
Legal/Official paperwork:
- 501 c 3 status
- Religious Corporation Act: Immunity of Trustees and Officers
- State Incorporation Status: not-for-profit
- Tax exempt status on property
- Sales tax exemption

UUA Certification Procedure

Short term planning documents
Long term planning documents

History

Who’s in Charge Here: Governance in UU Congregations

By-laws

Policies:
- Mission Statement
- Safe Congregation (May 7, 2000)
- Welcoming Congregation
- ALUUC Inclusive Language Policy (June 5, 2001)
- Nuclear Fee Zone (1986)
- Website Policy (June 2002)
- Wedding/Union Services Policy
- Congregational Covenant (2001)

Survey Results
- Interim Ministry
- RE
- Settled Minister Search

Contents of Fire-safe box
- Mortgage from Bank One
- Mortgage from UUA
- CFD from Easy Does It Club
- Articles of Incorporation??
- Building Plans
- List of members

Organizational Chart
Zoning
Volume 2. Board Responsibilities & Issues

A. Job descriptions and responsibilities

1. President: Job description and responsibilities
2. Vice-President: Job description and responsibilities
3. Secretary: Job description and responsibilities
4. Treasurer: Job description and responsibilities (Note that there is a separate accounting manual for the treasurer’s use.)
5. Directors: Job description and responsibilities

B. Church year activities for the board

6. Annual meeting
7. Monthly meetings
8. Board Retreat
9. Board Calendar
10. Religious Corporation Act: Immunity of Trustees and Officers

C. Decisions that require board approval
   Fund raising
   Events for ALUUC’s sponsorship
Volume 3: Committees

A. Committees: responsibilities & organization

11. Futures Committee
12. Fund-raising committee
13. Fellowship: schedule of events,
14. Facilities: fire alarm, pest control, carpet cleaning, furnace & a/c servicing,
15. Program
16. Social Action
17. Religious Education
   1. Children
   2. Youth
   3. Adult
18. Pastoral Care
19. Committee on Ministry
20. Nominating Committee
   Guidelines for
21. Finance
22. Membership & Publicity
23. Personnel
24. Electronics and Communication
   1. Newsletter
   2. Directory
   3. Website
   4. Electronic mailing lists

B. Committee Night Structure

C. Recruiting

D. Current year membership

E. Interest Groups
   Build Your Own Theology
   News Covenant
   Christian Interest
   Bridge
   Book Discussion
   CUUPs
   Thursday night meditation

F. Volunteer Data Base
   Skills bank
Volume 4: Stewardship Handbook

Policy: All fundraisers must be pre-approved by the board.

Fantasy Auction
Garage Sale
Pledging
Other fund raisers

Note: The working copies of these manuals reside with the chairs of these functions. The contents of Volume 4 are copies.
Volume 5: Accounting Manual

Chart of Accounts
Financial Policies
  Professional Expense Fund
  Contingent Expense Fund
  Guidelines for Minister’s Discretionary Fund
  Fundraising

Purchasing
Donations
  Acceptance
  Memorial
  Endowments
  Restricted

Policies:
  - Not for profit guidelines for Political endorsements (www.au.org)

Worker’s Comp
W-2s
Salary increase recommendations
Contracts
Volume 6: Program/Sunday Morning Manual
Welcomer/Usher Duties & Notification
Order of Service
Annoucements, policy
Universal Appeals
Choir
Music: Sound system and taping
Child care
Chalice Lighters

Sunday morning duties
  Kitchen
  Sanctuary
  Office
Volume 7: RE Manual

Children
Youth
Adult
Volume 8: Personnel

Policies
  On members as employees
  Contracts

Job descriptions and responsibilities
  Minister
  Office Administrator
  RE Director
  Janitor

Hiring process
Advertising
Supervision
Evaluation
Firing/Termination
Grievance Procedures
Maintaining benefits
Safe congregation policy
Background checks
Volume 9: Denominational

Interconnections, subscription for lay leaders: process for up-dating
World subscription for all members
GA information
Issues of Conscience: Social concerns
CMWD
CMWD Delegates for Annual Meeting: process for selection
GA Delegates for Annual Meeting: process for selection
UUA and District Dues
Volume 10: Office & Building Procedures

Advertising
Attendance on Sunday morning
Building Use
Bulk mailing
Directory
Electronic mailing lists
Insurance reports
Keys and list of those who have keys
Long range maintenance plan
Mailing list up-date
Maintenance numbers and names
Name tags
New member packets
Newsletter
Official membership list: maintenance & responsibility
Phone call and message procedure
Process for up-dating email list
Purchasing
Use of office equipment
Visitor packets
Website

Forms
Order of Service
Universal Appeals
Expense Report
Check Request
Time Sheet
Visitor Sign-in pages
Announcements
Letterhead logos
Notecard logos
Pledge cards
Contribution envelope
Safe Congregation form
Insurance Incident report
Rental contracts
Committee Chairs

Electronics & Communications: Michael Naber
Facilities: Kurt DeWeese
Fellowship: Linda Haynes
Finance: Barbara Moore
Membership & Publicity: TBD
Program: Craig Bailey
Social Actions: John Malan
Religious Education: Brenda Wade