

Appendix A

Vision of Ministry (Adopted 11/23/20)

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 strengthen our Church's sense of unity and community through hospitality, worship, fellowship, and fun.

Home Base. We aim to create a church that members of the larger community wish to visit and become involved with by creating a welcoming environment and offering a range of programs in line with our Unitarian Universalist values.

Partnerships. We are committed to creating new and furthering existing relationships with groups and organizations who share our values, with an emphasis on those organizations in the Greater Lynn Community who work with us on issues around social justice.

Appendix B

Board of Trustees Covenant

In recognition of the crucial importance of how we work with one another, we, the members of the 2012/13 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 patronize or 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.

Adopted by the UUCGL Board of Trustees, 9/25/12, Re-affirmed October 24, 2016, and September 2020.

Appendix C

Charges to Committees of the Board

Approved March 2009

Finance Committee: The Finance 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.

Governance Committee: The board shall 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.

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

Investment Committee: [The Investment Committee shall 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 Investment Committee, and within forty-five days after the close of each fiscal year for the parish, the Investment Committee shall present to the board of trustees a detailed report detailing the investment income during the fiscal year....]. The committee is appointed by the board.

Bracketed section is taken from Church By-laws, Article V, Section 2

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.

Appendix D

Policy and Procedures for Grants and Scholarships

POLICY:

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.

PROCEDURES:

As of 5/15/20, the funds disbursed by the Grants Committee are:

	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 fund-raising activities.
- The UU Women of Greater Lynn make grants and scholarships funded by their own fund-raising activities and past gifts and donations that were made to the UUWGL.
- Grants to outside organizations from the Sunday morning plate collection.
- The Minister’s discretionary fund, if any.

FUNDING:

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.

REPORTING:

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.

Appendix E
Unitarian Universalist Church of Greater Lynn

Employee Grievance Process

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) 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.

Appendix F
Other Policies Adopted by the Board of Trustees

Affiliations and Official Representation: 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.

Adopted March 30, 2009

Appendix G

Unitarian Universalist Church of Greater Lynn Membership Procedures

Becoming a Member

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.

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:

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

shall be identified during the review process and presented to the Board for further review.

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 (Appendix F) 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.

Revision adopted by the UUCGL Board of Trustees 1/25/16, Revision adopted by UUCGL Board of Trustees 9/23/15; Revision adopted by the UUCGL Board of Trustees, 3/30/15; Adopted by the UUCGL Board of Trustees, 9/22/14.

APPENDIX H

UUCGL Membership Procedures Letter

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) preferred phone or (xxxxxx)President Board of Trustees (emailxxxxxx) 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
Need church email

Appendix I

Safe Congregations Policy