

UUCC Board of Trustees

August 20, 2019

6:15 pm

Attendees: Nicky Ozbeck, Christian Horvath, Wendy Sapp, Jon Littlefield, Dave Benn, Mandy Goheen, Mandy Cowley, Chen Zhang, Iris DeLaPaz, Emily Sartain, Lynna Ruth Standridge

Opening Words/Chalice Lighting: Read by Nicky Ozbeck

Check In:

Consent Items:

- Approval of Minutes: Minutes from July approved
- Treasurer's Report: some highlights: pledges higher than ordinary, \$4500 has come in since July 1st. We did receive a surprise gift of \$3600 in 3 separate deposits from PayPal.
- VP Reports:
  - Outreach (Jon): haven't heard from Cameron at UUA about denominational affairs and its role; have been thinking about what the membership committee should do?
  - Religious Education (Iris): filled most teaching vacancies; now have 35 youth and 23 families
  - Resources (Dave): Ron Pasch has put together the shelving that will go back by the piano and hold sound equipment. Great job by Ron and he has saved the church a lot of money. // The windows for downstairs have been ordered and are half-paid for. Should be installed in about 5 weeks and will only take 2 days.// Steve is re-thinking the extent of work and expense to put more solar panels on the roof.//Looking at buying a new lavalier, wearable microphone for speakers. Could be about \$500 and will come out of the Wowzers budget

Covenant: on hold

Decision Items

- Bylaws committee: on hold, possibly until Jan or Feb.
- [Policy review committee charge: Chen](#), to review and revise the administrative policy manual;
  - Would possibly contain between 3 to 5 UUCC members
  - Term of 2 years;
  - Doesn't have a budget
  - Possibly submit charter by May 2020
  - Meet minimum of once per month
  - Must synchronize with by-laws
  - Should Nominating Committee select members

- Nicky to consult with Daidee more about this committee
- [Rental Policy](#): (Chen, Christian, Jon) some price adjustments proposed, but full review and decisions put off until September meeting. We do need our collective comments in within a week.
- Off Campus Transportation Policy for Youth: Emily; some discussion about the need for two adults, background checks, waiver with parents' consent; but review and decision put off until September meeting
- Board Retreat Date: not 9/14, weekend of Quarterly Council meeting; Wendy to send out Doodle calendar to determine possible dates. Pretty decided that it won't be an overnight event.
- Request to change title from Director of Youth Religious Education to Life Span Religious Educator or Director of Family Ministry or Director of Youth Ministry (Board): **voted 5 nays, 1 abstain to retain the current title: Director of Youth Religious Education**

#### Informational Items:

- Board Rep Duties
  - Feedback cards, to be put in red box on table in fellowship area
  - Fire exits: identified
  - Safety system in case of emergency: Dave Benn to demonstrate at Sep's meeting
- Quarterly Council Meeting on Saturday, September 14, strategic planning; child care will be provided
- Minister Installation Ceremony, Saturday, October 12, 1 PM, child care will be provided
- Safe Congregation Policies undergoing updates
  - Extending existing RE policies to entire church: some discussion, no decision
  - Supervision of children outside of RE and nursery; announcement to be made during the service that parents should go downstairs at noon after service to pick up their children
- Church Governance training
  - [Chapter 3 \(Chen\)](#)
  - Chapter 4 (Wendy): to be covered in September's meeting

#### Next Month

- Chapter 5: Mandy Goheen
- Opening and closing: Roger will deliver and have his charger in hand, and may even print out the words in case of another electronic outage of his equipment

#### Check Out

Closing Words/Chalice Extinguishing: Closing Words by Wendy

## INSERT REPORTS, DRAFTS, ETC. HERE FOR AUGUST BOARD MEETING

### **Report from VP of Religious Education:**

The Youth RE Committee held a full day retreat this month. The committee members reiterated their previously expressed desire to focus Youth RE efforts on Sunday mornings--ensuring that classrooms are staffed by 2 adults without fail and making sure said adults can access lessons prior to Sunday mornings. A teacher onboarding will be held after church on Sunday, September 1, with the goals of addressing some of the potentially scary aspects of volunteering for Sunday morning RE and working toward a culture of solidified teaching teams for each classroom. This year, because the 9th-12th grade class is using the curriculum Neighboring Faiths, involving several field trips to local places of worship, the teens and parents will have an orientation on September 8. Fourth Friday Family Fun Nights will be happening again this year, and the first one is Lego-Get Connected on August 23.

There is an OWL facilitator training within driving distance in October, in Marietta, GA. The committee recommends having those interested use that training for grades 7-12, as there are also plans in the works for a training in Chattanooga hosted by Youth RE for grades K-6 OWL facilitators.

The Youth RE committee will not be taking on responsibility for Adult RE; however, if there is anyone who takes on the role of coordinating Adult RE opportunities in the future, it may make sense to bring those people onto the existing committee, rather than having two committees if we reach that point. There are some plans for what will happen during the former forum time. On the first Sunday of each month, Rev. Mandy plans to have programming related to the theme for the month. On the third Sunday of each month, the Pagan group will use the time for a monthly meeting, which will be open to anyone interested.

Submitted by Emily Sartain

### Draft Policy on Transporting Minors

1. Driver must be properly licensed and insured (amount of liability coverage may be determined by the church's general insurance policy; we will need to check to see if that is specified anywhere) with proof on file in DRE office, updated as necessary, at least every 6 months.
2. Driver should be 25 years old or older.
3. Drivers must pass background check and have a Motor Vehicle Record (MVR) review clear of major violations.

4. Permission & medical release slips must be signed by parent/legal guardian for each event.
5. Driver is given parental contact information for each child.
6. All drivers adhere to state safety rules, including
  - a. Being hands-free of all devices
  - b. Ensuring that all passengers are properly restrained (set belts, booster seats, etc.)
7. We will have a minimum of two non-related adults in each vehicle.
8. Exceptions to any of the above policies may be accommodated by joint written consent of the parents and the organization within the church sponsoring the event.

### **Report from VP of Outreach**

*Social Justice Committee (From Judy Gallagher):*

- Our next meeting is 8/27 and you're invited to come if available :).
- Our agenda will include: some upcoming tabling events: Mindful Living's Peach day and Pride Festival in October.
- Discussing the idea of having the forum speaker be someone from the Share the Plate org on same day (if our committee likes idea, we'll check with forum coordinator).
- A few other updates and items will also be discussed.
- There was a good turn out for the June TIPL event...I'd have to look up it's name. Sandy Kurtz coordinated it with national speakers in attendance.
- We haven't done much over the summer except create the new Share the Plate Calendar. (Over \$4,000 was donated to Share the Plate orgs last year!)
- MANY UU's attended the Disarm Hate Rally on 8/11. I was pleased!!!
- Posting as much as we learn about on the UUCC SJ Facebook page, a public facing page.

*Denominational Affairs Committee:*

I've reached out to Cameron Young at UUA to get a sense of (1) the number of congregations our size that have that committee and (2) any potential consequences for simply deleting it. I have not heard back yet. Since this committee hasn't been engaged since 2012, I'm inclined to suggest we simply delete it, but would like to have a better sense of the potential implications of taking that step.

### *Communications:*

The plan is to meet with Chen to assess how the communications functions would be best run (i.e., as a committee, a team, or an individual) and to identify people with the appropriate expertise. Also, where communications should fit vis a vis membership.

### *Membership:*

No update here, my plan at this point is to try to attract some members at Sunday's committee fair and convene a meeting myself. At some point, we will need to assess how best to reach out to new members and visitors in a way that isn't onerous to committee members/chair.

August 2019 Minister's Report  
Rev Mandy Goheen

What a great month to start out! I have already had many learning opportunities and chances to connect with our congregation. The first lesson was that I have more resources and support than I am used to. The staff and volunteers I have worked with so far are top-notch and the hard work of leadership is impressive. I have been warmly welcomed by friends and members both in their homes and at UUC. I have also had the opportunity to connect with local clergy and UU ministers from Eastern Tennessee. So far I have many favorite moments from the past few weeks but standing with local clergy against gun violence as UUC's minister. What a joyful experience.

Small Groups (UUC Circles) planning and Faith Forward with a pathway to New Member Sunday has been scheduled. Water Communion/Ingathering & Pot-luck went over without a snag. You are all amazing secret keepers, I knew there was a gift but I had no idea about the stole. It is absolutely beautiful and I am filled with gratitude. Speaking of gratitude I have been busy writing thank you cards on Mondays. If there is anyone the board wishes me to thank personally please let me know. I would also be open to suggestions for newsletter subject matter that will support the work of the board.

This short and sweet report is followed by a list of my upcoming activities and projects.

- Regular attendance of UUC regularly scheduled events & meetings
- One-on-one meetings, I would like to meet with all board members and committee chairs over the next six weeks. I have many already scheduled
- Attending Eastern Tennessee UU clergy cluster

- Chattanooga Multifaith clergy lunch
- District 9 Chamber of Commerce lunch
- Walden Group at Alexian (August meeting)
- All the things I am forgetting or don't know about yet

## UUCC One-off Rental Policy (July 2019):

### Vision:

UUCC envisions our space and rental policies as an opportunity for our community members (Full Members, Contributing Friends, Regular Visitors, etc.) to express themselves as well as an opportunity to engage with the greater Chattanooga community currently unaffiliated with UUCC.

### Base Price Chart:

The base price chart will be the foundation of the rental policies at UUCC. Depending on the duration of the rental, a Total Rental Cost will be calculated from the Standard Rental Price and Extended Rental Price. For rentals by unaffiliated groups a sexton (trained church member) will be provided for an additional cost of \$50 to unlock the facility and assist with any questions for the use of the facility during the event. Please read more to see how different situations will affect how we consider price modifications to align with our vision.

Rental Space	Standard Rental Price (4 hours)	Extended Rental Price (Per hour after 4 hours)
Entire Building (Includes the Sanctuary, Fellowship Hall, and all five downstairs rooms)	\$400	\$100
Sanctuary and Fellowship Hall (AV available)	\$300	\$100
Downstairs Package (Includes all five downstairs rooms)	\$150	\$50
Forum room (AV available)	\$75	\$25
Standard room (no AV)	\$50	\$15

### Add-ons:

Serving food: \$100

- If you're planning on serving food at your event, there is an additional fee. Included in this fee is the use of the kitchen including all dishes and equipment.

Audio Visual Technician: \$75

- If you need help setting up any AV equipment, we will bring a technician to help you set up the event.

### Price Adjustment Considerations:

The final rental price will be adjusted to meet the UUCC rental vision of supporting our community members and engaging with unaffiliated greater Chattanooga community. Pricing adjustment will depend on two factors:

- 1) Is the rental sponsor a UUCC community member/committee or an unaffiliated group/individual?

- 2) Is the rental intended to be a private event or will it be open to the public, including UUCC community members?

Depending on the answers to the two consideration factors, the final rental pricing will be adjusted based on the following:

	Reserved by UUCC Community Member/Committee	Reserved by Unaffiliated Group/Individual
Public event (UUCC community members invited)	Suggested donation equivalent to 50% of the Total Rental Cost	100% of the Total Rental Cost
Private event	50% of the Total Rental Cost	100% of the Total Rental Cost

UUCC communications will actively encourage unaffiliated groups and individuals to connect with UUCC committees that align with their values to sponsor rentals.

#### Deposit:

For all rentals, a deposit will be made at the time of the rental equivalent to the standard rental price of the selected rental price package.

#### Approval & Payment:

The renter must submit the Total Rental Cost and full Deposit at the time of approval to complete the rental reservation.

#### Cancellation:

Any decision to cancel a one-off rental agreement must do so a minimum of one week prior to the start of the rental period to receive a full refund. Any cancellation received after the one-week deadline will forfeit the Total Rental Cost and receive a refund of the deposit only.

#### Prioritization Considerations:

Event space will be assigned on a **first-come-first-serve** basis. Nevertheless, extenuating circumstances may exist where an urgent need for space must be filled at the expense of a prior agreement. The church administrator and the VP of Resources retain the right to make a final decision regarding extenuating circumstances. A minimum of one week's notice will be given to existing renters and all effort be made to reach a satisfactory alternative.

NEEDS OF RENTERS: In alignment with our principles and mission, we realize that in rare instances the needs of simultaneous rental groups may be in conflict. We reserve the right to request groups adjust their scheduling so that the needs of all can be met.

#### Grievances:

If you feel that you have been treated unfairly in your rental experience, please contact the church administrator or the VP of Resources. The board will discuss and attempt to resolve the situation.



Unitarian Universalist Church of Chattanooga  
**Facility Reservation Request Form**

**(Please print) I am requesting approval to use space in UUCC for:**

**Event:** \_\_\_\_\_

**Responsible Party/Contact Person:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

Is the responsible party an **active participant** at UUCC (i.e. a member, contributing friend, or regular attendee)? ☐ Yes, \_\_\_\_\_ ☐ No

**Day & Date of Use** (i.e. Tuesday, April 9th, 2019): \_\_\_\_\_

**Hour(s) Requested:** \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm (please include setup/cleanup time)

Is this a **recurring event** or a one time event? ☐ Recurring Event ☐ One Time Event

If recurring, please let us know how often this event will occur (i.e. every third Tuesday):

\_\_\_\_\_  
**Estimated # of Participants:** \_\_\_\_\_ **Is there a charge to attend?** ☐ Yes ☐ No

Is the event **open to the public**? ☐ Yes ☐ No

**Area(s) Requested** (check all that apply):

☐ Sanctuary, Fellowship Area, and Kitchen

☐ Downstairs classroom(s)- *indicate which room(s):* \_\_\_\_\_

☐ Forum Room

☐ Whole Building

Is **AV equipment** required? ☐ Yes ☐ No

If yes, please specify needs: \_\_\_\_\_

Is a **Sexton** required? ☐ Yes ☐ No

If no, please specify who is assuming responsibility for the building: \_\_\_\_\_

**PLEASE READ:**

- By signing below, the Responsible Party is indicating that they have reviewed and are in agreement with all of the policies outlined in the attached "Guidelines for Use of Facilities"
- Responsible party agrees to be liable for any damage done to church property during their occupancy.
- In consideration for permission to use UUCC, the Responsible Party who signs the Reservation Form shall indemnify, defend and hold harmless the Unitarian Universalist Church of Chattanooga for and against any and all liability, attorney's fees, court costs, loss or damages that the UUCC may suffer as a result of claims, demands, costs or judgments against it arising out of any accident, injury, loss of property, death, or other tortuous act which may occur to or be caused by participants during such use of UUCC.
- Responsible party also agrees to:
  - Remove all items brought or caused to be brought onto church premises;
  - Secure and remove all trash in appropriate bags;
  - Leave all areas clean and return them to their original state;
  - Turn off all lights and secure doors when leaving the premises.
- Payment details:
  - Payment of total rental cost, deposit, sexton, and sound tech fees is required before UUCC will reserve the space.
  - Renters can cancel their event for a full refund up to 1 week prior to the event. If the renter cancels the event after that, only the deposit will be returned (UUCC will keep the rent, sound tech, and sexton fees).
- Under extenuating circumstances, the church reserves the unconditional right to appropriate any part of the building when needed for church use, but will try to make other space available if such appropriation is made or will refund the responsible party's payment if unable to accommodate.

\_\_\_\_\_  
Signature of Responsible Party

\_\_\_\_\_  
Date

**For office use only:**

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_ Posted to Calendar (tentative until deposit received)      \_\_\_\_ Quote sent to renter

Amount due at deposit: \_\_\_\_\_ Deposit

Received

Balance due after deposit: \_\_\_\_\_ Date due: \_\_\_\_\_ Balance

Received

Sexton Required & Arranged: \_\_\_\_\_

Sound tech Required & Arranged: \_\_\_\_\_

## GUIDELINES FOR USE OF FACILITIES

The Unitarian Universalist Church of Chattanooga (hereinafter referred to as UUCC) is available for both internal and external groups to utilize.

### General Information:

**Who Can Use:** Anyone (hereinafter referred to as the Responsible Party). Responsible Party must be 21 years or older.

**Availability:** Reservations are required for ALL events.

**Standard Unavailable Dates:** Sunday mornings (until approximately 2pm), Saturday afternoons (1pm-7pm), Halloween, Thanksgiving, December 24 and 25, January 1

**Scheduling Reservations:** Reservations are accepted on a first-come, first-served basis. Requests for use must be submitted to the UUCC Office. A reservation will be posted onto the calendar once the application, total rental cost, and deposit have been submitted and approved.

### **Reservation Considerations:**

- Reservation requests should be submitted in writing on the appropriate form(s).
- The total rental cost and deposit (including fees for sexton or sound tech) must be received before the event is added to the calendar.
- Responsible Party should be sure to include all necessary preparation/setup and takedown time in their reservation time request
- The individual who signs as the responsible party will be the only person recognized/authorized to make changes to the original request.
- This individual or their authorized representative must be present at all phases of the function - set-up/function/cleanup.
- NOTE: Responsible Party will not have access to UUCC before the requested reservation time.

**Rental Prices:** The administrator will review the application and help determine the appropriate rate.

Rental Space	Standard Rental Price (4 hours)	Extended Rental Price (Per hour after 4 hours)
Entire Building (Includes the Sanctuary, Fellowship Hall, and all five downstairs rooms)	\$400	\$100
Sanctuary and Fellowship Hall (AV available)	\$300	\$100
Downstairs Package (Includes all five downstairs rooms)	\$150	\$50
Forum room (AV available)	\$75	\$25
Standard room (no AV)	\$50	\$15

Depending on the answers to the two consideration factors, the final rental pricing will be adjusted based on the following table:

	UUCC Community Member/Committee	Unaffiliated Group/Individual
Public event (UUCC community members invited)	Suggested donation equivalent to 50% of the Total Rental Cost	100% of the Total Rental Cost
Private event	50% of the Total Rental Cost	100% of the Total Rental Cost

**Payment Information:**

**Deposit:** Use of UUCC facility and/or grounds requires a deposit (there are additional fees for sexton or sound tech). This deposit will not be refunded if the used area is not restored to its original condition.

**Confirmation:** Confirmation of your reservation will not be made until total rental cost (including sexton and sound tech fees) and deposit are paid, and forms with all relevant information are completed and returned to the UUCC Office.

**Rental Payment:** Payment for use of UUCC is to be paid on or before 5 working days of the actual use day.

**Cancellation:** In the event a reservation is to be cancelled, the Responsible Party should contact the UUCC Office in writing. Responsible Party forfeits the deposit fee (as well as the fees for sexton or sound tech) if the cancellation is made later than 1 week prior to the event day.

**A \$35.00 fee will be charged on all returned checks.**

**Use Guidelines:**

**Supervision by Responsible Party:** It is understood that the Responsible Party is responsible for all persons attending the event.

**Privacy:** Names and/or phone number of parties reserving UUCC will not be released except in accordance with the Public Information Act.

**Liability:** In consideration for permission to use UUCC, the Responsible Party who signs the Reservation Form shall indemnify, defend and hold harmless the Unitarian Universalist Church of Chattanooga for and against any and all liability, attorney's fees, court costs, loss or damages that the UUCC may suffer as a result of claims, demands, costs or judgments against it arising out of any accident, injury, loss of property, death, or other tortuous act which may occur to or be caused by participants during such use of UUCC.

**Insurance:** Certain rentals will require proof of insurance coverage with the UUCC named as insured on the policy. If required, user is to provide a certificate of insurance showing UUCC has become an additional insured entity on the group's insurance policy and that this policy will indemnify, defend, and hold our church harmless for any liability claim arising from the group's activity on our property. If required by UUCC, please coordinate with your agent and have the agency provide us a copy of your certificate of insurance. We would like the following statement included in the block entitled Description of Operations. "The Unitarian Universalist Church of

Chattanooga (UCC) is named as Additional Insured during the time of our operations (meetings, etc.) in their facility”.

**Temperature/Thermostats:** The Responsible Party is not to adjust the temperature controls at any time. Evidence of tampering will result in automatic forfeiture of deposit. The sexton can assist with necessary adjustments.

**Musical Equipment:** UCC musical equipment is not available without prior approval from the Board.

**Decorations:** Decorations are as needed and provided by the Responsible Party, and should be removed after the event by the Responsible Party. No decorations may be used to block the entry/exit locations or signs. No nails, tacks or tape which could/would damage walls or fixtures are allowed.

**Exits must remain clear and accessible at all times.**

**Furniture:** If seating and/or other furniture in UCC are moved, Responsible Party must return facility to original setup. Failure to return UCC to its original condition will result in loss of deposit.

**Deliveries:** The Responsible Party is responsible for accepting any and all deliveries made to UCC for their planned event. Any and all deliveries are to occur during the time frame the Responsible Party has reserved. No entity at UCC will accept delivery or liability of deliveries made to UCC on behalf of the Responsible Party or the Responsible Party's event.

**Candles:** Responsible Party must use only dripless candles and ensure that the floor/carpeting are well protected from damage. (Candle wax on furniture or carpet is an automatic loss of deposit.)

**Lost Items:** It is the responsibility of the Responsible Party to ensure all items are removed upon conclusion of the event. UCC does not assume responsibility for any lost or misplaced items prior to, during or after the reservation.

**Restrooms:** Restrooms are available in UCC on both floors of the building.

**Smoking:** UCC is a smoke-free facility. All smoking must take place outside the facility. We have a designated smoking gazebo available as well.

**Food and Beverages:** Food and beverages are permitted in UCC in the RE Wing, fellowship area, or outside, but not in the Sanctuary (Livingston Hall). Use of UCC kitchen is available at an additional charge, but is not an approved food preparation location. Responsible Party is responsible for restoring kitchen to pre-use condition and removal of trash.

**Alcoholic Beverage Use:**

- Tennessee laws concerning age restrictions and prevention of intoxication must be followed.
- Alcoholic beverages are to be provided only by host group.
- There is no unattended alcohol allowed at any time. No self-serve.
- Alcoholic beverages are limited to wine, beer, and champagne.
- Non-alcoholic beverages must also be served, and displayed attractively and prominently.
- Food must be served along with alcoholic beverages.
- Alcohol may not be allowed outside at any time.
- Alcohol may not be sold. Price of admission or tickets not allowed. Technically this is selling. Donations may be requested.
- Any person who becomes intoxicated must leave without being allowed to drive (arrange transportation for the person)

- Any renter wanting to serve alcohol must have a signed rental agreement, comply with UUCC alcohol policy, as well as state and local laws. If state or local laws require a permit it must be on file at UUCC office one week prior to event.
- For renters, a designated person is to staff the table at all times. Alcohol is served only by the adult(s) manning the table. No self-serve.
- For all non-church events, any leftover alcohol must be removed from the premises after the event.

**Childcare:** Unitarian Universalist denominational guidelines are to be followed in regard to the presence of appropriate adult supervision while children are present for various types of programs. At a minimum, however, at least two responsible adults must be present through events which involve minors.

**Tour of UUCC:** A tour of UUCC will be arranged upon request to the UUCC Office.

**Americans with Disabilities:** UUCC is within the guidelines for accessibility.

**Parking:** There is limited convenient parking for UUCC

**Sexton:** If required, the sexton will unlock UUCC at the beginning of the reservation time and will lock UUCC at the end of the requested reservation time. To leave UUCC unattended at the conclusion of the reservation will result in the forfeiture of the deposit.

**Rates and policies are subject to change without notice.**

## Proposed Youth Transportation Policy

### Definitions:

A church-sponsored event is an event planned by an employee, committee, or board member that includes church members, and possibly with guests, that serves a church purpose or goal.

Transportation is defined as the coordinated movement of the child from a given location to the event sponsored by the church, by a church designated adult.

- 1) Driver must be properly licensed and insured (amount of liability coverage may be determined by the church's general insurance policy) with proof on file in DRE office, updated as necessary, at least every 6 months.
- 2) Driver should be 25 years old or older.
- 3) Drivers must pass a background check and have a Motor Vehicle Record (MVR) review clear of major violations.
- 4) Permission & medical release slips must be signed by a parent/legal guardian for each event.
- 5) Driver is given parental contact information for each child.
- 6) All drivers adhere to state laws and safety rules including
  - a) Being hands- free of all devices
  - b) Having all passengers properly restrained (set belts, booster seats, etc.)
- 7) We will have a minimum of two non-related adults in each vehicle.
- 8) Teens, with express written permission from a parent or legal guardian, may drive themselves and siblings to-and-from events, but may not drive other participants. Teens who arrive without prior parental permission to drive to and from the event may be turned away.
- 9) Exceptions to any of the above policies may be accommodated by joint written consent of the parents and the organization within the church sponsoring the event. Policies requiring adherence to the law are never waivable.

# UUCC Policy Committee Charge

## Purpose or Mission Statement

The Mission of the UUCC Policy Committee is to ensure UUCC Policies align with the UUCC mission and the intended operations of the church at large.

## Type of Committee and Area of the Program

The UUCC Policy Committee is an ad-hoc committee with the sole purpose to review and revise the UUCC Administrative Policy Manual.

## Membership

The UUCC Policy Committee will be made up of a group of minimum of 3 to a maximum of 5 UUCC members who meet the following criteria:

- 1) Minimum of two years membership.
- 2) Good standing within the congregation.
- 3) Approval by the UUCC Board of Trustees.

## Chairperson

The UUCC Policy Committee will elect a chairperson from among the members of the committee.

## Activities, Duties, and Responsibilities

The Activities of the UUCC Policy Committee is include:

- 1) Review the Unitarian Universalist Church of Chattanooga Administrative Policy Manual, ver. January 2019.
- 2) Identify areas of the manual that requires realignment with realities of current operations.
- 3) Note any discrepancies between the policy manual and bylaws.



- 4) Propose revisions and updates to the UUCB Administrative Policy Manual to be voted on by the UUCB Board of Trustees.

## Delegation of Authority

The UUCB Policy Committee will have the authority to undertake actions necessary to accomplishing its missions through activities outlined in Activities, Duties, and Responsibilities within the following limits:

- 1) The UUCB Policy Committee will not have the authority to make final decisions that affect day to day operations without board approval.
- 2) The UUCB Policy Committee will not have access to a budget without approval by the board.

## Standard Committee Procedures

The UUCB Policy Committee will meet, at a minimum, monthly to review and revise the UUCB Administrative Policy Manual. Recommended revisions will be submitted to the UUCB Board of Trustees prior to the May 2020 Board Meeting.

## Formalities

Version: 1.0

Authored by: Chen Zhang, President Elect 2019-20

Date Approved: