

Unitarian Universalist Church of Berkeley
Board of Trustees Meeting Agenda
Wednesday, October 4, 2023

Via Zoom: <https://zoom.us/j/91070175965?pwd=d2FUcWZCQjYzVEF2MFZabWJQQRrUT09>

- 7:15 1. CALL TO ORDER & OPENING RITUALS**
- a. Chalice reading & lighting – Pier Sun Ho
 - b. Board Covenant reading – Helen Tinsley-Jones
 - c. Land Acknowledgement Statement – Cordell Sloane
 - d. Widening the Circle Statement – Michael Armstrong
- 7:20 2. CONSENT AGENDA – Items may be approved in one motion unless a Board member requests an item be removed for question or placement under discussion/action**
- a. Approve agenda
 - b. Approve September 2023 Board Meeting minutes
 - c. Accept September 2023 Treasurer’s report
 - d. Accept September 2023 Executive Director’s report
 - e. Accept Freestone Oversight Committee report
- 7:25 3. MINISTER’S REPORT**
- 7:35 4. ANNOUNCEMENTS/LISTENING**
- a. Board or staff announcements
 - Masking survey results
 - Personnel announcements
 - b. Board Listening Presence – Randall Hudson
 - c. Congregants who wish to speak to the Board on agenda items or other matters.
- 7:50 5. DISCUSSION**
- a. Empowerment and Expectations at UUCB (Tess Snook O’Riva)
 - b. UUCB Safety Policy Discussion Recommendation (Pier Sun Ho)
 - c. Green Sanctuary proposal, attached (Sheila Tarbet)
 - d. Beacon Article topic suggestions
- 8:30 BREAK**
- 8:35 7. COMMITTEE/LIASION REPORTS**
- 8:50 8. CLOSING COMMENTS**
- 9:00 9. ADJOURNMENT**

Aspirational Covenant of the UUCB Board of Trustees

Approved September 2019, updated May 2020

We as the UUCB Board of Trustees agree:

- To stay committed to connection even when we disagree;
- To recognize the fullness of our power, and the many responsibilities that power entails;
- To listen actively to each other and the congregation, and to seek out opportunities to do so;
- To be caring, respectful, present and open-minded;
- To work together to make the changes the congregation needs, as we keep the best interests of the congregation above our own and to live into our mission;
- To support and trust each other in our work;
- To remember the goal of our work is to build a thriving, loving congregation;
- To be unafraid in the face of hard decisions, to be unafraid of making mistakes, knowing that we will learn from them if we do, and to be unafraid of challenging sacred cows; and
- To come to decisions we all feel we can support while recognizing diverse views.

Land Acknowledgement Statement

As we begin, we want to acknowledge that this church occupies land in Huchiun, the unceded territory of the Chochenyo-speaking Ohlone people. We understand that we continue to benefit from the seizure and occupation of this land. We acknowledge and embrace our responsibility to take restorative action. We affirm that this is deeply felt and commit our congregation to be in right relationship with Indigenous communities, aligning in solidarity, supporting Indigenous projects, and caring properly for the land.

Widening the Circle Vision Statement

We, the trustees of UUCB, commit ourselves to championing racial justice embodying anti-racist practices, and confronting and dismantling white supremacy culture and all forms of oppression (including but not limited to racism, sexism, ableism, homophobia, transphobia, classism, ageism, xenophobia and religious oppression (including anti-Semitism and Islamophobia) in everything we do.

Mission Statement of the Unitarian Universalist Church of Berkeley

The mission of the Unitarian Universalist Church of Berkeley is to create loving community, inspire spiritual growth, and encourage lives of integrity, joy and service.

Vision Statement of the Unitarian Universalist Church of Berkeley

The Unitarian Universalist Church of Berkeley is a welcoming and vibrant congregation. We joyously support spiritual development guided by individual faith, reason, and conscience. We are committed to serving one another, the church community, the community at large, and the global community. We foster a spirit of generosity and trust that encourages care for our church home and affirms diversity and relationships consistent with Unitarian Universalist principles.

**Unitarian Universalist Church of Berkeley Board of Trustees Meeting
Wednesday, September 6, 2023**

Meeting Conducted via Zoom Video Conference

Minutes – Draft

ATTENDEES

Voting members: Michael Armstrong, Bill Brown, Kay Fairwell, Pier Ho, Randall Hudson, Beth Pollard, David Rosales, Cordell Sloan, Helen Tinsley-Jones

Absent: None

Ex officio members: Rev. Marcus Liefert, Tess O’Riva (Executive Director), Selene Fabiano (Secretary), Carolyn James (Treasurer)

Visitors: Victoria Bowen, Barbara Cullinane, Michael Dewitt, Jean Gleason, Ann Harlow, Sheldon Jones, Don Klose, Albert Kueffner, Anita Mermel, Lonnie Moseley, Fran Moulton, Larry Nagel, Tom Tripp

A quorum being present, the meeting was called to order by Pier Sun Ho, co-president, at 7:09 p.m. Helen did the chalice lighting and reading, Cordell read the Board covenant, Michael read the land acknowledgement and the Widening the Circle Vision Statement.

CONSENT AGENDA

A motion for the following (M Helen __/S Michael __) passed unanimously:

- Approve agenda
- Approve Board Meeting minutes of August 2023
- Accept monthly Treasurer’s report

MINISTER’S REPORT

Rev. Marcus thanked us for making him feel welcome. He also put forward these names for the Committee on Ministry: Suzette Anderson-Duggan, Sheldon Jones, Hilary Lorraine, Dave Roberts, Kerry Simpson, Vakhid Shimansky, and Ladie Malek.

He has had one-on-one meetings with most staff members and most board members, and has started to reach out to key leaders to have one-on-one meetings with them.

With Tess on vacation, he has had more interaction with Good Earth School staff (including hearing concerns about UUCB members directly bringing issues to the teachers). He is looking forward to building relationships with Good Earth School.

There will be a Staff Retreat on 9/27 which will focus on mission, vision, and goal-setting. He'll reflect on two of his goals: 1. Engaging the congregation in conversation about their hopes for the future and their history with the church; 2. Supporting Family Ministry.

ANNOUNCEMENTS/LISTENING

Board or Staff Announcements:

UUA Start Up Weekend. On Saturday Sept 9th from 1-5PM there is a workshop led by Melissa James from UUA Pacific Western Region. This is open to the UUCB community and congregational leaders are especially encouraged to come. There will also be a start-up workshop for the Board of Trustees on Friday Sept 8 7-9PM.

Report from Board listening presence: Randall shared the following input he received from the congregation during August:

- A suggestion that we make the organ more available to the community
- Discussion re having a broader range of welcoming flags
- Some concern that Board wasn't asking penetrating enough questions re Freestone.
- Some thought that a sabbatical for Tess seemed premature.
- Some issues re recycling on premise and with the school (e.g. getting compost in the correct bin).
- Desire to clarify how to see one's account balances in Breeze. Carolyn responded by saying people can email her (treasurer@uucb) with questions about their account balances and Breeze.

Congregants who wish to speak to the Board:

Lonnie asked about the Safety Committee. She shared that a recent visitor got enraged when asked to wear a mask before entering the sanctuary. Although Lonnie was able to de-escalate this situation, she wants to know who to go to in the future if a person became more escalated and threatening. Marcus shared that the newly-resurrected Safety Team will be meeting for the first time on 9/16/23. The role and scope of the committee still needs to be determined.

Board/Liaison Reports

Nominating Committee. Michael plans to have the first meeting the 3rd week in September.

WTCC. The WTCC recently had a retreat. Beth lifted up 2 items that the WTCC think are important to fulfill the vision: 1) Amplify the recent request from Family Ministry to recruit

more childcare workers. Regular childcare is essential for engaging families with young children. If you know of someone who might be interested, contact Heaven Walker.

2) AC Transit has reinstated bus line #7 which runs from Del Norte BART to the Emeryville train station. There is a stop at the intersection of Moeser & Arlington.

Social Justice Council. Will hold a special event on SJ Sunday on 10/22. Representatives from the 4 sponsored projects will describe their projects during the service. After the service, there will be a luncheon in the social hall and tables with more information about the SJC's work.

DISCUSSION/ACTION ITEMS:

a. Update from the Freestone Oversight Committee (FOC), and discussion on potential upcoming Board action to list the two undeveloped lots for sale and related timing issues for fundraising

Larry Nagel reported on work done by the FOC in August. He indicated that there are several issues that the board needs to think about in order to be prepared to take action when necessary, and added that no action by the board was needed tonight.

Updates/Actions taken/Issues to consider

1. Received very specific and helpful suggestions from the contracted structural engineering firm on how to reinforce the dome and enhance its structural integrity. The 2 structural engineers on the committee were happy with the report and think this is a superior plan to what has been suggested in the past from other structural engineers. The next step is to obtain a cost proposal from GPL for preparing construction drawings and providing construction oversight.

2. Need improvements to the road to address inadequate ingress/egress. The Freestone Committee plans to pave part of the road and put in turnouts so vehicles can simultaneously enter and exit the property. Permits are not needed for the paving work as long as the work falls under a certain threshold. A schematic design is needed to get cost estimates.

3. Issue with neighbor's property. The latest survey shows the neighbor's house is 10 feet on the UUCB Freestone property. The FOC just learned about this and haven't had time to consult on it yet. There was some thought that the neighbor might be required to buy the land they are encroaching on at fair market value.

4. The FOC Approved guidelines for Freestone congregational fundraising (these guidelines are outlined at the end of these minutes). There will be a Freestone fundraising dinner on 9/29.

5. The FOC authorized the ED or minister to sign applications for conservation easements.

6. There are seven potential conservation easement possibilities for the Freestone property. The applications are to be submitted in next couple of months. Easements can be between \$200,000-\$1,000,000, and are usually 80% of the market value of the property. The timing of payment for an easement is still unknown. Alan Davis has been working on this. There are no fees for these applications but they take a lot of volunteer time.

7. Per the Freestone resolution, the Freestone Committee needs to raise \$250,000 by 12/1/2024. The options that are being considered to meet this fundraising goal: 1) Sell the 2 undeveloped lots; 2) Applying for and being approved for a conservation easement. The current value of the lots and the impact of putting the lots up for sale on the likelihood of being awarded a conservation easement are not known at this time.

8. The application and review process for granting conservation easements takes time. As a result, even if UUCB was granted a conservation easement, it is unlikely that UUCB would receive the payment for the easement by 12/1/24.

9. The FOC asked the Board for guidance on the Board's interpretation of what the phrase "funds raised by" means. Does the money need to be in the bank? If a funding agency has made a commitment to UUCB would that qualify as "funds raised by"? The language of the resolution states that it is the Board of Trustees that determines if a milestone has not been met.

10. If there is a decision to put the lots up for sale, FOC wants to be in concert with the board in terms of the timeline for that. It's important to have sufficient time to sell the lots as the FOC doesn't want to be in the position of not being able to raise the \$250,000 by 12/1/24 because they didn't have enough time to sell the lots.

Questions

Q: How many people joined the Freestone Committee?

A: The Freestone Committee currently consists of about 10 people. Dave Wemmer will continue to recruit more members. The most pressing need right now is for help with fuel reduction. Dave is considering hiring a contractor to get that work done.

Q? Why would putting the lots up for sale affect Conservation Easement application?

A: The granting agency has to make an investment in time and money to make a determination of whether a property is worth a CE. They may be less likely to make that investment if it looks like the church is going to sell a lot soon. On the other hand, it may be possible to tell the granting agency that we would prefer to get an easement but will have to sell the property if we are not awarded one. There is some disagreement on the Freestone Committee as to whether putting the property up for sale would be detrimental to conservation easement applications.

Q: What's the estimated value of the 2 lots?

A: Realtors have estimated between \$100,000- \$750,000. A current appraisal is needed.

Discussion

Adverse possession/encroachment by a neighbor might result in some revenue for UUCB. Being required to pay for land that has been encroached upon is a common solution to the issue.

Recommendation for getting the undeveloped lots appraised. Beth and Larry will take this back to the FOC.

Several board members indicated that if a conservation easement was granted and the government had signed a contract or promised payment, they would consider that as "funds raised."

Motion (M -Randall / S- Michael) that the Board would accept government obligation of funds as constituting “funds raised” passed unanimously.

b. All electric campus conversion

Tom Tripp provided a presentation on the ad-hoc All-electric committee. The committee currently consists for three members from the Building and Grounds Committee (Abbot Foote, Larry Nagel, and Tom Tripp) and two members from the Climate Justice Committee (Sheila Tarbet and Lucinda Young.) Others are welcome.

The committee’s vision is to change to an all-electric campus in order to reduce energy use and our carbon footprint; become more self-sufficient; and work toward becoming a “Green Sanctuary,” and replace outdated equipment. Currently the UUCB campus has 20 gas furnaces most of which are 60 years old and beyond their “useful life”, many gas water heaters, and a gas stove/oven. Many areas of the campus (e.g. the schools and kitchen) need ventilation updates and don’t currently meet the ventilation building code. The move to “all-electric” would include replacing gas furnaces with electric heat pumps. To do this we would need to increase the size of the electric service from PGE and the main power distribution board. We would also need to upgrade the main switchgear and all the electrical distribution panels. Once the service is upgraded, and the equipment is converted to all electric, the number of solar panels could be increased to serve the enlarged electrical load. The plan is to start with smaller projects such as replacing the furnaces in the music room and in the staff offices. These changes won’t require an electric power upgrade. They have submitted an application to PG&E to increase the service.

Changing to all-electric will be more expensive upfront. The estimated cost is \$800,000- \$1,000,000. Some ideas for funding for this project include: Capital campaign, targeted member donations, potential loans, federal funding through the Inflation Reduction Act. They are also looking into grants from the Bay Area Air Quality Management District.

Requested board action by the All-Electric Committee: endorse the vision, communicate vision to congregation and generate congregational interested

Questions/Discussion

Q: Can the schools be prioritized?

A: It will take a couple of years to get the increased power needed for installing heat pumps and a new ventilation system in the schools.

Q: Are churches a good candidate to get funding from the Inflation Reduction Act (IRA)?

A: Tax credits for individuals are simple; tax credits for corporations/business entities are more complicated. Need calculations with what the energy savings will be. We are looking into it and the UUA is working on it.

Q: How much is left in the Building and Grounds endowment fund?

A: \$115K. The Buildings and Grounds Committee is going to recommend using that money for the private sewer lateral that is due to in 2025.

- The board enthusiastically supports this vision and thought upgrading the power service to the maximum extent possible makes sense.
- Need to run numbers to see if it makes sense to use heat pumps in the large spaces like the social hall and sanctuary since gas is still cheaper than electricity.
- Including phases and their associated costs in the proposal would be helpful
- Our current electricity bill are very high even though our current solar panels generate a lot of electricity. With more solar panels and batteries we might get to a place where we aren't pulling so much power from PG&E.
- Maybe we could borrow money from the quasi-endowment funds to help with financing these projects.

Motion (M- Beth/ S-Pier) that the board endorses the vision of an all-electric campus passed unanimously.

c. Adjusting the Executive Session and Board Meeting times

Pier suggested a small change in the start times of the Board Executive sessions and the Board meetings beginning with the October meetings. The Executive Session will go from 6:30-7:15PM. The board meeting will start at 7:15PM starting in October. There were no objections from other board members.

d. **Committee on Ministry Formation**

As noted previously, Rev. Marcus announced that he has contacted these 7 members to be on the Committee on Ministry: : Suzette Anderson-Duggan, Sheldon Jones, Ladie Malek, Hilary Lorraine, Dave Roberts, Vakhid Shimanski, and Kerry Simpson. He has asked all of these people and is waiting for a response from Hilary and Suzette, both of who had expressed willingness in the spring.

A motion (M Beth __/S Helen __) for the following passed unanimously: That the board ratify the members of the Committee on Ministry as outlined by Reverend Marcus.

e. Bylaws Task Force formation

The Board will be forming a bylaws task force in response to request from a few committees. Items to review include conflict of interest clarification. Board members Carolyn James and David Rosales have volunteered to serve on the committee, and we will be recruiting congregants to join the committee.

f. Governance Manual Task Force formation

There will be a review of the governance manual. Kay and Beth will be the board representatives and will determine who else should be involved.

CLOSING COMMENTS

Carolyn: article for the next Beacon will focus on UUCB finances. She will revise her draft to outline the all-electric vision and encourage the congregation to consider how we might finance this vision.

Helen thanked everyone for sharing their expertise and sticking with the complex issues, and she thanked members of the congregation for coming.

ADJOURNMENT

The meeting adjourned at 9:16PM.

Respectfully submitted,

Selene Fabiano, Secretary

UPCOMING EVENTS AND BOARD RESPONSIBILITIES

Next Board Meeting: 10/4/23

Freestone Fundraising Guidelines

1. Avoid timing conflicts with other congregational fundraising including the stewardship campaign (mid Feb – end of April) and 2 weeks before and 1 week after major church fundraisers such as music events.
2. Fundraising cannot be done at the expense of financial support for the church as a whole. Donation outreach to be scripted with emphasis that donations to Freestone should not be in place of financial support for the church as a whole. The individuals who do the outreach must be willing and able to “stay on script.”
3. Partner with other activities/events. For example arranging for a food truck at another program event, if program sponsor approves this.

TO: UUCB Board of Trustees
FR: Carolyn James, Treasurer
RE: Report for Board Meeting – October 4, 2023

We continue to work on closing our books for FY6/30/22 and FY 6/30/23. The contract accountant had limited availability in September due to other commitments. There was some progress made on a couple of items, but much more work remains, primarily in the area of reconciling all our net asset accounts. All income and expense entries are up to date for the church, but doing the additional balance sheet work to be able to close the books is proving to be a slow process.

On the agenda for Finance Committee the next couple of months will be to finalize updating the signers on all the church's accounts. In addition, Tess will be preparing an accounting and report on the renovations done to the Lexington Avenue parsonage. A future project is developing recommendations for what to do with the space and buildings currently occupied by the Fire Department, when they vacate the space in 2024.

**Executive Director Monthly Report to Board of Trustees
October 2023**

End (Limitation)	Topic	Action/Discussion/Information
<p align="center">Sustainability (Preserving and enhancing UUCB's fiscal and physical assets)</p>	<p align="center">Finance & Budgeting</p>	<ul style="list-style-type: none"> • Closing of books was delayed to improve basic processes and do an internal audit of coding. Annual Report delayed until books are closed. • Hospitality budget the current catch-all for Sunday coffee hour and all celebratory cakes. This will need review for the next budget cycle, as that leaves just a little over \$115 per week to feed the congregation every Sunday. This does not include special occasions. The Sunday Kitchen purchasing team of Ann Harlow and Gerry Keenan are shopping experts and consistently provide an amazing spread under budget, although that is getting harder with inflation. Dessert contributions always welcome, and other dishes can be integrated if those two are notified beforehand, preferably by the Wednesday before. • Upscale rummage Sale, hosted by Ann Harlow, raised \$4,168.62. Way to go, Ann and team!
	<p align="center">Facilities/Buildings and Grounds</p>	<ul style="list-style-type: none"> • Trackers Earth move into downstairs office delayed. Room has been cleaned out and instruments distributed into the Meditation Room and Furnace Room. Katie Lipka was a huge help! • Boiler room remodel complete. Will be a workspace for Facilities & Landscape and store tools. • Liability inspection from our insurance company being scheduled in the next few weeks for 816 Craft Ave. Volunteers from Buildings & Grounds attending. • Kensington Symphony Orchestra has removed 2 of the 6 timpanis behind the altar, providing much better maneuverability and safety for altar volunteers. • Sheldon Jones attended the last Buildings & Grounds meeting to discuss the priority of replacing the gas heaters in both RE North & South (2 school buildings). Flu & Covid season is here and there is currently no ventilation in those classrooms when they have to close the windows against the cold. B&G will officially be recommending that UUCB immediately go forward with two high-priority projects: Replacing the Sewer Lateral at 1 Lawson (required by the County) AND the replacing the RE Building heaters. A presentation and discussion of potential funding options will come to the Board in November. • Working with Tom Tripp for tons of things, this month has been for the all-electric campus & grants, evaluating heating options, auditing the balance of the Endowment Capital Projects, and orchestrating a new decorating mechanism for the Social Hall in time for Social Justice Sunday. • Phil Maynard is working with FireWise to pursue small grants for removing 2 potentially dangerous trees and chipping the last and largest tree that fell last January. Thanks to Don Kloose, Phil Maynard, Don Wollwage, Miles O'Riva, and the rest of the weed-whipping team

End (Limitation)	Topic	Action/Discussion/Information
		<p>for ensuring that the Fire Department sent us *absolutely nothing* this year! If we were in violation, they would have notified us. Perfect example of no news is good news!</p> <ul style="list-style-type: none"> Contract to replace sewer lateral for the Lexington Lodge has been awarded to Terra Nova Engineering. Work should be completed by the City of El Cerrito's deadline at the end of October. Funding to come out of current rent payments, will affect timeline for payback of the Ministerial Housing Fund (aka Cope Fund).
<p>Community (People are loved, valued, & connected)</p>	<p>Admin & Operations</p>	<ul style="list-style-type: none"> Moving to AT&T fiber has been a nightmare. We are still on Comcast. New installation date is October 5th. Onboarding Marcus is going along well. He hosted the staff retreat at Urban Adamah in Berkely, where we had fun, learned a little more about each other, took pictures, and shared some of our hopes for UUCB. Peter Barnhodt has been hired as our permanent Facilities Manager. He will be on campus as of October 2nd, working Monday through Friday most weeks, from 11-6pm. New masking rules communicated to congregation, officially making masking in the Sanctuary optional. A few emails have been received with people being upset, but overall the response has been positive, which is consistent with the survey. (See attached.)
<p>Faith in Action (Social & Environmental Justice)</p> <p>Sustainability</p>	<p>Board Directives</p> <p>Events & Calendar</p>	<ul style="list-style-type: none"> Recycling and composting improvements from the Good Earth school have been noted in the green waste bins. They have also featured their commitment to these efforts and informed their parents in their weekly newsletter. The plan to recycle plastic bags on campus is currently on hold. UU outreach: Recently worked with UUMarin and AUUA on their admin research. Jewish Gateways has returned for another event. We hope to pursue a solid relationship with their organization. October 8th is the next Music concert. Fall is heating up and we are experiencing multiple back to back events. The main struggle is storing things between events. We ask everyone to be patient on Sundays when there are rentals in visible areas.

<p>Community (People are loved, valued, & connected)</p>	<p>Safety & Security</p> <p>Cool Stuff Club</p>	<ul style="list-style-type: none">• The Safety Response Team as identified in the current Safety Policy (2017) met and will be working on identifying volunteers for a Right Relations team. I will continue to recruit members for the Safety Committee and hope to meet soon. Work on revising the Policy moving along.• James has officially passed his one-year anniversary with UUCB!
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Report from the Freestone Oversight Committee

Larry Nagel
UUCB Board of Trustees Meeting
October 4, 2023

The Freestone Oversight Committee (FOC)

- Beth Pollard (Board Rep)
- David Wemmer (Freestone Committee Rep)
- Alan Davis (Freestone Committee Rep)
- Tom Tripp
- Susan Lankford
- Larry Nagel

The Board may choose to add more members as necessary

FOC Report Summary

FOC meetings September 13 and 27

- New progress made on Conservation Easements
- Passed a revised version of the fundraising guidelines
- No action required by the Board at this time

Status of Sale of Freestone Lots 1 and 2

- Real estate broker recommends listing the two lots together for \$300,000
- At end of October Freestone Committee will revisit the prior vote to hold off listing the lots for sale pending update on progress made on conservation easements

Conservation Easement (CE) Applications

- Most Conservation Easement (CE) grantors pay the grants through land trusts. UUCB could not apply for most CE grants without a land trust sponsoring us.
- After approaching many local and national land trusts, Alan Davis has negotiated an agreement with the Golden State Land Conservancy (GSLC) to act as the land trust sponsor for UUCB.
- The Land trust monitors the property yearly once the CE is granted and charges UUCB a onetime fee of \$50K to 75K from the CE proceeds.

Conservation Easement Applications

- Most land trusts and grantors don't work with small properties like the Freestone's (15 acres) and to increase our chances, Alan Davis is approaching our neighbors to join UUCB's CE grant process with their land contiguous to UUCB's. This could the CE acreage to 30+ acres.
- GSLC wants us to fill out the CE applications, GSLC sends them in.
- Most Federal grantors pay for the biology report and land appraisal required. If an appraisal is required and the grantor does not pay for the appraisal, then UUCB would have to pay for the appraisal.

Villa Encroachment and CE Coordination

- The Freestone Committee reached out to the Villa owners via their real estate broker about the evident encroachment of their house onto our dome property.
- The Freestone Committee breached the possibility of joining together on a conservation easement that would benefit both parties.
- The Villa property is for sale which will complicate conservation easement coordination.

FOC Approved Fundraising Guidelines - 1

Avoid timing conflicts with other congregational fundraising

Including Stewardship Campaign (mid-Feb. – end of April), and publicity two weeks before and one week after major church fundraisers such as music events. The FOC may approve exceptions on a case-by-case basis, subject to findings that the fundraising activities will not interfere with Stewardship or other General Fund fundraising.

FOC Approved Fundraising Guidelines - 2

Not at expense of financial support for the church as a whole.

Donation outreach to be scripted with emphasis that donations should not be in place of financial support for the church as a whole. And those making the outreach are willing and able to convey this concept/stay "on script."

FOC Approved Fundraising Guidelines - 3

Partnerships with other activities/events.

Can conduct additional fundraising activities along with other program events; for example, arranging for a food truck or other value-added tag-on to other church or committee events (and approved by event sponsors).

Status of Freestone Fundraising

- The Freestone Committee has received two congregant donations totaling \$3,434. These funds will be kept separate from the Contingency Loan Fund.
- No other fundraising activities have been planned at this time.

FY 2023-24 Freestone Contingency Loan Fund

Expenditure	Amount	Approve Date	Notes
Vacation rental property manager certification County fee	\$116.00	FOC August 30, 2023	Reimburse Michael DeWitt
County recorders fee related to VRP	\$19.50	FOC August 30, 2023	Reimburse David Wemmer
Lescure Engineers	\$1,810.00	FOC August 30, 2023	Completion of mapping; driveway analysis and mapping; including road permitting and septic system
Total	\$1,945.00		
FY 2023-24 Limit	\$7,500.00		

Discussion/Questions

Masking at the Church – Your Opinion

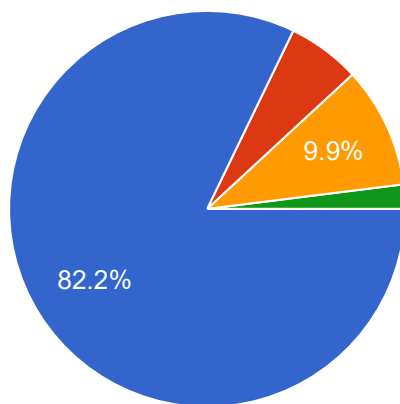
101 responses

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Our ventilation system exceeds CDC recommendations for air circulation, even while singing. How might a change in masking requirements affect you attending Sunday services in the Sanctuary? (Choose one)

101 responses

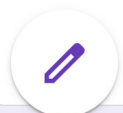
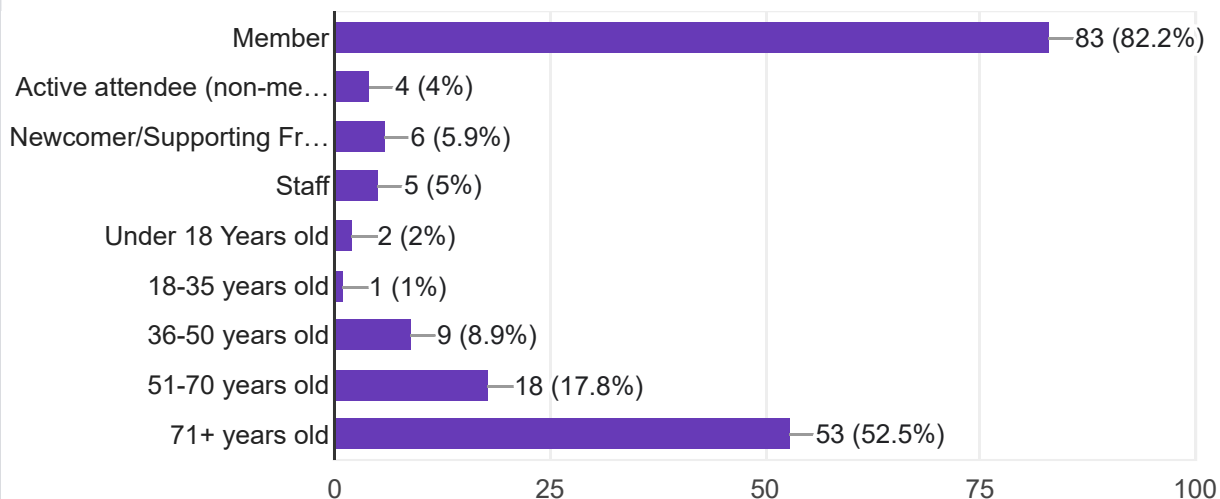


- I will attend services in the Sanctuary if masking is optional
- I will ONLY attend services in the Sanctuary if masking is REQUIRED
- I will attend services in the Sanctuary if masking is optional BUT there is a masked-only s...
- Other preference (Describe in Comments section below.)

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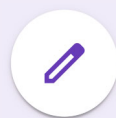
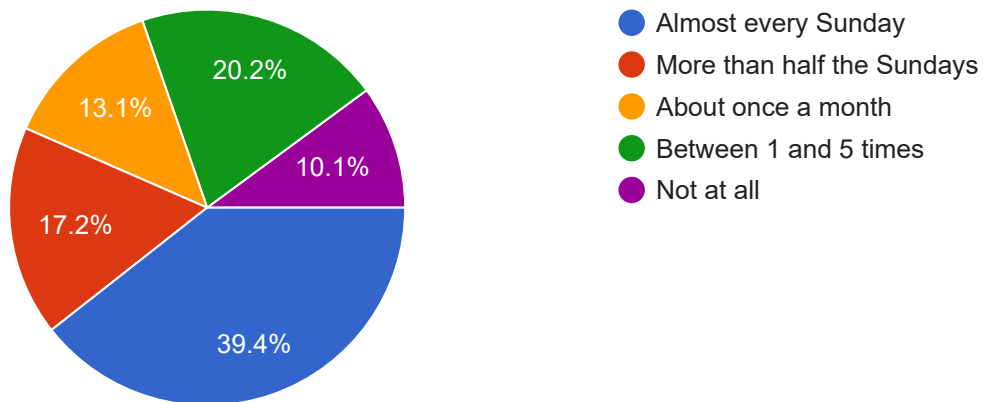
Please tell us about yourself. (Check all that apply.)

101 responses



In the past 6 months, how often have you attended Sunday services in-person at UUCB?

99 responses



Our Spiritual Home

Empowerment & Expectations @ UUCB

This document was created in response to both congregants and staff asking for clarification about how best to interact with each other in the post-pandemic world. The vast majority of staff were hired during or after the pandemic, and our congregation wasn't attending in person for three-ish years, so the expectations have not been consistent.

To be clear, *the staff work for the mission of UUCB*. This was stated clearly by Rev. Marcus at our recent staff retreat and should be repeated often to help people internalize this. We don't work for congregants, but for the mission of the congregation. Staff do this by performing the duties of their job description to the best of their abilities, not by following directives from individuals.

To clarify expectations of Empowerment, we expect congregants to (if able):

1. Do their best to solve issues with existing resources.
2. Ask for help from other congregants instead of looking for staff each time.
3. Obtain needed supplies and equipment on their own.
4. Put things back where they got them.
5. Tell staff if something is broken or needs to be ordered.
6. Take Trusted User status seriously, making sure to check **all** doors (regardless of which ones you used) and that no one who is not Trusted is in the building. (The list is in the lobby.)

Examples: Additional tables and chairs are under the stage in the Social Hall. Office supplies are in the admin lobby and by the copier. All Program Council members should have access to add calendar entries and Zoom meetings so there's no need to call staff (except for 2-step verification to initially sign in. That's Tess for both accounts.)

We expect congregants NOT to:

1. Let in unknown people after hours.
2. Tell staff of needed changes to a room setup with less than 72 hours' notice.
3. Interrupt staff working or in conversations outside of an urgent need.
4. Tell staff what to do.
5. Expect that they can occupy a room or space without advance notice. We live by the calendar.
6. Move, build, alter, or deep clean any part of the property without checking with Tess.

Congregants are always welcome to pitch in in certain areas during business hours: raking leaves, 5-minute volunteer activities, sweeping the atrium leaves, picking up the bathrooms/Sanctuary.

Speaking with Staff,

Congregants needing help should first turn to other congregants for help. Staff have responsibilities and priorities that can conflict with requests for help.

Example: Car won't start? Ask around to see who has jumper cables. No one to do dishes? Ask directly to see if someone has time to do one load.

Staff pride themselves on excellent customer service, and we respectfully ask that congregants adhere to the following guidelines:

1. If you need to speak with staff, make an appointment. Call their extension or send them an email. If you don't know who to talk to, send an email to info@uucb.org. Multiple staff check that email.
2. When you **need** to drop in, do not take more than 5 minutes to state your concerns and/or make an appointment.
3. If there is an agreement to speak or be social, with or without an appointment, stick to the designated timeframe. If there isn't one, ASK!
4. Staff are **not** responsible to stop their work to address congregant concerns. Please respect their workflow and go through the proper channels to make an appointment. The only exception is an urgent safety issue.
5. Staff do not handle congregant complaints or conflicts with other congregants. Speak with the person you are having conflict with and then escalate that to the minister if not satisfactory.
6. Conflicts with staff should also be addressed with that staff member and escalated to their supervisor if not satisfactory.
7. Under NO circumstances should a congregant interrupt someone talking, either with words, other noises, or body language.
8. Be aware of who is around you and treat everyone with courtesy and respect, including staff.

Speaking with Renters, Neighbors, and Lessees

The UUCB community is a friendly one, but it's good to have boundaries and understand expectations. For the most part, here are the guidelines for interacting with renters, neighbors, and lessees:

1. People who are in long-term contracts with UUCB are our partners and/or lessees. Partners all have "Trusted Users" in their groups whenever an Event Host isn't present. If you have a concern and there are no staff present, you may ask around to see who the main UUCB contact is. If it's a curiosity and not a concern, please do not interrupt their event.
2. The Preschool is a separate case: When on campus when the preschool is in session, congregants are *not to speak to the children or staff*. (Returning a 5-year-olds "Hi!" or a teacher's "Good morning," are obvious exceptions!) Congregants with concerns about the school should bring them to Tess directly.
3. Please do not pop into the building when there is a rental happening, especially in the Atrium. Walking through someone else's event does not reflect well on UUCB.
4. If you have to be onsite when there is a rental happening, most rentals have an Event Host you can share your concerns with. Find the Staff member wearing a badge if you need help. Again, curiosity is not a reason for interrupting an event or someone's workflow.
5. Everyone from UUCB is an ambassador of UUCB. If you are speaking with a neighbor or anyone on site, please let them know we are always trying to be a valued part of the community and have them call the office with their concerns.

Unitarian Universalist Church of Berkeley Safety Policy

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I. INTRODUCTION

A. UUCB'S MISSION AND COMMITMENT TO SAFETY

At UUCB, our mission is to “create loving community, inspire spiritual growth and encourage lives of integrity, joy, and service.” Further, we covenant to affirm and promote the inherent worth and dignity of every person. In living out these covenants, safety is essential. Therefore, we pledge ourselves to maintaining an environment that optimizes safety for all children and adults in our care.

B. SAFE CONGREGATIONS PHILOSOPHY

Openness to a wide variety of individuals is one of the prime values held by our congregation and expressed in our denomination’s purposes and principles. UUCB, being a diverse, pluralistic and inclusive community spanning a wide range of developmental needs, compels us to create a safe and nurturing environment that protects children, youth, and adults from harm and promotes their spiritual growth while part of our community. Additionally, we affirm our commitment to maintain an environment free of discrimination and harassment based on race, color, ethnicity, religion, national origin, age, physical ability, gender, or sexual / affectional orientation.

The policies that are described in this manual are designed to demonstrate [ensure] that all who attend our services and programming will experience an atmosphere of safety and respect. We understand these policies will naturally evolve over time as we respond to incidents and learn to better refine our safety procedures. All should consider this to be a living document and feel encouraged to contact the various leaders with primary responsibility for specific areas as well as the Coordinating Team and/or the Board of Trustees from time to time with suggestions about how it may be improved.

This congregation accepts responsibility to educate ourselves, our children, and our youth about sexual misconduct, abuse, molestation, harassment, and exploitation. We pledge to do our best to protect and support those who come to us either at risk or in crisis. And, further, understanding the possibility of a situation where someone’s safety is compromised or in question, it is our intent to prepare ourselves ahead of time to know how to respond to such needs swiftly, carefully and thoughtfully.

C. THE COORDINATING TEAM

The Coordinating Team (CT) is responsible for ensuring the safe, effective and timely execution of operational management at UUCB. Part of this responsibility includes ensuring that all aspects of this Congregational Safety Policy are up to date, in compliance with federal and state safety laws and that these policies are being carried out to the best of the institution’s ability.

The overall effectiveness of any safety program, however, is strongest when each person who is part of the congregation is aware of, in agreement with and abiding by the information in this policy. Regular efforts from UUCB stakeholders at every level of involvement are necessary to

maximize the number of people informed of and operating in compliance with the tenets of this policy.

D. RELATIONSHIP WITH MINISTER(S) OF THE CONGREGATION

We place great trust in our ministers - called, hired, affiliated or simply part of the community - to use their title, status, influence and powers only for the best interest of all congregants and never to take advantage of others for their personal gratification. Clergy misconduct can involve inappropriate sexualized behavior. But it can also involve other behaviors that inappropriately create confusion around the minister's role. The office of ministry is to serve the mission and the people of the church with honesty, integrity and transparency without exercising the powers of the office for any form of personal gain. We expect our ministers to understand thoroughly and abide faithfully by the Unitarian Universalist Ministers Association (UUMA) Code of Professional Practice. The complete text of the Code is published in the UUMA Guidelines and can be found on line at

<http://www.uuma.org/default.asp?page=guidelines>.

E. RELATIONSHIP BETWEEN UUCB AND ALL STAFF

Like the Minister, all staff must maintain a trusted relationship with the congregation in order to be effective in their respective areas. No employee may misuse the influence, power or authority of their position to exploit, manipulate, or take advantage of any child, youth, or adult participant for personal gratification, including but not limited to sexual or physical misconduct or sexualized behavior.

Specifically, UUCB expects

- **The Director of Family Ministry** to fully understand and faithfully abide by the Liberal Religious Educators Association (LREDA) Code of Professional Conduct. The LREDA Code of Professional Conduct can be accessed on the web by going to

<http://www.lreda.org/code-of-professional-practices>

- **The Music Director** to abide by the Unitarian Universalist Musicians Network (UUMN) Code of Professional Conduct. The UUMN Code of Professional Conduct can be accessed on the web by going to

<http://www.lreda.org/code-of-professional-practices>

- **All Administrative staff** to abide by the Association of Unitarian Universalist of Administrators Code of Professional Conduct. The AUUA Code of Professional Conduct can be accessed on the web by going to

<http://www.uuadmins.org/professionalism/>

II. BUILDINGS AND GROUNDS

A. THE BUILDINGS AND GROUNDS COMMITTEE

The Buildings and Grounds Committee of UUCB will be one of the primary bodies anticipating, preparing, informing and responding to the safety needs of staff, members, their families and guests. The Buildings and Grounds Team will have a subcommittee which will be the Safety Working Group. The Safety Working Group will be overseen by the Director of Administration (as liaison to the Coordinating Team). The Safety Working Group will also have two liaison members: (1) the Lead Facilities Coordinator who will act as a liaison to the overall staff team; and (2) the lay leader on the Buildings and Grounds team who acts as a liaison to the Program Council.

The Lead Facilities Coordinator will ensure:

- **UUCB is in compliance** with all safety requirements of the local Fire Marshal.
- **Staff is trained and certified** in CPR, AED and EpiPen procedures and equipment.
- **A list of those certified** in CPR, AED and EpiPen procedures is posted in the office, on the kiosk in the atrium and on the bulletin board in the social hall.
- **A current emergency evacuation plan** exists and is prominently posted in each room.

The Liaison to the Program Council will ensure

- **Lay leaders are informed and invited** to attend scheduled CPR, AED and EpiPen certifications - especially board members, members of the CT, Sunday morning ushers, greeters and RE teachers.
- This policy is accessible and appropriate education is offered on a regular basis.
- Each year, **UUCB has at least one fire drill** during the week and one fire drill on a Sunday during services.

B. BUILDING KEY POLICY

UUCB recognizes its commitment to the preservation, protection and safety of its assets and people. It also recognizes that access to facilities is essential to the smooth operation of the organization. This access necessitates an equally critical concern for the security and integrity of building facilities and their contents. Whereas it is sometimes necessary to allow access to buildings after normal operating hours, we will do so only in such a manner that ensures protection of assets and occupants, while respecting the limits of staff availability.

All keys are maintained and issued at the discretion of the Director of Administration, who maintains detailed records on all keys. Keys will be numbered and tracked and issued per written request using the form in the appendix of this document. Staff members who need regular access to the building to accomplish their responsibilities will be assigned a key. Lay leaders may request an entrance key on loan from the Director of Administration. Keys on loan will be issued by Director of Administration for a specific period of time.

Any staff or lay leader who has a key and uses the building after it has been locked and secured by the facilities team assumes full responsibility for the building during the time he/she and/or his/her volunteers are using the facilities. This responsibility includes arranging any rooms back to the condition in which they were found. Individuals or groups not adhering to the responsibilities attached to this privilege of access may lose further privileges.

- **Employees or lay leaders** will be given keys to the building at the discretion of the Director of Administration. The person who was issued a key is the person responsible for its use. Lost keys must be reported immediately to the Director of Administration. The person to whom the key was issued may be assessed a \$25.00 fee for replacing a lost or stolen key.
- **Duplication of keys** by anyone is prohibited without written approval from the Director of Administration. Use of locksmith contractor services is strictly prohibited. [Only the Director of Administration may authorize locksmith contractor services.]
- **Contract employees or other vendors** may be given a key on loan for a specific period of time upon written approval from the Director of Administration or his/her designee. A key shall be authorized only when no other reasonable means of access is available.

C. FIREARMS

Carrying guns and other explosives, even those locked in vehicles in the parking area, on any property owned or controlled by the congregation is prohibited at all times. This policy applies to any individual present on the congregation's property, including staff, employees, members, guests and visitors, regardless of whether such person has a concealed weapons permit. This policy provides for the following exceptions:

1. State, Federal and Local enforcement personnel;
2. Military personnel who are authorized to carry weapons in the performance of their duties.

D. ACCIDENTS OR INJURIES

If an accident or injury occurs on UUCB property, the following will be considered and addressed:

1. All effort and attention will go immediately toward providing the appropriate medical care for anyone who is injured.
2. If there is any doubt about the cause of the accident and extent of injuries, 911 will be called. 911 will be considered the most likely and reliable source of information about what to do regarding immediate steps for care (i.e. whether or not to move the injured person, transport them to ER or wait for EMTs, etc.)
3. Facilities staff will be notified to help secure the environment where the accident or injury took place.

E. ACCIDENT AND INCIDENT REPORTS

An incident report will be completed by the individual and/or a witness to the event. If an injury was sustained during the accident, an injury report will also be completed and attached to the incident report.

1. If it isn't possible or appropriate for the individuals involved in the accident/injury to complete the report, a staff member, member of Board of Trustees or Coordinating Team member will help fill out the report. UUCB will use the Incident Report and Injury Report Forms found in the appendix of this policy.
2. The report(s) will be turned into the Director of Administration at the most immediate opportunity (ideally within 24 hours).

III. RELATIONSHIP SAFETY

A. PREVENTING SEXUAL AND PHYSICAL ABUSE AND HARASSMENT

Preventing sexual misconduct, physical abuse, and harassment in our religious community requires multiple approaches on several fronts. We must focus on prevention, education, training, careful hiring, and safety procedures in order to create a safer environment for all concerned. The definitions in section III.B. help us to clarify what distinguishes healthy from unhealthy behavior or responses.

B. DEFINITIONS

Child

A person who is in 5th grade or younger, typically 11 years old or younger.

DFM

Director of Family Ministry

OWL

Our Whole Lives sexuality education curriculum

Volunteer Support

This person provides support for Sunday morning religious education classes and youth groups by supervising volunteers, troubleshooting issues that arise, serving as a point of contact for families with questions, and leading the volunteer reflection circle.

Youth

A person who is in grades 6 through 12 grade, typically between the ages of 11 and 18. Specifically, middle school youth are in grades 6 through 8; high school youth are grades 9 through 12.

Abuse

Non-accidental conduct that involves bodily injury or impairment; offensive physical or sexual contact, including physical or sexual abuse; physical or sexual harassment; physical or sexual molestation; or physical or sexual exploitation. Legal definitions of elder abuse also include abandonment, emotional abuse, financial or material exploitation, neglect, and self-neglect.

Physical abuse

Aggressive and invasive physical contact or activity that causes bodily injury.

Physical harassment or molestation or exploitation

Activity that places a person in fear of bodily injury by such acts as threatening or tormenting behavior; compelling a person by force or threat of force to engage in conduct from which the person has a right to abstain; knowingly restricting substantially the movements of another person without that other person's consent; communicating to a person a threat to commit an act against that person or another person or entity where the natural consequence of the threat is to place that person in fear or cause that person to engage in conduct in which that person otherwise would not engage, or similar repeated offensive physical or verbal conduct.

Sexual abuse

Any sexualized touching of a child or youth or any activity that causes a person of any age to engage in any sexualized behavior without a person's informed and free consent. Those who are under legal age are unable to offer informed and free consent. Also, anyone with limited physical, mental, emotional, or social skills or powers and who experience significant vulnerability or dependency are also unable to offer informed and free consent.

Consent

Consent means that both people in a sexual encounter must agree to it, and either person may decide at any time that they no longer consent and want to stop the activity. Consenting to one behavior does not obligate you to consent to any other behaviors. Consenting on one occasion also does not obligate you to consent on any other occasion. Consenting means only that at this particular time, you would like to engage in this particular sexual behavior.

The only sure way to know whether consent is given is to ask. Consent can never be assumed based on non-verbal responses. And "no" means "no" in any sexual encounter.

A person may be incapable of giving consent. If a person with impaired cognitive understanding - either by intoxication, trauma or other methods of diminished processing - cannot give consent.

Age can also determine whether a person can legally consent to certain sexual behaviors. The age at which a person can give consent varies by country and by state within the United States. According to California State Law, a person is not considered an adult and capable of giving legal consent until age 18.

Sexual touch vs. Platonic touch

Each person participating in a physical encounter has the authority to determine whether the touch is sexual as opposed to platonic and whether the touch is appropriate and permitted. Each person can say 'no.' Anyone who hears 'no' must stop without debate or negotiation.

Sexual harassment

Making sexual advances or requests for sexual favors to another person, or other verbal or physical conduct of a sexual nature, where the other person by words or conduct has indicated that such words or conduct are not desired, or where a reasonable person would expect that such words or conduct would not be desired.

Mandated Reporter

Those persons who, because of their position of employ in this community and/or because of their professional licensing, are required by the state of California to report any known or suspected instances of child abuse or neglect to the county child welfare department or to a local law enforcement agency (local police/sheriff's department). Some professionals are mandated reporters because of their licensing to work with adults, especially elder adults. Such professionally licensed individuals are required to report any known or suspected abuse to Adult Protective Services or local law enforcement.

C. UNITARIAN UNIVERSALIST PRINCIPLES AND SEXUAL ETHICS

The *Leader Resources in Creating Safe Congregations* restates our Principles in terms of sexual ethics, and appears in every age level of *Sexuality and Our Faith*, the companion volume to *Our Whole Lives*.

- **The inherent worth and dignity of every person.**
Every person's sexuality is sacred and is worthy of respect, and therefore, is not to be violated.
- **Justice, equity and compassion in human relationships.**
We treat others as we would want to be treated; therefore, sexual exploitation and interpersonal violence is wrong.
- **Acceptance of one another and encouragement to spiritual growth in our congregation.**
Accepting each other, as we are, means doing no harm and fostering well-being in one's self and others.
- **A free and responsible search for truth and meaning.**
In our relationship to others, our freedom of sexuality is as important as the responsibility for it.

- **The right to conscience and the use of the democratic process within our congregation and in society at large.**

As a community and as an institution, we are responsible for creating a secure and safe environment.

- **The goal of a world community with peace, liberty and justice for all.**

We have the opportunity to create the kind of environment that lends itself to peace, liberty and justice in human sexuality, and we can become a model for the rest of society.

- **Respect for the interdependent web of all existence of which we are a part.**

When we respect each person’s sexual integrity we honor the wholeness of life and we respect the web of all existence.

D. UUCB SAFETY RESPONSE TEAM

In order to ensure continuity, a Safety Response Team will be established and in place at all times, with the names and phone numbers of team members available to all members and staff of The Unitarian Universalist Church of Berkeley (UUCB).

1. This Team will be composed of the Minister, Professional Religious Educator, a member of the Board, a member of the Coordinating Team and a member of the Pastoral Associates team. It is preferable that two of the lay members of the team be familiar with issues such as sexual abuse, sexual assault, sexual harassment, human resources, and with the laws that pertain to these issues.
2. Contact information for the Safety Response Team will be regularly updated on the electronic version of this policy on the UUCB website. The current members of the Safety Response Team are as follows:

Team Member	Role	Phone	email
Rev. Christian Schmidt* Rev. Kristin Schmidt*	Senior Co-Ministers	510-525-0302 510-592-8738	revchristian@uucb.org revkristin@uucb.org
Merrin Clough*	Director of Family Ministry	510-525-0302	merrin@uucb.org
Jack Duggan	Board of Trustees Representative	415-505-4928	jduggan@earthlink.net
Deborah Schmidt	Coordinating Team Representative	510-206-2183	ct@uucb.org
Barbara Cullinane*	Pastoral Care Representative	510-420-0415 510-542-7838	bb725c87@gmail.com

* indicates Mandated Reporter

3. In cases of a conflict of interest, a Safety Response Team member must be excused from participation and replaced by a suitable alternate. Each team member must function, individually and collectively, to offer confidential support, advice, and counsel with concern for the safety of all parties involved. The Safety Response Team will generally have the following responsibilities:
 - a. Know basic information about child abuse – varieties, symptoms, etc.
 - b. Know about community resources for child abuse, treatment for sex offenders, and support groups for survivors.
 - c. Know about general laws and Mandated Reporting laws and know the identity of UUCB's Mandated Reporters (currently, the professional minister(s), Director of Family Ministry, all personnel hired to care for children and youth under the age of 18. There may be other members or friends of UUCB who, because of current or previous licensing associated with their professional responsibilities outside of UUCB, have been or are currently considered mandated reporters. Although UUCB cannot always know the identity of all members who are mandated reporters, we will seek to always optimize the safety of all persons by working in cooperation with mandated reporters when they make themselves known.
 - d. Receive allegations of possible abuse and develop a process for expedient handling of such allegations.
 - e. Be a resource for people who need to voice their concerns.
 - f. Be available to be present and/or facilitate annual training for RE staff and teachers on issues, policies, and procedures relevant to sexual/physical abuse.
 - g. Be aware of the RE Committee's aims to offer sexual abuse education sections of the *Our Whole Lives* curricula to the spectrum of age levels.
 - h. Work with the Minister to develop a Limited Access Agreement for convicted sex offenders interested in entering a limited relationship with UUCB activities.
4. All activities of the response team will be conducted in a confidential fashion and may only be disclosed when necessary and appropriate as determined by the Safety Response Team.

E. RESPONDING TO COMPLAINTS OF SEXUAL OR PHYSICAL ABUSE OR HARASSMENT

Situations which may prompt a response from the Safety Response Team include, but not are not limited to:

- A child, youth or adult reports possible abuse by a UUCB staff person or leader, member or attendee;

- UUCB Staff, leader, member, or attendee reports suspicion that a child or youth is being abused;
- Child or youth reports possible abuse by a family member or other individual; or
- UUCB Staff, leader, member or attendee reports learning that someone within the community is under investigation for allegedly abusing others.

Because child abuse is addressed directly in California state law, such cases require adherence to reporting laws.

F. REPORTING CHILD ABUSE TO COMMUNITY AUTHORITIES

It is not the function of the Minister, Director of Family Ministry or President / Board of Trustees member to conduct an investigation into accusations of child abuse. Both California law and this policy require immediately complete and file a report of any situation in which any person has reasonable cause to suspect that a child has been, or is likely to be, abused or neglected.

- Such a report needs to be filed with Police, Sheriff, or the County Welfare Dept. The number to call for Emergency Response in Contra Costa County is (510) 374-3324. They can help clarify questions and the appropriate steps to take.
- Once a report is made to the appropriate authorities, UUCB will rely on the decisions of those authorities as to the validity of the complaint. It is also the Society's responsibility under these guidelines to develop an appropriate plan of response to the allegations.
- In all cases, the Minister will also notify the President of the Board and the PCD, and seek their advice and counsel. Additionally, the Minister will confer with the Coordinating Team and notify UUCB's insurance company.
- In the event the person suspected or accused of abuse is the Minister, reports will be filed by the President of the Board of Trustees to the appropriate authorities. In addition UUCB's Coordinating Team will be notified as well as the PCD and Western Regional Services personnel of the UUA.

G. STEPS TAKEN FOLLOWING AN INCIDENT OR REPORT OF ABUSE

1. **Creation of an Interim Safety Plan:** When a report is filed by any person on behalf of any child and the suspected abuser is a member, attendee or employee of UUCB, the Safety Response Team will develop an interim safety plan while allegations of abuse are being investigated. This interim plan may include, but not be limited to implementation of a draft Limited Access Agreement. The purpose of this plan is not only to safeguard our children, but also to provide protection to the accused abuser from further complaints. If the accused abuser is another youth, the plan must be developed with input from both sets of parents or guardians. The plan will be clearly communicated to the accused abuser or, if a minor, his or her parents or guardians, by the Safety Response Team. The Minister and/or Director of Family Ministry may implement similar steps while awaiting initial action of the Safety Response Team.

2. **Permanent Safety Plan:** Upon final disposition by appropriate authorities, a permanent Limited Access Agreement will be developed by the Safety Response Team. A disposition requiring a response would be substantiation by the appropriate County Welfare Agencies (Child Protective Services) or conviction by a Court of Law.
3. In all cases, the Safety Response Team, Minister, Director of Family Ministry or Representative of Board of Trustees may recommend seeking legal counsel before proceeding with either a draft or permanent Limited Access Agreement.

1. INCIDENTS NOT REQUIRING LAW ENFORCEMENT OR WELFARE

Incidents of alleged sexual or physical harassment of minors which do not warrant involvement of law enforcement or County Welfare agencies, after reporting, shall be referred to the Director of Family Ministry and Minister. They may request that the Safety Response Team be made aware of such allegations. The Safety Response Team's involvement is to

1. **Clarify to all involved that UUCB will not tolerate harassment of any form;**
2. **Provide information about appropriate counseling or other resources** for both the person(s) being harassed and the alleged offender;
3. **Inform parent(s)/guardian(s)** of any minor(s) of any plans to limit specific individuals' behavior or access to persons or activities;
4. **Be available to discuss concerns** regarding situations that have felt uncomfortable but may not constitute abuse or harassment as defined in this Policy;
5. **Help individuals** clarify the source of their discomfort, brainstorm effective means of resolving the problem, and share information about appropriate resources.

2. HARASSMENT OF STAFF

Incidents of alleged sexual or physical harassment of staff are handled in the *Personnel Policy Handbook*.

3. INDIVIDUALS ACCUSED OR CONVICTED OF SEXUALLY AGGRESSIVE BEHAVIOR

Situations may occur involving individuals accused or convicted of sexually aggressive behavior. Those situations will be addressed as follows

1. **An individual who has been convicted of or pled guilty** to a charge of sexual misconduct or who has been determined to have engaged in any form of child abuse in any civil, criminal, administrative or ecclesiastical forum will not have contact with children or youth or the parties involved.
2. **If an individual has been legally accused** of sexual misconduct and is currently involved in civil or criminal litigation of such a charge, that individual will not have contact with children or youth or the parties involved until there is final disposition of the case (resolution).
3. **In the event that a person has been convicted of a sexual offense and completed a term of incarceration** and seeks to enter the life of UUCB, the Safety Response Team

will meet to make a determination as to whether or not the individual may be safely involved in the life of the congregation. If it is determined that the person can participate in congregational life, a Limited Access Plan will be developed.

4. In all cases, the Safety Response Team, Minister, Director of Family Ministry or President of the Board of Trustees may seek legal counsel before proceeding with either a draft or permanent Limited Access Agreement.

H. PASTORAL NEEDS OF THE CONGREGATION REGARDING REPORTS OF ABUSE

Following a report of suspected abuse, the Safety Response Team will also develop a plan to address the pastoral needs of our congregation, including

1. **The person/child who has allegedly been sexually abused:** This may include providing information about or referrals to appropriate professional, community, and Society or UU resources, as needed. Additionally, the Safety Response Team may assist in dealing with the Division of Child Protective Services, the Prosecutor's Office or the Police Department.
2. **Those members, friends, or attendees immediately affected by the incident** (such as family members or partners) whose needs we can help meet, either directly or indirectly;
3. **The Minister (or other members of UUCB's staff)** whose workload may increase dramatically in dealing with the pastoral needs of the victim or accused person;
4. **Any in the congregation who witnessed** one or more incidents or who, having heard about them, are reminded of their own past hurts or history;
5. **Other congregation members and friends** who are relied on to a great degree by the person / child who has allegedly been sexually abused or accused offender (or those connected to them).
6. **The accused person.** Support may include helping the accused person access the appropriate professional, community, and spiritual resources. While there may be feelings of ill-will toward the accused person, if that individual is a part of our community, he or she also deserves our support; withdrawing support at this critical point in that person's life might have severe detrimental long-term effects on his or her behavior in the future. It remains the mission of this congregation to recognize and support the integrity and inherent worth and dignity of that person and treat him/her with compassion, even though we do not condone inappropriate behaviors;
7. **Other persons/children who could potentially have been sexually abused** and / or may have been reluctant to initially come forward: If warranted, the response plan will include a way of reaching out to these individuals in a manner that is non-threatening.

I. RESPONSE TO DISCLOSURE OF ABUSE

In the event that a child/youth discloses abuse to an adult, that adult to whom the child/youth has disclosed abuse will:

- Remain calm and not show strong reaction.
- Request the presence of the Director of Religious Education or the Minister as a second adult during the conversation.
- Put the child at ease by listening and seeking to understand.
- Ask permission before touching the child, including reassuring pats. Any touch may be associated with physical or emotional pain.
- Reassure the child/youth that he/she is not in trouble.
- Use the child/youth's vocabulary.
- Let the child/youth know what you will do: "We are going to tell Natalie and Peg, and then they will decide what to do from there."
- Support the child: "I am very sorry that has happened to you. Do you need anything right now?" or "You must feel very confused/scared/etc."
- Do what you can to make certain the child is safe from further abuse.

The adult to whom the child/youth has disclosed the abuse will NOT:

- Press the child/youth for details. It is not the adult's responsibility to prove abuse has occurred.
- Ask "why" questions. These questions require children/youth to explain actions they may not understand.
- Promise that you will not tell anyone else about the disclosure.
- Ask leading or suggesting questions.
- Make angry or critical remarks or comments about the alleged perpetrator. The child/youth often knows, loves, or likes this person.
- Disclose information indiscriminately, keeping in mind the rules of confidentiality in this policy.
- Make the child feel different or singled out.
- Investigate a case him/herself. That is the job of the Police and Child Protective Services.

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

J. SAFETY OF ADULTS AND ELDERS

In addition to children and youth, UUCB also feels a responsibility for vulnerable adults and elders, especially those with physical, sensory, mental or cognitive disabilities.

The National Center on Elder Abuse defines seven different types of elder abuse: physical abuse; sexual abuse; emotional abuse; financial exploitation; neglect; abandonment; and self-neglect. Responses to elder abuse are governed by laws and governmental agencies similar to those for children.

Elderly individuals, in particular, are vulnerable to scams, fraud and/or financial abuse. This can involve those who are in care-taking positions - both family and non-family. Persons with cognitive deficits, especially, may lack good reasoning and judgment and be unduly prone to persuasion by persons of unprincipled and even criminal intent. Even without persuasion, an elder with cognitive changes affecting judgment might be unusually generous and make a contribution or pledge in an amount far exceeding that which they would have made with normal cognition. Members of the Stewardship and Endowment teams will therefore remain aware of this possibility.

If staff and/or those on the Pastoral Associates team witness anything that would lead to the suspicion of elder abuse, they are encouraged to contact the Safety Response Team. The Safety Response Team will respond in a manner similar to working with Children and Youth and use the appropriate resources for community or institutional dwelling elders listed in the appendix.

If abuse is observed or suspected involving a church member being visited by the minister or a member of our Pastoral Associates Program who is a mandated reporter, it will be reported to the appropriate county Adult Protective Services, Ombudsman's office or law enforcement agency.

K. DISRUPTIVE BEHAVIOR

The Unitarian Universalist Church of Berkeley (UUCB) has enjoyed a long tradition of peace, fellowship, and civility within its congregation. Our Covenant of Right Relations affirms

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.

Each Sunday we affirm our commitment to be a free and open community where differences are respected. In order to secure our tradition of civility and tolerance, we recognize the need to address the potential for behavior that may challenge our sense of individual and communal safety and well-being. Therefore, the following shall be the policy of UUCB if and when such a challenge may arise:

1. Situations involving disruptive behavior will be brought to the attention of the Convener of the Coordinating Team and the Minister. Either of these two may choose to refer the situation to the Safety Response Team. The President of the Board of Trustees will be informed whenever a concern has been raised and whenever the Safety Response Team has been summoned.
2. The Safety Response Team will investigate the matter using this policy for guidance. This team will be established and in place at all times, with the names and phone numbers of team members available to all members and friends of The UUCB. The team will be composed of the Minister, the Director of Family Ministry, a member of the Board of Trustees, a member of the Coordinating Team, and a Member of the Pastoral Associates. In cases of a conflict of interest, a team member must be excused from participation and replaced by a suitable alternate. Members of the team will be educated in the Policy and will become knowledgeable about available resources for adults and children. Their function individually and collectively, will be to offer confidential support, advice, and counsel with concern for the safety of all parties involved.
3. If an immediate response is required, this will be undertaken by the Minister, if available, and/or the Chair / Leader of the group involved. This may include asking the offending person or persons to leave, or suspending the meeting or activity until such a time as it can safely be resumed. If further assistance is required, the Police Department may be called. Any time any of these actions are undertaken without the Minister being present, the Minister and the President of the Board of Trustees must be notified. All plans for follow up steps will be referred to the Safety Response Team.
4. Persons identified as being disruptive will be responded to as individuals of dignity and worth.
5. Information concerning the alleged incident(s) that led to concern will be systematically collected from the concerned parties by delegated Safety Response Team members and documented before any action is taken.
6. The Safety Response Team will meet to assess the findings and decide on a course of action, with the following four levels of response recommended to them.
 - a. **Level One:** A Safety Response Team member or members contacts the person named as the source of the disruption and informs them of the nature of the concern. The person's viewpoint of the matter will be explored, understood (not implying *agreement* of perspective) to the disrupter's satisfaction, and documented. Safety Response Team members will then assess the situation.
 - b. **Level Two:** If the basis of the original concern is determined to be valid, this finding will be clearly communicated to the person in question and a contract for clearly defined behavior change will be negotiated. Such communication and contract will be documented.

- c. **Level Three:** If the person in question refuses to negotiate a contract, refuses to abide by a contract or is engaging in behavior of sufficient severity, he or she may be excluded from the UUCB for a specified period of time - [SEP] with reasons for such action, and conditions for return, clearly communicated and documented.
- d. **Level Four:** The person in question is permanently excluded from the Church and the UUCB premises with [SEP] steps taken as needed to enforce the integrity of this decision.

Should the Safety Response Team decide that exclusion or expulsion from UUCB is necessary, they will consult the Coordinating Team and inform the President of the Board of Trustees prior to taking action.

1. The four levels of response recommended by this policy may be applied in the order determined by the Safety Response Team and the Coordinating Team in their judgment. [AWK]
2. If appropriate, the Safety Response Team may offer referrals for professional services.
3. All documentation developed in the course of investigating and resolving allegations of disruptive behavior will be kept confidential. The President of the Board of Trustees will be responsible for determining access to such documentation and for ensuring its security.
4. To aid in evaluating the problem and determining the appropriate response, the following points will be used in assessing the nature and severity of referred problems:
 - a. **Dangerousness:** Is the individual a source of threat or harm to persons or property?
 - b. **Disruptiveness:** What is the extent of disruption to UUCB functions?
 - c. **Congregational Integrity:** How likely is it that existing or prospective UUCB members will be driven away by [SEP] the alleged behavior?
 - d. **Causes:** Why is the disruption occurring? Is it a conflict between the individual and others in the UUCB? Is it [SEP] due to a professionally diagnosed condition of mental illness?
 - e. **Probability of Change:** How likely is it that the problem behavior will diminish in the future?
 - f. **History:** What has been the frequency and the degree of disruption caused by the individual in the past?

IV. SAFETY OF CHILDREN AND YOUTH

The Unitarian Universalist Church of Berkeley is committed to providing a safe environment for children and youth. We recognize that religious communities should be sanctuaries in every sense of the word, and we appreciate and recognize the dedicated, caring, and generous adults who devote their time and energy to work with the children and youth of our congregation.

Adults working with children and youth in the context of our Unitarian Universalist faith have a crucial and privileged role, one that may carry with it a great deal of power, influence and responsibility. Whether in the role of youth advisor, chaperone, childcare worker, teacher, mentor, choir member, or any other capacity, the adult has a special opportunity to interact with our young people in ways that are affirming and inspiring to the young people and to the adult.

It is important that adults maintain trust and appropriate boundaries with the young people they work with. In this context, adults must exercise good judgment and mature wisdom and have awareness of their influence with children and youth. It is UUCB's goal to provide physical, emotional, and sexual safety for every child and youth while participating in UUCB activities.

It is unfortunately necessary to recognize the reality of physical, sexual, and emotional abuse of children and youth in our society. It exists throughout society, including religious communities. In fact, religious communities are particularly vulnerable to incidents of abuse because of the high level of trust, the welcoming spirit, and the strong reliance upon volunteers, especially in programs for children and youth. We further acknowledge that institutions operating in the best possible manner with all due concern still cannot guarantee an absolutely risk-free setting.

Because of the potentially devastating impact of abuse upon children and youth and the religious society to which they belong, we are willing to make the changes and sacrifices of convenience that this policy will require. We seek to preserve the spirit of welcome, respect, and trust in balance with our concern for the protection and safety of our children. We declare that we will do all that we reasonably can to see that no harm occurs to our children and youth.

In this spirit, we adopt this policy statement and apply it to all Family Ministry related events at the Unitarian Universalist Church of Berkeley, as well as similar events conducted off-site in which children and youth are under the protection of members of UUCB. If an event is sponsored by another Unitarian Universalist organization – such as any camp or conference hosted by any district, region, or member congregation of the Unitarian Universalist Association – the safety policy of the host organization shall take precedence.

A. VOLUNTEERS – APPLICATION, SELECTION, SUPERVISION, TRAINING

1. FAMILY MINISTRY VOLUNTEER APPLICATIONS

Because children and youth are particularly vulnerable, monitoring volunteerism in these programs is particularly important. For this reason, the Family Ministry program will keep a record of all volunteer applications. In cases where individuals apply to volunteer in our children and youth program and are determined unsuitable by the DFM, the DFM will

1. Inform the volunteer of the decision and why it was made
2. Inform the following people of the decision and why it was made
 - a. The Director of Administration
 - b. The Minister

- c. The CT
- d. The Board President
- e. Documentation of all volunteer applications will be kept on file by the DFM.

2. SELECTION OF VOLUNTEERS WORKING WITH CHILDREN AND YOUTH

The Director of Family Ministry (DFM) is responsible for ensuring that all adults working with children and youth are carefully screened and selected with due diligence, according to the procedures outlined in this policy.

Adult religious education volunteers working with children/youth must meet the following criteria:

- **Be active participants at UUCB or another UU church for at least 6 months.** Active participants are church members or contributing attendees who are involved with church activities, events and/or committees. Active participants are not hired as staff.
- **Undergo Live Scan fingerprinting** with a screening service contracted by UUCB. These fingerprints will be submitted in a background check request to the Dept. of Justice (DoJ). (The DoJ will report any arrests – locally as well as nationwide – of any kind, including sexual offenses. If any crimes are committed subsequently, the service will notify UUCB of any arrests of those people whose fingerprints we submitted.)
- **Complete a volunteer application**
- **Agree to the terms set in the UUCB Safety Policy**, and confirm such by signing the Code of Conduct Agreement.
- In addition, Our Whole Lives (OWL) volunteers must submit 3 references recommending them to the role and attend a UUA sponsored sexuality training designed for the age group they will be teaching.
- Age specific criteria
 - Adults working with elementary school aged children and younger must be at least 18 years of age.
 - Adults working with middle school aged youth must be at least 21 years of age.
 - Adults working with high school aged youth must be at least 25 years of age.
 - Our Whole Lives (OWL) sexuality education volunteers must be at least 25 years of age.
 - Volunteers under 18 years of age do not count toward the minimum of two screened adults required for supervision.

3. SUPERVISION OF FAMILY MINISTRY VOLUNTEERS

The following methods will be used to supervise volunteers:

- Volunteers will work within teams in which they will hold each other accountable to the Safety Policies.
- On Sunday mornings the DFM or Volunteer Support will do walk-throughs of all spaces used for Family Ministry programs to check in with volunteers and ensure the safety policy is being followed.
- Volunteers will be scheduled so that children/youth will be supervised by a minimum of two volunteers or staff screened by UUCB. Volunteers and staff related by birth, marriage, or adoption or in a committed relationship may not be scheduled for the same event unless another non-related care provider is also scheduled for that event.
- Religious education teachers and youth group advisors will attend weekly reflection circles, or, as needed, meet with the DFM for regular consultations.
- Religious education teachers and youth group advisors will attend two volunteer trainings per year (in fall and spring).

4. TRAINING OF FAMILY MINISTRY VOLUNTEERS

The Director of Family Ministry with support from the Family Ministry committee is responsible for ensuring that volunteers receive adequate training. Volunteers are expected to attend two trainings each year, one in the fall and one in the spring. All volunteers will participate in training in the following topic areas:

- **Child/Youth Development:** Information about childhood & adolescent development, including clarification and understanding of the complex aspects of sexuality. Note that authorized, approved, and supervised curriculum (such as Our Whole Lives) may appropriately contain sexually explicit and/or sensitive materials.
- **Code of Conduct and Responsibilities:** The Code of Conduct for Family Ministry Interactions (section IV.D. of this policy) details right relations expectations for those working with children and youth. The Code of Conduct Agreement is reviewed annually. Also the supervisory responsibilities of volunteers (section IV.B.2.) and related procedures are reviewed annually.
- **Communication:** All forms of communication between children/youth and adults at UUCB, including social media, will be grounded in right relations as described in this Safety Policy (section IV.D.7.). These guidelines will also be shared with parents, children and youth.
- **Legal Mandates:** Information about abuse prevention and specific UUCB policies for responding to and reporting suspected abuse or concerns for a child/youth's well being appear in the Relationship Safety portion of this policy (section III). Family Ministry staff and professionally licensed lay leaders (such as social workers, nurses, exc.) are 'mandated reporters' who are required by law to report observations or evidence that could indicate possible abuse. (Refer to section III.D. for information about Safety Response Team.)

- **Special Needs:** General information on learning differences and, as needed, information on specific special needs of children/youth. Procedures for sharing special needs information with volunteers. For designated individuals, medication administration procedures.
- **Emergency Procedures:** Annual trainings will cover general information on first aid and procedures for medical emergencies. In addition, these trainings cover emergency procedures to follow in case of crisis situations such as fire and earthquakes, acts of violence as well as medical emergencies.

B. SUPERVISION OF CHILDREN AND YOUTH

1. RESPONSIBILITY OF PARENTS/GUARDIANS

- **Registration:** All parents/guardians of children/youth attending Family Ministry activities must fill out a Connection Card, providing a cell phone number for emergency contact. They may designate who, other than the parent/guardian(s), can pick up their children.
- **Responsibility for Supervision of Children/Youth:** Parents/guardians have the primary responsibility for supervising their child/youth when they are at UUCB or at a UUCB sponsored activity. On Sunday mornings, children/youth who are not participating in Family Ministry activities should be under the supervision of a parent/guardian or designated adult. Children are not permitted to roam or gather unsupervised in the building or on church property. Under no circumstance are adults, children, or youth allowed to climb the trees on UUCB's property.
- **Special Needs:** Parents are responsible for sharing information about the needs of their child/children with medical conditions, including allergies, developmental disabilities, learning disabilities, behavioral challenges and/or family circumstances that may impact their ability to fully and safely participate in Family Ministry programs. As needed, accommodations will be implemented to assure access to activities and programs for children with developmental and/or physical disabilities.
- **Sign Out:** Children should be picked up promptly by the end of an event. Children in 5th grade and under must be signed out by a parent/guardian, or designee of the parent/guardian. Any child/youth who has been signed into an activity, either by a parent or themselves, must be signed out, even if they have a self-release permission on file.
- **Self-Release:** Youth in 6th grade and above will be dismissed from activities if a parent/guardian has completed the self-release permission section on the Connector Card; otherwise parents/guardians are expected to sign them out. Self-release permission forms apply only to Sunday Family Ministry activities. Youth who participate in UUCB sponsored events, such as retreats or social functions, must be signed in and out by a parent/guardian or designee of the parent/guardian.

2. GUIDELINES FOR SUPERVISION OF CHILDREN/YOUTH

Family Ministry staff and volunteers are responsible for children and youth participants during designated program times, as published on the UUCB calendar. Specifically on Sunday mornings this is from the time children/youth leave the sanctuary for religious education until the end of that time when they are reunited with their parents/guardians.

a. Visibility

All activities must have at least two volunteer adults present and be visible for supervision (i.e. through window or open door). Adults may not take children/youth apart from the group. No adult will ever be alone or meet one-on-one with a child/youth. The only situation where a volunteer and a child are allowed to be alone is when the adult is the parent/guardian.

b. Teamwork

All activities must have at least two volunteer or staff adults present. In the event that it becomes impossible for two adults to be present at a child/youth group activity (for example, an unexpected emergency requires one adult to leave), the door to the room will remain open and the remaining adult will do everything to maintain complete transparency in the situation until another adult rejoins the gathering. If a second adult is not available to join the group, the remaining adult should try to move the group to a shared classroom or to a common area, such as the social hall.

c. No Private Meetings

An adult may not take a child/youth apart from the group. No adult will ever meet privately, one-on-one, with a child/youth. The only situation where a volunteer and a child/youth are allowed to be alone together is when the adult is the parent/guardian of the child/youth.

d. Adult to Child Ratio

With at least two adults present, the following ratios will not be exceeded:

Infants (birth to 12 months) – 1 adult to every 3 children

Toddler (1 to 3 years) – 1 adult to every 4 children

Preschool (3 to 5 years) – 1 adult to every 8 children

Kindergarten (5 to 6 years) – 1 adult to every 10 children

Elementary (1st to 5th grades) – 1 adult to every 15 children

Youth Groups (6th to 12th grades) – 1 adult to every 15 youth

Youth special events (sixth grade & above) – 1 adult to every 7 youth

e. Special Needs and Support

Whenever possible, accommodations will be made to support children and youth with special needs. When appropriate, the Director will work with parents to create a Support & Special Response Plan related to medical conditions, developmental disabilities, learning disabilities, behavioral challenges and/or family circumstances that may impact a child's ability to fully and

safely participate in Family Ministry programs. This plan will be communicated to volunteers/staff working directly with the child.

C. MENTORING RELATIONSHIPS

If an adult other than a parent/guardian (for example, a Coming of Age mentor) has a one-on-one meeting with a child or youth, that meeting, its location, and its purpose will be disclosed to the parent/guardian of the child/youth and the Director of Family Ministry. The meeting will take place in a public venue such as a restaurant or a coffee shop. Informal meetings between an adult and a youth for social reasons are not allowed. Please refer to Code of Conduct in section IV.D. below.

D. CODE OF CONDUCT FOR FAMILY MINISTRY INTERACTIONS

Those who take on the responsibility of working with our young people have an obligation and special opportunity to interact with children and youth in ways that create affirming and inspiring experiences. Relationships in this context require a high level of maturity and responsibility of adults. All staff and volunteers working with children and youth must affirm their commitment by signing the Code of Conduct Agreement.

1. GUIDELINES FOR INTERACTION

It is the mission of the Family Ministry Program to provide nurturing care and support to all children/youth and work to help them develop a positive sense of self and a spirit of independence. This can only be accomplished by respecting the selfhood of each child/youth, including the absolute rights to privacy of their own minds and body.

Adults working with children and youth will practice respect for themselves and others by not engaging in or allowing bullying (verbal, emotional, or physical), not acting in a prejudiced manner, not exhibiting behavior that makes any one person feel uncomfortable or embarrassed, and not allowing any behavior which passively or actively excludes any person from participating in an activity or discussion.

2. FRIENDSHIP WITH YOUTH

The primary roles of an adult leader of youth should be as a teacher, overseer, and/or mentor. Friendships can conflict with those responsibilities; therefore, it is the adult's duty to always put those tasks ahead of friendship. Care must be taken to avoid any relationship with youth that could be seen as inappropriate given the large differences in power and maturity inherent in adult/youth interactions or potentially lead to the appearance of favoritism. In short, any cross-generational friendships come with the restriction that the adult must maintain age-appropriate boundaries at all times.

Once participation in a mentoring program or volunteer role has ended, adults must be mindful of the ongoing dynamics of the mentoring relationship and the inherent inequality that continues to exist. Therefore, adults will not encourage adult level friendships with youth who have graduated from high school or become 18 years of age. Likewise, young adults are not

encouraged to seek out peer-level friendships with adults who were in a mentoring or advisory role while that young adult was a youth. An appropriate mentor relationship may continue, but youth and adult leaders are encouraged not to connect socially with each other one-on-one until the youth has reached the age of 25.

3. ONGOING CONTACT WITH YOUTH BEYOND FAMILY MINISTRY PROGRAM

Sometimes, an informal but genuine mentoring relationship will naturally develop between a youth and an adult at church. These can be, not only healthy, but transformative for both. Concerns arise, however, when a person who does not have the best interest of the youth at heart tries to disguise an unhealthy relationship as a mentoring relationship. For this reason, adults who wish to spend time, outside of Family Ministry programming, with particular children or youth will obtain written permission from the parent/guardian to meet with the child/youth for mentoring purposes. The meetings will take place in a public setting.

4. SEXUALIZED BEHAVIOR

It is *never* appropriate for adults to engage in any manner of sexualized behavior with a child or youth. This behavior refers not only explicitly to sexual behavior, but also to sexually provocative behavior or language. It includes jokes with sexual content, connotations or “double-entendres.” Care should be taken with physical expressions of affection such as hugs, making sure that they are reasonable and appropriate and not allowed to be prolonged.

5. CONFIDENTIALITY OF CONVERSATIONS

A covenant of confidentiality is actually considered a “privileged conversation,” meaning that no one repeats information told in confidence. Children/youth need to feel that they can trust the adults with whom they develop relationships, but must also understand the limits of confidentiality. Private conversations and information shared in confidence by children and youth with Family Ministry staff or volunteers will not be disclosed with the following exceptions: the adult believes the child/youth is vulnerable to physical or emotional harm or receives report of or is suspected of child abuse or neglect. This information includes any occurrence of abuse, the potential of harm to self or others, problems with drugs or alcohol, or any type of threat or extortion. Adults working with children and youth must be clear on these guidelines and clearly explain them to children and youth. If an adult is either uncertain about the issue of confidentiality or becomes aware of a situation in which a child/youth’s well-being is at risk or has been compromised, including transgression of covenantal relationships, the adult will report their concern to the DFM immediately to outline next steps. Parent/guardians will be informed of all concerns for the wellbeing of their children, with exception when the parent is a suspected as the perpetrator of abuse. See Safety Response Team section above.

6. POSSESSION OF CONTRABAND ITEMS

Children, youth, and adults should not be in possession of the following: firearms, fireworks, other explosives or weapons of any kind, illegal drugs, drug paraphernalia, alcohol, or pornography. Children/youth are prohibited from using nicotine products, drugs, alcohol, and are barred from exhibiting any other illegal behavior while engaged in church-sanctioned

activities. Adult staff and volunteers acting in a supervisory capacity should not use substances such as nicotine products, alcohol, or marijuana before and while on duty with children and youth.

Possession of contraband will be reported to the Director of Family Ministry, the Minister, and the parent/guardian if the person in possession of such items is a youth or child. The DFM and the Minister will determine the appropriate response, with input from the Right Relationship Process if the incident is at a youth special event. An Incident Report of possession of contraband or other infractions of agreed code of conduct, or report of injuries requiring medical care due to these infractions, will be kept on file by the DFM indefinitely.

Sexualized or offensive text or images on clothing or other materials can be protested by anyone who is offended and the adults in charge can confiscate such materials on the grounds of respect.

7. COMMUNICATION GUIDELINES

Whether in the role of youth advisor, chaperone, childcare worker, teacher, mentor, or any other capacity, the adult has a special opportunity to interact with our young people in ways that are affirming and inspiring. We seek to preserve the spirit of welcome, respect, and trust in balance with our concern for the safety of our children and apply reasonable and thorough precaution to guidelines we adopt.

a. Electronic Church Communication

UUCB will not post any personal identifying information, photo or any other likeness or voice imprint of anyone under the age of 18 on UUCB media outlets without signed permission of that child's parent or guardian.

b. Social Media and Virtual Communication Conduct

We recognize that it is impractical to set out specific rules about interactions online because there are a seemingly infinite number of platforms to use and they change so rapidly. However, it is essential to ensure that virtual communications follow the same general principles of inclusion and safety outlined in these guidelines. These guidelines offer key points to keep in mind for social media usage with youth, as well as emails, phone calls, video chats, text messages, webinars, and any other communications that do not happen in person.

c. Confidentiality and Media Contact

Other than the aforementioned *legal mandate* to report suspected abuse, the matter is to remain *confidential*. Release of information could interfere with successful prosecution, could result in unwarranted damage to the reputation of the accused, or may endanger the child.

If the media contacts UUCB's Administrative Office during business hours or approaches any member of the congregation individually, the person being approached is not to speak to the media under any circumstances.

In general, the following guidelines apply for these situations with regard to public media:

- Because of the issue of confidentiality, in the best interest of the child, specific cases cannot be discussed in a public context. Particularly, if litigation seems possible, it is important to protect both UUCB and the interest of the child and his/her family.
- The Minister, Director of Religious Education, or designated spokesperson may freely discuss what steps have been taken to guard against abusive situations, including the content of this policy.

With respect to sharing information within the congregation regarding transgressions of this policy, the guiding principle is ensuring safety of children and youth. Accordingly, information will be shared on a “need to know” basis, as determined by the Minister and DFM in consultation with the Safety Response Team.

d. Appropriateness

All messages and images shared by youth and adults in church related communications should affirm UU values and UUCB’s Covenant of Right Relationship. Adults should ensure that communications sent through social media outside their role at UUCB should not violate the volunteer role they maintain with youth at church or the Code of Conduct Agreement. Examples include not allowing youth to be Facebook friends with you, or allowing them to friend you but placing them in a filter so they only see certain posts; this also applies to personal Twitter feeds, blogs, etc.

e. Youth Comfort and Privacy

Since many young people consider social media platforms safe environments, adults should consider applications previously occupied by youth as youth domain. While also being able to use these same platforms for their own personal and professional uses, adults should not initiate friend requests to youth (i.e. adults should wait for a youth to ‘friend them’ as opposed to sending them a ‘friend request’). Adults are advised to refrain from making uninvited comments on youths’ personal material.

f. Groups and Witnesses

It is always better to have multiple people (particularly multiple adults) present for virtual communications, to preserve a “group-appropriate” standard and to provide for corroboration should future questions arise. Examples are closed Facebook groups, webinars, video chats or Google+ hangouts with three or more people.

g. Documentation

Written evidence or a recording of a communication offers proof should future questions arise. Examples of documented communications include email or recorded video chats, whereas one-on-one phone calls or automatically deleted text messages (such as SnapChat) could prove problematic.

h. Parental Permission

Parents or guardians of youth should be notified and consulted about communication platforms and expectations, such as Facebook, email or phone calls, and be given the opportunity to limit their youth’s participation. Parents and guardians should also be informed as to who would be

communicating with their youth is talking to or with, and have the opportunity to meet these people (virtually or in person).

i. Accessibility to Youth

Youth who are participating in a group, committee, team, etc. should be comfortable and able to access the group's expected communications. For example, if the group wants to communicate via Facebook group then the youth needs to have parental permission, or if the group expects quick email responses then youth members should be informed how often they need to check their email.

E. SPECIAL EVENTS AND TRIPS

1. EVENT ANNOUNCEMENT

The destination of all trips, with expected times of departure and return, plus emergency contact information, will be communicated by the event leaders to the parents and the DFM in writing via the event announcement and Permission Form at least two weeks before the event.

2. PERMISSION FORM

A Permission Form shall be used for each event sponsored by UUCB outside Sunday morning church hours. No child/youth may participate in sponsored events unless a Connection Card and a Permission Form is on file with the DFM. A Permission Form must be signed by all youth and adults attending the event and include the following:

- Health information and permission-to-treat in the event of a medical emergency
- Community Covenant developed by the children/youth and their adult leaders
- Behavioral Guidelines as outlined in this policy

Any youth or adults who break these agreements may be removed from the event by one of the event leaders and, if a youth, their parent may be asked to pick up youth from the premises regardless of time of day or distance of event.

A copy of the Permission Form will travel with event drivers then given to event leaders for the duration of the event. The Permission Form will then be returned with event drivers and returned to the DFM.

3. BEHAVIORAL GUIDELINES

The event leaders may add additional expectations to the following guidelines:

- **No violence or weapons or dangerous items** – This includes physical violence, verbal threats or harassment, or possession of weapons or explosives such as fireworks. Respect property/no vandalism – respecting local facilities and the community's possessions, and no theft.
- **No drugs, alcohol, illegal substances, drug paraphernalia, or nicotine products** – this includes not possessing or using prescription medication inappropriately or failing to turn prescription medication over to an adult if required for that event.

- **No sexualized behaviors or sexual activity** – while sexuality is a healthy and important part of young people’s lives, there are times and places where it is inappropriate. Exclusive relationships detract from the community. All sexualized behavior (any touch, language, or activity meant to arouse) is prohibited.
- **No harassment** – including unsolicited remarks, jokes, gestures or physical contact, display or circulation of written materials or derogatory pictures directed at any race, color, national origin, religion, age, sex, gender, sexual orientation, or disability.
- **No unwanted, uninvited touch** – only a very explicit “yes” means yes.
- **No leaving the event location without proper permission** – what constitutes permission may vary by event but must require permission by the adult responsible for supervising the youth.

4. OVERNIGHT SUPERVISION AND SLEEPING ARRANGEMENTS

All church sponsored events will have adult supervision at all times. An adult volunteer is at least five years older than the oldest youth in their charge who has undergone the selection process outlined in section 3.1. At least two of the adult volunteers must have had Advisor Training. The ratio of one adult to every seven youth will be maintained with a minimum of two adults at all events.

At all overnight events the sleeping rooms will be open and monitored by adults meeting the adult/youth ratio. At the discretion of event leaders, sleeping rooms may be all-gender or segregated by gender/gender identity. All sleeping areas used will have at least two adult supervisors present throughout the night. Each participant must have their own bedding and there must be visible floor space between participants. Adults must ensure that each youth in their charge is present and accounted for at bedtime. Adult volunteers will stay awake until at least 30 minutes after lights out. Rooms in use will be unlocked and accessibility maintained at all times in order to ensure that pathways and emergency exits are clear in the event of a fire or other cause for evacuation.

5. MEDICATIONS

To ensure the safety and proper administration of medication, guardians must list all medications and necessary instructions on the event permission slip prior to leaving children/youth in the care of the event leaders. Full disclosure is necessary, including the types of prescription and non-prescription medication a child/youth takes regularly, dosage, and frequency. If the guardians are leaving the church grounds (such as in the case of an overnight), the medication bottle or box, complete with label, must be given to the event leader, and will be kept on site for the duration of the event. Medications will always be secured and administered by an adult. Event leaders will not administer any medication (including non-prescription medication) without written permission and instructions from guardians.

6. PARENT ORGANIZED CARPOOLS

UUCB realizes that for practical reasons parents/guardians will arrange for carpooling to UU events for their children and youth. When these arrangements are made between families, it is at the discretion of the parents and the liability rests on the parents, not UUCB. But if UUCB arranges the transportation of children and youth the criteria in section IV.E.7., UUCB Driver Requirements, must be met.

7. UUCB DRIVER REQUIREMENTS

Adult drivers to, from, or during events sponsored by UUCB, including cluster, district, regional, and continental events of the Unitarian Universalist Association, must meet the following guidelines and turn in required documentation annually. The DFM will keep these documents on file.

- Proof of drivers being at least 25 years of age.
- Proof of current liability insurance that meets at least the minimum coverage required by the laws of the State of California (\$100K collision/property/\$300k liability).
- A copy of a current, valid CA Driver's License that has not been revoked or suspended in the last five years.
- Submit a personal driving record that reflects no citations other than minor violations as defined by the State of CA (these records are available at DMV for \$5.00).
- Sign a Transportation Covenant that includes a promise to abide by all posted speed limits and abstain from the use of tobacco, alcohol, or other non-prescription drugs while on any trip. Abstinence includes the 12 hours immediately preceding the trip in the case of alcohol and prescription and nonprescription drugs that may impair judgment while driving.
- Ensure that the vehicle is in good maintenance and repair, and that all safety precautions are taken.
- A first aid kit will be kept inside the vehicle at all times.

All adult drivers will have the opportunity to sleep for at least eight hours on the night prior to departure from an event. The hosting institution will be responsible for providing adequate adult roomers to monitor the facility during drivers' sleeping hours. Each adult will take individual responsibility for getting adequate sleep to promote good judgment and clear thinking.

8. VEHICLE OCCUPANCY

In every vehicle in which seat belts are required by law, vehicle occupancy will not exceed the number of seat belts, and all occupants must be properly secured in the seat belts at all times. If age appropriate, laws regarding car seats will be followed.

9. ADULT SUPERVISION DURING TRANSIT AND OFF-SITE

A minimum of two adults must accompany a group going off-site. At all times, the appropriate child/youth to adult ratio must be maintained, as stated in this policy. In the event of an emergency, the primary on-site adult event leader or staff member may make an exception for a person who needs to seek medical attention

When possible, it is best to have two adults in each car. If this is not possible, one adult may drive a car containing two or more children or youth if that car is part of a caravan. Care must be taken that the caravan stays together and that no one vehicle takes a side trip or stops unexpectedly.

One adult will never drive one child or youth unless that adult is the parent/guardian of the child or youth.

10. OFF-SITE EVENTS

All off-site functions begin when the child/youth arrives at the rendezvous point of travel and is remanded to the care of the adult event leaders. All off-site functions end when the child/youth is picked-up by the parent/guardian.

At no point will child or youth participants, in an event sponsored by UUCB, leave the campus of the hosting institution, except as part of planned and previously announced off-site event under the leadership of the host institution (UUCB, camp, conference, or other congregation).

Side trips enroute to or from an event are not allowed unless authorized in advance and noted on the trip's permission form.

11. OFF-SITE EMERGENCY MEDICAL CARE

Adult event leaders or chaperones will have in their possession signed medical release forms for all children and youth with whom they are traveling and they shall be responsible for obtaining appropriate medical care for any child/youth in their custody. After arrival, the host institution is responsible for assisting that adult in obtaining such care. A parent/guardian will be notified of the need for and provider of care as soon as possible. In the absence of a parent/guardian, an adult event leader will accompany the child/youth to the medical care facility.

V. EMERGENCIES

It is essential that staff, members and guests are prepared and equipped to deal with sudden and unexpected events which require immediate action. This section of the policy describes instructions for responding to emergencies and disasters.

A. GENERAL INFORMATION

In the event of any verified emergency, staff or leadership will

- Call 911. If it is safe to call from a landline that is preferred (911 calls in the Berkeley area go to the CHP dispatch center in Vallejo, where the dispatcher receives only

information regarding the cell phone number making the call. The dispatcher will need information about location of the emergency and transfer the call to the appropriate local law enforcement agency. If safety or expediency would be significantly compromised by finding a landline, use a cell phone and be prepared to provide your exact location).

- If the emergency occurs on a Sunday or a day of high occupancy, locate the list posted in the office and on the kiosk and on the bulletin board indicating CPR, AED and EpiPen certified personnel and lay leaders.
- Let the professionals decide whether or not they are needed.
- Remember that your physical safety and that of other occupants are the highest priority.
- Avoid any action that places you in danger.
- Avoid any procedures for which you have not had training.

B. PROTOCOL FOR CRISIS RESPONSE

A crisis is a disruption in operations at UUCB that threaten health and physical or emotional well-being of patrons. Possible types of crises may include heart attack, stroke, accident, acts of violence, or natural disasters. Safety instruction or safety intervention is designed to eliminate or reduce further harm due to any life threatening conditions and ensure the safety and well-being of all persons on site.

A training for key safety protocol and procedures - including CPR, AED, EpiPen and evacuation procedures - will be provided annually and made available for the following lay leaders:

- The President of the Board of Trustees
- Members of the Safety Response Team
- Members of the Board of Trustees
- Ushers
- Convener of the Coordinating Team
- Convener of the Program Council

This training will also be required for the following staff positions:

- The Minister(s)
- The Director of Family Ministry
- Childcare workers
- The Director of Music
- The Director of Administration
- The Office Administrator
- All Facilities Personnel

If an emergency situation arises on a Sunday morning or during a time when the buildings have high occupancy, the above people will have the highest likelihood of being able to communicate and direct others regarding UUCB's safety policies and procedures.

C. INDIVIDUAL MEDICAL EMERGENCY

In the event of a medical emergency that cannot be immediately remedied, 911 will be called. If a medical emergency occurs on a Sunday morning or during high occupancy, available staff or lay leaders will take expedient measures to communicate with the person in medical need and ascertain whether to cancel the 911 call. If there is any doubt, 911 will be called and someone will be instructed to wait for them in the parking lot and direct them immediately to the medical emergency.

If the patient's symptoms are consistent with cardiac arrest, the AED equipment will be retrieved from its location in the offices by the mailbox. If an AED trained person is not available, responders will take instruction from 911 dispatch and / or wait for paramedics to arrive.

When the paramedics arrive, the person instructed to greet them will lead them to scene of the emergency. The paramedics will want to know

- Was the patient accompanied by anyone who might know medical history, and
- Does the patient have a purse or bag that might contain medical information or medicines.

Efforts will be made to keep the number of people involved in the emergency response limited. Refrain from communicating information to non-emergency personnel. Let paramedics handle the situation.

If the medical emergency involves a child or youth, 911 will be called and parents/guardians will be notified.

1. FIRST AID KITS

First aid kits are distributed throughout the buildings for easy access. Their location is visible or, if in a closet (to discourage access by children), there is a visible label on the closet door so as to be obvious and available in emergency situations. The location of First Aid Kits will be part of periodic safety trainings arranged by the Safety Working Group. The contents of the First Aid Kits will be maintained by staff representative of the Safety Working Group.

D. EMERGENCY EVACUATION

The best way to optimize safety in the event of an emergency evacuation is for all personnel to be prepared of basic safety practices and be aware of and trained for agreed upon evacuation procedures.

Facilities staff will ensure:

- Buildings and grounds are in compliance with fire code.

- All event leaders are aware of and remain in compliance with this code.
- Ensure that exits are not obstructed.
- Ensure that all doors are unlocked and operating correctly whenever the building is in use.

The Administrative staff will ensure:

- There is a print out of the daily calendar, listing the rooms in use during the day. This sheet should be posted in the Atrium and readily available in case of an evacuation.

All Family Ministry staff and volunteers will ensure:

- A group roster is generated within 10 minutes of the start of each session, listing who is present and the total number of participants

All Leaders will:

- Be aware of the closest exits and evacuation route of their meeting space in event of an emergency
- Ensure that exits are not obstructed in the setting up of their event

In the event of an evacuation, an alarm should be audible. If an alarm is not audible, it is imperative to pull one of the fire alarms. Once the fire alarm system has been activated, the fire department will respond within minutes.

1. RESPONSIBILITIES DURING AN EVACUATION

If an evacuation is initiated at a time when the building is at high occupancy (such as Sunday morning), church leaders will help in the following ways:

- **Clergy or Worship Associate** - Announce the evacuation plan over the sound system
- **Facilities staff** - Collect the daily calendar sheet from the atrium to give to the Fire Department upon their arrival. Meet the fire department with keys to the building in the East Parking Lot
- **Ushers, & Musicians** - Assist evacuation in the Sanctuary & Music room
- **Board of Trustees** - Assist evacuation in the Atrium & Fireside room
- **Greeters** - Assist evacuation in the Atrium and Terrace
- **Program Council** - Assist evacuation in the Social Hall & Kitchen
- **Family Ministry staff & volunteers** - Evacuate all religious education meeting spaces

2. EVACUATION OF GROUPS FROM MAIN BUILDINGS

(Sanctuary, Music Room, Basement rooms, Atrium, Fireside Room, Offices, Social Hall and Main Bathrooms)

1. Remind everyone to remain calm and quiet;

2. Instruct occupants on the exit route and evacuation destination (East Parking Lot);
3. Inform parents that they will be escorted to their children once they arrive at the East Parking Lot evacuation destination;
4. If needed, assign persons as appropriate to lead the group along the evacuation route
5. Help people who may need support (i.e. those with walkers, canes, wheelchairs as well as those temporarily disoriented by the disruption)
6. Ensure all have exited the area
7. If appropriate, turn off the lights and shut (but do not lock) the door

3. EVACUATION OF GROUPS FROM ALL OTHER BUILDINGS

(Safir / Chrysalis building, RE Building, Skytown and RE bathrooms)

1. Adult leaders will remind everyone to remain calm and quiet
2. Instruct people to gather at the exit door and quickly describe the evacuation route and the evacuation destination (North Parking Lot). The route is posted just inside the door of each room
3. If evacuation occurs during Sunday morning class time, have the attendance sheet & group binder in hand
4. Assign adults as appropriate to lead the group along the evacuation route
5. If present count all children / youth as they exit the room
6. Ensure all children/youth have exited before turning off lights and shutting (but not locking) the door

Once at one of the evacuation destinations, adult leaders will:

- Instruct children/youth to sit down & keep the group together
- Ensure all children/youth are accounted for
- Let the children/youth know:
 - They are to remain here until the Fire/Police Department calls off the evacuation
 - Their parents have been evacuated to the East Parking Lot
 - If it is safe to do so, parents may move from the East Parking Lot to the North Parking Lot to be with their children
- Ensure parents sign their children/youth out using the attendance sheet

4. ONCE ALL OCCUPANTS ARE EVACUATED

All present will remain in evacuation collection areas until permission is given by the fire/police department to cease evacuation. No person will re-enter the building until permission is given by the fire/police department.

Facilities staff will:

- Meet the fire/police department in the East Parking Lot with keys to the building and information on the status of the emergency and or the evacuation.
- Provide the fire/police department with the daily schedule, highlighting which rooms were in use at the time of the evacuation.
- In the event of an earthquake, turn off all water and gas lines and inspect for leaks.

Board of Trustees and Coordinating Team will:

- In the event of an earthquake, monitor the radio to determine if it is possible for occupants to safely return to their homes. If no CT members are present, the Facilities staff will assign one person to do this.
- If any immediate decisions need to be made on the part of the church, these will be made by the CT.

Director of Family Ministry and all Family Ministry staff and volunteers will:

- Account for all children/assistants in their classrooms.
- Immediately report any missing persons to Emergency Response Personnel.

The Minister and all other staff (as well as ushers and greeters) will:

- Help identify anyone needing medical attention.
- Report medical needs to Emergency Response Personnel.
- Offer assistance or care where needed.

E. EVACUATION DRILLS

An evacuation (fire) drill shall be conducted annually. It is recommended that representatives of the fire department and law enforcement be involved for input. The training will include, but not be limited to:

- An overview of the evacuation responsibilities of key leaders
- Identification of evacuation route signs, emergency exits, fire alarm pull boxes, and fire extinguishers throughout the church
- An opportunity for each participant to review the evacuation route assigned to their area of occupancy
- A simulation of the Evacuation Plan

All people occupying the building shall participate in the drills. A record of drills and evaluations, specifically methods and their effectiveness, shall be maintained by the Safety Working Group of the Buildings and Grounds Committee.

F. FIRE SAFETY

1. METHOD OF FIRE RESPONSE

If you discover a fire, or see or smell smoke use the R.A.C.E. method to respond.

R- Rescue persons in immediate danger if you can safely do so.

A- Call the fire department at 9-1-1.

C- Contain fire and smoke by closing as many doors in the church as possible. In many fires the primary cause of damage is smoke - closing doors will keep the fire from spreading and will help limit smoke damage.

E- Evacuate immediately all persons to the assembly area

2. FIRE EQUIPMENT INFORMATION

The design of our building incorporates the following fire prevention equipment and features:

- **Automatic smoke detection system.** Ceiling mounted smoke detectors are located in each room.
- **Heat sensors** are located in the kitchen.
- **All emergency exits are marked** with illuminated EXIT signs that remain lit even when the electricity is turned off.
- **A Fixed Extinguishing System** is part of the range hood setup in the kitchen.
- **Fire extinguishers** (10 pound ABC Multipurpose, Dry Chemical) are conspicuously located throughout the building

3. WHEN TO USE A FIRE EXTINGUISHER

One should attempt to extinguish the fire with portable fire extinguisher only if:

- You have been trained on how to operate a fire extinguisher
- The evacuation has already begun
- The fire department has already been called
- You do not put yourself or anyone else in danger
- The fire is very small and contained

G. EARTHQUAKE SAFETY

1. IMMEDIATE RESPONSE TO AN EARTHQUAKE

In case of an Earthquake, use the “Drop-Cover-Hold On” method of protection (adult leaders will aid children and youth).

DROP down onto your hands and knees (before the earthquakes can knock you down). This position protects you from falling but allows you to still move if necessary.

COVER your head and neck (and your entire body if possible) under a sturdy table or desk. If there is no shelter nearby, only then should you get down near an interior wall (or next to low-lying furniture that won't fall on you), and cover your head and neck with your arms and hands.

HOLD ON to your shelter (or to your head and neck) until the shaking stops. Be prepared to move with your shelter if the shaking shifts it around.

Wherever you are, **PROTECT** yourself! You may be in situation where you cannot find shelter beneath furniture (or low against a wall, with your arms covering your head and neck). It is important to think about what you will do to protect yourself wherever you are.

If outside the building, move to designated open spaces away from buildings and overhead power lines. Position yourself close to the ground.

While there is shaking, do not attempt to move to another room or leave the building. Once shaking has stopped, follow the evacuation protocol as outlined above.

Doorways may become blocked if the door slams shut as the building shifts during an earthquake. If the door becomes jammed, it may be necessary to wait for help or to push or pry the door open and/or to use gloves to break windows to exit the rooms.

H. INDIVIDUAL ACTS OF VIOLENCE

Individual Acts of Violence are, unfortunately, a concern for which safety conscious congregations need to be aware and prepared. *Christianity Today* quotes a security expert, Carl Chinn, who says that from 1999 through 2012 there were 638 “deadly force incidents” on church properties in the United States. Unfortunately, these are still increasing. The largest percent of incidents had robbery as a motive. Other repeated incidences of church violence have been connected with domestic relationship violence, or conflicts with specific other individuals in a church. 9% were related to confirmed mental illness, and 7% were connected to religious bias. Most incidents of violence in churches involved guns or knives. A third of the incidents occurred inside buildings and two-thirds were outside or at offsite church activities.

1. PREPARATION

The best way to be safe regarding individual acts of violence is be prepared. For this reason, Greeters and ushers will participate in annual trainings that ask

- While welcoming members and newcomers alike on Sunday mornings, pay attention to indications of unusual behavior (extreme nervousness, agitation, determined or aggressive focus or stride), concealing of or brandishing an obvious weapon.
- Communicate. Each usher and greeter prepares by having the other ushers/greeters cell numbers (as well as cell numbers of the Minister, DFM and Facilities Coordinators) in their cell phone.

2. RESPONSE

If shouting or physical aggression breaks out

- Greeters and ushers will summon staff and church leaders to the scene to act as calming, soothing presence.
- Depending on the severity of the disruption, greeters and ushers are advised to call 911, give location and can mention, "... we don't know if this person has a weapon..." (Use of the word, 'weapon' tends to increase response rate)

If a weapon is brandished or discharged in your immediate vicinity

- Exit the building as quickly as it is safe to do so and hide in a safe location out of plain sight (Note: difference from the general evacuation described below).
- Take others with you, such as children and the disabled.
- When it is safe, use a cell phone to call 911 and be prepared to give your exact location.

IF exiting the building isn't possible, hide in a room where you can lock doors, turn out lights, and remain silent.

- If the sanctuary is occupied and the individual(s) brandishing a weapon have not yet entered, ushers will close and lock sanctuary doors. Ushers will collect the strongest persons in the sanctuary to guard the door. All others will exit into the music room, close and lock the doors or position themselves on the floor, under the pews.
- If the violent individual(s) have or will enter the occupied sanctuary and exiting is not possible, ushers will instruct worshippers to 'get down' in or under the pews.
- If neither exit nor hiding is an option, adults in immediate danger should consider disrupting or incapacitating the shooter by whatever means available.

When First Responders appear all occupants will follow their directions.

I. SEVERE WEATHER

Severe weather can be accompanied by high winds. If this type of weather poses any risk to the church members, the following shall be carried out:

- All should take cover in the shielded areas in the building. Stay away from windows.
- Close all blinds and curtains.

- Monitor the weather radio and AM radio station.
- Notify 911 of any break in utility lines.

J. FOOD EMERGENCY PROCEDURES

Refer to this UUCB Safety Policy for medical emergency regarding steps to follow for food allergies.

Training on administration of an EpiPen will be held annually for staff and lay leaders.

The Director of Family Ministry will work with parent/guardians to develop a Support & Special Response Plan for any children/youth who have a prescribed EpiPen. This plan will detail signs and symptoms that indicate the need for the EpiPen, where the EpiPen is kept, how to administer the medication, immediate follow up procedures, and emergency contact info for parents. This plan will be communicated to all volunteers and staff working directly with the child.

The church does not provide EpiPens. They must be prescribed by a physician for a specific child and brought to the church by a parent each time the child is in attendance. Parents are responsible for ensuring that prescription is current and EpiPen is not past expiration date.

Parents may provide UUCB with an EpiPen and copy of prescription at beginning of church year. EpiPens will be stored in secure location.

1. USE OF EPIPENS (EPINEPHRINE AUTOINJECTOR)

UUCB staff and volunteers are not professional medical personnel. However, if a child has an anaphylactic reaction and has an EpiPen, the following will be done in the absence of parents:

1. Retrieve the provided EpiPen
2. Administer the EpiPen
3. Call 911
4. Notify parents

VI. FOOD AND BEVERAGE SAFETY

A. ALCOHOL

1. All federal, state, city and county ordinances that govern the church must be observed.
2. Alcohol may not be distributed to minors and people will be asked for a state identification that includes a photograph if there is any question regarding whether a person is of legal drinking age (21 is the age when one can legally drink alcohol in California).
3. No alcohol may be available at any event directed primarily to and for minors.
4. Adult supervision is required at the alcohol table AT ALL TIMES alcohol is available.

5. At any event where alcohol is served, easy-to-locate and ample non-alcoholic beverages will be offered on a table separate from where the alcohol is served. Food will always be served when alcohol is available.
6. Alcoholic beverages and food containing alcohol must be clearly labeled and identified.
7. Alcohol will not be served to intoxicated persons and drunkenness will be interpreted as an issue of personal and communal safety requiring an intervention. Such intervention will be a caring and careful limiting of additional alcoholic consumption by servers. Such decision about limits can be appealed to any board member, any facilities team member or minister on site. Resistance to these appealed limits will be addressed under the “Disruptive Behavior” clause of the UUCB Safety Policy
8. The serving of alcoholic beverages at events will not be publicized as an attraction.
9. Off-site UUCB sponsored events will follow this alcohol policy.
10. Sponsors and chaperones of events are responsible for ensuring that these policies are strictly enforced.
11. Renters of UUCB facilities will receive a copy of this policy and are expected to adhere to the stated policies. The church rental coordinator is responsible for distributing this policy to renters.
12. Renters of UUCB facilities must inform UUCB of their intent to serve alcohol.
13. Any alcohol remaining after an event at UUCB must be removed from the premises or secured in a locked area. Any alcohol found on the premises not in a locked area will be promptly disposed of.
14. Clergy, staff, and members of the Board are responsible for ensuring these Guidelines are made known and observed.

B. FOOD ALLERGIES

According to the National Center for Chronic Disease Prevention and Health Promotion of the Centers for Disease Control:

Food allergy is an abnormal immune response to certain food(s) that the body reacts to as harmful. Estimates of the prevalence of food allergies range from approximately 4% to 8% of children and 2% of adults. There are eight foods that account for 90% of all food-allergy reactions: cow’s milk, egg, peanut, tree nuts (for example, walnuts, pecans, almonds, and cashews), fish, shellfish, soybeans, and wheat. While 3.3 million Americans are allergic to peanuts or tree nuts, 6.9 million are allergic to seafood. Combined, food allergies cause 30,000 cases of anaphylaxis, 2,000 hospitalizations, and 150 deaths annually.

The best method for managing food allergies is prevention by way of strict avoidance of any food that triggers a reaction.

Despite our best efforts to be allergy aware, we recognize that this policy cannot guarantee that products with nuts will not be served. Nor can we be sure that all allergy items will be accurately listed on food allergen cards.

Because of these circumstances and because nut allergy symptoms tend to be rather severe and account for the majority of instances of fatal or near fatal anaphylactic shock, our UUCB policy focuses on peanut butter, peanuts, and tree nuts.

To help minimize exposure for those sensitive to nut allergens, we ask all UUCB participants to:

- Refrain, as far as possible, from bringing peanut butter, peanuts, or tree nuts (for example, walnuts, pecans, almonds, and cashews) into the building. UUCB participants are asked to use nut-free alternatives whenever possible
- When bringing communal food to UUCB, please label the ingredients before making it available.

UUCB will strive to be a nut-free space. Ultimately however, because it is simply not possible to eliminate the risks, we ask UUCB participants and parents of nut-allergen sensitive children to take their own precautions and use their own best judgment with regard to any event.

In those rare occurrences where food with nuts must be brought in, the food will be allowed to be served with the following provisions:

- The DFM, teachers and childcare workers are notified
- The food is segregated and clearly marked that it has nuts in it
- There is concerted and active communication with the attendees of the event, so they can avoid it.
- Proper cleanup procedures are followed after the event, to ensure the safety of all food products and eliminate the possibility of cross-contamination, including the wiping down of tables and backs of chairs.

APPENDICES

Basic Background on Mandated reporting and Reporters

<http://www.mandatedreporterca.com/images/Pub132.pdf>
<http://www.mandatedreporterca.com/default.htm>

Course in Mandated Reporting

<http://educators.mandatedreporterca.com>

California child abuse reporting information:

<http://www.wccusd.net/cms/lib03/CA01001466/Centricity/Domain/53/Mandated-Reporting.pdf>

California Department of Consumer Affairs, Reporting Elder Abuse

https://www.dca.ca.gov/dca/consumer/seniors/elder_abuse.html

California Department of Justice, Crime and Violence Prevention Center

“A Citizen’s Guide to Preventing and Reporting Elder Abuse”

http://ag.ca.gov/bmfea/pdfs/citizens_guide.pdf

California Department of Justice, Office of the Attorney General, re Elder Abuse

<http://oag.ca.gov/bmfea/elder>

California Department of Social Services, Adult Protective Services (APS)

<http://www.cdss.ca.gov/agedblinddisabled/PG1298.htm>

In Alameda County

Adult Protective Services 24 Hour Elder Abuse Hotline: 1-866-225-5277 1-866-CALL-APS

Alameda County Social Services/ Elders and Disabled Adults

http://www.alamedasocialservices.org/public/services/elders_and_disabled_adults/

In Contra Costa County

Contra Costa County Adult Protective Services

<http://www.co.contra-costa.ca.us/914/Adult-Protective-Services>

Contra Costa County/ Reporting Abuse

<http://www.co.contra-costa.ca.us/912/Reporting-Abuse>

UUCB Key Loan Request Form

UUCB recognizes its commitment to the preservation, protection and safety of its assets and people. It also recognizes that access to facilities is essential to the smooth operation of the organization. This access implies an equally critical concern for the security and integrity of building facilities and their contents. Whereas it is sometimes necessary to allow access to buildings after normal operating hours, we will do so only in such a manner that ensures protection of assets and occupants, while respecting the limits of staff availability.

All keys are maintained and issued at the discretion of the Director of Administration, who maintains a record on all keys. Keys will be numbered and tracked and issued per written request using this form. **Staff members** who need regular access to the building to accomplish their responsibilities will be assigned a key. **Lay leaders** may request an entrance key on loan from the Director of Administration. Keys on loan will be issued by Director of Administration for a specific period of time.

Any staff or lay leader who has a key and uses the building after it has been locked and secured by the facilities team assumes full responsibility for the building during the time he/she and/or his/her volunteers are using the facilities. This responsibility includes arranging any rooms back to the condition in which they were found. Individuals or groups not adhering to the responsibilities attached to this privilege of access may lose further privileges.

Employees or lay leaders will be given keys to the building at the discretion of the Director of Administration. The person who was issued a key is the person responsible for its use. Lost keys must be reported immediately to the Director of Administration. The person to whom the key was issued may be assessed a \$25.00 fee for replacing a lost or stolen key.

Duplication of keys by anyone is prohibited without written approval from the Director of Administration. Use of locksmith contractor services is strictly prohibited.

Key(s): _____

Date: _____

User Name: _____

Title: _____

Signatures:

User

Director of Administration:

Date: _____

Date: _____

UUCB INCIDENT REPORT

(1/16)

Instructions: Please complete this form with all the info available and include any attachments. File the originals with Mary Ellen Morgan, Director of Administration (mailbox 19)

PLEASE PRINT!

When did the incident occur?

Date: _____

Time: _____

Where did the incident occur?

List All People who were present and/or involved:

If anyone was injured, please complete a "Notice of Injury" form and attach a copy.

Description of Incident:

Description, cont.

Was a report filed with the Kensington Police? _____
 (yes or no)

If yes, please attach.

Report written by:

Name

Title

Signature

Date

Phone:

Email:

Report received by:

Mary Ellen Morgan Date
Director of Administration



Notice of Injury

Organization	Name: _____ Address: _____
Time and Place of Injury	Date of Injury: _____ Time: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM Where did the injury occur? _____
Person Injured	Name: _____ Age: _____ Address: _____ Telephone: _____ Name of parents/guardians (if a minor): _____ Employer: _____ Injuries sustained: _____ Where was injured taken? (hospital/doctor): _____ Relationship to organization: <input type="checkbox"/> Member <input type="checkbox"/> Visitor <input type="checkbox"/> Volunteer <input type="checkbox"/> Employee <input type="checkbox"/> Student/Camper <input type="checkbox"/> Tenant/Resident <input type="checkbox"/> Other If injury occurred on insured's premises, for what purpose was the injured on the premises? _____ Who was responsible for supervision at the time of injury? _____ If injury occurred elsewhere, what connection did it have with the insured's operations or activities? _____ Does the injured party have personal medical insurance that could apply? <input type="checkbox"/> Yes <input type="checkbox"/> No Name of medical insurance company: _____ _____
Full Description of Incident	_____ _____ _____ _____
Witnesses	Name: _____ Telephone: _____ Address: _____ Name: _____ Telephone: _____ Address: _____

Signature: _____ Date of report: _____

This is a sample document only. Your organization is responsible for compliance with all applicable laws. Accordingly, this form should not be used or adopted by your organization without first being reviewed and approved by an attorney.



LIMITED ACCESS AGREEMENT

Dear **[NAME]**,

The Unitarian Universalist Church of Berkeley affirms the dignity and worth of all persons. We are committed to being a religious community open to those who are in need of worshipping with us, especially in times of serious personal troubles. However, concern for the safety and well-being of the congregation as a whole must be given priority over the privileges and inclusion of the individual in some of our communal activities.

Based on your background, we have concerns about your contact with children and youth within the congregation. The following requirements are designed to reduce the risk to both you and them of an incident or an accusation. We welcome you into our congregation and our membership, but your participation will be necessarily limited to ensure you maintain your own program of healthy boundaries as well as ensure the safety of our children and youth.

Within these requirements, the congregation welcomes your participation in adult worship services, coffee hour, committee meetings, adult education, adult choir, all adult social events, and select approved well-supervised intergenerational events. While we ask that you covenant with the congregation to avoid all contact with children and youth, specific required restrictions include the following.

Please do not talk with children.

Please do not volunteer for or agree to lead, chaperone or participate in events for children and youth including such things as religious education classes, stories or talks for worship, youth group events, activities during intergenerational events, driving or otherwise transporting children or youth.

Please do not participate in individual leadership capacities which would cause you to be a familiar or public face to children in the congregation. This includes musical performances in ensembles less than four persons.

Please remain in the presence of an adult who is aware of your circumstances and the limitations of the agreement at all times when children are present.

If a child in the congregation approaches you, either at church or in a community places, politely and immediately excuse yourself from the situation.

Please avoid being in the building unsupervised when activities involving children are in session.

I accept that the following people, who have committed to maintaining appropriate confidence, will be told of my circumstances in order for them to protect the children/youth in their care: UUCB Minister, Director of Family Minister, Music Director, Congregational President and the members of the Committee on Ministry.

I will also meet with [Minister] a minimum of three times each year to review and re-asses the terms of this limited access agreement and my overall relationship to the congregation.

UUCB Safety Policy

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

[NAME]

Date

[MINISTER]

Date

[DIRECTOR OF FAMILY MINISTRY]

Date

[PRESIDENT OF THE BOARD OF TRUSTEES]

Date

<><><><>

1.1 EPIPEN

INDICATIONS AND USAGE

EpiPen® and EpiPen Jr® contain epinephrine, a non-selective alpha and beta-adrenergic receptor agonist, indicated in the emergency treatment of allergic reactions (Type I) including anaphylaxis. (1)

DOSAGE AND ADMINISTRATION

- Patients greater than or equal to 30 kg (66 lbs): EpiPen® 0.3 mg (2)
- Patients 15 to 30 kg (33 lbs to 66 lbs): EpiPen Jr® 0.15 mg (2)

Inject EpiPen® and EpiPen Jr® intramuscularly or subcutaneously into the anterolateral aspect of the thigh, through clothing if necessary. Each device is a single-use injection. (2)

WARNINGS AND PRECAUTIONS

- In conjunction with use, seek immediate medical or hospital care.
- Do not inject intravenously, into buttock, or into digits, hands, or feet
- The presence of a sulfite in this product should not deter use.
- Administer with caution in patients with heart disease; may aggravate angina pectoris or produce ventricular arrhythmias.

ADVERSE REACTIONS

Adverse reactions to epinephrine include anxiety, apprehensiveness, restlessness, tremor, weakness, dizziness, sweating, palpitations, pallor, nausea and vomiting, headache, and/or respiratory difficulties

UUA Green Sanctuary 2030: Mobilizing for Climate Justice
A Roadmap for Congregations to Rise to the Crisis

Stage 1: CONGREGATIONAL PROFILE

Congregations who are setting out on the Green Sanctuary/Climate Urgency pathway submit a ***Congregational Profile*** as a first step on their journeys. The profile describes the congregation and its interests. The profile informs the Green Sanctuary Staff and volunteers of your intentions and allows us to understand the broader context within which you will approach this work. It also provides us with information we use to place your congregation in a cohort of other congregations as you move through the process. Please contact Rachel Myslivy <rmyslivy@uua.org>, Green Sanctuary program manager, as your congregation begins the Green Sanctuary process.

Examples of Congregational Profiles prepared and shared by other congregations are posted [<here>](#).

Please submit your completed Congregational Profile to Michael Hughes at [<GSdocuments.Hughes@gmail.com>](mailto:GSdocuments.Hughes@gmail.com), with cc. Rachel Myslivy <rmyslivy@uua.org>.

1. Name of the Congregation:

Unitarian Universalist Church of Berkeley

2. Address of the Congregation:

1 Lawson Road

Kensington, CA. 94707

3. Website of the Congregation:

<https://uucb.org>

4. Green Sanctuary point persons:

a. Name: Sheila Tarbet

Email: starbet99@gmail.com

Phone: 510-289-5151

b. Name: Cyndy Greenleaf

Email: Greenleaf.cynthia@gmail.com

Phone: 510-816-8141

c. Name: Deb Lloyd

Email: debbll@aol.com

Phone: 828-242-7580

5. Minister of the Congregation:

Name: Rev. Marcus Leifert

Email: minister@uucb.org

Phone 510-525-0302 (main office)

6. Membership:

Females: 225

Self-Identify: 1

Males: 100

Non-binary: 4

Grand total: 330

7. Religious Exploration Enrollment:

Children 10

Adults 10

8. Type of Congregation:

Urban

Rural

Suburban

9. The Vision/Mission/Goals Statement of Your Congregation:

Our congregation strives to embody the Eight Principles of Unitarian Universalism and to be a welcoming congregation, always learning how to welcome and care for one another better. UUCB's mission and goals statements and the Welcoming Statement from our Governance Manual articulate these goals.

Mission Statement

The mission of the Unitarian Universalist Church of Berkeley is to create loving community, inspire spiritual growth, and encourage lives of integrity, joy, and service.

Vision Statement

The Unitarian Universalist Church of Berkeley is a welcoming and vibrant congregation. We joyously support spiritual development guided by individual faith, reason, and conscience. We are committed to serving one another, the church community, the community at large, and the global community. We foster a spirit of generosity and trust that encourages care for our church home and affirms diversity and relationships consistent with Unitarian Universalist principles.

Covenant of Right Relations

(long version) 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.

(shortened version) Love guides this church. The quest for truth and justice is its common purpose. To give thanks, listen deeply, speak with care, honor our differences, and seek and grant forgiveness: These things we covenant with one another.

Welcoming Congregation

UUCB is recognized by the UUA as a Welcoming Congregation. The UUCB Governance Manual (2023) explains:

UUCB is a welcoming, inclusive, and vibrant congregation! We strive to be a community where all people are cherished and differences celebrated, and where no one is excluded or silenced because of age, race, color, ethnicity, cultural

identity, national origin, ancestry, citizenship, immigration status, religious and spiritual beliefs, sex, gender identity or expression, sexual or affectional orientation, ability/disability, neurodiversity, socio-economic status, education, genetic information, marital status, familial status, status as domestic abuse survivor, housing status, and formerly incarcerated status. We invite all to share in the fellowship, ministry, worship, service, leadership, challenges, and joys of our congregation's life.

While UUCB has been recognized as a Welcoming Congregation by the UUA, we understand that being welcoming is a daily practice of "becoming" as we grow in our understanding of what it means to truly embrace each person in a way that honors their complexity. We are on a continuous path to expanding our perception of "welcoming" so that a sense of belonging is infused in all aspects of congregational life. A few small ways we practice being a welcoming community are: pronoun stickers, addressing people by their preferred name, gender neutral bathrooms.

10. The Congregation's Historical Context:

Are there any recent highs or lows that might impact how you will approach taking on this transformational climate-change journey?

Many of our congregants have been deeply committed to environmental and ecological causes for their entire lives. As a result, the church property has benefitted from early installation of solar panels and cork flooring (because of cork's renewable properties). Several years ago, a group of church members began a Climate Committee to build awareness of the growing awareness of climate disaster. While the group was able to educate the congregation, in some ways its message was discomfiting. Some in the congregation felt they were unable to respond to the sense of doom and gloom they felt in response to this information. It was not clear how individuals or the church could feel empowered and respond to the dire predictions of the impacts of climate change.

Meanwhile, the church continued and deepened its commitment to social justice work and its connection to the broader BIPOC community (see responses to 11 below). As the social justice connections to climate action became increasingly apparent, new possibilities and visions uniting the mission of our congregation and climate work began to emerge.

The greater Bay Area offers a wealth of local environmental and climate organizations and actions that many in our congregation are connected to, some

of which offer this same social justice orientation. Elders Climate Action, 1000 Grandmothers, Pachamama Alliance, Sunflower Alliance, Interfaith Power and Light, Interfaith Climate Action Network, and 350.org are just a few of the organizations church members are directly involved in. Several members are actively involved in local city environmental advisory groups.

Out of this wealth of influences, one of our members brought a collaboration with the Pachamama Alliance to the church, co-hosting two successful events: an Awakening the Dreamer workshop and a Project Drawdown seminar. Each year since, the Social Justice Council has funded an environmental-climate justice project, and this has resulted in the formation of a new Climate Justice Committee (CJC). The UU Ministry for Earth's 2030 EcoChallenge a few years ago was a high point in connecting with UUs nationally. The UUMFE and UUA perspective explicitly acknowledges the seriousness of the climate crisis while recognizing front line communities – often people of color and people with limited finances – who suffer the worst impacts of the climate disaster. More importantly, given our church's growing commitment to reckon with our racist history, UUMFE recognized the resilience and wisdom of such impacted communities and the need to elevate front line organizations to leadership.

The CJC has sponsored additional successful events over the last few years, contributing to the growing awareness and engagement of the congregation. These include a panel presentation on air quality in our community, with featuring two physicians from Climate Health Now, a group of health professionals. Our presentation, titled Healthy Air for All, brought attention to the frontline communities living next to local freeways and in the shadow of local oil refineries, highlighting the staggering negative impacts on their health. Members also sponsored a Climate Grief group modeled on the Good Grief Network. A member of the CJC plays a central role in the development of content for the Climate Action Now app, which the CJC is promoting to the congregation. Finally, this spring the CJC sponsored a showing of the film, "2040", for the church and broader community.

The growing recognition of an inevitable climate crisis and emergency drives many people to grief and despair, to avoid climate information and action. In this context, finding new ways to support climate activism, to build resilience, to promote self-care, and to make connections with others is vital. In this, our congregation has benefitted from a three years' ministry with Rev. Michelle Collins, an interim minister who tirelessly advocated for climate action, self-care, and connection. The increasing concern of the wider faith community in our area was recently made clear when our Guest Minister from the Bethlehem Missionary Baptist Church of Richmond focused his sermon on the climate crisis and our responsibility for "Our Crying Earth."

While we are struggling to get recycling to work well with the tenants and renters who use our property, many positive and impactful actions are being taken in disparate parts of our broader church community. For example, our congregational staff attended a workshop on creating climate resiliency hubs around the Bay Area. Our Building and Grounds Committee has taken on an ambitious electrification project for our campus. Our Hospitality Committee has moved from disposables to reusable dishes for all church events. And at a recent Congregational Meeting, the prospect of becoming a Green Sanctuary was met with cheering and applause. A few months ago, the church voted unanimously to ask Rev. Marcus Liefert to be our settled minister, and he is eager to be involved in social justice and climate justice issues. To lead into his first sermon as settled minister August 27, he began with Drew Dellinger's well known poem crying out for action on climate and democracy, "Hieroglyphic Stairway" (<https://hellopoetry.com/poem/1336778/hieroglyphic-stairway-by-drew-dellinger/>). We feel the moment is right to move our church toward a justice-oriented, congressional response to the climate crisis.

11. The History of Systemic Oppression and Congregational Response:

The History of Systemic Oppression in Our Area

The East Bay, where UUCB is located, has been shaped by its history of oppression. This history includes seizure and occupation of indigenous lands, colonization, racial segregation and redlining, and exposure to the dangers of extractive industries over many decades. Ongoing, systemic oppression and inequities contribute to endemic poverty, poor health, and lack of safety for marginalized populations.

Indigenous Populations in the Bay Area

For thousands of years prior to colonization by white settlers, Indigenous people held stewardship of the land on which UUCB sits. The Ohlone are the predominant Indigenous group of the Bay Area, including the Chochenyo and the Karkin in the East Bay. The arrival of Spanish explorers and missionaries in the late 1700s was the first major threat to Ohlone existence and culture as a result of

enslavement, forced cultural and religious assimilation, exposure to European diseases, and harsh and unsanitary living conditions. When California became part of the Union in 1850, after the Mexican-American War, the state government sanctioned the mass genocide of Indigenous populations by local militia in the wake of the Gold Rush. By 1852, there were less than 1,000 Ohlone remaining, a 90 percent loss in their pre-colonial era population. Today, Native American advocacy groups are advancing land restoration and return to indigenous stewardship as well as public education on Indigenous history and rectification.

Housing Discrimination and Inequity in the Bay Area

The San Francisco Bay Area is a racially, geographically, and economically diverse region of more than seven million people and more than 100 incorporated municipalities contained within nine counties. The Bay Area is roughly 39 percent white, 6 percent Black, 26 percent Asian, 24 percent Latino and 5 percent "other," including Native American, Pacific Islander, and multi-racial. Despite the racial diversity that exists throughout most of the Bay Area, segregated neighborhoods exist in every part of the region, from north to south, and east to west.

In nearby Richmond, in particular, an influx of African Americans accompanied American preparations to enter WWII, with local shipbuilding employing women in non-traditional trades (the infamous Rosie the Riveter era). While African American labor was welcome, African Americans were not welcome to settle in previously white neighborhoods. Segregated housing was created to accommodate the burgeoning numbers of laborers, a history that continues to shape housing patterns in the area to this day.

A series of briefs by the Othering and Belonging Institute of UC Berkeley illuminates patterns of housing discrimination and segregation in the San Francisco Bay Area. In particular, it describes the history of redlining at the local policy level, as well as the many tactics of exclusion and dispossession that were driven by local actors such as homeowners' associations and neighborhood groups, real estate agents and developers operating within the regional housing market. <https://escholarship.org/uc/item/2j08r197>

The information below is excerpted from some of these reports:

<https://belonging.berkeley.edu/racial-segregation-san-francisco-bay-area-part-1>

<https://abag.ca.gov/technical-assistance/racial-segregation-bay-area>

The Bay Area's diverse population is dispersed into deeply segregated neighborhoods where people of color were historically restricted on account of redlining and other forms of housing discrimination within larger, broadly diverse municipalities such as San Francisco, Oakland, San Jose, and mid-sized cities

such as Berkeley and Richmond. Residents in neighborhoods historically plagued by redlining are more than twice as likely to go to the emergency room for asthma. They're also more likely to experience higher rates of poverty, crime and infant mortality. The impacts of redlining can be felt in almost every aspect of life: from access to high quality education, to job opportunities and even healthy food options.

UUCB is located at the intersection of Alameda and Contra Costa counties. Alameda County, home to Oakland and Berkeley, includes 8 of the 10 most segregated census tracts in the entire Bay Area for African Americans. Contra Costa County is home to nearly two dozen cities of varying size and demographics. Like Alameda County, it is a county of stark racial segregation. At the extreme western side of the county is the city of Richmond and the unincorporated area of North Richmond. Richmond is home to the Chevron refinery, but was also a hub for factory workers during World War II, and recruited thousands of African Americans to its shipyards. Richmond's neighborhoods are highly segregated by race, especially for Latinos and African Americans. Although the Black population has declined in numbers substantially in recent years, partly as a result of displacement and gentrification, Richmond is currently 18 percent African American, 17 percent white, 13 percent Asian, and 48 percent Latino.

From: <https://www.healthaffairs.org/doi/abs/10.1377/hlthaff.2014.0652>

Poor and minority residents of Richmond, California, have faced a host of place-based hazards and stressors such as pollution, gun violence, and a dearth of economic opportunities, all of which have likely contributed to their poor health outcomes. Starting in 2007, the city organized a series of participatory planning projects with residents, community activists, school officials, and other stakeholders to ensure that the city took health equity into account when devising each phase of its new community development strategy. The result was an approach designed to address the social determinants of health by directing development resources toward vulnerable communities and by adopting a health-in-all-policies ordinance. Specific projects focused on improving the built environment and community safety and redirecting government funds to areas of social need.

Numerous community organizations have formed to mitigate these impacts, work for housing justice, and improve the health and safety of the region as well as end fossil fuel dependence. Monthly interfaith Cease Fire, Harmony, and Peace Walks in the most embattled and impacted areas of Richmond focus on reducing gun violence. Numerous community organizations such as the Greater Richmond Interfaith Program's Social Justice Forum and the Richmond Progressive Alliance Housing Action Team work for more responsive housing decisions and to reverse

the power imbalances that perpetuate homelessness, lack of affordability, and other issues.

Organizations addressing climate justice include Communities for a Better Environment and No Coal in Richmond, which have worked with the City Council. Groundwork Richmond plants trees in many of the neighborhoods where families were pushed when they moved to the city following war-effort jobs in the 1940s. Interfaith organizations such as Interfaith Power and Light work to address climate justice issues in the region. And several organizations including Urban Tilth and the Sunflower Alliance carry out projects to build resilient, fossil fuel resistance in the area. Urban Tilth has been developing greenways and is one of UUCB's Good Neighbors, receiving half the collection plate for a month in 2023 (see Good Neighbor description below).

Migration Policies and Oppression in the Bay Area

Richmond is also home to the West County Detention Center operated by the Contra Costa County Sheriff's Department. The Sheriff's Department contracts with the US Immigration and Customs Enforcement (ICE) to detain and transfer undocumented migrants for forced removal. A recent report by the ACLU says that California Department of Corrections and Rehabilitation staff routinely report people in their custody to ICE, according to public records they obtained.

Plans to expand the jail in Richmond have met resistance by Richmond City government, which filed a court petition to challenge various approvals needed for the jail expansion, including the environmental impact report. Bay Area immigrant communities and immigrant rights activists have put pressure on the county over its cooperation with ICE and demanded the release of detainees, urging authorities not to transfer them to another location. Organizations such as the Interfaith Movement for Human Integrity, the Council on American-Islamic Relations, and others organized monthly vigils outside the detention center doors. Churches including UUCB, synagogues, and other religious bodies as well as community organizations, all took turns bringing their members out, working to get detainees' families and their supporters legal help, and raise bond money needed to bail people out of detention.

UUCB Congregational Responses to this Systemic Oppression

Our congregation's response to these historic and systemic injustices are evolving as a result of our growing awareness of the history of systemic racism and

oppression in the greater Bay Area and world. Increasingly, we partner with local organizations and churches working to counter oppression in its many forms. From support of immigrant families to forums and speakers on anti-racism, climate justice, housing and more; we coordinate with local groups so we act to place our UU values in public spaces around issues of racism, immigrant rights, housing and the environment.

UUCB's Social Justice Council

The Social Justice Council and its many committees and sponsored projects are expressions of our faith in action and are the result of decades of work within our congregation. The Council was developed to guide the social justice work of the church. While the church had been active in justice work for decades, in 2015, a series of meetings with key stakeholders of the justice program at UUCB explored how to be more effective with our process of justice making, thus, increasing the energy we are able to focus into and harvest out of our efforts. This resulted in the Social Justice Council and a set of guidelines for carrying out impactful work. The Social Justice Council convenes to curate and support social justice projects through a process of nomination, investigation, and voting. The outcome of this work focuses the social justice work of the congregation on a few sponsored projects each year. In this way, UUCB can be responsive to the needs that arise in our community and world while also focusing efforts for maximal impact. Members of the Council also staff a Social Justice Table every Sunday and during special events to inform people about current projects and opportunities for participation.

- We bring social justice consciousness into all UUCB programs and services within our church life. For example, we address Bay Area food and housing insecurity with food drives; clothing drives; and the Tiny House project for unhoused youth.
- We identify grassroots groups doing social justice work for our Good Neighbor giving program, described below.
- We represent social justice at congregational events.
- We provide opportunities for the congregation to participate in rallies, marches, conferences, political meetings, and the annual Martin Luther King Jr. Day parade in El Cerrito.

UUCB's website offers this statement:

What We Believe

At this extraordinary time in our nation's history, we are called to affirm our profound commitment to the fundamental principles of justice, equity and compassion, to truth and core values of American society.

In the face of looming threats to immigrants, Americans of the Islamic faith, African Americans, Americans of the Jewish faith, Asian Americans, Hispanic Americans, all peoples of color, and the LGBTQIA+ community and the rise of hate speech, harassment and hate crimes, we affirm our belief in the inherent worth and dignity of every person.

In opposition to any steps to undermine the right of every citizen to vote or to turn back advances in access to health care and reproductive rights, we affirm our commitment to justice and compassion in human relations.

We are against actions to weaken or eliminate initiatives to address the threat of climate change – actions that would threaten not only our country but the entire planet. We affirm our unyielding commitment to protect the interdependent web of all existence.

We will oppose any and all unjust government actions to deport, register, discriminate, or despoil.

As people of conscience, we declare our commitment to translate our values into action as we stand on the side of love with the most vulnerable among us.

We welcome and invite all to join in this commitment for justice.

The time is now.

Implementing our congregation-wide commitment to Black Lives Matter, the Confronting Racism & Oppression Projects of the Social Justice Council are:

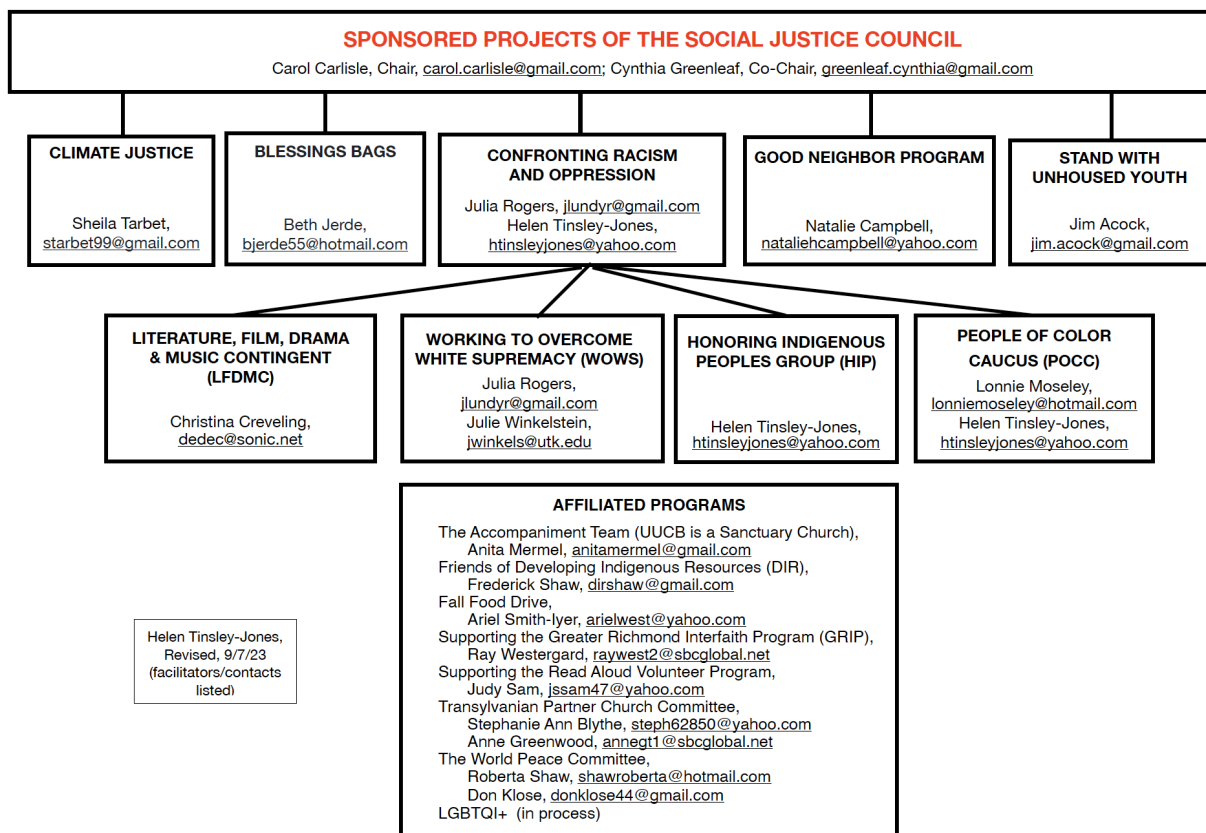
- **The Literature, Film, Drama and Music Contingent (LFDMC)** meets monthly to read and discuss books, attend or create relevant plays, watch films, and share personal moments of awareness of unconscious bias. This is a courageous group that talks openly about race and oppression and its solutions.
- **People of Color Caucus (POCC)** meets quarterly to provide a safe space for racial and ethnic minority members to name, heal and reconcile past and current personal and group racial wounds.
- **Working to Overcome White Supremacy (WOWS)** meets the fourth Sunday of each month; and is a group at UUCB of white-identified people and people who get identified as white, that discuss race issues and the implications of being white in this society.
- Building Community with Bethlehem Missionary Baptist Church.
- **Anti-Racism Task Force** meets monthly to act on racism and oppression issues of immediate concern.
- **Honoring Indigenous Peoples Group** meets regularly to engage in education and deep learning of Indigenous peoples' history, acknowledging the harms, including genocide and land theft, done by settler colonialism.

Below is a chart showing all of the current projects and programs of the Social Justice Committee.

Helen Tinsley-Jones

SJC Org Chart

9/7/23



Current projects of the Social Justice Council include the following:

The Climate Justice Committee

Mission Statement

The mission of the Climate Justice Committee is to act on our UU spiritual principles by informing our communities about climate and environmental justice issues and by supporting bold action on behalf of a healthy climate, a healthy environment in all communities, and a sustainable future to support future generations of all life. We have recently nominated local environmental and climate focused non-profits for UUCB's Good Neighbor program.

Our Vision for Future Work

Our vision is to be a strong local force inspiring everyone to do their part, large or small, to address climate change and issues of environmental justice. UUCB can

be a center of inspiration, community resilience and hope in the face of the anxiety and challenges many people experience in our warming world. We'll continue to reduce the carbon footprint of our facility and keep our landscaping friendly to biodiversity. We hope to become a certified UU Green Sanctuary.

Ongoing education and information

We send out information about the climate crisis everyone can act on, including notices of community protests and opportunities to advocate for just policies and practices. We invite presentations from guest speakers to help us live a more climate-friendly, socially- and environmentally-just life.

Defending Democracy, a getting out the vote initiative, postcarding in partnership with UU the Vote and Reclaim Our Vote.

[Good Neighbor \(Sharing Our Collection Plate\)](#)

Each month we share our offerings from the Sunday worship services with local non-profit organizations serving communities in need in Alameda and Contra Costa Counties. The Social Justice Council nominates (from suggestions given by the congregation) and votes annually which organizations will receive these much-needed funds. Since 2010, over \$120,000 has been donated by the church through the [Good Neighbor](#) program to more than [30 organizations](#).

GRIP (Greater Richmond Interfaith Program)

[GRIP](#) is an interfaith, multiracial collaboration founded in the late 1960s that started providing services to the Greater Richmond community with the opening of their first food pantry in 1971. UUCB is one of over forty Catholic, Protestant, Jewish, Muslim, Sikh and Buddhist member congregations working with GRIP to address critical issues of human dignity and social justice that affect the poor, the homeless and the disenfranchised. The GRIP Souper Center serves hot lunches and dinners 365 days a year with the help of volunteers from the community and its 40 plus religious congregations and partner organizations. Members of our congregation regularly prepare and serve lunches and dinners at the Souper Center.

Read Aloud Volunteer Program

Our church has been active in supporting the [Read-Aloud Volunteer Program \(RAVP\)](#) since its founding in 1995. Many members have volunteered through the years to read once weekly or more to elementary children in the district's Title I

schools (schools at which over 70% of the students are eligible for subsidized breakfast and lunch).

Standing With Homeless Youth (Tiny House Projects)

In partnership with Youth Spirit Artworks, UUCB participated in developing the Tiny House Village project for unhoused youth in Oakland. This successful program was a model for cooperation between city, state agencies, community organizations, religious organizations and pure people power. Currently, UUCB members are working with a tiny house project for youth in Richmond, the Tiny House Village, Farm & Garden. This project includes several Richmond community organizations to administer the project, provide architectural plans, and provide jobs training programs for the youth. The Greater Richmond Interfaith Program (GRIP) is also involved. Tiny Village Spirit is organizing and managing this effort.

Summer Forum

The Social Justice Council sponsors forums on social justice topics each Sunday during the summer months, working towards a better, more just world by informing and engaging the congregation in conversation on local and international social justice action and changing issues. The Climate Justice Committee has recruited one or more speakers for the Summer Forum each of the last several years.

Sanctuary Congregation

UUCB voted to become a Sanctuary Congregation in response to the 2017 migration policies of the federal government. As a **Sanctuary Church** and in our work aiding immigrant families, this congregation supports the Accompaniment Team that has provided legal, financial, housing and educational support to families.

Church members have also participated in Interfaith actions at the West County Detention Center to protest the removal of undocumented people from our communities.

Land Acknowledgement, Land Tax, and Widening the Circle of Concern at UUCB

Finally, UUCB's Land Acknowledgement and UUCB Board of Trustees Widening the Circle of Concerns Statement, read in abridged form at each Board meeting, attest to our congregational commitment to anti-racist and anti-oppression practices.

The Honoring Indigenous Peoples Group of the Social Justice Council developed the following land acknowledgement, which is read at every service, meeting, and event at the church.

UUCB's Land Acknowledgement

As we begin, we want to acknowledge that this church occupies land in Huchiun, the unceded territory of the Chochenyo-speaking Ohlone people. We understand that we continue to benefit from the seizure and occupation of this land. We acknowledge and embrace our responsibility to take restorative action. We affirm that this is deeply felt and commit our congregation to be in right relationship with Indigenous communities, aligning in solidarity, supporting Indigenous projects, and caring properly for the land.

UUCB also pays land taxes to the Sogorea Te' Land Trust, a female-led trust working to return East Bay land to Indigenous stewardship one parcel at a time. Since 2015, this nonprofit has collaborated with local organizations, institutions and city officials to secure East Bay land through rematriation — a process it describes as restoring “sacred relationships between Indigenous people and our ancestral land, honoring our matrilineal societies, and in opposition to patriarchal violence and dynamics.” At these sites, the land trust holds ceremonies and they harvest fruits, vegetables and native plants, such as sage and soap root.

UUCB Board Widening the Circle Vision

Adopted by the UUCB Board of Trustees on 12/1/21, amended 6/1/22

We, the trustees of the Unitarian Universalist Church of Berkeley, have heard the urgent call to Racial Justice. We commit ourselves to championing racial justice, embodying anti-racist practices, and confronting and dismantling white supremacy culture and all forms of oppression (including but not limited to racism, sexism, ableism, homophobia, transphobia, classism, ageism, xenophobia, and religious oppression, including anti-Semitism and Islamophobia) in everything we do. We commit ourselves to working towards “Widening Our Circle” by embracing the following principles:

Congregational spiritual practice and actions of anti-racism and anti-oppression are essential to our congregational life.

Continuous learning and healing are necessary on this journey toward Racial Justice because racism and oppression are persistent, ever-changing and

embedded in our psyches and societal structures. In our search for truth and meaning, we grow in awareness, recognizing that our actions have consequences.

Accountability and responsibility for eliminating white supremacy, racism and oppression are crucial to all we do personally and as a congregation and church organization.

Brave perseverance guides us. We know the way forward will not be easy. As we face hard truths about ourselves and within our current congregational culture, we stay in the room when things get difficult.

Worship supports spiritual growth and radical inclusion and is a time for reflection and introspection. We recognize that not every worship service will speak to all.

Broadening our perspective brings joy as we see a world opening us up to new possibilities, new partnerships and change we never could have envisioned.

We strive to lead our children by example so that they too will become anti-racism and anti-oppression agents of change. We also commit to following the lead of our children and youth, as they are often closer to the growing-edge of new practices for inclusion.

White supremacy culture is pervasive, personal, and abhorrent. It is not “out there,” somewhere else, in someone else. We strive to remain vigilant in acknowledging the effects of white supremacy culture in ourselves and our congregation, that we may heal and grow toward our chosen values.

Doing the work is vital—educating ourselves, creating inclusive worship services, developing emotional tools for responding to criticism and change, and becoming consequential in the wider community.

We always ask ourselves, “How will we widen our circle? How will we matter to the world?”

The Abridged Version of the Board of Trustees Widening the Circle Vision Statement (below) is read at the beginning of every Board meeting and appears at the end of UUCB’s weekly “The Week Ahead” email newsletter and the end of UUCB’s monthly “Beacon on the Hill” newsletter.

Board of Trustees Widening the Circle Vision Statement:

“We, the trustees of UUCB commit ourselves to championing racial justice, embodying anti-racist practices, and confronting and dismantling white supremacy culture and all forms of oppression (including but not limited to racism, sexism, ableism, homophobia, transphobia, classism, ageism, xenophobia and religious oppression, (including anti-Semitism and Islamophobia) in everything we do.”

12. Why the Congregation is Interested in the Green Sanctuary Process:

As our responses above indicate, we are motivated by a congregation-wide, increasing climate awareness, concern, and grief, as well as a sense of possibility in the impactful actions we can take together in this moment. Many parts of the church are working on climate and environmental issues from different directions, there is broad congregational interest in Green Sanctuary, and the Green Sanctuary process makes an explicit connection to our church’s deep commitment to social justice work. This is a time of renewal for our congregation as our new settled minister begins his ministry. We believe the tools and processes and connections available to us as we seek Green Sanctuary accreditation will enrich our journey.

Next Steps

1. Please submit your completed Congregational Profile to Michael Hughes at [<GSdocuments.Hughes@gmail.com>](mailto:GSdocuments.Hughes@gmail.com), with cc. Rachel Myslivy [<rmyslivy@uua.org>](mailto:rmyslivy@uua.org).
2. Sharing completed Profiles can provide inspiration and practical examples for other congregations to learn from.

May we share your Profile with other congregations?

- Yes!
 - Yes, but please share anonymously - remove identifying information.
 - No.
3. **Please complete the very brief [Feedback](#) form.** Your responses will be used to (a) improve GS 2030 and (b) assess the impacts of GS 2030.

Thank you.

Rachel Myslivy

Green Sanctuary Program Manager

<rmyslivy@uua.org>

Dear Members of the Board:

As you may know, the Climate Justice Committee, representing the environmental project the Social Justice Council has funded for several years, has begun to work on gaining Green Sanctuary status for UUCB within the UUA. In the words of the UUA, *Green Sanctuary 2030: Mobilizing for Climate Justice* “provides structure, leadership, and support, in broad collaboration, for the UU faith community to engage in an ambitious environmental and climate justice movement that seeks to live fully our principles and achieve our vision of a sustainable and just world for all (<https://www.uua.org/environment/green-sanctuary>).” There are four campaigns a congregation’s Green Sanctuary process must undertake:

1. Congregational Transformation–Integrating climate and justice into the life of the church following the UUA’s broad guidelines;
2. Mitigation–Reducing the climate footprint of the church, the congregation, and the community;
3. Adaptation and Resilience–In human and natural systems, adapting to the changing weather we’re experiencing and developing resilience among individuals and communities;
4. Justice-Intersectional work supporting front line communities facing systemic oppression.

As a congregation moves towards Green Sanctuary status, it can address these campaigns in sequence, all at once, or some campaigns initially, some later. The GS process is designed to be flexible so we can implement it in a way that meets UUCB’s needs and circumstances.

After submitting a statement of intent from interested members of the congregation (which we have done), Step 1 in the process is to complete a congregational profile. CJC member and SJC co-chair Cynthia Greenleaf and I, with input from the CJC and a number of staff and congregational leaders, have drafted a Congregational Profile and forwarded it for review to Rev. Marcus and our Board Co-Chairs Helen Tinsley-Jones and Pier Sun Ho. This profile is attached.

The next steps in the GS process offer opportunities for involvement, from the Board and from other members of the congregation. These steps are:

Step 2: Complete the Opportunity Assessment- This is where we consider the opportunities we have for climate action, what challenges we can expect, and what we know we do well.

Step 3: Complete the Action Plan–Here we turn our ideas into action plans and plan the four campaigns.

Step 4: Complete a Progress Report for each of the campaigns.

Our Request: At this time, we're requesting approval to move forward with this process.

We're also interested in any thoughts you have about: a) how you might like to participate as a Board, and b) how we might engage many members of the UUCB community in these processes. As we go through the next steps (the opportunity assessment, action plan and progress report), we need input from diverse groups in the church. The SJC will be a major resource, but we will also need input from other groups. One thought is to work through the program council when appropriate to request access to other groups. Our ultimate goal, consistent with the intent of the Green Sanctuary program, is not only GS certification, but congregational transformation that results in a real impact on the climate crisis and on climate justice.

Thank you for your interest in this project.

Warm regards,

Sheila Tarbet, Chair
Climate Justice Committee