donation).

[January 9, 2006]

8.4 Ministerial Discretionary Fund Policy

Purpose and Legal Use

MPUUC's Ministerial Discretionary Fund is for the purpose of providing some show of support for those who are in circumstantial financial need. The fund is dispensed by the minister and allows for the minister's discretion to provide funding for people, programs or special events that would not otherwise have necessary financial support in the operational or restricted budgets. Some preferential consideration exists for those members who contribute to the community's operation and programming.

Donating to MPUUC's ministerial discretionary fund is tax deductible. People who donate to the ministerial discretionary fund need to be aware of the IRS tax laws regarding donations.

- According to IRS [Publication 526](#), contributions earmarked for a certain individual including those that are needy or worthy are not deductible. However, if an individual gives a contribution to a qualified organization that in turn helps needy individuals, the contribution would be deductible...if that individual does not designate a specific person(s) they want their gift to go to.
- [Revenue Ruling 62-113](#), states that the test in each case (*whether or not deductible*) is whether the organization has full control of the donated funds, and discretion as to their use, so as to ensure that they will be used to carry out its functions and purposes.

To give to the Ministerial Discretionary Fund

The Christmas Eve collection is designated for the Ministerial Discretionary Fund. Members' honorariums and gifts given to the minister in appreciation for rites of passage (Memorials, Weddings, Child Dedications, etc.) will be donated to the Ministerial Discretionary Fund. Checks are to be made out to MPUUC with "Ministerial Discretionary Fund" in the memo line.

Disbursement of the Ministerial Discretionary Fund.

The fund is dispersed at the minister's discretion. It may be disbursed for members and friends of the congregation as well as to aid unfunded areas of congregational programs that meet critical needs of members or friends. Donations to the ministerial discretionary fund are tax deductible (as long as the donor does not designate a specific beneficiary).

Distributions of the Ministerial Discretionary fund are subject to a limit of two disbursements any one recipient and a limit of \$300 / yr. to any one member; \$100 / yr. to any one 'friend' and \$50 / yr. to any visitor. The purpose of these limits is: (1) to make sure we prioritize our ability to offer assistance to contributing members / friends; (2) to make a distinction that the church is "a" source of care and help and not "the" source of care and help in people's lives; (3) To ensure

that any one major crisis does not expend all support for other members/friends; (4) to make the distinction between circumstantial need and chronic need.

Cash Distributions

Cash distributions are generally disbursed on Sunday mornings upon special request from a member or visitor in need. Cash disbursements may also take the form of grocery gift certificates or gas cards. The minister will keep a recorded amount of petty cash on hand in a locked drawer in the office. Records will be kept of all cash disbursements and someone will be asked to witness all disbursements (and sign the accompanying account sheet within the petty cash folder).

[6/9/2021]

9.0 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].

10.0 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.

11.0 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]

12.0 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 [January 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]

13.0 Board-Created Committees and Individual Positions

13.1 Chartered Councils

- Justice
- Ministry
- Operations and Personnel

13.2 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)
- Common Read (2/2020)
- Community Partners (2/2020)
- Asylum Accompaniment (2/2020)
- Civic Engagement (4/2020)
- Stewardship (4/2020)
- Housing (6/2020)

13.2.1 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]

13.3 Positions 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 aestheticians, setup, coffee, snacks, greeters, and takedown team for Sunday morning services.

13.4 Webmaster

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

13.5 Historian

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

13.6 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]

13.7 Associated Groups and Task Forces

- Welcoming Congregation

14.0 Safety Policy for Children and Youth [April 2, 2019]

Purpose

The purpose of this policy is to provide a safe and secure environment for Children, adults, members, volunteers, visitors, and Paid Staff by:

1. Evaluating the suitability of Volunteers and Paid Staff to supervise, oversee, and/or exert control over the activities of Children.
2. Satisfying the concerns of parents and staff members with a screening process for Paid Staff and Volunteers.
3. Providing a system to respond to alleged victims of sexual or other abuse and their families, as well as any alleged perpetrator.
4. Reducing the possibility of false accusations of abuse made against Volunteers and Paid Staff.

Applicability

This policy applies to all Mission Peak events that involve Children or Youth including events sponsored off-site by Mission Peak. It does not apply to other events that might involve Children or Youth from Mission Peak.

Definitions

The following terms used in this policy are defined as follows:

1. Paid Staff: Any minister, director of religious education, or employee who is paid.
2. Child/Youth/Minor: Any person who has not reached his or her 18th birthday.
3. Adult: Any person who has reached his/her 18th birthday.
4. Volunteer: Any unpaid person engaged in carrying out a program at Mission Peak.
5. Mission Peak: Mission Peak Unitarian Universalist Congregation.
6. Child Abuse or Neglect: includes any of these actions with respect to a Child or Youth – sexual abuse or exploitation, neglect, willful harm or injury, endangerment of his or her health, and unlawful corporal punishment, all as defined in the California Penal Code Section 11165.

Abuse of a Child or Youth

The following acts or omissions will not be tolerated during any Mission Peak activity. Such acts or omissions are to be stopped and reported immediately to the adult responsible for Child and Youth supervision at the time the act occurs, and to the Minister, Director of Religious Education, or President of the Board.

- Any sexual advance or sexual activity of any kind by an Adult directed toward a Child or Youth.
- Any sexual or other abuse directed by a Child or Youth toward another Child or Youth.
- Infliction of physically abusive behavior or bodily injury to a Child or Youth.
- Physical neglect of a Child or Youth, including failure to provide adequate supervision.
- Mental or emotional injury to a Child or Youth deliberately caused or exacerbated by any adult.
- The display of pornographic materials.
- Corporal punishment.

Requirements

There must be at least two adults present in each religious education classroom, at Youth group meetings, and at any other program for Children and Youth. A Youth of age 12 or older may act as a second adult for supervising children age 6 and under. Exceptions may be made for emergencies or for unplanned circumstances when approved by the Minister, Director of Religious Education, or the adult in charge, or when one adult drives on a field trip, in which case at least two children or youth must ride in the vehicle.

A staff professional may meet alone with a Child or Youth. A Congregation member may meet alone with a Child or Youth only with permission of the Child's or Youth's parent or guardian and approval of the Director of Religious Education or the Minister (e.g. for Coming of Age mentors).

Childcare at adult events shall be arranged at the discretion of the event organizer. Details of Childcare arrangements must be made known to and approved by the Child's parent or guardian and the person in charge of the venue where the event is taking place.

There must be no use of alcohol or illegal drugs at Child or Youth-centered events. Alcohol may be served to adults over age 21 at family events such as the Black and White Service Auction.

A parent or guardian must sign a permission slip in order for a Child or Youth to attend an off-site event sponsored by Mission Peak. The destination and expected return time must be provided to his or her parent or guardian. The leaders should take a list of the names of the Children or Youths, emergency contacts, and medical conditions with them.

Drivers for off-site events must be at least 21 years old with a current, unrestricted driver's license and proof of insurance coverage (such as a valid insurance card). No driver may be under the influence of alcohol or use any form of drug that may impair physical or mental performance

during or before transporting Children or Youth. All California laws involving seatbelts and child safety restraints must be followed.

Adults and Youth who work in supervisory roles with Children or Youth are required to read this policy and any associated guidelines.

Reporting Abuse or Neglect

Any Adult responsible for supervising Children or Youth, whether Paid or Volunteer, who acquires knowledge or a reasonable suspicion that a Child or Youth has been physically, sexually or mentally abused, molested, exploited, or injured shall immediately report the incident to the adult in charge of the event. The Adult in charge will promptly notify the Minister or Director of Religious Education or, if not possible, the President of the Board.

If Child Abuse or Neglect takes place at a Mission Peak event, the Minister or Director of Religious Education, or if they are not available, the Adult in charge shall call and report it to the police or Child Protective Services immediately and notify the parent or guardian of the affected Child or Youth.

The Director of Religious Education or Minister will prepare a written report and send it to Child Protective Services or to the police within 36 hours of any of the above incidents. Reported allegations will be held in confidence, available to Mission Peak officials only on a need-to-know basis. If the alleged abuse takes place at a Mission Peak event, the Adult in charge will consult with the Minister, Director of Religious Education, Children and Youth Religious Education Chairperson or the President of the Board about what, if anything, is to be said to others.

If Paid Staff or a Volunteer is reported to the police or Child Protective Services as a possible offender, he or she will be immediately suspended from working with Children and Youth until the case is resolved. (See the section below: Sex Offender)

Mandated Reporting

California law (Penal Code 11166.5) specifies that “clergy member,” “religious practitioner” and “any custodian of records of a clergy member” are “mandated reporters.” A mandated reporter who has knowledge of or observes a child whom the mandated reporter knows or reasonably suspects has been the victim of child abuse or neglect” is required to report that abuse or neglect to Child Protective Services or the police within 36 hours of acquiring that knowledge.

Any Mission Peak mandated reporter is required upon employment to read and sign the Required Statement of Mandated Reporter. This statement will be retained in Mission Peak’s files.

Screening

The following screening procedures are to be used with those who are entrusted with the care and supervision of Children or Youth.

1. Paid Staff and Volunteers who will work with Children or Youth, without a second adult present must complete and sign the Screening Application.

2. Mission Peak will conduct a criminal background check on all Paid Staff and on Volunteers who are entrusted with the care and supervision of Children without a second adult present. All criminal background checks will be updated about every three years.
3. Before working with Children, Volunteers are required to have been a member or active friend of Mission Peak for at least six months.
4. No person may be entrusted with the care and supervision of Children who has been convicted of the offenses outlined below, been on a probated sentence or received deferred adjudication for any such offenses, or has presently pending any criminal charges for any such offenses. The following offenses disqualify a person from care, supervision, control, or oversight of Children or Youth:
 - Any offense against minors as defined by state law.
 - A misdemeanor or felony offense as defined by state law that is classified as sexual assault, indecency with a minor or adult, assault of a minor or adult, injury to a minor or adult, abandoning or endangering a minor, sexual performance with a minor, possession of or promoting child pornography, enticing a minor, incest, or family violence.
 - Any other behavior that raises questions about the appropriateness of working with Children.

5. The decision regarding approval of a Volunteer to work with Children or Youth shall be made by consensus of the Minister and the Director of Religious Education.

6. Information obtained for screening Volunteers will be kept in strict confidence, except as required by law. All information discovered or obtained through the above referenced means will be kept in a secure location. A copy of the screening report will be provided the person who is the subject of the report.

Sex Offenders

A sex offender who has been convicted of child abuse or a sex offense, or is the subject of unresolved allegations of child abuse or a sex offense, is not allowed to be involved in any activity which is primarily focused on Children or Youth. Such offender will be given a copy of this policy and may attend other Mission Peak events subject to a signed agreement with Mission Peak stating any limitations and requirements on his or her participation). The Minister and DRE will develop the agreement (with consultation as appropriate), will determine whether others should be informed and how, and will follow up to verify compliance.

15.0 Mission Peak UU Vaccination Safety Policy and Procedures (Approved 5/9/2019)

Vaccination Safety Policy

To protect children and caregivers in the nursery Mission Peak Unitarian Universalist Congregation requires children using our Nursery (Room 5 of the Ockerman Building) to be

fully vaccinated according to the schedule at ShotsForSchool.org. This policy is based on the honor system and proof of vaccination will not be required.

California Health and Safety Code require children in California to receive certain immunizations in order to attend schools and child care centers. See ShotsForSchool.org for details. Children may be exempt from immunization requirements with a written statement from a licensed physician.

To protect children and teachers in our religious education program MPUUC requires children to be fully vaccinated unless they have the required written statement from a licensed physician. In that case you must note it on our RE class registration form so that we can inform teachers and children who have compromised immune systems and might be at risk that there is a student who is not vaccinated. Please note, in times of emergency or epidemic your child(ren) may be asked to not attend Sunday School or youth activities. This policy is based on the honor system and proof of vaccination will not be required.

New part of children’s RE registration form:

My child(ren) is/are vaccinated and current according the state of California requirements listed on ShotsForSchool.org. (An answer of no will not stop registration of your child(ren) if you read and agree to follow the MPUUC vaccination policy)

Yes

No (I have read and will follow the MPUUC vaccination policy)

New checkbox for nursery sign in sheet:

Have new checkbox on nursery sign in sheet with “vaccines up to date”. Have vaccine policy in nursery binder too.

16.0 Policy Regarding Disruptive/Unacceptable Behavior [April 26, 2006]

Possible Actions for Disruptive Behavior

Mission Peak Unitarian Universalist Congregation offers services and programs that encourage openness and the search for truth and meaning. This requires a safe and orderly environment, and the use of democratic processes. If disruptive behavior threatens the environment of any service, program or congregational committee, it should be addressed firmly and promptly. Each situation will be considered on its own merits, and handled as those in charge deem in the best interests of the congregation, its mission and its members.

The following are actions that have been helpful in similar situations and therefore may be helpful to MPUUC leadership in deciding how to deal with a particular situation:

Determining Unacceptable Behavior

Events which constitute unacceptable behavior will be determined by the leader of the event. If, in the opinion of the leader, perhaps in consultation with others, the disruption interferes with the work of the group, or of the quiet enjoyment of participants, then the leader should take action.

Behaviors resulting from illegal activities such as assault, burglary, sexual harassment, child abuse, theft, and so forth will be dealt with using appropriate law enforcement resources, in a manner consistent with MPUUC's safety policy, which is currently under development.

Initial Action Taken

Actions taken initially might include:

- Speaking privately to the person after the meeting,
- Asking the disruptive person to desist,
- Taking a break and speaking privately with the disruptive person,
- Asking the disruptor to leave the meeting, or
- Ending the meeting.

The action to take is left to the discretion of the group leader.

Anytime any of these actions are undertaken without the Minister being present, the Minister should be notified. The leadership or Minister might consider sending a follow-up letter to the offending party detailing what steps must be taken before he or she may return to the activity.

Possible Further Actions

If the initial action does not resolve the situation, one way to handle the matter is to refer it to an ad hoc committee appointed by the Board of Trustees. The committee members would respond in terms of their own judgment and decide on the necessary response on a case-by-case basis. The following are three possible levels of response (in order of increasing escalation):

- LEVEL ONE – The minister and/or a member of the committee shall meet with the offending individual, discuss the disruptive behavior, ask them to desist, and point out further consequences if he or she does not.
- LEVEL TWO – If the disruptive behavior persists, and with the approval of the Board, the minister and/or a member of the committee will meet with the offending individual and provide them with a letter specifying the offensive behavior and the consequences if it persists. These consequences may include exclusion from Mission Peak premises and events, and/or removal from membership.
- LEVEL THREE – If the disruptive behavior persists, and with the approval of the Board, the individual shall be excluded from Mission Peak events and/or membership for a time certain or indefinite. This should be spelled out in a letter given to the individual.

If at any step the offender refuses to cooperate, the ad hoc committee may move to level 3.

17.0 Alcohol Use Policy [May 12, 2011]

This policy applies to official Mission Peak Unitarian Universalist Congregation (MPUUC) events only— that is, those events hosted by MPUUC at the church location* or other public venue. This does not pertain to events held in individual members' homes or when small groups of members meet to socialize privately.

Guiding Principles:

1. Minimize MPUUC's liability and the possibility of an alcohol-related tragedy
2. Ensure that no alcohol is served to underage people
3. Make events comfortable for drinkers and non-drinkers
4. Ensure that alcohol is not abused at official MPUUC events

Liability:

- The host for any church event where alcohol will be served must ensure that proper liquor liability insurance coverage is in place. Liquor liability insurance may be purchased as an add-on to our existing insurance policy or can be provided by the establishment where the event is being held.
- The event host must have the permission of the Board President or the Minister in order to serve alcohol at an official MPUUC event.
- If alcohol is to be sold or distributed by donation then a temporary one day liquor license must be obtained. This can be done by calling the Alameda County Office of Alcohol & Beverage Control at 510.622.4970 at least one month before the event is to be held.

What can be served:

- Non-alcoholic beverages must also be served and attractively and prominently displayed.
- Food must be served along with alcohol.

How can it be served:

- The area in which alcohol is being served must be staffed at all times. Alcohol may only be served by an adult manning the table. No self-serve.
- The event host must ensure that no alcohol is served to anyone under the age of 21.
- Someone should be designated to monitor consumption and behavior at the event. If someone becomes intoxicated, they will be asked to leave, but will not be allowed to drive – a taxi will be called. Intoxication can include the following symptoms: slurred speech, clumsy movement, or aggressive behavior.
- No alcohol is to be left behind after the event.

REMINDER:

No alcohol of any kind is allowed at Cole Hall or anywhere on the FUMC Campus.

18.0 Policies Related to Covid-19 [April 13, 2022]

18.1 Inclusion of Remote Participants

While we are legally permitted to gather in person under certain restrictions, it is important to think about the social/emotional/spiritual costs of gathering. Who would we exclude? How would this fit with our mission and identity? Leaders who are planning an in person event are to consider these questions. If you decide to go forward with an in person meeting, we expect you

will think creatively about ways to include those who may not be able to participate in person. A statement about your plan for inclusion of remote participants should be attached to, or included in, the Outdoor Events or other planning form when submitted for review.

18.2 Outdoor Event Guidelines

We at Mission Peak Unitarian Universalist Congregation recognize the need to provide guidelines in order to help ensure the safety of the people who attend any outdoor events that we hold.

- For groups that may contain unvaccinated people:
 - Prefer on campus events
 - Masks are required, KN95 or N95 preferred and supplied
 - Socially distance to 6 feet, 10 feet preferred
 - If eating or drinking is involved, a 10 foot social distance is needed and hand sanitizer or hand washing station should be available and used before eating.
 - No special cleaning
- For groups where all members have voluntarily stated they are fully vaccinated (and if applicable boosted) [Note that at this time vaccine is only available to those 6 and older] the group can make their own decisions about:
 - using masks
 - eating food
 - distancing guidelines

18.3 Office Use Guidelines

The following guidelines will be followed when using the Mission Peak UU office on the FUMC campus until further notice:

1. Only one household may use the office at one time unless all people in it have voluntarily disclosed they are fully vaccinated (and if applicable boosted) and acknowledge that contracting Covid-19 is an acceptable risk for them or the people near them.
 - a. The office should be ventilated by opening the windows for at least 10 minutes upon arrival unless all users are fully vaccinated.
 - b. Wear a mask until the office has been ventilated if not fully vaccinated.
 - c. Open windows if more than one vaccinated household is present, if outdoor climate allows.