

Parish Board Manual

2021-2022 Church Year



**First Religious Society, Unitarian Universalist
Newburyport, MA**

October 2021

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1. Welcome to the Parish Board

Welcome to the Parish Board and thank you for volunteering for this very important church position. This manual is designed to assist you in understanding your role as a board member. It contains resources and information that you should find invaluable. Along with this manual you will receive a copy of Dan Hotchkiss' book, *Governance and Ministry*. We ask that you use the summer months before your term begins to read the book as our policy-based governance model is taken directly from his book. Our history is an important one and so we begin this manual with a brief history.

A Brief Written History

The First Religious Society was founded in 1725 as the "Third Parish of Newbury." Its first meeting house was built on the site of what is now Market Square in Newburyport. In 1764, the town of Newburyport was separated from Newbury and thus the "Third Parish of Newbury" became the "First Parish of Newburyport." Later, in 1794, the parish was incorporated as the "First Religious Society of Newburyport," at a time when many liberal congregations were dropping the word "church" in favor of the more inclusive "society."

In 1798, a need was felt for a new building, and the present site was chosen. In 1801, the new church building was constructed and has remained the meeting house of the Society since that time. It has remained essentially unchanged, other than some alterations to the pulpit area of the church, which were completed in the 1830's. In its seventy-six years up to the building of the present meeting house in 1801, the congregation had only three ministers: John Lowell, Thomas Cary, and John Andrews, and it would be another thirty years before it got its fourth.

Our church traces its roots directly to the Puritan Congregationalists of Massachusetts Bay. But Lowell was a theological liberal--what has come to be known as a "Proto-Unitarian"--and so the die was cast that the First Religious Society would eventually fall out of the Congregationalist camp and into the Unitarian. The split took place early in the 19th century during what has come to be known as "the Unitarian Controversy." At this time the more conservative members of the congregation withdrew to found what the Central Congregational Church is today. This split seems to have been amicable since those departing are reported to have been allowed to take half of the communion silver when they went.

During the 19th century the church felt the influence of the Transcendentalist movement and like most religious institutions was conflicted by abolitionism and the terrible cataclysm of the Civil War. Perhaps our most famous minister, Thomas Wentworth Higginson, who went on to command Black troops during the war, was asked to resign the pulpit after only two years owing to his ardent abolitionist sentiments. These sentiments rankled the established mercantile members of the congregation, who depended on the South for much of their commerce.

The 20th century was marked by the two long and outstanding ministries of Laurence Hayward and Bertrand Steeves. Although dissimilar theologically, each represented an aspect of religious liberalism and brought stability to the congregation during turbulent times.

In 1961, the American Unitarian Association merged with the Universalist Church of America to form the Unitarian Universalist Association. During the closing decade of the century, the church began to experience significant growth, and that growth continues today. The First Religious Society has remained an active member in the Association and continues to represent a liberal religious alternative in the greater Newburyport area.

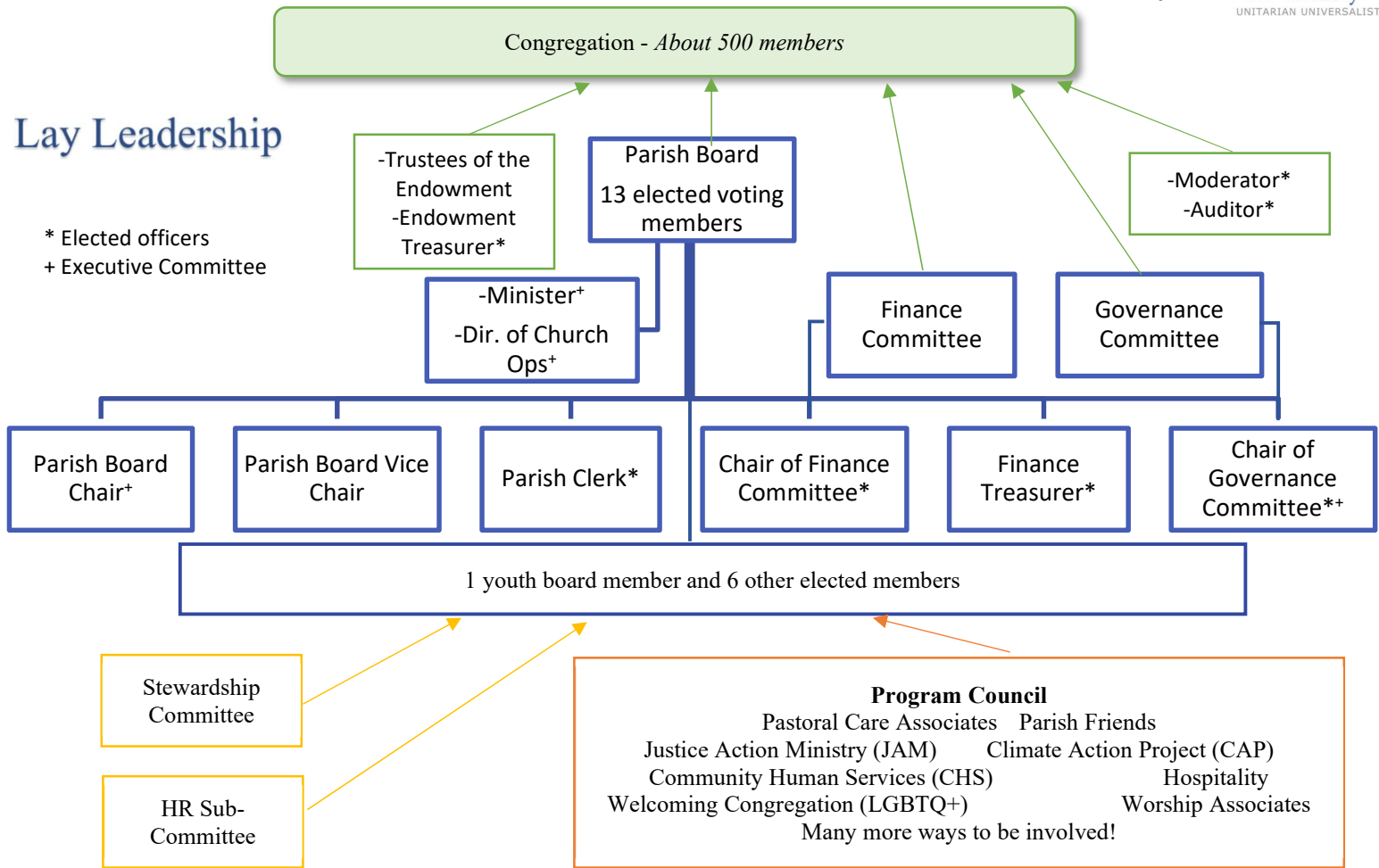
The ministry of Reverend Harold Babcock, who was called as the 15th settled minister of the FRS in spring of 1995, ushered in a new era of growth for the Society. A native of Castine, ME and a graduate of Harvard Divinity School, Rev. Babcock led the congregation in expansion of membership and expansion of physical facilities. In 2001, the congregation committed itself to build out the dirt basement of the Church to provide office space for expanded staff, meeting rooms, and classrooms for Young Church, necessary due to growing membership which included many young families. Many other changes, necessary to accommodate this growth, such as addition of professional staff, also took place under Rev. Babcock's leadership, accomplished with collaborative work with lay leadership. Throughout the transition to mid-size Church, a steady thread of inspired preaching and emphasis on music continued to attract new members.

The Reverend Rebecca M. Bryan joyfully accepted the call to serve as the 16th settled minister at the First Religious Society starting in August 2018. She is the congregation's first settled female minister in our 293-year history. Rev. Rebecca is a 2015 graduate of Andover Newton Theological School where she was awarded membership into the Jonathan Edwards Honor Society and was the recipient of the Unitarian Universalist James Luther Adams Award for Excellence in the Study of Liberal Theology and the Gabriel Fackre Award for Excellence in Constructive Theology.

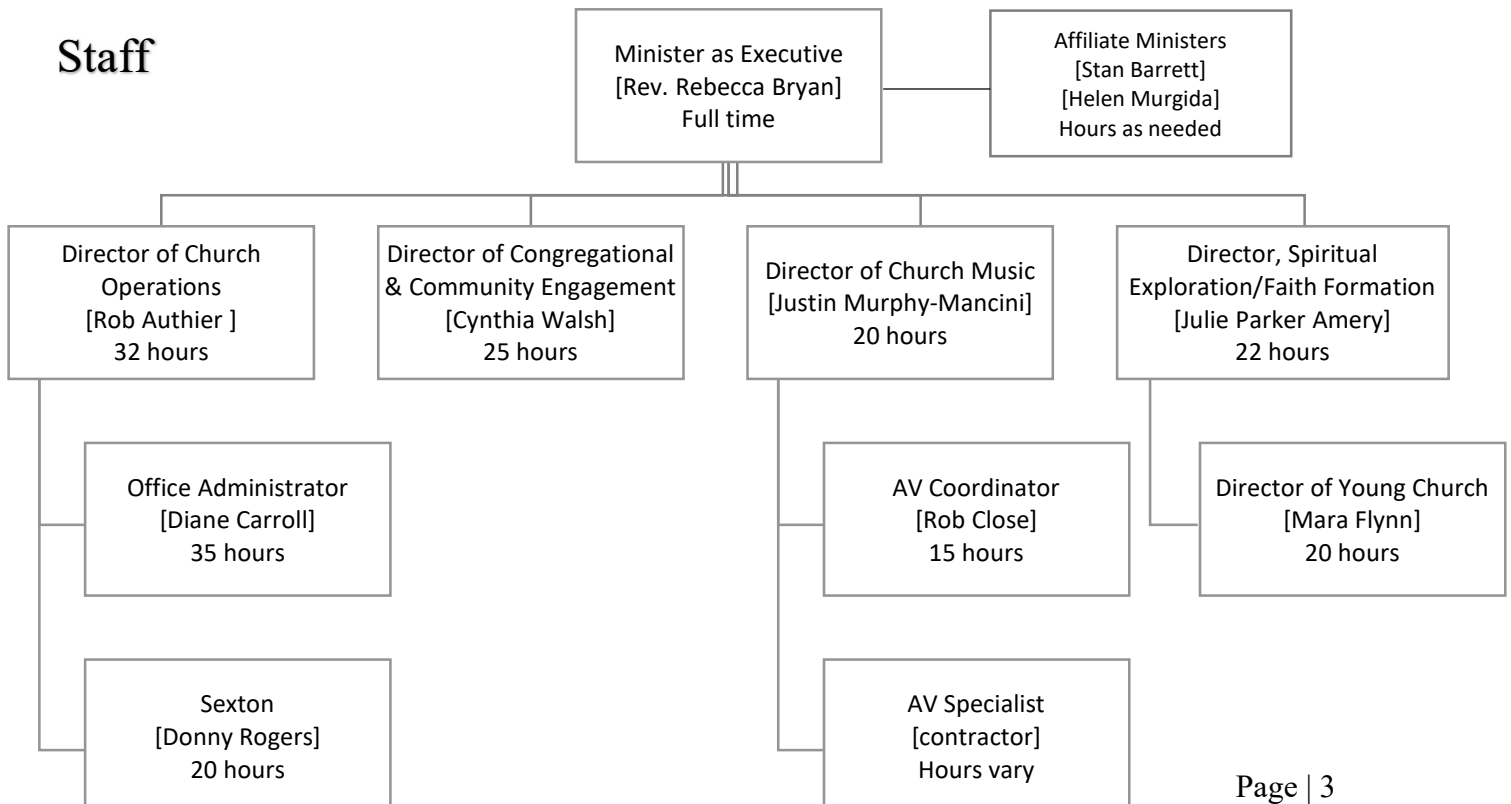
Organizational Chart

October 2021

Lay Leadership



Staff



Organizational Information

Name and Address:	First Religious Society, Unitarian Universalist 26 Pleasant Street Newburyport, MA 01950-2601
Contact Information:	978-465-0602 Website: www.frsuu.org Email: info@frsuu.org
Membership:	Unitarian Universalist Association: www.uua.org New England Region: http://www.newenglanduua.org

FRS Staff Contact Information

Title Name	Phone	Email Address
Minister Rev. Rebecca Bryan	(o) 978-465-0602 X402	RevRebecca.Bryan@frsuu.org
Director of Faith Formation & Spiritual Exploration Julie Parker Amery	(o) 978-465-0602 X403 (h) 978-388-1825	julie.amery@frsuu.org
Director of Children's Ministry Mara Flynn	(o) 978-465-0602 x405 (m) 207-698-0506	mara.flynn@frsuu.org
Director of Church Operations Vacant		
Director of Congregational and Community Engagement Cynthia Walsh	(o) 978-465-0602 X409 (m) 978-701-5352	cynthia.walsh@frsuu.org
Administrative Assistant Diane Carroll	(o) 978-465-0602 X401	diane.carroll@frsuu.org
Sexton Donny Rogers		donny.rogers@frsuu.org
Music Director Justin Murphy-Mancini	(o) 978-465-0602 X410	justin.murpymancini@frsuu.org

FRS Parish Board Members Contact Information

Name Officer Role	Phone	Email Address
Holly Cashman Chair, Parish Board	978-270-7064	cashman.holly@gmail.com
Tina Benik Vice Chair, Parish Board	401-263-4076	tiben1989@gmail.com
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Micah Donahue Finance Treasurer	978-491-7242	micahdonahue@gmail.com
Juliana Beauvais Governance Committee Chair	617-429-2105	jbeauvais99@gmail.com
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Lucy Litwin Youth member	978-388-9796	lucylitwin03@gmail.com
Rebecca Bryan, ex-officio Minister	978-465-0602 x 402 978-465-0602	RevRebecca.Bryan@frsuo.org
Tom Himmel, ex-officio Interim Director of Finance and Administration	781-883-4412	thimmel43@mac.com

Trustees of the Endowment Contact Information

Name	Phone	Email Address
Cecilia Healy	978-465-1560	caphealy@comcast.net
Bill Clary	978-270-0755	williamclary860@gmail.com
Susan Ricker	978-618-8389	smricker@aol.com

Other Officers Contact Information

Officer Role - Name	Phone	Email Address
Endowment Treasurer - Kim Kenly	617-346-9607	Kim.kenly@gmail.com
Auditor - Vacant		
Moderator - Leah Pearson	614-353-7259	lea@bodymap.org

2. About Parish Board Meetings

Parish Board Meeting Logistics

How often do we meet?

All Parish Board meetings are held on the second Wed of the month (transitioning to the second Tuesday starting in November 2021), each month from September through June. Please mark your calendars at the beginning of the year so that this meeting is prioritized for the church year.

When and where do we meet?

Meetings start promptly at 6:30pm and end on or before 8:30pm. Meetings are typically held in the lower meeting hall and virtually via Zoom. You can always check the FRS calendar online www.frsuu.org/calendar to verify this information.

How do I get an item on the agenda?

Reminders for agenda items will be sent out about 10 – 14 days prior to a meeting to all Parish Board members and Committee chairs. If there is an item that you wish to have on the agenda it needs to be sent back to the Board Chair and/or Executive Committee no later than a week before the meeting.

Agendas for the meeting are set the week before the meeting. To get any item on the agenda it must be sent no later than 9am on the first Tuesday of the month, or it may be held over until the next meeting. Reports that need to be included in the agenda packet are due one week before the meeting.

How can I best prepare for the meetings?

Agenda packets will be compiled and sent to all church officers no later than the weekend before the meeting. These packets are typically about 20-25 pages in length and summarize most of the business that will be discussed at the meeting.

It is expected that all Parish Board members will read the packets before they arrive at the meeting. Almost everything that is included in the packet will be voted on at the meeting – most without much background discussion. If you haven't read the material or are not familiar with it, you have an ethical obligation to abstain from voting.

Expectations of board members:

- Board members are expected to attend as many meetings as possible and to invest the time necessary to understand the issues to be presented at such meeting.
- Attend and participate in meetings on a regular basis, and special events as able.
- Participate on a standing committee or serve on ad-hoc committees as necessary.
- Be alert to community concerns that can be addressed by the FRS mission, objectives, and programs.
- Help communicate and promote the FRS mission and programs to the community.
- Become familiar with the FRS finances, budget, and financial/resource needs.
- Understand the policies and procedures of FRS.
- Financially support FRS in a manner commensurate with one's ability and participate as a canvasser in stewardship campaign.

Consent Agenda Description and Rules

What is a "Consent Agenda" and how will it make our meetings go faster?

At every board meeting, at least a few items come to the agenda that do not need any discussion or debate either because they are routine procedures or are already unanimous consent. A consent agenda (Roberts Rules of Order calls it a consent calendar) allows the board to approve all these items together without discussion or individual motions. Depending upon the organization, this can free up anywhere from a few minutes to a half hour for more substantial discussion.

What belongs on the consent agenda?

Typical consent agenda items are routine, procedural decisions, and decisions that are likely to be noncontroversial. Examples include:

- Approval of the minutes;
- Final approval of proposals or reports that the board has been dealing with for some time and all members are familiar with the implications;
- Routine matters such as appointments to committees;
- Staff appointments requiring board confirmation;
- Reports provided for information only;
- Correspondence requiring no action.

How are consent items handled?

A consent agenda can only work if the reports, and other matters for the meeting agenda are known in advance and distributed with agenda package in sufficient time to be read by all members prior to the meeting. A typical procedure is as follows:

- When preparing the meeting agenda, the president or chairperson determines whether an item belongs on the consent agenda.
- The president prepares a numbered list of the consent items as part of, or as an attachment to the meeting agenda.
- The list and supporting documents are included in the board's agenda package in sufficient time to be read by all members prior to the meeting.
- At the beginning of the meeting, the chair asks members what items they wish to be removed from the consent agenda and discussed individually.
- If any member requests that an item be removed from the consent agenda, it must be removed. Members may request that an item be removed for any reason. They may wish, for example, to discuss the item, to query the item, or to register a vote against the item. Once it has been removed, the chair can decide whether to take up the matter immediately or place it on the regular meeting agenda.
- When there are no more items to be removed, the chair or secretary reads out the numbers of the remaining consent items. Then the chair states: "If there is no objection, these items will be adopted." After pausing for any objections, the chair states "As there are no objections, these items are adopted." It is not necessary to ask for a show of hands.
- Alternatively, the chair can ask for a vote to accept the remaining items in the consent agenda.
- When preparing the minutes, the Secretary or Clerk should refer specifically to the contents of the consent agenda when reporting its acceptance.

Fundamentals of Parliamentary Procedure

The Parish Board does not follow parliamentary procedures with strict formality; however, it does try to follow the basics. The fundamentals listed below are how we tend to handle things as they come up. When we do it correctly it can help facilitate meetings.

PUTTING AN IDEA BEFORE THE GROUP

1. Obtaining the floor

Address the Presiding Officer (board chair) by raising your hand. Wait for recognition. Once you have the floor, you may speak and with exceptions, no one can interrupt you.

2. Making a motion

All proposals for action by the group must be presented by a motion. Begin by saying "I move that" Make your motion brief and concise. We request that it be written out ahead of time. The Clerk may request a written copy of any motion.

3. Seconding the motion

Before an idea may be discussed, it must be seconded. You need not agree with a motion in order to second it. If the Presiding Officer overlooks the absence of a second and debate or voting has begun, the second becomes immaterial. An absence of a second does not affect the validity of the motion's adoption.

4. Amending the motion

To add to, substitute or subtract from a motion that someone else has made, submit your idea to the group by "amending the motion."

5. Amend the amendment

Altering the motion can be carried one step further by an "amendment to an amendment." You now have a primary amendment and a secondary amendment to the main motion. You may not have more than these two.

6. Point of information

If the issues become confusing, you may ask for clarification by asking for a "point of clarification" from the Presiding Officer.

7. Divide the question

It is often possible that a motion may contain two or more parts that you wish to be considered separately. You may ask that each part be considered separately. This often helps clarify the entire motion and keeps only those parts that most benefit the group. This is usually done by general consent, as it only requires a majority vote.

POINT OF ORDER AND DISCUSSION

1. Point of order

If you feel a violation in parliamentary procedure exists, call for a "point of order" to enforce the rules. The Presiding Officer rules but is obliged to recognize you and pass on your inquiry to the group.

2. Appeal decision of presiding officer

If you disagree with decision of the Presiding Officer, you may appeal (immediately following ruling). It requires a second; then the Presiding Officer must state the question and the group votes on whether to over-rule or sustain the Presiding Officer. A majority vote or tie will sustain the Presiding Officer.

3. Orders of the day

If the meeting goes off the agenda, you may remind the Presiding Officer by calling for “orders of the day.” This requires a 2/3 vote and is put to vote at discretion of the Presiding Officer.

4. Motion to limit the debate

To prevent a discussion from dragging on endlessly you may:

- Move to limit each speaker’s time
- Move to limit the number of speakers
- Move to limit the overall time of debate
- Move to close the debate at a set time and vote

These require a 2/3 vote—this is an important safeguard as it proves that twice as many favor an issue than do not.

5. Motion to refer

When it is advisable to give further study to a proposal, move that the matter be referred to a specific committee.

6. How to end debate

“Call for the Previous Question” will close debate on a pending issue and require immediate vote on whether to close the debate. A 2/3 vote is required to close the debate. If debate is closed, then you can vote on the issue.

POSTPONING CONSIDERATION

7. Motion to table

A move to “lay on the table” means to temporarily put aside one motion to consider another. It is not debatable and after a matter has been tabled, it may be taken from the table at the same meeting (if other business has intervened) or at the next regular meeting. After that, it would be “DEAD” and the matter would have to be reintroduced.

8. Postpone to a certain time

“I move that action on this matter be postponed until (state the time).” If carried, the matter is postponed to that time and comes up as “unfinished business.”

9. Postpone indefinitely

Primarily a strategic motion – used to reject the main question without incurring direct vote on it.

VOTING AND ADJOURNING

10. Voting a motion

Once a motion has been moved and seconded and discussion is concluded, the Presiding Officer asks for a vote. Depending upon the nature of the motion (see by-laws for any specifications), the majority carries the motion.

11. Division of the house

To get a more accurate count than a voice vote call for a “division of the house.” A demand of a single member compels the division.

This is really a request to revote. If no request for a division is made when the vote is announced, the only motions that can change a vote are to reconsider or to rescind.

12. Motion to adjourn

May be made at any time—requires a majority to pass.

OTHER PROCUDURES TO BE AWARE OF

13. What's a quorum in a committee?

A majority of its members unless otherwise stated in the by-laws.

14. Does the committee have a secretary?

The Committee Chair may act as Secretary, but in a large committee, it is advisable to have someone else keep records for the committee's use.

15. Can debate be limited in committee? No.

16. What rights do ex-officio members have?

They have all the rights of any other member, but none of the obligations. Not counted in quorum, not counted in voting, but must be notified of all meetings.

17. May a motion be withdrawn?

Yes. If it has not been stated by the Presiding Officer, the maker of the motion may withdraw their motion. (A withdrawn motion does not appear in the minutes). Once the Presiding Officer has stated a motion, it can be withdrawn only by general consent or a majority vote.

18. How can action already voted on be reconsidered?

You may move to reconsider the vote. This must be done *on the same day* the vote was taken and may only be made by one who voted on the prevailing side.

19. In a standing committee or special committee....

...motion to reconsider a vote may be made any time regardless of the time that has elapsed and by anyone who voted with the prevailing side or didn't vote at all

20. Can a motion be rescinded – when?

Any member can move to rescind a motion. The motion is in order at any time until action has been taken on the matter. The motion to rescind requires a majority vote with previous notice or a 2/3 vote without notice. The motion and the action to rescind appear in the minutes of the respective meetings where the actions were taken. (Note: The motion to rescind—repeal, annul—reopens the whole question for discussion.)

21. What is a substitute motion?

It's a motion of similar but different intent than the pending motion. If substitute motion carries by majority vote, second motion becomes the pending question for consideration and the first motion is discarded & no longer before the assembly.

22. Can the presiding officer introduce new business?

Yes, but the motion to act must come from the floor.

23. Do motions have to be in writing?

If possible, write out your motion. The Presiding Officer and/or Secretary may request your motion in writing.

The Six Steps to Making a Motion in a board meeting

Every motion requires 6 steps (with [some exceptions](#)).

STEP 1. A member is recognized and makes a motion

STEP 2. Another member seconds the motion

STEP 3. The presiding officer restates the motion to the assembly

The restated Motion should be identical to the wording of the maker! Beware because the motion that is adopted is the one stated by the presiding officer, not the one stated by the maker of the original motion.

STEP 4. The members debate the motion

STEP 5. Presiding officer asks for the affirmative votes & then the negative votes

We typically follow this language: all in favor say "aye and raise your hand"; all not in favor say nay and raise your hand; all abstaining say "abstain" and raise your hand. Be sure to count all voting members attending in-person and virtually.

STEP 6. The presiding officer announces the result of the voting; instructs the corresponding officer to take action; and introduces the next item of business.

Source: Roberts Rules of Order (10th ed.), p. 31-54

3. The Role of the Parish Board Member and Other Officers

Parish Board Responsibilities Defined by the FRS Constitution and Bylaws

Parish Board

Section 1. *The Parish Board is the governing board of the First Religious Society. It is charged with maintaining the well-being of the FRS church community, its buildings and grounds, and its resources. Its purpose is to lead the Church towards fulfillment of the congregation's stated mission.*

Section 2. *The Board delegates authority and responsibility for all of the church's day-to-day operations to the FRS Executive Team (consisting at the very least of the Minister), except where specifically limited by policies written and approved by the Board.*

Section 3. *The Parish Board shall be composed of 13 voting members, including the Clerk, the Treasurer, the Chair of the Governance Committee, and the Chair of the Finance Committee. The remaining nine voting members shall be elected by the Society to three-year terms, as set forth in ARTICLE VI. The Minister and Business Administrator shall serve as ex-officio (i.e. required but non-voting) members. A majority of members of the Parish Board shall constitute a quorum.*

Section 4. *No contract involving any expenditure exceeding \$7,000 shall be made without a vote of the Society.*

Section 5. *The Parish Board may appoint task forces and standing committee members to support its work. The Parish Board shall fill all vacancies of elected office and, and persons so appointed shall serve until the next Meeting of the Society.*

Section 6. *At the first meeting of the Parish Board after the Annual Meeting, the Board will elect a Chair to serve for one year and a Chairperson Elect to serve as Vice-Chair for one year. The Chairperson Elect will function as Parish Board Chair the following year.*

The Chair shall preside over meetings of the Parish Board and make such decisions as may be required between regular meetings of the Board, all such decisions to be reported for approval to the full Board at the next meeting.

The Chairperson Elect will function as Chair in the absence of the Chair and perform other duties as deemed necessary by the Chair and the Parish Board.

Section 7. *The Parish Board has the authority and responsibility to recommend to the Society that it vote to remove Board members involved with serious conflicts of interest; acts injurious to the Church's property, financial status, or congregational well-being; or violations of the Parish Board's covenant.*

FRS Parish Board Position Description

Purpose: To advise, govern, oversee policy and direction, and assist with the leadership and sustainability of the First Religious Society, Newburyport (FRS) so as to support the organization's mission and needs.

Major responsibilities*:

- Understand and reflect the congregation's Vision and Mission statements and oversee the periodic reevaluation of those statements
- Make strategic choices based on vision and mission and set goals to that end
- Write policies that guide the church's governance and care of its resources
- Evaluate the congregation's leadership, including that of the Parish Board
- Oversee financial operation, including adoption and oversight of the annual budget
- Oversee programs and church operations
- Monitor staff evaluations
- Review of organizational and programmatic reports
- Act as ambassador of the organization and its mission to both the congregation and the community
- Support fundraising efforts and community outreach

*Members of the board share these responsibilities while acting in the interest of FRS. Each member is expected to make recommendations based on their experience and vantage point in the community and to support the decisions of the Board as a whole.

Length of term: Three years, with re-election possible after a break in service of at least one year.

Parish Clerk Position Description

Purpose: *The Parish Clerk records the activities of the church for the official record telling who, what, when, where and, if possible, why church business was conducted. In order to fulfill these responsibilities, the Parish Clerk; records minutes of meetings and ensures their accuracy, makes these minutes available to members of the society and the Parish Board as requested, calls all meetings of the society by posting a copy of the warrant as indicated in the by-laws and establishes the existence of quorums at meetings.*

Responsibilities

- The Parish Clerk takes minutes of Parish Board and congregational meetings and is responsible for preparing and distributing copies of the minutes to the Parish Board and the congregation in a timely fashion.
- The Clerk is responsible for ensuring that accurate minutes of meetings are taken and approved.
- The Clerk ensures that official records are maintained and made available when required by authorized persons.
- The Clerk adds current records to the past records in an organized manner, keeping all records in such a manner that anyone else may continue without confusion or difficulty.
- The Clerk is responsible for ensuring that proper notification is given of Parish Board and members' meetings as specified in the by-laws and by Parish Board Policy.
- The Clerk participates on the Parish Board and other congregational meetings as a voting member as designated in the by-laws.

Skills and Attributes Needed

- Ability to write clearly.
- Ability to sort out what is important.
- Ability to pay attention to details.
- A sense of orderliness and organization.
- Familiarity with the congregation.
- Ability to take notes quickly and accurately.
- Ability to keep neat, legible records.
- Willingness to record facts without interpretation.

Ability to establish and maintain a good working relationship with the minister, the ministerial and office staff and the presiding officers of the church.

FRS Bylaws referencing the Parish Clerk

ARTICLE III

Membership

Section 2. A member's name will be removed from the membership roll upon the member's death or the written request by the member to the Clerk.

ARTICLE IV

Meetings

Section 3. All meetings shall be warned by the Clerk of the Society, or such member of the Society as the Parish Board may name, by causing a true copy of the warrant to be posted in the church 8 days at least, including 2 Sundays, before the day of holding the meeting. The business to be transacted at any meeting of the Society shall be specified in the warrant for that meeting.

ARTICLE VI

Officers

Section 2. At each annual meeting there shall be elected a Moderator, a Clerk, a Treasurer, who shall be bonded, an Auditor, a Chair of the Governance Committee, and a Chair of the Finance Committee. No afore-mentioned officer who has served six consecutive years in a row shall be reelected until after the expiration of one year.

ARTICLE VII

Parish Board

Section 3. The Parish Board shall be composed of 13 voting members, including the Clerk, the Treasurer, the Chair of the Governance Committee, and the Chair of the Finance Committee.

Parish Board Chairperson Position Description

General Responsibilities

The Chair is responsible for ensuring that the Parish Board and its members, are aware of and fulfill their governance responsibilities, comply with applicable laws and bylaws, conduct board business effectively and efficiently, and are accountable for their performance. (see note 1)

In order to fulfill these responsibilities, and subject to the FRS Constitution and Bylaws, the Chair presides over meetings, sits on various committees, monitors the performance of Directors and Officers, and submits various reports to the board and to members of the Society. In collaboration with the FRS Executive and Governance Committee, the Chair proposes and evaluates policies and practices, proposes the creation of committees; appoints members to such committees; and performs other duties as the need arises and/or as defined in the bylaws.

Specific Duties

Parish Board Meetings

The Chair, in collaboration with the Minister and other members of the FRS Executive, develops the agenda for board meetings. This involves monthly meetings with the FRS Executive as well as periodic meetings with committee chairpersons if needed to draft annual and other meeting agendas and reporting schedules.

The Chair presides over meetings of the Parish Board. In this capacity, the Chair:

- chairs meetings according to accepted rules of order for the purposes of
 - encouraging all members to participate in discussion;
 - arriving at decisions in an orderly, timely and democratic manner;
- votes as prescribed in the bylaws

Board of Trustees Meetings

The Parish Board Chair is designated by the Constitution and Bylaws as the Co-Chair of the Board of Trustees along with a Trustee chosen by the Trustees of the Endowment to serve a one-year term. The Trustees of the Endowment meet on a quarterly basis to review the portfolio performance, assess disbursements and address other issues related to the endowment. The Co-Chairs ensure that meetings and agendas are planned and carried out; communicates with fund managers, treasurer(s), minister, office administrator as appropriate to the business of the Board and ensures a quarterly report of the performance of the endowment is produced and distributed to the congregation.

Board Committees

The Chair may serve as an ex-officio member of board committees specified in the bylaws. In this capacity, the Chair's role is:

- to serve as a voting member of the committee (if specified in the bylaws)
- to negotiate reporting schedules
- to identify problems and assist the committee chairperson to resolve them, and if necessary, to bring them to the attention of the Parish Board

Board-Staff Relations

The Chair is the primary liaison between the Board and the Executive. In this capacity, the Chair:

- meets monthly with the Executive;
- prepares and submits minutes of the Executive meetings
- ensures that periodic performance reviews of the Executive functions are conducted;
- participates in the hiring and evaluation, along with other board members, in the hiring and evaluation of the Executive.

Board-Lay Leadership Relations

The Chair is the primary liaison between the Board and the lay leadership within the church. In this capacity, the Chair:

- attends Program Council meetings
- receives and responds to input from lay leadership in consultation with the FRS Executive and staff
- assists in the welcoming of new members during bi-annual New Member's Sunday
- attends and present Parish Board motions and positions at Congregational meetings

Signing Officer

The Chair is normally designated by the Board of Directors and/or bylaws as one of the signing officers for certain documents. In this capacity, the Chair may be authorized or required to sign or countersign checks, correspondence, applications, reports, contracts or other documents on behalf of organization.

NB: This document uses the word "ensure" to convey the intent that accountability for the specified responsibilities lies with the Chair, but it is not necessarily the Chair who carries out the activity. Indeed, we expect that many of these responsibilities will be delegated to board committees, staff, or others including experts retained for a specific purpose. The word "ensure" is not intended to imply any additional source of legal duties beyond those that are required by law.

Finance Committee Chair Position

The Finance Committee is responsible for raising the income by which the church meets its financial obligations. In this role, the Finance Committee is responsible for the planning and oversight of the annual canvass, for oversight of a planned giving program, and for assisting the staff in the preparation of the annual budget for approval by the Parish Board before its presentation at the annual meeting.

The Finance Committee is chaired by a member elected by the society who also serves as a member of the Parish Board. The Finance Committee Chair leads and assists the Finance Committee in its responsibility to carry out its role of lay oversight of the FRS budget planning and performance. The Chair advises the Parish Board as necessary on financial issues. The Finance Committee Chair also advises the Parish Board and staff in the development of appropriate financial policies. The Finance Committee Chair works in collaboration with the Business Administrator and the Auditor to ensure that an annual independent review of the FRS books is conducted.

Beginning in the 2019-2020 year, and again in 2020 – 2021 and 2021 – 2022, the church is piloting a new structure for the finance function for FRS. This particular bylaw has been suspended for one year to separate the financial oversight responsibilities, still the function of the Finance Committee, and the fundraising responsibilities, now being done by a new Stewardship Committee. This bylaw and further description of the Stewardship Committee will be addressed as the new system evolves.

FRS Bylaws Referencing the Finance Committee

Article IX

Standing Committees

Finance Committee

Section 7. The Finance Committee shall be responsible for raising all the funds necessary for the maintenance of the Church and the conduct of its affairs; for conducting the annual canvass; for oversight of a planned giving program, and for assisting the staff in the preparation of the annual budget for approval by the Parish Board before its presentation at the annual meeting.

Section 8. The Finance Committee shall be responsible for lay oversight of the budget planning and performance and will advise the Parish Board as it deems advisable.

Section 9. The Finance committee shall be led by the Finance Committee Chair, who will serve as a member of the Parish Board.

Sub-Committee/Task Force Descriptions

All Task Forces and Sub Committees of the Parish Board exist on a year-to-year basis. Each year the Parish Board will determine the need for and composition of each Task Force and Sub Committee and will approve its existence for the year. Their mandate will automatically expire at the end of each fiscal year.

Executive Committee

General Purpose

The Executive Committee, representing the ministerial, business and governance functions of the church gives input to the agenda for Parish Board meetings. The Executive Committee is responsible to the Parish Board to function on behalf of the Parish Board from time to time in the case of urgent or sensitive matters of management

Appointments and Composition

1. The Executive Committee will be composed of the Minister, the Director of Administration and Finance, the Chair of the Parish Board, and the Chair of the Governance Committee, and or any other Parish Board member designated by the chair and approved by the Parish Board. Any Senior Staff may serve on the Executive Committee at the discretion of the Minister.
2. The chair of the Parish Board will be the chair of the Executive Committee.
3. The chair of the Parish Board will be elected in accordance with procedures set forth in the by-laws of the organization.

Responsibilities

1. Meet to draw up an agenda for meetings of the Parish Board.
2. Meet at the request of the Minister or Parish Board Chair from time to time to give guidance in the event of urgent, sensitive or confidential management issues.
3. Maintain effective communication with the Parish Board.
4. Report to the Parish Board at regular meetings of the board in a manner determined by the board.
5. Create annual report to the membership of its work as a committee and the objectives it has completed.

Responsibilities of the Chair

1. In collaboration with the Minister, schedule Executive Committee meetings and provide agenda. The Chair will ensure that a record is kept in the form of minutes of Executive Committee minutes and arrange for them to be included in the monthly board packet.
2. Ensure effective communication with the full Parish Board.
3. Create annual report to the congregation of the Executive Committees work over the year.

Human Resource Sub-Committee

General Purpose

The Human Resource Sub-Committee is commissioned by, and responsible to, the Parish Board to assume the responsibility for advising it on matters pertaining to human resource management. This responsibility shall, in no way, interfere with the authority of the Parish Board to hire or terminate staff, nor the Executive Committee's authority to evaluate staff. The Parish Board shall retain the authority to make all hiring decisions.

Appointments and Composition - appointed by the Parish Board

Responsibilities

1. Provide overall policy guidance for the organization on human resource management.
2. Advise the Executive Committee when asked, on current issues of human resource policy or management.
3. Provide policy recommendations to the Parish Board in the areas of training, employee benefits, employee relations, legal issues relating to employees, recruitment, interviewing, selection procedures, and the like.
4. Report to the Parish Board on a regular basis in a manner determined by Parish Board protocol.
5. Submit objectives at the beginning of the church year to the Parish Board as part of the planning process.
6. Create annual report to the membership of its work as a committee and the objectives it has completed.

4. Strategic Planning Process and Goals

FRS adopted a new values, mission, and ends on September 27, 2020.

This Year, The Congregation Approved Our Values, Mission & Ends

Our Values:

Authentic Connection
Courageous Action
Love
Spirituality
Wonder

Our Mission:

Come as you are.
Journey together in love.
Act with courage.
Transform our world.

Our Ends: Together we, across the lifespan:

Connect to spirituality, joy and wonder in diverse worship and music experiences that develop lives of courage, meaning, hope, and love.

Articulate our individual and congregational Unitarian Universalist identity, deepen our understanding of it, teach it to our children, and live it in the world.

Foster an authentic intergenerational church community.

Welcome people in all their diversity and create belonging for one another.

Support one another in the joys, sorrows, and transitions of our life journeys.

Work in partnership, as individuals and as a congregation, to advance justice and put courageous love in service to our community and our world.

Honor our FRS and UU heritage as we journey together.



Using these Values, Mission, and Ends, the Parish Board and then the FRS staff began conversations connecting our Values, Mission, and Ends to the church of our future.

Receiving the results of this work and working with it, the Core Team saw that there were five categories for goal-setting:

Diversity
Intergenerational Growth
Justice
History
Stewardship

Using those five, the Core Team discussed and wrote example goals under each category, examples because the actual goals will depend on the views and the work of the entire congregation.

Recognizing that the FRS is our spiritual home that grounds us in our values and our seven principles and that unites us in our theological diversity, we commit ourselves to

- 1. Diversity: Serve and nourish a diverse congregation whose members are sustained by transformative and diverse worship and music, who care for one another, and who in their differences find strength.**

Examples

- a) Cultivate a church that is inviting and welcoming both in person and online.
- b) Become an AIM-certified UU congregation. (AIM is a certification program created by EqUUal Access in partnership with the Unitarian Universalist Association (UUA). Its purpose is to guide congregations to better welcome, embrace, integrate, and support people with disabilities and their families in our communities.)
- c) Present more diverse music such as drumming circles, handbell choirs, or Kirtan.
- d) Create a beautiful, green "Chapel by the Sea" to expand the religious and community resources of our Sanctuary and Parish Hall.
- e) Invite guest speakers and ministers who offer rich perspectives from varied theologies, races, and cultures and who may, as well, have strong UU connections and knowledge of UU history.

2. Intergenerational Growth: Foster a growing, vibrant church of all ages deeply engaged in the communities and the world around us.

Examples

- a) Offer programming that includes both youth and elders
 - intergenerational weekend retreat at Ferry Beach
 - intergenerational music programming
 - intergenerational service trip
- b) Reimagine and create a transformed Young Church that meets the needs of families, children, and youth today and, in doing so, reverses the decade-long decline in participation.
- c) Open OWL to the community and expand it in ages served and in curricula offered. (There are models for extending OWL effectively to age levels from kindergarten through seniors.)
- d) Continue and strengthen our connections with other UU congregations for shared intergenerational programming.
 - combining choirs for community concerts
 - sharing joint social action programs
 - co-creating worship
 - participating in shared lifelong faith-development programs
 - sharing youth programs and events

3. Justice: Engage in partnership with people beyond the congregation who are committed to working toward environmental justice, racial justice, and other forms of justice in line with UU principles and values.

Examples

- a. Work as allies in solidarity and deference with others seeking justice.
- b. Commit to this justice work through congregational votes followed by alignment of programming, budget, and staffing and then by parishioner and ministerial action.
- c. Work with Indigenous People's Day MA and local partners to change "Columbus Day" to "Indigenous People's Day" in Newburyport and beyond.
- d. Join with a racially diverse church in an authentic relationship that may be expressed in shared worship, intergenerational activity, and a mutual commitment to justice work.
- e. Continue and expand our support of those incarcerated or detained by offering pastoral outreach, facilitating the Alternatives to Violence program, and educating our community.
- f. Continue and deepen the FRS's congregational commitment to environmental justice through existing and additional climate-action initiatives.
- g. Fulfill the Board's commitment for the FRS to become an Anti-racist Congregation, through congregational dialog, discernment, and adoption.

4. History: Create a year-long 300th anniversary celebration

Examples

- a) Create timeline comparing events in FRS history to those in U.S. and New England history
- b) Create intergenerational events that honor our church history and development of Unitarian and UU thinking
- c) Integrate FRS history into church services throughout the year
- d) Remember and name elements of FRS history that appear today to be us at our best and consider what led to these actions
- e) Remember and name elements of FRS history that appear today to be us not at our best and consider actual or symbolic amends - for example, a sign on a pew, "enslaved people sat here" or a history written from today's point of view the one-year ministry of the very young Thomas Wentworth Higginson
- f) Write a continuation of our history, from 2000 to 2021, a small third volume - "The FRS at 300" – which also might include the kind of article suggested in e) above, a reassessment of our historical performance

5. Stewardship: In harmony with the FRS's climate-justice policy, renovate the Parish Hall into an asset of our congregation and the community at large

The renovation would have three aspirations:

- further all of our ministries and programs
- attract people to the campus
- increase vitality of downtown Newburyport

Whatever and however this space is used, let it be used in relationship to the community at large and let it be a community space and a space that advances all of our ends

We see the work as proceeding on this timeline:

- imagining the renovation as an outgrowth of our work (FY21-22 and FY22-23)
- engaging in building design, assessing feasibility, and seeking congregational approval (FY23-24)
- launching and carrying out a capital campaign (FY24-25 or FY25-26), placing the campaign fundraising during 300th anniversary of the FRS
- beginning the building (FY26-27)

5. Finances and Budget

2021 – 2022 church year planned budget

Proposed Income: \$694,000 = \$554,000 pledges/contributions + \$140,000 from other sources

Proposed Expenses: \$744,000 = \$542,000 employees + \$72,000 facilities + \$130,000 other

The approximately \$50,000 gap is closed by either drawing from the endowment or PPP grant

**First Religious Society
Proposed FY22 Budget**

	FY2020 Budget	FY2020 Actual	FY2021 Budget	FY21 Projected	FY22 Proposed	Change
Ordinary Income/Expense						
Income						
4100 · Contributions						
4103 - Processing Fees Donated		550		1,000		-1,000
4101 · Pledged	447,000	420,831	450,000	450,000	503,000	53,000
4102 · Prior Year Pledges	1,000	6,435	3,000	11,646	6,000	-5,646
4106 · Non Pledge	10,000	11,792	10,000	17,000	15,000	-2,000
4107 · Shared Collection	35,000	36,483	35,000	25,000	25,000	0
4108 - FRS Recovery Fund Raising		25,723			18,000	18,000
4109 · Reserve for Unpaid Pledges	-13,410	0	-13,500	-13,500	-15,090	-1,590
4125 · Steeple Lighting	4,000	3,065	2,500	2,000	2,000	0
Total 4100 · Contributions	483,590	504,879	487,000	493,146	553,910	60,764
4135 · Steeple Rentals						0
4145 · Verizon	36,504	36,501	0	3,042	0	-3,042
4155 · AT&T	59,209	56,584	58,458	58,458	60,796	2,338
Total 4135 · Steeple Rentals	95,713	93,085	58,458	61,500	60,796	-704
4200 · Fees for Services						0
4205 · Child Dedication	1,000	0	1,000	0	1,000	1,000
4206 · Weddings	3,000	500	3,000	0	3,000	3,000
4207 · Memorial Services	1,000	350	1,000	500	1,000	500
4208 · Building Rental	15,500	9,344	15,500	1,000	7,750	6,750
Total 4200 · Fees for Services	20,500	10,194	20,500	1,500	12,750	11,250
4300 · Fundraising Income						0
4305 · May Breakfast	300	0	300	0		0
4306 · Book Sale	1,200	1,494	0	0		0
4307 · Major Fund Raising - Raffle & Auction	35,000	350	35,000	33,750	33,750	0
4308 · Candlelight Service	2,300	3,461	3,400	1,488	2,300	812
4309 · Rummage Sale	2,000	1,014	2,000	0		0

	FY2020 Budget	FY2020 Actual	FY2021 Budget	FY21 Projected	FY22 Proposed	Change
4311 · Yankee Homecoming Fundraisin	1,000	1,000	0	0		0
Total 4300 · Fundraising Income	41,800	7,319	40,700	35,238	36,050	812
4400 · Income from Committees						0
4402 · Hospitality	1,000	796	1,000	1,000	500	-500
Total 4400 · Income from Committees	1,000	796	1,000	1,000	500	-500
4500 · Miscellaneous Income		3,552				0
4500.f Previous Year Carryover	0					0
4500 · Miscellaneous Income - Other	1,000		53,200	72,000	30,000	-42,000
Total 4500 · Miscellaneous Income	1,000	3,552	53,200	72,000	30,000	-42,000
Total Income	643,603	619,825	660,858	664,384	694,006	29,622
Gross Profit	643,603	619,825	660,858	664,384	694,006	29,622
Expense						
7200 · Salaries & related expenses						
7220 · Salaries & wages - other						
7250 · Payroll taxes	29,127	24,269	29,077	27,919	31,475	3,556
7265 · Housing Allowance	64,896	64,896	64,896	64,896	64,896	0
7220 · Salaries & wages - other -	313,850	302,981	315,192	306,122	346,537	40,415
Total 7220 · Salaries & wages - other	407,873	392,146	409,164	398,937	442,908	43,971
7240 · Employee benefits						0
7230 · Retirement contributions	43,711	39,905	46,231	31,401	42,774	11,373
7240.01 · Health Insurance	20,302	18,043	25,621	22,450	27,166	4,716
7240.02 · Life Insurance	3,084	2,679	3,193	2,149	3,456	1,307
7240.03 · Dental Insurance	1,024	1,071	1,132	1,132	1,104	-28
7240.05 · Workers Comp	2,932	2,848	2,837	3,434	3,053	-381
7260 · Professional Developmen	16,053	13,705	16,553	16,553	16,484	-69
7270 · Auto Allowance						0
Total 7240 · Employee benefits	87,106	78,251	95,566	77,119	94,036	16,918
7275 · Sabbatical Leave	4,553	4,553	4,553	4,553	4,553	0
7280 · Salary & Related Exp Savings						0

	FY2020 Budget	FY2020 Actual	FY2021 Budget	FY21 Projected	FY22 Proposed	Change
Total 7200 · Salaries & related expenses	499,533	474,950	509,284	480,609	541,497	60,889
7500 · Outside Services						0
7510 · Fundraising fees		0				0
7520 · Accounting fees	1,200	1,730	1,560	1,560	1,560	0
7530 · Legal fees	5,621	5,623	5,621	5,621	5,846	225
7540 · Professional fees - other	4,750	2,311	6,750	2,000	5,750	3,750
7550 · Temporary help - contract	5,050	6,485	5,050	7,378	5,050	-2,328
Total 7500 · Outside Services	16,621	16,149	18,981	16,559	18,206	1,647
8100 · Supplies, Comm & Equipment						0
8110 · Supplies & Materials	11,000	10,471	11,000	5,000	10,000	5,000
8130 · Telephone & telecommunication:	6,000	6,495	5,500	7,000	6,500	-500
8140 · Postage, shipping, delivery	2,000	2,051	2,000	2,000	2,000	0
8160 · Equip rental & maintenance	8,000	7,402	8,000	4,500	8,000	3,500
8165 · Computer Expense	4,104	9,894	4,104	4,104	5,000	896
8170 · Outside Printing & Copying	0	0	0	1,748	1,500	-248
8180 · Books, Curricula & Subscriptions	0	502	0	0	500	500
Total 8100 · Supplies, Comm & Equipment	31,104	36,815	30,604	24,352	33,500	9,148
8200 · Facilities Expenses						0
8210 · Rent, parking, other occupancy	4,260	4,155	4,760	4,760	4,760	0
8217 · Repairs and Maintenance						0
8217.01 · Major Clean-up		566				0
8217.02 · Furnace	3,000	409	3,000	1,500	13,000	11,500
8217.03 · Fire Detection	2,000	3,251	2,000	3,234	2,000	-1,234
8217.05 · Landscape Renewal	1,400	2,226	1,500	4,000	1,500	-2,500
8217.07 · Roof				5,450		-5,450
8217.08 · Lift Maintenance	2,000	1,972	1,500		1,500	1,500
8217.09 · Lift Inspection	400	0	0	0	0	0
8217 · Repairs and Maintenance	5,750	11,126	5,750	18,448	8,000	-10,448
Total 8217 · Repairs and Maintenance	14,550	19,550	13,750	32,632	26,000	-6,632
8220 · Utilities						

	FY2020 Budget	FY2020 Actual	FY2021 Budget	FY21 Projected	FY22 Proposed	Change
8216 · Fuel Oil/Natural Gas	10,100	11,420	10,100	8,000	10,100	2,100
8220.01 · Electricity	8,560	8,399	8,560	6,560	8,560	2,000
8220.02 · Water & Sewer	2,000	3,438	2,000	2,000	2,000	0
8220.03 · Propane Gas						0
Total 8220 · Utilities	20,660	23,257	20,660	16,560	20,660	4,100
8250 · Mortgage interest	7,200	6,900	6,720	6,458	6,006	-452
8520 · Building & Liability Insurance	12,850	8,992	13,573	13,573	14,807	1,234
Total 8200 · Facilities Expenses	59,520	62,854	59,463	73,983	72,233	-1,750
8300 · Travel & meetings expenses						0
8320 · Conference, Meeting & Retreat	0	0	2,000	0	500	500
Total 8300 · Travel & meetings expenses	0	0	2,000	0	500	500
8500 · Misc expenses						0
8586 · Commissions & Fees						0
8505 · Dues and Subscriptions	28,731	29,567	28,731	28,731	30,000	1,269
8510 · Interest expense - general	2,116	722	1,188	0	0	0
8530 · Membership dues - organization		0				0
8560 · Outside computer services		150				0
8570 · Advertising expenses	0	0	0		1,000	1,000
8580 · Contingency provisions	0	0	0	1,400	1,000	-400
TBD - Reserve provision PPP				53,357		-53,357
TBD - Capital Reserve provision				7,000	5,000	-2,000
8581 · Volunteer Training & Support	1,200	0	1,200	200	0	-200
8582 · Food & Refreshment	1,200	1,981	1,200	0	600	600
8585 · - Bank Service Charges	1,200	3,285	2,218	3,585	3,200	-385
8590 · Other expenses						0
8590.10 Organ Repair	3,520		3,520	3,520	3,520	0
8590.9 · Social Action	720	374	720	720	720	0
8590.8 · Parish Board	720	729	720	720	1,300	580

	FY2020 Budget	FY2020 Actual	FY2021 Budget	FY21 Projected	FY22 Proposed	Change
8590.7 · Raffle	8,000	25	8,000	8,750	8,750	0
8590.6 · Worship	1,800	1,659	2,200	1,000	2,200	1,200
8590.5 · Membership	2,500	765	2,500	1,000	2,500	1,500
8590.4 · Hospitality	2,700	423	2,700	0	1,200	1,200
8590.3 · Partner Church Collecti	1,500	1,209	1,500	1,500	1,500	0
8590.2 · GA & Partner Church St	2,700	750	2,700	1,100	2,700	1,600
8590.1 · Shared Collection dona	17,500	17,637	17,500	12,500	12,500	0
8590 - Other Expenses - Other		7,000				0
8590 · Other expenses	41,660	30,571	42,060	30,810	36,890	6,080
Total 8590 · Other expenses	41,660	30,571	42,060	30,810	36,890	6,080
Total 8500 · Misc expenses	76,107	66,276	76,597	125,083	77,690	-47,393
Total Expense	682,885	657,044	696,928	720,586	743,626	23,040
						0
Net Ordinary Income	-39,281	-37,219	-36,070	-56,202	-49,620	6,582
Net Income	-39,281	-37,219	-36,070	-56,202	-49,620	6,582
						0
Other Income (Endowment)	52,996	52,996	51,008	51,008	48,044	-2,964

6. Trustees of the Endowment

Realignment of Permanent Funds of the Society

Background Information

May 5, 2017

A recommendation based on work of Trustee Donald Askey, Trustee Will Rogers, and Co-Treasurer Art Henshaw, reviewed on April 14, 2016 at a joint meeting of the Finance Committee, the Trustees of the Endowment, the Minister, the Parish Board Chair and Vice-Chair, to update the structure and nomenclature of Funds maintained within the FRS Endowment as follows:

7. **Purpose of funds.** Each fund will be reported in one of three categories of purpose, as outlined by the Parish Board policy on Gift Acceptance.
 - a. **Capital Funds** for support of capital spending projects for FRS buildings and other capital assets
 - b. **Community Funds** for support of “community” purposes of FRS and the wider community
 - c. **General Funds** for support of the annual operating budget
8. **Type of gifts.** Each fund will be reported according to the type of restriction, if any, placed on the rate of distributions by the donor.
 - a. **Endowment Funds:** in compliance with MA law, any Fund composed of gifts restricted by the donors as “permanent,” or limited to distribution of “income only,” or similar language.
 - b. **Board-Restricted Funds:** all Funds whose distributions are restricted by an FRS policy adopted for the long-term well-being of the congregation and its missions, and not restricted by a spending restriction from the donor. Distributions from Board-Restricted Funds will follow the intended purpose of the Fund, whether that purpose was established by the original donor, or by FRS policy.
9. Believing that an **Unrestricted** type of Funds could be counterproductive to the long-term interests and mutual confidence of the congregation with its planned givers, no such type of Fund will be maintained within the FRS Endowment. The Trustees therefore request all unrestricted gifts accepted by the Parish Board for the endowment be assigned to either an existing Endowment Fund or to a Board-Restricted Fund for administration.
10. That the current **Parish Fund** be divided into two funds according to original donor intentions, as identified from existing records to the best of our ability:
 - a. **Parish General Fund**, a Board-Restricted Fund for support of the Annual Operating Budget, created from 34% of the Parish Fund since, conservatively, at least 34% of the original gifts were given without restrictions
 - b. **Parish Endowment Fund**, a donor restricted Endowment Fund for support of the Annual Operating Budget, created from 66% of the Parish Fund since, conservatively, no more than 66% of the original gifts were given as permanent funds or restricted to spending income only
11. That the **Stover Fund** be considered a **Board-Restricted Fund** since the donor’s original provisions allow for spending of both income and principal.

12. Create the **Capital Reserve Fund**, identified in the Parish Board Gift Acceptance Policy, by merging the Board-Restricted **Bailey (57%)** and **Building (43%)** Funds into a single fund, and developing a new policy for its administration, coordinating later with whatever capital budgeting process is developed for projects funded by this Capital Reserve Fund. Similarly, an updated policy is needed for the Stover Fund.
13. Create the **Community Fund** identified by Parish Board policy as a Board-Restricted fund, along with a policy to guide operation of the fund.

FRS "ENDOWMENT" (OR LEGACY) FUNDS
By Purpose of Fund and Type of Legacy

Revised June 6, 2017

Values as of: March 31, 2017

FUNDS and PURPOSES	TYPE OF LEGACY		TOTAL	
	PERMANENT ENDOWMENT	BOARD- RESTRICTED		
Funds and Purposes shown in bold are identified in Parish Board Gift Acceptance Policy	Permanent funds restricted by the donor(s) to spending "Income-only"	Other funds whose distributions are restricted by duly approved FRS policies	CURRENT VALUE	PCT OF TOTAL
CAPITAL FUNDS				
Capital Reserve		\$ 300,866	\$ 300,866	18.3%
Fowler	\$ 15,575		\$ 15,575	0.9%
Stover		\$ 52,375	\$ 52,375	3.2%
Subtotal by Purpose	\$ 15,575	\$ 353,241	\$ 368,816	22.5%
COMMUNITY FUNDS				
Community Fund		\$ -	\$ -	0.0%
Swasey Orphan	\$ 151,744		\$ 151,744	9.2%
Swasey Income	\$ 175,315		\$ 175,315	10.7%
Alliance	\$ 78,212		\$ 78,212	4.8%
Subtotal by Purpose	\$ 405,271	\$ -	\$ 405,271	24.7%
GENERAL FUNDS				
Parish General Fund		\$ 295,190	\$ 295,190	18.0%
Parish Endowment Fund	\$ 573,016		\$ 573,016	34.9%
Subtotal by Purpose	\$ 573,016	\$ 295,190	\$ 868,206	52.9%
TOTAL BY TYPE	\$ 993,862	\$ 648,431	\$ 1,642,293	100.0%
PERCENT	60.5%	39.5%	100.0%	

FRS Pooled Endowment Fund

(A history through 2012)

The FRS Endowment contains many funds which are used by the church in the operation of the church, and sometimes in special circumstances, depending on the stated purpose of the fund.

The following is an explanation of these funds, their history, how they are used, and how calculations were made from those funds authorized to make distributions to the church.

Special Funds

- **Women's Alliance:** The Women's Alliance dates back to 1845 beginning as a sewing circle. In 1915, William M. Swazey made a substantial gift to the Alliance in memory of his wife, Susan Babson Swazey, and gathered together with other generous bequests, the Alliance accumulated an endowment fund that allowed it to contribute to the FRS as well as help fulfill community needs. The Alliance continues today as an independent entity, contributing to various causes such as the church's operating expenses, as well as the Wilson Concert Series and Christmas decorations. The yearly payout represents 5% of the overall annual distribution out of the endowment.
- **Swazey Orphan Fund:** William H. Swazey also made a significant bequest to the FRS in 1911, which established the funding for the Swazey Orphan Fund. The original intent was to provide assistance to Newburyport's orphaned children. By the 1950's with few orphans in need, the fund was directed to children who had lost a least one parent. Funds are provided for educational grants, classes in the arts, school excursions, camps and medical needs. The grants are available to any child residing in Newburyport and are not based on financial need. Trustees, who are members of the Community Human Services Committee, are responsible for the approval of the requests. The yearly payout is 10% of the annual distribution out of the endowment.
- **Swazey Income Fund:** The Swazey Income Fund was also established in 1911 through a bequest from William H. Swazey (not to be confused with the Swazey Orphan Fund). Its purpose is to assist individuals and families in need (both within the church and without), as well as charitable and community organizations in the greater Newburyport area. Originally administered by the Women's Alliance, the Swazey Income Fund has for many years functioned as a Minister's discretionary fund. The yearly payout is currently 9% of the overall annual distribution out of the endowment.

Building Funds

- **Bailey Fund:** Eleanor Bailey left an unrestricted bequest of \$199,456 to the FRS in 2004. The Parish Committee recommended, and the Parish approved, that the fund would be established as a permanent, separate fund in the Church's endowment, to be managed by the Trustees. The goal is to increase the principle in order to accumulate a reserve for the Church's major capital improvements and other extraordinary building related expenses. These would typically be large building maintenance items (e.g. steeple painting and repair, roof repair, heating system repairs or upgrades, etc.). The Fund does not participate in the quarterly income distributions, instead remains in the endowment to enhance future growth. The Parish Committee guidelines indicate that withdrawals are permitted up to 25% of the current asset value of the Fund but only on amounts greater than \$150,000 of the Fund's asset value. The Fund can be supplemented at any time by additional bequests, donations or congregational funding, and all withdrawals must be supported and approved by the Church membership. (Please see paragraph under Bailey Fund Accounting for additional information).

- Building Fund: The Fund was established in the 1970's in conjunction with a capital campaign that was conducted to fund various renovation and repair projects required at that time. The funds remaining after the campaign was completed were used to establish the Building Fund and continue to be utilized for repair and maintenance. The yearly payout represents 9% of the overall annual distributions out of the endowment.
- Stover Fund: The Fund was established in 1984 as directed in the last will and testament of Sarah Stover. It called for the Church to utilize the principal and income resulting from the legacy solely for the maintenance and replacement of the main Church building. The yearly payout represents 4% of the overall annual distribution of the Endowment.
- Fowler Fund: The Fund was established in 1909 through a bequest by Helen S. Fowler in the amount of \$16,000. The designation called for the income to be used for the upkeep and repair of the Church building on condition that the colonial architecture of the building is kept substantially as it is. The yearly payout represents 1% of the overall annual distribution of the endowment.

Parish Fund

The Parish Fund is that portion of the endowment that is paid quarterly to the operating budget of the Church to be utilized for all budgeted expenses. The yearly payout represents 61% of the overall annual distribution out of the endowment.

Bailey Fund Accounting

The overall endowment consists of an accumulation of gifts and donations over time to include the Bailey Fund. As described in the Building Funds section of this document, the source of the Bailey Fund is an unrestricted bequest of \$199,456 to the FRS in 2004. The endowment and the Bailey Fund are co-mingled, but separate accounting for each is maintained on a monthly basis by the Treasurers, based on the monthly statements produced by the Investment Advisor. The changes in the value of the investments, income, fees, disbursements, etc. are applied to each fund. The percentages applied to both funds as of the end of October have averaged between 10.6% for the Bailey Fund and 89.4% for the endowment. There are cases where only one fund will be impacted by an entry, such as the quarterly payouts to the other Church Funds where the withdrawals come only from the endowment balance. An example of a disbursement effecting on the Bailey Fund would be an approved withdrawal out of the Fund for a building repair. The Church endowment also serves as the source for quarterly distributions that are made to the special funds that have been previously described and are listed on Attachment B under distributions. The annual budgeted amount represents 5% of the value of the Fund. In order to minimize wide swings in the value of the Fund, an average of the thirteen previous quarters is used as the basis for the budgeted amount.

Compiled by Walter Power, Bud Manley and John Mercer May, 2012

7. Calendar of Church, Parish Board, and Committee Activities

Represents typical activities in 2018/2019, prior to the pandemic disrupting in-person gatherings and will be updated once a new “steady state” is reached.

Month	Church Events	Executive Committee	Parish Board	Governance Committee	Finance Committee	Trustees of the Endowment	Human Resources Committee
Each Month Sept-June		<ul style="list-style-type: none"> -Hold Executive Committee meeting to set PB meeting agenda at least 10 days before PB meeting 	<ul style="list-style-type: none"> -First of month- send reminder for agenda items for Parish Board -End of first week, by Saturday preferably, PB packet to be sent to PB and LC -Hold Board meetings each month 	<ul style="list-style-type: none"> -Hold Governance Committee meeting (or meetings, as needed) -Send committee report to FRS office by deadline to be included in Board packet -Available to consult with PB and/or Executive Committee as needed 	<ul style="list-style-type: none"> -Hold Finance Committee meeting (or meetings, as needed) at which FC: *Reviews financials and variances from budget *Reviews any conditions affecting budget performance *Records and send minutes for inclusion in Parish Board Packet *Addresses any finance policy matters or interim financial recommendations to Parish Board 		
July/Aug	Yankee Homecoming Book Sale	<ul style="list-style-type: none"> -Schedule/hold any summer Executive Committee meetings -Plan annual fall Retreat—invite guests, facilitators as needed -Review updated PB manual (from GC) 		<ul style="list-style-type: none"> -Finalize Board and officer roster -Update Parish Board Manual -Update Governance Committee Manual -Set monthly meeting dates/times to start in September 	<ul style="list-style-type: none"> -Set monthly meeting dates/times to start in September 		

Month	Church Events	Executive Committee	Parish Board	Governance Committee	Finance Committee	Trustees of the Endowment	Human Resources Committee
				- Work with Executive Committee on annual retreat			
September	Opening Picnic or event on First Sunday	-Parish Board Meeting *Assign HR agenda for the year (with input from HR com)	-Parish Board Meeting *Review/establish covenant *Review/complete COI policy/form *Ensure accurate contact info for PB *Populate HR Committee and other task forces/working groups as necessary *Review status of budget surplus/shortfall from prior year, review current financials -Develop strategic intent for year to come; consider goals for year (may also happen at retreat) -Hold fall Retreat *Goal setting and other topics as decided by the Executive Committee	-Send PB chair reminder to discuss COI policy and covenant -Provide background as needed for board to discuss COI and covenant -Assign agenda item to PB to converse on policy governance and their roles -Gov Com meeting—identify policy priorities or hold over policy related work from prior year	-Review prior fiscal year results -Determine goals for Fin Com for year -Review budget planning timetable with Business Administrator and Executive -Establish canvass schedule, begin to recruit Stewardship Team/Chair -Review fund raising event schedule -Review Planned Giving Program, plans		-FRSUU Staff to set or confirm goals and objectives with their supervisor(s). -Orientation for new HR Subcommittee members
October	Program Council meeting #1		-Parish Board Meeting *PB consider major goals of next canvass budget *PB reviews plan for canvass mgmt. and leadership	-Review policies and if any changes or additions are needed, assign drafters either in	-Communicate with Executive and Business Administer to ensure staff and program inputs into budgeting process	-Trustees Meeting #1 -Select Co-chair for year -Quarterly Rept	-Parish Board to assign tasks and identify goals for HRS

Month	Church Events	Executive Committee	Parish Board	Governance Committee	Finance Committee	Trustees of the Endowment	Human Resources Committee
				committee or on board		-Review Performance of Fund and Mgr.	
November	Rummage Sale		-Parish Board Meeting *Ensure that Finance Committee has selected Canvass Chair	-Outline plan for Nominations process -Review bylaws	-Support Exec and BA in budget development		
December	Candlelight Christmas Eve and Christmas Services	-Plan mid-year retreat if holding one, otherwise determine other way for PB to stepback and assess performance to date and priorities for rest of the year	-Parish Board Meeting *Consider HR recommendations on Staff Salaries for next budget *Adopt recommendations on salaries, advise Finance Committee	-Review evaluation forms in preparation for distribution to board. -Distribute to board -Prepare bylaw changes (if any) for board approval in Jan -Review and update nominations communications -ask incumbents about service for next yr	-Support Executive and Business Administrator in finalizing draft budget. -Review budget with Stewardship Team so that they can begin preparation of canvass rationale and materials.		-Finance Committee to indicate parameters for upcoming FY budget to PB -Parish Board to identify for HRS any changes to compensation packages or policies and communicate specific goals for staff comp

Month	Church Events	Executive Committee	Parish Board	Governance Committee	Finance Committee	Trustees of the Endowment	Human Resources Committee
January	Program Council Meeting #2	-Review mid-year evaluation data with Governance Committee	-Parish Board Meeting *Preliminary Budget Presentation/ Discussion by Fin Com *Adopt Budget if no outstanding issues *Complete board evaluations -Mid-Year Retreat (if holding) *Review progress toward goals set at Annual Retreat *Discuss board evaluations	-Review evaluation data and prepare to present results at Mid-Year Retreat -Present evaluation data to board at their Mid-year Retreat or otherwise -Ask incumbents about service for next yr	-Budget presented to Parish Board for discussion, adoption if no outstanding issues.	-Trustees Meeting #2 - Quarterly Report -Project fund distribution for budget in coming year.	
February		-Set Annual Meeting date and present to PB	-Parish Board Meeting *Accept Annual Meeting date *Present/ Review/Adopt canvass budget if not already done	- Continue Nominating Process *Meetings with potential candidates -If bylaw changes, schedule forums	-Support Parish Board in adoption of Preliminary Budget		-Canvass budget developed & implications for HRS' proposed staff compensation package shared with subcommittee
March	- Canvass month -Program Council Meeting #3		-Parish Board Meeting <ul style="list-style-type: none"> Ensure that Governance Committee is working on nominations for officers for next year 	- Slate of officers filled and submitted to PB for approval (may happen in April)	-Support Stewardship Group with canvass process		-Set or revise staff job descriptions

Month	Church Events	Executive Committee	Parish Board	Governance Committee	Finance Committee	Trustees of the Endowment	Human Resources Committee
April	<ul style="list-style-type: none"> -Canvass follow up -Rummage Sale 		<ul style="list-style-type: none"> -Parish Board Meeting *Review canvass results/plan for adjustments to budget if necessary *Ensure that Governance Committee nominations are in process 	<ul style="list-style-type: none"> -Prepare slate of Officers for May Board Meeting (if not done in March) -Chair submits Annual Report of committee to Business Admin for Annual Meeting report 	<ul style="list-style-type: none"> -Review canvass results, make recommendation for adjustments as necessary -Write Finance Committee Annual Report -Recruit Finance Committee members as needed 	<ul style="list-style-type: none"> -Trustees Meeting #3 -End of the year report for May meeting. 	<ul style="list-style-type: none"> -Staff performance evaluations -Compensation packages in Budget communicated to staff
May	<ul style="list-style-type: none"> -May Breakfast -Program Council Meeting #4 -Annual Meeting (See PB column) 	<ul style="list-style-type: none"> -Prepare for Annual meeting—motions, acknowledgements, etc. 	<ul style="list-style-type: none"> -Parish Board Meeting *Adjust budget if necessary, vote if any changes. *Finalize Warrant for Annual Meeting *Review Governance Committee slate of officers *Discuss possible fall Retreat dates -Annual Meeting *Adopt Budget *Vote for officers *Discuss/adopt any bylaw changes. *Removal of inactive members *Vote special disbursement from various funds if any (Bailey, etc.) 	<ul style="list-style-type: none"> -Prepare orientation materials for new members -Prepare for June Board meeting by selecting next year's committee members -Set date for orientation and send new members orientation materials 	<ul style="list-style-type: none"> -Support Executive and Business Administrator in preparation and presentation of Final budget to be adopted at Annual Meeting -Review Annual Canvass process, and make recommendations for adjustments -Chair submits Annual Report to Business Administrator for Annual Meeting 		<ul style="list-style-type: none"> -Staff to set preliminary goals and objectives for next year

Month	Church Events	Executive Committee	Parish Board	Governance Committee	Finance Committee	Trustees of the Endowment	Human Resources Committee
June	<ul style="list-style-type: none"> - Last Day of Church Year - Closing Picnic/event 	<ul style="list-style-type: none"> -Set date for fall Retreat (based on PB input) 	<ul style="list-style-type: none"> -Ensure that staff evaluations are in process. - Parish Board Meeting *Evaluate progress on goals set during Retreat for the year, (see policy on Evaluation) *Thank outgoing and welcome incoming members *Thank Governance Committee for nominations work *Disband by 6/30 and reappoint HR and all task forces and subcommittees. *Governance Committee presents next year's committee members *Elect Vice-Chair of Board -Announce Governance Committee to congregation -Parish Board Orientation of New members 	<ul style="list-style-type: none"> -Work with PB chair on orientation of new members -Finalize Governance Committee membership for coming year -Plan any summer work/meetings 	<ul style="list-style-type: none"> -Review progress on goals. Begin planning for following year -Finalize Finance Committee membership for coming year 	<ul style="list-style-type: none"> -Trustees Meeting #4 -Review year and identify issues goals for up-coming church year. 	<ul style="list-style-type: none"> -HRS to submit to Parish Board the HRS task calendar "standing order"

8. Our Governing Documents

Constitution and Bylaws

First Religious Society, Unitarian Universalist, Newburyport, Massachusetts

Approved by vote of the Congregation 4/1/2012. Amended, FRS Annual Meeting 5/17/ 2015, Further amended FRS Annual Meeting 5/15/2016, and again on 5/20/2017

ARTICLE I

Name

The name of this religious corporation shall be the First Religious Society, Unitarian Universalist, in Newburyport, Massachusetts.

ARTICLE II

Purpose

Section 1. Its purpose is set forth in its Affirmation of Faith in keeping with the original purpose of the Society since the day of its founding: "Love is the doctrine of this church, the quest of truth is its sacrament, and service is its prayer. To dwell together in peace, to seek knowledge in freedom, to serve humankind in fellowship, to the end that all souls shall grow into harmony with the Divine. Thus, do we covenant with each other and with God."

In addition to the Affirmation of Faith, the First Religious Society maintains Vision and Mission Statements which are periodically revisited and revised and guide the congregation and its endeavors.

Section 2. In keeping with the Principles of the Unitarian Universalist Association, this Church affirms and promotes the full participation of all persons in our activities and endeavors, including membership, programming, hiring practices, and the calling of professionals; without regard to race, color, gender, physical or mental challenge, affectional or sexual orientation, age, class, or national origin.

ARTICLE III

Membership

Section 1. Any person 15 years or older may become a member of the First Religious Society by filling out a written application and affirming the purposes of the Unitarian Universalist Association and the First Religious Society, Unitarian Universalist, in Newburyport, and resolving to participate in worship and other activities of the Church.

After joining the Society, there is an expectation that a member will support the Society and its mission through personal participation, financial participation, or both.

Section 2. A member's name will be removed from the membership roll upon the member's death or the written request by the member to the Clerk.

After a member has left the Newburyport area for more than one year or has not participated in the life of the Church for a period of more than two years, such person will become a candidate for removal from the membership roll after a vote of the Parish.

ARTICLE IV

Meetings

Section 1. The Annual Meeting of the Society shall be held in May. The day shall be set each year by the Parish Board with at least sixty (60) days' notice to members.

Section 2. Special meetings of the Society may be called by the Parish Board and must be called by them upon the written request of at least thirty members or 10% of the members, whichever is greater.

Section 3. All meetings shall be warned by the Clerk of the Society, or such member of the Society as the Parish Board may name, by causing a true copy of the warrant to be posted in the church 8 days at least, including 2 Sundays, before the day of holding the meeting. The business to be transacted at any meeting of the Society shall be specified in the warrant for that meeting.

Section 4. Ten percent (10%) of the membership or 30 members, whichever is greater, shall constitute a quorum at most meetings of the Society. Twenty percent (20%) of the membership or 60 members, whichever is greater, shall constitute a quorum for the annual meeting, or for amending the Constitution and By-laws. Twenty percent (20%) of the membership or 60 members, whichever is greater, shall constitute a quorum for any other duly constituted meeting to conduct business regarding contracts with the minister or to approve expenditures of more than \$25,000. The quorum necessary to call a minister or terminate their tenure shall be thirty-three (33%) of the membership. The quorum necessary to dissolve the Society shall be thirty three percent (33%) of the membership.

Section 5. All meetings shall be conducted in accordance with Robert's Rules of Order and voting by proxy shall not be permitted at any meeting of the Society.

ARTICLE V

The Minister

Section 1. The Minister shall be responsible for the conduct of worship within the church and the membership's spiritual interests and affairs. The Minister shall provide leadership in the role of executive chief of staff. The Minister shall have freedom of the pulpit as well as freedom to express their opinion outside the pulpit. The Minister shall have their ministerial credentials with the Unitarian Universalist Association thus insuring their commitment to professional ethics as indicated by the Unitarian Universalist Ministers Association Code of Ethical Practices.

Section 2. The Minister shall be a nonvoting, ex-officio member of all boards and committees of the church; except for the Governance Committee of the Parish Board, on which they shall not serve.

It shall be the duty of the Minister to bring to the attention of the Parish Board any matters which seem to them pertinent to the present welfare of the church, and to make such recommendations as seem to them proper. However, the final decision in matters of policy shall remain with the Parish Board or a legal meeting of the Society.

Section 3. When a settled minister vacancy occurs, a Ministerial Search Committee shall be elected by the membership from a slate of candidates presented by the Parish Board after seeking input from the membership.

- a. The Minister shall have indefinite tenure.
- b. The quorum necessary to call a Minister or terminate their tenure shall be thirty-three percent of the membership (as per ARTICLE IV, Section 4)
- c. The church may choose a new Minister by a 90% vote of the members present at a special meeting called for that purpose.

- d. The church may terminate the Minister's tenure by a three-fourths vote at a special meeting called for that purpose.
- e. The Minister may resign at any time giving at least three months' notice to the Parish Board, or upon any period of notice mutually agreeable between the Minister and the Parish Board. In the event the Church terminates the Minister's tenure, they will be given at least three months' notice.

ARTICLE VI

Officers

Section 1. Officers shall be elected by the Society. All officers shall be members of the Society.

Section 2. At each annual meeting there shall be elected a Moderator, a Clerk, a Finance Treasurer and an Endowment Treasurer each of whom shall be bonded, an Auditor, a Chair of the Governance Committee, and a Chair of the Finance Committee. No aforementioned officer who has served six consecutive years in a row shall be elected until after the expiration of one year.

Section 3. There shall also be elected at each annual meeting one Trustee and three members of the Parish Board who shall serve for three years or until their successors have been elected. No member of the Parish Board who has served a full three-year term shall be re-elected until after the expiration of one year.

Section 4. There shall also be elected at a congregational meeting, delegates to the Unitarian Universalist Association's General Assembly. This shall be done in accordance with the By-laws of the Unitarian Universalist Association.

Section 5. Any officer involved with serious conflicts of interest, acts injurious to the Church's property, financial status, or congregational well-being can be removed from office by a majority vote of the members at a duly constituted meeting of the membership.

ARTICLE VII

Parish Board

Section 1. The Parish Board is the governing board of the First Religious Society. It is charged with maintaining the well-being of the FRS church community, its buildings and grounds, and its resources. Its purpose is to lead the Church towards fulfillment of the congregation's stated mission.

Section 2. The Board delegates authority and responsibility for all of the church's day-to-day operations to the FRS Executive Team (consisting at the very least of the Minister), except where specifically limited by policies written and approved by the Board.

Section 3. The Parish Board shall be composed of 13 voting members, including the Clerk, the Treasurer, the Chair of the Governance Committee, and the Chair of the Finance Committee. The remaining nine voting members shall be elected by the Society to three-year terms, as set forth in ARTICLE VI. The Minister and Business Administrator shall serve as ex-officio (i.e. required but non-voting) members. A majority shall constitute a quorum.

Section 4. No contract involving any expenditure exceeding \$7,000 shall be made without a vote of the Society.

Section 5. The Parish Board may appoint task forces and standing committee members to support its work. The Parish Board shall fill all vacancies of elected office and, and persons so appointed shall serve until the next Meeting of the Society.

Section 6. At the first meeting of the Parish Board after the Annual Meeting, the Board will elect a Chair to serve for one year and a Chairperson Elect to serve as Vice-Chair for one year. The Chairperson Elect will function as Parish Board Chair the following year.

The Chair shall preside over meetings of the Parish Board and make such decisions as may be required between regular meetings of the Board, all such decisions to be reported for approval to the full Board at the next meeting.

The Chairperson Elect will function as Chair in the absence of the Chair and perform other duties as deemed necessary by the Chair and the Parish Board.

Section 7. The Parish Board has the authority and responsibility to recommend to the Society that it vote at a duly constituted meeting of the membership to remove Board members involved with serious conflicts of interest, acts injurious to the Church's property, financial status, or congregational well-being or violations of the Parish Board's covenant.

ARTICLE VIII

Trustees of the Endowment

Section 1. The Trustees of the Endowment are called by the congregation to be the fiduciary manager of all permanent funds now held or hereafter acquired by the Society, and such other funds as may be turned over to them by a vote of the Parish Board or Society. In this role the trustees will act to secure the financial wellbeing of the Society both in the present and the future. They will report directly to the Society; however, they will be available as needed to the Parish Board for strategic guidance in assisting the Board in their charge of the conduct of the Society's business affairs. As fiduciary managers they shall make decisions that are consistent with the requirements of the statutes and case law of the Commonwealth of Massachusetts that govern trusts.

The trustees shall have the duty to manage all funds and securities coming into their hands as such Trustees, with power to invest, re-invest and do all things necessary to the proper management of said funds, including, without limiting the generality of the foregoing, the power to make assignments and transfers without specific vote of the Society.

Section 2. The Trustees shall consist of five members, including the Chairperson of the Parish Board, the Treasurer of the Church, and three members elected by the Society, one to be elected each year for a three-year term. Trustees may be re-elected for a second, consecutive three-year term. No member of the Trustees of the Endowment who has served two three-year terms shall be re-elected until after the expiration of one year. The Chairperson of the Parish Board shall serve as Co-Chairperson of the Trustees of the Endowment and the Treasurer of the Church shall serve as Treasurer of the Trustees of the Endowment.

Section 3. The Treasurer shall have the authority to sign necessary documents for the Trustees of the Endowment and in their absence, the Chairperson of the Trustees of the Endowment may sign for the Trustees.

Section 4. The Trustees shall pay over to the Treasurer, the income according to the terms of their trust and shall report their activities to the Society at the Annual Meeting and to the Parish Board upon its request. The Trustees shall not pay over to the Treasurer any amounts of principal except as may be voted on by the membership at any duly constituted meeting, provided such payments are not in violation of the terms of the trust or in breach of the fiduciary duties of the Trustees.

ARTICLE IX

Standing Committees

Governance Committee of the Parish Board

Section 1. The Governance Committee shall be responsible for ongoing review and recommendations to enhance excellence in governance and congregational leadership. It shall do this by focusing on ongoing Board development, Board effectiveness, Board leadership, and succession planning for the Board and other FRS officers.

Section 2. The Governance Committee shall assist the Parish Board in periodically evaluating the Board's effectiveness and shall submit nominees for all elective offices at the annual meeting of the Society.

Section 3. The Governance Committee shall be named by the Parish Board each year in June.

Section 4. The Governance Committee shall be composed of at least five members of the Society, at least two of whom serve concurrently on the Parish Board. The term for these members will be for two years, staggered. The Chair of this committee will be an elected officer on the Parish Board and will serve a one-year term.

Section 5. No member other than the Chair shall serve on the Governance Committee for more than four consecutive years.

Section 6. The membership of the Governance Committee will be announced to the Society.

Finance Committee

Section 7. The Finance Committee shall be responsible for raising all the funds necessary for the maintenance of the Church and the conduct of its affairs; for conducting the annual canvass; for oversight of a planned giving program, and for assisting the staff in the preparation of the annual budget for approval by the Parish Board before its presentation at the annual meeting.

Section 8. The Finance Committee shall be responsible for lay oversight of the budget planning and performance and will advise the Parish Board as it deems advisable.

Section 9. The Finance committee shall be led by the Finance Committee Chair, who will serve as a member of the Parish Board.

ARTICLE X

Fiscal Year

The fiscal year shall end June 30th.

ARTICLE XI

Use of Buildings

Section 1. The purpose of the Church buildings is to serve the Church, its members, and its community in conformity with the Principles of the Unitarian Universalist Association.

Section 2. Besides worship services, weddings, child dedications and funerals, no meeting or event shall be held in the sanctuary that is not in accord with policies set by the Parish Board.

Section 3. Permission for use of the Parish Hall or Lower Meetinghouse or any other space owned by the Church, other than the sanctuary, shall be managed by staff according to Parish Board policies.

ARTICLE XII

Leadership Council

Section 1. The Leadership Council is an advisory body that promotes communication and cooperation among present church leaders and promotes development of future church leaders.

Section 2. The Leadership Council shall consist of all members of the Society who are called to leadership in the church including, but not limited to, officers and leaders of programs and task forces.

Section 3. The Council shall meet as it desires or at the call of the staff leadership to consider the general welfare of the Society. Its members shall make such recommendations to the Parish Board as they deem advisable.

Section 4. The Minister or their designee shall serve as Chairperson of the Leadership Council.

ARTICLE XIII

Amendments

The Constitution and By-laws, so far as allowed by law, may be amended or repealed at any meeting of the Society by a two-thirds vote of those present and voting. A quorum for purposes of amending the Constitution and By-laws shall consist of twenty percent (20%) or 60 members, whichever is greater as set forth in Article IV. Notice of any proposed changes shall be contained in the notice of the meeting.

ARTICLE XIV

Suspension

Specified parts of the Society's Constitution and By-laws may be suspended for a specified limited period, not to exceed one year, by a two-thirds (2/3) vote of those present at a duly called meeting of the Parish. The quorum necessary for suspension of the Constitution and By-laws shall be twenty percent (20%) of the voting membership or 60 members, whichever is greater.

ARTICLE XV

Dissolution

Should this Church cease to function and result in a membership vote to disband, any assets of this Church will be transferred to the Unitarian Universalist Association or to another church within the Association, or to an organization whose goals support the stated mission of the First Religious Society, this transfer to be made in full compliance with whatever laws are applicable. Dissolution requires a two-thirds vote of those present and voting. The quorum necessary for dissolution of the Society shall be thirty-three percent (33%) of the membership.

9. Parish Board Policies

The Framework

The Parish Board adopted a policy-based governance model in 2012 that it adapted from Governance and Ministry- Rethinking Board Leadership by Dan Hotchkiss. Hotchkiss defines board policy as *“An authoritative written statement designed to control many individual decisions over time . . . Policies provide the framework for decisions to be made away from the board table.”*

The Governance Committee ensures that the board adheres to their commitment to oversight vs management in the creation and use of policies. These policies are broken down into the following categories, thus creating a framework for policy development.

Governance

These policies include the board’s philosophy of governance, the board covenant, and policies regarding the board’s internal processes or self-management, such as policies on board leadership, agenda setting, charges to subcommittees, and board development.

Discernment

This section of policies is often developed in conjunction with staff and lay congregation members and includes the mission statement, and an articulation of core principles. It focuses also on several of the unanswered questions regarding future directions for the congregation.

Strategy

These policies include the major decisions that have been made, in order to move toward mission fulfillment, in various areas such as programming, membership, staffing, and capital projects, etc. Some of these strategies might be medium term, looking forward 3-5 years, others near term, looking forward 1 or 2 years; all are at a high or “macro-management” level.

Management

These policies outline delegation of power and responsibility to staff and others, including an articulation of the principles by which that authority is to be used. These policies also cover such areas as care for people, staff, and assets.

Oversight

These policies set standards and establish an annual plan for monitoring and evaluating staff and programs to ensure accountability and congruence with the mission.

ABM 3/30/10

Policy Development Steps

Step One: Define the Issue or Problem

The process of policy development begins with recognizing the need for written policy. Often a board faces a decision that would be easier to make if a policy existed. The board is not alone in identifying policy needs. Staff, committee leaders, and interested members are all sources of policy issues and problems.

Step Two: Gather Necessary Information on the Issue

- Sample policy language and analysis from UUA website
- Experience from other churches
- Church research – Policy Governance Research
- Local input
- District/Leadership seminars

Step Three: Secure Recommendations from Staff

Once facts are available, the board listens to recommendations for handling the policy issue. The staff is often charged with recommending policy action, since they are the one responsible for carrying out the policy.

Step Four: Discuss and Debate at the Board Level (include input of affected parties)

- Is the content within the scope of the board's authority?
- Is it consistent with the vision/mission?
- Does it support the church's goals or objectives?
- Is it good (personnel, business) practice?
- Is it reasonable? (Are any requirements or prohibitions arbitrary, discriminatory or capricious?)
- Does it adequately cover the subject?
- Is it limited to one policy topic?
- Is it consistent with board's existing policies?
- Can it be administered? Is it practical? How much will it cost?

Step Five: Draft Policy

After the board has reached consensus on policy content, the board's policy writer goes to work. This person must be able to write clearly, directly, and succinctly. Pomposity, verbosity, jargon, and "legalese" should be avoided unless necessary to meet legal requirements. Policy must be broadly stated with room for adjustment to fit special circumstances.

Step Six: Hold First Reading

Once in writing, the policy draft is placed on the board's agenda for a first reading, giving notice to everyone in the community who may be interested that the board has a specific policy under consideration. At this time the board has the opportunity for preliminary discussion of the proposed policy and, if it chooses, may hold a community hearing. This is recommended for important or controversial draft policies.

Step Seven: Make Revisions

Revise the policy based on the information gained from the questions, comments and suggestions obtained after the first reading.

Step Eight: Hold Second Reading

The period between the first and second reading allows time for all concerned persons to ask questions, make comments, and offer suggestions for changes and improvements. In some instances, depending on the nature of the policy, a second school community hearing may also be held.

Step Nine: Adopt the Policy

Step Ten: Distribute to the Community

Seeing the policies are distributed as widely as possible is one way to ensure implementation.

Step Eleven: Oversee Policy Implementation

Policy oversight is a dynamic process that includes an evaluative component. Oversight is intended to make sure that the policy accomplishes its goal. Policy oversight can provide guidance on whether to continue or modify the policy and to determine future courses of action.

Step Twelve: Policy Evaluation and Revision or Modification

Policies should be reviewed on a regular basis as a part of the board's standard operating procedures. They can become out of date, unclear, or even contrary to the way in which the church is operating. When any of this occurs, the policy needs modification or elimination. The policy amendment process is the same as the policy adoption process. The board sets policy and the administrator implements the policy and manages the church within the guidelines set forth in board policy. In the absence of policy, the administrator must use their own judgment.

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FRS Parish Board Policies

On April 1, 2012, the congregation voted to change the Constitution and Bylaws of the FRS. Reflected in this change is the name of the Parish Committee to the Parish Board. All policies adopted prior to this change reflect the name Parish Board for the sake of continuity and clarity.

1. Governance

1.1 Philosophy of Governance

The FRS uses democratic processes throughout its governance. That governance begins with statements of vision and mission as expressed by the congregation and voted on in congregational meetings. The Parish Board uses those statements to guide its own strategic decision making and to formulate clear, written policies to delegate management decision-making. These policies are carried out by FRS staff members, officers of the church, committees, appointed task forces and subcommittees, and program volunteers.

The aim of this policy approach is to enable good works to be accomplished without unnecessary obstruction or intervention and to foster creativity in church life.

Specifically, in these policies, the Parish Board strives:

- To unlock the energies of senior staff, volunteers and committee members
- To free the congregation to expand its aspirations and to undertake shared acts of compassionate service

The Parish Board devotes its own attention to discernment, strategy and oversight. Thus, it governs primarily by

- a) Understanding the congregation's vision and mission statements and overseeing the periodic reevaluation of those statements.
- b) Setting goals and making strategic choices based on the congregation's vision and mission.
- c) Writing policies that guide the church's governance and care of its resources.
- d) Evaluating the congregation's leadership, including that of the Parish Board.

Originally adopted by the Parish Committee on November 10, 2010

Amended by the Parish Board on January 13, 2011

1.2 Parish Board Covenant

We, the Parish Board of the First Religious Society, Unitarian Universalist, in Newburyport, Massachusetts, agree to serve our congregation's mission and to do so in respectful relationship with each other. Each of us will act in the best interests of the First Religious Society as a whole. We shall welcome varied points of view, listening with open minds. We will enjoy, honor, empower and respect the value of each member of our Board. We will seek consensus. We will value both full discussion and careful decision making. After deliberation and decision making, we each will support the will of the Board as a whole.

We will attend meetings regularly and prepare with care. We will respect the value of our time together by beginning and ending our meetings on time. We will focus more on strategic leadership and governance by policy and less on reacting to immediate issues or taking up time with administrative detail. We will each be responsible for striving for excellence in our governance, and in the continuation of effective governance, and we will each strive to learn and grow in our Parish Board work.

Adopted by the Parish Committee on November 10, 2010

1.3 Parish Board Self-government

1.3.1 Parish Board Agenda

Agenda Team: The FRSUU Parish Board (PB) empowers a team to prepare its monthly meeting agenda. This team consists of the members of the Executive Committee—i.e., a designated member of the Parish Board, if not the Chair; the minister; and the Business Administrator, and a member of the Governance Committee. This team is responsible for the meeting packet, which shall contain all reports, the agenda, and supporting materials. The Business Administrator will email the packet to the PB no later than five days in advance of the meeting.

Reports: The agenda team will solicit reports and suggestions from the Parish Board, Leadership Council officers, active task forces, and working groups. All reports must be emailed to the office at least a full week before the meeting. All reports, including those of the minister and treasurer(s), must be in writing. Legal, financial, and informational materials required for review as a basis for decision-making by the Parish Board must be included in full. If a report contains a proposed action for PB approval, it should be stated clearly in the form of a motion. Late reports will be held over for the following month's meeting packet.

Discussion and Consent Agenda: The agenda team will prepare a cover page containing at least the following elements in any order that best facilitates the board's work.

- **Call to Order** – Meeting is opened with a reading by the minister, or a designated Board member.
- **Open Issues** – Two to three major topics involving open discussion. All of these topics will bear directly upon the Parish Board's discernment, strategy, and oversight roles, especially with regard to creation or amendment of governance policies.
 - Members should bring new topics to the attention of the Chair. This ensures that meeting time will be allotted when any research or resources needed to prepare the committee for discussion are completed.

- **New Business** – Action items, each requiring discussion and voting. For each item, the agenda will identify the presenter, time needed for discussion, and (if practicable) the text of the motion to be acted upon.
- **Consent Agenda** – These items—covering minutes, reports and documents provided in the packet—require action that the agenda team believes does not require discussion or debate. Parish Board members are expected to review all items listed before the meeting and be prepared to responsibly approve them in one vote.
 - During the meeting, members may move that any item be removed from the Consent Agenda, so it can be discussed before action is taken on it. This approach is ideal for situations in which the item itself is not in doubt, but specific details regarding it need to be quickly clarified or corrected before it is approved.
 - If a member believes that an item contained in the Consent Agenda requires extensive discussion, they should inform the Parish Board chair at least two days before the meeting. This will ensure that the chair has the opportunity to explore the item further in light of the member's concerns, and effectively manage the committee's time.
- **Process Check** – This meeting evaluation should be conducted within the last ten minutes of the planned monthly meeting in order to give board members an opportunity to give feedback about the meeting.

Adopted by the Parish Committee on December 8, 2010

Amended by the Parish Board on February 12, 2014

1.3.2 Board Committees

Space saved for future policy on governance structure and board committees.

1.3.3 Conflicts of Interest

Members of the FRSUU Parish Board (PB) will carry out their duties with undivided loyalty to the congregation and its mission. Loyalty in this context means putting the work and well-being of the church ahead of any personal gain. A conflict of interest exists whenever a member or a close relative of a member has interests or duties that interfere with that member's duty of loyalty. The conflicting interest may be financial, moral, political, or theological, or involve any special privilege.

Conflicts of interest arise when a Parish Board member:

- Stands to gain or lose because of a PB action.
- Has a fiduciary duty or close personal or business relationship to any person or corporation that stands to gain or lose because of a PB action.
- Holds a substantial property interest in a corporation or business or serves as an officer or board member of another non-profit organization that stands to gain or lose because of a PB action.
- Cannot set aside their personal preferences as an individual consumer of the congregation's services to vote in behalf of the whole congregation and its mission.
- Faces any other situation that creates or appears to create divided and conflicting loyalties.

The Parish Board requires each member:

- Each year, by the first board meeting in September, disclose in writing all existing or foreseeable conflicts of interest, *as well as* to do so immediately should any conflict arise at any time.
- Disclosure forms (a copy of which is appended to this document as Appendix I), shall be kept by

the Business Administrator and made available to any member of the congregation who requests them.

In each instance in which a conflict of interest is identified, the Parish Board will:

- Meet to discuss (without the affected parties) to determine whether a conflict exists and how it should be handled. During this period, the affected member will withdraw from the board.
- Depending on the seriousness of the conflict, possible responses include:
 - **Disclosure.** A supplemental disclosure form shall be filed by the affected member, who may then continue to participate and vote as usual.
 - **Recusal.** The member shall disclose the conflict and withdraw from the meeting while the item is under discussion or voted upon.
 - **Resignation.** The member shall resign from the board.

Anyone who exercises authority delegated by the Parish Board is subject to the same standards of loyalty that apply to PB members.

Adopted by the Parish Committee on December 8, 2010

Revised by the Parish Board on November 14, 2012

Amended by Parish Board on February 12, 2014

1.3.4 Discipline and Removal of PB Members

The FRSUU Parish Board (PB) reserves its authority and power under the bylaws to recommend to the Congregation that it vote to remove board members involved with serious conflicts of interest; acts injurious to the church's property, financial status, or congregational well-being; or violations of the Board's covenant.

Pending removal, the Board will notify the member in writing that their voting rights are "suspended until further notice" until the PB completes its investigation of any and all conflicts of interest, injurious acts, or violations. The Board will offer the member the opportunity for a hearing before the Chair, the voting members of the PB, the minister, the Business Administrator and the Clerk.

Attendance: Regular attendance of all members is critical to the Board's collective effort and effectiveness. A member who must be absent should notify the Chair in advance of the meeting. If a member misses three meetings over a six-month period without such notification or without substantial reason for absence, the Clerk will place the question of expulsion before the Executive Committee, which in turn will place the issue on the agenda for the next PB meeting. At that time, the Board may vote on the question or meet with the member to determine if they wish to continue.

Adopted by the Parish Committee on December 8, 2010

2. Discernment

Discernment concerns all that the First Religious Society congregation does to discover and define the church's mission.

2.1 Mission Statement

A Mission Statement—expressed by the FRS congregation and voted upon in a congregational meeting—serves as the foundation for all acts and services approved by the church’s leadership for the benefit of its members, the greater community, and the world at large.

The church’s mission statement shall be considered each year by the Parish Board and FRS Executive at the Board’s annual retreat. Purpose is:

- to guide the setting of strategic goals for the next church year or those spanning 2-3 years; to deliberate the mission statement’s adequacy and accuracy in expressing the church’s ongoing vision of its identity, aspirations and calling.

As needed, the Parish Board, FRS Executive, staff, officers, leaders and Congregation shall together conduct a formal review of the church’s vision and mission. This review shall be conducted in an open, democratic process so as to clearly identify:

- amendments to the mission statement that reflect the congregation’s revealed beliefs and will to action.
- a mission—or constellation of related missions—that calls for united, shared commitment by the whole church.

Amended by Parish Board on February 12, 2014

2.2 Core Values

Founded in Newburyport in 1725, the First Religious Society holds to a tradition of liberal theology that values each individual member’s inherent worth and quest for truth rather than strict adherence to any given creed.

Our values:

Authentic Connection

Courageous Action

Love

Spirituality

Wonder

Core values of the FRS, as stated in *Historical Affirmations of Our Unitarian Universalist Faith* by the Rev. Roy Phillips, are:

- That God is a Unity as opposed to a Trinity.
- That all human beings can hope for salvation.
- That there is in each human person a spark of the divine.
- That relevant and meaningful statements of belief are personal statements.
- That truth grows and changes.
- That people should be free to judge whether or not to accept the pronouncements of the church.
- That a broadly inclusive tolerance in religion is preferable to an enforced uniformity.
- That religious assertions must be reasonable if they are to be accepted as valid.
- That doubt can help winnow truth from untruth.
- That a person must develop a trusting reliance on themselves and their own capacity to make sensible life-improving choices.

- That religion ought to be concerned primarily with this life.
- That answers to questions, solutions to problems and comfort from discomfort—to have any real or lasting effect—must come from within a person, not from outside.
- That God is in the world, not outside the world.
- That suffering is part of Life, not punishment for a way of living.
- That religious literature gives symbolic, rather than literal, truth.
- That religion ought to involve not only ritual, but also reflection and action for goodness.

Core values are also expressed in the FRS Affirmation of Faith found in Article 2 of the church's Bylaws.

Adopted by the Parish Committee on December 14, 2011

Amended by Congregational vote on September 27, 2020

3. Strategy

Space is saved here for future policies concerning strategic choices about how we will fulfill our mission.

4. Management

The Parish Board of the FRS (PB) strives to focus on governance, as opposed to management, of church activities and affairs. It recognizes that, to focus on its core roles of discernment, strategy and oversight, it is essential to delegate the day-to-day managerial tasks of the church clearly and effectively.

4.1 Delegation to Staff

To achieve its goals, the PB delegates authority and responsibility for all operational decisions of the church to the Executive except as is specifically limited by policy. The term Executive is used to define the role that the Minister plays with regard to the operation of the church, which is separate from the role of Spiritual Director, for the purposes of the Parish Board and its mandate under the Constitution and Bylaws to oversee the operations of the FRS.

Amended by Parish Board on February 12, 2014

4.1.1 Global Delegation

The PB empowers the Executive to lead and direct the spiritual, programmatic and administrative work of the church.

Amended by Parish Board on February 12, 2014

4.1.2 Staff Structure

The Minister as Executive serves as the head of staff. The Minister is responsible for maintaining a productive and effective senior staff who ensure that staff efforts are directed toward fulfilling the congregation's mission and vision of ministry, and that staff complies with all PB policies. The

Executive designates the following staff positions as “senior”: Business Administrator, Community Engagement Director, Director of Religious Education, and Director of Music.

The senior staff shares responsibility with the Minister for the operational leadership of the church.

Adopted by the Parish Committee on January 13, 2011.

Amended by Parish Board on February 12, 2014

4.2 Care for People

With respect to interactions with members, friends and visitors, the Executive promotes conditions, procedures, and decisions that:

- are safe, respectful, minimally intrusive
- allow access to the services and facilities of the church
- provide appropriate confidentiality and privacy
- abide by local, state and federal laws
- apply the standards of our mission and Unitarian Universalist principles

The Executive is authorized to take all necessary steps to deal with situations where persons are at risk. All procedures, processes and affiliated insurance policies should be kept up to date by the Business Administrator and appropriate staff.

The Business Administrator is authorized to determine how to communicate policies and procedures, as appropriate, and create a process to receive questions and concerns about this policy.

4.2.1 Health and Safety

All facilities are maintained in a safe, sanitary, and secure condition. Required licenses and inspections are kept up to date, and problems are corrected promptly.

Emergency planning. A written plan is in place for responding to emergencies such as medical emergencies, fire, toxic conditions, weather problems, threatening communications, power outages, natural disasters, and other circumstances that create or threaten dangerous conditions. This is especially important during special events, such as the Candlelight Service. The Business Administrator is authorized to provide copies of this plan to staff and volunteers.

Sexual harassment. Employees, volunteers, and agents of FRS are prohibited from acts of sexual harassment against any member or participant in FRS activities or against any employee or applicant for employment.

Child protection. Because of our special responsibility for children and youth in our care, there is strict adherence to our Safe Congregation Policy for Children, which policy is in adherence to state and federal regulations, including required mandatory reporting. The Safe Congregation Policy for Children is appended to this Policy Manual under FRS Operational Policies, Appendix III. We will respond swiftly and appropriately to a wide range of “unsafe” behaviors, including disruptive behaviors, abuse, neglect, harassment, and exploitation.

In response to violations of the policies regarding either Sexual Harassment or Child Protection, the

Executive is authorized to take disciplinary action, which may include recommendation to the Parish Board for termination of employment or exclusion from FRS property and programs.

4.2.2 Nondiscrimination

No one acting in an official capacity for the FRS may discriminate because of race, color, religion, age, sex, marital status, sexual orientation, disability, national origin or ancestry, economic status, union membership, or political affiliation.

4.2.3 Universal Access

FRS intends to make its premises and activities accessible to persons with disabilities. To this end our goal is to meet or exceed all legal requirements and to engage in continual examination of our properties, practices, and attitudes.

Adopted by the Parish Committee on March 9, 2011

Amended by Parish Board on February 12, 2014

4.3 Care for Staff

This policy affirms the Parish Board's commitment to fair compensation, hiring and treatment of all paid staff. It is founded on the Parish Board's recognition that each staff member brings unique gifts to the life of the church. In practice, this policy calls on those who exercise authority in the hiring and direction of staff (as stated below) to act with candor, honesty, and compassionate care and understanding, so that staff members are treated with equal respect, and the work of all is advanced in a spirit of shared inspiration and mutual support.

The Executive is responsible for maintaining productive and effective staff. The Executive ensures that staff members direct their attention toward fulfilling the congregation's mission, meeting the Parish Board's strategic goals, and complying with all approved policies.

4.3.1 Compensation and Benefits

Compensation for staff will be competitive with that of those in comparable positions elsewhere and will adhere whenever possible to fair compensation standards promulgated by the UUA for like-sized churches in communities of approximately equal affluence.

4.3.2 Creating and Filling Staff Positions

To hire a new Minister, the Parish Board will appoint a search committee, which will consult extensively to determine the congregation's needs and preferences, in conformance with current best practices of the UUA.

To hire a senior staff member other than a Minister (currently Business Administrator, Community Engagement Director, Director of Church Music and Director of Religious Education), the Executive will consult with the Parish Board Chair in executive session and will then appoint a search committee. The search committee will consult extensively to determine the congregation's needs and preferences.

To hire other staff members, the Executive will consult with the senior staff member in the appropriate area: the Director of Religious Education for the Religious Education Assistant, the Director of Church Music for the Director of Youth Choirs, and the Business Administrator for Sexton and Business Administrator. The senior staff member will work with the appropriate church committees (if they

exist) to carry out the search process for these staff members: the Religious Education Committee for the Religious Education Assistant, the Religious Education and Music Committees for the Director of Youth Choirs, and the Building and Grounds Committee for the Sexton.

Any combination of FRSUU members may serve on any search committee, though staff members may not serve on the search committee for the Minister. Youth, whether members of FRSUU or not, may serve on a search committee, where appropriate.

Subject to the above limitation, a search committee may be chaired by staff, and staff may participate. Once formed, the search committee's duties are:

- Identifying and interviewing a variety of candidates
- Seeking opinions and guidance from church leaders and members whose work or ministries are affected by the position
- Conducting appropriate background checks of final candidates
- Making a hiring recommendation to the Parish Board as noted below.

The Parish Board makes the decision to hire, taking into account the recommendations of the Executive, the search committee, or the senior staff member organizing the hiring of other staff members. The Executive draws up contracts or letters of employment, in consultation with the Human Resources Subcommittee, so that they meet applicable laws, church bylaws, Parish Board policies, and generally accepted personnel practices.

4.3.3 Discipline and Discharge of Staff

The Parish Board reserves the authority to discharge a staff member. Before doing so, the committee will consult with the Human Resources Subcommittee to ensure that the decision conforms to applicable laws, bylaws, policies, and practices.

4.3.4 Personnel Manual

The Executive, in consultation with the church's Human Resources Subcommittee, maintains an up-to-date personnel manual covering matters not specifically addressed in these policies. The manual's guidelines ensure that the church complies with legal requirements and meets a high ethical standard in its employment practices.

Adopted by the Parish Committee on May 4, 2011

Amended by Parish Board on February 12, 2014

4.4 Care for Finances

4.4.1 Financial Controls

The Executive, in consultation with the Treasurer and the Auditor will maintain written procedures which govern the handling of receipts, access to cash and bank balances, payment of invoices and other obligations related to the church's operating and non-operating budgets including those funds raised through Capital campaigns.

- Only appropriate officers of the church will approve distributions of funds.
- Church accounting records will be reconciled with financial institution statements as often as those statements are issued.

- Those in the approval chain of financial transactions will be responsible for preventing harm to the congregation's reputation or assets.
- The church will annually undergo an independent financial review

The Executive, together with assigned staff members in their areas of responsibility, shall be responsible for making day-to-day fiscal decisions within the limits of the annual church budget. The Executive:

- (a) shall keep the Parish Board fully informed on a regular basis of the church's ongoing financial status, and shall inform the Parish Board in a timely manner of any projected material deviation from the current approved budget,
- (b) may transfer budget amounts between budget line items within a program's budget, provided that total expenditures will not exceed the total budget for that program and the transferred amount is clearly noted in the financial reports,
- (c) shall not allow the total spending for the year to exceed the budget without obtaining Parish Board approval,
- (d) shall not use donor-restricted funds in violation of donor restrictions,
- (e) shall not allow the church's tax-exempt status under local, state or federal law to be jeopardized,
- (f) shall not incur debt on behalf of the church without Parish Board approval,
- (g) may apply for external grants, provided the grants are consistent with church mission and vision statements and do not obligate the church to expenditures that would jeopardize its fiscal integrity. The Parish Board shall be notified of grant activity and grants (if offered) must be formally accepted by the Parish Board on behalf of the church.

Accounting: The church's financial accounts will follow generally accepted accounting practices followed by congregations of similar size.

Amended by Parish Board on February 12, 2014

4.4.2 Insurance

The church will maintain adequate insurance to protect against property losses and liability for injury to others. The Parish Board will annually review the insurance coverage for approval.

4.4.3 Endowment

The assets making up the church's endowment will be actively monitored and reviewed by the church's Trustees of the Endowment. The church's membership will also be provided with quarterly updates on the performance of the endowment and any other significant developments.

Amended by Parish Board on February 12, 2014

4.4.4 Document Control

Written procedures will govern the retention and destruction of church documents, providing retention periods for classes of financial, business, personnel, and other business records in both paper and electronic forms.

Adopted by the Parish Committee on June 10, 2011

4.4.5 Fundraising

The Parish Board assigns primary importance to Stewardship fund-raising campaigns and events (such as the pledge canvass) that are conducted each year to meet the Society's projected staff, ministry and operations expenses. Activities that contribute directly to projected income in the church's annual budget—as designated by the FRS Executive and Finance Committee Chair—shall take precedence over any other fund-raising activities that may be proposed at any time by program teams or individual FRS members. In other words, with regard to fund-raising, meeting the anticipated needs voted by the congregation in the annual budget is the Parish Board's top priority.

The Executive is charged with developing and maintaining an operational policy that ensures the proper communication and enforcement of this policy.

Adopted by the Parish Board on April 11, 2012

Amended by Parish Board on February 12, 2014

4.4.6 Allocation of Loose Plate Funds

The Executive, working closely with established FRSUU committees or interest groups, is charged with the responsibility of allocating one-half of the loose plate funds collected at Sunday services to support services or causes that conform to the church's mission and the following Parish Board policies. The Executive is charged with developing and maintaining an operational policy that details the process and procedures for executing this policy. Current procedures are detailed in the FRS Operational Policies under Appendix III of this manual.

Adopted by the Parish Board on December 12, 2012

Amended by Parish Board on February 12, 2014

4.4.7 Planned Giving and Bequests

Charged with maintaining the well-being of the FRS church community, its buildings and grounds, and its resources by the Constitution and Bylaws of the First Religious Society, the Parish Board welcomes and encourages financial gifts from its members and friends to ensure the sustainability and success of the society over time. Such gifts may be received during the donor's lifetime or after death and may be restricted by the deed of gift or may be unrestricted.

This policy excludes donations made through the annual canvass, whose purpose is to fund the operating budget for one year. Furthermore, this policy does not cover gifts or donations made in response to a special appeal for a specific purpose or project, for example, for the restoration of the organ. This policy is a guide to how FRS processes lifetime gifts and bequests intended for the longer-term benefit of its property, its community and its mission.

The Parish Board holds that the following types of funds exist or may be created within the endowment to support planned gifts and bequests.

- A capital fund – to support the ongoing needs for capital improvement, capital replacement and major maintenance of the property of the society

- A community fund – to support short and long-term projects of ministry within and beyond our church community
- An operating fund – the default fund for small gifts and would support the general operating fund

Unrestricted gifts will be apportioned among the funds above at the discretion of the Parish Board. The Parish Board has the power to disclaim a gift or bequest for any reason, including restrictions or provisions deemed unacceptable to the values of the FRS community and its mission, or for noncompliance with guidelines that may be set by the Parish Board in the future.

The Parish Board will have discretion to use just the income or the income and principal of gifts, in accordance with trust accounting management standards and subject to restrictions, if any, accepted by the Parish Board in a deed of gift.

The Parish Board shall have the power to terminate or close an existing or future fund to new or reinvested contributions and this includes the power to consolidate or simplify the current panel of individual endowment funds, if in the opinion of the Parish Board greater efficiency, cost-effectiveness or impact could be achieved through their merger.

Adopted by Parish Board on March 12, 2014

Adopted by Parish Board on April 10, 2019

4.5 Care for Resources

4.5.1 Tangible Property

The church will maintain its property and equipment in good working order, subject to reasonable wear and tear. Any sale of property above an estimated value over \$1,000 will require the approval of the Parish Board, and any sale of property above the estimated value of \$10,000 will require the approval of the congregation.

Adopted by the Parish Committee on June 10, 2011

Amended by Parish Board on February 12, 2014

4.5.2 Space

The Executive will be responsible for approval of space requests consistent with Unitarian Universalist principles and will inform the Parish Board upon request of any arrangement made. The Business Administrator will maintain written policies related to space use and share the policies with the Parish Board.

Adopted by the Parish Committee on June 10, 2011

Amended by Parish Board on February 12, 2014

4.5.3 Environmental Stewardship

The Parish Board will:

- Carry out its work with a commitment to environmental stewardship and sustainability, in order to mitigate the effects of climate change with just and ethical responses.

- Provide oversight by reviewing the progress of church environmental stewardship efforts, and by periodically reviewing and revising this policy as environmental science and technologies evolve.
- Receive periodic reports from staff regarding data associated with environmental stewardship efforts.

The Finance Committee will assist the Parish Board and Director of Finance and Administration as they consider alternative practices where environmental impact, carbon footprint, and financial abilities intersect. Capital improvements will be planned with environmental stewardship and sustainability in mind, with guidance from the Finance Committee, staff and relevant FRS committees or teams.

The Parish Board expects that the Minister, staff, ministry teams and committees will incorporate environmental stewardship and sustainability into their work whenever reasonably possible. The minister and staff, in consultation with relevant teams and committees, will develop operational policies, practices, and guidelines related to environmentally sustainable practices. Examples include but are not limited to:

- Water and energy conservation
- Renewable energy goals
- Waste management including composting, repairing, reuse and recycling
- Avoidance of single use plastics

The budget will include, when possible, operating monies to support environmental stewardship and sustainability initiatives. Environmental stewardship and sustainability concepts will be incorporated when the board engages in periodic strategic planning.

Adopted by the Parish Board on January 15, 2020

4.6 Powers Reserved to the Parish Board

The Parish Board reserves for itself the responsibilities stated in the Philosophy of Governance as well as those related to:

- Hiring and firing employees when recommended by the Executive, the Executive Committee, or both.
- Approving the annual budget for submission to the congregation for adoption.
- Filling temporary vacancies among officers.

Any management decision, not addressed by a PB policy, is hereby delegated to the Executive.

Adopted by the Parish Committee on January 13, 2011

Amended by Parish Board on February 12, 2014

5. Oversight

The Parish Board bears the responsibility to monitor those church activities that are directly addressed by the FRSUU's policy structure. The Board's guiding principle in so doing is to ensure that these

activities are conducted in compliance with their associated policies' stated intentions, directions, and limitations to best serve and realize the church's mission.

To this end, the Board will call upon the, the FRS Executive, staff, standing committees or the Board itself to submit regular or scheduled reports bearing on specific policies during the course of each church year. (See Appendix II, "List of Policies Requiring Reports", in the Appendix of this Policy Manual.)

5.1 Parish Board Monitoring

The staff, committees and Parish Board shall engage in a continual process of monitoring and evaluation. This process serves three purposes: (1) to foster excellence in ministry work by encouraging open communication and regular feedback among all whose work contributes to achieving the church's mission; (2) to help the church to focus on its mission; and (3) to ensure that all church leaders adhere closely to Parish Board policies.

A. The FRS Executive shall be responsible for regular written reports to the Parish Board. Reports shall focus on compliance with Parish Board policy and on progress on strategic priorities as set by the Parish Board at its annual Retreat.

B. Monthly financial reports from the Finance Committee and/or FRS Executive shall show and explain the church's overall financial performance and highlight any significant operational issues or deviations from the annual budget. Copies of the church's financial statements will be made available to any church member who wishes to examine them.

C. The Parish Board may, if necessary, call upon the Minister and related staff to report more fully on the church's work in a given area, so as to take advantage of their expertise, information, and leadership. These reports will assist the Parish Board in learning about and reflecting on major areas of the church's mission, such as worship, religious education, social justice, membership development, stewardship of church property, or other areas of church life.

D. From time to time, the Parish Board may inquire into specific questions of policy compliance, organizational concerns, or other serious issues by appointing a committee or outside consultant.

E. The Auditor, assisted by the Treasurers, Finance Committee and Business Administrator, will ensure that an independent financial review is conducted annually and that a written report is provided to the Parish Board.

Adopted by the Parish Committee on May 4, 2011

Amended by the Parish Board on May 8, 2013

Amended by Parish Board on February 12, 2014

5.2 Compliance with Parish Board Policies

5.2.1. Acting in Accordance.

Delegation of authority is fundamental to the FRSUU system of policy governance. However, the authority that frees FRSUU staff members, officers, committees and volunteers to manage the church's operations and conduct its ministry work brings with it a binding obligation to act in mindful accordance

with guidelines and limits defined in Parish Board policies. Second-level policies created by the FRS Executive must mirror the intentions built into top-level Parish Board policies.

5.2.2. Required Monitoring Reports.

Some procedures, reports, lists or statements are reviewed on an annual or multi-year basis, whereas others involve close scrutiny of church activities and finances on a monthly basis to enable the Board to identify significant trends.

To be useful, reports should be:

- Timely, accurate, and up to date.
- Straightforward—if mistakes are made in church work relative to PB policy, they should be openly acknowledged so that alternative actions can be implemented, or policies can be reviewed.
- Contextualized—if decisions are made or recommended, the background and reasons for them should be explained.
- Supported by measurable and verifiable data.
- Principled and transparent (i.e., indicative of our church's mission and values, or the responsible person's convictions regarding what is good or best). Convictions underlying actions should be clearly expressed so that they can be understood and discussed. Statements of principle also apply to situations where a policy is being interpreted in a certain way.

5.2.3. Non-compliance.

The Parish Board may determine that an FRSUU staff member, officer, committee or volunteer is not in compliance if:

- A required report is not provided in the Board's monthly meeting packet or is not developed within the designated timeframe.
- Actions are taken that are at variance with policies' stated intentions, limits, or guidelines.
- Actions do not support the church's values and mission, or the Board's strategic plans.

5.2.4. Guiding Principles.

Policy Accountability:

The Board is obligated to base its determination of compliance on its stated and approved policies, which define what the church's staff and membership are called to achieve and what actions are to be avoided.

Due Process:

If the Board finds that an action is not in compliance, it will follow these steps:

- (a) Ask the responsible person(s) for an explanation with reference to the appropriate policy. If the explanation is found to be reasonable, the Board will decide if the person's interpretation of the policy is justified and the policy may be reviewed for changes that are feasible in practice. If not, the board may ask for further information, evidence or verifiable data.
- (b) If new evidence does not indicate compliance, the responsible person(s) may offer an explanation and plan of correction AND/OR the Board may ask for a plan of action, set a deadline for return, or take any other action it deems necessary if the area of non-compliance warrants it.

Amended by Parish Board on February 12, 2014

5.3 Communications

Grounded in congregational polity, the FRS is a democratic institution whose authority rests with its members. Grounded in liberal theology, our congregation's religious life deepens as its relationships and democracy grow more vital.

5.3.1 Congregational and Community Communications

Vital democracy flows from excellent communications, and thus the Parish Board charges the Executive to:

- 1) Develop a communications plan and structure, including accountability that distributes responsibility for communications both within the congregation and between the congregation and the community at large.
- 2) Ensure that the FRS has carefully considered communications strategies and standards.
- 3) Monitor the communications plan and structure to ensure that it is addressing the goals that arise organically from the FRS's theology, history, mission and vision, including:
 - Strengthening congregational democracy and understanding of the Unitarian Universalist theology upon which it rests.
 - Keeping the FRS vision and mission in the front of members' minds and supporting the congregation's efforts to live out the mission and achieve the vision.
 - Deepening engagement of parishioners with each other and with the church as a whole.
 - Giving individual members a mechanism to propose new goals and activities that can “bubble up” to the membership and leadership at large.
 - Supporting the communications needs of all committees and task forces as they draw more people to take part in church activities, e.g. adult religious education and small group ministry.
 - Making the FRS and its UU values more visible in Newburyport and surrounding communities.
 - Attracting more visitors to the FRS and ensuring that they receive sufficient information to understand what we're about. In other words, developing a conscious strategy to retain interested potential congregants.
- 4) Ensure that the FRS's communications assets are at least adequate to the congregation's needs.

Adopted by the Parish Committee on October 12, 2011

5.3.2 Electronic Communication

A governing board is a deliberative body. Email does not create the conditions for discussion that a face-to-face meeting provides; email discussions and votes are not captured in minutes. Email is fraught with potential mishaps such as misunderstood context and language, inability to discern tone and complexity of feeling behind the words, potential breaches of confidentiality, and the reply-all conundrum that prevents an ordered response.

Communications between board members

- Email will be used by Parish Board members to disseminate information such as agendas, minutes, announcements, and documents.
- Every board member must have an individual email address that is not shared with another person.

- Voting via email should be avoided unless the board has been prepared at a board meeting prior to the email vote. The executive committee can make exceptions to this in case of emergencies.
- Email is difficult to use as a tool for things like group editing documents. A collaborative editing tool like Google Docs is recommended. The inline editing and commenting make these tools preferable to email. These tools are also more secure than email.
- By its nature, email lends a sense of urgency. Many of the issues we “converse” about over email can wait to be dealt with at the next Parish Board meeting.
- For communicating urgent issues, a phone call to one of the members of the Executive Committee may be the most appropriate channel of communication.

Communication with non-board members

- At times the parish.board@frsuu.org email alias is used by non-board members to ask questions or comment on the activities of the board. Only the board chair or their designee should respond. The board chair should feel free to respond with an “I’ll get back to you...” type of message if the questions/comments require input from others on the board.
- Emails received by individual board members/staff regarding feedback or questions for the board should be forwarded to the Parish Board Chair who will decide if the communication warrants discussion in a Parish Board meeting, together with the Executive Committee.

Adopted by the Parish Board May 13, 2015

5.4 Evaluation

Evaluation is both backward- and forward-looking, as in, “How well have we done what we said we wanted to do?” and “Should we be doing different things, or doing things differently?”

An evaluation helps evaluators and the people being evaluated decide whether performance over the past year has met the goals set. An evaluation also allows the evaluators and the people being evaluated to decide whether they need to change goals or performance standards.

5.4.1 Staff Evaluations

Staff will be evaluated periodically.

The Parish Board evaluates the role of the Executive, as it regards the operation of the Church, and with input from the Parish Board, the Executive evaluates the Business Administrator.

The Executive directs a cycle of evaluation that produces, at minimum, a written evaluation of each staff member not already named above by their supervisor. All evaluations are available for inspection by the Parish Board or its authorized representatives.

5.4.2 Parish Board/Executive Evaluation

The Parish Board and the Executive support each other in carrying out their shared commitment to advance the mission and vision of the church. They demonstrate this commitment throughout the year in the following sequence:

1. Setting Executive goals, Parish Board goals, and shared Executive/Parish Board goals for the next church year at the Parish Board retreat.

2. Engaging in frequent conversations aimed at fine tuning these sets of goals throughout the ensuing church year.
3. Evaluating what progress has been made on the goals and what changes in strategy or performance need to be discussed at the next Parish Board retreat. Time for making such an evaluation will be placed on the agenda of the Parish Board meeting prior to the annual retreat, and the minutes of that meeting will include the results of that evaluation. These minutes will form the written evaluation of progress toward goals, and any needed changes in direction, to be discussed at the Parish Board retreat.

Adopted by the Parish Committee on June 10, 2011

Amended by the Parish Board on February 12, 2014

Parish Board Policy document edited for formatting and section re-organizing on 10/12/2021

Core values and environmental stewardship added on 10/12/2021 by Juliana Beauvais

APPENDIX TO PARISH BOARD POLICIES

Appendix I – Conflict of Interest Form

Appendix II – List of Policies Requiring Reports

Appendix III – FRS Operational Policies

- Safety Policy for Children and Youth

- CORI/SORI Policy

- Sexual Harassment Policy

- Fundraising Policy

Appendix I

FRS Disclosure Form

Name _____

Position in Church _____

Below, please list conflicts of interest, whether existing or foreseeable, using the policy on the other side of this page as a guide.

Print name

Signature _____ Date _____

Adopted by Parish Board on 12/8/10; revised on 11/14/12

Appendix II

List of Policies Requiring Monitoring or Reports

(Subject to continuous review, editing and updating by Minister, FRS Executive, and Parish Board)

Under 1.3 Parish Board Self-Government

1.3.3—Conflicts of Interest. Each Board member, by the first PB meeting in September and whenever needed, will disclose in writing all existing or foreseeable conflicts of interest using the FRS Disclosure Form.

Under 2. Discernment

2.1—Mission Statement. The church's mission statement shall be considered each year by the Parish Board and FRS Executive at the Board's annual retreat.

Under 4.2 FRS Policy on Care for People

Emergency Planning. The FRS Executive will maintain a written plan for responding to emergencies, as outlined in Section 2 (and currently appended under FRS Operational Policies in Appendix III of this manual). This plan will be reviewed by the Parish Board as part of a scheduled annual or biennial overview of approved church procedures. The FRS Executive will supply copies of this plan to staff members and volunteers as needed.

Under 4.4 Care for Finances

4.4.1—Financial Controls. The FRS Executive, in consultation with the Treasurer and Auditor, will maintain written procedures which govern the handling of receipts, access to cash and bank balances, payment of invoices and other obligations related to the church's operating and non-operating budgets including those funds raised through Capital campaigns.

- Review written procedures in fall of each year, with report from Business Administrator and Finance Committee Chair.
- Note: Regular (monthly) reporting of the church's ongoing financial status as defined in Section (a) under Financial Management. To be included in the Parish Board's monthly meeting packet.

4.4.2—Insurance. The Parish Board will review the church's insurance against property losses and liability for injury to others (annually; ideally at same time that Financial Control written procedures are reviewed with the Business Administrator and Finance Committee Chair.)

4.4.3—Endowment. The church's membership will be provided with quarterly updates by the Trustees on the performance of the endowment and any other significant developments. These status reports will be included in the Parish Board's monthly meeting packet at the end of each designated quarter of the church year.

4.4.4—Document Control. Written procedures will govern the retention and destruction of church documents. To be reviewed in full when procedures are completed by the Business Administrator, then amended by vote by the Board once procedures are approved and implemented.

4.4.5—Policy on Fundraising. Section 1 calls for FRS Executive to draft a comprehensive calendar of all scheduled and approved fund-raising events for the coming church year, to be included in the Annual Meeting Report. All *Stewardship* events shall be identified as such.

- Projected time frames for all activities involved with the annual Canvass will be shown in this calendar to eliminate scheduling of conflicting events.
- Calendar will be distributed to all members of the church's Leadership Council at its first meeting of the church year.
- Policy procedure (outlined in Section 2) for review of all new or proposed fund-raisers will be discussed at this Leadership Council meeting to underscore priority given to *Stewardship* events.
- Calendar – updated with all supplemental fund-raisers approved by the FRS Executive and Finance Committee Chair – will be included in the Consent Agenda of each Parish Board monthly meeting packet.

4.4.6—Allocation of Loose Plate Funds.

- Section B calls for the Community Human Services Committee and FRS Executive to draft (at the start of each church year) a monthly calendar for loose plate allocations.
- Recommendations for new uses of loose plate funds must be documented, reviewed and approved by the FRS Executive using a form developed by the Community Human Services Committee, as described in Section C.
- The monthly calendar for loose plate will be continuously compiled and updated by the FRS Executive and included in the monthly Parish Board packet, as described in Section D.

Under 5.1 Parish Board Monitoring

The FRS Executive and standing committees shall be responsible for submitting regular written reports for the monthly Parish Board meeting packet. These will:

- Focus on compliance with Parish Board policy and progress on strategic priorities, as specified in Section A.
- Report on the church's overall financial performance, as specified in Section B.
- Summarize work performed—and new governance initiatives recommended—by the Governance Committee.
- Ensure that an annual audit of the church's finances is performed, as specified in Section E.

Adopted by the Parish Committee on May 4, 2011

Section 5.2 and Appendix I added by the Parish Board on May 8, 2013

Appendix III – FRS Operational Policies

First Religious Society Safety Policy for Children and Youth

As members of the First Religious Society of Newburyport (“FRS”), it is our goal to provide a safe physical, emotional and spiritual environment for our congregation’s members, families, and friends.

We affirm the principles of justice, equity and compassion in human relations.

We recognize the inherent worth and dignity of every person.

We accept our shared responsibility for the safety and well-being of our children.

The purpose of this policy is to ensure that the First Religious Society, Unitarian Universalist, provides physical, emotional, and spiritual safety to all of our children and youth.

I) Volunteers

Young Church teachers must:

- Be active participants in FRS for at least six months before volunteering (exceptions may be made for a parent wishing to volunteer in their child’s class).
- Sign a Code of Ethics.
- Sign a Voluntary Disclosure Statement, authorizing CORI/SORI checks.
- Be high school-aged or older. At least one teacher in each classroom must be older than 21.
- Attend a teacher training led by the Director of Religious Education.

Nursery supervisors must:

- Submit an application for paid or volunteer employment.
- Be certified in infant/child CPR and first aid.
- Sign a Code of Ethics.
- If over age 18, sign a Voluntary Disclosure Statement, authorizing CORI/SORI checks.

Youth group advisors must:

- Be active participants in FRS for at least six months before volunteering. Exceptions could be made in cases where they have served as a youth advisor in another UU congregation and can provide references from that church’s minister and/or director of religious education.
- Sign a Code of Ethics, and a Voluntary Disclosure Statement, authorizing CORI/SORI checks.
- Submit an application for volunteer employment.
- Be 25 years of age or older.

Coming of Age mentors must:

- Be active participants in FRS for at least three years before volunteering. Exceptions could be made in cases where they have been a longstanding member in another UU congregation and has a strong understanding of and commitment to Unitarian Universalism.
- Sign a Code of Ethics, and a Voluntary Disclosure Statement, authorizing CORI/SORI checks.
- Submit an application for volunteer employment.
- Be 25 years of age or older.

Our Whole Lives (OWL) facilitators must:

- Be active participants in FRS for at least six months before volunteering. Exceptions could be made in cases where they have professional experience in sexuality education and/or has served as an OWL facilitator in another UU congregation and can provide references from that congregation's minister and/or director of religious education.
- Sign a Code of Ethics, and Voluntary Disclosure Statement, authorizing CORI/SORI background checks.
- Submit an application for volunteer employment.
- Be 25 years of age or older.
- Attend a UUA-sponsored OWL facilitators training.

FRS paid staff who regularly work with children/youth must:

- Sign a Code of Ethics, and a Voluntary Disclosure Statement, authorizing CORI/SORI checks.
- Adhere to FRS' Personnel Policy Manual and related policies as may be in place from time to time.

Protocol for Processing Voluntary Disclosure Statement Forms (CORI/SORI checks)

1. The director of religious education (DRE) collects signed forms from volunteers.
2. The business administrator inputs data and submits electronically to the screening agency.
3. CORI/ SORI Results are received and reviewed consistent with the then FRS CORI/SORI Policy.
4. Any results that might have bearing on a person's fitness to volunteer will be brought to the attention of the Safe Congregation Response Team.
5. The Safe Congregation Response Team will make an assessment as to whether the offense would affect the person's qualifications to volunteer with children or youth.

All volunteers will be screened every three years. The DRE will be responsible for ensuring that checks are up to date.

The following sets forth the intentions and expected guidelines for FRS programs, which may be amended and revised by FRS in its sole discretion from time to time.

II) General Guidelines

All Sunday morning classes will have a minimum of two adults present (or one high school student and one adult). The two teachers in a class shall not be from the same household. Teachers scheduled to teach or assist shall arrange for a substitute (can be done through the DRE) if they find they are unable to attend when scheduled. Exceptions will be made in emergency situations. At least two advisors shall be present for youth group meetings.

Doors or window coverings in all meeting spaces shall remain open, with the exception of OWL.

In an emergency situation, when only one adult is present in the class, that person shall alert the DRE of the situation. The DRE will serve as a second adult in the class as much as possible for the morning.

The DRE will walk through all classes throughout the morning, unless they are occupied with worship circle or other events.

Parents must pick up children in grades three and under immediately at the conclusion of the worship service. If a parent wishes to have an older sibling pick up the younger child, teachers must be alerted, and a note will be left in the class folder.

Children and youth are the responsibility of their parents before the Sunday morning worship service begins and after it ends, including the time between choir rehearsal and church.

All children under the age of 12 must have a parent or another designated adult on the premises during Sunday morning services, unless prior arrangements have been made with the DRE.

Parents are welcome to visit Young Church classes at any time.

Attendance will be taken at the beginning of every class meeting.

Prior to any multi-grade Young Church gathering or event (such as Young Church worship circle), all children, youth, and volunteers will meet first in their classrooms for attendance. They will walk together to the gathering. Likewise, at the conclusion of the gathering, children in grades three and under will return to their classrooms to be picked up by a parent.

After a Young Church activity outside of Sunday morning, supervising adults must remain at the site until every child has been picked up by a parent. Prior notification must be made if an adult other than the parent will be picking up the child, or if other arrangements should be made.

Food is not allowed in Young Church classrooms. Exceptions are made when it is part of the curriculum and the DRE has checked for allergies.

Bathroom policy: Parents shall be encouraged to have their children use the facilities before class. If a child in grades five and under must use the bathroom during Young Church, one classroom teacher shall accompany them and stand outside the closed (but unlocked) bathroom door.

The Safe Congregation Response Team will complete an annual review of the state's known sex offender list (for MA and NH), and check it against the FRS mailing list. If any names appear on both, they will investigate and proceed as per section VIII, below.

In the interest of providing an environment completely free from all types of potential abuse and harassment, no children (unless accompanied by their parent or guardian) shall be left unsupervised during any FRS-sponsored event or program.

III) Field Trip Guidelines

All children and youth must have a signed permission slip/medical release form in order to attend a field trip.

All drivers for field trips must be at least 25 years of age and must provide proof of insurance and a valid driver's license. The DRE will keep photocopies of these documents on file.

No adult shall be alone with one child during the field trip, including in the car (except in the case of a parent with their own child). In the event of a medical emergency, adults shall call emergency response authorities (911). When possible, at least two adults will be present in each car. In cases where there is only one adult per vehicle, there shall be three or more children in the vehicle. Drivers should also exchange mobile phone numbers prior to departure. All passengers must wear a working seatbelt, and all other automotive safety guidelines for transporting children shall apply (in regard to booster seats, etc.)

Occasionally, a Young Church class will take a walk within close proximity of the church.

Policy for use of Cellular Phones and Related Portable Devices.

1. Driving.

FRS does not expect or require the use a cell phone, PDA or similar portable device while driving, including but not limited to making or accepting calls or typing or receiving text messages or e-mail messages, while driving. In particular, texting, e-mailing, web-browsing or other distracting behavior is strictly prohibited while driving as such behavior creates a hazard to the driver, passengers and others on the road, and may be violative of state and local laws. Individuals who are charged with traffic violations resulting from the use of their portable devices while driving will be solely responsible for all liabilities that result from such actions.

Safety must come before all other concerns. Regardless of the circumstances, including slow or stopped traffic, individuals are strongly encouraged to safely pull off to the side of the road away from traffic and safely stop the vehicle before placing or accepting a call or typing or receiving any message. If acceptance of a call is unavoidable and pulling over is not an option in emergency situations, individuals are expected to keep conversations as brief as possible, use hands-free options, refrain from discussion of complicated or emotional topics and keep their eyes on the road.

IV) Overnight Guidelines

During church overnights (sleepovers), at least one male and one female meeting the youth group advisor criteria, above, shall be present.

All youth attending must have a signed permission slip/medical release form.

Youth shall not leave the premises of the church without prior consent of a parent/guardian.

Exclusive sleeping arrangements are not permitted, and appropriate behavior shall be enforced.

Use or possession of illegal drugs or alcohol are strictly prohibited and will result in the immediate notification of a parent/guardian and expulsion from the event.

VI) Nursery Guidelines

Nursery care is available for children ages one and two years.

The nursery supervisor shall be assisted at all times by at least one volunteer. On Sundays when there are no Young Church classes meeting in the lower meeting house, the volunteer shall be a CORI/SORI checked adult. On other Sundays, it is permissible for the volunteer to be a minor.

Capacity in the nursery is 8 children, unless additional adults are present.

The room and its contents shall be inspected regularly by the nursery supervisor and the DRE.
Toys shall be washed regularly.

All parents must fill out a registration form, indicating where they can be found in the sanctuary.

Parents will be retrieved from the worship service at the discretion of the nursery supervisor or the DRE. In such instances, the day's volunteer assistant will leave to retrieve the parent and the nursery supervisor will remain in the nursery.

No food or drink is allowed in the nursery.

Diaper changes are the responsibility of parents and not the nursery supervisor or volunteer.

VII) Up and Coming Program Guidelines

One-on-one conversations between mentors and mentees shall take place in a public place. A public place is one where one would reasonably expect to be in full view of other people.

Conversations between mentors and mentees should be considered confidential. The exception is where there is concern that the youth might cause harm to themselves or another person. In this case, the mentor should notify the youth's parent(s) immediately. In the case of suspected abuse, the mentor should contact the director of religious education or the minister.

VIII) Childcare at FRS-sponsored Events

The DRE shall keep an updated list of FRS youth who are Red Cross-certified babysitters with contact information.

Sponsoring committees shall be responsible for contacting approved childcare providers for their event.

For events in which parents will remain on the premises, teenaged providers can be hired at a ratio that seems appropriate in consultation with the DRE.

For events that take parents off the premises, at least two CORI/SORI checked adults shall assist with childcare.

Volunteers and staff shall work together to ensure that any volunteer does not become isolated with a child or adolescent.

Parents shall sign their children in and out, alert childcare providers to any allergies or relevant health issues and leave a cell phone number when going off the premises.

IX) Sexual Offenders

We are committed to maintaining the safest atmosphere possible for the children, youth and adults at the First Religious Society. We are committed to being a religious community open to those who are in need of worshipping on Sunday morning with us, especially in times of serious personal troubles. We believe in the worth and dignity of all people, even those who may have made serious mistakes in their lives.

When someone who has been officially charged or convicted of child sexual abuse seeks to attend our Sunday morning services or participate in our church activities it is our responsibility to address both the needs of being a welcoming congregation and the needs of maintaining as safe an environment as is possible. We require the charged or convicted person to take precautions which would keep them from any actions or accusations of improper behavior with children or adults and would make it evident that we were acting at all times with the safety of our congregation in mind. The charged or convicted person will covenant to:

1. Make no attempt at any time to interact with our children and youth anywhere either on or off church property;
2. Have a committee of support persons, approved by the minister, a member of which will be with them at all times on church property and at church sponsored events;
3. Notify the minister of any intention to attend a church activity and the name of the support person for such activity at least 48 hours before the event; and

4. Make no attempt to use church computers and refrain from social networking with people associated with the First Religious Society.

The First Religious Society may allow a person known to be a sexual offender to remain or become a member of the congregation, but they must adhere to specific guidelines. However, the minister will first check with the offender's probation/parole officer, as applicable, for any restrictions regarding attending services or other functions where children are present and will ask that any restrictions be put in writing. If restrictions don't prohibit participation, the sexual offender will sign a limited access covenant, in substantially the form attached hereto, along with the minister, director of religious education, and parish committee chair. The identity of the sexual offender may be disclosed to the congregation as circumstance may require. *(See the limited access covenant at the end of this document.)*

X) Responding to Complaints of Sexual or Physical Abuse or Harassment

There are several situations which may prompt a response regarding a complaint or concern about sexual or physical abuse, including but not limited to:

- A child, youth or adult reports possible abuse by an FRS official, member or attendee;
- An FRS official, member, friend, or attendee suspects that a child or youth is being abused;
- A child or youth reports possible abuse by a family member or other individual; or
- FRS officials learn that an FRS member, friend, or attendee (child, youth or adult) is under investigation for allegedly abusing others.

Because child abuse is addressed directly in MA state law, such cases require that reporting laws be followed. When any of the situations described above is reported, the procedures outlined in Section XI will be utilized.

XI) Reporting Child Abuse to Community Authorities

It is not the function of the minister, director of religious education, or chair of the Parish Board to conduct an investigation into accusations of child abuse. Consistent with applicable Massachusetts state and local laws, it is the policy of The First Religious Society to immediately report any situation, allegation or instance in which any person has reasonable cause to suspect that a child has been, or is likely to be, abused or neglected to the State Department of Children and Families (DCF), police, or other applicable state or local authority.

Once a report is made to the appropriate authorities, the FRS will rely on the decisions of those authorities as to the validity of the complaint. It is also the First Religious Society's responsibility under these guidelines to develop an appropriate plan of response to the allegations.

In all cases, the minister will also notify the chair of the Parish Board and the District Executive of the Mass Bay District of the UUA and seek their advice and counsel. Additionally, the minister will notify the Society's insurance company.

In the event the accused abuser is the minister, reports will be filed by, and the notifications referenced above will be the responsibility of, the chair of the Parish Board.

XII) Safe Congregation Response Team

In order to ensure continuity, the Safe Congregation Response Team will be established and in place at all times, with the names and phone numbers of team members available to all members and friends of The First Religious Society. This Team will be composed of the minister, director of religious education, Parish Board chair, and two additional members of the FRS (appointed annually by the Parish Board). It is preferable that two of the lay members of the team be familiar with issues likely to arise to include but not be limited to sexual assault, sexual harassment, human resources, and legal issues.

In cases of a conflict of interest, a Team member must be excused from participation and replaced by a suitable alternate.

The function of the Response Team, individually and collectively, will be to offer confidential support, advice, and counsel with concern for the safety of all parties involved. The Safe Congregation Response Team will generally have the following responsibilities:

- Know about community resources for child abuse, treatment for sex offenders, and support groups for survivors.
- Know about state laws regarding reporting.
- Be a resource for people to share their concerns.
- Evaluate applications for Young Church volunteers that are flagged by the business administrator, minister or DRE as needing more information or follow up.
- Facilitate annual training for RE staff and teachers on issues, policies, and procedures relevant to sexual/physical abuse.
- Receive allegations of possible abuse and develop a process for expedient handling of such allegations.
- Meet with convicted sex offenders to develop a Limited Access Covenant for participation in FRS activities.
- Determine how to communicate instances of alleged abuse to the congregation.
- Complete an annual review of the state's known sex offender list (for MA and NH), and check it against the FRS mailing list. If any names appear on both, they will investigate and proceed as per section VIII, above.

All activities of the Response Team will be conducted in a confidential fashion and may only be disclosed when necessary and appropriate as determined by the Response Team. In addition to the Response Team, every individual always has the right to report allegations to state or local authorities.

XIII) Safety Needs of the Congregation Regarding Reports of Abuse

Interim Safety Plan: When a report is filed by any person on behalf of any child and the suspected abuser is a church employee, member or attendee, in addition to adhering and/or implementing, any applicable guidance from state or local authorities, the Response Team will develop an interim safety plan during the investigation of abuse. This plan may include, but not be limited to implementation of a

draft Limited Access Covenant. The purpose of this plan is not only to safeguard our children, but also to provide protection to the accused abuser from further complaints. If the accused abuser is another youth, the plan must be developed with input from both sets of parents or guardians. The plan will be clearly communicated to the accused abuser or, if a minor, their parents or guardians, by the Response Team. The minister and/or DRE may implement similar steps while awaiting initial action of the Response Team.

Permanent Safety Plan: Upon final disposition by appropriate authorities, a permanent Limited Access Covenant will be developed by the Response Team. A disposition requiring a response would be substantiation by the State Department of Children and Families or conviction by a Court of Law.

In all cases, the Response Team, minister, DRE or chair of the Parish Board may seek legal counsel before proceeding with either a draft or permanent Limited Access Covenant.

XIV) Pastoral Needs of the Congregation Regarding Reports of Abuse

Following a report of suspected abuse, the Safe Congregation Response Team, consistent and subject to any guidance from state or local authorities or from legal counsel, will also develop a plan to address the pastoral needs of our congregation, including:

The person/child who has allegedly been sexually abused: This may include providing information about or referrals to appropriate professional, community, and FRS or UU resources, as needed. Additionally, the Safe Congregation Response Team may assist in dealing with Department of Children and Families (DCF), the Prosecutor's Office or the Police Department.

Other members and friends of our congregation:

- Members, friends, or attendees immediately affected by the incident (such as family members or partners) whose needs we can help meet, either directly or indirectly;
- The minister (or other members of the FRS staff) to aid in dealing with the pastoral needs of the victim or accused person;
- Other members and friends of the congregation who witnessed one or more incidents or, who having heard about them, are reminded of their own concerns; and
- Other congregation members and friends who are relied on to a great degree by the person/child who has allegedly been sexually abused or accused offender (or those connected to them).

The accused person: Support may include helping the accused person access the appropriate professional, community, and spiritual resources. While there may be feelings of ill-will toward the accused person, if that individual is a part of our community, they may be in need of guidance and support; withdrawing it at this critical point in that person's life might have severe detrimental long-term effects on their behavior in the future. It remains the mission of this congregation to recognize and support the integrity and inherent worth and dignity of that person even though we do not condone inappropriate behaviors, and to treat them with compassion.

Other persons/children who have allegedly been sexually abused and who have been reluctant to come forward: If warranted, the response plan will include a way of reaching out to these individuals in a manner that is nonthreatening.

The plan established will be such that other individuals are not put at risk for further incidents.

XV) Safety and Pastoral Needs of the Congregation Regarding Reports of Harassment

FRS has adopted and implemented, as may be amended from time to time, a Sexual Harassment policy, which prohibits harassing conduct and provides procedures for reporting and responding to instances of harassment.

Any incidents of suspected or alleged sexual or physical harassment or abuse of minors shall be reported to the DRE and/or the minister. Such incidents may also be reported to and subject to response action by the Department of Children and Families or other applicable state or local law enforcement. The Minister and/or DRE may request that the Safe Congregation Response Team investigate such allegations. A plan shall be developed to address and resolve these complaints which shall make clear to the accused person that this Society will not tolerate harassment of any form, as well as provide information about appropriate counseling or other resources for both the child being harassed and the alleged offender. The parent(s)/guardian(s) of the minor(s) shall also be informed of this plan and involved, as appropriate, in its development.

XVI) Bullying Prevention

While FRS is not a public, private, collaborative, charter or residential school, FRS prohibits and strongly discourages bullying and retaliation in all forms in FRS programs and events. Reports of bullying or retaliation may be made by staff, participants, parents or guardians, or others, and may be oral or written. Oral reports made by or to a staff member shall be recorded in writing. Reports made by participants, parents or guardians, or other individuals who are not staff members, may be made anonymously. FRS may, but is not required to, institute an investigation, and/or report or take other appropriate action based on any such report of bullying, including but not limited to reporting the allegations to appropriate state and/or local authorities, and/or the parents or guardians of a child involved in the alleged conduct.

XVII) Building Safety

Primary and secondary escape routes shall be posted in all classrooms, and a copy of the fire safety procedure should be included in teacher handbooks.

Fire drills should be held for Young Church once a year. Matches and lighters shall be kept out of reach of children.

First aid kits should be kept in the Parish Hall (upstairs and downstairs) and in the Lower Meetinghouse.

Cleaning supplies are to be kept out of children's reach.

Supplies for universal safety precautions are to be kept in the Parish Hall and in the Lower Meetinghouse. All volunteers will be instructed in their use.

The DRE shall receive first aid and children's CPR training. Per the guidelines of the American Red Cross, this training is to be taken every year.

Unfamiliar people seen on the premises during church school are to be reported to the DRE.

On Sundays the DRE is not present, a member of the Religious Education Committee, assistant to the DRE, or another adult shall be designated as the program supervisor for the morning.

Parents are responsible for their children during coffee hour. Running and rough housing are not permitted.

Limited Access Covenant

The First Religious Society, Unitarian Universalist, affirms the dignity and worth of all persons. We are committed to being a religious community open to those who are in need of worshipping with us, especially in times of serious personal troubles. However, based on your background, we have concerns about individual contact with children and youth in our congregation. The following guidelines are designed to reduce the risk to both the children and individuals of an incident or accusation. Participation will be limited to ensure the safety of children and youth and to assure that individuals shall not be subject to future accusations to the fullest extent practicable.

Prohibited Conduct:

Within this Policy, the congregation welcomes your participation in adult worship services, coffee hour, committee meetings, adult education, all adult social events, and well supervised intergenerational events. You hereby understand, acknowledge and covenant that you are to avoid all contact with children on congregation property or congregation-sponsored events. This includes the following:

- Do not approach, contact or talk with children.
- Do not volunteer or agree to lead, chaperone or participate in events for children and youth including such things as religious education classes, stories or talks for worship, youth group events, activities during intergenerational events, driving or otherwise transporting children and/or youth.
- Remain in the presence of an adult who knows your situation at all times when children are present.
- If a child in the congregation approaches you, either at church or in a community place, politely and immediately excuse yourself from the situation.
- Avoid being in the building unsupervised when activities involving children are in session.

I accept that the members and friends of the First Religious Society will be told of my circumstances in order for them to protect the children/young people for whom they care.

I have reviewed this covenant and agree to abide by its provisions. I understand and agree that if I violate this Covenant, I will be denied access to future church functions and church property.

I understand that this covenant may be reviewed regularly from time to time and may be revoked by the FRS at any time.

Signature:

Date:

Witness:

Date:

Minister:

Date:

Director/Minister of Religious Education:

Date:

Board Chair:

Date:

Approved by the Parish Board 11/13/13

Appendix III – FRS Operational Policies

First Religious Society CORI / SORI Policy

Where Criminal Offender Record Information (CORI) and/or Sex Offender Registry Information (SORI) checks are part of a general background check for employment, volunteering, participation or related activities with FRS, the following practices and procedures will generally be followed:

1. CORI/SORI checks will only be conducted as authorized by the Massachusetts Criminal History Systems Board (CHSB) and Massachusetts Sex Offender Registry Board (SORB). All applicants, volunteers, and employees will be notified that a CORI/SORI check will be conducted. If requested, the applicant, volunteer, and/or employee will be provided with a copy of the CORI/SORI policy. In addition, FRS reserves the right to request consumer or credit report information for an applicant, volunteer, and/or employee in its discretion and with the prior written authorization of the respective applicant, volunteer, and/or employee.
2. An informed review of a CORI/SORI record requires adequate training. Accordingly, all personnel authorized to review CORI/SORI in the decision-making process will be thoroughly familiar with the educational materials made available by CHSB AND/OR SORB.
3. Unless otherwise provided by applicable law, a criminal record will not automatically disqualify an applicant, volunteer, and/or employee. Rather, determinations of suitability based on CORI/SORI checks will be made consistent with this policy and any applicable law or regulations.
4. If a record is received from CHSB and/or SORB, the authorized individual will closely compare the record provided by CHSB and/or SORB with the information on the CORI/SORI request form and any other identifying information provided by the applicant, volunteer, and/or employee, to ensure the record relates to the applicant, volunteer, and/or employee.
5. If FRS is inclined to make an adverse decision based on the results of the CORI/SORI check and/or the results any consumer or credit report information, the applicant, volunteer, and/or employee will be notified immediately. The applicant, volunteer, and/or employee shall be provided with a copy of the record and/or consumer or credit report information obtained by FRS and FRS's CORI/SORI policy, advised of the part(s) of the record that make the individual unsuitable for the position or license, and given an opportunity to dispute the accuracy and relevance of the CORI/SORI record and/or consumer or credit report information consistent with applicable law.
6. Applicants, volunteers, and/or employees seeking to challenge the accuracy of the record shall be provided, if applicable, a copy of CHSB's Information Concerning the Process in Correcting a Criminal Record and/or the Summary of Rights Under the Fair Credit Reporting Act, or related notices required to be provided by applicable state, federal or local agency.
7. If the CORI/SORI record provided does not exactly match the identification information provided by the applicant, volunteer, and/or employee, FRS will make a determination based on a comparison

of the CORI/SORI record and documents provided by the applicant, volunteer, and/or employee, FRS may contact CHSB and/or SORB and request a detailed search consistent with CHSB and/or SORB policy.

8. If FRS reasonably believes the record belongs to the applicant, volunteer, and/or employee and is accurate, based on the information as provided in this policy, then the determination of suitability for the position will be made. Unless otherwise provided by law, factors considered in determining suitability may include, but are not limited to the following:
 - a. Relevance of the crime to the position sought;
 - b. The nature of the work to be performed;
 - c. Time since the conviction;
 - d. Age of the candidate at the time of the offense;
 - e. Seriousness and specific circumstances of the offense;
 - f. The number of offenses;
 - g. Whether the applicant, volunteer, and/or employee has pending charges;
 - h. Any relevant evidence of rehabilitation or lack thereof;
 - i. Any other relevant information, including termination submitted by the candidate or requested by the hiring authority.
9. FRS will notify the applicant, volunteer, and/or employee of the decision and the basis of the decision in a timely manner.

Approved by the Parish Board on November 13, 2013

SEXUAL HARASSMENT POLICY OF FIRST RELIGIOUS SOCIETY OF NEWBURYPORT

I. Introduction

It is the goal of First Religious Society of Newburyport (“FRS”) to promote a worship environment and workplace that is free of sexual harassment where all persons are treated with respect. Sexual harassment occurring in the workplace or in other settings in which employees, volunteers, staff and members may find themselves in connection with their employment or assignment is unlawful and will not be tolerated. Further, any retaliation against an individual who has, in good faith, complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated. To achieve the goal of providing an environment free from sexual harassment, this policy includes definitions of sexual harassment, examples of inappropriate conduct, and process for reporting complaints of sexual harassment.

Because FRS takes allegations of sexual harassment seriously, FRS shall respond promptly to complaints of sexual harassment and where it is determined that inappropriate conduct has occurred, FRS will act promptly to eliminate the conduct and impose such necessary and corrective and disciplinary action. While this policy sets forth the goals of promoting an environment that is free of sexual harassment, the policy does not limit FRS’s authority to discipline or take remedial action for any conduct which FRS deems unacceptable.

II. Definition of Sexual Harassment

In Massachusetts, the legal definition for sexual harassment is this:

“sexual harassment” means unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when:

- (a) submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or
- (b) such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual’s work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

The legal definition of sexual harassment is broad and in addition to the above examples, other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating a work place or worship environment that is hostile, offensive, intimidating, or humiliating to male or female workers may also constitute sexual harassment.

While it is not possible to list all circumstances that may constitute sexual harassment, the following are some examples that may constitute harassing conduct:

- Unwelcome sexual advances (as determined by the recipient) - whether they involve physical touching or not;

- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life; comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;
- Unwelcome leering, whistling, brushing against the body, sexual gestures, suggestive or insulting comments;
- The access or display of sexually explicit or suggestive objects, pictures, photos, graphics, downloaded material or websites;
- Discussions of or inquiries into sexual desires, activities or experiences; and
- Direct or implied requests by a supervisor for sexual favors in exchange for actual or promised job benefits such as favorable reviews, salary increases, promotions, increased benefits, or continued employment constitutes sexual harassment.

REMEMBER!

- A man or a woman may be the harasser.
- The harassment may be between individuals of the same gender.
- The harasser does not necessarily have to be the victim's supervisor.
- The victim does not necessarily have to be the one to whom the remarks/conduct is directed but may be someone whose ability to work is adversely affected by an intimidating or hostile working environment created by the behavior between others.
- The harasser or the victim could be a member of the public who comes into contact with FRS's membership, staff, volunteers or employees.

All membership, staff, volunteers or employees should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment, and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is unlawful and will not be tolerated by this organization.

III. Complaints of Sexual Harassment

If you feel you have been subjected to sexual harassment, you should report the matter, either orally to FRS' Business Administrator, at 978-465-0602 x404, or Minister at 978-465-0602 x402 or in writing to either at:

First Religious Society
26 Pleasant Street
Newburyport, MA 01950

These individuals are available to discuss any concerns you may have and to provide information to you about this Policy on Sexual Harassment and complaint process.

Fear of publicity or reprisal often prevents people from seeking relief. Be assured that retaliation is prohibited and, if it occurs, will be treated as another serious form of harassment.

IV. Investigation.

Upon receipt of a complaint, FRS will promptly investigate the allegation in a fair and expeditious manner. The investigation will be conducted in such a way as to maintain confidentiality to the extent practicable under the circumstances. An investigation may generally include:

- A private interview with the person filing the complaint;
- Interview(s) with any/all witnesses;
- An interview with the person alleged to have committed sexual harassment.

Upon completion of the investigation, FRS will, to the extent appropriate and permissible, inform the person filing the complaint and the person alleged to have committed the conduct of the results of that investigation. If it is determined that inappropriate conduct has occurred, FRS will act promptly to eliminate the offending conduct, and where it is appropriate, impose disciplinary action.

V. Disciplinary Action

If it is determined that inappropriate conduct has been committed by a staff member or employee, FRS will take such action as is appropriate under the circumstances. Such action may range from counseling, warnings to termination from employment or assignment, and may include such other forms of disciplinary action as this organization deems appropriate under the circumstances.

VI. State and Federal Remedies

In addition to this Policy, if you believe you have been subjected to sexual harassment, you may file a formal complaint with either or both of the government agencies set forth below. Using the complaint process under this Policy does not prohibit you from filing a complaint with these agencies. Each of the agencies has a short time period for filing a claim (EEOC - 300 days; MCAD - 300 days).

1. **The United States Equal Employment Opportunity Commission (“EEOC”)**
John F. Kennedy Federal Building
475 Government Center
Boston, MA 02203
(617) 565-3200
2. **The Massachusetts Commission Against Discrimination (“MCAD”)**

Boston Office:
One Ashburton Place
Room 601
Boston, MA 02108
(617) 994-6000

Approved by Parish Board on November 13, 2013

Allocation of Loose Plate Funds

- A. Primary goal of this practice is to furnish gifts to local charities, organizations and agencies that assist people in need. A secondary purpose is to support causes that are in accord with UUA principles or initiatives.
- B. Each year, the Community Human Services Committee or its successor as selected by the Executive will establish and the Executive will finalize a monthly calendar for loose plate allocations. In drawing up the list of agencies receiving assistance the Community Human Services Committee may solicit recommendations from the congregation the preceding spring using such means as the Steeple Bi-Weekly, announcements, and a form (described below) periodically included in the Sunday order of service.
- C. All recommendations from church committees and members of the congregation must be documented using a form created by the Community Human Services Committee. This form will state the agency or cause, purpose for which the funds will be given, and the church mission or principle that inspires the gift.
- D. As the monthly calendar list is compiled and changed, the Community Human Services Committee (with the Executive) will update it as needed to inform the Parish Board and the congregation. Timing of this loose plate schedule will be adjusted to allow a fair and equitable distribution of funds among the approved recipients.
- E. Unless the FRS Executive recommends otherwise, the available sum from loose plate for each month will be given to one designated agency or cause.
- F. Decisions regarding recipients of receiving loose plate giving will be based on the following priorities:
 - 1. Local human services agencies proposed by the Community Human Services Committee or members of the congregation
 - 2. Causes originated and operated by the UUA, or prompted by national or international events
- G. The Executive will also base its approval on the potential impact of a proposed cause on FRSUU staff time and any incurred cost (not counting the loose plate sum itself) for that month.