

Unitarian Universalist Church of Berkeley

Operating Policies

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Banners

Drafted by the Coordinating Team and approved by the Board of Trustees on June 17, 2010.

General banner requirements

The purpose of outdoor banners is to promote the principles of Unitarian Universalism and the work of UUCB.

- Banners must be in good taste, clean, neat, and have correct grammar.
- Groups displaying banners must be recognized UUCB committees or groups, or be sponsored by UUCB committees or groups.
- No banners may be attached to UUCB without permission from the Facilities Manager.
- Only one banner may appear at a time.
- Banners must be in conjunction with an onsite program or in agreement with UUA Principles and Purposes, and the Covenant of UUCB.
- The size of the banner must be no more than 10 feet long by 4 feet in height. Banners must have wind slots and reinforced grommets for UUCB to hang the banner.
- To have a banner hung, please fill out a green sheet.
- Banners advertising an event will be removed within 48 hours after the event.

Hanging banners above the front entrance

- Permission to hang a banner must be requested from the Coordinating Team by a recognized UUCB group.
- Requests must be made at least 10 days before the banner is to be hung. You must include in the request the specific wording as it will appear on the banner and the length of time the banner will be displayed. Requests will be considered in the order in which they are received.
- No banner may hang for longer than 6 months unless the time is extended by the CT.
- To maintain safety, banners must be hung by a member of the Facilities Management crew.
- Arrangements for removal must be made when the banner is hung.
- If a committee or group is denied space for a banner space or the reason for removing a banner is unclear, the group should contact the Coordinating Team for more information.
- UUCB reserves the right to remove any banner considered inappropriate (unsuitable use of language and/or graphics) and any banner that does not follow the above banner policy guidelines. The CT will attempt to contact the committee or group to inform them about the removal.
- Banners for specific events may be hung for a maximum of two weeks and must be removed by noon the first working day following the event.
- Banners shall be made of canvas or permanent banner cloth. Only permanent paints such as acrylic, house latex or sign painter's enamel are appropriate.
- If rentals request the removal of a banner the CT will consider the request on an individual basis.

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Check-signing

Adopted July 2007

To increase efficiency, routine checks for bills under \$5,000 may be signed by the Office Administrator or, in his/her absence, the supervisor of the Office Administrator. A letter of delegation to cover during the absence (such as vacations) can be in effect for up to three weeks.

Checks over \$5,000 shall be signed by the Treasurer. Both the Treasurer and President of the Board of Trustees are authorized to sign checks up to \$10,000. Any obligations above that amount need Board approval before signature.

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Child Safety

Adopted by the Religious Education and Family Ministry Committee, November 14, 2010

Purpose

We, the Religious Education and Family Ministry Committee of the Unitarian Universalist Church of Berkeley, recognize the importance of creating a community where our children and youth are safe. We are committed to creating and sustaining a safe, loving environment. In this spirit, these policies have been developed to provide safeguards for our childcare and religious education programs.

Professional Childcare Staff

The childcare staff cares for children under age 7 and is available from 8:30 a.m. until 12:30 p.m. in the Skytown childcare facility. Our staff, Tim Herring, Khamchan Vannachit, and Meuy Saelee, are professional childcare providers who have cared for children at UUCB on Sundays for many years. They bring a wealth of experience working as preschool teachers and childcare providers. All are TB tested and CPR- and first aid-certified. The staff is closely supervised by the Director of Family Ministry ("DFM").

Parents are required to sign each child into the Skytown childcare facility when they drop their child off and sign their child out when they pick the child up.

Religious Education Teachers and Youth Advisors

All teachers and youth advisors must undergo an extensive screening process. They must complete an application that includes a statement of their interest and experience in working with children or youth and at least two references, which will be verified by the hDFM. The DFM conducts an in-depth interview of all prospective teachers and youth advisors. All religious education teachers and youth advisors are closely supervised and supported by the DFM and a teacher support team on an ongoing basis.

At least two adults are required to supervise children and youth during all classroom and religious education sponsored activities. Teachers and advisors should contact the DFM to arrange for adequate coverage if two adults are not available to carry out the activity.

Fingerprinting and Background Checks of all Childcare Staff, Religious Education Teachers, Youth Advisors, and Church Employees

All childcare staff, religious education teachers, youth advisors, and all church employees (including ministers, office and maintenance staff) must be fingerprinted and a Department of Justice background investigation conducted as part of the application process. No person who has a history of crimes involving children shall be eligible to supervise children or youth.

Reporting Requirements

Reporting of suspected child abuse to the proper authorities is required by law. Any teacher, childcare staff or other adult who is made aware of or suspects child abuse during a UUCB program or event, or has a concern about any child's safety, must report this information to the DFM or minister immediately.

Supervision of Children after Religious Education Classes

Religious education classes end at 12:00. At this time the kindergarten and 1st grade children are escorted by their teachers to the Skytown childcare facility, signed in by their teachers, and await pick up by their parents. The children older than 1st grade are released to the playground where the teachers and the DFM provide supervision until 12:10 p.m. Parents are responsible for their children after 12:10 p.m.

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Communications

Approved by the Coordinating Team, April 16, 2013.

This policy addresses the types and content of Unitarian Universalist Church of Berkeley (UUCB) communications. All sanctioned UUCB communications media should be consistent with the UUCB Covenant of Right Relations and UUA Principles. All communications media that use the UUCB name operate under operational oversight of the Coordinating Team and the Minister.

Intellectual Property

Any content to be distributed via UUCB communications media must be released by the original author(s). This applies to all content whether or not it explicitly contains the copyright label. All content must also be attributed to the original author(s) and remains the intellectual property of the original author(s). Each person who submits content is responsible for obtaining permission for publication of any pictures, names and other information included in the submission according to copyright law(s) and the UUCB Privacy Policy, as applicable. Blanket permission may be sought for specific categories of content. Any and all designs, layout, themes and other content constituting UUCB communications is the property of UUCB except for content released by the original author(s).

Media currently in use at UUCB

- *Beacon on the Hill* monthly newsletter
- *Pathways* biannual newsletter
- Order of Service
- UUCB website
- Text, audio and video recordings of Sunday sermons, and Personal Theology seminar audio recordings;
- Broadcast emails
- Press Releases
- Social networking websites
- email/discussion groups, UUCB Forums
- Bulletin boards located in the UUCB buildings
- Changeable message in the exterior message board located in front of main building

The *Beacon on the Hill* newsletter, *Pathways*, the Order of Service, the UUCB website, broadcast emails, the weekly announcements and press releases are intended to communicate information regarding UUCB programs and activities. Outside events may be publicized if they are sponsored by a recognized UUCB committee or group. Social networking websites, Internet discussion groups, and portions of bulletin boards are open for individuals to promote events and services of interest. Audio and video recordings of sermons and Personal Theology seminars are intended to provide spiritual and educational resources for members, visitors, and friends of UUCB.

Beacon on the Hill Newsletter

The *Beacon* is published monthly and is distributed by email to all members. Printed copies are mailed to those members who do not have email addresses or have asked to receive hard copies.

The purpose of the *Beacon on the Hill* is to promote the mission of the church and congregation, including:

- information about Sunday services;
- communications from the minister;
- information about religious education programs and classes;
- communications from the Board, the staff and UUCB committees;
- news of members and friends; and
- denominational news (national, regional and district-wide as appropriate).

The Communications Administrator is responsible for the publication of the Beacon on the Hill.

Pathways Biannual Newsletter

Pathways is published twice a year (August and January) and is distributed by email to all members. Printed copies are mailed to those members who do not have email addresses or have asked to receive hard copies.

The purpose of *Pathways* is to inform members and friends of UUCB of upcoming special events, classes and workshops sponsored by Awakening Wisdom Pathways and Personal Theology seminars.

The Communications Administrator is responsible for the publication of *Pathways*.

Order of Service

The Order of Service includes a calendar of events for the coming week. The Office Administrator is responsible for the production of the Order of Service.

UUCB website

The purpose of the UUCB website is to make information about the congregation available to members, visitors and the general public.

The overall design of the UUCB website is the responsibility of the Communications Administrator with assent by the Minister and Coordinating Team. The content of the UUCB website should represent the congregation, its members and Unitarian Universalism accurately and positively.

A section of the UUCB website is established exclusively for the use of UUCB members and verified friends. This section will contain material, accessed solely by use of a login ID and password, that is not available to the general public.

The Communications Administrator and/or other person(s) designated by the Communications Administrator is responsible for the maintenance of the UUCB website.

Sunday Sermon Text, Audio (Podcasts) and Video Files

Sunday Sermons are videotaped and recorded by staff and volunteers. Presenters may or may not consent to provide the text of their sermon or homily. Presenters may or may not consent to allow publication of audio and/or video recordings of their homily or sermon on the church website.

If text for a given sermon is available and its creator consents to publication on the website, the text will be displayed at <http://uucb.org/index.php/spiritual-growth/uucb-sermon-archive>. If consent is given for publishing audio and/or video recordings, a link to the corresponding MP3 file will be provided.

All text and audio, as described above, that is published on the website will be displayed for two years after the date of presentation, at which time it will be retired and stored in the church's historical archives. Video recordings from Sunday worship services are stored on:

- Vimeo® ([http://vimeo.com/user1976382] - sermons only).
- YouTube® ([http://www.youtube.com/user/uucb/videos] - site contains both sermon and non-sermon content as of May 2013)

Prominent links to both archive sites are maintained on the UUCB website.

When text from sermons or seminars is provided to the Communications Administrator, a printed copy of the text will be available at the church. DVDs of Sunday Services are also available for sale from the Video Committee.

Personal Theology seminars are recorded by volunteers and archived on the church website, where they are available for download or listening by the general public. All material is copyrighted by the presenter and may not be published elsewhere without the express written permission of the presenter. Two years after the presentation date, audio recordings will be retired to the church's historical archives.

All audio and video recordings are the property of UUCB and as such may not be published outside of the church's website, domain, or physical premises without the prior written permission of the church and the presenter featured in the recording.

The Communications Administrator and/or other person(s) designated by the Communications Administrator is responsible for the maintenance of the UUCB audio and video archives.

Broadcast Emails

The purpose of broadcast emails is to (a) provide notification of membership meetings as called by the Board of Trustees, (b) remind members, etc. of upcoming services, activities and events, and/or (c) distribute newly available information that will be outdated by the time the next newsletter is published. The Weekly Announcements are a broadcast email specifically serving as a reminder of services and other activities taking place during the following two weeks. Printed copies of the Weekly Announcements are available at the church.

The Communications Administrator is responsible for broadcast emails.

Press Releases

Press releases may be sent to various media to inform the wider community of UUCB events that may be of interest, particularly those that feature outside speakers, performers or other guests. Press releases may require considerable lead time to meet publication deadlines. Press releases will also be distributed to the other congregations of the Pacific Central District (PCD) and to the PCD District Administrator for inclusion in *PCD Currents*.

The Communications Administrator and/or other person(s) designated by the Communications Administrator are responsible for the composition and distribution of Press Releases.

Social Networking Websites

Social networking websites such as Facebook may be utilized to create electronic spaces (known variously as "groups," "communities," "pages", etc.) for communications to and among UUCB members, staff, visitors and others.

The Communications Administrator, as well as other persons designated by the Communications Administrator, will have final responsibility for any Social Networking spaces created for UUCB purposes. *If a social networking space other than those created by the Communications*

Administrator is desired and will utilize the church name it must be 1) approved by the Communications Administrator, and 2) the Communications Administrator must be assigned "ownership" of the social networking site. Postings deemed inappropriate (given obscenity, sexual content, sales solicitation, etc.) or otherwise contrary to church policy (such as Privacy or Safe Congregations policies) or the UUCB Covenant of Right Relations may be removed. The Communications Administrator in consultation with the Minister will have final authority if a decision on content is needed.

If a manager or owner of existing UUCB affiliated social networking sites created before the adoption of this policy wishes to resign their position or assign another individual to manage the site, the Communications Administrator will be consulted prior to such a change in management.¹

Email, Online Discussion Groups, and UUCB Forum

Email groups may be set up for various purposes, using direct email forwarding via an email address associated with the website or using a service provider such as Google. Such email groups may or may not be moderated, they may or may not be open for anyone to join, and they may or may not allow anyone to post. Those responsible for managing email groups associated with the UUCB should do so in ways consistent with the UUCB's mission and values. The Communications Administrator shall have a minimum access level of moderator to any email or online discussion group that is not located within the uucb.org domain.

The purpose of the UUCB forum is to provide a secure space where members may engage in discussion of various topics. Forums may be designated for general discussion or for use by a specific group or groups. Groups may be or may not be moderated depending on the needs of a given group or groups.

The Communications Administrator, and/or other person(s) designated by the Communications Administrator, is responsible for the establishment and moderation of the UUCB Forums.

Bulletin Boards

The purpose of the bulletin boards is to provide timely news on specific areas of interest, including upcoming church, local and denominational events. Certain bulletin boards may be designated for a use by specific committees, and those committees shall then be responsible for the content of those boards. Bulletin board space may be available for personal postings, but congregational postings take priority if space is limited. All bulletin board postings should be consistent with the UUCB's mission and values. Out-dated postings may be removed and the Office Administrator in consultation with the Minister will have final authority if a decision on content is needed.

Front Sign Board

The front sign board is intended to provide information about worship service times, class times and office hours, and an inspirational "quote of the week."

The Office Administrator is responsible for the changeable message portion of the front sign.

¹ Revisions approved by the Coordinating Team, October 1, 2013

Facilities Use

Scheduling

1. All requests for use of facilities will be scheduled directly by the Rental Manager.
2. A tentative reservation will hold the space for one week. Then, where applicable, a payment for half the amount of fees must be made and the agreement signed. The agreement will be maintained on file by the Rental Manager with copies to the appropriate assistant or event host.
3. Cancellations: One week's notice must be given in writing to the Rental Manager if a church event will not be held at its regularly scheduled time and/or date.

Rental Rate Schedules

1. The Rental Rate Schedules A, B, and C for the use of church facilities by outside non-profit groups and ceremonies for individuals shall be established by the Coordinating Team during the May meeting of each year and at such other time(s) throughout the year as necessary.
2. UUCB Staff shall prepare at least one analysis of facilities use and the Rental Rate Schedule for the Coordinating Team each year, prior to the first meeting May.

Facilities Use Priorities

1. Church events

- a. An event may not conflict with a Worship Service or Congregational Meeting.
- b. PCD, and Interfaith Groups, i.e. GRIP, to which the church belongs may schedule committee meetings at no charge if space is available, with the exception of unusual custodial expenses.
- c. In-house events sponsored by recognized church committees will be scheduled if space is available with no charge with the exception of late hour custodial costs.
 - i. The sponsoring committee will be responsible for hosting the event, scheduling the date with the Rental Manager and arranging for custodial support.
 - ii. The committee hosting the event shall submit a Request for Custodial Support form ("green sheet") to the Facilities Manager two weeks prior to the event.
 - iii. Church equipment is available for use by committees for in-house events on a first-come, first served basis. Requests for equipment shall be included on the Request for Custodial Support.
 - iv. When the items on the checklist are completed the person designated for clean-up by the [host] committee will sign, date and return it to the Facilities Manager
 - v. Coffee preparation and setup, bussing and washing of cups and urns after the event is the responsibility of the committee.

Group, committee, and/or program chairs, or class leaders must provide **written notice of cancellation** at least one week before a scheduled event so that the Facilities Manager can make appropriate adjustments for staffing.

2. Significant Rites of Passage

Significant rites of passage for church members and their immediate families, such as memorial services, weddings, child dedications, and wedding anniversaries will be honored as follows:

Charges, except for memorial services, will be determined by the use of a sliding scale based on the number of years a person has been in good standing. The scale shall be:

1. Year 0-1: Full charges;
2. Year 1-2: 80% of full charges;
3. Year 2-3: 60% of full charges;
4. Year 3+: \$50 plus custodial charges.

For church members and their immediate families, there is no charge for memorial services, other than for musicians and custodial staff charges.

3. Significant rites of passage for nonmembers (Community Use)

Significant rites of passage are considered to be memorial services, weddings, child dedications, and wedding anniversaries. Non-members shall pay the full fees as listed in the Rental Fee Schedule A. All such events are required to obtain Day-Of-Event Certificates of Insurance with \$1,000,000 coverage which names the Unitarian Universalist Church of Berkeley as Additional Insured.

4. Register 501(c) Non-Profit Organizations

These groups shall pay the current rate less 30%. All such groups shall be asked to sign a facilities use contract that will include a clause releasing the church from liability. Proof of insurance with a rider covering the church is required.

5. Practice Time for Organ or Piano(s)

1. All requests for practice time on the organ or pianos by individuals must be approved by the Rental Manager.
2. Individuals and/or groups shall pay the current rate for practice time or recordings as set down in the Rental Fee Schedule C.

Definitions

Bona Fide Committees

These committees are part of the church network, have been approved by the Coordinating Team as legitimate committees, and receive a part of the UUCB budget for their expenses. They do not pay a fee to the church for meeting space.

Church Program Events and Activities

Usually originate with the Minister and receive high scheduling priority. (Chalice Circles, Thursday Night Suppers, etc.)

Community Use Events

Include non-member weddings and memorial services, fund-raisers by non-profit groups, retreats, etc. Pay full fees as outlined on the Fee Table.

Groups

1. **Interest groups** formed by individuals and sanctioned by the church, e.g. Women's Meditation, Roundtable, Write for Your Life, WISE, Yoga, Mist Tree Moon Circle, etc. These groups are approved by the Minister to use the church facilities for their meetings. The members of these groups are asked to contribute \$3-5 per person per session to the income of the church. This income is assigned to account 4300-50-U680.
2. **Workshops or classes** offered under the auspices of the Center for Spiritual Development (CSD). Payment is made to the workshop leaders through the CSD. Attendees pay the Center directly. The Rental Manager schedules space but is not involved in any other way.

Recordings and Recitals

Musicians are charged \$60/hour for use of the Sanctuary for recordings or recitals. Piano tuning by the church's piano tuner is currently an additional 150. Recitals in the Fireside Room are charged \$50/hour. These are reduced fees. See Rental Fee Schedule C, attached.

Reduced Price Events

Sometimes lower than regular rates are negotiated for times and spaces that would normally go unused by both the community and the church.

Skytown Co-op Preschool (Section 3, Lease Agreement)

1. May use facilities (Fireside Room) for monthly evening parent meetings and weekend work/clean-up at no charge.
2. May use other church rooms for up to ten (10) occasions per calendar year providing that such use does not interfere with the church's regular use schedule.
3. May hold up to three (3) fundraising events per year without additional rental fees but pay custodial fees.

Parties

1. **Non-Members:** UUCB does not rent space for parties to people outside of the church.
2. **Members:** May rent at full fees for birthday parties, anniversaries, etc., which are not considered "significant" events. UUCB generally does not charge members for what are called "significant" birthdays and anniversaries, e.g. 80th birthday and 50th anniversary.

###

Facilities Use

Rental Schedule A

Weddings

Room	Rate	Duration	Late Out Fee	Security Deposit***
Main Building*	\$3600.00	8 hours	\$500.00 /hour	\$500.00
Beyond 8 hrs	450.00	Per hour		
Fireside Room	160.00	Per hour	300.00/hour	

Multi Media Equipment	Fee	Sound System Extras	Fee
Sanctuary Projection Screen	25.00	Handheld wireless microphone	40.00
LCD Projector	45.00	Lavaliere wireless microphone	40.00
Light Board	45.00	Sound system (Social Hall)	45.00
Sound or Light Operator	90.00	2 portable speakers	75.00

Custodial Staff (1 person per 100 guests)

Hourly rate 25.00

Instrument Use with Principal Organist	Fee	Instrument Use Only	Fee
Weddings (no rehearsal)**	350.00	Piano	75.00
Wedding Rehearsal	100.00	Organ ²	100.00
		Piano Tuning ³	200.00

* **UUCB Facilities Representative: Includes two staff persons** at the rate of \$25 per rental hour – extra staff required for events with over 300 attendees.

** **UUCB's AGO Certified Organist** retains first right of refusal on all requirements for a keyboardist during services or ceremonies. If you retain a keyboardist other than our principal organist for your ceremony or service and the principal organist is available, you may be required to pay a bench fee (memorial services: \$250.00, weddings: \$350.00). Contact the Rental Manager for further details.

*** **Security Deposit:** Security Deposit is \$500.00 and payment of Security Deposit is required to reserve your event date. An additional security fee is required for events with over 300 attendees. Contact the Rental Manager for details. Security Deposits are returned within sixty (60) days of the date of event and will be accompanied by an itemized list of charges if less than full refund is issued.

Day-of-Event Liability Insurance is required for all rental events. Amount: \$1,000,000 coverage with Unitarian Universalist Church of Berkeley named as additional insured. The certificate of insurance must be presented at contract signing.

² Must be approved for use by Principal Organist or Director of Music

³ Use fee is waived if tuning is requested.

Facilities Use

Rental Schedule B

Community Use Events

Room	Hourly Rate	Capacities	Standing	Seated (theater style)	Seated (at table)
Sanctuary	\$300.00		----	450	----
Atrium	\$250.00		200	175	130
Terrace*	\$200.00		175	130	70
Social Hall	\$175.00		250	238	220
Fireside Room	\$160.00		100	72	50
Kitchen**	\$80.00		----	----	----

* UUCB's Terrace may be included with rental of the Sanctuary or Atrium at no additional charge.

** UUCB's kitchen is available for a flat rate of \$150.00 if required for prep, warming, and plating only.

Multi Media Equipment	Fee	Sound System Extras	Fee
Sanctuary Projection Screen	25.00	Handheld wireless microphone	40.00
LCD Projector	45.00	Lavaliere wireless microphone	40.00
Light Board	45.00	Sound system (Social Hall)	45.00
Sound or Light Operator	90.00	2 portable speakers	75.00
Custodial Staff (1 person per 100 guests)			
Hourly rate	25.00		
Instrument Use with Principal Organist		Instrument Use Only	
Weddings (no rehearsal)**	350.00	Piano	75.00
Wedding Rehearsal	100.00	Organ ⁴	100.00
		Piano Tuning ⁵	200.00

** **A UUCB Facilities Representative is required on site for every rental event.** Charges: \$25 per hour; 1 staff person up to 100 guests; 2 staff persons up to 300 guests, 3 staff persons up to 400 guests. Contact Rental Manager for information about groups of 300+ attendees.

*****UUCB's AGO-Certified Organist** retains first right of refusal on all requirements for a keyboardist during a memorial or other rite of passage service/ceremony. If you opt to hire your own pianist or organist and our organist/pianist is available, you will be required to pay a \$250.00 bench fee. Contact the Rental Manager for details.

SECURITY DEPOSIT — Initial Security Deposit is \$250.00 and will hold your date. Additional Security Deposit fees may be required based on the number of attendees and type of event. Security Deposits are fully refundable providing the facilities are left in clean condition and rental hours do not extend beyond those stipulated in the rental agreement. Deposits are refunded within sixty (60) days of the date of the event.

RESTRICTIONS AND ADDITIONAL CHARGES

1. **Day-of-Event Liability Insurance is required for all rental events.** Amount: \$1,000,000 coverage with Unitarian Universalist Church of Berkeley named as additional insured. The certificate of insurance must be presented at contract signing.
2. **NO HARD ALCOHOL is permitted on the premises.** You may serve beer, wine and champagne. If you plan to sell alcoholic beverages, a permit from California Alcohol and Beverage Control is required.
3. Smoking is limited to the south side of the main entry or on the Terrace. Ashtrays are provided for your convenience. Smoking debris found elsewhere will affect your Security Deposit.
4. Changes requested after the rental agreement has been signed will result in a charge of \$25.00 per change up to sixty (60) days prior to the event. Requests for contract changes between 60 and 30 days prior to the event will be assessed a \$50.00 charge per change; no changes are allowed from 30 days prior to the event.
5. Fees are subject to change without notice.

⁴ Must be approved for use by Principal Organist or Director of Music

⁵ Use fee is waived if tuning is requested.

Concerts and Recitals

Four-hour Block	\$400.00
Five-hour Block	500.00
Additional Time	100.00/hr
Facility Staff	25.00/hr
Security Deposit	250.00
Instrument Use Fees	(see below)

Additional Options:

- Riser rental (includes setup and take-down)..... 100.00
- In-house recording (includes one CD) 45.00
- Piano tuning (use fee is waived) 200.00

Recording Sessions

Four-hour Block (up to 10:00 p.m.).....	\$200.00
Five-hour Block (up to 10:00 p.m.)	250.00
Security Deposit	100.00
Facilities Staff	25.00/hr

Additional Time

- Facility use outside of contracted hours before 10:00 p.m..... 60.00/hr
- Facility use after 10:00 p.m. 100.00/hr

Instrument Use Fees

9-foot Yamaha CF-III Concert Grand piano	\$75.00
7'6" Chickering Grand piano	75.00
Two-manual French double harpsichord	100.00
Three-manual Aeolian-Skinner organ	100.00
Instrument Tuning (piano only)	200.00

UUCB Rental policy requires a minimum of one staff person to be on site for every rental event.

UUCB requires a Day-Of-Use Certificate of Liability Insurance, naming the church as Additional Insured, for all rentals. The amount of required coverage is \$1,000.00.

Fundraising

Approved by the Board of Trustees on 11/18/10

Fundraisers are an important part of church life, providing opportunities for our members to strengthen their commitment and contribution to the church as well as providing funds for the church's operations and programs and for charitable causes.

Purpose and Scope

The purpose of this policy is to establish guidelines for fundraising activities proposed by church groups as well as those sanctioned by church groups. Non-church related fundraisers are not allowed except as rental events. This policy does not pertain to routine events such as collection of offerings, canvasses, funding campaigns, etc.

General Guidelines

All fundraising activities should be in keeping with the mission of UUCB and the principles of Unitarian Universalism.

The Board of Trustees delegates the approval of fundraising events to the Coordinating Team; all fundraisers must be approved by the Coordinating Team prior to the event and coordinated with the events coordinator. All fundraising decisions will be made at discretion of the Coordinating Team.

Use of church directory for email, phone, or mail solicitations is not permitted with the exception of UUA-affiliated organizations and UUCB committees as approved by the CT. Personal face-to-face solicitation of church members/friends is not allowed.

Definitions

Fundraiser: An event or activity that seeks to generate income for a beneficiary above the cost of conducting the event or activity. Some types of fundraisers include:

Event: Luncheon, music concert/recital, dance, play, forum/speech, for which a donation is requested

Sale: The selling of services or merchandise to members, attendees or website users, including goods and services auction, rummage sale, crafts fairs, or sale of jewelry, art or books

Solicitations are not considered fundraisers. Solicitations are requests for donations from members and attendees, held onsite or through a communication medium, including special plate collections, UUA or PCD solicitations, special events (e.g., food drive).

Beneficiary — limited to the following:

- UUCB – Church's general fund or a special purpose.
- Nonprofit organizations that hold an IRS certification and that have a clearly defined humanitarian objective consistent with UUCB's mission.
- A church group is defined as a committee, task force, church-affiliated organization, or other such internal church group of UUCB.

UUCB fundraiser: Activity that directly benefits UUCB and which is proposed by a church group.
Church groups conducting fundraising events that benefit UUCB are encouraged to designate a portion of their proceeds to tax-exempt nonprofit community charities/agencies.

UUCB-sponsored fundraiser: Event sponsored by a church group to benefit another organization as well as UUCB. These can include social justice projects and performing arts events by outside groups and arts/crafts fairs with outside vendors. Beneficiaries of such fundraisers can include nonprofit projects as approved by the Coordinating Team.

Notes

For UUCB-sponsored fundraisers, a predetermined percentage of the revenue or proceeds will be shared with UUCB. The percentage to be given to UUCB will be determined on a case-by-case basis and will generally range from 10% to 25%. Independent performers, organizers, or vendors for events will pay a set fee for use of the space and staff support in addition to a percentage of proceeds/receipts. There may be exceptions to this, as determined by the Coordinating Team. As appropriate, letters of agreement will be signed by both parties.

For non-church related events, individual UUCB members or friends with a fundraising event are invited to seek out a related church group for UUCB sponsorship. UUCB supports the endeavors of members of our church community who work on behalf of social justice and human rights in the larger community.

When a fundraising event is completed, the individual/church group in charge will deposit the money collected into the safe or in some other secure place in the church, with their signatures, before they leave the church grounds. Reimbursement receipts will be submitted to the Business Administrator within 10 days of the event.

For tax purposes, members may request donation acknowledgments for non-reimbursed expenses.

###

Groups at UUCB – Liaisons, Task Forces & Committees

Approved by the Coordinating Team 3/6/12

Ongoing activities may be established at UUCB for the educational, social, or spiritual well-being of members and non-members, or for the well-being of UUCB. They are recognized by the Coordinating Team when they provide information on their planned meeting time and contact person, and a Mission Statement to church administration. Educational opportunities, including classes and workshops offered to the general public and sponsored by Awakening Wisdom and rentals of church space to outside groups or individuals, shall not be considered ongoing UUCB activities.

In addition to ongoing activities, UUCB organizations may be categorized as the following:

Liaisons of one or more certified members of UUCB are established to represent UUCB in our relationships with the community outside of the church or to act as a resource in areas of specific concern. Liaisons are recognized by the Coordinating Team when they provide information on their planned meeting time and contact person, and a Mission Statement to the church administration.

Task Forces of two or more certified members of UUCB may be established to perform a specific limited function, such as planning and preparing for a specific event or studying a specific topic. Task forces may also be established to lead an ongoing activity of limited purpose or scope. They are recognized by the Coordinating Team when they provide information on their planned meeting time and contact person, and a Mission Statement to the church administration.

Committees of five or more certified members of UUCB are established to create, maintain, and further the work of the church. They are recognized by the Coordinating Team when they provide information on their planned meeting time and contact person, and a Mission Statement to the church administration. Each committee shall have a specific job description and shall elect its officers and representatives from among the certified UUCB membership serving on the committee. No officer shall serve more than three consecutive years. In addition, three committees are authorized by the Board of Trustee: Awards, Endowment, and Nominations. Membership in these committees is limited; members are appointed by the Board.

Groups other than the BoT-authorized committees may also have members who are not certified UUCB members, but they do not have to.

Councils may be established to coordinate and facilitate the work of various UUCB organizations. The councils shall consist of representatives from those organizations within a broad community of interests.

All UUCB organizations must provide to the church administration, on an annual basis, the group's Mission Statement, the name of a contact person, and the day and time of regular meetings.

###

Petty Cash

Approved by the Coordinating Team on 10/18/11

A petty cash fund was established to purchase supplies for Thursday Night Suppers, but could be available for other staff, as needed. Petty cash should only be used if it is not possible to wait for an accounts payable check to be produced. This fund was started with \$250 and should never be higher than \$250.

The fund can be accessed as follows:

- Cash can be obtained with a written or verbal request of the administrative staff.
- Cash will be signed out for a specific church purpose when senior staff with church credit cards are not available and supplies are needed immediately.
- The amount of cash received will be noted on a Petty Cash Request Form, including the following: Name/Date/Amount/Purpose (this form will be placed in the cash box).
- Change and receipts must be returned as soon as the staff member returns from the shopping trip.
- The fund can only be replenished in the amount that will restore it to \$250.
- That amount must be supported by receipts, then a check will be cut.

- All monies spent will be entered into the Fund EZ software, so that it may be accounted for against the budget.
- This fund will be reconciled monthly, or more often as needed to replenish it.

###

Safe Congregation – Summary

Approved by the Coordinating Team August 7, 2012

Everyone who visits, works, or worships at the Unitarian Universalist Church of Berkeley is entitled to a safe atmosphere free of physical hazards; or physical, emotional, or sexual abuse.

Everyone at the Unitarian Universalist Church of Berkeley (UUCB) is encouraged to contact church leaders if they are ever concerned about a safety issue, whether it's a hazardous sidewalk or they witness or hear about risk of harm to a child, youth or vulnerable adult in the church. Any member or guest of UUCB is encouraged to act without hesitation or fear of reprisal if he or she witnesses, experiences, or hears about situations involving abuse, harassment, exploitation, or disruptive behavior.

All concerns and allegations shall be taken seriously and receive some type of action or response immediately, according to church policies, such as the Policy on Clergy Misconduct, Disruptive Behavior, Child Safety, or Building Safety. All specific policies shall be available from the church office.

Information about the concern, observation, or allegation can be given to a minister or any member of the Response Team, Board of Trustees, Committee on Ministry, or Coordinating Team.

The complainant[s] need not be the victim of the inappropriate behavior, but instead may be an observer or someone who has been told information by a victim. Any committee of UUCB may also initiate the formal complaint process. Any person bringing a harassment or exploitation complaint or assisting in investigating such a complaint will not be adversely affected in terms and conditions of employment, church membership or affiliation, or otherwise discriminated against or discharged.

Whoever is first told must *not* ask investigative questions or investigate the complaint or concern, but should make notes on what is said with as much detail as is communicated and report the information to the appropriate leader or committee for resolution—*unless* the concern involves suspicions of abuse, in which case law enforcement or protective services may be contacted directly.

No church staff or volunteer should confront a parent or parents or suggest any suspicion of child abuse to the child or youth in question. Rather, any suspicion should be communicated confidentially to the Minister, Director of Family Ministry, or our Response Team. No other third party will be told any details of any reported matter, unless that person has a legal, business or pastoral reason to be informed of the results of any investigation, or any actions taken in response to such investigation.

Response Team

If the concern relates to situations internal to the church (such as abuse on the campus, sexual harassment, inappropriate behavior by a volunteer, or other serious complaint), convene the Response Team.

The Response Team's main purpose is to facilitate appropriate response to any concern or allegation. That includes:

- investigating the complaint
- suggesting remedies to the leadership
- assuring that pastoral care is extended to anyone affected by the complaint (victims, families, respondent, the whole congregation, etc.)

- monitoring the leadership's cooperation with law enforcement, the media, and insurance carriers, while maintaining confidentiality as much as possible

A Response Team with no fewer than three members, at least one male and one female, will be called together by a minister or the president of the Board of Trustees from the members previously appointed by the Coordinating Team. The Response Team will familiarize itself with the terms of this policy and will follow these procedures of UUCB for dealing with a complaint or alleged sexual exploitation, sexual harassment, or other forms of harassment. Other forms of harassment include discrimination, exploitation, or intimidation based on race, age, sexual orientation, gender identity, socioeconomic status, or physical ability.

The Response Team will assure that one of several approaches are taken to address the complaint or concern:

1. If a volunteer or staff person is accused of inappropriate behavior, his or her immediate supervisor should be contacted and the accused may be suspended until an investigation is complete.
2. The complainant can attempt to resolve the matter directly with the respondent (the individual accused of abuse, exploitation or harassment).
3. The complainant can report the incident to a minister, in an effort to resolve the matter informally.
4. If an informal resolution of the complaint does not seem wise, appropriate, possible, or does not succeed, the complainant may request that the Response Team institute formal proceedings which shall include the following steps:
 - a. The Response Team shall advise the minister(s) and Board officers of the receipt of all complaints and shall keep them apprised of ongoing steps and actions taken. If the minister or Board officer is the subject of the complaint, the Response Team shall notify a Board officer who is not the subject of the complaint.
 - b. The Response Team shall gather statements or other information from the individuals involved in the alleged exploitation or harassment, including the respondent (the subject of the complaint), and from others who may have pertinent information, such as qualified professional consultants, and present such information to the Board of Trustees.
 - c. The Board of Trustees shall make determinations and take actions appropriate to resolve the matter. These may include:
 - Finding that exploitation, abuse or harassment did not occur. Then steps must be taken to restore the individual's credibility.
 - Finding that exploitation, abuse or harassment has occurred, and that the appropriate body of the church is called upon to take action accordingly. Such action may include one or more of the following:
 - A formal reprimand, with defined expectations for changed behavior;
 - Recommending or requiring psychological or psychiatric assessment, counseling and/or treatment;
 - Probationary standing, with the terms of the probation clearly defined;
 - Dismissal from employment or authorized volunteer leadership position, and, in extreme cases, terminating affiliation with, or membership in, the church.
 - d. The Response Team may seek the advice of legal counsel or others to advise it in performing its functions.

- e. In determining whether alleged conduct constitutes harassment or exploitation, consideration shall be given to the record of the alleged incident(s) as a whole and to the totality of the circumstances, including the context in which the alleged incident(s) occurred.

A written summary of the Response Team's proceedings will be maintained and protected from anyone without a legitimate right or need to know.

Adequate care must be shown for the well-being of victims, the respondent and families involved, as well as the congregation itself. That care includes informing those involved in the situation of the steps that are being taken, and continue to keep them advised of the status of the response process. Situations must be handled forthrightly with due respect for the individuals' privacy and confidentiality. Accusatory attitudes and statements should be avoided. No victims should be blamed in any way, nor should their stories be minimized.

The Response Team should also be familiar with the policies published by both the Pacific Central District and the Unitarian Universalist Association.

###

Safe Congregation – Clergy Conduct

Approved by the Coordinating Team August 7, 2012

Our ministers are the foundation of our church. They lead and inspire us, counsel us in times of stress, or make pastoral visits to us when we're ill. They marry us, walk with us and help us grow. Nonetheless, ministers are human and are, therefore, imperfect. The subject of ministerial misconduct is addressed in a "Covenant and Letter of Agreement" between the ministers and the Board of Trustees.

The Covenant draws heavily on the UUMA's Guidelines on the Conduct of Ministry. These guidelines address standards of ethical behavior, sexual/emotional conduct, and myriad other topics.

Dealing with Clergy Misconduct

If a question of ministerial misconduct arises, it will be the policy of UUCB to rely on the UUMA guidelines on the conduct of Ministry. The UUMA policies and procedures can be invoked by a member of the Board of Directors, Committee on Ministry, or Coordinating Team. Anyone who feels that there has been an instance of misconduct should discuss it with a member of the lay leadership.

If the matter cannot be resolved by the lay leadership, the Good Officers of the church can be consulted. They can escalate the issue to higher authorities or attempt to bring about resolution of the problem.

If the matter is unresolved after consulting the Good Officers, the complainant can report it to the Pacific Central District offices or the UUA.

###

Safe Congregation – Clergy Misconduct

Approved by the Coordinating Team August 7, 2012

Clergy Misconduct: Sexual Abuse in the Ministerial Relationship

What is Sexual Abuse?

Sexual abuse within the ministerial relationship happens when someone in a ministerial role (clergy, religious, or lay) engages in sexual contact or sexualized behavior with a member of the congregation, an employee, student, or counseling client in the ministerial relationship.

Sexual abuse can include physical contact from the person in the ministerial role, such as:

- sexual touch and “accidental” touching of sexual areas of the body,
- tickling and playful aggression that seem uncomfortable to you,
- a prolonged hug when a brief hug is customary behavior,
- kissing on the lips when a kiss on the cheek would be more appropriate,
- pressing up against your body when hugging,
- an inappropriate gift from your minister (such as lingerie),
- sexual intercourse with your minister.

Sexual abuse can also include verbal behavior initiated by a person in a ministerial role when such behavior sexualizes a relationship. Examples include:

- innuendo or sexual talk,
- suggestive comments,
- tales of sexual exploits or experiences,
- questions about intimate details of your relationship,
- looking for sympathy about his or her partner’s sexual inadequacies,
- inviting you to hot tub or swim naked, etc.

Why is it wrong?

Sexual contact within the ministerial relationship is a violation of profession ethics as outlined in The UUMA Guidelines for the Conduct of Ministry¹. There is difference in power between a person in a ministerial role and a member of his or her congregation or a counselee. You cannot give meaningful consent to sexual contact since there is a difference in power between you.

You will seek counseling or support with your minister at times of stress or crises in your life. During these times, you are vulnerable emotionally and can be taken advantage by a minister who does not do what is best for you.

Is sexual contact between you and a religious leader ever appropriate?

Meaningful consent can occur when two people are relatively equal in power; and fear, coercion, or manipulation are absent from their relationship. Clergy who are seeking a romantic relationship can do

¹ http://www.uuma.org/?page=guidelines#_Toc299361223

so outside their own congregations. If a religious leader becomes interested in dating or romance with a member of his or her own congregation, the clergy person must remove him or herself from a ministerial role in that person's life before ethically pursuing a relationship of this nature. Questions that must be asked to evaluate if it is possible to pursue this type of romantic relationship include:

- Is the ministerial relationship minimal in nature (no counseling involved)?
- Is the minister willing to remove his/herself from the ministerial relationship?
- Is the minister willing to be open about the relationship with the congregation?

How do you know if the boundaries have been crossed?

- if you feel uncomfortable or confused about the interaction,
- if you are receiving unusual time and attention from the minister,
- if you are receiving personal gifts from the minister,
- if the minister is inviting you out for intimate occasions,
- if, when you meet the minister for counseling, you end up talking more about his or her problems than your own,
- if the minister touches you in a way that you find confusing, uncomfortable, or upsetting;
- if the minister gives you theological rationale for questionable conduct (e.g. God has brought us together).

What should you do if you are sexually attracted to your minister?

There is nothing wrong with your feelings. Your minister may be a very attractive, sensitive, caring person. Should you choose to share your feelings with your minister, it is the minister's professional responsibility to honor your feelings and to help you understand that he or she cannot reciprocate your interest in an intimate relationship. If the minister rejects your attention, he or she is doing their job and trying to preserve the ministerial relationship with you. In other words, he or she is trying to be your minister.

What should you do if you believe you or a child are the victim of sexual abuse by a minister?

- pay attention to your feelings and trust yourself,
- share your confusion, fear, or anxiety with someone you trust,
- remember that you are not to blame, even if you agreed to the relationship in the beginning,
- remember that you might not be the only person in the congregation to whom this happened and that your action can help both yourself and others,
- find an advocate who understands church systems and ask for their guidance and support,
- if a child has been sexually abused by the minister, make an immediate report to the Department of Social Services in your community,
- contact a member of the UUCB Response Team, the President of the Board of Trustees, a member of the Coordinating Team, or a member of the Committee on Ministry.
- lodge your complaint with the Pacific Central District or the Unitarian Universalist Association.

###

Safe Congregation – Disruptive Behavior

Approved by the Coordinating Team August 7, 2012

The Unitarian Universalist Church of Berkeley strives to be an inclusive community, celebrating diversity and individual freedom of belief as stated in our Association’s “Statement of Principles and Purposes.” We encourage free expression of ideas and opinions consistent with our “Covenant of Right Relations,” which states:

“We covenant to build a religious community guided by love and sustained by respectful relationships. Believing that building healthy relationships is a spiritual practice, we aim to listen appreciatively, speak with care, express gratitude, honor our differences, and assume good intentions. We endeavor to communicate directly, honestly, and compassionately, particularly when we are in conflict. When we hurt one another, we will try to forgive, make amends, and reconnect in a spirit of love. In celebration of the common purpose that unites us, we will do our best to abide by this covenant.”

In spite of the “Principles” and our “Covenant,” we recognize that exchanges and situations will arise that threaten the well-being of a person or the well-being of the congregation as a whole (the church), or the safe expression of beliefs or opinions. Respecting the worth and dignity of each individual includes compassionately holding individuals responsible and accountable for their behavior.

●●●For any life-threatening situation, call 911 immediately!●●●

The following shall be the “Disruptive Behavior Policy” of the Unitarian Universalist Church of Berkeley¹

I. Initial Responses

A. Regarding conflicted behavior:

1. **Conflicted behavior** is when individuals are dishonest, belittling, demeaning or fail to respect boundaries of mind, body, and spirit.
2. **Response:** Individuals and leaders bear the responsibility to recognize and name conflicts and address them under the guidelines of our Covenant. If the conflict cannot be resolved to each individual’s satisfaction, then it can be considered as disruptive behavior (see below).
3. **Notification:** Timely notification of the incident can be made to the ministerial staff if it remains unresolved or repeated.

B. Regarding disruptive behavior:

1. **Disruptive behavior** is when an individual’s behavior disrupts church activities or diminishes the appeal of those activities, threatens person(s) and/or property, or violates church policy.
2. **Response:** Members present may notify the ministerial staff, get help from a church leader, ask for a cool-off/time-out period, adjourn, have a one-to-one discussion, or as a last resort request that the disruptor leave the premises.

¹ This policy has derived from the policies of the Unitarian Universalist Church of Annapolis, Jefferson Unitarian Universalist Church and with reference to similar policies written by the Mainline UU Church (PA), the UU Church of Milwaukee, and the Arlington UU Church (VA).

3. **Notification:** Timely notification of the incident shall be made to ministerial staff if it remains unresolved or repeated.

C. Regarding threatening behavior:

1. **Threatening behavior** is when an individual's behavior poses an immediate threat by being destructive, creating disorder or threatening destructive actions against persons or property.
2. **Response:** Members who are threatened or witness disruption or threat may ask others for help, request that the disruptor leave, and/or call 911 for police help. If it is suspected a crime has been committed, the police must be called.
3. **Notification:** Ministerial staff, Coordinating Team members, or the President of the Board, his or her designee, shall be immediately notified.

II. Subsequent Responses

A. Processing inappropriate behavior. Instances of inappropriate behavior may be processed through any one or more of the following levels. Should the resolution not be satisfactory to any of the parties involved, the matter will be referred to a higher level.

6. **Level 1** (generally for less inappropriate behaviors): A minister or lay leader will consult with the member and explore plans to resolve the problem.
7. **Level 2:** A hearing with the Response Team.² The Team will confer with the member, collect relevant information relating to the incident, including interviews if necessary, and adopt a plan for resolution of the problem. If no resolution is found or if the disruption continues, the case will be referred to a higher level with the Team's report and recommendation.
8. **Level 3:** A hearing with the Board of Trustees. The Board may sustain the report and recommendation of the Team and/or confer with the individuals, communicating concerns and suggesting steps for resolution.
9. Failure by individuals to honor this policy process could result in expulsion from UUCB and/or loss of membership.

###

² The Response Team will be composed of at least three members and a minister, and is a team serving the Coordinating Team. The initial team will be recommended by the Safe Congregation Team and be nominated by the Coordinating Team.

Website Privacy

For each visitor to uucb.org, our web server automatically recognizes the visitor's domain name, IP address, and browser software. It may also recognize their operating system and the site from which the visitor linked to us. It does not harvest email addresses or any personal information. We only set cookies so that we have an idea of whether you have visited before.

We use this information only to determine trends in peak activity, the number of visitors, track which of our pages they visit, and to ensure our links are working properly. **This information is not shared with other organizations or individuals.**

Pictures

In order to protect the privacy of UUCB members and friends, we generally do not provide personal identification information along with photographs. In cases where identification is warranted, it will only be included with the permission of the person or parent of the person being photographed. If you see a photograph of yourself or your child that you prefer not to be included on the site, or if you would like to insure that no photo of your child is used on the site, feel free to contact the church's webmaster (webmaster@uucb.org). We'll make the necessary arrangements to comply with your request. All copyrights remain with the original photographer.

Off-site links

Some of the links on this site lead to resources outside the uucb.org domain. The presence of these links should not be taken as an endorsement by UUCB of these sites or their content. UUCB makes no guarantee or warranty, express or implied, concerning the content or accuracy of any material on or obtainable from any offsite links. Please contact the website owners of those sites directly for any questions regarding their material.

Use by children

If you are under 13, be sure to obtain your parent's or guardian's permission before you send any personal information (for example, your name, address, email address, etc.) to us or anyone else over the Internet. We encourage parents to get involved with their children's online usage and to be aware of the activities in which they are participating. See Children's Online Privacy Protection Rule "[COPPA](#)."

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