

Board Policies Table of Contents

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## I. Mission and Vision

*The Board Policies of UUCGL were originally adopted on May 19, 2008 for the 2008 – 2009 church year. They have been revised September 22, 2008, October 24, 2009, May 24, 2010, January 22, 2013, June 29 2016, July 2018, October and November 2020, September 2022, September 2023, November 2023.*

These policies, together with associated procedures, have been adopted by the Board of Trustees of the Unitarian Universalist Church of Greater Lynn. They are intended to define the scope and range of authority of the Board of Trustees, its committees and the Church staff, so as to guide day-to-day operational decisions to the benefit of the whole congregation. These policies and procedures may be amended from time to time by a vote of the Board, subject always to the By-Laws, which are adopted by vote of the congregation.

The congregation of the Unitarian Universalist Church of Greater Lynn elects a board of trustees to function as its governing body and a parish minister to serve as its spiritual, programmatic, and administrative leader. The intended style of leadership will be consultative, collegial, and inclusive. Clarity about ultimate responsibility and authority will exist along with a democratic and egalitarian spirit. All church leaders are expected to practice transparent decision-making, healthy conflict management, and mutual support in their respective roles.

### A. Mission Statement

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Inspired by meaningful worship, faith development and fellowship, we are a welcoming congregation committed to spiritual growth and diversity, social justice, and serving the greater community.

### B. Core Values

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We affirm and promote:

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

## **C. Vision of Ministry (formerly Appendix A)**

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Each spring the board shall adopt a Vision of Ministry. The Vision shall be a major focus of the board's work throughout the year, and shall reflect wide consultation with staff, lay leaders, and the congregation. The Vision of Ministry may be for one or more years; goal-setting and budgeting shall cover the same period as the Vision of Ministry.

The Vision of Ministry attempts to answer the question: How do we plan to change lives in new and different ways in the next 1-5 years? Our Vision of Ministry for the 2023-2024 year follows:

### **Draw the Circle Wider**

The vision we have for our Church is deep and ambitious. We envision a spiritual community committed to cherishing each other and sharing our gifts with the world.

In our efforts to make this vision a reality, we focus on:

#### **Sustaining Our Church Community**

We seek to nourish our Church's sense of unity and community through hospitality, worship, programming, fellowship, and fun.

#### **Partnerships**

We are committed to creating meaningful connections and building relationships with groups and organizations who share our values with an emphasis on social and environmental justice in the Greater Lynn Community.

#### **Community Programming**

We aim to create a church that members of the larger community connect and engage with by creating a welcoming environment and offering a range of programs in line with our UU values.

## **D. Board Governance**

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The board's focus will be on the long-term mission and well-being of the church, not on administrative detail. It will respect the distinction between board governance and ministry leadership, and will avoid when possible making decisions that address only a single situation.

The board of trustees intends to govern primarily by:

- Discerning and articulating the Church's mission and vision of ministry
- Setting strategic goals and making strategic choices
- Creating written policies to govern Church operations
- Monitoring and evaluating the performance of the Church's leadership, including itself.

Board members will adhere to a high standard of commitment, ethics, and accountability.

The president is hereby delegated the authority and responsibility to decide the board's agenda in accordance with these policies.

## **E. Board of Trustees Covenant (formerly Appendix B)**

Annually the board establishes a covenant setting out the promises the trustees make to each other and to the congregation about the way they will conduct themselves as a board. In recognition of the crucial importance of how we work with one another, we, the members of the 2023-2024 UUCGL Board of Trustees agree to:

Insist on process and procedures that provide for:

- Timely distribution of and review by members of agendas and other relevant materials including lists of ongoing discussion questions
- Full and open discussion without rushing decisions, so that everyone knows each other's thinking, and that ideas expressed in outside conversations come back for board discussion
- Timely and appropriate follow up and communication regarding open issues
- Clear formulation and communication of policies

Work to maintain a setting and atmosphere in which:

- Members communicate openly and honestly, speaking in simple and honest ways that do not assume another's motives
- All who wish to speak are recognized
- Members feel free and comfortable to express opinions that may disagree with the majority view
- Members will support and not undermine board decisions
- Respect, good will and patience toward one another are exercised
- Members feel comfortable asking for help and, in turn, fellow members offer support as needed and appropriate
- All share responsibility for the use of time, attendance, punctuality, and sticking to the agenda
- Meetings begin and end on time unless otherwise negotiated and agreed upon by all those present
- Trustees who are unable to attend will notify the president or, in turn, the vice president in advance. For issues which these individuals wish to share a viewpoint, trustees are welcome to email the board in advance or engage another trustee to share their feedback.

Strive to make decisions that are:

- Made for the good of the congregation, based on a clear understanding of the work to be done and the vision of ministry
- Sensitive to minister and staff needs
- Rooted in realistic responses to the challenge of balancing finances and program

We further acknowledge our individual and collective responsibility for observing this covenant.

## **F. Delegation to Minister and Senior Staff Team**

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The minister shall lead and direct the spiritual, programmatic and administrative work of the church, and is hereby delegated authority and responsibility to make operational decisions, adopt administrative policies, and allocate church resources except as specifically limited by these policies.

The minister shall share leadership with senior staff composed at present of the Business Administrator, Director of Community and Lifelong Learning (DCLL) and the Director of Music. The intended style of team leadership is consultative, collegial and inclusive. Each member is responsible for a major area of the church's ministry, and the team as a whole shall be accountable through the minister to the board. The minister shall represent the team at meetings of the congregation and board of trustees.

As leader of the Senior Staff Team, the minister shall be responsible for morale and productivity and for keeping the team's work aligned with the congregation's strategy and vision.

The Senior Staff Team shall direct the work of the church through additional teams of staff and volunteers responsible for achieving specific spiritual, programmatic and administrative results. The Senior Staff Team shall establish clear lines of communication and decision-making for itself, the ministry teams and volunteers. Operational decisions, conflict management, and problem solving shall be the responsibility of the minister, the Senior Staff Team, and the ministry teams themselves.

## **G. Delegation to Others (formerly Appendix C)**

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The charges to committees of the Board that are not under staff direction (e.g. the Finance & Investment Committee) are as follows:

**i. Finance and Investment Committee:** The Finance and Investment Committee shall assist the board in its oversight of the congregation's finances, giving attention to both financial resources and expenditures and shall coordinate the annual audit. It shall promote adequate understanding of the congregations' financial status by holding educational sessions from time to time and by ensuring that routine financial reports are clear and helpful. The committee has no management authority, and shall not participate in day-to-day financial decision making. The committee is appointed by the board.

The Finance and Investment Committee shall also have charge of the investment and reinvestment of all funds and securities of the parish and (except as otherwise provided by any applicable trust or testamentary instrument) all funds and securities of any charitable trusts managed by the parish. Proper accounts of all funds and securities and investment income shall be maintained by the Finance and Investment Committee, and within forty-five days after the close of each fiscal year for the parish, the Finance and Investment Committee shall present to the board of trustees a detailed report detailing the investment income during the fiscal year.

**ii. Governance Committee:** As needed, the board may appoint a Governance Committee to be responsible for keeping the board focused on its chosen role, to recruit and orient board members, and to lead the annual board self-evaluation process.

**iii. Grants Committee:** [Except as otherwise provide by any applicable trust or testamentary instrument, disposition of funds of any charitable trust managed by the Parish shall be subject to the recommendations of the Grants Committee which shall be designated by the Board of Trustees.] Bracketed section is taken from Church By-laws, Article V, Section 6. See Section II.D. of these Policies for more details on the Grants Committee responsibilities.

**iv. Properties Committee:** The Properties Committee shall assist the board in general oversight of the buildings and grounds of the facility with attention to proposing policies for facility use and recommending disbursement from the Sinking Fund or other such fund not part of the operating budget for large capital projects.

## **H. Actions Requiring Special Consultation or Approval**

### **i. Affiliations and Official Representation (formerly Appendix F)**

The board of trustees shall have the exclusive power to affiliate the church with other organizations and to appoint delegates or other official representatives of the church.

### **ii. Personnel Decisions**

The minister and any other ministers are called according to procedures established in the church bylaws.

Prior to creating a new staff position, the minister shall consult with the board.

Prior to creating a new senior staff position, the minister shall report to and consult with the board prior to making a decision to proceed. The minister shall appoint a search committee which shall consult widely to determine the congregation's needs and preferences. The minister shall work with the search committee to identify and evaluate candidates, and consult with the remaining members of the senior staff team before making a hiring decision. The board, or its qualified representatives, shall assist the minister in preparing letters of agreement, contracts and terms of offer for all senior staff positions. The minister shall determine terms of offer for all non-senior staff positions in consultation with the Church Administrator when appropriate.

The board shall convene a group of 2-3 qualified individuals to prepare ministers' letters of agreement, preferably one member of the Ministerial Search Committee, one member who has working knowledge of UUA benefit/salary recommendations and one member with human resource experience or legal expertise.

The board shall seek expert or legal guidance for other contractual matters.

Prior to discharging a staff member, the minister shall consult with the board and its qualified representatives to ensure that the proposed decision adheres to accepted personnel practices and complies with applicable laws and board policies.

Personnel policies shall be reviewed annually by the minister, along with the Church Administrator, and recommendations for revision or new policy shall be brought to the board for consideration. (The minister and Church Administrator may solicit the assistance of an expert in the discharging of this duty).

Should an imminent need for a personnel policy revision or a new personnel policy arise, the board will form a task force of 2-3 qualified individuals, which will include one member of governance, to complete the task.

### **iii. Financial Decisions**

The minister, together with the senior staff members in their areas of responsibility, shall be responsible for day-to-day fiscal decisions as guided by the budget adopted by the board, church bylaws, and restrictions of the trust and endowments, subject to the following:

The minister and senior staff may not, without obtaining board approval:

- Exceed the total budgeted spending for the year.
- Exceed budgeted spending in any top-level budget category by more than \$10,000.
- Spend more in a year than the church receives in operating revenue (including amounts withdrawn from church investments), unless the Board has adopted a deficit budget.
- Incur new debt on behalf of the church. The Board may approve credit cards, lines of credit, or other ongoing borrowing in advance.
- Accept any gift that is restricted by the donor as to use or purpose.

### **iv. Compensation**

Annually, after a period of evaluation and goal setting the minister shall bring all staff compensation recommendations to the board for approval as part of the annual budget process. Compensation changes for consideration outside of the annual budget process shall be brought to the board for approval.

The board shall review and determine the minister's compensation annually, taking into consideration such factors as merit in meeting or exceeding expectations, increases in cost of living, changes in the cost of benefits and the financial means of the congregation, subject to any contractual requirements in the minister's agreement with the church.

The board will record an annual vote on the minister's housing allowance.

### **v. Political Signage and Activities on Church Property**

Board approval is required for any political signage or activities (postcard writing, phone banks, etc.) on church property. A unanimous vote (not necessarily in person) will be required for the activity or signage to be approved. Requests should be submitted in writing two weeks prior to a desired vote. Board members will consider the following questions before voting:

- To the best of our knowledge, does the political activity/signage comply with IRS rules? (UUCGL's administrator will provide guidance.)
- Does the church or UUA have a documented history of advocacy related to the issue?



## **II. Fiduciary Policies and Stewardship of Resources**

### **A. Financial Controls**

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Appropriate safeguards will be observed for the handling of cash.

Two persons will count and sign for any cash collections.

Accounting, record-keeping & document retention will be the responsibility of the church Business Administrator. The Business Administrator will provide financial statements, which include the budget and the balance sheet, to the Finance Committee quarterly. The treasurer will make a report to the board on the church finances quarterly.

Annually, the Finance Committee shall engage a qualified professional to conduct a review of the church's financial records, including the Minister's Discretionary Fund. The auditor's report on the financial statements will be made available to the board and to any member of the congregation upon request.

The congregation shall maintain adequate insurance to protect against property losses and liability for injuries to others.

### **B. Capital Reserves and Endowments**

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It is the church's policy to spend endowment funds within the legal constraints stipulated by the donors.

The church's investment objectives for endowment and other church funds are to:

- Preserve the real (after-inflation) purchasing power of the principal;
- Provide a stable source of perpetual financial support to the church's annual withdrawals (set forth below); and
- Incorporate the values of the church in the investment process.

The church withdraws from its investments amounts that, together with pledges, donations and other sources, is used to fund church operating expenses, grants and scholarships, ministry and programming, and other activities.

It is the current policy to withdraw each fiscal year an amount determined during the budget process described below, not to exceed 3.75% of the trailing 3-year average December 31 balance of the endowment (in addition to investment fees, which are deducted directly from the endowment balance). However, if it is determined that this level of withdrawal impairs the long-term purchasing power of the endowment, the Board of Trustees, in consultation with the Investment and Finance Committees, reserves the right to change this spending level.

### **C. Budgeting**

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In conjunction with the annual goal-setting process, the Church Business Administrator and the Treasurer shall convene a budget team to prepare the budget in consultation with appropriate staff and lay leaders, including the minister. The Finance Committee shall

review the proposed budget and advise the board on whether it is realistic and financially prudent and the minister shall affirm his/her belief that the budget represents a realistic plan for accomplishing the Vision of Ministry. The board shall make the final decision on the budget.

The budget shall be presented to the board no later than May 30 for the coming fiscal year.

**D. Grants and Scholarships (formerly Appendix D)**

According to the By-Laws, the Grants Committee is responsible for the disposition of funds in accordance with the provisions of the charitable trusts administered by the parish, and for other disbursements that the Board of Trustees may authorize.

The Grants Committee adopts its own procedures and, with the assistance of the Grants Administrator, has responsibility for determining the procedures and documentation required from recipients to support their grants and scholarships.

Subject to any restrictions set by the donors at the time of their original gifts, or by the Board in the case of Board-designated funds, the Grants Committee has the discretion to choose the amounts and recipients of grants and scholarships. However, grants made by the Grants Committee from the F.C. Spinney Fund are subject to the approval of the Investment Committee.

**Funds Disbursed by the Grants Committee as of May 15, 2020**

Endowment Source	Purpose
B.F. Spinney Fund	Worthy persons, societies organizations and objects of charity (per will). Grants committee limits use to scholarships for parishioners and individuals from greater Lynn.
F.C. Spinney Fund	Massachusetts charitable or religious orgs. (per will). Grants committee limits use to Greater Lynn religious and charitable orgs.
S.S. Spinney Fund	Worthy persons, societies organizations and objects of charity (per will). Grants committee limits to use for the benefit of parishioners and Greater Lynn individuals.
Mudge Fund	For the sick and the poor of the parish and of the city of Lynn (per will)
Lynn Memorial and Swampscott Memorial Scholarship Funds (the "Memorial Funds")	No documentation of restrictions. Used for scholarships in the discretion of the Grants Committee.

Tumulty Scholarship Fund	No documentation of restrictions. Used for scholarships for UUCGL youth graduating from high school or Swampscott HS seniors involved in community service.
Social Concerns Fund	Designated by the Board, confirmed by congregational vote, for “social concerns projects.” In 2020, Board voted (with Social Concerns Ministry Team approval) to use accumulated unspent funds as of 6/30/19 for the immigrant sanctuary project.
Lynn and Swampscott “Community” Scholarships Fund (formerly Anita Farber-Robertson)	Designated by Board for scholarships. Traditionally used for 3 Lynn high schools and Swampscott high school graduating seniors, based on factors including Lynn: academic merit, consideration for 1st generation college attendee, financial need and community service; Swampscott: community service, social justice, academics, leadership and need.

The following church grants and scholarships are NOT overseen by the Grants Committee and are NOT subject to this policy:

- The Denominational Affairs ministry team gives grants and scholarships, funded by their own fundraising activities.
- The UU Women of Greater Lynn make grants and scholarships funded by their own fundraising activities and past gifts and donations that were made to the UUWGL. [to be revised]
- Grants to outside organizations from the Sunday morning plate collection.
- The Minister’s discretionary fund, if any.

Each of the above funds has been allocated shares in the Church’s combined investment pool. The three Spinney funds are held in one combined account. The other funds named above have shares in the “Church” fund account.

Each year the Board, as part of the annual budget, decides the amount to be withdrawn from the investment pool to pay for church operations, grants and scholarships. It is currently the policy to withdraw up to 3.75% of the trailing 3-year rolling average December 31 investment balance, (in addition to investment and custodian fees, which are deducted directly from the investment pool balance). This amount is allocated to the above funds in proportion to their respective shares in the investment pool.

Per the By-Laws, the Grants Committee shall provide written reports to the Board of Trustees quarterly and/or at such other intervals as the Board of Trustees may direct.

## **III. Membership**

### **A. Becoming a Member (formerly Appendix G)**

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Under the guidance of the minister, individuals interested in becoming members of the church should engage in a discernment process which includes worshipping with the congregation (in body or in spirit), being in fellowship with the community, attending orientation sessions as scheduled, and talking with the minister.

Those accepted for membership will sign the Membership Book in the presence of the minister (or his/her designee) and one other witness. At the board meeting following the signing of the Membership Book, the minister will review the list of new members with the board of trustees and the board will record the memberships in the minutes of the meeting.

The congregation affirms new members and covenants with them as part of a ritual of welcome during a worship service.

#### **i. Process for Membership Review**

The Certified Membership List\* will be reviewed at least annually by the clerk, the minister and the Church Administrator at a minimum. Any member who has not met at least one of the following criteria shall be identified during the review process and presented to the Board for further review:

- Been in fellowship with the congregation
- Made and fulfilled a financial commitment of record within the past year

#### **ii. Process for Finalizing the Certified Membership List**

Each December the minister will present preliminary recommended changes to the Certified Membership List to the board of trustees. The board will review and discuss the preliminary recommendations and communicate any questions or concerns to the minister.

Each January the minister will present to the board the final recommended Certified Membership List for the year. The board will vote on the recommended list prior to the submission by church staff of the annual Certified Membership Tally to the Unitarian Universalist Association (UUA). Only those changes to the list that the board votes to accept will be made. Members being considered for removal from membership will be mailed a letter (see below) via certified mail to communicate with them regarding their membership status.

Any former member, removed from the Certified Membership List for the reasons listed above, who makes a formal request to the minister, the clerk, or the board of trustees may be reinstated.

\*The Certified Membership List is the approved UUCGL membership.

## **B. UUCGL Membership Procedures Letter (formerly Appendix H)**

UUCGL Address

(Date, around November 15)

Dear (Name),

We are currently undertaking the annual review of our congregation's membership to report an accurate number to the Unitarian Universalist Association (UUA) as part of our annual congregational certification process.

You have been a valued and cherished member of our congregation in the past and our desire is to retain you as a certified voting member of UUCGL. Membership in the church is required for voting and serving on the board of trustees.

Our membership procedures outline the expectations for members who will retain voting privileges: all members shall remain in fellowship with the congregation (in body or spirit) *and/or* have fulfilled a financial commitment to the church within the past year.

If you wish to remain a member of the church, please contact Rev. Dr. Victoria Weinstein ([victoria.weinstein@gmail.com](mailto:victoria.weinstein@gmail.com)) preferred phone or (xxxxx)President Board of Trustees ([president@uucgl.org](mailto:president@uucgl.org)) preferred phone to talk with us. The deadline for reporting our membership number to the UUA is late January. We hope to hear from you soon. If you are unable to contact one of us yourself, please ask a friend or relative to do so on your behalf.

In faith,

(signature)

President Board of Trustees

**President@UUCGL.org**

## **IV. Personnel**

### **A. Goal Setting**

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After the board approves the Vision of Ministry, senior staff shall make plans and goals for itself that will support the VOM, and coordinate goal-setting by the rest of the staff, volunteer leaders, and ministry teams. The minister shall summarize the results of this goal-setting process in writing to the board.

### **B. Monitoring and Evaluation**

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The staff, ministry teams, committees, and board of trustees shall engage in a continual process of monitoring and evaluation. The purposes include:

- Fostering excellence in ministry work by encouraging open communication and regular feedback among all whose work contributes to achieving the church's mission.
- Helping the church to focus on its goals as adopted by the Board.
- Ensuring that all church leaders adhere to Board policies.

### **C. Reports to the Board**

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The Senior Staff Team shall produce written reports to the board that cover financial performance compared to budget and highlight significant financial or operational issues. Financial reports shall be provided to the Finance Committee quarterly, for its review and for the treasurer to submit to the board. The board shall devote a major portion of its time to learning and reflection on major areas of the church's mission, such as worship, religious education, social justice, membership development, and stewardship of congregational property and wealth. To maximize the value of these meetings, the board may call on the minister, senior staff, or church members to report more fully on the church's work in a given area, and to contribute expertise, information, and leadership.

From time to time, the board may inquire into specific questions of policy compliance, organizational concerns, or other serious issues by appointing a committee or outside consultant to assess some aspect of church program or organizational functioning.

### **D. Minister - Monitoring and Reporting**

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Monitoring ministerial performance is directly linked to monitoring organizational performance against board policies, by-laws and the Vision of Ministry. The board monitors performance throughout the year according to a set schedule and process.

*Monthly, the minister shall report to the board:*

- New and ongoing initiatives, projects and programs
- Minister's leadership activities
- Pastoral care
- Update on staff activities
- Update on ministry team activities
- Staff leadership development

- Personnel issues
- Significant issues between or among staff, ministry teams and members

*The minister shall provide the following metrics to the board in September, January and June:*

- Attendance at worship services
- Attendance for faith development classes
- Attendance at community programming

*Annually, no later than May 30 for the coming fiscal year, the minister shall present to the board for approval:*

- The Senior Staff Team's goals to support the Vision of Ministry for the upcoming fiscal year.

Reports shall be in writing and provided to the board according to established timelines. Metrics shall be in graph format and provided to the board according to established timelines.

## **E. Performance Evaluations**

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At least once a year, board members shall evaluate their individual and collective contribution to the church's mission.

The Senior Staff Team shall be responsible for creating and carrying out an annual cycle of evaluation that will produce, at minimum, a written evaluation of each staff member by his or her supervisor, which shall be available for review by the board or its authorized representatives. The primary purpose of staff and program team evaluation is to recognize achievement, build morale, identify improvement areas, and enhance communication and working relationships.

Each spring, as part of the creation of the Vision of Ministry, the minister and board shall together review their mutual progress in the light of the annual ministry goals.

### **i. Minister's Triennial Performance Review**

Every three years, the board and minister shall together appoint a Triennial Review Committee of three persons respected by the congregation and mutually acceptable to the board and minister. The committee shall facilitate a review of the minister's performance, gathering data and feedback from the congregation and other sources, and producing a written report. The report, together with a written response from the minister, will be published to the congregation.

The goals of the triennial review are to call the congregation's attention to the mutual, relational nature of ministry and the respective responsibilities of all who contribute to its success; to assist the minister to remain motivated, creative, and flexible; and to equip the minister and board to correct any problems and maintain an effective partnership in the future.

## **F. Minister Sabbaticals**

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The Unitarian Universalist Church of Greater Lynn offers a sabbatical to its minister. Commitments regarding the sabbatical may be outlined in the agreement letter signed by the minister and the church at the time the minister is called. The plan for each sabbatical should be the outcome of a discussion between the minister and the board. While a relatively broad degree of flexibility is implicit in the process to accommodate a wide range of potential circumstances regarding the needs of the church and the minister at the time of each sabbatical, the board and minister should adhere to the following policies:

1. Sabbatical leave accrues at the rate of one month per year of service, with leave to be taken only after six years but before eight years of service. No more than six months of sabbatical leave may be used during a twelve-month period. While on sabbatical leave, the minister shall continue to receive full salary and housing allowance, and benefits. Professional expenses may be adjusted.
2. The dates of the sabbatical plan must be approved by the board of trustees at least one year in advance. The specific dates of the sabbatical leave will be established by mutual agreement between the minister and board.
3. It is expected that the minister will not combine sabbatical leave with vacation or study leave so as to absent from the pulpit more than six months consecutively. Sabbatical leave will not be allowed for less than three months.
4. Sabbatical leave is for professional development. The minister shall develop a sabbatical program in keeping with his/her needs at that time including advanced study, travel, writing or other types of experiences and activities that will enrich the ministry. The program shall be made known to the board at least six months in advance of the sabbatical leave. Unless serious reservations exist on the part of the board about the appropriateness of the sabbatical program, the board shall approve the sabbatical program as presented by the minister.
5. The sabbatical leave program will be presented to the congregation.
6. During the period of the sabbatical leave, the minister is not expected to perform any ministerial duties. Where the board and minister agree that it is essential for the minister to return to provide some functions and the minister is out of town, the church will provide reimbursement for the expenses of the trip.
7. The minister with the assistance of the church leaders and board will make arrangements for the provision of essential ministerial services during the term of the sabbatical leave.
8. The minister pledges to continue full-time service to the congregation for a minimum of one year following the end of each sabbatical leave.
9. The congregation agrees to take no action on ministerial tenure during a sabbatical leave.
10. The minister will report to the congregation concerning the sabbatical within a reasonable period of time upon return to regular fellowship duties.
11. Every fiscal year the congregation will consider sequestering sabbatical funds for use in funding the congregation's additional expenses during the minister's sabbatical leave. Sabbatical funds are set aside for the purposes of hiring and



accommodating temporary staff and/or speakers to cover the responsibilities of the minister on sabbatical. Other expenses of the minister associated with the sabbatical, such as travel and professional development expenses, should be reimbursed within the minister's annual professional expenses budget in accordance with the church's professional expense reimbursement policy.

12. This sabbatical fund will be property of the congregation.

### **G. Employee Grievance Process (formerly Appendix E)**

It is the board's hope that issues which arise between employees will be addressed informally and immediately. However, the board recognizes that there will be, from time to time, a need to resolve issues by using a formal Grievance Process.

The goals of this process are:

- To allow all employees ample opportunity to air grievances concerning their work situations, and to quickly and equitably resolve alleged infractions of Personnel Policies in an orderly manner.
  - To assure the board of trustees and grievant that they have adequate information to arrive at reasonable and just decisions regarding working conditions at the church.
- A. Definition: A grievance consists of a charge of an alleged improper application of Board or Personnel Policies of the UU Church of Greater Lynn.
- B. Time Limits: All relevant parties in a grievance action shall adhere to the time limits prescribed in the grievance process unless all parties agree to different schedules prior to the expiration of the next time limit. It shall be assumed that any party not abiding by the prescribed or negotiated time limit shall have conceded the other party to be in the right. Under such a condition, the board or its authorized representatives shall negotiate the terms and conditions of resolving the grievance.
- C. Who May File a Grievance: All non-temporary employees who have passed their 90-day probationary period.
- D. Representation: Employees may represent themselves or designate an authorized representative or legal counsel who may or may not be an employee or member of the Unitarian Universalist Church of Greater Lynn.
- E. Steps of the Grievance Procedure:
1. Step One – Informal Resolution: The grievant shall present to his/her supervisor a written request for an Informal Resolution Meeting. Within five working days after receiving the request, the supervisor shall hold a meeting to attempt to resolve the grievance. Within five days following the meeting, the supervisor will give a revised response to the grievant. If the response is satisfactory to all parties, the grievance will be considered resolved with no further grievance steps to be taken. If the grievant remains unsatisfied she/he has five working days to move to Step Two.
  2. Step Two – Formal Resolution: The grievant shall, within five working days of receiving the results of Step One, submit a written request for a Step Two hearing with the minister of the church who will attempt to resolve the grievance. (If the grievance includes a minister in the complaint, the grievant shall move

immediately to Step Three.) The request must include a full description of the circumstances and ramifications of the grievance and citation of the Personnel Policy's alleged infractions. Following a Step Two hearing, the minister will provide a written response to the grievant within five working days. If the response is satisfactory to all parties, the grievance will be considered resolved with no further grievance steps to be taken. If the grievant remains unsatisfied, he/she has five working days to move to Step Three.

3. Step Three – Board review: If Step Two does not occur because of ministerial involvement, or if its results are unsatisfactory, the grievant has five working days to submit a written request to the president of the congregation for a Step Three review. This will be a hearing with the grievant and other involved parties before the board or its authorized representatives at which the president will preside. The written request must include the nature of the grievance, circumstances surrounding the grievance, what actions the employee has taken to resolve the issues, the alleged injuries sustained by the grievant, and a citation of the alleged infractions of the Personnel Policy. The president shall hold the hearing within ten working days after receiving the Step Three request. The president will respond in writing to the grievant within ten working days giving the resolution arrived at by the members of the board review
4. The decision of the board review members will be final.

## **V. Personal Safety**

### **A. Safe Congregations (formerly Appendix I)**

Our Safe Congregations Policy can be found through the Church Governance link on UUCGL's website.