

Unitarian Universalist Church of Berkeley
Board of Trustees Meeting Agenda
Wednesday, October 7, 2026

Via Zoom: <https://zoom.us/j/91070175965?pwd=d2FUcWZCQjYzVEF2MFZabWJQQVRrUT09>

7:15 1. CALL TO ORDER & OPENING RITUALS

- a. Chalice reading & lighting – Lisa Maynard
- b. Board Covenant reading- Ryan Devine
- c. Land Acknowledgement Statement – Helen Toy
- d. Widening the Circle Statement – Beth Jerde

7:20 2. CONSENT AGENDA – 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 2, 2026 Board Meeting minutes
- c. Accept monthly Treasurer’s report
- d. Accept Operations Director’s report

7:25 3. MINISTER’S REPORT

7:30 4. ANNOUNCEMENTS, INFORMATION, LISTENING:

- a. Board or staff announcements:
 - Sale of Freestone property
- b. Board Listening Presence (Helen Toy)
- c. Congregants who wish to speak to the Board on agenda items or other matters
- d. Introduction of new UUCB members

7:45 5. DISCUSSION/ACTION ITEMS - Break @ 8:30 PM, if needed

- a. Safety Policy Task Force: Presentation and discussion on draft Emergency Policy & Procedures section of the Safety Manual; request for an ongoing advisory committee to the Board
- b. Widening the Circle of Concern Committee presentation, and discussion on its roles, responsibilities and related issues
- c. Board direction on capital project item to address condensation in the Sanctuary, including timing for/calling a congregational meeting on using the balance of the Calkins Trust funds; and discuss relationship between the Board and buildings, grounds and property planning issues, responsibilities and authority
- d. Development of Board of Trustees goals
- e. Guidance on inviting Tim Kelley, True Purpose Institute, to facilitate meetings with the congregation on UUCB mission and purpose
- f. November Beacon Blog ideas – Carla McCasland

9:00 6. BOARD COMMITTEE MEMBER REPORTS

9:05 7. CLOSING COMMENTS

9:10 8. ADJOURNMENT

Aspirational Covenant of the UUCB Board of Trustees

Approved September 2019, updated April 2025

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 our preconceived notions and updating our previously-held beliefs; 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 2, 2026
Meeting Conducted via Zoom Video Conference
Draft Minutes

ATTENDEES:

Voting members: Peter Boland, Ryan Devine, Kristen Jensen, Beth Jerde, David Rosales, Helen Toy, and Co-Presidents Selene Fabiano and Pier Sun Ho

Absent: Carla McCasland

Ex officio members: Rev. Marcus Liefert, Beth Pollard (Secretary), Lisa Maynard (Treasurer), Janae Heard (Operations Director)

CALL TO ORDER AND OPENING RITUALS:

A quorum being present, the meeting was called to order by Co-President Selene Fabiano at 7:15 p.m.

- a. Chalice reading & lighting – Ryan Devine read “i thank You God for this most amazing” by E.E. Cummings (aka e.e. cummings)
- b. Board Covenant reading- Helen Toy
- c. Land Acknowledgement Statement –Beth Jerde
- d. Widening the Circle Statement – Selene Fabiano

CONSENT AGENDA:

- a. Approve agenda
- b. Approve August 5, 2026 Board meeting minutes
- c. Accept Treasurer’s report, with action on Wile bequest under Discussion/Action Items
- d. Accept Operations Director’s report

M/S, Beth J/Ryan, to approve the Consent Agenda. Motion passed unanimously.

MINISTER’S REPORT:

Rev. Marcus reported:

Facilities: Facilities Manager Peter returned to work Sept. 1, with temporary staff helping to fill in for him remaining until longer-term arrangements are established

Freestone: Conducting an in-church recognition ceremony after the sale was preferred by those involved with Freestone, rather than an on-site gathering before the sale

Adult education: Several offerings this fall, including Wednesday Trusted Sources workshops, Monday Bible class series with John Beuhrens, *Hospicing Modernity* book discussions with Rev. Marcus and Courtney Martin during the Personal Theology timeslot, and more.

Neighborhood connections: Exploration is underway on bolstering connections among congregants with other UUCB members in their neighborhood, which could enhance mutual support for individual needs; a first try is a park gathering for the Ohlone Park neighborhood.

Program fees: In response to Board member questions and concerns about when and how fees are charged, Rev. Marcus explained it was an issue undergoing discernment. Considerations include differentiating between members and non-members, programs with underlying costs, the perception of increased value and likely attendance after registration when a fee is paid, and not wishing to exclude members from participating due to cost, especially costs not directly related to the expenses of the event - with perceptive differences in how that is phrased.

ANNOUNCEMENTS/INFORMATION ITEMS/LISTENING

a. Board or staff announcements

- The Social Justice Council will discuss on September 20 what's next for its structure
- Treasurer Lisa Maynard disclosed a conflict of interest that her son may be helping out, with pay, in the Sunday childcare program

b. Freestone: The property has been listed for sale

c. Sunday lunch survey results from the Committee on Shared Ministry (COSM)

COSM Chair Ladie Malek presented the survey results and the resulting plans for lunches.

The survey inquired about members' interest in lunch, its purpose, menu and importance, and volunteer willingness to help. 158 members responded. General takeaways included:

- The community building during lunch is more important than the food itself
- Volunteering, especially for clean-up, was soft and hesitant; common reasons included other church commitments and time/physical constraints

Accordingly, the plan now is to simplify the menu and clean-up work, look to have paid staff for coffee set-up and clean-up help, and have fuller menus on special occasions and when groups offer to handle the lunch. There is sufficient funding through December to implement these changes, which are being overseen by a "Kitchen Cabinet" of leaders.

d. Board Listening Presence (Helen Toy) – Comments included kudos for the Board and a question she directed to Charis

e. Congregants who wish to speak to the Board: Francie Nurkse said she was glad to be able to attend the meeting; Anne Greenwood thanked Don Klose with his help in scheduling a November 1 presentation on Polish Brethren, based on a trip by a UUCB group to explore Unitarian history.

DISCUSSION/ACTION ITEMS:

a. Distinguishing between Board committees and program/operational committees: Review Governance Manual Section 3.9 - Board Committees, discuss what differentiates Board committees as governance-oriented from other committees, consider organizational alignment/reporting structures, and develop next steps

Pier introduced the item with an overview, noting it is part of the Board's work to shift focus to its policy and visioning functions rather than operations. Issues/questions include Board definition on what is a committee of the Board, and why, and what direction is needed around its current Board committees. As much as Board members are interested in and want to be informed about operations, directing operations is not the Board's function.

Board Member comments included:

- Even though it delegates executive responsibilities to the minister, the Board holds all the executive power of the church and therefore executive and operational issues are within the Board's purview. There may be special circumstances where the Board may want to hold the executive power for some reasons.
- It is relevant for the Board to understand the state of operations to help guide policy decision-making and stay informed.
- In all three of committees under discussion – Buildings & Grounds, Endowment, and Widening the Circle – there are both policy and operational functions. The Board needs to figure out how those two function areas do not get conflated in committees.
- Can the Board ask the groups themselves to advise on separating the functions
- There is the perception among committee members being designated a Board committee carries greater importance
- It is the Board's job to decide where it wants policy advice and how it receives that advice
- The Board forming a committee indicates the need for a tight relationship with the Board, that it needs help with forming policies in mission-driven areas
- Maybe there are committees that do not need to be Board committees but would benefit from having a Board liaison

The Board will continue discussion on the topic of committees at the September 19 Board retreat.

b. Creation of a task force to plan UUCB participation in the June 2027 UUA General Assembly in San Jose

Melissa Rosales presented the proposal for the task force, in follow up to Board direction at the August meeting. She has served on a GA committee in another church and is willing to be part of the task force, serve as chair or co-chair, and recruit members. The goal is at least three, or up to five, task force members. She is aware of some interest, would like to put out a call to the congregation, and has been in conversation with Rev. Kathryn about encouraging youth to attend.

M/S, Kristen/Selene, to establish this one-year task force. Ayes: All, except David who abstained due to conflict of interest (in being married to Melissa.)

c. Adoption of Five-Year Capital Projects Budget

Operations Director Janae Heard explained there were a few changes since last month. Topics raised during discussion included:

Sanctuary and Music Room electric heat pump project to replace gas furnaces: A congregational vote is needed to authorize use of Board-designated endowment funds. Timing is under review because there will be no heat in the Sanctuary while work is underway. Outcomes of the project includes lower utility costs and eliminating condensation problems.

Installing Sanctuary ceiling fans: Their purpose is to push down heat that otherwise rises into the high ceilings of the Sanctuary - thereby wasted. David asked that aesthetics/shadows and acoustics be considered in the project.

Playground equipment: Kristen inquired about installing playground equipment becoming a higher priority, serving the needs and interests of families. This issue speaks to strengthening Board direction on church priorities to help drive capital budget priorities.

Fireside Room A/V: Beth J. expressed appreciation for those improvements being added to future projects.

M/S, Selene/Beth J, to approve the 5-year capital projects budget. Motion passed unanimously.

d. Designation of Joanne Wile bequest:

Last month the Board took action to accept the bequest. Treasurer Lisa Maynard relayed the recommendation from the Finance Committee that the bequest be transferred in three years to the donor restricted pooled endowment - where only the earnings are spent. The recommendation was based on Joanne's intentions conveyed in Maybeck Society form that she completed in 2016. Lisa noted that the Endowment Committee, after it re-forms, will be making an effort to contact members, including those who previously completed forms, about designation options and their wishes for their bequests.

MS, Selene/Kristen, to place the Joanne Wile bequest into the donor-restricted pooled endowment, also called the permanent endowment. Motion passed unanimously.

e. Board September retreat planning presentation and discussion

Kristen and David summarized ideas from their visioning break-out group, which also included Carla.

Ideas included:

- The inter-relationship between values, mission, vision, covenant, goals, and objectives.
- Proposed focus areas: *Cultivating Community; Deepening Connections; and Linking Arms with Others.* It is more important that the Board establish unified themes than adopt those particular three. Next step: Board consideration of proposed focus areas, setting its focus/unified concepts, and then what the Board can do to set policy and priorities for these areas.
- To support the Board visioning process, set standard procedures and timelines for how the Board reviews and re-sets its vision-related direction; this may include congregational surveying and other review processes in the areas of focus and other vision direction
- Include into the procedures and timelines Board input into the budget, and other guidance on focus and priorities to staff and committees.
- Form a task force to define and execute a strategic plan process, such as on the question: What is a future we are excited to work together to build?

The Board will discuss the group's ideas at its September 19th retreat.

- f. Ideas for the October Beacon Blog – Helen Toy. Ryan suggested Helen write about her experience as the Board’s Listening Presence.

BOARD COMMITTEE MEMBER/LIAISON REPORTS

Governance Manual Task Force: David reported that it has selected three sections to bring the Board.

Safety Task Force: Helen reported that it is nearly finished with emergency section, for presentation in October.

Nominating Committee: Kristen reported that the committee may want to discuss with the Board ideas about how to identify potential Board members.

CLOSING COMMENTS

ADJOURNMENT

The meeting adjourned at 9:07 p.m.

Respectfully submitted,

Beth Pollard, Secretary

October 4, 2026

To: UUCB Board of Trustees
From: Lisa Maynard, Treasurer

RE: Treasurer's Report for October 7 Meeting

Financial Review

The Audit Task Force (Selene Fabiano, Peter Boland, Lisa Maynard) met on September 15 with the auditors from Healy & Associates, Operations Director Janae Heard, and UUCB accountant Kevin Brower. During the two meetings that day, the Audit Task Force's role was primarily to observe. We also responded later to a management questionnaire from Healy. We will provide a report to the Board, most likely for the December meeting, after we receive and study the written review. We expect the auditors' report to include recommendations for best practices and policies that UUCB should develop; part of our task will be to consider what actions, if any, should be undertaken by the Board.

Calkins Trust Balance / Congregational Vote

In the August Treasurer's report I provided a brief explanation of the Calkins trust. I believe that we can put together a fairly succinct information sheet for the congregation, using that explanation, some background on UUCB bylaws, and a description of the building projects that could be funded by the Calkins balance. An October Board decision to schedule a special congregational vote would provide more flexibility in timing for information sessions, than if that decision is made in November.

Freestone Sale Proceeds - Reminder

After the congregational vote directing the Board to sell or donate the Freestone property, the Board agreed that subsequent Freestone expenses would be deducted from proceeds in the event that Freestone was sold. I will ask for a report showing the details of expenses that we intend to subtract from the proceeds, and provide that to the Board. The remainder of the sale proceeds will be transferred to a new account at the UUCEF, in order to accumulate interest during the next months as the discernment process continues. Transfer to the UUCEF does not imply any particular restrictions on use of the money; the Board will need to consider what restrictions and uses are appropriate, and document those decisions.

Today's Mechanics bank balances are:

Checking, \$1,474,696.62

Savings, \$1,159,111.79

Note that both these balances will be sizably reduced when new UUCEF accounts are ready to receive the Joanne Wile bequest and the Freestone sale proceeds.

Operations Director's

Board Report

SEPTEMBER 2026

- **New Members:**

- Courtney Martin
- Martie Muldoon
- Tim Rivoli
- Mary Speaker

- **Average Attendance:**

- In Person: 210
- Online: 25

- **Finance**

- Our financial review was completed in September. Preparation took many hours from our staff finance team, but overall, we feel it went well. The accounting firm, Healy & Associates, should have a report ready sometime in October to share.
- I am working on opening a new account at the UUCEF for the Wile bequest. It will stay in its own account for 3 years, then move to permanent endowment. We can also open an account for the Freestone sale proceeds, if the board decides we will not use that money anytime soon. UUCEF has been unresponsive, but I will continue to work on it. In the meantime, the money from Joanne Wile's estate and the sale of Freestone have been transferred to the money market account, where they will earn moderate interest until they can be moved.
- We may have found a quicker, cheaper fix for the Sanctuary condensation (a fan solution), which I'm still investigating. If it doesn't work out, the best path is the heat pump project in the 5-year capital budget the board approved in September, which we planned to fund with the Calkins Trust payout. Heat pumps are a large, expensive project we don't want to rush into, but if we need them, it's better to get it done soon, as this problem will only get worse in the winter (the work can be done on weekdays, so it won't affect Sanctuary heat this winter). I would like to ask the board to bring the Calkins fund to a congregational vote as early as possible, so the money is ready if we need it.

- **Facilities**

- Sanctuary AV hardware upgrades are complete. We had a staff training on 9/27 to close out this project.
- We have set up the Digital Bulletin Board in the Atrium with the calendar and main events pages being displayed on Sundays. We are still testing out the page timing and what to have as pages, feedback is appreciated.
- Ordered chair samples for testing out what we want to replace the brown metal folding ones we use on Sundays and for events. We have received good feedback on what we have and will most likely order the full amount in October along with replenishing the 8' table inventory.
- Everon Fire Alarm Phone Line Replacement - This project replaces our AT&T copper landlines, which are unreliable and which AT&T will not be servicing much longer. The lines cause

problems with our system, and an Everon tech has to come out and reset it constantly, which costs staff time. This project has the added benefit of saving us roughly \$6,400/year in our operating budget, as the cost for AT&T is currently around \$600/month, while the new cell dialer will be about \$60/month. We are currently waiting on permits so Everon can do the install.

TO: UUCB Board of Trustees
FROM: Safety Policy Task Force (SPTF)
DATE: October 2, 2026

Dear Board members,

Thank you for including the task force report in the 10/7 Board meeting. After almost one year of work, we are excited to make our first presentation, which will be in the form of a slide show, followed by a Q & A. Along with this memo, we are submitting the slides and the draft of the Emergency Policy and Procedures section of the manual upon which the slides are based.

Background on Formation of the Safety Policy Task Force

Last fall, Kay Fairwell and Helen Tinsley-Jones, members of the Board at that time who were nearing the end of their terms, decided to take on the task of updating the church's 2017 Safety Policy Manual.

Compelling reasons:

- While "Safety" had been recognized as a policy area needing attention for some time, and Helen had signed up to be liaison during her tenure, no group existed to meet with. Helen had received a trove of safety documents from then-ED, Tess O'Riva, who had been part of a 2023 team who had begun but did not complete a manual update, and we believed these docs provided a good foundation on which we could build.
- We also believed that the changes in world, national and local politics and culture since 2017 called for updates in UUCB's safety policies and protocols. And with UUCB's growing membership, reviewing for updates was important to ensure that the safety needs of the current membership were met.

Notes on the Draft

- While the draft is 47 pages long, we will only be presenting on selected portions of pages 1 through 8. The remaining pages are FYI only and contain the research we've conducted that guided us in developing the emergency policies and emergency procedures categories. Which pieces of that research will be attached to the finalized digital version, and perhaps also included in a hard copy, would be determined at a later date.
- The "Draft of Quick Reference Emergency Card" contains those categories. Emergencies require immediate action, facilitated by fast-to-locate and clear information: what do I do right now? Our intent is for that one-page card to be attached to 2 additional cards—one a map with locations of all emergency equipment, the other a map of evacuation routes—all laminated and placed in highly visible locations throughout the church building.

Our Request of the Board

In addition to your feedback, we request that the Board designate a Safety Policy Advisory Committee to be a committee of the Board. Our presentation will contain our rationale for that request.

Thank you! We look forward to this Wednesday's Board meeting.

In Beloved Community,

Kay Fairwell, Janae Heard, Paul Hudson, Dr. Rev. Kathryn Jay, Helen Toy (Board Liaison), Helen Tinsley-Jones



UNITARIAN UNIVERSALIST
CHURCH OF BERKELEY

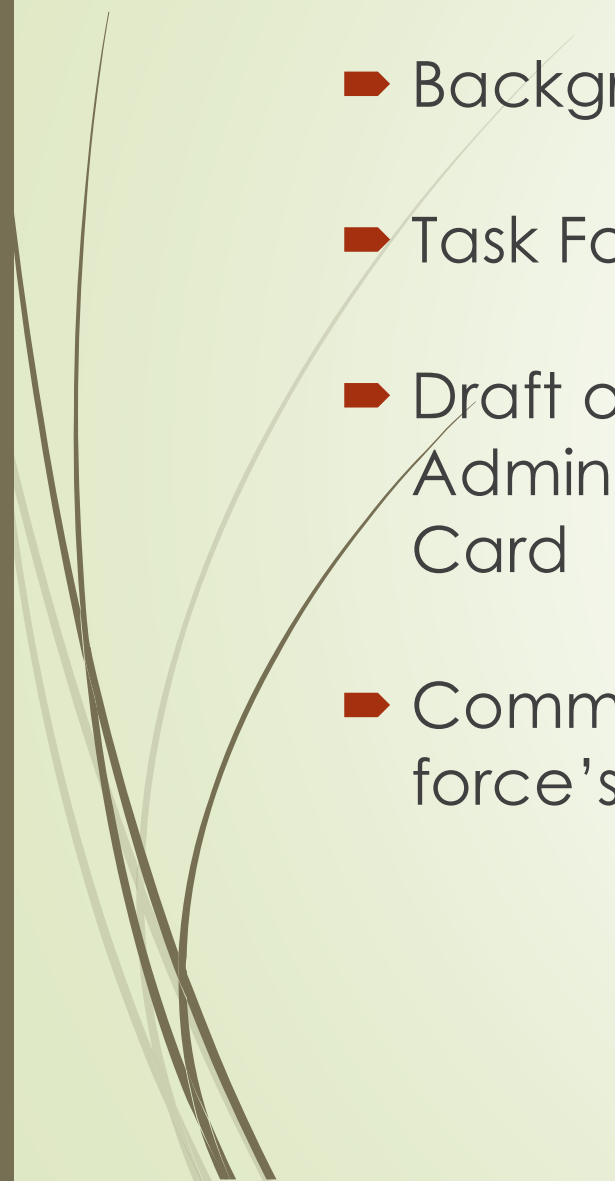
UUCB Safety Policy Task Force
Presentation to UUCB Board of Trustees
October 7, 2026



DRAFT: EMERGENCY PROCEDURES SECTION OF SAFETY POLICY MANUAL



Presentation Goals

- Background to Safety at UUCB
 - Task Force Description, Process and Challenges
 - Draft of Emergency Procedures section, with focus on Administrative Structure and Quick Reference Emergency Card
 - Comments, questions, recommendations and the task force's request of the Board
- 



Safe Congregation Philosophy

- “At their best, our safety policies are an embodiment of our covenant with each other.”
 - “The policies that are described in this manual are designed to assure that all who attend our services and programming will experience an atmosphere of safety and respect.”
 - Safety at UUCB is viewed as a shared responsibility of designated individuals and groups.
- 

Background

- Bylaws and Governance Manual do not describe or require a Safety Policy Manual or a Safety Team.
- Bylaws: “safety” does not appear.
- Governance Manual: Executive Director
- Safety is listed as a program of the Board, to which a Board liaison is assigned.

Background

- 2014: Safety Council
- 2017: current Board-approved Safety Policy Manual.
- Ongoing Training: Family Ministry
- 2023: Safety Response Team



Current Safety Policy Task Force of the Board

- 11/2025

- Kay Fairwell, Janae Heard, Paul Hudson, Rev. Kathyn Jay, Helen Toy (Board Liaison), Helen Tinsley-Jones.



Task Force Goals



Draft:

concise, user friendly Safety Policy and Procedures section which reflects the current safety needs and concerns of our church community and current societal safety concerns which have the potential to impact UUCB and our wider community.



Submit:

final draft to the Board for review, revision and approval. Task Force can provide transition until Safety Policy and Procedures administrative structure is in place.



Process

- Reviewed all safety-related materials passed onto us.
- Consulted with identified stakeholders.
- Researched and reviewed the safety policies of other churches.
- AB-1454
- In all, gathered and processed a huge amount of information.



Challenge

Where to start?

Most frequently named from discussions with concerned and interested staff and members:

Emergency Procedures and Relationship Safety

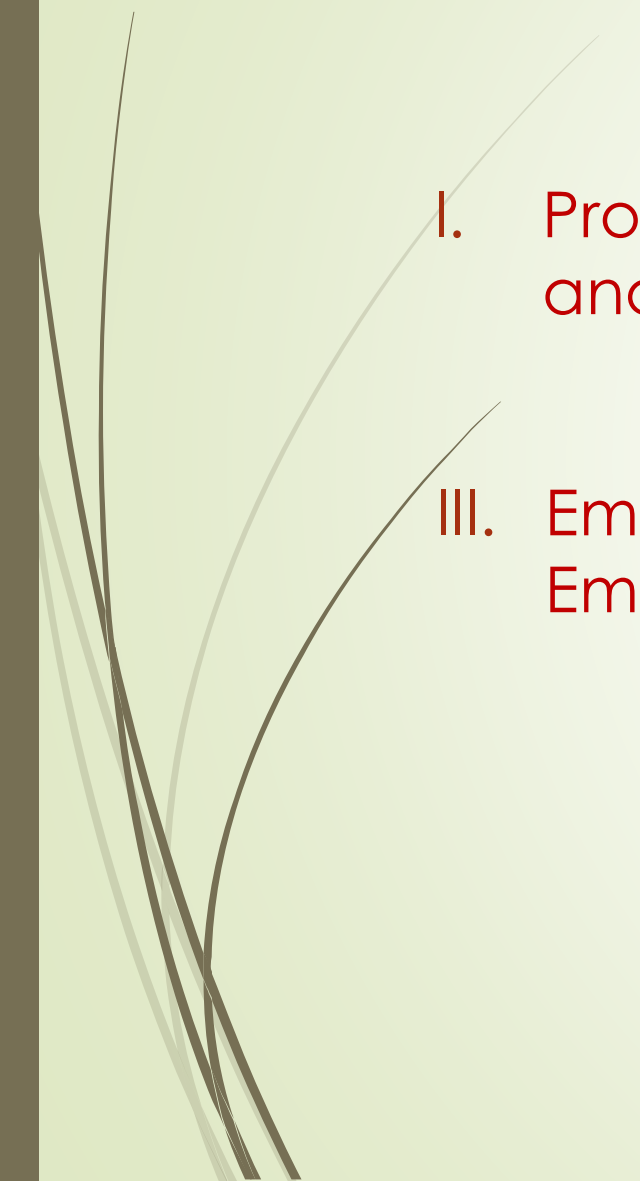


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- I. Proposed Structure for Administering and Providing Oversight of Emergency Policies and Procedures
- II. General Information For Optimizing Safety During Emergencies
- III. Emergency Procedures: Draft of Quick Reference Emergency Card
- IV. Appendix
 - A. Fire
 - B. Earthquake
 - C. Medical
 - D. Active Shooter
 - E. Bomb Threats: Phone, Written, Electronic
 - F. Suspicious Package
 - G. Hazardous Materials
 - H. Power Failure
 - I. Destructive Behavior
 - J. Ice Raid/ICE Presence
 - K. Immigration Support Services and Resources
 - L. Evacuation Procedures
 - M. Evacuation Maps & Maps with Locations of Emergency Equipment *to be added when prepared)*
 - N. Emergency Boxes and First Aid Kits
 - O. Lockdown
 - P. Shelter In Place
 - Q. Scripts
 - R. Incident Report
 - S. Telephone Bomb Threat Checklist



Focus

- 
- I. Proposed Structure for Administration of Emergency Policies and Procedures
 - III. Emergency Procedures: Draft of Quick Reference Emergency Card



Proposed Administrative Structure

- **Safety Team** to discharge the tasks of the emergency section of the safety policy
 - ❖ Core Contingent: Operations Manager, On-site Coordinators
 - ❖ Auxiliary Contingent: Minister(s), adults in charge of children, persons responsible for after-hours activities
- **Safety Policy Advisory Committee of the Board** to provide monitoring.

III. EMERGENCY PROCEDURES: DRAFT OF QUICK REFERENCE EMERGENCY CARD

Always contact Safety Team members, when available: On-site Coordinators, Ministers, Operations Director, Facilities Manager. (All procedures to be hyperlinked.)



A. FIRE

- EVACUATE AND ASSIST OTHERS
- CALL 911/ACTIVATE FIRE ALARM
- CLOSE DOORS to contain fire (do not leave. Feel doors, don't open if hot)
- Only attempt to extinguish fire if trained



B. EARTHQUAKE

- DROP, COVER and HOLD ON until shaking stops
- LISTEN FOR INSTRUCTIONS FROM SAFETY TEAM
- WHEN INSTRUCTED, EVACUATE immediately. Fire Dept suggests terraces or parking lots. Move well away from the building
- ASSIST persons with disabilities
- Never re-enter building until cleared by emergency personnel



H. POWER FAILURE

- STAY CALM, do not call 911 unless there is an immediate emergency
- DO NOT LIGHT FLAMES. Retrieve flashlights from Emergency Boxes.
- Contact POSE for status.
- During Service or Area of high emergency, use buzzers to announce that attendees should remain calm, stay seated and await updates



C. MEDICAL

- FOR SITUATIONS OTHER THAN MINOR FIRST AID, CALL 911. Follow dispatch instructions
- Keep victim still and comfortable
- Render first aid only if trained
- Send someone to meet emergency responders



G. HAZARDOUS MATERIALS

- DO NOT TOUCH. LEAVE AREA
- ALERT OTHERS
- NOTIFY SAFETY TEAM WHO DETERMINE RESPONSE
- TURN OFF fans, air conditioning or ventilation systems, if you have control of these systems



F. SUSPICIOUS PACKAGE/OBJECT

- DO NOT TOUCH. LEAVE AREA
- ALERT Safety Response Team
- Signs include no return address, unexpected, misspelled words, incorrect title, stains, strange odor or sounds



I. DESTRUCTIVE BEHAVIOR

- Initiate "hold," speak calmly
- If observed behavior appears to be threatening, obtain help from Safety Responders/Admin
- Factors such as race, ethnicity, sex, national origin, religion are not themselves signs of threatening behavior



D. ACTIVE SHOOTER

- RUN if a safe path is available
- HIDE-find a place the attacker is less likely to find you
- FIGHT-only as a last resort and when your life is in danger



J. ICE RAID

- STAY CALM, DO NOT LIE OR RESIST PHYSICALLY
- YOU MAY CHOOSE TO BE SILENT
- NOTIFY MINISTER AND/OR STAFF TRAINED TO INTERACT WITH ICE



E. BOMB THREAT

- TAKE SERIOUSLY
- CALL 911
- IF RECEIVED BY PHONE, do not hang up—fill out bomb threat check list
- IF BY MAIL, secure doc, do not alter
- IF THROUGH SOCIAL MEDIA/EMAIL, do not turn off or log out, take screen shot or copy message, note date and time

Edited by Helen Tinsley-Jones,
9/17/26

For Board: Draft of Emergency Procedures Section of Safety Policy Manual, 7



DRAFT: EMERGENCY PROCEDURES SECTION OF SAFETY POLICY MANUAL

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

"At their best, our safety policies are an embodiment of our covenant with each other."¹

¹ UUA. <https://www.uua.org/safe/handbook/covenant>

Edited by Helen Tinsley-Jones,
9/17/26

For Board: Draft of Emergency Procedures Section of Safety Policy Manual, 7

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- I. Proposed Structure for Administration of Emergency Policies and Procedures
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- IV. Appendix

For Board: Draft of Emergency Procedures Section of Safety Policy Manual, 7

I. PROPOSED STRUCTURE FOR ADMINISTRATION OF EMERGENCY POLICIES AND PROCEDURES

Safety at UUCB is best viewed as a shared responsibility of designated individuals and groups. To this end, we propose the establishment of a

- A. **Safety Team** to discharge the tasks of the emergency section of the safety policy and a
- B. **Safety Policy Advisory Committee of the Board** to provide monitoring. **Note: TBD if and how this Committee would also oversee other tasks/categories contained in the Safety Policy Manual.*

A. Safety Team

The Safety Team is composed of **Core and Auxiliary Contingents**.

Core Contingent

UUCB's Operations Director and On-site Coordinators (see below for description) comprise this contingent and have separate and shared responsibilities.

The Operations Director

- Ensures that staff are trained in all Emergency Policies and Procedures.
- With delegated assistance from the UUCB Facilities Manager and consultation from Buildings and Grounds, has primary responsibility for
 - The safety of church buildings and grounds, i.e., vegetation/tree clearance and maintenance, compliance with fire codes.
 - Arranging yearly inspections with Authorities Having Jurisdiction (AHJ), which include fire and health departments, fire alarm system company, EBMUD (*** per Tom Tripp*), correcting any noted deficiencies, and reporting inspection results/corrective actions to the minister(s) and the Board.
 - Maintaining the good functioning of all safety equipment, including Emergency Boxes and first aid kits (in kitchen & office hallway). (*Hyperlink to Appendix*)
 - Optimizing Earthquake Safety (*Hyperlink to Appendix.*) and Fire Safety. (*Hyperlink to Appendix*).

Edited by Helen Tinsley-Jones,
9/17/26

For Board: Draft of Emergency Procedures Section of Safety Policy Manual, 7

- With delegated assistance from the UUCB Facilities Manager, the Operations Director also has responsibility for
 - Ensuring regular updates of Emergency Quick Reference Cards ([Hyperlink to card](#)) with emergency procedures, locations of all safety equipment, maps of evacuation routes and assembly areas and contact phone numbers for designated responders, e.g., ministers, Operations Director, Facilities Manager.² Instructions for card locations and use are given to the congregation and staff at least once /year.

On-site Coordinators—one primary and one backup—are always present on Sundays and

- Are monitors, act as “eyes and ears.”
- Are easily identifiable by name tags or clothing showing their role, are listed in the Worship Calendar and known to those conducting services.
- Are fully trained in triage, emergency procedures, including assessing concerning behaviors.
- Their position can be filled by trained Ushers, Welcome Volunteers, members of the Board and Program Council, Teachers, and congregants recognized as having verified, specific skill sets relevant to emergencies.
- Are fully trained in emergency procedures twice a year.

Together, the Operations Director and the On-Site Coordinators provide a broad range of basic, frequently occurring, day-to-day operations, including

- Recruiting and maintaining a current roster of On-site Coordinators such that one On-site Coordinator and one back-up On-site Coordinator are present each Sunday, thus ensuring that these positions are fully staffed.
- Collaborating with the Safety Policy Advisory Committee of the Board in decision making such as the setting of safety policy and task distribution.
- In addition, the Operations Manager ensures that staff are trained in all policies and procedures outlined in this Emergency section.

Auxiliary Contingent

² *Note from Beth P.: “Is there such a thing as having a second phone number on their cell phones that is the emergency phone number? Otherwise, they may not realize the importance of picking up the call and will get unnecessary calls on other matters. Or can they carry/UUCB pays for a second inexpensive phone with only phone & texting features that serves as an emergency phone #. Maybe this is what you have in mind. Or bring back pagers!”

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Included in this contingent are the minister(s), adults in charge of children, After-Hours Responders and members who engage in important specific tasks which are intermittently occurring and do not involve direct policy determination.

- Ministers hold a vital leadership and pastoral role in shaping safety policy, providing consultation on policy and intervention strategies. While it is anticipated that the vast majority of interventions will be carried out by Safety Team members or their designees, we believe some will best be handled with the ministers' collaboration or the ministers' direct intervention.
- Adults in charge of children, e.g., Director of Family Ministry, teachers, persons providing childcare, always maintain a list of the names of and parental contact information for the children in their care. Parents/guardians who enroll their children in any UUCB program will be advised that they are responsible for providing and maintaining current contact information in writing. In the case of emergencies, On-site Coordinators and After-Hours Responders are the First-Line Responders. However, if an emergency is detected and First-Line Responders are not easily available, 911 should always be called.
- Members, visitors or staff who use church facilities to host or sponsor after-hours events and who receive training in the locations and use of Emergency Quick Reference Card and evacuation maps and maps showing locations of emergency equipment. In case consultation or assistance is needed, they are provided with phone numbers for designated persons, i.e., ministers, Operations Director, Facilities Manager.
- Members participate in fire and emergency procedures drills and training on locations and uses of Quick Reference Emergency Cards/evacuation maps/maps of locations of emergency equipment once/year and are offered First Aid training.

B. Safety Policy Advisory Committee of the Board

It is recommended that the committee have a membership of five (5), which can include the Operations Director, minister(s), at least one Board member, representatives from Membership, Ushers, Buildings and Grounds, Pastoral Care, Tech Team and Hospitality. The committee

- Provides monitoring of Emergency Procedures.
- Is familiar with and receives training in those procedures, though it is not their primary responsibility to perform the procedures.

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- Ensures, directly or through its designees, that all Safety Team members receive regular training appropriate to their roles and that drills occur at pre-determined schedules.
- Receives and follows up on Incident Reports ([Hyperlink to Incident Reports in Appendix](#)).
- Holds information in confidence and protects the privacy of individuals, except when disclosure is authorized and deemed necessary.
- Reports to the Board, especially with regard to Incident Reports.

II. GENERAL INFORMATION FOR OPTIMIZING SAFETY DURING EMERGENCIES

- Remember that your physical safety and that of others are the highest priority.
- Avoid any action that places you in danger.
- Avoid any procedures or use any equipment for which you have not had training, except as a very last resort in a good-faith effort to save lives when no other assistance is available. In an emergency, if On-site Coordinators/other Safety Team members cannot quickly or easily be located, anyone with knowledge of the emergency situation should call 911.
- Incident Reports ([Hyperlink to Appendix](#)) are always filled out post-event by the Safety Team members or the UUCB party responding to/having direct knowledge of the emergency. After completion, reports are sent for review to the Operations Director, Board and minister(s).
- Recommended training and drill schedules are listed at the end of each emergency category in Appendix. Additional information can be found @ <https://uuinstitute.org/courses/safer-congregations-110/>

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III. EMERGENCY PROCEDURES: DRAFT OF QUICK REFERENCE EMERGENCY CARD

Always contact Safety Team members when available: On-site Coordinators, Ministers, Operations Director, Facilities Manager. (All procedures to be hyperlinked.)



A. FIRE

- EVACUATE AND ASSIST OTHERS
- CALL 911/ACTIVATE FIRE ALARM
- CLOSE DOORS to contain fire as you leave. Feel doors, don't open if hot
- Only attempt to extinguish fire if trained



B. EARTHQUAKE

- DROP, COVER and HOLD ON until shaking stops
- LISTEN FOR INSTRUCTIONS FROM SAFETY TEAM
- WHEN INSTRUCTED, EVACUATE immediately; Fire Dept. suggests terrace or parking lots. Move well away from the building
- ASSIST persons with disabilities
- Never reenter building until cleared by emergency personnel



H. POWER FAILURE

- STAY CALM, do not call 911 unless there is an immediate emergency
- DO NOT LIGHT FLAMES. Retrieve flashlights from Emergency Boxes.
- Contact PG&E for status
- During Service or times of high occupancy, use bullhorn to announce that attendees should remain calm, stay seated and await updates



C. MEDICAL

- FOR SITUATIONS OTHER THAN MINOR FIRST AID, CALL 911. Follow dispatch instructions
- Keep victim still and comfortable
- Render first aid only if trained
- Send someone to meet emergency responders



G. HAZARDOUS MATERIALS

- DO NOT TOUCH. LEAVE AREA.
- ALERT OTHERS
- NOTIFY SAFETY TEAM WHO DETERMINE RESPONSE
- TURN OFF fans, air conditioning or ventilation systems, if you have control of these systems



F. SUSPICIOUS PACKAGE/OBJECT

- DO NOT TOUCH. LEAVE AREA
- ALERT Safety Response Team
- Signs include no return address, unexpected, misspelled words, incorrect title, stains, strange odor or sounds



I. DESTRUCTIVE BEHAVIOR

- Initiate "Hello," speak calmly
- If observed behavior appears to be threatening, obtain help from Safety Team members
- Factors such as race, ethnicity, sex, national origin, religion are not themselves signs of threatening behavior



D. ACTIVE SHOOTER

- RUN-if a safe path is available
- HIDE-find a place the attacker is less likely to find you
- FIGHT-only as a last resort and when your life is in danger



J. ICE RAID

- STAY CALM, DO NOT LIE OR RESIST PHYSICALLY
- YOU MAY CHOOSE TO BE SILENT
- NOTIFY MINISTER AND/OR STAFF TRAINED TO INTERACT WITH ICE



E. BOMB THREAT

- TAKE SERIOUSLY
- CALL 911
- IF RECEIVED BY PHONE, do not hang up—fill out bomb threat check list
- IF BY MAIL, secure doc, do not alter
- IF THROUGH SOCIAL MEDIA/EMAIL, do not turn off or log out, take screen shot or copy message, note date and time

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IV. APPENDIX

- A. Fire
- B. Earthquake
- C. Medical
- D. Active Shooter
- E. Bomb Threats: Phone, Written, Electronic
- F. Suspicious Package
- G. Hazardous Materials
- H. Power Failure
- I. Destructive Behavior
- J. Ice Raid/ICE Presence
- K. Immigration Support Services and Resources
- L. Evacuation Procedures
- M. Evacuation Maps & Maps with Locations of Emergency Equipment
- N. Emergency Boxes and First Aid Kits
- O. Lockdown
- P. Shelter In Place
- Q. Scripts
- R. Incident Report
- S. Telephone Bomb Threat Checklist

A. Fire

Includes smoke, natural gas odor

See Emergency Evacuation, Evacuation Maps & Map of Emergency Equipment
Locations Sections

([Hyperlink to these sections in Appendix.](#))

OPTIMIZING SAFETY

- Smoking and vaping are prohibited in all buildings and throughout the property.
- The Operations Director, with delegated assistance from Facilities staff, ensures
 - Buildings and grounds are in compliance with fire code.
 - All exits are unobstructed.
 - All doors are operating correctly and unlocked whenever the building is in use.
 - Evacuation routes and evacuation assembly areas are widely and prominently posted.
 - Emergency equipment is maintained, e.g., AED (Automated External Defibrillator), fire extinguishers, fire blankets and their locations are shown on a map.
 - All electrical appliances, e.g., microwaves, coffee makers and cooking appliances are clean and not left unattended when in use. Remember to check behind appliances for dust and inspect cords for frayed wires.
 - Exits or exit pathways are not blocked by any objects.
 - Guidelines regarding candle and open flame use are established.
 - Items in close proximity to open flames are removed or fireproofed.
 - Stocking and maintenance of (1) first aid kits, located in a labeled cabinet in office and other designated areas; (2) Emergency Boxes located under Welcome Table and other designated areas. ([Hyperlink to Appendix.](#))

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

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

A- Alert. Call 911 or pull fire alarm. Ensure that On-site Coordinators, staff, ministers have been alerted.

C- Close as many doors in the church as possible if it's safe to do so. DO NOT lock them. If exiting through doors, check for heat prior to opening them.

E- Evacuate immediately. ([Hyperlink to Evacuation Procedures section for detailed instructions.](#))

If you are trapped in a building during a fire:

- Call 911. Provide information regarding your location and situation.
- Close as many doors as possible between you and the fire. Do not lock them.
- If possible, wedge a wet piece of cloth along the bottom of the door to keep out smoke.
- Stay low. The best air quality is 12 to 18 inches above the floor.
- Do not break windows unless you are being overcome by smoke.

Extinguish fire with a portable fire extinguisher or fire blanket ONLY if

- you have been trained to operate one.
- you do not put yourself or anyone else in danger.

Fire

Training

Obtained directly from the El Cerrito/Kensington Fire departments and/or from other identified resources (e.g., Cert, Red Cross) for all Safety Team members. Training to include fire exits, evacuation routes and evacuation assembly areas. Emergency procedures training.

Drills

- The Operations Director or their designee ensures that
 - Drills are held once a year for all in attendance at a Sunday service and twice a year for Safety Team members. Training will include
 - An overview of the evacuation responsibilities
 - Identification of evacuation route signs, emergency exits, fire alarm pull boxes, and fire extinguishers throughout the church
 - Rescue, Alert, Close and Evacuate (R.A.C.E.) training
 - An opportunity for each participant to review and run through the evacuation route assigned to their area(s) of occupancy.
- Suggestion from Peter Boland—"fire drills should be done unannounced (except for those who must know in advance." Exception to/modification of this suggestion should be considered with regard to children.

B. Earthquake

See Emergency Evacuation, Evacuation Maps and Medical Emergencies Sections
([Hyperlink to these sections.](#))

OPTIMIZING SAFETY

The Operations Manager, with delegated assistance by the Facilities Manager

- Ensures the structural safety of church buildings, including bracing overhead light fixtures, fastening shelves, bookcases, temporary partitions and heavy appliances to walls, storing heavy or breakable items on lower shelves and identifying safe, window-free areas (e.g., restrooms, interior hallways).
- In conjunction with Buildings and Grounds, ensures safety of church grounds.
- Determines if loose objects such as materials stored on top of cabinets or shelves should be secured or moved. Overhead cabinet doors should be closed when not in use.
- Maintains first aid kits and Emergency Boxes. ([Hyperlink to Appendix.](#))

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WHAT TO DO DURING SHAKING:



Indoors: Drop, Cover, and Hold On, or Lock, Cover, and Hold On. Shelter where you are; do not move about your home. If under a sturdy desk or table, hold on to one leg of the desk or table. If there is no table nearby, try to drop next to an inside wall.



In a Car: Pull over, stop, set the parking brake.



Outdoors: Drop, Cover, and Hold On, or Lock, Cover and Hold On, to protect from objects that may be thrown through the air. Avoid power lines, trees, signs, buildings, vehicles and other hazards.



In Bed: Do not get out of bed. Turn face down and use a pillow to protect your head and neck. Hold on and stay put until shaking stops.

DURING EARTHQUAKE

If you are indoors —

- "Drop, Cover and Hold On."
- Avoid hazards. As much as possible, stay away from windows, falling debris, and heavy objects.

If you are trapped under debris —

- Do not light a match.
- Cover your nose and mouth. Do not move or kick up dust.
- Tap on a pipe or wall so that rescuers can find you.
- Shout out only as a last resort — shouting can cause inhalation of dust.

If you are outdoors —

- Stay outside.
- Move away from buildings, trees, streetlights and utility wires.
- Drop and cover until shaking stops to protect yourself from flying debris.

If you are in a car —

- Stop as quickly as safety permits and pull over as far away from buildings or towering objects as possible.

During and after an earthquake —

- Do not be surprised to hear noise from broken glass, creaking walls or falling objects.
- Do not smoke or use matches or lighters.
- Stay in place until First Responders give instructions to do otherwise.

After Earthquake

- Call 911. Use landline if possible. Otherwise, use a cell phone. Anticipate slow response because of community needs.
- Stay in place, do not move from your position until Emergency Personnel/Incident Coordinators make an announcement that it is safe to move about and evacuate. [\(Hyperlink to evacuation routes, assembly areas.\)](#)
- Emergency personnel/Safety Team Members will check and turn off the main gas valve as needed.
- Do not re-enter the building until it is deemed safe by authorities. Inspections, including professional inspections, may be needed.

Care for People

- Account for people; notify Safety Team members if anyone is unaccounted for. Family Ministry checks roster to account for children. Reunite children with parents/guardians.
- Until emergency personnel arrive, care for injuries and medical emergencies. See Medical Emergencies section of this manual for care instructions. [\(Hyperlink to that section.\)](#)
- The minister or their designee shall ensure that a contact list is used to check on members afterwards, especially the elderly or those with special needs.

Earthquake

Training

Training to be obtained directly from the El Cerrito/Kensington Fire departments and/or from other identified resources (e.g., Cert, Red Cross) for Safety Team members. Training to include first aid, "Stop, Cover, Hold" process, fire exits, evacuation routes and evacuation assembly areas. Congregants can be offered training in first aid.

Drills

- Held once a year for all in attendance at a Sunday service, in conjunction with a fire drill.
- Held twice a year for Safety Team members. The training will include, but not be limited to
 - An overview of the evacuation responsibilities
 - Identification of evacuation route signs, emergency exits, fire alarm pull box and fire extinguishers throughout the church
 - An opportunity for each participant to review and run through the evacuation route assigned to their area(s) of occupancy.

C. Medical

Overview

- If service is underway: for situations other than minor first aid, ask a helper to alert On-site Coordinators/other Safety Team members & team conducting service, who determine response.
- Sound system can be used to indicate a medical situation is occurring and assure the congregation that the person is being supported/situation is being handled. Discern whether to ask, "Is there a medical professional in the house?"
- During off hours, if in doubt, call 911.
- Medical professionals include MDs, DOs, PAs, NPs and EMTs. *(From Peter Boland, "even if they are no longer in practice.")*
- If the medical emergency involves a child or youth, notify their parent/guardian or a staff member.
- Approach the person in a calm manner.
- Ask others in close proximity to the person to quietly move back, making space around the person. Try to keep the number of helpers involved to 3 or 4. Keep the confidentiality of the patient and their condition in mind.
- Keep the individual company and offer comfort while waiting for professionals to arrive.
- If needed, Emergency Box (one located under Welcome Table and one stored on chance!) [\(Hyperlink to Emergency Box\)](#) and first aid kit (in hall and in kitchen) can be accessed.
- Fill out an Incident Report after the event or incident.

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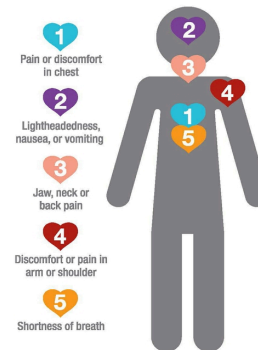
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Cardiac Arrest

- Cardiac Arrest symptoms include sudden collapse, loss of consciousness, no pulse, abnormal gasping or no breathing.
- Call 911 immediately and contact On-site Coordinators.
- Consider use of AED (Automatic External Defibrillator) equipment.
 - Unit is mounted on the wall next to the mailboxes inside the entryway to the church offices.
 - Step-by-step auditory instructions on AED use are given **when door to unit is opened**.
- When AED is not used, helpers take instructions from 911 dispatch and/or wait for paramedics to arrive.
- When paramedics arrive, a helper greets them and leads them to the scene of the emergency.
- Paramedics will want to know
 - If person is accompanied by anyone who might know their medical history
 - If person has purse or bag that might contain medical information or medicines.



Common Heart Attack Warning Signs



Learn more at [Heart.org/HeartAttack](https://www.heart.org/HeartAttack).

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Anaphylaxis

Anaphylaxis (life-threatening allergic reaction to foods, insect bites/stings) is marked by rapid onset of symptoms. Can include:

- swelling of eyes, lips, tongue, sensation of throat closing
 - hives, flushing, rash, intense itching
 - vomiting, nausea, diarrhea
 - nasal congestion
 - trouble swallowing
 - numbness around mouth
 - cough
 - wheezing
 - dizziness
 - shortness of breath or difficulty breathing
 - pallor or blue tint to skin
 - sense of "impending doom"
 - change in alertness
- **Call 911 immediately and alert On-site Coordinators**
 - If the patient is a child or youth, inform parent/guardian or have a staff/member do so.
 - UUCB staff and volunteers are not professional medical personnel. However, if a child or youth has an anaphylactic reaction and has an EpiPen, the following can be done.
 - Retrieve provided EpiPen.
 - Administer.
 - Even when EpiPen is used, 911 medical professionals must be called so person can be quickly transported to ER

Recognizing and Responding to Anaphylaxis

How to recognize anaphylaxis

Healthcare personnel should consider anaphylaxis when patients present with generalized signs or symptoms such as **hives, serious or life-threatening symptoms** (e.g., hypotension, respiratory distress, or significant swelling of the tongue or lips), or **symptoms that involve more than one body system**.



Respiratory:

- sensation of throat closing
- stridor (high-pitched sound while breathing)
- shortness of breath
- wheeze, cough

Gastrointestinal:

- nausea
- vomiting
- diarrhea
- abdominal pain

Cardiovascular:

- dizziness
- fainting
- tachycardia (abnormally fast heart rate)
- hypotension (abnormally low blood pressure)

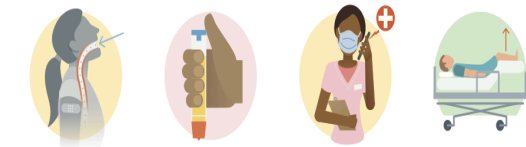
Skin/mucosal:

- generalized hives
- itching
- swelling of lips, face, or throat

Neurological:

- agitation
- convulsions
- acute change in mental status
- sense of impending doom (a feeling that something bad is about to happen)

What to do if you suspect anaphylaxis



Assess airway, breathing, and circulation

Administer epinephrine

Call Emergency Medical Services (EMS)

Place in supine position

Detailed information can be found in the Interim Considerations:
[Preparing for the Potential Management of Anaphylaxis After COVID-19 Vaccination](#)



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www.cdc.gov/COVID19

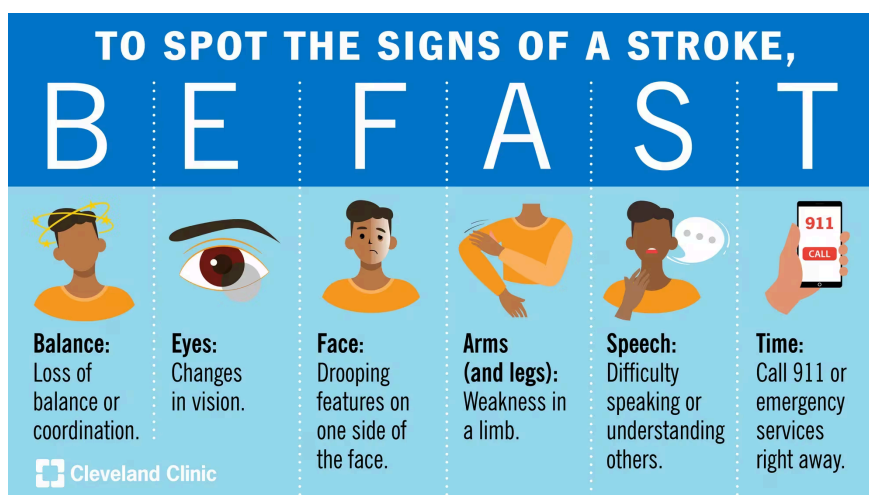
Stroke, if symptoms are present, call 911 immediately.

B.E. F.A.S.T.

- **B**alance — loss, unsteady, dizziness, sudden fall.
- **E**ye — dimming, blurring or vision loss in one or both eyes.
- **F**ace — drooping on one side when the person tries to smile.
- **A**rm or **l**eg — weakness or numbness; one arm lower when the person tries to raise both arms.
- **S**peech — slurred or hard to understand, difficulty repeating a simple sentence.
- **T**ime — every minute counts during a stroke.

Other Symptoms

- Confusion, having difficulty understanding someone speaking.
- Severe headache — a bolt out of the blue — with no known cause.



Other Potentially Life-Threatening Situations

- Call 911 immediately and alert On-site Coordinators/Safety Team member if person:
 - is unresponsive
 - has significant injury or bleeding. For bleeding, apply pressure on wound while awaiting emergency personnel
 - breathing difficulties
 - change in mental status, e.g., confusion, disorientation, slurred speech
 - seizure activity
- Complete Incident Report.

Non-Life-Threatening Injury or Illness

- Contact On-site Coordinator/Safety Team member who will decide course of action.
- Notify parents/guardian if child/youth is involved.
- Provide comfort until situation resolves or appropriate helper steps in to take over.
- Always report the incident/event and complete an incident report

Medical Training

Obtained directly from the El Cerrito/Kensington fire departments and/or from other identified resources (e.g., Cert, Red Cross) for Safety Team members. First aid training is also offered to congregants.

D. Active Shooter

(Hyperlink to Emergency Evacuation and Lockdown Sections in Appendix)

"...in most cases, active shooters use firearms and there is no pattern or method to their selection of victims....Active shooter situations are unpredictable and evolve quickly. Typically the immediate deployment of law enforcement is required....Because active shooter situations are often over within 10 to 15 minutes, before law enforcement arrives on the scene, individuals must prepare both mentally and physically to deal with an active shooter situation."³

If On-site Coordinators are available, follow their instructions.

- **Evacuate:**
 - Have an escape route and plan.
 - Leave your belongings behind.
 - Help others, if possible.
 - Keep your hands visible.
 - Call 911 and follow law enforcement instructions.
- **Hide out, shelter in place, if evacuation is not possible:**
 - Hide in an area out of the shooter's view.
 - Block entry to your hiding place and lock door.
 - Silence your cell phone, including the vibrating mode.
 - Remain silent.
- **If evacuation and hiding are not possible:**
 - Remain calm.
 - Dial 911, if possible.
 - If you cannot speak, leave the line open and allow dispatcher to listen.
- **Take action against shooter only as last resort if your life is in imminent danger, attempt to disrupt and/or incapacitate the shooter by**
 - Acting with as much physical aggression as possible
 - Using weapons or throwing items, e.g., chairs, scissors, fire extinguishers
 - Screaming
 - **Commit to your actions...your life depends on it.**
- Complete Incident Report after event. (Hyperlink to report in Appendix.)

³ [Active Shooter, US Dept. of Homeland Security](#)

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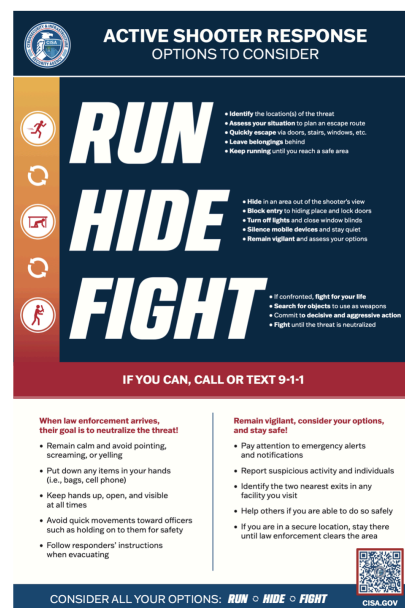
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ACTIVE SHOOTER TRAINING AND DRILLS

To be prepared for an active shooter incident, FEMA recommends that houses of worship train their staff and congregation about what to expect and how to react.

Guidelines-

- Consult with local police department(s) for training and drill schedules.
- Conduct drills that involve emergency responders (police, fire department).
- These exercises should include walks through buildings to allow law enforcement to provide input on shelter sites.
- Each person carries a three-fold responsibility -
 - Learn the signs of a potentially volatile situation and ways to prevent an incident.
 - Learn the best steps for survival when faced with an active shooter situation.
 - Be prepared to work with law enforcement.
- Training should include
 - Recognizing the sound of gunshots.
 - Reacting quickly when gunshots are heard and/or when a shooting is witnessed.
 - Adopting a survival mind set during times of crisis."⁴
 - Additional training recommended by UUA.⁵



⁴ [Guide for Developing High Quality Emergency Operations for Houses of Worship. FEMA](#)

⁵ <https://www.churchmutual.com/resource-center/partner-services/alice-training>;
https://www.ncsbi.gov/BeTA/Houses-of-Worship-Resources/07_NDIN_TS_ActiveShooter.aspx

E. Bomb Threats: Phone, Written, Electronic ([Hyperlink to Emergency Evacuation Section](#))

Bomb threats must be taken seriously. Most are received by phone. Bomb threats may also be in person, in written form or received via social media or email. Below are instructions for each of these types. Always complete the Incident Report after dealing with the threat.

Bomb threats will likely require Emergency Evacuation Procedures. On-site Coordinators, minister(s) and staff should always be notified.

Remain calm, and act quickly.

If a bomb threat is received by phone:

- Remain calm & do not hang up.
- Keep the caller on the line for as long as possible.
- If possible, signal others to listen and assist.
- If the phone has a display, copy the number and/or letters on the display.
- Record the call, if possible.
- Fill out the Bomb Threat Checklist immediately. ([Hyperlink to "Telephone Threat Checklist" @ end of this Appendix.](#))
- When the call is concluded, do not hang up.
- Use another phone to call 911 immediately.

If a written bomb threat is received:

- Handle the document as little as possible.
- Note date, time, and location the document was found.
- Secure the document and do not alter the item in any way.
- Always notify On-site Coordinators, minister(s) and staff.
- Complete Incident Report.

If a bomb threat is received on social media or in an email:

- Do not turn off or log out of the account.
- Leave the message open on the device.
- Take a screenshot or photograph of the image on the screen or copy the message and subject line
- Note the date and time.
- Always notify On-site Coordinators, minister(s) and staff.
- Complete Incident Report.

Training and Drills

Consult with local police department(s) re: bomb threat training and drills. See also guidelines in "Bomb Threat" Section above.
([Hyperlink to section.](#))

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F. Suspicious Package/Object

If a suspicious object/package is found in the church, do not touch.

- Consult with the On-site Coordinators/Safety Team member, who will call 911. If they are unavailable, call 911 and evacuate area.
- Signs of a suspicious package⁶:
 - No return address
 - Excessive postage
 - Poorly handwritten
 - Misspelled words
 - Stains
 - Incorrect titles
 - Strange odor
 - Strange sounds
 - Foreign postage
 - Unexpected delivery

Training and Drills

Consult with local Police Department(s) for guidance re: training and drills.

⁶ Dept. of Homeland, [Bomb Threat Procedures](#)

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G. Hazardous Materials

- Do not touch. Leave area.
- Alert others. Notify Safety Team member who determines response. Fans, air conditioning and ventilation systems may need to be turned off.

H. Power Failure

- **Stay calm:** Instruct the congregation to remain in their seats and wait for guidance from ushers and leaders.
- **Check the area:** Inspect restrooms, hallways, and dark rooms immediately to ensure no children or individuals with special needs are stranded.
- **Do not light flames or candles.**
- **Locate light sources:** Retrieve and use flashlights, if necessary.
- **Protect equipment:** Unplug sensitive audio/visual gear, computers, and major appliances to prevent damage from potential electrical surges when power returns.

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I. Destructive Behaviors

Concern for the safety and well-being of the congregation as a whole must be given priority over the privileges and inclusion of individuals who engage in destructive behaviors. These behaviors may involve actions that create concern for the immediate or ongoing physical or emotional safety of children, adults, staff, members, and newcomers.

Because "destructive" and "disruptive" are sometimes used interchangeably, we suggest that the Safety Team and Safety Policy Committee of the Board engage in a discernment process to clarify which behaviors require emergency/urgent intervention and what those interventions and training needs would be. This information would be included in this Emergency Procedures section of the manual. Those behaviors determined to be "disruptive," along with their intervention strategies and training, will then reside in the "Relationship Safety"/"Mental and Emotional Safety" section of the Safety Policy Manual.

Edited by Helen Tinsley-Jones,
9/17/26

For Board: Draft of Emergency Procedures Section of Safety Policy Manual, 7

J. Ice Raid/Ice Presence

(Immigration and Customs Enforcement Raid)

(as of 9/26; **edited by Jen McDougall, UUCB's Immigrant Solidarity Project**)

ICE agents and others may enter the public spaces of a church without a judicial warrant. A hard copy of a judicial warrant signed by a federal judge must be presented for ICE to enter private spaces.** Private spaces should be well designated with appropriate signage, clearly distinguished from public spaces.

If you are present when ICE agents arrive at the church (notes for everyone):

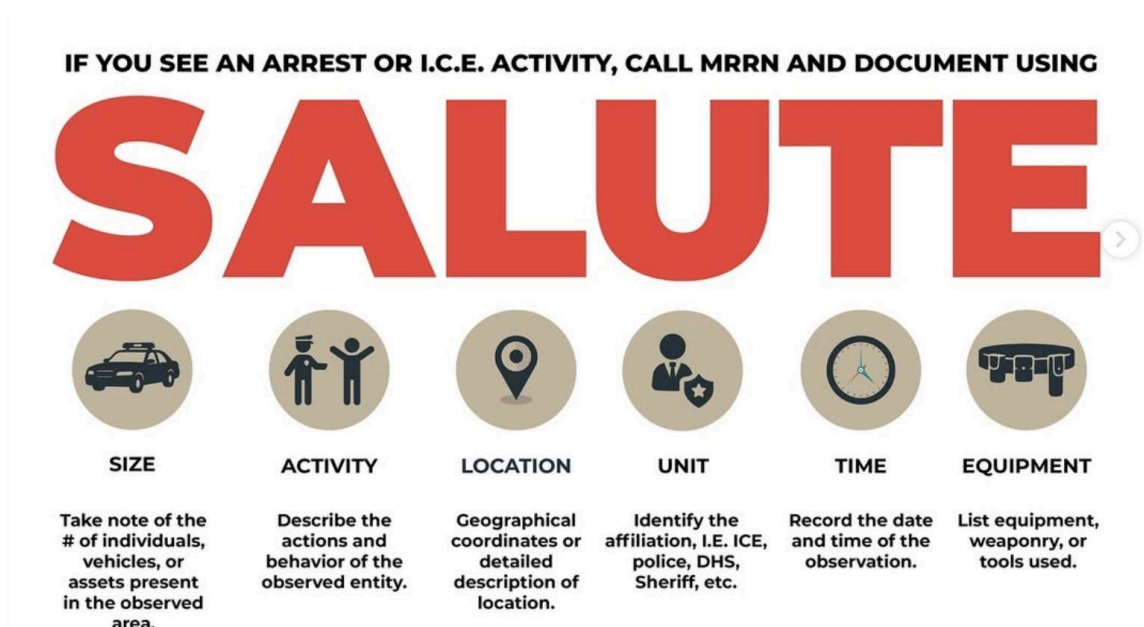
- Notify the On-site Coordinator, minister and/or administrative staff or whoever is trained to interact with ICE.
- You may welcome law enforcement as you would any newcomer. Be polite, concise, calm.
- Direct all law enforcement inquiries to the designated On-site Coordinator - decline to answer yourself. Without hostility - physical or verbal - share **no** information about our community.
- You may ask for the name and badge number of any law enforcement or agent. Consider that you may not want to unlock your phone in the presence of agents. Think in advance how you will document name and badge numbers so you can find this information later.
- Calmly deny access to private spaces - let officers know you wish to wait until the designated On-site Coordinator can confirm the validity of any warrant. Nonetheless, **do not impede ICE movement. Even if you believe that the agents are acting illegally, do not attempt to physically obstruct ICE agents.**
- Close computers and phones and do not unlock them in the presence of agents. (Note: You can use your camera without unlocking your phone.)

Possible roles for multiple people when ICE agents arrive at church:

- Help others remain calm and present and ensure no physical obstruction of ICE agents: consider congregants, staff, visitors, children on site.
- Observe closely and document. You may video agents from a distance that does not obstruct their movement. Your video can include footage panning from your own feet to the officers to demonstrate you are no impediment to their movement.
- Prepare to report details of the incident to Rapid Response (both Alameda and Contra Costa) using the SALUTE framework on next page.

Edited by Helen Tinsley-Jones,
9/17/26

For Board: Draft of Emergency Procedures Section of Safety Policy Manual, 7



****NOTE:** Judicial warrants let officers go into private areas, like parts of a home or business that aren't open to the public. They can only search the places listed on the warrant, and only take the items listed on the warrant. Immigration almost never uses judicial warrants. If they don't have one, they need permission (also called consent) to enter a home, business, or any other private place. Once you give permission, it is very difficult to limit what officers do inside a private space.

For more information see [National Immigration Law Center web page: Know Your Rights: Warrants: https://www.nilc.org/resources/know-your-rights-warrants/](https://www.nilc.org/resources/know-your-rights-warrants/)

K. Immigration Support Services and Resources

(As of 9/26, edited by Jen McDougall, UUCB's Immigrant Solidarity Project)

- **Stand Together Contra Costa**—a program that is part of the Contra Costa County Office of the Public Defender, specializing in helping individuals seeking bond or release, as well as defending against deportation for those who live, work, or study in Contra Costa County. Those in need of services can call or text their hotline at (925) 900-5151 to see if they are eligible for a one-time free consultation with an immigration attorney.
 - Phone Number: 925-900-5151
 - Operating Hours: 9AM- 5 PM, Monday thru Friday
 - Website: <https://standtogethercontracosta.org/>
- **Alameda County Immigration Legal and Education Partnership (ACILEP)**—has a large network of volunteers who can come to sites to document ICE's presence; provides services to people who are detained, including access to the attorney-of-the-day, offers
 - Court accompaniment and interpreter services
 - Phone Number: (510) 241-4011
 - Operating Hours: 6AM - 6PM, Monday thru Sunday; leave message if after hours
 - Website: <https://www.acilep.org/>
- **Immigrant Legal Defense**—a nonprofit agency providing direct representation for underserved communities, <https://www.ild.org/>

See also the [UUCB Immigrant Solidarity](#) web pages for additional resources.

L. Evacuation Procedures

Used when immediate and orderly movement to a safe location is necessary, e.g.,

- Fire, smoke or gas leak are detected
- Sheltering in place is no longer needed, as determined by emergency personnel in the aftermath of, e.g.,
 - an earthquake
 - bomb threat
 - hazardous materials incident

Overview and Optimizing Safety

Facilities staff, administrators, in consultation with Buildings and Ground ensure

- buildings and grounds are in compliance with fire code.
- all exits are unobstructed.
- all doors are unlocked and operating correctly whenever the building is in use.
- evacuation routes and evacuation assembly areas are widely and prominently posted.

On-site Coordinators/designated Safety Team members are responsible for the evacuation process. However, if they are absent or not easily available, person(s) aware of the emergency requiring evacuation call(s) 911 for guidance on evacuation. **@ 6/4/26 meeting with Tom Peters, El Cerrito/Kensington Fire Dept. Prevention Officer: Tom advised that room sweeps for the purpose of evacuation should only be done by the Fire Dept. Tom recommended that best assembly areas are north parking lot (by playground), east parking lot (adjacent to church entrance) and patio.*

- Remind everyone to remain calm and quiet. Help people who need support, i.e., those with walkers, canes, wheelchairs, as well as those who are temporarily disoriented by the disruption. Close, but **do not lock doors**.
- Adults in charge of children, e.g., Director of Family Ministry, teachers, persons providing childcare, always maintain a list of the names of and parental contact information for the children in their care.

During High Capacity Times (e.g., Sundays)

Evacuation duties are assigned to groups and individuals (e.g., On-site Coordinators/Safety Team members) who have received specific training in conducting evacuations. Suggested duties and assignments—

- Making announcement on sound system and via bullhorn (1) of emergency and evacuation process, (2) that parents/guardians will be escorted to their children once children arrive at the evacuation destination
- Checking/evacuating church areas, a strategy proposed in 2017 Safety Manual, is below. **However, @ 6/4/26 meeting with Tom Peters, El Cerrito/Kensington Fire Dept. Prevention Officer, Tom advised that room sweeps/evacuation should only be done by the Fire Dept.*
 - Sanctuary, music room, meditation room: ushers, music staff, musicians, ministers
 - Offices: staff
 - Atrium, fireside room, terrace: greeters, staff, Board members
 - Social hall, kitchen: hospitality, Board, program council
 - Safir, Chrysalis Rooms, bathroom by Safir Room: to be determined
 - 2 bathrooms off Atrium: staff
 - RE spaces: family ministry staff and volunteers

After Hours

Evacuation is conducted by trained members, visitors or staff who use church facilities to host or sponsor these events.

After Evacuation

- Staff, teachers and volunteer leaders take attendance. Children and parents/guardians are reunited.
- Missing members, visitors and staff are reported to the On-site Coordinators/Safety Team members and emergency personnel.
- Do not reenter the church for any reason until fire or law enforcement personnel declare the building safe. If safe, On-site Coordinators or professional emergency personnel announce termination of emergency and that the building may be reentered.

Edited by Helen Tinsley-Jones,
9/17/26

For Board: Draft of Emergency Procedures Section of Safety Policy Manual, 7

Emergency Evacuation Training and Drills

- Safety Team training is obtained from El Cerrito/Kensington fire departments. Training will include an opportunity for each participant to review the roles assigned to them.
- Evacuation drills are held in conjunction with fire drills and shall be held (1) at Sunday service once a year and include all present and (2) conducted twice a year for the Safety Team.

Edited by Helen Tinsley-Jones,
9/17/26

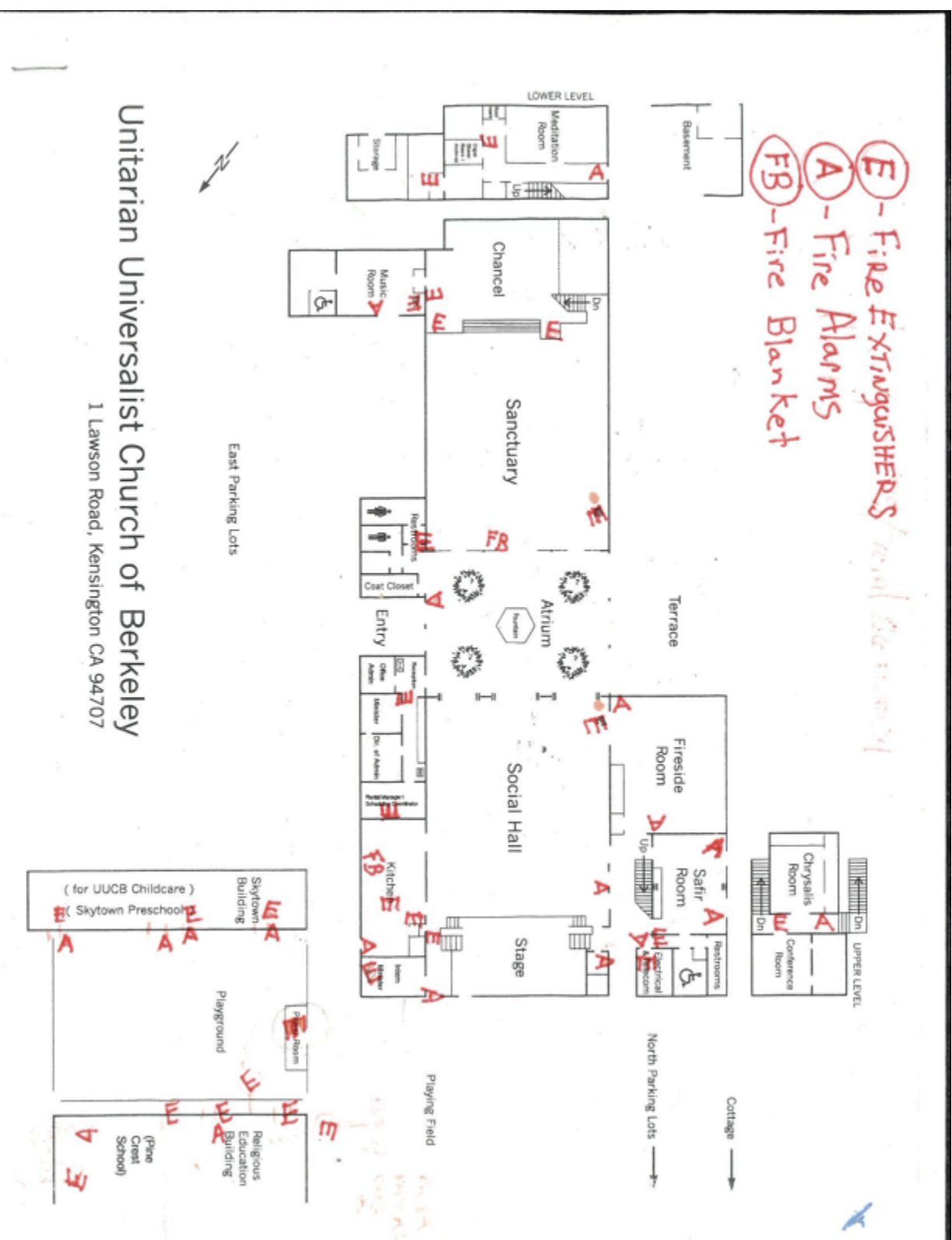
For Board: Draft of Emergency Procedures Section of Safety Policy Manual, 7

M. Evacuation Maps, Maps with Locations of Emergency Equipment
(to be added when prepared)

*Tom Peters of EC/Kensington Fire Dept. recommended the north parking lot (by playground), east parking lot (adjacent to church entrance) and patio as **assembly areas**.*

Edited by Helen Tinsley-Jones,
9/17/26

For Board: Draft of Emergency Procedures Section of Safety Policy Manual, 7



N. Emergency Boxes and First Aid Kits

- **First aid kits** are located in a labeled cabinet in the office hallway and in other places TBD and can be carried to areas inside church buildings and on church grounds.
- **Emergency Boxes** are located under the Welcome Table, on the chancel, at a location TBD, and in the cabinet in the office hallway. Contents include
 - First aid kit, with non-latex gloves
 - Bullhorn
 - Whistle
 - Fire blanket
 - Fire extinguisher
 - Quick Reference Emergency Card
 - Names and contact info for Trusted Users, who have access to keys should church need to be locked
 - Information sheets with name(s) of and contact info for staff and minister(s)
 - Scripts for Emergencies — examples of public announcements which designated Safety Team members (e.g., On-site Coordinators, ministers) make via bullhorn or other electronic systems during and after emergencies ([Hyperlink to Appendix](#))
 - Maps of evacuation routes, assembly areas and locations of emergency equipment ([Hyperlink to Appendix](#))

O. Lockdown

When the On-site Coordinator is present and available, follow their instructions.

In situations in which an **active threat inside the building** is present ([Hyperlink to Active Shooter section](#)), a lockdown procedure may be initiated.

1. Close any windows and window shades.
2. Turn off lights.
3. Lock and barricade doors, blocking entry into the church building and church rooms.
4. Lock and barricade windows.
5. Barricade oneself and others.
6. Instruct everyone to remain silent and not go into hallways.
7. Silence electronics.
8. Crouch down in areas that are out of sight from doors and windows to conceal yourself as much as possible.
9. If you are in a hallway during the emergency, seek shelter immediately in the nearest room or office.
10. If you are outdoors, take cover.

If you cannot evacuate the building during emergency situations such as **large hazardous material releases** or **severe weather emergencies**, you may need to shelter in place.

When the Safety Team member is present and available, follow their instructions.

Otherwise

1. Stay inside the building or go indoors as quickly as possible if you are outside.
2. Close and lock windows to provide tighter seal against chemical vapors, smoke and/or fumes.
3. Locate supplies you may need such as food, water, radio, or flashlights if you have them.
4. In the event of a hazardous material release, isolate from outside air, turn off fans, air conditioning or ventilation systems, if you have control of these systems.

P. Shelter in Place

If you cannot evacuate the building during emergency situations such as **large hazardous material releases** or **severe weather emergencies**, you may need to shelter in place.

When the Safety Team member is present and available, follow their instructions. Otherwise

- a. Stay inside the building or go indoors as quickly as possible if you are outside.
- b. Close and lock windows to provide tighter seal against chemical vapors, smoke and/or fumes.
- c. Locate supplies you may need such as food, water, radio, or flashlights if you have them.
- d. In the event of a hazardous material release, isolate from outside air, turn off fans, air conditioning or ventilation systems, if you have control of these systems.

For Board: Draft of Emergency Procedures Section of Safety Policy Manual, 7

Q. Scripts for Emergencies

Examples of public announcements which designated Safety Team members (e.g., On-site Coordinators, ministers) make via bullhorn or other electronic systems during and after emergencies. Because evacuation is necessary at these critical times, those members must be easily and quickly identifiable to all present, e.g. could carry flags (locations of flags TBD).

Earthquake

During the Shaking

- "Your attention please. This is an earthquake alert from your [insert designated Safety Team members, e.g., on On-Site Coordinator(s)].
- "Drop, Cover, and Hold On!"
- "Stay away from windows and heavy furniture."
- "Do not run outside."
- "Remain in place until further announcements."

Immediately After the Shaking Stops

- "The shaking has stopped. Please check yourselves and those around you for injuries."
- "Remain calm. Be prepared for aftershocks. If shaking starts again, drop, cover, and hold on."
- "If you smell gas, see a chemical spill, or notice major structural damage, report it immediately a Safety Team member." If member is unavailable, call 911.

Evacuation Announcement

- "We are now evacuating the building due to potential safety hazards."
- "Help those needing assistance."
- "Look for [insert designated Safety Team members, e.g., on On-Site Coordinators] who are carrying flags and who will lead you to safe assembly sites."
- "Children will immediately be brought to these sites by those who are caring for them."
- "If there are injuries, alert [insert designated Safety Team members, e.g., on On-Site Coordinators]."
- "Do not re-enter the building until emergency personnel announce that it is safe to do so."

Fire

- "Your attention please. This is a fire alert from your [insert designated Safety Team members, e.g., on On-Site Coordinator(s)]. Immediately follow [insert designated Safety Team members, e.g., On-Site Coordinators] who are carrying flags to evacuate the building to safe assembly areas."
- "Children will immediately be brought to these areas by those who are caring for them."
- "Help those needing assistance."
- "If there are injuries, alert [insert designated Safety Team members, e.g., on On-Site Coordinator(s)]."

Edited by Helen Tinsley-Jones,
9/17/26

For Board: Draft of Emergency Procedures Section of Safety Policy Manual, 7

R. Incident Report

Use this form to record details about any incident involving injury, property damage, or physical threat.

DATE OF REPORT _____
mm/dd/yyyy

PERSON COMPLETING REPORT

Name: _____ Title/Role: _____
Address: _____ City: _____
State: _____ Zip: _____
Cell #: (____) _____ Work #: (____) _____
Email: _____

PERSON IN CHARGE OF ACTIVITY, IF APPLICABLE

Name: _____ Title/Role: _____
Address: _____ City: _____
State: _____ Zip: _____
Cell #: (____) _____ Work #: (____) _____
Email: _____

WITNESSES

Name: _____ Title/Role: _____
Address: _____ City: _____
State: _____ Zip: _____
Cell #: (____) _____ Work #: (____) _____
Email: _____
Name: _____ Title/Role: _____
Address: _____ City: _____
State: _____ Zip: _____
Cell #: (____) _____ Work #: (____) _____
Email: _____

Attach additional pages, if needed.

POLICE DETAILS

Were police contacted? Yes No Did police respond? Yes No

Police agency: _____

Report #: _____

Officer(s) names:

Name/nature of activity:

Specific location of incident:

Date of incident: _____

mm/dd/yyyy

Time of incident: _____

am/pm

Description of incident: (Describe the incident in full detail, including names of all involved parties, contact info, dates, nature of injury or property damage. Attach and number additional pages and/or documents and include photographs, notes, emails, texts, and/or reports. If a vehicle is involved, attach a copy of driver(s)' info, registered owner info, and insurance card.

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9/17/26

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Attach additional pages, if needed.

PHYSICAL INJURY

Your Name: _____ Title/Role: _____

Address: _____ City: _____

State: _____ Zip: _____

Cell #: (____) _____ Work #: (____) _____

Email: _____

Injured person's name: _____

Nature of injury: _____

Photos? Yes No

Adult or minor? If minor, give age if known.

If minor, were parents/guardian(s) notified? Yes No

Parent(s)/guardian(s) name(s): _____

Address: _____ City: _____

State: _____ Zip: _____

Cell #: (____) _____ Work #: (____) _____

Email: _____

Parent(s)/guardian(s) name(s): _____

Address: _____ City: _____

State: _____ Zip: _____

Cell #: (____) _____ Work #: (____) _____

Email: _____

Attach additional pages, if needed.

Edited by Helen Tinsley-Jones,
9/17/26

For Board: Draft of Emergency Procedures Section of Safety Policy Manual, 7

PROPERTY DAMAGE

Did the incident involve property damage or loss? Yes No

Owner's name:

_____ Title/Role: _____

Is this owner an adult, or minor? If minor, parent(s) name:

Name: _____ Title/Role: _____

Address: _____ City: _____

State: _____ Zip: _____

Cell #: (____) _____ Work #: (____) _____

Email: _____

Photos? Yes No

Owner's name: _____

Title/Role: _____

Is this owner an adult, or minor?

If minor, parent(s) name: _____

Name: _____ Title/Role: _____

Address: _____ City: _____

State: _____ Zip: _____

Cell #: (____) _____ Work #: (____) _____

Email: _____

Nature of damage/loss: _____

Photos? Yes No

Attach additional pages, if needed.

Edited by Helen Tinsley-Jones,
9/17/26

For Board: Draft of Emergency Procedures Section of Safety Policy Manual, 7

S. Telephone Bomb Threat Checklist

KEEP CALM: Do not get excited or excite others.

TIME: Call received ____am/pm Terminated ____am/pm Date _____

PHONE NUMBERS: Caller's _____ Phone on which call came in _____

MESSAGE READ ____Yes ____No

MESSAGE TAPED ____Yes ____No

EXACT WORDS of CALLER _____

DELAY: ASK CALLER TO REPEAT

QUESTIONS TO ASK:

Where is the bomb located? _____

When will it go off? _____

What does it look like? Kind of bomb? _____

What will make it explode? _____

Did you place the bomb? ____Yes ____No If not, who did? _____

Why? What do you hope to accomplish? _____

Your name? _____

CALLER'S VOICE & SPEECH:

____ Female-sounding ____ Male-sounding ____ Calm ____ Nervous ____ Angry ____ Slow ____ Soft ____ Loud

____ Rapid/Pressured ____ Slurred ____ Disguised

Estimated age _____

Accent ____ Yes ____ No Describe _____

Speech impairment ____ Yes ____ No Describe _____

Unusual phrases _____

Recognise voice? If so, who do you think it was? _____

Other _____

BACKGROUND NOISE:

____ Music ____ Traffic ____ Animal Noises ____ House Noises ____ Street Noises ____ PA System

____ Conversation ____ Office Machinery ____ Factory Machinery ____ Running motor

Other _____

ADDITIONAL INFORMATION:

Did caller indicate knowledge of the facility? If so, in what way? _____

YOUR NAME (please print): _____

YOUR SIGNATURE: _____ **DATE** _____

VISION

Futuring: engaging with one another in the creation of a “[possibility space](#),” a liminal, luminous space in which we imagine what is needed for the future, and with love and labor, generate and act on concrete plans for change and sustainability which benefit all people
Futuring: widening our circle of concern

The future is always beginning now.

Mark Strand

(From UUCB Widening the Circle of Concern Task Force report, “Ch. XI - Futuring”)

Brief History of Widening the Circle of Concern

From the presentation given to the Board of Trustees in September 2021:

What is Widening the Circle of Concern?

In response to many incidents of white supremacy and racism within the association, the UUA subsequently formed the [Commission on Institutional Change](#) (COIC) in June 2017. Its charge was to investigate white supremacy in UU spaces and to establish a truth and reconciliation process. After three years of study, the Commission compiled the data into their book, Widening the Circle of Concern, which was highlighted at the [2020 General Assembly](#).

While the majority of recommendations and action items listed pertain to the national organization, the book contains many ideas and items which are applicable to individual congregations. UUA has urged all congregations to read, process and consider implementation of the book’s suggested actions. This work is crucial for our congregation to do, and in August of 2020, the Board approved the formation of the UUCB Widening the Circle of Concern Task Force to read the book and provide specific recommendations for UUCB in the form of a report.

After over a year of intense study, the UUCB Widening the Circle of Concern Task Force released a report to the Board and congregation with what the Task Force learned and specific recommendations for UUCB. From page 7 of the report:

This report proposes the following as overarching goals for UUCB

- **Taking Action** - Moving forward together as an Anti-Racist, Anti-Oppressive, Equitable and Inclusive Congregation
- **Cultivating Sustainability** - Building spiritual hardiness and moral wealth as we help build a more equitable world
- **Futuring** - Enriching our present and preparing for our future

A key recommendation from the report was to form a standing committee of the Board to continue the work of Widening the Circle, which the Board approved in December of 2021. The current charge of the Widening the Circle Committee (as amended in 2023) is as follows:

The charge of the Widening the Circle Committee is to be a visionary, supportive and advisory body that works in collaboration with UUCB programs to aid UUCB's growth and commitment to being an Anti-Racist, Anti-Oppressive, Equitable and Inclusive congregation and church organization. The committee and staff will discern the use of the currently-proposed recommendations and develop with the congregation, over time, new ideas and action plans that support the spirit and intent of the UUA's Widening The Circle Of Concern book. The committee's work may include:

- *Supporting and coordinating the implementation of Board approved recommendations from the Widening the Circle of Concern Task Force report (released August 2021).*
- *Coordinating the discussion of the Widening the Circle of Concern Task Force report within the congregation to ensure understanding of and promote engagement with the work.*
- *Working in concert with the Education for Liberation Development Team (ELDT). The ELDT would report to the Widening the Circle Committee.*
- *Regularly communicating with the congregation to ensure that UUCB programs are following through on the congregation's commitment to Anti-Racism, Anti-Oppression, Equity and Inclusion.*
- *Giving guidance in accordance with ongoing recommendations from the Commission on Institutional Change of the UUA, which includes providing expertise to and collaborating with staff so that staff and congregational values are congruent.*

Since the formation of the committee, much work has been done and the committee has given monthly reports to the Board and annual reports to the congregation.

Current Situation

The Widening the Circle of Concern standing committee (WCC) has not been meeting regularly for over a year now. This is due to several reasons, among them the increasing urgency of world events. Current members of the committee (like many in the congregation) have limited energy to give. With the election of Trump to a second presidential term, a decision was made to temporarily shift focus to wider concerns, like defending and protecting the rights of migrants, immigrants, and asylum seekers; voting rights of minorities especially Black voters; LGBTQIA+ rights, especially Trans rights; and other worthy actions. This does not mean that seeking to internally widen our circle of inclusion so that all belong is less important than actively supporting external social justice causes. It merely reflects the urgency of the times. However, it does show just how easily anti-racism and anti-oppression efforts can be dropped since Trump's re-election. The dimming/dissolving of the committee's work reflects the way racism and oppression in general are being systematically "disappeared" as worthy causes to champion. This happens time and again in our American society, and is something that needs active ongoing resistance.

In short, this is exactly why the Task Force included the formation of a standing committee as a recommendation and chose to situate that recommendation within the chapter titled "Accountability" which has the following vision statement:

VISION

We are a congregation that knows that the way forward will not be easy, but we will remain firm in our commitment to becoming an Anti-Racist, Anti-Oppressive, Equitable and Inclusive congregation. With eyes open and hearts ready, we plan for the future, keeping us on track and accountable.

From Chapter X, "Accountability," pg. 80 in the UUCB WTCOC Task Force report

"The WTCOC Task Force recommends creating measures and structures that are 'baked in' whenever possible. These are things that will last beyond any one congregant, committee, or minister and that happen automatically. Once in place, these become harder to remove."

And from Chapter XI, "Futuring," pg. 91 UUCB WTCOC Task Force report,

"As racism and oppression morphs and as the needs of society evolve, this Committee can adapt its goals and plans to meet these new changes. The proposed permanent quality of this Committee helps to assure that the work will continue, even as membership in the Committee changes."

The Task Force knew then, as we still know now, that it is hard for a congregation to remain committed to anti-racism and anti-oppression work. The Task Force foresaw a time when energy would wane, and it would be easy to slowly soften our resolve, even while beginning with the best of intentions. The Task Force knew that without creating structural accountability, it would be all too easy for the Widening the Circle of Concern efforts to be just a moment in time.

In other words, the original intent of making WCC a standing committee of the Board is so that it won't disappear. Even as the Board changes, all its standing committees are still there. If the WCC were not a standing committee, it could cease to meet (as it did for this last year) and then what would happen? The "Evaluation" chapter of the Governance Manual requires that the Board evaluate all its committees annually, so under the current state, the Board would notice the cessation of WCC meetings/reports and hopefully check-in with the committee. Only the Board standing committees are listed in the Governance Manual, not all committees/programs of the church. This was the failsafe that the Task Force sought to create when recommending the WCC as a standing committee of the Board instead of a committee on its own.

Another reason the Task Force designed the recommendation this way is authority. Because of the nature of racism and oppression, authority needs to be behind any projects in order for there to be lasting difference. Having the WCC be a standing committee of the Board, allows the Board to direct and delegate that authority and any resources. The goal is to ensure that the idea of Widening the Circle, the effort to be a more Anti-Racist, Anti-Oppressive, Equitable and Inclusive congregation, is woven into all the policies of the church. Since the Board is the visioning body who guides and sets the policies of UUCB, it feels right for the WCC to remain a Board committee.

From the Closing Thoughts of in Ch X, "Accountability," pg. 89 in the report,

"If we wish to succeed in our efforts to become an Anti-Racist, Anti-Oppressive, Equitable and Inclusive congregation then we must hold ourselves accountable; both the congregation of now and the congregation of the future. These acts of structural, process, and reconciliatory accountability are love notes to our future selves and to our future congregation. We care so much about the work continuing

long after we are gone that we are taking the time now to build strong foundations of support, to guide us and hold us along the way.”

Therefore, it is the recommendation of the current remaining members of the Widening the Circle of Concern Standing Committee as well as the original conveners of the Widening the Circle of Concern Task Force, that the WCC remain as a standing committee of the UUCB Board of Trustees. Further, the undersigned also recommend the beginning of a discernment process with Rev. Marcus to ask “What is the work of Widening the Circle of Concern at UUCB now?” It could be a great time of reflection to go through all the recommendations in the original report to see what we as a congregation have accomplished in five years as well as what still needs attention. It would be wonderful to hold another round of listening conversations for the congregation of today: asking, do you feel like you are in the circle of care and belonging? It feels fortuitous that conversations of mission, vision, and purpose are percolating throughout the congregation, and we wish for the work of Widening the Circle of Concern, as a standing committee of the Board, to continue to be part of those conversations, part of our congregational identity.

Sincerely,

Suzette Anderson Duggan, Cynthia Asprodites, Victoria Bowen, Karen Elliott, Lonnie Moseley, Helen Tinsley-Jones, and Melissa Rosales

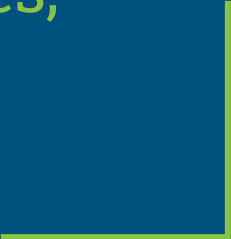




UUCB Widening the Circle of Concern Task Force



Report to the Board of Trustees,
September 1, 2021



Agenda

- What is the Widening the Circle of Concern Task Force?
- Historical Events & UUCB's Social Justice Work
- Futuring
- Recommendations
- Next steps

What is Widening the Circle of Concern?

In response to many incidents of white supremacy and racism within the association, the UUA subsequently formed the [Commission on Institutional Change](#) (COIC) in June 2017. Its charge was to investigate white supremacy in UU spaces and to establish a truth and reconciliation process. After three years of study, the Commission compiled the data into their book, Widening the Circle of Concern, which was highlighted at the [2020 General Assembly](#).

While the majority of recommendations and action items listed pertain to the national organization, the book contains many ideas and items which are applicable to individual congregations. UUA has urged all congregations to read, process and consider implementation of the book's suggested actions. This work is crucial for our congregation to do, and in August of 2020, the Board approved the formation of the UUCB Widening the Circle of Concern Task Force to read the book and provide specific recommendations for UUCB in the form of a report.

Evolution of a movement

Feb
2012

Trayvon Martin was
murdered by George
Zimmerman

July
2013

The hashtag #BlackLivesMatter
was created in response to the
acquittal of George Zimmerman

Aug
2014

Michael Brown
is murdered by
police in
Ferguson, MO

May
2015

UUCB *“Confronting Racism Project”*
is approved by the congregation
[now known as *“Confronting
Racism & Oppression Project”*]

Evolution of a movement

Aug
2015

Formation of the *“Literature, Film, & Drama Contingent” (LFDC)*
[now known as *“Literature, Film, Drama, & Music Contingent” (LFDMC)*]

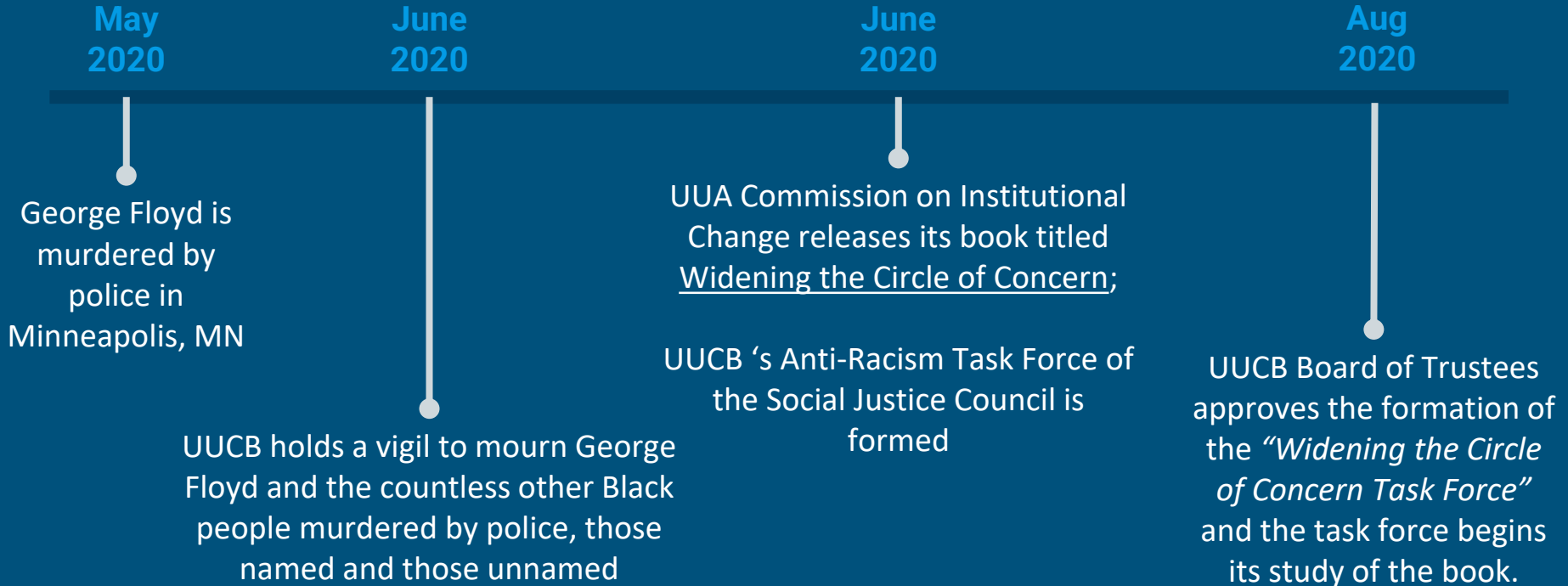
Mar & May
2016

UUCB hangs Black Lives Matter banners
in the atrium
and outside at the front of our building

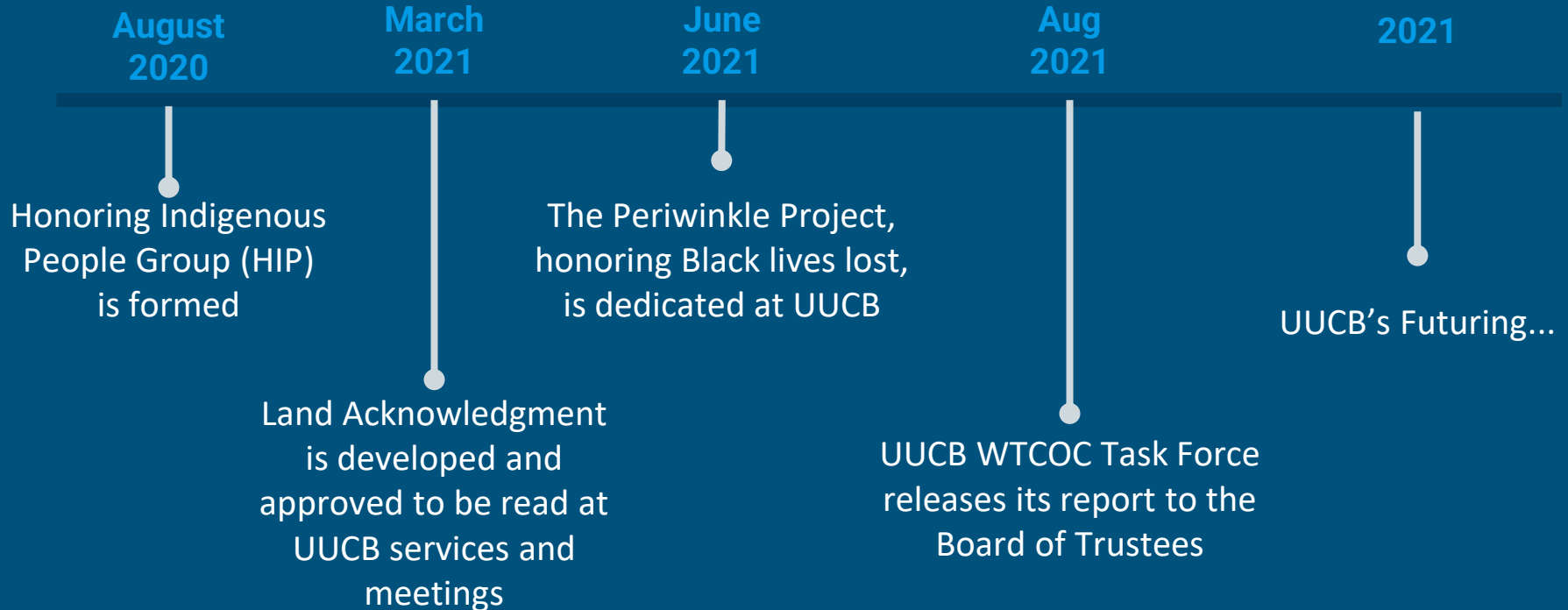
May
2017

Formation of the *“People Of Color Caucus” (POCC)* &
“Whites Opposing White Supremacy” (WOWS)

Evolution of a movement



Evolution of a movement



Concept of Futuring

Futuring: engaging with one another in the creation of a “possibility space,” a liminal, luminous space in which we imagine what is needed for the future, and with love and labor, generate and act on concrete plans for change and sustainability which benefit all people

Futuring: widening our circle of concern by deepening our commitment to anti-racist, anti-oppression work, as well as becoming more inclusive within UUCB and the greater community

Concept of Futuring

The future is always beginning now.

Mark Strand

This Widening the Circle of Concern report itself is an act of futuring. The events of our times shout to us. UUA's Widening the Circle of Concern book challenges us. The WTCOC Task Force report urges us.

How will we vigorously engage in the fight against white supremacy, racism and other forms of oppression that terrorize and kill marginalized people and communities and diminish the richness of life for all communities?

The actions recommended in this report are presented as a guide in addressing this crucial question.

UUCB's Futuring - the Board

- Board finishes reading the WTCOC report
 - Board designs a format to process the details of the report
 - Board determines timeline for next steps
- 
- Establish a Standing Committee to assist with implementation of the recommendations.
 - Appoint a board member to act as point person/liaison between the Board and the Standing Committee.

Widening the Circle of Concern Standing Committee

This committee would

- Report to the Board of Trustees.
- Oversee some of the implementations in the report.
- Oversee the Education for Liberation Development Team (ELDT).
- Regularly assess to ensure that the congregation is following through on its commitment to Anti-Racism, Anti-Oppression, Equity and Inclusion and give guidance in accordance with ongoing recommendations from the UUA Commission on Institutional Change.

UUCB's Futuring - the congregation

- Read the report - it is accessible on UUCB's website
- Engage in congregational conversations with the Board, WTCOC Task Force, WTCOC Standing Committee
- Look for opportunities to get involved

Next Steps for the Task Force

- We are prepared to answer questions. We suggest a follow-up with the Board in Oct. or Nov. & can be accessible offline for questions.
- As we said in the previous slide, we will make ourselves available to the congregation to answer questions/receive comments.
- We will continue to design a dedicated webpage where you can stay up to date with all future happenings and announcements.

Q & A

Chapter X - Accountability

VISION

We are a congregation that knows that the way forward will not be easy, but we will remain firm in our commitment to becoming an Anti-Racist, Anti-Oppressive, Equitable and Inclusive congregation. With eyes open and hearts ready, we plan for the future, keeping us on track and accountable.

“We still need to address the bias and oppression within our systems to build resilience in our living tradition for the times we are in and strengthen it for future generations. Making these changes will allow us to stay relevant. Addressing these issues will allow us to live into the theology we profess. Furthermore, if we are committed to this work as central to our faith, we will create the conditions in which all who are attracted to the theological premises of our faith can thrive.”

- Widening the Circle of Concern, UUA Commission on Institutional Change, 2020 (as cited in [“Widening the Circle of Concern UUA 2021 Implementation Plan,”](#) page 1)

Introduction

So many times in the recent history of the Association of Unitarian Universalist Congregations, we (the body of the Association) have failed to follow through on our commitments to Anti-Racism, Anti-Oppression, Equity and Inclusion. We may begin with the best of intentions, but energy and intensity wanes with time, and our impact remains feeble. That seems to be changing in the last few years, and that gives reason for hope that real and lasting change is happening in our Association. But what about us? How will we, the congregants of UUCB, remain accountable to our commitment to this work in our own church?

The WTCOC Task Force has identified three areas of accountability that can set us on a path to convert our best intentions into real and measurable impact for change:

- Structural accountability – creating lasting change
- Process accountability – continual assessment for ongoing change
- Reconciliation – acknowledgement of harm and active work to repair

Structural Accountability

The WTCOC Task Force recommends creating measures and structures that are “baked in” whenever possible. These are things that will last beyond any one congregant, committee, or minister and that happen automatically. Once in place, these become harder to remove. We have identified three opportunities for creating structural accountability for lasting change.

A standing committee of the Board of Trustees

After the Widening the Circle of Concern Task Force ends, create a Widening the Circle of Concern Standing Committee of the Board of Trustees. Members of the committee will change over time, but this committee will remain in perpetuity, similar to the Nominating Committee and the Endowment Committee.

A1 - Structural Accountability Recommendation – Widening the Circle of Concern Standing Committee

This committee

- Would report to the Board of Trustees.
- Could oversee some of the implementation of the recommendations in this report.
- Could oversee the Education for Liberation Development Team (ELDT) (See [Recommendation E3](#)).
- Would regularly assess to ensure that the congregation is following through on its commitment to Anti-Racism, Anti-Oppression, Equity and Inclusion and give guidance in accordance with ongoing recommendations from the [Commission on Institutional Change](#) of the UUA.
- Stakeholders Involved - Board of Trustees

Line items in the annual budget

Line items in our annual budget provide structural accountability because they automatically roll over for consideration each year, and the budget must be approved annually by congregational vote.

Structural Accountability Recommendations - Budget

- **A2 - Widening the Circle of Concern Education Fund**
Monies available for UUCB members of marginalized communities to use to attend district, regional, and national gatherings, to allow them more contact with people who share their identity and as an act of congregational reparations. (See [this link on our website](#) for more details about this fund.)
- **A3 - Shuumi Land tax**
Monies paid annually to the Sogorea Te' Land Trust to acknowledge the history of genocide and promote the healing of the the occupied land stolen from Indigenous peoples, on which our church resides.
<https://sogoreate-landtrust.org/shuumi-land-tax-guidance-for-foundations/>
- **A4 - Education for Liberation Development Team (ELDT)**
Monies available for congregational education and training around anti-oppression practices. (See [Recommendation E3](#))
- Stakeholders Involved - Board of Trustees, Executive Director, Honoring Indigenous Peoples Group, Widening the Circle of Concern Standing Committee (see [Recommendation A1](#)), and/or Education for Liberation Development Team (ELDT) (see [Recommendation E3](#)), UUA Liaison team (see [Recommendation C1](#)), General Assembly committee (see [Recommendation C1](#)), entire congregation

Our bylaws

Additions to our bylaws that support our commitment to Anti-Racism, Anti-Oppression, Equity and Inclusion provide structural accountability because once there, it would require a congregational vote in order to change or remove.

A5 - Structural Accountability Recommendation - Bylaws

- From the Widening the Circle of Concern book, [page 130](#): “Request that all Unitarian Universalist-related organizations examine their commitment to equity, inclusion, and diversity work and include such a commitment in their bylaws.”
- Stakeholders Involved - Board of Trustees, Bylaws Committee, Widening the Circle of Concern Standing Committee (see [Recommendation A1](#)), entire congregation

“Active attention and deep commitment to long-term progressive structural change address the satisfaction and guarantees of non-repetition requirements of reparations as defined by the United Nations....”

-Widening The Circle Of Concern, [page 128](#)

Process Accountability

The WTCOC Task Force recommends creating processes to aid in holding ourselves accountable to our commitment to Anti-Racism, Anti-Oppression, Equity and Inclusion. These processes would be ongoing and updated according to new information and further education. We will continue to learn and grow, and our processes should change and grow with us.

Recognize that the work of social justice is the work of the entire UUCB congregation.

While the Social Justice Council sponsors many programs, social justice, and specifically Anti-Racism, Anti-Oppression, Equity and Inclusion needs to be threaded into everyone’s work. No program at UUCB is exempt from the work of dismantling oppression and white supremacy culture. Every program at UUCB should be regularly asking itself, “Does our program serve the needs of all? Whose voices are not in the room? How can we expand and change to include those voices?”

A6 - Process Accountability Recommendation - Social Justice is the work of the entire congregation

- Encourage programs to be alert to and examine their structures, policies and procedures for silent, unintended elements of oppression and white supremacy.
- Provide all UUCB program leaders with a checklist to assess their programs with respect to Anti-Racism, Anti-Oppression, Equity and Inclusion. This assessment should be completed at least once annually.
- Here is an [example model](#) from Westside Unitarian Universalist Congregation - “Equity Decision-Making Tool”
- Stakeholders Involved - Program Council, Widening the Circle of Concern Standing Committee (see [Recommendation A1](#)), and/or Education for Liberation Development Team (ELDT) (see [Recommendation E3](#))

Hold ourselves accountable in our partnerships with community groups.

As we continue to learn, grow, and implement change within UUCB, we want to make sure that we do not cause harm in our interactions with our community partners. Basic education about Anti-Racism, Anti-Oppression, Equity and Inclusion is vital to bring to our work in our communities. This can include ongoing education about recognizing and avoiding microaggressions and how to respond to microaggressions, tokenizing, and other forms of modern racism. We recommend that real-life learning occur across all age groups.

A7 - Process Accountability Recommendation - Accountability with community partners

- Provide basic anti-racism, anti-oppression training for members of groups and programs that represent UUCB with community partners. While everyone in the congregation should have access to this training, it is especially crucial for those members of groups and programs that represent UUCB in our community.
- This basic training should include recognizing and avoiding microaggressions, and should be refreshed periodically. (See “[Microaggressions](#)” in “[Recommended Resources](#)”)
- Stakeholders Involved - Program Council, Social Justice Council, Education for Liberation Development Team (ELDT) (see [Recommendation E3](#))

How are we doing?

It is important to know how far we have come, and how much further we need to go. In order to measure this in a way that makes it easier for comparison, it is important to conduct the same assessments regularly.

A8 - Process Accountability Recommendation - Assess our progress

- Conduct a congregational anti-racism audit, at least once every 3 years.
- Conduct an anonymous survey to take the temperature of where we are as a congregation on Anti-Racism, Anti-Oppression, Equity and Inclusion topics. This could be paired with the anti-racism audit, or as a separate assessment. An example of a survey question might be "Do you understand what white supremacy is?" with multiple-choice answers. Conduct the same survey again, in 1-3 years to compare and see if any progress has been made.
- Stakeholders Involved - Board of Trustees, Minister, Widening the Circle of Concern Standing Committee (see [Recommendation A1](#)), and/or Education for Liberation Development Team (ELDT) (see [Recommendation E3](#))

"Ongoing monitoring is needed to continue to track progress toward equity, inclusion, and diversity. Continued assessment should be rooted in dialogue with groups representing Black people, Indigenous people, People of Color, and other people marginalized within Unitarian Universalism...."

-Widening The Circle Of Concern, [page 128](#)

Reconciliation

There has been harm done at UUCB. Even as we learn, grow, and commit to change and in spite of our best intentions, harm will happen in the future. We hold ourselves accountable by acknowledging harm when it occurs, and actively working to repair the damage. We hold ourselves accountable by building in structures that provide support for our Widening The Circle of Concern efforts. Supporting our staff, our congregants and ourselves whether we are learning, repairing, healing or any combination thereof, is vital to ensure our success.

Develop ways to support UUCB Black Indigenous People Of Color (BIPOC) staff and congregants, recognizing the importance of safety.

As stated on [page 166](#) of the text, *“Truth must come before reconciliation and transformation...”* and it is clear that many Black, Indigenous, People of Color, trans, gender expansive, and disabled people do not feel safe to tell their truths. Consider the following two quotes from the text:

“The lack of safety for truth telling has meant that religious professionals of color are carrying an unsustainable amount of tension. Ironically, the positive development of a growing number of religious professionals has led to those same religious professionals of color collecting more and more stories about damage done to those same professionals, especially because they are too often placed in congregational systems ill-equipped to handle a different leadership style in a productive way. These dynamics also hurt white participants.”

- Widening the Circle of Concern, [pages 165- 166](#)

“And the testimonials collected show that congregations may not know about the experiences that people of color have within their walls, because Black people, Indigenous people, and people of color have experienced a lack of safety when honest.”

- Widening the Circle of Concern, [page 42](#)

A9 - Reconciliation Recommendations - Safety and Support

- Develop ways to support UUCB Black Indigenous People Of Color (BIPOC) staff and congregants, recognizing the importance of safety.
- For Black Indigenous People Of Color (BIPOC) congregants, encourage the use of UUCB's People of Color Caucus (POCC) as a space for truth telling, healing and understanding. The Board and Minister could make public endorsements to the congregation for their support of the POCC, and for members of color to join the caucus.
- Acknowledge that there are power dynamics at play when there are conflicts involving People of Color. We suggest having other congregants of color, or a team that has anti-racism and anti-oppression training, at any meetings/mediations to provide context and support.
- When possible, connect people experiencing conflicts with staff and/or resources that will provide support, whether that is at the regional or national level, or outside the UU community.
- Stakeholders Involved - Minister, Staff, Board of Trustees, People of Color Caucus, Widening the Circle of Concern Standing Committee (see [Recommendation A1](#)), and/or Education for Liberation Development Team (ELDT) (see [Recommendation E3](#))

Rapid Response Team: Addressing Issues of Immediate Concern

There are times when it is important to respond quickly to social justice issues when they arise in the larger community. Currently, there are layers of approval needed to send even just a simple letter of support on behalf of the congregation, as was the case with the letter we sent to Alamance County in North Carolina, *"condemning the use of force by Alamance County deputies and City of Graham police officers on the citizens who participated in a peaceful march to the polls this past weekend."*

A10 - Reconciliation Recommendation - Rapid Response Team

- Establish a Rapid Response Team which works in collaboration with the minister and has the ability and authority to send out letters of support and/or condemnation on behalf of the congregation.
- Rev. Michelle offers the ["Resolution of Conscience and Statement of Positions \(RCSP\) of the Unitarian Universalists of Southern Delaware"](#) as a model. From their website: *"The document describes the social and environmental justice issues that UUSD members have identified as priorities for us as a congregation and provides examples of ways we are addressing each. The RCSP allows the minister, Board, and members to witness on behalf of the congregation about current, compelling justice issues and to mobilize action on those issues."*
- Stakeholders Involved - Minister, Board of Trustees, Social Justice Council, Communications Team

Provide pastoral care for congregants needing help to ask questions or process incidents involving elements of racism and oppression

When we experience harm, it can be deep and very wounding to our hearts. When we inflict harm, it can also be deep and we may not know how to repair the damage. Sometimes, these incidences of harm (experienced or committed) bring up spiritual questions for us that we need help processing.

A11 - Reconciliation Recommendation - Pastoral Care

- Provide ongoing pastoral care for congregants around incidents of racism, microaggressions and oppression. This could be a virtual chaplain, or specialists in certain areas - LGBTQIA+, race/ethnicity, disabled people, etc.
- For white-identified people, encourage the use of the WOWS group, Whites Opposing White Supremacy, as a resource for asking questions and learning.
- Stakeholders Involved - Minister, Pastoral Care Team (includes both Chaplains and lay member Pastoral Associates), Community Ministers, People of Color Caucus, Whites Opposing White Supremacy

Reparations committee

In order to ever move forward to begin healing the deep wounds of racism, oppression, and inequity that this country was founded on and still perpetuates, reparations must happen. There is no reconciliation without reparations. Currently, there are conversations about reparations happening at both the national and statewide level. There are also local initiatives such as the Arlington Community Church's [Black Wealth Builders Fund](#) (formerly known as the Black Homeownership Reparations Fund).

A12 - Reconciliation Recommendation - Reparations

- Create a committee whose purpose is to keep the congregation informed about local, statewide, and national efforts towards reparations. This committee could be under the purview of the proposed Widening the Circle of Concern Standing Committee (see [Recommendation A1](#)), or under the Social Justice Council umbrella.
- Join as partners to other community groups already doing the work. We don't always need to invent groups or start from scratch. (See "[Reparations](#)" under "[Recommended Resources](#)")
- Stakeholders Involved - Program Council, Social Justice Council, Widening the Circle of Concern Standing Committee (see [Recommendation A1](#)), and/or Education for Liberation Development Team (ELDT) (see [Recommendation E3](#))
- See also [Recommendation A3](#) "Shuumi Land tax" as an act of reparations to local Indigenous peoples.

"Among the lamentations and learnings the assembled Black people, Indigenous people, and people of color identified were these... No shared accountability structures and processes are in place to hold people accountable for the continued harming of Black people, Indigenous people, and people of color among us."

-Widening The Circle Of Concern, [Preface page vii](#)

Closing Thoughts

If we wish to succeed in our efforts to become an Anti-Racist, Anti-Oppressive, Equitable and Inclusive congregation then we must hold ourselves accountable; both the congregation of now and the congregation of the future. These acts of structural, process, and reconciliatory accountability are love notes to our future selves and to our future congregation. We care so much about the work continuing long after we are gone that we are taking the time now to build strong foundations of support, to guide us and hold us along the way.

[Mia Mingus](#), an educator, writer, disability activist, and visionary in the fields of transformative and disability justice writes:

“What if accountability wasn’t scary? It will never be easy or comfortable, but what if it wasn’t scary? What if our own accountability wasn’t something we ran from, but something we ran towards and desired, appreciated, held as sacred?”

What if we cherished opportunities to take accountability as precious opportunities to practice liberation?

To practice love?

To practice being the kinds of people ... we want to be?”

-Mia Mingus, blog post titled [“Dreaming Accountability”](#)

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1.10.6 Widening the Circle Committee [Amended January 4, 2023]

The charge of the Widening the Circle Committee is to be a visionary, supportive and advisory body that works in collaboration with UUCB programs to aid UUCB's growth and commitment to being an Anti-Racist, Anti-Oppressive, Equitable and Inclusive congregation and church organization. The committee and staff will discern the use of the currently-proposed recommendations and develop with the congregation, over time, new ideas and action plans that support the spirit and intent of the UUA's Widening The Circle Of Concern book. The committee's work may include:

- Supporting and coordinating the implementation of Board approved recommendations from the Widening the Circle of Concern Task Force report (released August 2021).
- Coordinating the discussion of the Widening the Circle of Concern Task Force report within the congregation to ensure understanding of and promote engagement with the work.
- Working in concert with the Education for Liberation Development Team (ELDT). The ELDT would report to the Widening the Circle Committee.
- Regularly communicating with the congregation to ensure that UUCB programs are following through on the congregation's commitment to Anti-Racism, Anti-Oppression, Equity and Inclusion.
- Giving guidance in accordance with ongoing recommendations from the Commission on Institutional Change of the UUA, which includes providing expertise to and collaborating with staff so that staff and congregational values are congruent.

The Widening the Circle Committee includes up to two board members, the Executive Director and Minister (ex-officio) and seven other church members with commitment to Anti-Racism and Anti-Oppression work, approved by the Board of Trustees. Each member shall be appointed to a term of 1 to 3 years, which may be renewed for a total of six years. In the absence of interested members, a current member may exceed the six-year limitation until the Widening the Circle Committee is able to both find and train replacement members who can then function effectively.

Background for Capital/Buildings & Grounds Agenda Item From UUCB Governance Manual

4. DELEGATION TO THE STAFF AND LAY LEADERSHIP

4.1 Global Delegation

The Board hereby delegates its authority to manage the work and resources of the church, except as expressly limited by these policies, to the Senior Minister(s). The Board, Senior Minister(s) and Senior Staff Team shall work collaboratively to carry out the Mission of the church.

10. CARE FOR PHYSICAL RESOURCES

UUCB will prudently manage and maintain its buildings and grounds, and all furnishings and equipment, to balance respect for heritage with maximizing benefit to the current and future congregation.

Reasonable and prudent insurance coverage will be provided.

The Buildings and Grounds Team will work in partnership with the Executive Director and Facilities Manager on the upkeep, repair, and appearance of church buildings and landscaping; and the establishment of policies regarding facilities.

Approved by Board of Trustees 6/4/2025:

POLICY ON CARE FOR MATERIAL RESOURCES

Drawn from: Governance and Ministry by Dan Hotchkiss

Introduction

The purpose of this policy is to ensure careful stewardship of UUCB's resources and to clarify spending authority. This clarity will facilitate the implementation of our mission and programs as well as addressing needed repairs and upgrades to our facilities in a timely way.

Summary

Staff have authority to spend within approved operating and capital budgets each year. Each staff member's authority is based on their areas of responsibility, and is accountable as outlined in Sec. 4.1 "Global Delegation". Budgets will be based on the annual vision, strategic goals, and available resources.

Spending Authority

Staff have the authority to spend within approved operating and capital budgets, and to discern the fund from which resources will be drawn, subject to the following limitations:

- Staff must take all reasonable care to prevent harm to the Church's financial assets, property, credit and tax exemptions and develop administrative practices and procedures designed to prevent such harm and must report promptly to the board on any significant shortcomings in their implementation.

- Staff are responsible for authorizing spending and monitoring accounts. When a committee, team or task force is allocated funds in the operating budget, a staff member will delegate that authority to a chairperson by ensuring they are aware of the funds available and have the means to authorize and monitor their use.
- Donor restricted funds may not be used in violation of donor restrictions.
- Board restricted funds may not be used in violation of board restrictions.
- Cash operating reserves may not fall below 25% of the annual budgeted expenditures without board approval.
- Board approval is required to change compensation for any full-time staff position when outside of the annual budgeting process.
- If staff foresees any material deviation from budgeted spending, they must promptly inform the finance committee, which may discuss and implement options for adjusting the budget.
- Staff may accept donations that support operations or programs and projects that have already been approved. If a gift is offered that falls outside of approved budgets, staff may accept this gift if it is \$10,000 or less. If it is over \$10,000, board approval is required. Staff may choose to bring any gift to the board at their discretion.
- Gifts of stock should be sold immediately.
- Lending or borrowing funds requires board approval.

Operating Budget Process

- Staff will submit a 2-year operating budget annually for approval by the board, after consideration by stakeholders (including relevant committees).
- The Finance Committee will evaluate the budget in detail and will present a draft budget for the board.
- The Board will ensure that the budget aligns with Board policy and strategic goals and is financially prudent.
- The Board will present the annual operating budget for approval at a congregational meeting as required by the bylaws.

Capital Budget Process

- Staff will create a 5-year capital budget after review of recommendations by the Buildings & Grounds Committee and other stakeholders.
- The Finance Committee will review the proposed capital budget and present it to the Board for approval.
- After the first year, the Board will approve *changes* to the capital budget.
- Requests for extra-budgetary spending over \$20,000 must be approved by the Board after discussion with staff and other stakeholders.
- Requests below \$20,000 may be approved by staff as long as the above policies are met.
- The capital budget will reflect items for which the church currently has resources as well as items for which additional funds must be raised or designated. The Board may decide to launch special campaigns to meet unfunded needs.