

Unitarian Universalist Church of Bloomington, Indiana

Seeking the Spirit, Building Community, Changing the World

Approved Board Minutes

September 15, 2021



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Board members attending: Stuart Yoak, Steven Gilbert, Abby Gitlitz, Julie Lawson, Rich Slabach, Jane McLeod, Drew Schrader

Board members absent: None

Ministers attending: Revs. Mary Ann Macklin, Michele Grove and Forrest Gilmore

Present by invitation: Jackie Hall

Submitted by: Steven Gilbert, Secretary

Attached Documents:

- A. Senior Ministers Report
- B. Overview of SPF Functions
- C. Motion Regarding Ministerial Housing Allowances
- D. Nest Report
- E. Board Safety Responsibilities

A. Call to Order

President Stuart Yoak called the meeting to order at 7:04 p.m.

B. Chalice Lighting

Stuart Yoak lit the candle.

C. Approval of the Minutes

Abby Gitlitz moved the Board approve the August Board meeting minutes. After a second, the motion carried.

D. Minister's Reports

A. Senior Minister

Rev. Macklin provided a brief report, shown in Attachment A.

B. Minister of Story and Ritual

Rev. Leite was not present, but submitted the report shown in Attachment B.

C. Community Minister

Rev. Forrest Gilmore reported that his work with Beacon has been successful but stressful this past year due to issues arising from the pandemic. As a result of these stresses, which may continue into the coming winter, he has not been heavily involved in UUCB activities over the past year.

E. Updates and Reports

A. Religious Education Update

Rev. Michele Grove reported that she has been meeting with staff and coordinator Stephanie Kimball and is making progress toward determining the kind of RE program that is wanted and needed at UUCB. She is focusing heavily on determining what processes will be needed to track and trace planning, participation and effectiveness. She is meeting with Our Whole Lives to examine the process of transitioning RE, especially with regard to the value that can be added to RE for all ages. An outdoor version of spirit play will be offered to children beginning on the 26th of September. The social justice component of this program will focus on environmental issues.

B. Social Justice Report

Jackie Hall reviewed the current status of the social justice efforts at UUCB.

C. Treasurer's Motion

Rich Slabach moved to resolve a disparity between board policies calling for an annual internal audit, and church bylaws calling for an audit only every other year (Attachment C) by changing board policies to conform to the bylaws. After Rev. Macklin expressed support for continuing a limited annual audit as called for in the policies, and since the bylaws do not preclude an annual audit, Rich withdrew the motion.

F. New Business

A. Board Monitoring: Review UUCB Insurance Coverage

Carol Marks submitted a report on insurance coverage showing that it is basically unchanged since last year (Attachment D).

B. Safety Report

Abby Gitlitz reviewed activities of the Safety Team (formerly Ushers) with emphasis on the safety responsibilities of Board Members who may be present at each service, shown in Attachment E.

G. Old Business

A. Update from Nest Committee

Jane McLeod reported that the state of affairs with regard to reopening is likely to continue in its current configuration at least through October.

B. Planning of the Board Advance

Stuart Yoak reported that David Pyle is willing to meet with the Board for its Fall advance. The advance will be held on Friday evening October 29 and the morning and afternoons of October 30.

H. Housekeeping

Readings and Announcements were reviewed through October.

I. Executive Session

The board entered executive session at 8:55 p.m.

J. Adjournment

The meeting was adjourned at 9:17 p.m.

ATTACHMENT A

Board Report of Senior Minister September 14, 2021

Reverend Mary Ann Macklin

Areas of Focus and Activity: Based on spaciousness and non-urgency

*Supervising, assisting, collaborating and learning from Dr. Michele Grove, our Interim Religious Education Consultant, as she integrates into our staff and congregational system.

*With help from CFO, Treasurer, and President, directing the process to move our current Religious Education Assistant into a new position, that of a ¾ time Religious Education Coordinator, as suggested by Dr. Grove with my enthusiastic support.

*Working to complete the process of Letters of Agreement for staff which was initiated while Reverend Dave was still here. I am assessing incomplete job descriptions in several areas and plan to have this task completed by mid-October. Also collaborating with Abby Gitlitz and Matt Stonecipher in new initiative, Safety Team, formally Ushers, to make more sustainable.

*Pastoral Oversight with Team Tend (Sharon Yarber, Melinda Swenson and Ann LeDuc) regarding those most vulnerable in our congregation which includes names of over 100 people. Gratitude to Arzetta Hults Losensky and Reverend Bill Breeden for their pastoral assistance as well; Bill is recovering well from back surgery. With the help of Membership Coordinator, Ann LeDuc, sent out the survey; we are monitoring results as they come in. We have had nearly 250 responses at this time and will continue outreach until one way or another we have heard from everyone. Overall, the majority of responses have been surprisingly positive and encouraging.

*Pastoral Outreach to those who have experienced a recent death in the family in terms of grief counseling as well as memorial planning and unplanning. Currently have three memorials and two weddings on the docket before the next Board Meeting.

*Participated in a Podcast with actor Diane Kondrat on the topic of gratitude as part of Cardinal Theater's Opening Season Theater Production which was held at an outdoor venue at McCormick's Creek. Reverend Doctor Susan Swaney and I participated in an interview with UU World Magazine regarding creative ways we are dealing with Covid

*Meanwhile, continued discernment on how to go forward in light of the shifting nature of Covid in terms of worship services and meeting space in building. Meeting with NEST Committee members, staff as well as connecting with other local clergy and UU Ministers of Large Congregations. Initiating Wednesday evening meditation and pop up worship opportunities.

*Dealing with issues rising from Reverend Dave's departure, including congregation members, other colleagues and staff.

*Hiring of new Media Tech Staff, Hans Kelson, for the position vacated by Ned Joyner. Creation of job description and letter of agreement. I am currently supervising both Hans Kelson and

Andy Beargie regarding virtual, tech and media needs for the congregation and enjoy working with them. Movement toward upgrades and autumn changes underway. Initiated and received funding from SPF for OWL Pro—an aid for multi-platform meetings.

*Creation of new Staff Meeting Agenda and supervising the following staff positions, including weekly meetings: Minister of Story and Ritual, Church Administrator, Interim Religious Education, Music Director, Connections Coordinator. Am working with Connections Coordinator Ann LeDuc to hopefully create a smooth transition for her impending move to Winnipeg, Canada.

*Consulting with the Executive Committee for Chalice Circles regarding the training for Facilitators. Participated in training to emphasize the importance of this shared ministry and importance of training inclusion of 8th Principle and anti-racism issues.

*Providing ministerial oversight for Leadership Cultivation Committee in 2021 to 2022, including the cultivation of new members as well as nominations for elected positions.

*Meeting with President and Vice President to assess possible options for going forward in the light of Reverend Dave's departure in August. Also helping to move along the process of a final farewell and gratitude project for said minister.

*Meeting with Social Justice Circle to provide as much clarity as possible regarding Covid protocol and the 2021-2022 year. Also, discussed the issue of T-Accounts and engaged them in conversation about their history, purpose and needs for change in the future. Reverend Bill also attended this meeting.

*Assessing budget with two meetings monthly with CFO, Treasurer and President. Due to Reverend Dave's departure I have delayed sending out a letter to top donors asking for an increase in their 2021-2022 pledge.

*With prep from Reverend Leite, did the active recruiting of mentors for the Coming of Age program as Reverend Leite recovered from her bicycle accident and sustained injuries.

*Have asked Arzetta Hulst-Losensky to volunteer as my assistant for the 2021-2022 year. She has accepted. I have met individually with UUA Regional Staff Reverend Sharon Dittmar and Reverend David Pyle to sort through the current state of our congregation in terms of ministerial leadership, departure of Reverend Dave, my leaving in June of 2022, my disillusionment and the fact that I literally have a pain in my...posterior, upper hamstring.

*Overall, I think congregational health is well. There has been snarkiness around some of the decision-making around Covid but less than what I hear is happening in many other congregations, so we can count our blessings on that one.

*My top concerns at present are 1) Financial Health of UUCB 2) Staff morale is at a rather low point (I have already started some initiatives in that area) 3) Concern for you, the Board, and the crappy couple of years you have had to deal with and hoping this year can have more joy.

*My next Board Report will include my Goals for the 2021-2022 year.

ATTACHMENT B

Minister of Story and Ritual
9/13/21 Report
Reverend Emily Manvel Leite

This month I have been working on the flow of our September theme of Possibility by tapping into the image of the lifecycle of the butterfly, as agreed upon at our ministers' meeting in June. I enjoyed creating the Mud Puddle Water Communion, told the story of The Very Hungry Caterpillar for the Jewish High Holy Days, and am working on a story of cocooning and emergence for the Autumnal Equinox. I will be away for the last Sunday in September, but am beginning work on the flow of October, when we will explore our theme of Relationship through the image of a web.

I have also been preparing for the beginning of our Coming of Age program for our 10th graders, which launched this past Sunday with a congregational dedication and first meeting of the group. Before that gathering, I trained all of the mentors and offered a parent orientation. Reverend Mary Ann did most of the work of recruiting the mentors this year, due to the unfortunate timing of my bike accident, so I have been especially enjoying these first opportunities to connect with the mentors myself.

My final area of focus has been exploring my role and strengthening my relationships with other staff members in my new job as your halftime Minister of Story and Ritual.

ATTACHMENT C

Board Policy V.D: Self-monitoring by the Board

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- September:
 - By Treasurer: External Audit report (II.F.3-9 Asset Protection)
 - Every fourth year (2016, 2020, etc)
- November:
 - By Treasurer: Internal Audit report (II.F.3-9 Asset Protection)
 - Every year without an external audit

UUCB Bylaws as amended through June 7, 2020

...

5.6 Audit. During odd-numbered calendar years the Board shall arrange for an audit or review of the Church's financial records.

Motion to amend the Board Policy V.D: November to read:

- November:
 - By Treasurer: Internal Audit report (II.F.3-9 Asset Protection)
 - Every odd-numbered calendar year.

ATTACHMENT D

II.F.1-2 Asset Protection Report

August 20, 2021

by Carol Marks, Church Administrator
Unitarian Universalist Church of Bloomington, Indiana

Summary of insurance policies, limits, and coverage.

Our congregation is insured with a multi-peril policy and workers compensation policy through Church Mutual Insurance Company, of Merrill, Wisconsin.

Brent Phillips continues as our agent, with assistance from Amanda Hanzel in our contact at Church Mutual. Our current policy period runs from 04/16/21 to 04/16/22. A copy of the policy is filed in the Church Administrator's office.

Claims Filed

We have filed no claims since April 2017.

Our Coverage

Church Mutual changed the insurance products that they offer in early 2021. Our new policy provides all the same coverage as our old one did.

The policy covers Property, including but not limited to the building and all the congregation's personal property stored inside it, personal property of the ministers, and systems and equipment breakdown (like exploding steam boilers, if you have them, which we don't) unless due to wear and tear.

Our building is not covered for mine subsidence but is covered for earthquake and sinkhole collapse. We are not covered for damage caused by government action, nuclear hazard, utility services, war, terrorism, or water damage unless such damage causes fire or explosion. This coverage is limited to \$1,000,000 per occurrence with an aggregate limit of \$3,000,000.

Our property deductible was raised to \$1000 per occurrence in April 2014, except in case of earthquake, when the deductible amount is 5% of the stated value of the building. The raise in deductible from \$500 to \$1000 was done to keep our premium stable. Church Mutual declined in April 2014 to offer a deductible lower than \$1000 per occurrence.

We have Legal Defense Coverage of \$5,000 for each defensible incident with an aggregate limit of \$15,000.

The General Liability part of our policy covers our congregation in case of a wide variety of awful things that might happen, including bodily injury, property damage, catastrophic violence, and abuse or sexual misconduct. The general aggregate limit is \$3,000,000.

Our policy does not cover the following:

- Certified acts of terrorism
- Hired law enforcement or hired security services
- Loss due to virus or bacteria
- Asbestos
- Lead

Of note, we do routine criminal background checks on all new employees as well as childcare staff and volunteer Religious Education teachers and facilitators, and they regularly receive Reducing the Risk training, to prevent child sexual abuse. Training materials are provided by Church Mutual and materials from other sources are used by our Religious Education staff.

We are also covered for theft of church money and securities for a total of \$2,000, with a deductible of \$250. We have a blanket bond for anyone handling money, in the amount of \$20,000.

Our policy covers our ministers or “employees and volunteers acting under our direction and control and within the scope of his or her duties” for counseling professional liability in the amount of \$1,000,000 per claim, with an aggregate of \$3,000,000.

We also have coverage for hired and non-owned automobile liability in case something unfortunate happens when a church event involves members going somewhere in a vehicle. Each occurrence has a limit of \$1,000,000 with an aggregate of \$3,000,000. There is also a medical expense endorsement for \$10,000 for any one person and an aggregate of \$25,000.

The total cost for the current year (2021-22) will be about \$8000. This includes our workers compensation policy costs, which can vary depending on the size of the staff each year. Policy premiums are annually updated in April.

Fiscal Manual Review

We also review our congregation’s Fiscal Manual on an annual basis. An updated copy is included, below. Changes made on 8/20/2021 are highlighted in *yellow and italics*.

Respectfully submitted,
Carol Marks
Church Administrator

Fiscal Manual
Unitarian Universalist Church of Bloomington, Indiana

Security of Cash and Checks – Protection of Assets

1. All blank checks and voided checks will be kept in a locked location.
2. Cash and checks will be deposited on the day they are received.
3. After 60 days the Church Administrator and Treasurer and Accountant will investigate any *outstanding checks*.
4. Chase Bank confirmed that no checks made payable to “UU Church” will be cashed at any of their branches—these will be deposited to our account only.
5. **No original financial documents** such as invoices, bank statements, or time cards should be taken out of the Church building. Special exceptions may be made if photocopies of statements are needed in order for volunteers to work on or review reports away from the building, as long as the account numbers are redacted and copies are destroyed after use. *Some original financial documents may need to be kept offsite if staff are working from home due to a pandemic or other emergency.*
6. The church’s **credit card** may be used only with the direct supervision of the church administrator. *Staff members making a purchase using a church credit card must provide the church administrator with complete documentation about the date of the transaction and the amount, plus the budget line to be charged, printed on paper or sent via email to the church administrator within one hour of the purchase being completed. The church administrator and Treasurer will audit the credit card statement carefully on a monthly basis.*

Separation of Duties Regarding Cash Handling and Bookkeeping

1. Staff member preparing the bank deposits will be a different person from the one maintaining the church’s accounts.
2. Two individuals unrelated by blood or marriage will count all cash that is to be deposited, and will both sign the cash-in form or offering form before giving it to administrative staff for deposit. *This policy may be adjusted for pandemic condition, using generally accepted accounting practice.*
3. The Treasurer or other officer of the church who does not do the bookkeeping will review bank reconciliations on a monthly basis.

Petty Cash Funds

1. Petty cash funds for General Petty Cash (Church Administrator) will be reconciled monthly by someone other than the petty cash custodian.
2. Receipts for reimbursement to petty cash will be submitted monthly for payment.

Payment of Invoices and Payroll

1. All invoices should be stamped “paid” and dated to prevent double payment for the same bill.
2. Treasurer will review and sign off on all electronic payment advice for online bill paying and direct deposit of paychecks.
3. Treasurer will review online bill pay and direct deposit of payroll on the bank’s website on an unannounced monthly basis. Username and password will be provided to the Treasurer for this purpose.

Job Descriptions and Employee Status

Job descriptions and employment status forms should be updated annually or whenever a change of status occurs. (Personnel Policy, Senior Minister)

Money Management Rules: How to Handle Cash from Fundraising

Top 4 Guidelines

- 1.) Arrange with the church administrator to obtain working cash if needed.
- 2.) Do not reimburse expenses out of cash. Submit original receipts or other requests for reimbursement via church check
- 3.) Always have 2 people count and verify the amount of money.
- 4.) Use standard cash-in and check request vouchers to process money.

Details

1. If you need start up change contact the Church Administrator, at least 5 business days in advance. Money can either be moved to an approved transmittal account if you have an existing budget or loaned from petty cash. Loaned amounts will be deducted from cash on hand after your first day of sales.
2. Turn in any cash and checks to the secure drop box or a staff member within 24 hours of each event.
- 3 – 4. Trackability and accountability are important.
 - Use the Cash-In slips provided in Room 204 to turn in money to be deposited. Always have two people count each deposit. The cash-in slip should be signed by both counters and be included in the envelope with the cash. The deposit should be given to the Office Assistant or to the church administrator, or a Board officer if available, or deposited in the cash drop in closet door next to the nursery (Room 104). Please use a #10 envelope for this purpose and be sure it is sealed.
 - Use Check Request Vouchers *or similar email* to request reimbursement for money you have spent on behalf of your project. You must have a balance in the budget line or T-account you are using in order to be reimbursed.
 - Do NOT disburse cash out of the cash you are taking in for the project to pay people back for things they have bought to benefit the project, or to pay honorariums to speakers. Original receipts and a Check Request Voucher must be submitted for reimbursement checks to be generated. These vouchers and receipts *or a scan or photo of them* should be given to the Church Administrator or Office Assistant. Checks are written on the 15th and last day of each month.
 - Use a cashbox if the fundraiser is ongoing. After each event, count the cash that is in the box, separate the amount you want to keep there for change (not more than \$50), and prepare the balance of cash and checks for deposit in the church's bank account, in the fund you are using, e.g. Booktable, Green Sanctuary coffee sales, etc. Be sure to put a signed paper in the cash box that says how much cash is remaining there and who counted it. Ask office staff to Secure the cashbox in a locked location when not in use.

Questions, please see the Church Administrator or the Treasurer.

Revised 8-20-2021

ATTACHMENT E

Unitarian Universalist Church of Bloomington Safety Responsibilities of Board

Before a service (or other event at church)

Both board members

- Arrive at church at least 30 minutes before the service starts.
- Know the location of first aid materials, fire extinguishers, fire blankets, breaker boxes, water shut-off and other relevant items..
- Ensure the fire safety blanket is located on the north side of the stage behind the Self Hugging Tree statue (before each service).
- Check in with Minister and Safety Team Member on Duty regarding possible unusual needs.
- As people arrive, be inside the sanctuary and assist people in making pods as needed. If there are large empty spots left by moving chairs, pull extra chairs from the back wall (NOT from the stacks of chairs).

During the church service (or other event)

Board member responsible for announcements

- Be fully present in the service with the ministers and congregation.

Secondary board member

- Assist in Safety Team members for emergencies as needed. Emergency Plan is included in this packet. Take initiative to inform guests and members of the appropriate actions during an emergency and remember that most folks just don't know the emergency procedures.

After the service (or event)

Both board members

- In the time of Covid, help clear the sanctuary after the service and encourage folks to head outside if they would like to socialize. There is currently NO inside coffee hour. Encourage guests to not congregate at the main doors to facilitate other guests in exiting the building. Recommend guests to mingle at the courtyard.

FIRE OR EARTHQUAKE EVACUATION INSTRUCTIONS

Stay calm. Do not run.

Person In Charge: The Minister or the Board Announcement Person.

Meeting Place: The term Meeting Place refers to the SOUTHEAST CORNER of the COURTYARD, NEAR THE BIKE RACKS. (corner nearest the Sorority House).

Nursery: Predesignated adults will go to the Nursery (Rooms 104 and 106 and 108) and assist the childcare workers in removing all the babies from the building THROUGH THE COURTYARD DOORS. For alternate routes, see drawing in Nursery. STAY TOGETHER AS A GROUP UNTIL YOU REACH THE MEETING PLACE. Once there, child can be released to parent ONLY after parent signs for child (See Accounting for children, below).

Toddlers and Kindergarten/First Grade: Predesignated adults will go to Rooms 103 and 105 and help bring those children THROUGH THE HALL BETWEEN ROOMS 103 AND 105 AND OUT THROUGH THE SLIDING DOORS IN FELLOWSHIP HALL. For alternate routes, see drawing in the room. STAY TOGETHER AS A GROUP UNTIL YOU REACH THE MEETING PLACE. Once there, child can be released to parent ONLY after parent signs for child (See Accounting for children, below).

Children in the Religious Education Wing: All other children will exit the building through the doors nearest their classrooms. A diagram is posted in each room. Their teachers will take them to the MEETING PLACE (See Accounting for children, below).

Congregation: The congregation will exit the Meeting Room and Fellowship Hall THROUGH THE GLASS SLIDING DOORS AND THE FRONT DOORS (Main entrance to the Church), and go the MEETING PLACE.

Accounting for Children: At the start of each class (including Nursery and toddlers) every Sunday, teacher shall make a list of all children. In an emergency, the teachers will take the list and a pencil and lead the children to the MEETING PLACE, making sure that every child on their list is accounted for. If a parent or guardian arrives to take a child, ask that person to accompany the group to the MEETING PLACE. Once there, child can be released to parent ONLY after parent signs for child.

RESPONSIBILITIES OF BOARD MEMBER IN CHARGE WHILE OTHERS ARE EVACUATING

The Board member who does announcements is the Board member in charge. He/she shall possess a key to the building and keep the key on his/her person at all times, and shall call 911, if possible. First choice: use a cell phone. Wired phones are in the kitchen, and in the downstairs hallway near the elevator. Phones are also located in the upstairs offices, but these rooms are routinely locked. This person is designated as information specialist, to communicate with the officials assigned to the emergency, and to keep the congregation informed during the

TORNADO EMERGENCY

For using the building as a shelter in case of tornado or other weather emergency. Get as faraway as possible from outside doors and windows.

All persons in the meeting room should be instructed that if an acute dangerous situation arises, kneel on the floor, using your chair as protection, and listen for further instructions.

Nursery, toddlers.and k-1. The children in rooms 103, 104, 105, and 106 (nurseries, toddlers, and k-1), will stay in their rooms. In rooms 103 and 105, the children will get under the tables.

Ideally parents will be able to join them in those rooms.

Other children. The other RE classes will be led by their teachers to the downstairs hall in their wing. If they don't all fit in that hall, the staircase leading to that hall is also a safe place, except the top four steps. It is best to shut the doors to the classrooms in that hall.

Congregation. All other members of the congregation will go to the following shelter areas. Do not enter the elevator.

- 7 bathrooms
- Upstairs hall between room 208 and library (under the beams best) Large storage room 2 doors north of elevator
- Area under the coat rack (research this for disabled?) Bottom half of staircase on west side
- Room 103 (if not too crowded already- children are there)
- Room 105 (if not too crowded already - children are there)
- Hallway between 103 and 105
- Hallway to the west of the commons area

Accounting for children. At the start of each class (including nursery and toddlers) every Sunday the teacher shall make a list of all children. In an emergency, the teachers will take the list to the sheltering spot, making sure that every child on their list is accounted for.

RESPONSIBILITIES OF BOARD MEMBER IN CHARGE DURING TORNADO

Ensure all guests follow directions and assist with moving guests to safe locations. Ensure no one goes outside or tries to leave until an all-clear is given. Be ready to call 911 should the need arise and coordinate with the safety team member to receive emergency services.

emergency. He/she shall work with the congregation outside the building to assure that no cars are blocking the drives needed by the emergency vehicles, and to help people locate one another.

Highest Priority: The Board Member in Charge will determine that all people are accounted for. Check with each classroom teacher, including nursery and toddlers, to find out that all children on that teacher's list are accounted for (see procedure above for accounting) In addition, try to ascertain whether all adults are accounted for. Communicate about the accounting of people to the head of the responding emergency personnel. Emergency personnel will still search the building thoroughly, but if they know that someone is trapped inside, rescue will be their highest priority. MAKE SURE NO ONE RE-ENTERS THE BUILDING. Once everyone is accounted for people may take shelter in cars that are not too near the building, but do not drive them until Commanding Officer approves.

Note on Building Safety: It is very important that the Board member in charge checks to make sure that all sliding doors in the Meeting Room and Fellowship Hall are unlocked and easily slidable every Sunday.

RESPONSIBILITIES OF SAFETY TEAM MEMBER DURING EVACUATION

STM#1 will assist in getting everyone out of the sanctuary and fellowship hall and then assist/lead with the board leader in crowd control at the meeting place. If possible, grab a first aid kit from the kitchen or sanctuary and render aid services as needed.

STM#2 and/or other board or lay leader; Check 2nd floor (if possible) to ensure all persons are out. Relocate to the driveway entrance to assist in spotting for emergency vehicles and keep driveway clear of persons and other vehicles. Assist as directed by board lead or STM#1.