

ALUUC Policies & Procedures Manuals (Put a policy section at the beginning of each manual)

Volume 1. Policies Manual

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: Governace 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

Announcements, 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