

Unitarian Universalist Church of Bloomington, Indiana



Seeking the Spirit, Building Community, Changing the World

Approved Board Minutes

October 12, 2016

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Board members attending: Von Welch, Connie Nelson-Laird, Arzetta Hulst-Losensky, Helmut Hentschel, Deb Hutton, Doug Cauble, Pat Brantlinger

Present by invitation of the Board: Ann LeDuc

Ministers attending: Reverend Mary Ann Macklin, Reverend Scott McNeill

Submitted by: Deb Hutton, Secretary

Documents attached:

1. Connections Coordinator Report to the Board, October 12, 2016.
2. Startup Workshop Notes, September 23-24, 2016.
3. 2015-12-02 Personnel Policy and Sexual Misconduct Policy.
4. 2016-10-12 CashFlowStmnt.
5. 2016-09-30 Budget Report.
6. 2016-09-30 Balance Sheet Brd Report.
7. Proposed Board Goals for 2016-17.

I. Call to Order 7:00 pm

Call to order by Von Welch, President, at 7:00 pm.

II. Chalice Lighting and Reading

Chalice lighting and reading by Deb.

III. Check-in

Attendance and check-in.

IV. Main Meeting

A. Approval of Previous Board Minutes

Motion by Von: To approve the September 21, 2016 Board of Directors Meeting minutes, as amended.

Seconded by: Pat.

Vote: Approved unanimously, as amended.

B. Minister & Staff Reports (Rev. Macklin, Ann LeDuc)

1. Senior Minister's Report (Rev. Macklin)

Start-Up Retreat: Reverend Macklin very much appreciated the Start-Up Retreat led by MidAmerica staff member Reverend Sharon Dittmar. The depth and breadth covered was instrumental in helping our team coalesce along with input from the board. She expressed appreciation to board member Doug Cauble for securing a Saturday location in Brown County, which allowed her to attend full retreat, due to an afternoon wedding.

Ministers' Retreat: Reverend Macklin, Reverend McNeill, and Reverend Leite opted out of attending the annual Heartland Unitarian Universalist Ministers' Association retreat in order to have a mini-retreat in Bloomington. This retreat, strongly supported by Reverend Sharon Dittmar, involved time getting to know one another, exploring organizational norms and roles, sharing professional styles (ie, Myers-Briggs) and hopes. Ping pong and nature walking were utilized as energy breaks.

Stewardship: Plans are going forward to have a Pledge Day of Activities on either April 8th or April 22nd. We need to put together a Pledge Day Working

Group, as well as an overall Stewardship Overview Working Group. Board input is needed with this process.

Gratitude to Sacred Dying Foundation: On October 8th, twenty-two members of our congregation completed an intensive vigil training with Sacred Dying Foundation trainer, Amy Billa. Experienced in a variety of training methods, Amy led our trainees with a spirit of grace and practicality as we learned the sacred art of vigiling for those at risk of dying alone. Highlights included one-on-one sharing, group work, deep listening, and a conversation with Dr. Megory Anderson. This program is an excellent resource for any congregation called to serve their greater community regarding end-of-life issues. We look forward to our ongoing partnership.

Installation: It would be prudent, at some point in the near future, for the Board to put together an installation team for the installation of Reverend Scott McNeill. **Professional Conferences and Vacation and Sabbatical:** Ongoing discernment for ministers to balance this time away from congregational life with the congregation's needs and schedules of other ministers. **Pastoral Care:** Working with Caring Committee as well as Health Concerns Team to better serve our congregation members and friends, as well as define our limits. **Worship Services:** Continue to be high quality and garner attendances from on-site and via live streaming. **Social Justice:** Reverend McNeill oversees this ministry. It is moving forward in positive ways, although guest speakers in the pulpit often do not follow guidelines. **Staff:** Evaluations and goals will be completed in October.

2. **Staff Report: Connections Coordinator (Ann LeDuc)**

See attached: Connections Coordinator Report to the Board, October 12, 2016.

A roll review of the membership is completed every year. In 2014-15 a large number of members were removed from membership. We can infer that we will see an increase in membership this year over last due to the large Exploring Unitarian Universalism class in October of 20 participants, and an additional Exploring U.U. class being scheduled. Many of the Exploring U.U. participants decide to become members upon completion of the class. The number of visitor cards completed is not indicative of the number of total visitors, only visitors willing to fill out a card. Regarding attendance, the live streaming numbers are up a bit from last year. On-Site Attendance is holding steady from last year. This year's pattern of attendance is quite different from previous years due to the ministerial search process and calling of Reverend McNeill as our new Associate Minister. Reverend Macklin observed that while there are fewer people in the building for a worship service, there are more people experiencing our worship service.

Ann is continuing all connections activities from Judy Bennett's tenure. She reflected that the church is lucky to now have Orion Day as the new and effective Young Adult and Campus Ministry Coordinator. Ann is enjoying the job and feels very motivated by her dedication to this church. Ann's office hours are Tues & Wed: 10-3; Fri: 11-3.

Von asked why the number of children in Religious Education had a noticeable decrease between 2014 and 2015. Ann agreed to research possibilities and let Von know what she finds.

C. Old Business

1. MidAmerica Startup Workshop Debrief (All)

See attached: Startup Workshop Notes, September 23-24, 2016.

The Board Startup Workshop was philosophically and practically worthwhile. It is a great quality resource from UUA and MidAmerica Region. There will also be a Staff Startup Workshop on November 18th. There was time in the workshop to examine issues, but not the steps to address them – perhaps the Board can address them formally through this year. The Board came away from the workshop feeling more history and focus and direction.

D. New Business

1. Planning for December 14th, 4pm Congregational Meeting

The Board discussed a draft agenda for this meeting. December's Congregational Meeting is the 'business meeting' of the UUCB. There is often lots of reporting.

Logistical roles of Board members:

- Von & Connie: running the meeting
- Pat & Helmut: signing in & counting for quorum
- Deb: taking minutes
- Arzetta: presenting Treasurer's report

There was a discussion about the best time to define and present a 2017-18 Stewardship goal and announce the Pledge Celebration Day - at the December Congregational Meeting or wait until mid-winter. Is the holiday season a good time to talk about money? Will we know enough yet about the 1617 budget to discuss a stewardship goal? No matter when we discuss the goal, it is really important to focus on giving staff and ministers a very well-deserved raise in the next budget. One comment was that it would be good

to get people thinking about stewardship in “the season of giving”; without using numbers, it could be mentioned as a goal. Healthy Communications should also be mentioned at this meeting.

E. Monitoring (per Board Policies, Section V)

1. II.B: Staff and Volunteer Treatment (Rev. Macklin)

See attached: 2015-12-02 Personnel Policy and Sexual Misconduct Policy.

This policy is posted on the UUCB website. It can be compared to last year’s report: See attachments to Minutes, October 2015. There is a new section regarding when a UUCB member joins the church Staff: if there is a conflict, s/he has to be a staff person first.

2. II.E: Financial Condition (Arzetta)

See attached: 2016-10-12 CashFlowStmnt; 2016-09-30 Budget Report; 2016-09-30 Balance Sheet Report.

On June 30, 2016, there were no extra operating funds. There are still past year pledges coming in; about \$20,000 more than this time last year. We need to change \$8,804 to \$11,554 for our Fair Share contribution to the MidAmerica. The difference, \$2,750, is because of confusion over what we paid last year; we underbudgeted. This was a function of the number of payments actually made to MidAmerica; Bylaws say that an adjustment of less than \$3,000 does not need to be taken to the congregation for a vote.

Motion by Arzetta: To approve the change in the 2016-17 budget to reflect this adjustment of \$2,750.

Seconded by: Doug

Vote: Approved unanimously.

Two T-accounts were closed and a new one was created called “T-Training.” The Green Spaces (GS) account received additional pledge money recently. In June 2015 SPF gave the church \$40,000 to repay the member loans that had been made to the GS. In August, GS repaid these funds back to SPF to re-invest. Now GS has received some more pledges totaling about \$6,000. Resulting Board discussion: Should we put these delayed GS funds into the operating budget because it is running at a deficit currently? Perhaps not, on principle – we should do what we said we’d do with GS pledges and repay SPF, *AND* not hide a deficit budget issue. The congregation needs to see it, remembering that 2014-15 was also a deficit budget. It was noted that we do not have big operating reserves, only about \$26,000.

3. Report from “Coffee with the Board”, 9/25/16 (Connie, Helmut, Von)

There were some interesting conversations. The Board received a number of compliments and thank yous. There was one request related to a specific individual non-church person, not really a Board issue. Our charity UUCB policy is not to give money to people outside the church, but to partner with MCUM instead to provide assistance. A UUCB youth/Boy Scout was selling popcorn. Libby DeVoe reported that there are now 47 (over 34 last year) Legacy UUCB units = 15% of the total number of units.

4. Other? (All)

Other feedback offered to a Board member in the past month was that a member was disappointed that she could not get the live streaming of Sunday service to work in her retirement home. Because of this and related feedback, a new focus of the Caring Committee will be to help elders who are home-bound see live-streamed Sunday services on their laptops or on a UUCB iPad. This could mean sitting with them during the actual service or calling up the service from archives.

5. Future Plans (Von)

See Future Planning, below Minutes.

V. Visioning and Open Questions (Von, all)

Based on Hotchkiss, Dan (2016-01-14). *Governance and Ministry: Rethinking Board Leadership*, Chapter 8. Rowman & Littlefield Publishers. Kindle Edition.

See attached: Proposed Board Goals for 2016-17.

Healthy Communications Covenant (HCC): The Board learned in its Startup Workshop that the Healthy Communications Covenant (HCC) is its most important goal for the year and for the congregation. The Board discussed separating, in the draft document to be shared with the congregation for comment, the covenant from the practical items of process and function of the committee. Jack King and Clarke Miller have volunteered to lead a town hall meeting in early December. A report will be made to the December Congregational Meeting. Rev. McNeill will be preaching on specific points of it on October 23rd. Through the winter and Spring, it will be taken directly to all committees and groups (eg, Alliance, Humanists, choir, etc). It was proposed to post the Board photo in the next Prologue along with the HC Covenant and invite feedback to Board members. Physical copies of the HCC should be available at the Coffee with the Board booth on Oct 30th. At the Board Town Hall meeting on Sun, Nov 6 between services, the plan is to offer a 5-minute presentation to set the context, and then offer the rest of the time for questions and answers.

Proposed plan to address Board Goals and Open Questions:

- Each goal and open question will be a standing item on the Agenda with time for reporting and discussion.
- Identify a Board Leader for each Goal and Open Question.
- Disseminate related ideas and discussions via the Prologue.
- Schedule a Town Hall to receive congregational feedback on Open Questions.
- June 2017 Board Meeting Minutes will include a report on progress for each Goal and Question.

Regarding the Open question "Who is our larger community?": A service is being planned by Rev. McNeill and UUCB youth who went to Midwest Leadership School. It will be offered to Bloomington community on Wed, Nov 9 at 6:30pm, the day after the election.

VI. Executive Session

The Board met in Executive session at 8:53 pm.

VII. Adjournment

Motion by Pat: To adjourn.

Seconded by: Arzetta.

Vote: Approved unanimously.

The meeting adjourned at 9:03pm.

Next Meeting: November 16, 2016

Future Planning:

Next Board meeting:

- *November 16th - note Von will be flying back from Utah, should arrive in Indy @ 3:30pm*
- *Reading: _____*
- *Staff report: Church Administrator*
- *Monitoring:*
 - *II.F.3-9 Asset Protection (internal audit)*
 - *Every year without an external audit.*
 - *Written report by an internal audit committee.*

- *Last year: Had external audit. See 2014 Report.*
- *II.H: Communication and Counsel to the Board*
 - *Direct inspection by the Board of the effectiveness of Board – Senior Minister.*
 - *(Von: This item historically has been poorly monitored due to poor definition.)*
- *Visioning:*
 - Assuming agreement on Goals and Open Questions, start discussions.

Upcoming Sunday announcements: 10/16-Pat; 10/23-Doug; 10/30-Deb; 11/6-Connie; 11/13-Arzetta

Fall 2016 Congregational Meeting: Sunday, December 11th, 4pm

Report to Board
from
Connections Coordinator

October 12, 2016

The numbers

Membership

September 2009: 415
September 2010: 453
September 2011: 473
September 2012: 480
September 2013: 510
September 2014: 510
September 2015: 483
September 2016: 482

New members

2012: 44 new members
2013: 32 new members
2014: 27 new members
2015: 24 new members
2016 (to date): 21 new members

Deceased members this year, to date: 8

Every fall the membership rolls are reviewed and members who are no longer active in the church are contacted. Members are removed from membership via this process each year.

Visitor Registry Cards Completed

2011: 203
2012: 193
2013: 138
2014: 133
2015: 120
2016 (to date): 99

Note: registry cards are not the total number of visitors, only the visitors willing to fill out a registry card. Registry cards sign visitors up for three months of the Prologue, Friday Update, and other all church emails. Young adults (18-30) who complete a registry card are invited to young adult events by the Young Adult and Campus Ministry Coordinator.

Average Sunday Attendance

Although average in person attendance is down slightly, live streaming attendance at the time of service is up from an average of 28 in 2015 to an average of 33 so far this year. There may be more than one person watching per a live streaming connection.

2016 Live streaming averages, as of October 2

First service average: 17 at the time of service, 13 replays after the service

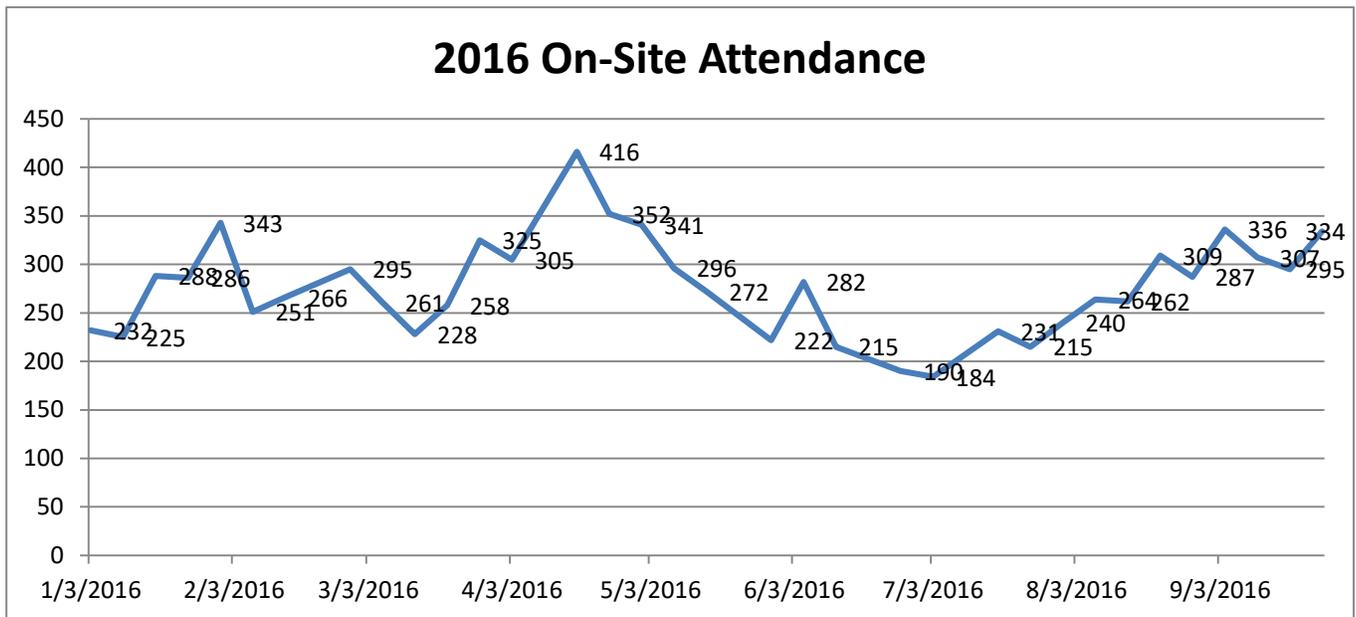
Second service average: 16 at the time of service, 17 replays after the service

Note: live streaming data does not have the same level of accuracy as our in-person attendance data, due to the number of live streaming outages.

On- Site Attendance Only

Year	Average Adults	Average Children	Total Average
2011	325	75	400
2012	329		
2013	310	77	387
2014	297	72	369
2015	278	46	324
2016 (to date)	274	47	321

This year's on-site attendance pattern is unusual as a result of the ministerial search process.



Connections Activities

I continue the work of my Connections Coordinator predecessors in welcoming newcomers, and helping newcomers and members connect to UUCB and the UU faith. These activities include, but are not limited to, offering the First Steps and Exploring UU classes, organizing Getting Involved Fairs and membership ceremonies, supervising the Young Adult and Campus

Ministry Coordinator, maintaining membership and attendance data, welcoming newcomers and connecting with current members on Sundays.

This fall there have been many visitors to our Sunday services, culminating in a large Exploring Unitarian Universalism class on October 9 and 16. The Exploring U.U. class is an important step in the path to membership, and I expect we will have several new members joining at the October 30 membership ceremony.

As the staff point person for Java Crew, Greeters and Newcomers, and Worship Associates, I have recruited Marlin Howard as the new Java Crew chairperson, assisted with the Greeter appreciation luncheon and helped with recruitment of new worship associates.

My enthusiasm for the work of this church and my new position has motivated me to try a few new connections activities during my three months in this position. These include:

- Providing a Children's play table in Fellowship Hall during coffee hour to increase hospitality to families.
- Organizing "Bring a Friend Sunday" on October 2.
- Organizing the UU Team for the Suicide Prevention Walk on October 2.
- Facilitating a Chalice Circle and considering how small group ministry, like the Chalice Circle model, could be used to increase connections between specific groups such as new members.
- Using a shared Google Sheet to record Sunday Service and R.E attendance data.
- Revising our "Activities for Newcomers" brochure to include social justice contacts.
- Working to organize a Connections Advisory Group to gain input and communication from the congregation regarding connections activities.
- Researching connections models to reconnect current members to the church.

Additionally, a few connections events I plan to organize in the future include:

- Getting to know Reverend McNeill, both large group and small group opportunities.
- Leadership Appreciation
- Long-time Member Appreciation

Our Young Adult and Campus Ministry Coordinator, Orion Day, has been busy providing connecting points for the 18-30 year olds. Since being hired in mid July, he has organized luncheons and teas, secured Registered Student Organization status on the IU campus, and offers office hours in the IU Memorial Union. He plans to create a Chalice Circle for young adults in the future.

I am always open to new ideas and input. Feel free to stop by during my office hours, send me an email, or schedule a time to meet with me.

Ann LeDuc, Connections Coordinator

Unitarian Universalist Church of Bloomington, Indiana

Seeking the Spirit, Building Community, Changing the World



Start Up Workshop Notes

September 23-24, 2016

Von Welch, President

[Introduction](#)

[Attending](#)

[Agenda](#)

[Summary of Workshop](#)

[Key Takeaways](#)

[Appendices](#)

Introduction

On September 23rd and 24th the Board and Minister of UUCB participated in a “Start Up Workshop” to help with the success of the new ministry team created by the addition of the newly called Associate Minister Scott McNeill. The workshop was led by representatives from the MidAmerica region: Sharon Dittmar and Phil Lund.

Attending

Board: Pat Brantlinger, Doug Cauble, Helmut Hentschel, Treasurer Arzetta Hults-Losensky, Secretary Deb Hutton (September 23rd only), Vice-president Connie Nelson Laird, and President Von Welch.

Ministry team: Minister of Religious Education Emily Manvel Leite, Senior Minister Mary Ann Macklin, and Associate Minister Scott McNeil.

MidAmerica Region: Reverend Sharon Dittmar (primary workshop leader) and Reverend Phil Lund.

High-Level Summary of Workshop

Friday night involved the sharing of hopes and fears for the new ministry. This was followed by an exploration of the history of ministers at UUCB, in which each prior

minister of UUCB (Paul Killinger, David Johnson, John Young, Bill Murray, Laurel Hallman, Clark Wells, Bruce Johnson, Peter Weller, Barbara Carlson, and Bill Breeden) was considered, with the strengths, weaknesses, and trials of their ministry being discussed. Rev. Dittmar summarized UUCB's history of ministers as "normal."

Saturday started with a discussion of the differences in Reverend Macklin and Reverend McNeill's Letters of Agreements. The group then undertook a partial RASCI (Responsible, Accountable, Supporting, Consulted, Informed) analysis (see appendix). Discussion concluded with a discussion of recent UUCB governance challenges, conflicts, and Nancy Heege's report¹.

Key Takeaways

Findings from the workshop discussions were:

1. Continuing our work in establishing a congregational covenant and a Healthy Communications committee (also known as a Right Relations committee) is a top priority in ensuring improved conflict management and a successful ministry.
 - The UUA has resources that may be of use:
<http://www.uua.org/safe/covenant>
 - The concept of congregational polity and covenant go hand-in-hand and require each other.
2. In addition to a congregational covenant, we should have a covenant between the board and the ministry team, and a covenant between the ministers.
3. Monitoring of RE should be more frequent, given its size and importance. A written report as part of the Board's consent agenda every month or two is not unreasonable.
4. Increasing our communication ("linkage") with the congregation through open questions and, e.g., town halls to discuss those questions would be valuable.
5. We should provide more leadership to our task forces and committees by providing them with congregational goals and holding them accountable to working towards those goals.
6. Our [Ends Statements and Mission](#) continue to be less than fully integrated into our governance.
7. We should create job descriptions for the ministers (see examples from Sharon in the Google drive folder for the workshop).

¹ <http://www.uubloomington.org/wp-content/uploads/2015/09/2015-Sep-RE-Report-and-Letter.pdf>

8. By calling our associate minister, we have created a tension in that he has two managers: the congregation and the Senior Minister. We should be sensitive to this fact and seek to ensure it doesn't cause problems.
9. The board should routinely check-in on relationships within the ministry team and provide support if needed.

Appendices

Workshop Agenda

Friday evening, 6:30PM – 8:30PM at Bloomington Congregation

- I. Opening and Reflection
- II. Welcome and Housekeeping Details
- III. Naming Hopes and Fears for the Church with this Minister
- IV. Qualities of Former Ministers
- V. Expectations of this Minister
- VI. Closing

Saturday 9AM-3:30PM in Nashville, IN

- I. Opening and reflection
- II. Adjustments
- III. Questions to Ponder
- BREAK
- IV. RASCI Model for Ministers
- V. Evaluation
- LUNCH
- VI. Conflict and visit from Nancy Heege
- VII. Observations to Ponder: Uneven Triangles
- VIII. Closing

Materials Provided to Rev. Dittmar Prior to the Workshop

Mission and Vision Statement, Goals for the year, Job Descriptions for Sr Minister, Board, and Associate Minister, documents that clarify authority between Board and Ministers, and Nancy Heege's report.

Materials are in the [Board Google drive folder](#).

RASCI Chart from Meeting

This chart was created during the meeting. Its creation was rushed at times and it should not be considered official or complete. It is included in these notes to serve as an example. The duties, at the far left, were provide by the UUCB ministry team from a UUMA list of ministerial duties.

RASCI

* When does Board get involved in 'M' column?

	R	A	S	C	I
Worship	3 Ministers	MAM	RE Staff Music Worship Assn	Urban Grade Admin Staff	Custodian Buildings & Ground
Rites of Passage	3 Ministers	MAM	Staff Ministry Team Music Av	RE Carings	Admin Congregation
Pastoral Care	3 Ministers Carol Admin Health Carings Carings	MAM	Carings	Carols	
Spiritual Development	ARE	MAM	Choirs 2 people Ministers staff	Admin Ministers	Admin
SJ	S Justice	MAM	Task Force SJ Fund CFO	Judicial Congregation	Board Congregation
Admin / Navg	MAM but don't want Carol?	MAM			
Prof Develop			MSC		
W Groups	S & MAM				
Vision		Board	Staff Board	Congregation	Congregation
RE	E & A	MAM	RE staff Teachers Ministers	Parents Congregation Youth Light Board	
MAM Commander?					
S Executive Officer?					

5.03 Personnel Policy

Personnel Policy Manual
Unitarian Universalist Church
of Bloomington, Indiana

Date Adopted: _____ 9-9-2013 (by WTB, EML, CHM)_____

revised 9-9-2013, 12-2-2015

Unitarian Universalist Church of Bloomington

General Information

Address: 2120 North Fee Lane, Bloomington, IN 47408

Phone: 812-332-3695

Email: admin@uubloomington.org

Website: www.uubloomington.org

Welcome to your new job

We appreciate that you've decided to spend your valuable time and effort working at the Unitarian Universalist Church of Bloomington and hope you will soon feel the U-U Church is a great place to work. Even though you are new to the church, you are a very important part of the team.

Beginning a new job means meeting many new people and learning many new things. Reading this manual thoroughly is the first thing you should do to get started. Whenever you are unsure about a rule or a policy, you can look in the manual.

Remember that the manual is just the beginning of your training as a new employee. Read it over now and read it over again after you have worked for a few weeks, when some of the details will make more sense. The best way to learn your job is to ask questions. Part of everybody's job is to help train new employees.

About the Unitarian Universalist Church of Bloomington

The first organization of Unitarians in Bloomington took place in 1949 when a small group of faculty and students organized a Fellowship under the auspices of the American Unitarian Association. Adults held lay-led discussions on Sunday evenings in IU facilities or in members' homes. Religious education classes for children were held in the Indiana Memorial Union building.

In the ensuing years, the church has grown dramatically. The current property, purchased in 1964, has undergone a series of improvements; in 1999, we nearly doubled the size of the building and constructed the current large Meeting Room. In 2011, the Green Spaces project encouraged us to install more efficient windows, lighting, and solar panels for generating electricity. Church membership is over 400. The staff includes professionals in charge of church administration, campus ministry, religious education, membership, and music. Future development is guided by long-range planning inspired by Appreciative Inquiry.

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APPENDIX A. When a Member Joins the Staff

PERSONNEL MANUAL ACKNOWLEDGMENT FORM 18

I. EMPLOYMENT POLICIES AND PRACTICES

A. STATEMENT OF PURPOSE

We have prepared this Personnel Manual to help you to understand some of the policies and procedures of the Unitarian Universalist Church of Bloomington, Indiana, (referred to herein as "Employer"). Employees should familiarize themselves with the Manual, as it will provide answers to some questions you may have about your employment. Nothing in this Manual or in any other written or unwritten policies and practices of Employer creates an express or implied contract, promise or representation between Employer and any employee.

The Employer's policies generally will be applied consistently. However, the Employer reserves the right to deviate from normal policy in certain situations. Since every employment situation cannot be anticipated, this Manual provides a general overview only.

From time to time, changes in the Manual may become necessary. Therefore, the Employer reserves the right to amend, supplement or rescind any provisions of this Manual as necessary.

The Manual applies to all staff, whether full-time, part-time, exempt or nonexempt, except where otherwise stated. This Manual does not apply to ordained ministers(s) called by vote of the congregation. Employment "at-will" means that an employee or the Employer may terminate the employment relationship at any time for any reason, with or without notice.

This Manual supersedes all previous employment policies, whether written or oral, expressed or implied. If any provisions of this Manual are found to be invalid or unenforceable, the remaining provisions will remain in full force and effect.

If you have any questions or comments about this Manual, or if you need more information, please ask your supervisor or the Church Administrator. Your comments and suggestions are genuinely encouraged.

B. EMPLOYER MISSION

Mission Statement

In this liberal religious community of inspiration, love and action:

we celebrate life

we nurture one another

we welcome all

we care for the earth and

we work for the common good.

C. EQUAL EMPLOYMENT OPPORTUNITY

Employer affirms its commitment to equal employment opportunity for all individuals. Decisions about recruiting, hiring, training, promotions, compensation, benefits, and all similar employment decisions must be made in compliance with all federal, state and local laws and without regard to race, color, religion, gender, sexual orientation, national origin, age, disability or any other classification protected by law. Any discrimination in the workplace based upon any protected classification is illegal and against policy.

Employees who have questions about discrimination in the workplace, or who believe this policy has been violated, should report their concerns immediately to the Church Administrator who shall report this to the Personnel Committee. Retaliation against individuals who make a claim of discrimination or participate in the investigation of such a claim is prohibited by this policy and will not be tolerated.

D. SEXUAL HARASSMENT

Sexual harassment is prohibited and will not be tolerated. This policy applies to sexual harassment by members of the same gender as well as opposite genders. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

submission to the conduct is made either explicitly or implicitly a term or condition of employment;

submission to or rejection of the conduct is used as a factor in employment decisions affecting an individual; or

the conduct unreasonably interferes with an individual's employment or creates an intimidating, hostile, or offensive employment environment.

Some examples of conduct which may constitute sexual harassment, depending on the circumstances, include but are not limited to, the following:

repeated and unwelcome suggestions regarding, or invitations to, social engagements or social events; or any indication, expressed or implied, that any aspect of employment conditions, depends or may depend on the

granting of sexual favors or on a willingness to accept or tolerate conduct or communication of a sexual nature; or unwelcome or coerced physical proximity or physical contact which is of a sexual nature or sexually motivated; or the deliberate use of offensive or demeaning terms which have a sexual connotation; or inappropriate remarks of a sexual nature.

Any employee who believes he or she has been sexually harassed by another employee, a supervisor, or any other person encountered in the course of employment should report that conduct immediately to his or her supervisor or the Personnel Committee. If the report or complaint involves the supervisor or Church Administrator, or if the above are unavailable, the individual receiving the report or complaint should immediately report it to the Personnel Committee.

Every complaint or report of sexual harassment will be promptly investigated. Although investigations will be conducted with sensitivity to confidentiality issues, investigative information will be communicated as appropriate to those with a need to know. If the investigation indicates that a violation of this policy may have occurred, timely and appropriate action will be taken. If appropriate, the Personnel Committee may consult with UU MidAmerica Region or the Unitarian Universalist Association (UUA).

Retaliation or reprisal against employees who report sexual harassment claims is prohibited and will not be tolerated. Any violation of this policy will be treated as a serious matter and will result in disciplinary action, up to and including termination.

E. HARASSMENT

The Employer prohibits conduct that shows hostility or an aversion toward an individual because of his or her race, color, religion, sex, national origin, age, disability, social class, sexual orientation, gender expression, or any other classification protected by law, and that:

has the purpose or effect of creating an intimidating, hostile, or offensive work environment; or has the purpose or effect of unreasonably interfering with an individual's work performance; or otherwise adversely affects an individual's employment opportunities.

Some examples of conduct which may constitute harassment, depending on the circumstances, include but are not limited to, the following:

epithets or slurs; or
threatening or intimidating acts; or
written or graphic material; or
written, verbal or physical acts that purport to be jokes or pranks.

Any employee who believes he or she has been harassed by another employee, a supervisor, an agent of Employer, or any other person who the employee encounters in the course of employment should report that conduct immediately to his or her supervisor or the Church Administrator. If the report or complaint involves the Church Administrator, or if the Church Administrator is unavailable, the individual receiving the report or complaint should immediately report it to the Personnel Committee.

Every complaint or report of harassment will be promptly investigated. If the investigation indicates that an act of harassment has occurred, timely and appropriate action will be taken. Retaliation or reprisal against employees who report harassment claims is prohibited and will not be tolerated. Any violation of this policy will be treated as a serious matter and will result in disciplinary action, up to and including termination.

F. RESOLUTION OF EMPLOYEE PROBLEM OR GRIEVANCE

Effective communication is essential for productive working relationships. Employees are encouraged to discuss any concerns about work or suggestions for improving operations in the following manner.

Staff members should first express their concerns verbally or in writing to the other individuals involved and attempt to settle differences among themselves.

If this does not resolve the problem, the employee should present any complaint or grievance to his/her supervisor and together discuss the problem, applicable rules or policies, and possible resolution.

If discussion with the supervisor does not resolve the matter to the employee's satisfaction, the employee should submit the concern or grievance in writing to the Senior Minister. (If the Senior Minister is the employee's supervisor, the concern or grievance should be submitted to the President of the Congregation.)

The Senior Minister or the President of the congregation shall then recommend a resolution of the problem to the supervisor and employee. The resolution recommended by the Senior Minister or President will be binding upon the congregation and employee.

It should be noted that the MidAmerica UU Region staff or the UUA staff can be called upon at any point for advice.

G. INTERNET POLICY

Employer provides Internet access (including e-mail) to many of its staff members to assist and facilitate business communications and work-related research. These services are for legitimate business use only in the course of assigned duties. All materials, information and software created, transmitted, downloaded or stored on the Employer's computer system are the property of the Employer and may be accessed only by authorized personnel.

Inappropriate Internet use includes, but is not limited to:

transmitting obscene, harassing, offensive or unprofessional messages; or
accessing, displaying, downloading, or distributing any offensive or inappropriate messages including those containing racial slurs, sexual connotations or offensive comments about race, color, religion, sex, national origin, age, disability, social class, gender expression, sexual orientation, or any other classification protected by law; or
transmitting any of the Employer's confidential or proprietary information, including member/friend data or other materials covered by the Employer's confidentiality policy.

Employer reserves the right to monitor employee use of the e-mail system or the Internet at any time. Employees should not consider their Internet usage or e-mail communications to be private. Personal passwords are not an assurance of confidentiality, and the Internet itself is not secure.

Any software or other material downloaded into Employer's computers may be used only in ways consistent with the licenses and copyrights of the vendors, authors or owners of the material. Prior written authorization from the Church Administrator is required before introducing any software into Employer's computer system. Only authorized staff members may communicate on the Internet on behalf of Employer. Employees may not express opinions or personal views that could be misconstrued as being those of Employer. Employees may not state their status as a church employee in non-work Internet communications while expressing their personal opinions or beliefs. Any violation of this policy may result in disciplinary action.

H. MEDIA INQUIRIES

All requests for non-routine information about the Employer from newspapers, television and radio media should be directed to the Ministers or the President of the Congregation. An appropriate response to a media inquiry would be, "I'm not the best person to answer that question. May I contact the appropriate person and have that individual get back to you?"

I. CONFIDENTIALITY

Employees may have access to confidential information about the Employer, including but not limited to information about members, friends or other staff members. Such information must remain confidential and may not be released, removed from the Employer's premises, copied, transmitted or in any other way used for any purpose by employees outside the scope of their employment. All requests for information concerning past

or present employees received from organizations or individuals should be directed to the Church Administrator.

J. CONFLICTS OF INTEREST

Employees are expected to avoid conflicts of interest, defined as any situation where an employee may attain personal gain or which may serve as a detriment to the Employer, either monetarily or to its public image, because of the use of information or personal contact which is not generally available except through employment with the Employer.

Employees shall not engage in any business or transaction, and shall not have a financial or other personal interest which is incompatible with their employment duties or which would impair their judgment or actions in the performance of their duties for the Employer. Employees who have questions about whether an activity violates this policy should discuss the matter with the Church Administrator.

K. OUTSIDE EMPLOYMENT

Employees shall not engage in any collateral employment or business activity that is incompatible or in conflict with their duties, functions or responsibilities as an employee. An employee shall not engage in any outside activity which, by its nature, hours or physical demands, would impair the employee's performance of Employer duties; reflect discredit on the Employer; or tend to increase Employer's payments for sick leave, worker's compensation benefits or long term disability benefits. Collateral employment should not result in outside telephone calls while on duty for the congregation.

Activities that may constitute a conflict include use of the Employer's time, facilities, equipment or supplies, or the use of the title, prestige or influence of the congregation for private gain or advantage.

L. EMPLOYMENT OF RELATIVES AND MEMBERS

Members of an employee's family may be considered for employment; however, relatives may not supervise one another. "Relative" means a spouse, domestic partner, parent, sibling, child, grandparent, or grandchild.

As a general policy, employment with the church is open to members of the congregation as well as other members of the community.

M. PERSONNEL RECORD

It is very important that employees keep up-to-date all the information provided to the Employer at the time of hire. This information is essential for many purposes, including benefit administration, mailings to the employee's home, and contacting friends or family in case of emergency. The Church Administrator should be promptly notified of any changes in:

- Address and telephone number;
- Marital status (including legal separation);
- Legal change in employee's name;
- Dependents;
- Changes in beneficiaries;
- Person to notify in case of emergency; and
- Any relevant changes in licensing or education.

N. INITIAL REVIEW PERIOD

New employees and employees who are transferred to another position may be required to complete an initial review period of ninety days. This period may be shortened or lengthened at the Employer's discretion. Upon completion of this period, the employee will be considered a regular employee.

Upon satisfactory completion of the initial review period, hourly employees may be eligible to receive a raise of 50 cents per hour, at the discretion of Employer. Satisfactory completion of the initial review period does not alter the employment-at-will relationship. Employees must continue to perform satisfactorily even after the initial review period is completed. Although regular employees typically work on an ongoing basis, there is no

guarantee that any job position will continue indefinitely. Any position may be eliminated at any time at the discretion of Employer.

O. PERFORMANCE EVALUATION

In general, employees will receive a written performance evaluation once each year that will be maintained in the Employee's permanent personnel file. Factors considered in assessing performance include but are not limited to quality and quantity of work; dependability; attendance and punctuality; effective interpersonal relationships with the congregation, and personal conduct.

Employees are requested to identify goals and objectives in advance so that their work may be evaluated on the basis of clear criteria they have helped to develop.

II. WAGE AND HOUR ADMINISTRATION

A. EMPLOYMENT CLASSIFICATIONS

For purposes of determining the applicability of various policies, practices, and benefits, employees are classified by the nature of the position to which they are assigned and by their regular work schedule.

Employees who are subject to state or federal minimum wage and overtime laws are referred to as "non-exempt" employees. Those in administrative, management, or supervisory positions who are not subject to such regulation are referred to as "exempt" employees.

Currently investigating whether these definitions are still correct. Exempt does not equal "salaried." – cmarks 11/12/15

Exempt staff positions include the Church Administrator, Director of Religious Education, Minister of Religious Education, and Music Director, Connections Coordinator, and Custodian. All other employees are Non-exempt Staff.

This paragraph is not currently being followed; may need to revise:

Exempt staff positions will be funded adequately to provide basic major medical health insurance, a retirement plan, and a flexible benefit plan. Non-exempt staff positions may be eligible for some benefits according to the number of hours worked per year.

B. HOURS OF WORK

A normal, full-time workweek consists of 40 working hours. Individual positions will require varying numbers of hours per week; these will be specified in individual letters of agreement. Some positions require working evenings and/or Sunday mornings. Individual work schedules may change from time to time. Attendance at meetings at the request of the employee's supervisor will be considered time worked. Employees are expected to attend any staff retreats or off-site events which are part of their employment. These events will also be considered time worked.

C. BREAK PERIODS

The time of meal and break periods will be at the discretion of the employee's immediate supervisor. Generally, there will be one paid 15-minute break period for each four-hour work period.

Employees working 6 hours or longer usually receive an hour unpaid meal period. Non-exempt employees should not perform any work during their meal period, except as otherwise directed by their supervisor. Break periods may not be accumulated, nor may they be substituted for tardiness or longer meal periods.

D. TIMEKEEPING AND OVERTIME

Non-exempt employees must submit a written and signed record of their time worked at the end of each pay period. Any scheduled hours not worked or time worked in excess of their regular schedule must be noted. Where required by applicable law, overtime will be paid to non-exempt employees at the rate of one and one-

half times the regular rate of pay for all hours worked in excess of forty hours in any one work week. Holiday, vacation and sick leave are not counted for purposes of overtime compensation. Employees should not work overtime without authorization in advance.

E. PAY AND PAYROLL DEDUCTIONS

Pay adjustments, when available, will generally be considered for all employees once a year. Any adjustments will normally begin at the beginning of the fiscal year. Employees are generally paid at the end of the month.

Deductions made from employees' wages are reflected on the stubs of their paychecks. Federal law requires deductions from pay for income tax, Social Security and Medicare. Other deductions may include state and/or local taxes or wage garnishments. Some deductions are optional and are made only if the employee has authorized their deduction.

Employees are responsible for promptly notifying the Church Administrator of any changes to or errors in their deductions. Any necessary adjustments usually are made and reflected in the employee's next paycheck.

III. EMPLOYEE BENEFITS

The benefits outlined in this Manual represent significant additional compensation to eligible employees. Outlined below is a brief summary of the types of employee benefits currently available through Employer. This summary is not intended to and does not create an express or implied contract, promise or representation between Employer and the employee. These benefits are subject to change at any time at the discretion of Employer. Any questions about employee benefits should be directed to the Church Administrator, who consults with the Personnel Committee and Human Resources Advisory Committee.

A. GROUP INSURANCE PROGRAMS

1. Health Insurance Benefits

Employees who work at least 750 hours per year may enroll in the group health insurance plan sponsored by the Unitarian Universalist Association (UUA). Employees are responsible for payment of premiums. Further information concerning the plan and any alternative health related benefits may be obtained from the Church Administrator. The Employer does not sponsor a group health insurance plan, and purchase of private health insurance by employees is permitted.

2. Group Dental, Term Life, and Long Term Disability Insurance

Employees who work at least 750 hours per year are offered the option of purchasing group dental insurance, term life insurance, and long-term disability insurance through the group plan sponsored by the UUA. New employees must enroll within 90 days of date of hire. Further information concerning these policies is available from the Church Administrator.

3. Workers' Compensation Insurance

Employer carries workers' compensation insurance that pays for certain medical expenses and provides partial income protection in the event of illness or injury arising out of or in the course of employment.

All on-the-job injuries or illnesses, regardless of severity, should be reported immediately to the employee's immediate supervisor or the Church Administrator. Employees may be required to provide a physician's statement in order to receive worker's compensation benefits, or to return to work.

B. RETIREMENT BENEFITS

The UUA maintains a defined contribution qualified retirement plan to assist eligible employees to accumulate tax-deferred savings for retirement. Under the plan, the Employer contributes a percentage of the employee's wages, and the employee has the option of making additional voluntary contributions on a pre-tax basis.

Before an employee can become a participant, there are certain eligibility requirements that must be met. Each employee should review this material carefully and discuss any questions he or she may have with the Church Administrator or with the appropriate staff members at the UUA.

C. VACATION

The Employer grants paid vacation to exempt staff employees at their regular rate of pay based on their length of service with the Employer. In addition, in special cases, hourly employees working an average of 15 hours per week or more may be granted paid vacation at their regular rate of pay and number of hours per week as outlined in their letters of agreement, based on their length of service with the Employer. (highlighted change effective 7/1/2014)

(Non-exempt staff employees who are half-time or more are entitled to a prorated amount of vacation time.)
Vacation eligibility for eligible staff members is as follows:

Length of Service Amount of Vacation

0-4 years: 1 hours per 26 hours worked

More than 4 years but less than 8 years: 1 hours per 17 hours worked

More than 8 years: 1 hours per 13 hours worked

Increases in vacation accrual rate will be made on the first day of the month following the anniversary date of the year in which an employee completes his or her 4th or 8th year of employment.

Vacation time must be requested in advance and can only be taken with the approval of the employee's supervisor. In the event of conflicting vacations requests, vacation generally will be granted in accordance with length of service and consistent with workload requirements.

Accrual of vacation time past the end of the fiscal year in which it was accrued may not exceed one week.

Employees who resign with at least two weeks' notice may receive payment for the accrued vacation days that have not been used.

D. HOLIDAYS

The following paid holidays are observed each year for Core Staff--Ministers, Church Administrator, Director of Religious Education, Minister of Religious Education, Music Director, Connections Coordinator—will be paid for the following holidays:

New Year's Day

Martin Luther King, Jr.'s Birthday

Washington's Birthday

Memorial Day

Independence Day

Labor Day

Columbus Day

Veterans Day

Thanksgiving Day

Day after Thanksgiving Day

Christmas Eve

Christmas Day

New Year's Eve

Church offices will generally not be open on these holidays.

Additionally, the church offices will be closed December 24-January 1.

If an observed holiday falls on a Saturday, the preceding Friday generally will be observed as the holiday. If an observed holiday falls on a Sunday, the following Monday generally will be observed as the holiday. If employees are required to work on an observed holiday, they generally will be granted another day off.

E. LEAVES OF ABSENCE

1. General provisions

The policies in this section describe various types of paid and unpaid leaves of absence provided by the Employer. Leaves must be requested in advance in writing and require the approval of the employee's immediate supervisor. The exact nature of the leave and its anticipated length must be included in the written request. Employees are expected to return to work upon the expiration of the leave as granted. If prevented from returning as expected, the employee must immediately notify his or her supervisor.

2. Sick leave with pay

All full-time exempt staff employees accrue one day of paid sick leave for every month worked, up to a maximum of twelve days per calendar year. One year's worth (12 days) of sick time may be carried forward into the following year. Part-time exempt staff employees accrue sick leave on a pro rata basis. Non-exempt staff do not accrue paid sick leave.

Sick leave is to be used when the employee is unable to work due to the employee's own illness, injury or other medical condition. Sick leave may also be used as part of medical leave or sick childcare leave. Sick leave should be used for routine dental or medical appointments.

Employees must notify their supervisor before their starting time if they are ill and unable to come to work. Employees may be required to provide a physician's statement regarding their medical condition, including why the employee was not able to work.

The Employer reserves the right to request employees who are repeatedly absent for illness or injury be examined by a physician chosen by the Employer, and at the expense of the Employer.

3. Medical leave without pay

Unpaid medical leave may be granted in instances where an employee's medical condition requires an absence from work for more time than the amount of available sick leave. This leave requires the approval of the employee's supervisor. Sufficient evidence of such a medical condition is required for a medical leave. Such evidence may include a request or requirement for authorization to speak with the employee's treating physician. The maximum unpaid medical leave time that may be granted is three months or until a physician releases the employee to return to work, whichever is shorter. Regarding any medical leave of absence, Employer reserves the right to request a second opinion from a physician chosen by the Employer.

4. Personal leave with pay

Employees who have been employed full-time for at least one year may be given paid personal leave of three days per year, which must be approved in advance by their supervisor.

5. Military leave without pay

Employees who are members of the uniformed services of the United States (including the National Guard or other reserve unit) will be granted unpaid leaves of absence in accordance with state or federal law to perform military duties on a voluntary or involuntary basis. Requests for military leave of absence must be made in writing and should include verification of the duty call from military authority, the date the leave is to commence and the expected date of return.

Employees may choose to use any accumulated vacation time for all or part of the period of military service. Leaves of absence in excess of any available vacation time will be without pay. In accordance with applicable law, eligible employees will be reinstated to the same job upon returning from an authorized military leave of absence.

6. Funeral or bereavement leave with pay

Employees may be eligible for a leave of absence with pay for the death of an immediate family member. The number of paid days off will be determined by the Personnel Committee based on the circumstances.

7. Jury duty leave with pay

Employees called for jury duty are paid their regular pay for up to twenty working days. Employees should appear for work upon being excused from jury duty on any day.

8. Parental leave without pay

Full-time employees who become natural or adoptive parents may be eligible for a leave of absence of up to six weeks. The leave must begin within six weeks of the birth or adoption. Biological mothers may also be eligible for sick leave or medical leave without pay following the birth of a child. Such a leave may, in the discretion of the Personnel Committee, run concurrently with unpaid parental leave.

F. VEHICLE USAGE AND REIMBURSEMENT

Employees using their own cars for church-related business may be paid mileage. Trips must be authorized by the employee's supervisor. Employees using their own cars for church-related business must have a current and valid driver's license and proof of insurance. Employees may not take unauthorized passengers on such trips.

All tickets for parking and traffic violations are the responsibility of the employee. The employee must pay all fines promptly and will not be reimbursed by Employer.

IV. OTHER EMPLOYER POLICIES

A. ATTENDANCE AND PUNCTUALITY

Each employee is expected to be prompt and regular in his or her attendance at work. Personal appointments should be scheduled before or after work hours, if possible. All scheduled absences must be approved in advance by the supervisor. Employees who are unable to report to work at their scheduled time must call their supervisor as soon as possible to report the absence and the expected time of return to work. Employees must call in each day they are absent, unless otherwise authorized by their supervisor.

Unscheduled absences (such as returning late from lunch or leaving work before the end of the workday) must be approved by the employee's supervisor. If the employee expects to be absent the following day, he or she should inform the supervisor of that fact at the same time.

Any employee who fails to report to work without notice for three or more consecutive days will be considered to have voluntarily terminated employment, effective immediately.

B. WORK AND DISCIPLINARY GUIDELINES

Certain guidelines must be observed by all employees to protect the integrity of the congregation. Violations may result in disciplinary measures which normally occur in four steps:

1. Verbal warning or counseling for a first occurrence.
2. Informal written warning for a second occurrence.
3. Formal written warning for a third occurrence.
4. Suspension without pay or termination for a fourth occurrence.

Written warnings (formal and informal) will be retained in the employee's personnel file as a record of work performance. Formal written warnings are in effect for varying periods of time depending on the severity, up to a maximum of one year, during which time an employee will not be eligible for merit wage increases or employee-requested transfers or promotions.

The Employer reserves the right in its discretion to bypass any of the above steps and utilize a higher level of discipline for any given occurrence. The severity of discipline will depend upon the severity of the occurrence as well as the employee's work history.

Engaging in any of the following examples of unacceptable conduct may result in disciplinary actions. These examples are intended only as a guide and are not all-inclusive.

Failure to perform work in a manner acceptable to Employer.
Absenteeism or tardiness.

Leaving work without permission.
Failure to report absences as required.
Sexual harassment or harassment described in this Manual.
The use, possession or sale, or being under the influence of alcohol or controlled substances (other than those used for bona fide medical purposes) while working or while on Employer premises (including meal and other breaks).
Unauthorized possession of weapons.
Disclosure of confidential information.
Smoking in unauthorized areas.
Failure to report-on-the job injuries.
Working another job while absent.
Failure to accurately complete or permitting another person to complete the employee's timecard.
Arrest and conviction for criminal offenses that are job related, including those that may affect the employee's ability to perform his or her job.
Theft or dishonesty.
Falsifying records or information (or misuse or unauthorized manipulation of any computer or electronic data processing equipment or system).
Discourteous treatment of others.
Taking Employer property without paying for it or without written permission.
Reckless, careless or unauthorized use of Employer property, equipment or materials.
Improper or profane language.
Violation of any other Employer policy.
Employee threats and violence.

C. WORKPLACE THREATS AND VIOLENCE

Threats, threatening behavior, or acts of violence against persons by anyone on church property will not be tolerated.

Anyone who verbally or physically threatens another, exhibits threatening behavior or engages in violent acts on church property may be removed and will remain off church property pending the outcome of an investigation. If the Employer determines that an Employee has violated this policy, the Employer may take appropriate disciplinary action that may include, but is not limited to, suspension and/or termination of employment, and/or legal action as appropriate.

All employees shall inform the Personnel Committee, the Church Administrator, or their supervisor of any behavior which they have witnessed or experienced, which they regard as threatening or violent, when that behavior is job-related or is connected to employment.

D. SEPARATION FROM EMPLOYMENT

Employees who resign are requested to give at least two weeks' written notice in order for the congregation to find a suitable replacement.

Any employee who is absent for three consecutive days without notifying his or her supervisor, or who fails to report to work on or before the expiration of a leave, will be deemed to have resigned, consistent with applicable law.

E. SAFETY AND ACCIDENTS

The safety of employees, as well as members and visitors, is of paramount concern. All employees are expected to abide by accepted safety standards at all times. They should know the location of fire extinguishers and the first aid kit.

Any unsafe condition, equipment or practice observed by an employee should be reported immediately to the supervisor or Church Administrator. All on-the-job accidents or injuries to employees, no matter how minor, should be reported immediately to the Church Administrator. In the event of a fire or other emergency, dial 911 immediately, and all staff should follow evacuation procedures as directed by supervisor.

F. PERSONAL PROPERTY

The Employer cannot be responsible for damage to or loss of personal property, including loss or damage to vehicles or other property in or on church property. Employees should report any lost items to the Church Administrator so that the item can be returned if it is found. If an employee finds an item, it should be immediately turned in to the Church Administrator.

G. PROFESSIONAL BEHAVIOR

Employees should maintain a professional attitude and appearance that is appropriate to their position and the Employer-congregation. Name badges should be worn when employees are on duty on Sunday. Personal mail and non-essential telephone calls at work are discouraged.

H. INSPECTION RIGHTS

Churches, like other organizations, are sometimes the victims of thieves. The church has on its premises storage facilities such as desks, file cabinets, closets and storage areas for the use of employees, however, the church can make no assurances that they will always be secure. The storage of any unauthorized alcohol, illegal drugs or drug-related paraphernalia is prohibited on church premises. Therefore, the Employer reserves the right to open and inspect any desk, file cabinet, storage closet or storage area at any time and without prior notice or consent. Employees may not use personal locks on church owned desks, cabinets, closets or storage areas.

I. EMPLOYMENT AUTHORIZATION

Federal law requires that prospective employees must show proof of eligibility to work in the United States in the position for which they are applying. When applicable, employees must usually provide an original document or documents to the employee's supervisor that establish identity and employment eligibility from the date employment begins.

This page should be separate from the Personnel Policy Manual, as it will be placed in the employee's personnel file after it has been signed.

PERSONNEL MANUAL ACKNOWLEDGMENT FORM

I, _____, hereby acknowledge that I have received a copy of the Personnel Policy Manual of _____. I understand that it is my responsibility to read the Manual and to comply with the policies, practices and rules of the Employer.

I specifically understand and agree that my employment is at will and for an unspecified period of time and that either the Employer or I may terminate the employment relationship, at any time, with or without reason and with or without notice. I specifically understand and agree that this statement of policy contains all of the terms relating to termination of employment and that no representations may be made contrary to the foregoing, either express or implied. I understand that this statement of policy is subject to change.

I understand that this Manual supersedes all previous policies, written or oral, express or implied. I also understand that this Manual is neither a contract of employment nor a legal document, and that the Employer reserves discretion to add, change or rescind any policy, practice or rule at any time with or without notice.

I understand that my signature below indicates that I have read and understood the above statements and have received a copy of the Personnel Policy Manual, dated _____.

Date

Employee Name (Print)

Employee Signature

5.04 Church Administrator Spending Limit The Church Administrator is authorized to spend up to \$2,000 from the operating budget without approval of the Senior Minister, effective November 13, 2013.

APPENDIX A to Personnel Policy. When a Member Joins the Staff, by Dan Hotchkiss

The Unitarian Universalist Church of Bloomington does not have a policy preventing members of the congregation from being hired as paid staff members, or one preventing staff members becoming members of the congregation. In both cases, however, this dual role does create challenges. Please be aware of the following guidelines by Dan Hotchkiss.

When a member joins the staff

by Dan Hotchkiss, Senior Consultant, The Alban Institute

As a congregation member thinking about joining the paid staff, please consider the following expectations. If you have doubts or questions, please raise these at your interview.

A staff member is both a leader and an employee. Unlike a committee chair or board member, a paid staff member works for the congregation and must follow established policies and accept supervision. Staff members should not also hold lay leadership positions in the congregation. Your spouse, if he or she belongs to this congregation, needs to avoid voting on matters that affect you personally. You will advocate for your program area as part of the congregation's larger mission, not necessarily for what you personally prefer.

A staff member belongs to the staff team. Especially in small congregations, this may seem a little odd. Doesn't the sexton work for the Building Committee, and the musicians for the choir? Every staff member has a natural constituency, but must support unity within the staff as well. No one should accept a paid job who does not expect to balance loyalty to one's "department" with a positive relationship to the whole staff team.

A staff member may need to find another pastor. Your pastor is still your pastor for weddings, funerals, and other public

functions. For the more private, pastoral aspects of ministry there are some limits. The minister's first role is to lead the team. This means articulating the mission and goals of the congregation to you, seeing that you have the support you need to do your job, and giving you frank feedback about how you are doing. These roles may not be compatible with intense pastoral care or counseling, in which case you may have to look elsewhere for the ministry you need.

A staff member may need to find a new peer group. Your enjoyment of your peer group in the church may be part of what moved you to apply for a staff job. For a time, the satisfactions of group membership continue, but eventually you will be more a leader than a peer. As a staff member, you cannot be casually available to anyone who wants to chat. In time, your relationship with fellow members will shift, and you will find that to feel truly relaxed and "off work" you need to find friends who are not part of your congregation.

As a member of the congregation, you bring unique experience, knowledge, and enthusiasm to the paid staff. If you say "yes" to a staff position, you will join thousands of others who have moved from lay membership to professional service. Best wishes!

APPENDIX A.

1.05 Policy on Relationships and Conduct: Ethical, Sexual, Professional

(Draft Revision of Policy 1.05 Sexual Misconduct and Sexual Harassment. Changes/Additions are underlined)

UNITARIAN UNIVERSALIST CHURCH OF BLOOMINGTON, INDIANA POLICY ON RELATIONSHIPS AND CONDUCT: ETHICAL, SEXUAL, and PROFESSIONAL

Accepted by the Congregational Meeting of _____

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 - B. SCREENING FOR WORKERS
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 - D. BEHAVIORS
 - E. RESPONDING TO ALLEGATIONS OF MISCONDUCT
 - F. VIOLATIONS

APPENDIX

Denominational:

1. Unitarian Universalist Ministers Association (UUMA) Code of Professional Ethics.
2. Code of Ethics for persons working with children and youth in UUA- sponsored program. (slightly revised)

Secular:

1. Child Abuse Reporting Law
2. Criminal Laws Relating to Sexual Activity

I. INTRODUCTION/PURPOSE OF POLICY

The Unitarian Universalist Church of Bloomington, as a spiritual community, affirms the principles of the Unitarian Universalist Association: We, the member congregations of the Unitarian Universalist Association, covenant to affirm and promote:

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

WE ALSO WISH TO GUARANTEE OUR CHURCH AS A
PLACE OF PHYSICAL AND EMOTIONAL SAFETY.

In concert with these principles, it is incumbent upon the minister and upon all paid staff and volunteer adult

leaders to act with integrity and authenticity to support and enable the spiritual and personal growth of our children and congregants. In this privileged role, adult leaders will exercise caution and sound judgment to avoid misconduct and harassment whether emotional or sexual or any behavior that could be construed as imposing on another's personal boundaries.

II. POLICY ON SEXUAL MISCONDUCT AND SEXUAL HARASSMENT

No minister, adult leader, childcare employee, church school teacher nor any other person working in a paid or volunteer capacity under the auspices of the Unitarian Universalist Church of Bloomington shall engage in sexual misconduct or sexual harassment.

Provisions Unique to Ministers

With respect to married ministers or those in committed relationships, this policy prohibits a minister from dating, establishing or encouraging a romantic relationship with a member of the congregation. With respect to single ministers or those not in committed relationships, this policy prohibits dating, establishing or encouraging a romantic relationship with any minor, counselee or the partner of a person in the congregation.

Romantic relationships with single members of the congregation are prohibited because of the potential for abuse of power, but such relationships are not prohibited. If the single minister and a single congregant do find themselves in such a relationship, the minister shall also promptly inform the Board of Directors of the church of the relationship to minimize allegations of impropriety.

Provisions Unique to Youth

All persons working with children and youth will familiarize themselves with the definitions of child abuse, the sexual and physical symptoms, what constitutes inappropriate conduct, the civil and criminal consequences of misconduct and be willing to abide by investigations as well as signing the Code of Ethics.

All ongoing workers will be members of the UU Congregations for at least 6 months. All persons working with a child or adolescent will abide by the "2-person rule" and will never be alone with a child or adolescent without another ADULT present unless written consent from the parent or guardian has been given. EXCEPTIONS TO THIS RULE MAY BE IN THE CASE OF RELIGIOUS EDUCATION CLASSES. (See Reducing the Risk with Youth below).

Allegations or suspected abuse or inappropriate behavior will be taken seriously and tactfully responded to immediately, according to the guidelines in II B and C.

A. DEFINITIONS

SEXUAL MISCONDUCT is a broad term describing sexual harassment or criminal law violations of a sexual nature as well as acts that may be less serious and yet inappropriate such as sexualized behavior with a minor. These acts include any violation of professional or ethical boundaries based upon inappropriate statements or touching in a sexual nature.

SEXUAL HARASSMENT is a specific term describing the following acts:

1. Unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature when:
 - a.) submission to or rejection of that conduct is used as a factor in decisions affecting an individual's employment, education or participation in a church activity or
 - b) the conduct has the purpose or effect of substantially interfering with an individual's employment, education at or participation in a church activity or creating an offensive, hostile or intimidating environment for work, education to church participation.
2. All sexual advances, requests for sexual favors or verbal or physical conduct of a sexual nature shall be deemed unwelcome and violations of the right to be free of sexual harassment when the perpetrator is a minister and the victim is a minor, a counselee, a spouse or partner of a person in the congregation.
3. All sexual advances, requests for sexual favors or verbal or physical conduct of a sexual nature shall be deemed unwelcome and violative of the right to be free of sexual harassment when the perpetrator is a minister or anyone who works with youth and the victim is under eighteen years of age.

OTHER FORMS OF MISCONDUCT

1. Emotional abuse: Although difficult to define, no person should unduly impose their emotional needs on another. Especially in the case of young persons, no youth should be used as emotional support to adults and their problems.

2. Abuse of Power: Wherever there are status, age or position differences, an issue of power

imbalance may arise. It is the responsibility persons holding the greater power not to exploit those of lesser status, age or position.

B. REPORT VIOLATIONS

Anyone who believes that he/she has been the victim of the above misconducts is in violation of this policy may report the allegation to the minister, any professional staff member or any board member of the Church.

All allegations of sexual misconduct or sexual harassment under this policy shall remain confidential except to the extent reports must be made to comply with legal requirements as in the case of minors and except to the extent allegations are investigated under this policy.

Allegations of (omit sexual misconduct or sexual harassment) misconduct shall be promptly forwarded to the Board President who will coordinate the investigation unless he or she is the target of the allegation. In that event the Board Vice President will coordinate the investigation. The minister shall be kept informed.

Until proper investigations have been carried out, the target of the allegations will not serve in a Church capacity.

C. INVESTIGATING ALLEGED VIOLATIONS

1. Reports to Authorities as Required by Law: pertaining to minors.

The Board President shall immediately notify Child Protection Services, the Church attorney and Church insurance agent. (See Statutes and appendix).

2. Appointment of Ad Hoc Committee/Confidentiality regarding allegations made by adult victims.

The Board President shall appoint an ad hoc committee consisting of the Board President, one other board member and one member of the congregation to investigate the allegation. The work of the committee shall be completely confidential.

3. Interviews by Committee in the case of adults.

The committee will interview the alleged victim and prepare a detailed written summary of the allegations of the victim and every effort will be made to secure the signature of the victim on this summary. If the victim does not sign, the reason for not signing the summary will be noted on the summary.

The committee will then interview the alleged perpetrator and prepare a detailed written summary of the facts as related by the alleged perpetrator. Every effort will be made to secure the signature of the alleged perpetrator on this summary. If the alleged perpetrator does not sign, the reason for not signing the summary will be noted on the summary.

An interview and written summary will also be prepared for any witnesses possessing relevant information.

People may be recalled by the committee after it receives the testimony of others in order to pursue questions raised by such testimony. The committee should strive to minimize recalls and it should work expeditiously without sacrificing thoroughness.

4. Determination

The committee shall determine the truth of the allegations by consensus. The victim and the perpetrator shall be informed of the decision in writing.

D. CONSEQUENCES

1. Consequences for Minister - violation of this policy by the minister shall constitute good cause for discipline.

The Board shall also inform the following of any determinations of serious violations of this policy.:

a) The Director of the Department of Ministry of the UUA.

b) The Ministerial Fellowship Committee of the UUA.

c) The Unitarian Universalist Ministers Association.

2. Consequences for staff and volunteers - The Board shall determine consequences appropriate to the violation including but not limited to removal from the staff and/or all positions of authority with the Church.

1. No person found to have violated these policies will work with children or youth of our congregation in the future.

E. COUNSELING FOR PERPETRATOR

Counseling and/or referral for counseling shall be offered to the perpetrator.

F. COUNSELING AND SUPPORT FOR THE VICTIM

Counseling and support shall be extended by the minister and/or other appropriate staff person to the victim

of misconduct. Professional referrals will be made for those who need counseling beyond that available within the church community.

G. GUIDELINES FOR MAINTAINING APPROPRIATE BOUNDARIES

These guidelines apply to ministers, employees and volunteers.

1. Refer to professional counselors all matters that you are not qualified to handle.
2. Be careful with physical contact. Some people appreciate hugs; others do not. Any unwanted physical contact could be interpreted as sexual harassment.
3. Counseling should include words of encouragement, support and affirmation - not words of love and affection. Adults working with children, minors and vulnerable adults must establish a relationship of mutual respect and must not impose their own emotional or physical needs on children or youth. See Section III: Reducing the Risk with Youth.
4. Church-sponsored retreats, weekends, trips, and overnights for minors should always have two responsible adults who preferably reflect the gender mix of the group. There must be no use of alcohol or illegal drugs by any member of the group at these events.
5. There should be a minimum of two responsible adults in attendance when meetings involving minors are held. See RE exceptions below.
6. The minister should encourage counselees to attend counseling sessions in the minister's office: a semi-private but confidential environment. The minister should not go alone to the home of a person who is alone for counseling purposes unless there is a compelling reason to do so.

III REDUCING THE RISK WITH YOUTH

A. INTRODUCTION

We are entrusted with the special care and protection of our children and youth. The following guidelines and policies are made in order to ensure that our youth are in as safe an environment as possible and to help avoid false or mistaken accusations of those who work with the youth of our Church.

Every participant in youth activities has the responsibility to treat others with respect and not engage in unwanted sexual advances or inappropriate conduct. Teachers, Facilitators and adult volunteers shall read, sign, and abide by the Code of Sexual Ethics and the foregoing principles.

B. SCREENING FOR WORKERS WITH CHILDREN AND YOUTH

Regular attendance at the UU Church of Bloomington for at least 6 months is a prerequisite for ongoing youth work.

Screening for all ongoing workers, prior to the start of their employment or volunteer position should include:

1. An employment application.
2. A screening form to include applicant's name; address; a full explanation of prior criminal convictions; the area of youth work the applicant is interested in; any training or education in youth related work; a description of church work over the last 5 years; a description of any youth work (at churches or any other organization) over the last 5 years; and the names and addresses of 2 references.

A employment background check may be done on all youth workers, at the discretion of the ministers and staff.

All ongoing workers will have a training session to help recognize risky situations and handling of suspected abuse situations.

Individuals applying for higher risk positions, (camps, overnights, or largely unsupervised activities and persons in paid positions) will also have an interview with a responsible staff member, coordinated by the DRE.

C. SAFETY POLICIES

Since our building is equipped with windows on all classroom doors, one teacher or childcare worker may be present during regular Religious Education sessions as long as constant monitoring occurs.

For all other groups of children and youth, it is mandatory that at least 2 adults be present. At least one adult must be over 25 years old.

One adult shall never be alone with one youth without the written consent of the youth's parent or guardian.

One adult may be alone with 2 youth without special permission. Exceptions to this policy may be made in brief incidental occurrences such as upon arrival of the first youth or the last youth to be picked up. If such situation extends beyond 15 minutes a religious educator shall be informed by the adult present.

On occasions where a larger group subdivides into smaller subgroups for discussion or activity, small groups will consist of at least 2 youth and their adult leader.

If an adult is driving with youth there must be written parental permission for the adult to be alone with the youth.

D. BEHAVIORS

Youth workers will be charged with the responsibility of identifying potentially suspicious or inappropriate behaviors and reporting them immediately to a staff member. Any inappropriate conduct or relationships between an adult worker and youth will be confronted immediately and investigated.

Children and youth need to be assured of a safe emotional environment as much as possible and adults working with them must establish a relationship of mutual respect.

Any youth participant who observes or experiences discomfort with language, conduct, or contact whether sexual or non-sexual that infringes on his or her personal boundaries is encouraged to inform an appropriate person such as a minister, a Board member or DRE. Adults are responsible for reporting incidents according to the childcare risk management policy. Specific allegations of sexual abuse will be addressed, investigated, and reported according to law.

Incidents of disrespectful or harassing behavior by youth may be addressed and resolved by the group. If the victim prefers to address the issue privately, he/she may seek the counsel of a teacher, advisor or staff member.

E. RESPONDING TO ALLEGATIONS OF ABUSE

In the event of an allegation of sexual abuse involving a minor that takes place at a church function, serious legal violation, personal injury requiring professional medical treatment, serious damage to any property or church property, and any alleged misconduct as identified above, immediately contact a minister and Board President who must follow the legal statutes, and follow the guidance of the Church attorney and Church insurance agent.

Emphasis is placed on protecting the alleged victim, while cooperating with civil authorities, getting the facts and projecting a professional attitude in case of publicity. All allegations need to be taken seriously.

1. Secure the safety of the alleged victim. Remove the alleged perpetrator from the group. Offer support to the alleged victim, and/or help seek medical treatment if necessary.
2. Notify the parents or caregivers.
3. Document all your efforts at handling the situation.
4. Do not prejudge the situation, but take the allegations seriously and reach out to the victim and the victim's family. Showing care and support help to prevent further hurt.
5. Treat the accused with dignity and support. If the accused is a church worker, that person should be relieved temporarily of his/her duties until the investigation is finished.
6. Refer requests for public statements to a church authority.
7. Be careful to safeguard the privacy and confidentiality of all involved.
8. Institute support meetings as needed for others who were present or involved.

RULE VIOLATION

Persons working with youth are required to bring to the President of the Board, the Director of Religious Education and/or the chairperson of the Youth Advisory Committee any incident which involves:

Revenue and**Expenses****10/12/2016**

Category	<u>Revenue</u> Budget	Actual	Notes
Pledges and Grants-Cmted	544,000	178,971	32.90%
Pledges and Grants-New	3,00	3,172	105.70%
Bazaar	10,000	0	
Facilities Use	6,100	2,352	38.60%
Interest Income	50	0	
Investment Income	2,500	1,729	69.20%
Kroger-Marsh	7,000	0	\$7,283 in T account
Misc	6,000	6,232	89%
Prior Year Operating Extra	12,000	0	There was no extra FY2015-16
Prior Year Pledges	10,000	14,920	149.20%
Sunday Plate	24,000	6,613	28%
Talent Auction	11,000	51	
Totals	636,650	214,040	33.60%

Expenses

	<u>Budget</u>	Actual	
Campus Min & Outreach	2,963	553	
Childcare	12,541	2,005	16.00%
Committees	10,364	1,369	10.30%
Denominational	41,274	16,868	40.90%
Ministry - Salary	147,548	39,074	26.40%
Ministry - Benefits	52,499	12,947	24.60%
Ministry - Other	5,500	1,094	19.90%
Music	41,554	8,742	21.00%
Office	124,150	30,042	24.20%
Plant	117,429	33,476	28.50%
Religious Education	82,097	19,323	23.50%
Totals	637,909	165,162	25.90%

Net Income	-1,259	48,878	
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UU Church of Bloomington, Indiana, Inc.
Profit & Loss Budget vs. Actual 2016-17
 July 2016 through June 2017

	Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
2017 Pledges and Grants-Cmtd	178,970.61	544,000.00	-365,029.39	32.9%
2017 Pledges and Grants-New	3,172.00	3,000.00	172.00	105.7%
Bazaar	0.00	10,000.00	-10,000.00	0.0%
Facilities Use Fees	2,352.00	6,100.00	-3,748.00	38.6%
Interest Income	0.00	50.00	-50.00	0.0%
Investment Income	1,729.48	2,500.00	-770.52	69.2%
Kroger-Marsh Fundraiser	0.00	7,000.00	-7,000.00	0.0%
Miscellaneous	6,232.00	7,000.00	-768.00	89.0%
Prior Year Operating Extra	0.00	12,000.00	-12,000.00	0.0%
Prior Year Pledges	14,919.67	10,000.00	4,919.67	149.2%
Sunday Plate Offering	6,613.14	24,000.00	-17,386.86	27.6%
Talent Auction	51.00	11,000.00	-10,949.00	0.5%
Total Income	214,039.90	636,650.00	-422,610.10	33.6%
Expense				
CAMPUS MINISTRY & OUTREACH				
Campus Min Coord Payroll Tax	26.50	153.00	-126.50	17.3%
Campus Ministry Coordinator	346.50	2,000.00	-1,653.50	17.3%
Outreach and Program	180.32	800.00	-619.68	22.5%
Total CAMPUS MINISTRY & OUTREACH	553.32	2,953.00	-2,399.68	18.7%
CHILDCARE				
Childcare Wages	1,862.52	11,650.00	-9,787.48	16.0%
Taxes-payroll	142.51	891.00	-748.49	16.0%
Total CHILDCARE	2,005.03	12,541.00	-10,535.97	16.0%
COMMITTEES				
Adult Religious Education	0.00	50.00	-50.00	0.0%
Aesthetics	0.00	100.00	-100.00	0.0%
Board	0.00	400.00	-400.00	0.0%
Caring	0.00	250.00	-250.00	0.0%
Celebrations	200.00	1,000.00	-800.00	20.0%
Chalice Circles	426.55	1,000.00	-573.45	42.7%
Communications	0.00	25.00	-25.00	0.0%
Earth Kin	0.00	25.00	-25.00	0.0%
Hospitality	399.00	2,200.00	-1,801.00	18.1%
Leadership Cultivation	0.00	1,500.00	-1,500.00	0.0%
Library	0.00	50.00	-50.00	0.0%
Membership	0.00	100.00	-100.00	0.0%
Planned Giving	0.00	200.00	-200.00	0.0%
Social Justice				
Monroe Co United Min Contrib	0.00	200.00	-200.00	0.0%
Social Justice Funds Contrib	0.00	800.00	-800.00	0.0%
Social Justice Other	10.54	500.00	-489.46	2.1%

UU Church of Bloomington, Indiana, Inc.
Profit & Loss Budget vs. Actual 2016-17
 July 2016 through June 2017

	Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget
UUSC Contribution	0.00	464.00	-464.00	0.0%
Total Social Justice	10.54	1,964.00	-1,953.46	0.5%
Stewardship	0.00	1,500.00	-1,500.00	0.0%
Total COMMITTEES	1,036.09	10,364.00	-9,327.91	10.0%
DENOMINATIONAL				
Annual Dues MidAmerica Region	2,888.50	8,804.00	-5,915.50	32.8%
Annual Program Fund UUA	13,980.00	27,840.00	-13,860.00	50.2%
MidAmerica Annual Mtg Delegates	0.00	1,630.00	-1,630.00	0.0%
UUA Conference Support	0.00	3,000.00	-3,000.00	0.0%
Total DENOMINATIONAL	16,868.50	41,274.00	-24,405.50	40.9%
MINISTRY (A)-SENIOR MINISTER				
Housing Allowance	3,750.00	15,000.00	-11,250.00	25.0%
Salary	18,033.46	64,318.00	-46,284.54	28.0%
Section 125-Healthcare Reimburs	673.30	1,500.00	-826.70	44.9%
Section 125 Plan-Premium Conver	693.56	2,500.00	-1,806.44	27.7%
Total MINISTRY (A)-SENIOR MINISTER	23,150.32	83,318.00	-60,167.68	27.8%
MINISTRY (A.1)-ASSOC. MINISTER				
Housing Allowance	4,000.00	22,000.00	-18,000.00	18.2%
Salary	5,812.20	31,967.00	-26,154.80	18.2%
Section 125 - Dependent Care	0.00	1,100.00	-1,100.00	0.0%
Section 125 - Premium Conversn	549.45	3,600.00	-3,050.55	15.3%
Total MINISTRY (A.1)-ASSOC. MINISTER	10,361.65	58,667.00	-48,305.35	17.7%
MINISTRY (B)-INTERIM MINISTER				
Housing Allowance	1,500.00	1,500.00	0.00	100.0%
Salary	3,736.00	3,736.00	0.00	100.0%
Section 125 Plan-Premium Conver	326.45	327.00	-0.55	99.8%
Total MINISTRY (B)-INTERIM MINISTER	5,562.45	5,563.00	-0.55	100.0%
MINISTRY (C)-BENEFITS				
Associate Minister				
Dental, Life, LTD Aug-Dec 16	282.87	1,177.00	-894.13	24.0%
Dental, Life, LTD Jan-Jun 2017	0.00	1,553.00	-1,553.00	0.0%
Healthcare Insurance 2016 Ag-Dc	2,933.38	2,950.00	-16.62	99.4%
Healthcare Insurance 2017 Ja-Jn	0.00	3,894.00	-3,894.00	0.0%
Professional Expenses	0.00	6,000.00	-6,000.00	0.0%
Retirement Plan	1,066.72	5,867.00	-4,800.28	18.2%
Total Associate Minister	4,282.97	21,441.00	-17,158.03	20.0%
Interim Minister				

UU Church of Bloomington, Indiana, Inc.
Profit & Loss Budget vs. Actual 2016-17
 July 2016 through June 2017

	Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget
Dental, Life, LTD - Jul 2016	213.31	213.00	0.31	100.1%
Health Insurance Jul 2016	696.00	696.00	0.00	100.0%
Professional Expenses	166.90	500.00	-333.10	33.4%
Retirement Plan	556.00	556.00	0.00	100.0%
Total Interim Minister	1,632.21	1,965.00	-332.79	83.1%
Senior Minister				
Dental, Life, LTD 2017 Jan-Jun	0.00	1,549.00	-1,549.00	0.0%
Health Insurance Jan-Jun	0.00	5,487.00	-5,487.00	0.0%
Health Insurance Jul-Dec	2,499.00	4,988.00	-2,489.00	50.1%
Life, LTD Jul-Dec 2016	491.00	737.00	-246.00	66.6%
Professional Expenses	1,958.87	8,000.00	-6,041.13	24.5%
Retirement Plan	2,082.99	8,332.00	-6,249.01	25.0%
Total Senior Minister	7,031.86	29,093.00	-22,061.14	24.2%
Total MINISTRY (C)-BENEFITS	12,947.04	52,499.00	-39,551.96	24.7%
MINISTRY (D)-OTHER				
Other Ministry	94.43	1,500.00	-1,405.57	6.3%
Pulpit Guests	500.00	2,000.00	-1,500.00	25.0%
Sabbatical Fund Reserve*	375.00	1,500.00	-1,125.00	25.0%
UU Staff Health Insurance Resrv*	125.01	500.00	-374.99	25.0%
Total MINISTRY (D)-OTHER	1,094.44	5,500.00	-4,405.56	19.9%
MUSIC				
Children's Choir Director	0.00	2,000.00	-2,000.00	0.0%
Music Director	2,389.98	9,560.00	-7,170.02	25.0%
Music Director Sect 125 PremCon	4,480.08	13,440.00	-8,959.92	33.3%
Music Honorarium	0.00	1,000.00	-1,000.00	0.0%
Pianist	1,395.00	8,910.00	-7,515.00	15.7%
Piano Maintenance	0.00	300.00	-300.00	0.0%
Program/Spec Events/Substitutes	205.50	3,750.00	-3,544.50	5.5%
Taxes-payroll	271.18	2,594.00	-2,322.82	10.5%
Total MUSIC	8,741.74	41,554.00	-32,812.26	21.0%
OFFICE				
Admin (A) Compensation				
Admin Salary	9,107.46	36,430.00	-27,322.54	25.0%
Admin Sect 125 Healthcare Reimb	19.79	1,600.00	-1,580.21	1.2%
Admin Sect 125 Prem Conversion	367.71	1,270.00	-902.29	29.0%
Admin Taxes-Payroll	696.72	3,006.00	-2,309.28	23.2%
Total Admin (A) Compensation	10,191.68	42,306.00	-32,114.32	24.1%
Admin (B) Benefits				
Admin Health Ins 2016 Jul-Dec	1,472.56	2,209.00	-736.44	66.7%

UU Church of Bloomington, Indiana, Inc.
Profit & Loss Budget vs. Actual 2016-17
 July 2016 through June 2017

	Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget
Admin Health Ins 2017 Jan-Jun	0.00	2,429.00	-2,429.00	0.0%
Admin LTD 2016 Jul-Dec	131.01	197.00	-65.99	66.5%
Admin LTD 2017 Jan-Jun	0.00	216.00	-216.00	0.0%
Admin Prof Expenses	433.35	2,000.00	-1,566.65	21.7%
Admin Retirement Plan	982.50	3,930.00	-2,947.50	25.0%
Total Admin (B) Benefits	3,019.42	10,981.00	-7,961.58	27.5%
Auditor Reserve*	125.01	500.00	-374.99	25.0%
Bookkeeper	972.00	5,940.00	-4,968.00	16.4%
Connections Coord Prof Exp	0.00	400.00	-400.00	0.0%
Connections Coordinator Salary	4,000.02	16,000.00	-11,999.98	25.0%
Database Maintenance	0.00	1,600.00	-1,600.00	0.0%
Investment Losses	0.00	50.00	-50.00	0.0%
Legal Fees Reserve*	200.01	800.00	-599.99	25.0%
Multimedia Specialist	1,462.75	5,120.00	-3,657.25	28.6%
Office Assistant	3,061.94	13,325.00	-10,263.06	23.0%
Office Expenses	6,158.26	22,500.00	-16,341.74	27.4%
Other Payroll Taxes	732.64	3,128.00	-2,395.36	23.4%
Staff Development	105.44	800.00	-694.56	13.2%
Worship Supplies/Expenses	13.21	700.00	-686.79	1.9%
Total OFFICE	30,042.38	124,150.00	-94,107.62	24.2%
PLANT				
Building Maintenance	3,775.87	15,000.00	-11,224.13	25.2%
Carpet Cleaning	0.00	2,500.00	-2,500.00	0.0%
Custodian Payroll Tax	322.44	1,504.00	-1,181.56	21.4%
Custodian Retirement Plan	466.50	1,866.00	-1,399.50	25.0%
Custodian Salary	4,214.76	16,859.00	-12,644.24	25.0%
Custodian Sect 125 Plan	709.09	1,800.00	-1,090.91	39.4%
Custodian Substitute Wages	0.00	1,000.00	-1,000.00	0.0%
Equipment Reserve*	2,000.01	8,000.00	-5,999.99	25.0%
Grounds	1,265.25	1,000.00	265.25	126.5%
Housekeeping Supplies	672.82	2,800.00	-2,127.18	24.0%
Insurance	3,417.00	7,100.00	-3,683.00	48.1%
Long Term Maintenance Rsrv*	999.99	4,000.00	-3,000.01	25.0%
Mortgage	11,570.37	36,000.00	-24,429.63	32.1%
Snow Removal	0.00	2,000.00	-2,000.00	0.0%
Sound Equipment Reserve*	249.99	1,000.00	-750.01	25.0%
Utilities	3,812.15	15,000.00	-11,187.85	25.4%
Total PLANT	33,476.24	117,429.00	-83,952.76	28.5%
RELIGIOUS EDUCATION				
DRE Professional Expenses	2,087.91	2,100.00	-12.09	99.4%
DRE Retirement Plan	527.76	2,111.00	-1,583.24	25.0%
DRE Salary	4,977.00	19,908.00	-14,931.00	25.0%
DRE Section 125-Dependent Care	237.00	1,200.00	-963.00	19.8%

6:05 PM

10/03/16

Cash Basis

UU Church of Bloomington, Indiana, Inc.
Profit & Loss Budget vs. Actual 2016-17
July 2016 through June 2017

	Jul '16 - Jun 17	Budget	\$ Over Budget	% of Budget
DRE Taxes-Payroll	380.76	1,691.00	-1,310.24	22.5%
MRE Housing	3,999.99	16,000.00	-12,000.01	25.0%
MRE LTD Ins 2016 Jul-Dec	93.88	150.00	-56.12	62.6%
MRE LTD Ins 2017 Jan-Jun	0.00	165.00	-165.00	0.0%
MRE Professional Expenses	417.36	1,600.00	-1,182.64	26.1%
MRE Retirement Plan	704.25	2,817.00	-2,112.75	25.0%
MRE Salary	3,041.25	12,165.00	-9,123.75	25.0%
RE Assistants	2,121.64	13,182.00	-11,060.36	16.1%
Taxes- Payroll RE Assts	162.31	1,008.00	-845.69	16.1%
YRE Program	516.50	8,000.00	-7,483.50	6.5%
YUUMS Program/OWL Program	55.00			
Total RELIGIOUS EDUCATION	19,322.61	82,097.00	-62,774.39	23.5%
Total Expense	165,161.81	637,909.00	-472,747.19	25.9%
Net Ordinary Income	48,878.09	-1,259.00	50,137.09	-3,882.3%
Net Income	48,878.09	-1,259.00	50,137.09	-3,882.3%

6:04 PM

09/29/16

Cash Basis

UU Church of Bloomington, Indiana, Inc.

Balance Sheet

As of September 30, 2016

Sep 30, 16

ASSETS

Current Assets

Checking/Savings

Chase Operating Checking	118,588.64
Petty Cash	200.00
Vanguard Wellington-UU	57,954.20

Total Checking/Savings	176,742.84
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Total Current Assets	176,742.84
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TOTAL ASSETS	176,742.84
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LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

Payroll Liabilities

403b Retirement Plan	-1,865.80
County Withholding	4.03
Medicare	13.21
Social Security	38.24
State Withholding	13.71
Payroll Liabilities - Other	1,221.22

Total Payroll Liabilities	-575.39
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T25% Sunday Plate	172.09
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TAll-Church Retreat Schol Fund	186.18
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TARE	627.94
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TAudit Savings	2,624.97
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TBazaar	43.29
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TBooktable	1,412.35
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TCD Cash-in, July 2011	26,612.37
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TChalice Coffeehouse	193.74
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TChalice Lecture Series	1,065.41
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TChildren's Task Force	828.56
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TDenom Affairs	3,043.69
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TElder Focus Task Force	80.00
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TFeed Our Hungry Neighbors	1,403.78
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TFIMB-CD	15.00
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TFootball Parking	1,865.00
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TFuture Growth	13,232.63
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TGreen Mntnce & Eq Replacemt	21,988.62
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TGreen Sanct Global Climate Chg	4,659.73
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TGreen Spaces Initiative	6,140.20
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TGreenSancBringBagGrantNov'16	800.00
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TGroc Card Fundraiser	7,282.73
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6:04 PM

09/29/16

Cash Basis

UU Church of Bloomington, Indiana, Inc.

Balance Sheet

As of September 30, 2016

Sep 30, 16

TGroundskeeping	173.30
THabitat	8,647.65
THomelessness Task Force	352.60
THomelessTFFeedingGrantNov'16	152.69
THope for Prisoners	52.88
TIntl Outreach Task Force	7,962.43
TKey	1,454.05
TKitchen	635.53
TLegal Fees Reserve Fund	200.01
TMAM Weddings	1,954.00
TMemorial Svc Contributions	1,936.95
TMin Disc-Assoc. Minister	3,668.98
TMin Disc-Senior Minister	8,439.58
TMosaicMakers	1,984.28
TMUSIC	1,539.36
TOperating Extra	2,685.15
TOutreach & Campus Ministry	1,633.93
TPublicity	165.39
TRainbow Rights Task Force	316.85
TRainbowRightsPRISMGrantNov'16	988.20
TRepro Justice Task Force	508.29
TReproJusticeSnackGrant2Nov'16	161.26
TSabbatical Fund	3,116.86
TSacredDying	2,750.00
TSearch Fund	8,464.74
TSeder	294.24
TSnow Removal & LawncareReserve	3,560.00
TSocJustice	2,243.90
TSocJustice from Green Spaces	32,491.63
TSound Eq't Replacement	6,231.06
TTalent Auction	260.00
TUU Staff Health Ins Fund	1,160.03
TUU Theatre projects	492.60
TUUStaff PremiumContribHlthIns	-285.70
TWomens District Conference	551.26
TWoodbury Ordination 2016	96.88
TYRE	3,149.13
TYRUU	633.69
TYUUMS	1,260.72
Total Other Current Liabilities	205,787.29
Total Current Liabilities	205,787.29
Total Liabilities	205,787.29
Equity	
Unrestricted Net Assets	-72,977.49

6:04 PM
09/29/16
Cash Basis

UU Church of Bloomington, Indiana, Inc.
Balance Sheet
As of September 30, 2016

	Sep 30, 16
Net Income	43,933.04
Total Equity	-29,044.45
TOTAL LIABILITIES & EQUITY	<u>176,742.84</u>

Proposed Board Goals for 2016-17

Goals to Be Completed in 2016-17

- Establish Healthy Communications Covenant and Healthy Communications Committee - in progress.
- Determine and Establish next step for Stewardship - I believe the Board should discuss and then form and charge a working group to consider deeply

Open questions for 2016-17

To be explored by the Board with thoughts captured in Minutes or supplemental reports.

- Who is our larger community? What is our message to and relationship with them?
- What do we see our church becoming in the future? What will we leave to the future UUs?