

Policies & Procedures

First Parish Unitarian Universalist Church of Kennebunk

History Updates:

1. First Collated Revision: Document Reviewed, Updated & Approved by the BOD 12/3/2013
2. Addition of the Resolution of Conflicts Guidelines approved by the BOD 1/07/2014
3. Major change to the Membership Policy reflecting the Bylaw Article IV approved by the BOD 06/01/2014
4. Major change to the Membership Policy reflecting the Bylaw Article VI approved by the BOD 05/2015
5. Investment policy regarding fossil fuel disinvestments approved by the BOD and Congregation 06/07/2015
6. Membership policy regarding Youth guidelines for joining the church individually 02/01/2016
7. Policy addition to the Church Expenditures Policy on how to handle money.
8. Total rewrite of the Investment & Financial Management policy 06-14-2018
9. Update of the Special Gifts and Bequests 06-14-2018
10. Update to the Evaluation of the Ministry of the Church 11/2018
11. Addition of the Restricted Funds Policy 12/13/2018
12. Update the Inclement Weather Procedures 03/21/2019

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Alcohol on Premises Policy:

“It is the policy of the First Parish Unitarian Universalist Church that:

Part 1:

No alcohol be served or consumed at any church sponsored event on or in church property.

Part 2:

No alcohol will be served or consumed at any privately sponsored event on or in church property unless proof of liquor liability insurance is provided to the chair of the Board of Directors, the minister, or their designees at least forty-eight (48) hours in advance of the event.”

(Approved at 2002 Annual Meeting)

(Revised at June 2007 Annual Meeting)

(Document Collated, Reviewed & Approved by the BOD 12/3/2013)

Church Expenditures Policy:

Staff and Committees should keep expenditures within their budgets. Only staff members and committee chairs may authorize expenditure of church funds. An Expense Authorization form must be submitted with our treasurer. Committee members should submit expense slips to the chair of their committee. Committee chairs may designate activity coordinators to sign and file the forms.

If a church committee or group sponsors an event to benefit the church and its community, it must do the following:

- Record ticket sales and resulting income (if there is any)
- As money is collected put it in a labeled envelope and place it in the office door lock-box for safe keeping. Money should not leave the building.
- Save all receipts for expenses and submit them with the proper form to the treasurer if reimbursement is desired. (Expense Authorization Form)
- **Record all the above information on their committee bookkeeping paper.**

If a church-affiliated group sponsors an event to benefit the church and its community, it may ask participants for donations and reimburse itself from the donations before giving the remainder to the church or other charitable organization.

If the Board asks a group to sponsor an activity or event for the church, the Board may cover the net expenses of the event from the discretionary fund.

(Passed by the BOD 2/12/02)

(Document Collated, Reviewed & Approved by the BOD 12/3/2013)

(Document Collated, Reviewed & Approved by the BOD 10/12/2017)

Church Valuables:

- **Valuables Inventory**
 - Valuables of the church are to be photographed and catalogued.
 - Information is to include source (if known), date of acquisition (if known), value (if appraised), with location and condition of the artifact.
 - Catalogue is to be updated with each purchase and donation Notation will be made in the catalogue should valuables be sold or discarded
 - Catalogue maintained by Arts and Improvements members via the Property Committee ownership

- **Sale of Valuables**
 - Recommendations of sale of valuables must be brought to the attention of the Arts and Improvements members via the Property Committee chairperson Recommendations approved must be reviewed by the Board of Directors
 - The Congregation must approve the sale of single items valued at more than \$1,000 and disposition of funds.
 - Recommendations of sale of valuables must be brought to the attention of the Arts and Improvements members via the Property Committee chairperson
 - Recommendations approved must be reviewed by the Board of Directors
 - The Congregation must approve the sale of single items valued at more than \$1,000 and disposition of funds.
 - The sale of church valuables will be offered at appraised price to members first.

- **Library Books (Antique)**
 - Books are under the purview of the Archivist/Historian
 - The borrowing and lending of books is coordinated by the Archivist/Historian

Originated January 14, 2003)

(Document Collated, Reviewed & Approved by the BOD 12/3/2013)

Methods of Communication:

FIRST PARISH members are encouraged to use the following communication methods:

The church office notifies the members/friends of the church of upcoming fund raisers and church meetings.

- Spoken announcements (every Sunday)
- Order of service (every Sunday)
- Clip boards with sign-up sheets
- Bulletin boards
- Mailings (call to meeting and quarterly pledge updates)
- Outside portable sign (special events)
- Outside framed sign (Sunday worship info)
- Outside wayside pulpit
- “Standing on the Side of Love” banner

Personal Contact between members is very valuable as a direct “human contact” way of communicating.

- Telephone chain; those people who have no other access to information
- Emails (see email policy), phone calls and one on one
- Leadership forum; Gatherings to check the pulse of the congregation
- Committees and ad-hoc groups
- Open Board Meetings; monthly

The following means of online notice are for the convenience of all of our members. These are an effective way of sharing information with potential church attendees.

- Website; Major Events Announcements
- Events Calendar; All Church and Community schedules
- Monthly Newsletter (sent by email and mail)
- Craigslist (special events)
- Weekly update; emailed every Thursday
- Facebook page, linked to website; updated weekly
- Facebook Event creation; special events postings

Publicity for events can be specialized by using the following resources:

- Online bulletin boards; Categorized and maintained by committees
- Emails to area newspapers; PR packet available via email or hardcopy from Office
Posters in local businesses

(Document Collated, Reviewed & Approved by the BOD 12/3/2013)

Email Process & Guidelines:

Purpose:

The purpose of email communication is to communicate internally to members and friends about First Parish ministry, business and activities and about other relevant information and activities.

Messages:

The following types of messages may be distributed by the church office to the all church email list:

- Notices of pastoral care or Membership/Caring Committee type items, such as hospitalizations, deaths, new jobs, graduations, and other personal or family milestones. These emails have to be cleared with the minister or Chair of the Board of Directors, or Membership/Caring Committee chair in that order of absenteeism;
- Notices about church-wide events or programs that have not been well publicized or that need additional emphasis;
- Information about non-church events which relates to our principles or purposes; and
- Partisan political messages may not be sent.

Messages To/From Church Leadership and Committees:

The following types of messages may be distributed by church leadership and committees:

- Notices of meeting times, locations, agenda.
- Minutes of meetings without personal information or opinion.
- Detail of issues that are general in content, and without personal information or opinion.

Messages Not Delivered via Email:

Any message of a sensitive nature, including member/friend, financial or staff issues. For information of a sensitive nature, utilize escalation path in person or by phone:

- Notify minister. If not available, notify...
- Chair of the Board of Directors. If not available, notify...
- Vice-Chair of the Board of Directors. If not available, notify...
- Chair of Membership Committee for member/friend issues. Notify Chair of Finance Committee for financial issues. Notify Religious Education Director for RE issues.
- Minister and Board Chairs may directly refer problem to appropriate committee chairs.

Submitting Messages:

Messages should be emailed to the Administrative Assistant to be forwarded to the all-church email list. If they meet the above criteria, they will generally be forwarded within one working day of when they were received or on a requested date.

Weekly E-Mail Updates:

A weekly all-church e-mail containing announcements and information regarding church related events will be sent on Thursday of each week. The deadline for submitting information for the e-mail update will be 10:00 a.m. on Wednesday morning. All attempts will be made to avoid sending all-church e-mails at other times. All-church e-mails will be sent at other times at the discretion of the Minister, Board Chair, or Administrative Assistant.

Removal from Email List:

Persons on the email list may request removal at any time. The Administrative Assistant will periodically include a message stating: Persons who do not wish to receive further messages to please notify the church office for removal.

Privacy:

The office does not intentionally release email addresses via all-church mailings.

(Approved: July 06, 2004)

(Revised: September 12, 2010)

(Document Collated, Reviewed & Approved by the BOD 12/3/2013)

Evaluation of the Ministry of the Church

Purpose:

Ministry is the work we do in service to our vision. This includes the work of the minister, staff, church leadership and the congregation. A regular, open, and honest evaluation process is essential for a successful ministry. This policy is designed to provide guidelines for a comprehensive and sustained evaluation process which includes:

Annually

- Annual goal setting which identifies priorities and provides direction for the work of the church.
- End of year review of progress on goals for the Minister, staff, and church leadership, which shall serve as feedback for setting goals and priorities for the following year.

Triennially (every 3 years)

- A comprehensive evaluation of the total ministry of the church will be conducted every three years, unless otherwise changed by the Board.

Responsibilities:

Annually

- The Board of Directors will initiate a goal setting process that includes congregational goals as well as goals for the Minister, the Board, church leadership and staff
- The Minister shall work with the appropriate committees to evaluate the Administrator, the Director of Religious Education and the Music Director.

Triennially

- The Committee on Ministry is responsible for initiating the evaluation process. It will convene an Evaluation Committee including members of the Committee on Ministry. (see appendix for list of tasks)
- The congregation will be invited to participate in the evaluation of the total ministry of the church.

Annual Setting of Goals and Priorities:

- At the beginning of the church year, the Board of Directors, the Minister and the Committee on Ministry may meet to identify a list of all-church goals for the coming year. Goals should be broken down into specific objectives and tasks that are quantifiable.
- Goals shall be consistent and ranked in order of relative importance based on the most recent evaluation, the church's vision and input from the congregation.
- These priorities should be shared with committees and published in the church newsletter. With these priorities in mind, the Board, the Minister, the staff and committees should set their goals for the year.

- These goals will become the basis for ongoing work and end-of-year Church Program reviews.

Annual Review of Progress on Goals

- All goals should be reviewed periodically during the year, noting successes and challenges.
- The Minister, the Board the Committee on Ministry and committees shall conduct an end of year review to assess progress on all-church goals.
- For the review from the Minister, staff members will complete a self-evaluation which will be reviewed with the Minister and the chair of the appropriate committee. Written feedback for each staff person should be provided and placed in the individual's personnel file. This should serve as the basis for the goals set the following year.
- According to the First Parish's contract with the minister, the COM is to be included in the discussion regarding salaries and benefits

In addition to the annual process outlined above:

- The Committee on Ministry will convene an Evaluation Committee to oversee the comprehensive evaluation of the total ministry every three years, based on the goals and priorities established at the start of the year.
- The Evaluation Committee tasks may include:
 - Creating a timeline
 - Collecting goals
 - Creating Evaluation Forms
 - Distributing forms
 - Publicizing process
 - Collecting forms
 - Compiling composite
 - Publishing Results
 - Convening the Congregational Meeting
 - Publishing Results
- The Board, the staff, and committees may share their goals with the Evaluation Committee.
- At year end, the Minister, the Board, the Committee on Ministry, and the Staff will complete an evaluation form assessing the congregation's, (church) leadership's and the minister's progress on goals as well as general areas of church life.
- Evaluation forms may go to every member of the church and shall include a cover page asking a few questions to determine how active the responder has been in church life and how long he/she has been involved in the church. Questions might include:
 - Are you a member or a friend?
 - If you are a member, for how long?
 - Do you regularly participate in activities of the church?
 - Do you consider yourself an active supporter of the church?
- After a published deadline for receipt of completed forms, the Evaluation Committee will create a composite evaluation. The raw data will be put on file in the office and made available to members of the congregation upon request.

- The composite will be used as a basis for discussion by the Board, the Committee on Ministry and the Minister. During this discussion the Minister will share pertinent results from staff evaluations.
- Recommendations that come out of this discussion shall be put in writing, printed in the newsletter and added to the file in the church office. They shall also be distributed to the Board of Directors at the goal setting meeting the following fall.
- The Evaluation Committee may host a Congregational Meeting to discuss the results of the evaluation and identify priorities for the future.
- A summary of this meeting along with the results of the survey will be published in the newsletter.

(Approved by the Board 12/7/2010)

(Document Collated, Reviewed & Approved by the BOD 12/3/2013)

(Document Reviewed & Approved by the BOD 03/2016)

(Document Reviewed & Approved by the BOD 11/2018)

Fundraising Policy:

Operating Budget:

The primary fundraising efforts of the church are directed toward meeting the goals set within the annual budget.

Ad-Hoc Committee Fundraising Policy:

- While the overall need of the church to raise revenues for on-going general expenses of the church must take priority, the concurrent need for committees to raise small amounts for church-related projects is also acknowledged. In an attempt to serve both needs, the First Parish Board of Directors sets the following policy, subject to change as conditions warrant.
- Any committee of the church may raise funds subject to the following:
- This rule is intended to apply to small fundraising projects that supplement a committee's annual budget or for specific items or projects desired by the committee that fall within the overall mission of the church.
- For monies raised under \$1,000, 50% of the monies raised will be allocated to the committee's budget; 50% will be deposited into the General Fund to supplement the overall church budget and/or to meet annual church wide fundraising goals.
- 100% of amounts raised over \$1000 will go to the General Fund as above.
- Reasonable direct expenses may be deducted prior to calculating the amount raised.
- Committees with proposed fundraising projects must submit them to the Board of Directors for approval prior to starting the project to avoid conflicts with other fundraising events and to make sure it does not conflict with general church fundraising goals.
- The Board of Directors may waive the requirement for a 50/50 split on a specific fundraising effort carried out by a committee or board designated group if that effort is to be earmarked for a major project that significantly benefits the entire church such as a capital improvement or special outreach project.
- All funds raised must be turned over to the treasurer for deposit and disbursement and may not be kept by members of the committee.

Special Collections for Charitable Causes:

Plans for special charitable plate collections shall be submitted to the minister. Plans for special events for a charitable cause shall be submitted to the Board of Directors.

Special Gifts and Bequests:

In order to assist potential donors, the Property Committee shall maintain a current list of items that may be donated to the church as special gifts or bequests.

Exceptions:

Youth Group:

The Youth Group may make a special request to the Board of Directors to raise funds for a specific purpose. The Youth Group, with the help of the Youth Group Leaders, will be responsible for planning and carrying out these fundraising events.

Returnable Bottle and Can Collection:

Money collected from the on-going Bottle and Can Drive will go directly into the Childcare line of the Operating Budget.

(Effective: January 5, 2005)

(Document Collated, Reviewed & Approved by the BOD 12/3/2013)

How Decisions Are Made:

Individuals:

Individuals shall approach staff (the active Director for Religious Education issues, the active Office Administrator for office issues, the active Director for Music issues, and the active Minister for Worship related and other issues) who will direct them to the appropriate committee for coordination. For instance, if someone wants to start a new small group they would talk with the Minister, who will help them get organized.

Committees:

Committees are empowered to make independent decisions based on what is in their job description, and the availability of funds in their budget line item. If an issue/decision is beyond the scope of the committee's charge and/or budget, the appropriate staff or Board liaison person should be notified.

Board of Directors:

The Board is charged with planning and decision-making in the areas of long-range planning/visioning and fiscal responsibility. They are also charged with creating policy and the management of operations. The Board will receive recommendations/proposals from committees, other groups, and individuals that are:

- a) Related to long-range planning, policy or operations;
- b) Financial issues; all expenditures of money not included in the budget must be authorized by the Board – not to exceed 5% of committee's annual budget for the fiscal calendar year.

Congregation:

10% of the active members of the congregation may call a Congregational Meeting on an issue at any time. A congregational vote is also required for expenditures exceeding 5% of total budget for a given fiscal year.

(Effective 10/18/2006)

(Modified 1/5/2011)

(Document Collated, Reviewed & Approved by the BOD 12/3/2013)

Inclement Weather Cancellations Process:

In the event of bad weather, the decision to cancel Sunday Worship Service will be determined by the Worship Leader (Minister or Worship Point Person) in consultation with the Chair of the Board of Directors. The information will be announced by 7:00 am on Sunday morning.

Congregants can find Sunday morning cancellation information in the following places:

1. TV-WCSH.
2. Church voicemail-207-985-3700.
3. An eblast email will sent to our normal distribution list.
4. FPUU Website www.uukennebunk.org and Facebook page.

Decisions to cancel other events will be at the discretion of the individual(s) running the program in consultation with the Minister or Chair of the Board of Directors. Please contact the person(s) organizing the event for details. The organizer(s) of the event are responsible for notifying participants and the church office.

Please note that if RSU-21 cancels school, the church office is likely to be closed. The church voicemail will be changed to indicate if the office is closed.

All messages left on the church voicemail will not be returned until the next business day.

Procedure: Read administrators procedures in Office red notebook for further information on cancellations and phone message changes.

(Created and approved on March 2013 by the BOD)

(Document Collated, Reviewed & Approved by the BOD 12/3/2013)

(Document Collated, Reviewed & Approved by the BOD 03/21/2018)

Investment & Financial Management Policy:

Purpose:

The purpose of the following investment guidelines, which will be reviewed annually by both the Finance Committee and the Board of Directors, is to help to establish the investment and money management objectives, policies, guidelines and eligible securities owned by the First Parish Unitarian Universalist Church (FPUU).

Managed Accounts:

FPUU funds are currently held in various bank and investment accounts with names and purposes described below. After consultations with the Finance Committee and the Board of Directors, the Treasurer may, from time to time, change the financial institutions or accounts, as is to meet the financial needs of FPUU, in accordance with the goals and objectives of this policy.

Operating Funds

1. The Operating Checking Account (Checking Account at Kennebunk Savings):
This account is the principal checking account used to manage annual operating expenditures. For security and other reasons, not all annual operating cash is held in this account.
2. The E-Commerce Account (Checking Account at Kennebunk Savings):
This account holds funds received from e-commerce including: sales, donations and mobile credit card purchases. These funds are later transferred to the Operating Checking Account.
3. The Operating Surplus Fund (Vanguard Federal Money Market Fund):
This account holds surplus annual operating funds without any restrictions or long-term investment goals or restrictions.

Restricted/Designated Funds and The Reserve Fund

4. The Restricted/Designated Fund (Savings Account at Kennebunk Savings):
This account holds restricted donations approved by the Board of Directors of FPUU. These funds are transferred to the Operating Checking Account only as qualifying expenses are to be paid, upon Board approval. These funds may be invested elsewhere in order to benefit FPUU. They are to be disbursed in accordance with the Special Gifts and Bequests Policy.
5. The Reserve Fund (Vanguard & Green Century Funds):
This fund holds monies for future use designated by the Board of Directors. It holds restricted donations designated and accepted as “endowment” or “Reserve Funds”.

Objectives:

These Guidelines will:

1. Ensure the security, long-term growth, and appropriate usage of the Reserve Funds, serving as a guide to the management of Reserved Funds.

2. Bring consistency, simplicity and clarity to day-to-day financial management.
3. Establish common financial goals and management guidelines for the Board, Finance Committee members, staff, current and potential donors, congregation, and investment managers (if any).
4. Improve recordkeeping and accountability for funds.
5. Set criteria against which the performance of the investments can be measured.

Guidelines for Funds Management:

Policy on Disinvestment of Fossil Fuel Stocks:

In accordance with our respect for the interdependent web of all existence, the members of the First Parish Unitarian Universalist Church of Kennebunk voted in 2015 to direct the Finance Committee to divest of all holdings in the fossil fuel industry, as expeditiously as possible. In addition, to reinvest the proceeds in a fund that consciously excludes companies which produce fossil fuels, such as the Green Century Equity Fund. Future investments are to avoid any connection with fossil fuels.

Operating Funds:

Operating funds are to be securely managed but readily available for use according to the budget, as needed. These Operating Funds are to be held in the Operating Checking Account or in the Money Market fund.

The Operating Checking Account is used to receive pledges and other unrestricted income and to disburse all payments. E-commerce funds deposited into the E-Commerce Account are to be regularly transferred to the Operating Checking Account. *The balance in the Operating Checking Account is to be managed so that the balance is not less than one month of typical expenditures, nor more than two months of typical expenditures.* Surplus operating funds are to be transferred to the Money Market account.

Money Market funds are to be freely transferred back to the Operating Checking Account to meet budgeted Operating Expenses, whether those surplus funds were generated in the current operating year or prior years, unless the surplus funds have been designated by the Finance Committee for transfer to Reserve Funds, upon approval by the Board.

Restricted/Designated Funds:

Some donors wish to give money to FPUU for designated purposes. The restrictions are to be put in writing by the donor and then reviewed by the Board. When the restricted funds have been accepted by the Board, they will be held in a separate savings or investment account. They may only be used in accordance with the donor's guidelines, as determined by the Treasurer or the Board.

The Reserve Fund:

The moderately aggressive investment goal of the Reserve Fund is to achieve a total return

(income plus appreciation) of at least 5% average annual return over a full market cycle of 5-7 years. The following guidelines apply to the Reserve Fund for the three main investment asset classes:

1. Money Market Funds - Allowable Range: For the Money Market account within the Reserve Fund, Target a Minimum 5%, Maximum up to 10%, of total reserve assets, or up to 20% of the total expenditures in the Annual Operating Budget, whichever is greater. A quality money market fund is to be used for liquidity, to seek as high a current income as is consistent with liquidity and stability of principle. This fund will also allow for transfer from the Reserve Fund into the church bank account, within the guidelines set up later in this document, to meet planned and unplanned church expenses. When economic recession strikes, and market prices drop, it would be prudent to anticipate up to a 10% reduction in pledges and fundraising totals. In the absence of surplus operating funds, a larger balance in the Money Market reserve would reduce the likelihood of having to sell equities or mutual funds at a loss.
2. Equities Investments - Allowable range: Minimum 50%; Maximum 75% of total reserve assets:
The equity portion of the portfolio is to consist of high-quality large and medium capitalization equity mutual funds. No more than 5% of the equity portion of the account will be invested with any one issuer. No more than 20% of the equity portion of the account will be invested in stocks contained within the same industry, in order to maintain a reasonable diversification of the investments. It is acceptable to invest in an equity mutual fund(s) adhering to the characteristics previously described, as long as it is a no-load fund, and does not have 12(b1) expense ratio inconsistent with funds of similar investment styles. Prohibited equity investments include: initial public offerings, restricted securities, private placements, options, derivatives, futures, and margined transactions. Exceptions to the prohibited investment policy may be made only when assets are invested in a mutual fund(s) that periodically utilizes prohibited strategies to mitigate risk and enhance return. A higher investment in equities will tend to make the Reserve more risky and more aggressive, but will enhance the likelihood of higher returns over the long term.
3. Fixed Income Investments - Allowable range: Minimum 20%; Maximum 40% of total reserve assets:
Bond investments will consist of taxable fixed income securities and/or bond funds with an investment-grade rating (BAA or higher) and that have a liquid secondary market. No more than 5% of the fixed income portfolio will be invested in corporate bonds of the same issue. No more than 20% of the fixed income portfolio will be invested in bonds of issuers in the same industry. Exceptions to the prohibited investment policy may be made only when assets are invested in a mutual fund(s) that periodically utilizes prohibited strategies to mitigate risk and enhance return. Bond investments are generally more secure than Equities and help protect the capital in the Reserve over the long term.
4. Reserve Performance Measurement Standards & Reporting:
The Finance Committee will evaluate fund performance annually, including the use of appropriate benchmarks/indices for comparison. The Finance Committee is charged with

making a report including the performance and growth of the funds to the Board of Directors at least annually. The Board is charged to share this report annually with the congregation.

5. Spending Policy and The Reserve Fund:

In order to both preserve the capital and to provide growth of the funds, no withdrawal from the Reserve will be made unless the following criteria are met:

- a. The total amount of the Reserve is over \$225,000.00, inflation adjusted from 2018 using annual CPI - the Minimum Balance Threshold.
- b. The growth of the Reserve has met the investment goal of an average of 5% per annum over the previous 5-year cycle, calculated after new deposits to the Reserve and withdrawals from the Reserve – the Return Threshold. Note: The Return Threshold is calculated by determining the percentage increase of the fund value over the most recent 5 years, and dividing that rate by 5.
- c. If these criteria are met, then not more than 10% of the total dollar value of the investment growth over the 5-year period may be withdrawn, with both Board and Congregational approval, for projects to benefit the church and its missions or programs.
- d. As deemed by the Board, this policy may be overridden by a vote of the majority of members attending a congregational meeting.

6. The Reserve Fund and Capital Improvements:

Capital improvements may be required to protect the church building or infrastructure, as a practical operating necessity, or as a wise investment to reduce future expenditures. In all such cases, subject to Board approval, funds may be borrowed from the Reserve and budgeted and repaid from Operating Funds. The funds should be repaid over the appropriate term, given the project life, size and “payback” (in the case of an investment that will reduce future expenses). The rate of the loan should be comparable to the average annual rate of return for the Reserve’s fixed income investments over the prior 3 years, to be calculated in a manner similar to the Return Threshold calculation above.

(Revised ~ February 2013)

(Document Collated, Reviewed & Approved by the BOD 12/3/2013)

(Document Collated, Reviewed & Approved by the BOD and Congregation 6/7/2015)

(Document Collated, Reviewed & Approved by the BOD and Congregation 6/14/2018)

Membership Guidelines

Purpose

- To create a uniform policy and clarify the **Bylaw Article IV – Membership**;
- To set expectations for **new, sustaining and terminating members**; and
- To outline a uniform procedure for establishing an accurate **membership list**.

Being Part of a Community

A member of First Parish becomes part of a living institution that supports, nurtures and challenges Members to become the best they can be, through the following activities and policies:.

- Opportunities for growth. First Parish offers numerous social, educational and spiritual opportunities for members to deepen and grow. They can expect to be challenged in the study of God and religious beliefs, urged to deepen their spirituality and be supported in their search for community and a meaningful faith.
- Pastoral Support by the minister and lay pastoral care teams.
- Rites of passage such as marriage, and memorial services.
- Ritual of Child Dedication. This special ceremony of welcome for babies and young children is offered during a worship service or other times.
- Religious Education for Children and Youth. From nursery to high school, FIRST PARISH's religious education programs challenge and support young people as they develop their own spiritual and religious searches.
- Adult Education. Ongoing and shorter-term workshops and study groups offer a diverse menu for members to connect and make friends along the way.
- A Welcoming Congregation. First Parish is a Welcoming Congregation for gay, lesbian, bisexual and transgender (GLBT) persons.
- Support from the Unitarian Universalist Association (UUA).

Membership Policy

Listed are clarifications of the First Parish Bylaws Article IV and our Comprehensive Strategy core values:

A **Member** of First Parish is one who:

- is sixteen (16) years of age or older;
- makes a financial pledge and a commitment of time and talent;
- participates in the worship services; and
- has signed the Membership Book in the presence of the Minister or the Chair of the Membership Committee. (Ideally having attended orientation sessions conducted by the Membership Committee in conjunction with the Minister.)

Being a **Member** of First Parish entitles one to:

- vote at congregational meetings beginning 30 days after declaring intent to become a member and signing the Membership Book;
- chair standing action committees, serve on the Board of Directors and task force teams, and participate fully in Church life;
- receive full benefits of the ministry of the Church for himself/herself, parents and children; *in the case of weddings, the benefits for children of members shall terminate at the age of 26.*
- use facilities for special ceremonies free of charge (e.g. weddings, funerals, child dedication); *in the case of weddings, the benefits for children of members shall terminate at the age of 26.*
- represent First Parish at regional and national events
- take priority over non-members at retreats and other activities when attendance must be limited; and
- receive a subscription to the [UU World magazine](#).

A **Friend** of First Parish:

- is in general support of the purposes, goals, and programs of First Parish;
- does not wish to sign the membership book;
- is highly welcome to participate in the worship services and offer time and talent toward Church activities; and
- is encouraged to make an annual financial contribution or pledge.

An Emeritus Member:

- has been a long-standing member of First Parish but has become unable to participate fully in the Church;
- receives full benefits of the ministry of the Church; and
- may vote at Congregational Meetings.

This standing, which is designed to honor the Member's past contributions; is determined by the BOD and Minister.

A Youth Member:

- is between the ages of 13 and 15;
- is a non-voting member;
- makes a financial pledge and a commitment of time and talent;
- participates in the worship services and offer time and talent toward Church activities;
- has signed the Membership Book in the presence of the Minister or the Chair of the Membership Committee with a notation "Youth Member";
- At age sixteen (16), he/she will be considered an active voting Member. receives full individual benefits of the Church's ministry.

Active membership discontinues when any of the following occurs:

- A written request is received from the Member to transfer membership to another UU church.
- An oral request to resign or be listed as a Friend is made by the Member to the Minister.
- A Member dies.
- A Member has not fulfilled the conditions of membership as stated above, has not made a request to become a Friend, and has neither initiated nor responded to efforts to reestablish contact with First Parish for two years. This decision is made after a recommendation by the Membership Committee, and is reviewed by the Board in consultation with the Minister.

Joining First Parish

The first step as a candidate in the process of becoming a member is to schedule a meeting with the Minister and/or the chair of the Membership Committee. At this meeting, the candidate will have the opportunity to ask questions about the Church and to learn about the responsibilities of membership.

Each year, Members are asked to renew their covenant with each other by making a financial pledge and a commitment of time and talent, which provide the major resources to carry out the mission of First Parish.

Thirty days after announcing to the Minister or the Chair of the Membership Committee an intention to join First Parish, prospective members may sign the Membership Book. Shortly after signing the Membership Book, they will be asked to complete a pledge card. They will also be asked to make a commitment of time and talent and choose the focus of their active participation. Upon signing the Membership Book, a candidate becomes a member of First Parish with full privileges and benefits of the ministry of the Church.

Termination of Membership

- 1) The Membership Committee will review the Membership list three times a year.
- 2) Members who have been inactive for a period of two years will be called to see if they wish to become a Friend of the Church instead of a Member, or are resigning from First Parish.
- 3) If the Committee is unable to contact them, the Clerk will be notified by email of the change in status.
- 4) A Letter of Intent will be sent by the Clerk to formalize this potential change in status.
- 5) The Clerk will notify the BOD and the Minister of the change of status after 60 days with no response from the Member.
- 6) Once approved, the Clerk will record the resignation in the Membership Book.

Expectations of Membership

First Parish is committed to offering Members enriching worship services, opportunities for personal faith development and religious education, an open and welcoming environment, caring support and outreach.

First Parish asks for the following commitments from its members:

Attendance at Worship Services

By attending as regularly as possible, a Member will become a familiar face in the FIRST PARISH community network, contributing to their own personal faith development.

Service to the Life of the Church

The volunteer efforts of members keep FIRST PARISH running, and there are many opportunities to get involved: volunteering in the nursery once a month, helping with RE classes, assisting at the monthly Church clean up, volunteering in the office, helping prepare/serve at coffee hour, or serving on one of the many committees that need creative thinkers. The Membership Committee may be contacted for a list of volunteers needed.

Service to the Larger Community

First Parish prides itself on working for the greater good of the community. FIRST PARISH puts its faith into action by participating in programs that benefit those outside of our congregation, regardless of faith and beliefs. By taking an active role in programs such as Focus on Hunger, as well as other social justice groups, First Parish is able to make a positive impact on society at different levels. In addition to providing awareness of local, national, and global issues, FIRST PARISH encourages its Members to participate in and bring awareness to programs about which they feel passionate. First Parish recognizes that every individual can make a difference.

Financial Contribution

As a self-sustaining congregation, First Parish does not receive financial support from the UUA or any other governing body. We depend solely on the financial generosity of our members and friends. Since each family's financial situation is unique, Members and Friends are asked to pledge, as able, a percentage of their adjusted gross income for each full calendar year. This is our fair share level of giving. To us, true stewardship means the responsible maintenance of a self-sustaining community.

Management of the Membership List

The Clerk is responsible for maintaining the accuracy of the Membership Book by making a notation if a Member dies, resigns, transfers her/his membership, moves away, requests Friend status, **is a Youth Member**, is a Youth Member who turns 16 and becomes an Active Member or is honored with Emeritus Member status.

An accurate membership list is required at least three times a year:

- 1) prior to the annual stewardship pledge drive in **October**;
- 2) prior to the semi-annual congregational meeting and certification submission to the UUA and our Northern New England District (NNED) in **February**; and
- 3) prior to the annual congregational meeting in **June**.

In Support of the Stewardship Pledge Drive in October:

- 1) The Membership Committee Chair convenes a meeting in **September** to prepare an accurate membership list to be submitted to the Board of Directors for its **October meeting**.
- 2) Participants at this meeting (The Membership Committee, the Minister, RE Director and Music Director) identify Members who have died, moved away, or requested to be removed from the list and/or listed as Friends; and add new members.
- 3) The final list is submitted to the Board of Directors for approval.
- 4) The approved list is submitted to the Stewardship Committee.

In Support of the Semi-Annual Congregational Meeting and UUA & NNED Certification submissions in February:

- 1) The Membership Committee Chair convenes a meeting in **December** to review the current list of active Members. The approved list of active Members submitted to the Board of Directors prior to the **January** meeting.
- 2) Participants update the list for Members who have died, moved away, requested to be removed from the list and/or listed as Friends; or have recently joined the Church.
- 3) Youth Members will be listed in a separate column. The date on which they will become 16 will be noted.
- 4) The Membership Committee also researches and creates a list of individuals who have been absent from Church life for more than two years per the Bylaws Article IV. The Treasurer supplies the Pledge and Monetary Contribution List.
- 5) The final list is submitted to the Board of Directors for approval and subsequent actions.
 - a. The approved list is submitted to the Clerk to determine the quorum for the Semi-Annual and other Congregational meetings.
 - b. The approved list is also submitted to the Treasurer for certification submission to the UUA.
- 6) Decisions on non-compliant Members with no available status are discussed by the Membership Committee on a case-by-case basis. Upon approval, each non-compliant Member will be contacted by the Minister or designee. A "Letter of Intent" will be sent by the Clerk, per the Bylaws (Article IV, E).

In Support of the Annual Congregational Meeting in June:

- 1) The Membership Committee Chair convenes a meeting in **April** to review the current list of active Members. The approved list of active Members is submitted to the Board of Directors prior to the **May** meeting.
- 2) Participants update the list for Members who have died, moved away, requested to be removed from the list and/or listed as Friends; or have recently joined the Church.
- 3) The final list is submitted to the Board of Directors for approval.
 - a. The approved list is submitted to the Clerk to determine the quorum for the Annual and other Congregational meetings.
 - b. The approved membership list is also submitted to the Administrative Assistant for inclusion in the Annual Report.

(Prepared by the Membership Committee and approved by the Board of Directors on 06/01/2014)

(Prepared by the Membership Committee and approved by the Board of Directors on 06/07/2015)

(Prepared by the Membership Committee and approved by the Board of Directors on 02/01/2016)

Newsletter Policy & Procedure:

The purpose of the newsletter and weekly updates is to provide the primary means of regular written communication by and among the members and greater constituency of this congregation regarding matters of concern and interest to First Parish, including:

- Announcements in the calendar of coming events, worship opportunities and other activities related to the work of the church;
- Notice of events and activities, publicity and public relations items meant for the local religious community, other UU ministers and churches, and the UUA;
- Reports from the minister, the Board, church committees, church groups, and other groups or individuals associated with the broader missions of the church;
- Information from the Northern New England District and the UUA, and news about other religious and social action events and issues;
- Letters to the Editor, expressing opinions and concerns about the church and its activities;
- Other written or graphic materials in furtherance of the shared ministry of the church.

With the Board of Directors, the minister and some church employees may contribute regularly. The newsletter is an organ of the congregation, and as such, broad participation by others in the church community should be freely encouraged.

The free exchange of ideas, debate and full consideration of issues concerning the church, its members and associates, is to be encouraged in all forms, including in written form through the church newsletter; however, because of the wide circulation and public relations function of a church newsletter, as well as the practical limitations on time and resources in the production of the newsletter by volunteers, some screening and editing of submissions is warranted. The Minister is the Prime Reviewer of the document to be distributed, or the Minister may assign a substitute person in the event of absenteeism.

The Reviewer's rejection or editing decisions of a submission for publication may be appealed by the contributor.

Contributors:

Any member, employee or friend of the church, the Minister, and any other group or person involved in church activities or who has an association with the church, who wishes to submit copy to the newsletter, is encouraged to do so, subject to the editorial policies set forth herein.

(Adopted by the Board 10/19/95)

(Document Collated, Reviewed & Approved by the BOD 12/3/2013)

Nut Usage Policy:

“In keeping with this congregation's theme of the UUA’s “Radical Hospitality” program and our efforts to create a safe congregation for our church community, there will be a ban on serving shelled and unshelled peanuts and tree nuts at all church sponsored events (in the building), including coffee hour. This includes bowls of shelled and unshelled nuts, trail mixes containing nuts, and nut butters.

Nut protein can become airborne, causing anaphylaxis shock in sensitive individuals, without actual touch or ingestion. This is especially true when cracking and opening nut shells. Since the airborne threat lessens when nuts are combined with other ingredients there will not be a total ban on nuts in foods such as baked goods. Also, all baked goods with nuts for consumption will clearly marked.”

The following request will be clearly posted in the church kitchen at all times:

"Please do not serve bowls of nuts or nut pieces for any gathering at First Parish Unitarian Universalist Church. Baked goods that contain nuts are fine, however, the airborne proteins from the actual nut are dangerous for some. All baked goods with nuts need to be clearly marked for distribution during the event.

Thank you for helping to keep our congregation safe!"

(Approved by the Board 1/6/2009)

(Document Collated, Reviewed & Approved by the BOD 12/3/2013)

Safety Guidelines for Construction:

The First Parish UU Church of Kennebunk is over two hundred years old and has a variety of construction materials that are hazardous, irritating, or may cause allergic reactions in persons using the building or doing construction work in the building. These materials include or may include lead paint, horse hair plaster, asbestos (all known asbestos has been removed from the church), fiberglass insulation dust, sawdust, lime (from plaster) dust and other materials. The building is used constantly by many people, including young children and elderly people, and adequate care must be taken at all times during construction to protect their health and safety as well as that of the construction workers.

Where this document requires approval or communication with "the church" it shall be understood to mean the contract officer or committee chairperson designated by the church as its representative. Where no such representative has been designated it shall be understood to mean the Board of Directors of the church.

- Ceiling tiles in areas where fiberglass insulation is used are not to be removed or disturbed, under any condition, without the prior written consent of the contract officer or committee chairperson designated by the church as its representative. This includes the 1st floor office area and surrounding hall and the second floor of the new addition. Disturbing of tiles will be allowed only if absolutely necessary and then only after a plan for minimizing dust contamination and maintaining the safety of the people that use the space is approved.
- In general, members and workers should take reasonable measures to prevent transporting dust and dirt from the work area to other parts of the building. Workers need to cover furniture and equipment in areas of construction, install temporary barriers and/or otherwise isolate the space where construction is being done. Install tack cloths (roofing felt) or matting at entrances and exits to areas where construction is occurring to avoid tracking dust around the building. This includes the basement stairway, the steeple ladder, and mechanical/electrical room doorways.
- Adequate measures shall be taken by workers to secure work areas from people using the building. At the end of the workday make sure tools, equipment, and building materials are safe and secure and the work area is clean. Assume that any area of the building may be used by church personnel or members of the public (including children) when work is not being performed by the contractor, particularly on nights and weekends.
- If the work requires that a space to be sealed off from such persons when the contractor is not present due to any health, safety, or any other reason, it is the contractor's responsibility to inform the church and ensure that there is a mutually agreeable plan to secure the work area.
- When drilling, cutting, or otherwise disturbing plaster and woodwork in the old section of the church, assume that you are working with lead paint and, at a minimum, take the following measures:
 - Follow adequate safety measures to protect your workers from contamination.
 - Vacuum all areas with the church's vacuum cleaner or another vacuum cleaner with HEPA filtration as soon as work is completed in an area or whenever you stop working in an area. At a minimum you must vacuum up all dust at the end of each day. If dust is visible after vacuuming, wipe surfaces with wet cloth or mop.
 - If significant cutting or drilling of plaster is to be done in a space, the area must be sealed off from the rest of the building and kept at a negative pressure from the rest of the

- building. The use of window exhaust fans or some other means to prevent dust from leaving the construction area is preferred. (For example this would be the case if you are going to cut a trough for running wire in the parlor ceiling)
- If excessive dust is generated by cutting or drilling spray, or otherwise wet the affected areas with water prior to and during the work to keep dust down.
 - When a large amount of cutting, drilling, or other disturbance of plaster or other painted surfaces is required, this work must be scheduled in advance and approved by the Properties Committee. The contractor must have a written plan for minimizing dust contamination approved prior to the start of work.
 - When drilling, cutting, or otherwise disturbing plaster or woodwork in the new addition of the church, measures shall be taken to secure the area and to control and contain dust and debris. Cover furniture, equipment, etc. or remove it from the work area. Vacuum and clean all work areas at the end of each day or when leaving an area.
 - If at any time during construction the contractor finds or suspects he has found asbestos or any other toxic or hazardous materials, he must stop work at once and inform the church staff and/or their contact person with the church.
 - Provide copies of MSDS sheets to the church's contract officer or consultant for all hazardous material being used in construction. The church has the right to reject any substance it finds to be objectionable.

These guidelines are offered by the church as a minimum standard to protect the health and safety of all concerned, but they are not meant to replace or supplant any applicable state, federal, or local laws, codes, regulations, or guidelines. Nor are they intended in any way to remove or reduce the responsibility and/or liability of contractors performing work in the church.

(Adopted August 25, 2002)

(Document Collated, Reviewed & Approved by the BOD 12/3/2013)

Special Gifts and Bequests:

In order to manage gifts and bequests of financial assets properly and to encourage such gifts and bequests to First Parish, the Board of Directors makes the following policy.

Acceptance:

On receipt of a letter stating the amount and any terms of the gift or bequest, or upon receipt of a gift unaccompanied by a letter, the Board of Directors may accept a gift or bequest of financial assets. [See Undesignated and Designated Gifts below].

Acknowledgement:

On behalf of the congregation the Chair of the Board, the Treasurer and, when appropriate, the Minister shall acknowledge all gifts or bequests in writing.

Records:

Detailed records of all special gifts and bequests of financial assets shall be maintained by the Clerk and reported to the congregation annually. Records of undesignated gifts shall include the name(s) of the donor(s), the amount of substance of the gift, the date of the gift and any donor comments. Records of designated gifts shall also include the terms of the gift.

Undesignated Gifts:

Disposition of undesignated gifts or bequests of financial assets shall be made by the Board of Directors in consultation with the Finance Committee, the Minister and, when appropriate, the membership. The Treasurer shall account for undesignated gifts in his/her regular monthly financial statements. By default, unless otherwise decided by the Board upon acceptance, all bequests and other undesignated gifts will be considered as gifts to the Reserve Fund (also known as the Endowment).

Designated Gifts:

Designated gifts or bequests, also known as restricted gifts, shall be accepted at the discretion of the Board of Directors in consultation with the appropriate committee or activity group of the congregation and with the Minister. The Treasurer shall report the balance and disposition of designated funds annually at the end of the fiscal year and upon request. Committees and activity groups wishing to spend funds designated for their use must give at least five (5) days notice to the Board of Directors and the Treasurer. The purpose and amount of the expenditure shall be included in the notice.

Conformity with Investment & Financial Management Policy

All gifts shall be managed in conformity with the Investment and Financial Management Policy. Undesignated gifts may be retained as surplus operating funds, added to the Reserve, or expended, in conformity with the Investment and Financial Management Policy. Designated gifts, once accepted, will be expended as designated.

(Adopted January 13, 2003) (Document Collated, Reviewed & Approved by the BOD 12/3/2013)

Amendment Proposed 5/21/18 (Prepared by Finance Committee)

Restricted Funds

The goal of Restricted Funds is to enable the Board of Directors (BOD) and Minister to provide ministry to the congregation (members & participating friends), limited outreach in ways that are not covered in the congregation's budget, and donations and bequests that are designated for restricted use and potentially beyond a year's disbursement.

The Minister is not required to seek counsel or approval from the BOD or other congregants on use of the Ministerial Assistance or Discretionary Funds. Judgments related to such gifts are solely in the Minister's control. Often such expenditures would be to support individuals who might be experiencing significant life difficulties, which can be alleviated by the gift of a sum of money. Recipients of this assistance will remain anonymous except for the Minister, treasurer and bookkeeper.

Approval of Restricted Funds disbursement will make use of these following guidelines.

- Restricted Funds may be sourced from individuals (e.g., wedding, memorial service, child dedication honoraria), designated events and gifts or bequests targeted for a specific purpose.
- Restricted Funds disbursements or reimbursements must be requested through the general First Parish bookkeeping methods and sometimes without violating the confidential nature of the transactions. Checks will be created by the Bookkeeper and signed by the Treasurer with the following pre-approved boundaries per request: (logs are kept for each request's purpose)
 - Disbursements need no pre-approval under \$300.
 - Disbursements need pre-approval from the Treasurer between \$301 to \$800.
 - Disbursements need pre-approval from the BOD above \$801.
- Monies will be tracked by the bookkeeper under direction of the Treasurer. Transactions will be tracked via the First Parish accounting system.
- Contributions to Restricted Funds must be consistent with the mission and vision of the church and Bylaws of First Parish as interpreted by the BOD and Minister and shall not be used for anything that would jeopardize the church's tax-exempt status or be interpreted as taxable income for the Minister.
- The Minister will not use the fund for their personal benefit nor for the benefit of any member of their family. The funds shall not be used for business or professional expenses incurred on behalf of the church. Ministerial Discretionary Funds are intended to support pastoral care for congregants (e.g., Workshop attendance, financial assistance, special needs).
- With full respect for the privacy of recipients, the Minister shall report to the BOD in general terms the amounts and types of expenditures that have been made from this fund.
- Any unused funds remaining at the end of a budget-year will remain in the Restricted Funds accounts for multi-year tracking. In the event of a Minister's departure from First Parish, all monies in the Fund remains with the congregation.

(created and approved by the BOD of Directors 12/13/2018)

Toward Promoting a Safe Congregation:

Resolving Conflicts: Guidelines and Suggestions for Success

Steps	Actions	Implementation	Additional Information
Step 1	Personal reflection	Work on yourself first. Examine your own role in the conflict. Ask, “What, if anything, am I not noticing about my own role in the conflict?” Try telling yourself a story that doesn’t vilify the other person. Try to become curious rather than angry.	
	Take time	Consider discussing the matter with a neutral party. Sleep on it before acting rashly.	Focus on the behaviors rather than the individual. Try to have the discussion without mentioning names.
	Seek to understand the other person	Try to get to the essence of the problem by asking humanizing questions. “What is the other person going through? What might be causing his or her behavior? What might they be feeling?”	Can you identify the intent behind the behavior?
Step 2	Address the concern directly	Talk directly with the person with whom you have the disagreement. Agree on a mutually-agreed-upon time and place to talk one on one as soon as possible after step 1.	Use “I” statements in your discussion (“I feel”...; not, “You did”...); use active listening, reflect back what you’ve heard. Try to keep the disagreement between yourself and not involve other.
Step 3	Seek assistance if conflict remains unresolved	Consult with the minister or a Committee on Ministry (COM) member for assistance and direction on taking the next appropriate step. If the conflict is about a staff person’s job performance, address the concern with the Personnel Committee, as well. If you feel that safety is an issue, inform the COM.	Anonymous complaints are not acceptable. Be prepared to take responsibility for your concerns.
Step 4	Mediation	If the conflict is still unresolved, the COM will help pick a mutually-agreed upon mediator. The mediator will develop a report on the differing perspectives, irreconcilable issues, and make recommendations. The report will be given to the Board Chair and the Minister. If one or both parties refuse to participate in the resolution process, the behavior is unchanged and/or the behavior is a threat to the church, the matter will be considered one of disruptive behavior.	The procedure for mediation will be agreed upon in advance and may require multiple meetings. See Disruptive Behavior policy.

(1/7/2014 – Addition of the Resolution of Conflicts Guidelines approved by the Board)

Policy Regarding Disruptive Persons:

First Parish Unitarian Universalist Church of Kennebunk strives to be an inclusive community, affirming our differences in beliefs, opinions, and life experiences. However, concern for the well-being of the congregation as a whole must be given priority over the privileges and inclusion of the individual. To the degree that disruptive behavior compromises the health of the congregation, our actions as a people of faith must emphasize the safety and well-being of the community.

The following scenarios are indications of disruptive behavior:

1. Perceived threats of physical and/or emotional harm to any adult or child;
2. The disruption of church activities;
3. Diminishment of the appeal of the church to its existing and potential membership.

If a person at the First Parish UU Church in Kennebunk is concerned that one of these scenarios is taking place, he or she should bring this to the attention of the minister.

1. If the offense is egregious, the Police Department may be called. The Minister should be notified immediately, and he or she will begin the process of this policy as appropriate.
2. If an immediate response is required, but the offense does not warrant calling the police, the Minister or leader of the group involved should take action. This may include asking the offending person to leave or suspending the meeting or activity until such a time as it can safely be resumed. If the Minister is not present, he or she will be notified.
3. The Minister will have on file a list of members in the helping professions who are willing to participate in an ad hoc Safe Congregation Committee (SCC). The Minister will call a meeting of the Committee to come up with a plan of action regarding the particular offender. Confidentiality will be maintained within the Committee.
4. The ad hoc SCC will observe the following:
 - a. The Committee will respond to problems as they arise. It will not be necessary to define acceptable behavior in advance.
 - b. Persons identified as disruptive will be respected; stereotypes will be avoided.
 - c. The Committee will collect information regarding the case, and will maintain confidentiality.
 - d. The Committee will evaluate the problem, taking the following points into consideration:
 - i. Dangerousness – Is the individual the source of a threat or perceived threat to persons or property?
 - ii. Disruptiveness – How much interference with church functions is going on?
 - iii. Offensiveness – How does this behavior deny UU Principles?
 - iv. How likely will existing or prospective members be driven away?

- e. To determine the response, the following points will be considered:
 - i. Causes – Why is the disruption occurring? Is it a conflict between the individual and others in the church? Is it due to a professionally diagnosed condition of mental illness?
 - ii.
 - iii. History – What is the frequency and degree of disruption caused in the past?
 - iv. Probability of Change – How likely is it that the problem behavior will diminish in the future?

- f. The Committee will decide on their response on a case-by-case basis. The following three levels of response are recommended:
 - i. Level One – The Minister and/or one or two members of the Committee shall meet with the individual and present a specific outline of the offending behavior. The individual may choose to talk to the whole Committee or the Minister about the situation. A record of these conversations will be kept in a confidential file by the Minister and a copy will go to the offender. The Minister and members of the Committee will monitor the individual’s behavior.
 - ii. Level Two – If the behavior continues, the Committee will give a warning to the offending individual and will provide resources to help the individual to overcome the behavior. After three warnings, the individual will be excluded from the church and/or specific activity for one month. Conditions of return will be made clear and in writing. A record will be made as above.
 - iii. Level Three – After the exclusion period, if the individual persists in the disruptive behavior, he or she will be permanently excluded from the church and all church activities. Before this action is taken, the Committee will inform the Board. A record will be made as above.
 - iv. Recourse – Expulsion by the Committee may be appealed to the Board. A record of the Board’s decision will be kept on file as above.

(Approved by the FIRST PARISH Board on June 1, 2004)

(Document Collated, Reviewed & Approved by the BOD 12/3/2013)

Use of Church Property:

All church property is to remain on site, unless permission is obtained from the Minister, or if not available, the Administrative Assistant. Portable items such as tables, chairs, coffee pots, etc. are used with great frequency, and use at the church will take priority. Other organizations may borrow available items in an emergency. Individuals may borrow available items when they are hosting a church activity. Anyone borrowing church property must sign a form and state the return date. If an item is damaged while on loan, the person or organization who borrowed it will replace it or pay the value of replacement.

(Reviewed by Board: 9/12/10)

(Document Collated, Reviewed & Approved by the BOD 12/3/2013)

Website Management:

Purpose of the FIRST PARISH Web Site:

The FIRST PARISH web site will serve four primary purposes:

1. To reach out to the larger community
2. To inform interested people about Unitarian Universalism and about our congregation
3. To invite people to visit and participate in our congregation
4. To be a communication tool among the members of our congregation

Audience:

The typical audience consists of: individuals who are interested in learning more about Unitarian Universalism and/or our congregation; Unitarian Universalists who may be planning to visit or relocate from other areas; the FIRST PARISH Minister, members, friends and employees; former members and friends; and affiliate organizations.

Guidelines for privacy of members and others:

1. Individuals' e-mail, postal or street addresses will not be posted on the web site (unless specifically requested by that individual).
2. Individuals' phone numbers will not be posted (unless specifically requested by that individual).
3. The list of members of the Board of Directors and Committee Chairs will not be posted.
4. The names of individuals in photos will not be listed. If an adult individual is prominently featured in a photo, permission will be asked of that individual before posting the photo.
5. Photos of children will not be posted without written permission from parents/guardians.
6. The church newsletter will be posted in a private area of the website, requiring a password.

General procedures:

1. The Website Editor will be named by the Board of Directors on a yearly (annual) basis.
2. The Webmaster will be named by the Board of Directors on a yearly (annual) basis.
3. The Website is not to be considered as a primary historical archive for documents. Sermons to keep posted on the website will be selected in consultation with the Minister, and the Website Editor.

Decisions regarding content:

All materials posted on the Website shall be in accord with the Purposes and Principles of the Unitarian Universalist Association and the Mission, Vision and Covenant of First Parish Unitarian Universalist of Kennebunk.

- It is possible that certain portions of the website could be created and maintained by various persons or groups, but only the Webmaster will have the ability to post material directly to the Web.
- The Website Editor will act in the ongoing role of supervision, evaluation, proofing, and decision-making.
- All content will be reviewed by the Website Editor to ensure respectful representation of the church, the faith, principles and sources.
- The Board of Directors will be informed of any major changes or issues.
- Procedures for posting the church newsletter and calendar will be developed in consultation with the Church Administrator and the Webmaster.
- Decisions regarding content will take into account the primary purpose of the website, as well as available time and skill level of the volunteer Webmaster.

(Adopted December 4, 2007)

(Document Collated, Reviewed & Approved by the BOD 12/3/2013)

Worship Services & Guests:

Ordained staff members may be asked to take over a Sunday worship service if our regular minister is not available and a lay person cannot be found to substitute. If the ordained staff member organizes and prepares a complete service which, in content, is outside of their job description; he or she will be offered the same honorarium that is offered to ordained ministers from other churches who may be asked to be a guest minister at FIRST PARISH.

(Adopted November 5, 2013)

(Document Collated, Reviewed & Approved by the BOD 12/3/2013)

Religious Education Program:

Behavior Guidelines:

These Behavior Guidelines are designed to reflect our UU Principles. They also provide our young people with secure settings in both Religious Education classrooms and in congregational activities.

Respect:

We speak and act with kindness and respect for others and ourselves. We believe that each and every person is important. We respect property and belongings.

Safety:

We walk in church. Running and rough play are not appropriate.

Fair Treatment:

During our turns, we share or pass. During another's turn, we listen and wait. We want our ideas to be shared in a supportive environment. Talking out of turn and rude comments are not allowed. We can discuss and disagree, but put-downs and name calling are not tolerated.

Participation:

We encourage participation in our classes. This is a time for us to "stretch and grow". Through participation, we discover more about ourselves. Our friends are welcome, and are governed by these same guidelines. Regular attendance is encouraged, but children are welcome at all times.

Worship Space:

Our entire church is special. We treat our Sanctuary, Children's Chapel, Nursery, classrooms, Parish Hall, and all other parts of the building with respect. We use only those materials we need, and we help clean up.

Instances of Inappropriate Behavior:

In the event of unsuitable behavior, a child first receives a verbal reminder of what is considered appropriate behavior in our church. If the behavior continues, the child is removed from the classroom by a teacher for a short period. If, after rejoining the class, the child still has trouble participating in a constructive way, the parents are asked to remove the child for the remainder of the class. If this happens, the child should not be brought to the adult service. The Sanctuary is a special place, and is not to be used as a place of punishment. If the child continually has difficulty, the Director of Religious Education will meet with parents to discuss possible solutions.

(Revised and Approved by RE Committee 12/1/13)

(Document Collated, Reviewed & Approved by the BOD 12/3/2013)

Code of Ethics Agreement for Adult Volunteers:

Religious Education Program

First Parish Unitarian Universalist Church of Kennebunk

The Director of Religious Education and the RE Committee are always available to answer any questions and to serve as support and touchstone resources throughout the year.

In response to an increased awareness and understanding of the importance of relationships between adults, youth, and children in the church environment, the Religious Education Committee has developed this Code of Ethics. Please read this carefully. Adults are asked to embrace these standards and agree to follow the behavioral guidelines as they engage in the shared ministry of religious education at First Parish Universalist Unitarian Church.

Adults in leadership roles are in positions of stewardship in fostering spiritual development. It is especially important that those in leadership positions provide appropriate nurture, care, and support. Spiritual growth in human beings involves physical, emotional, intellectual, and sexual identities. All communication has the potential to carry harmful messages. Communication includes body language, facial expression, and tone of voice, as well as choice of words.

Children, youth, and adults suffer damaging effects when leaders engage in physical, emotional, verbal, or intellectual abuse of any kind. In addition, behavior that is seductive or contains sexual innuendo can be especially damaging. As a leader and role model in the Religious Education program at First Parish, members are asked to enter an agreement to follow these guidelines.

As I engage in the shared ministry of religious education, being mindful that spiritual growth, both my own and that of others, encompasses all of the following aspects of relationship, I agree to:

- Be consciously gentle and non-threatening in all physical contact and proximity with children, youth, and adults.
- Communicate in a manner that is positive and affirming, as feelings and ideas are shared most honestly in a safe environment.
- Refrain from all behaviors, verbal and physical, that are in any way sexual.
- Refrain from using drugs, alcohol, and tobacco products while working with youth.
- Comply with Maine State Mandated Reporting Statute (attached).

I understand that in case of violation, appropriate action will be taken.

I further understand that if I have been convicted of a crime involving a minor, I will notify the Director of Religious Education of this fact and /or will resign from my Religious Education Volunteer responsibilities.

Position Overview:

If I am unable to volunteer on a Sunday I have agreed upon, I understand that it is my responsibility to contact other team members first to arrange a schedule change. When substitution within the team cannot be accomplished, I will then contact the Director of Religious Education as soon as possible. I will be notified of any changes in the volunteer schedule that occur.

Sunday Morning Time Commitment:

On scheduled volunteer days, I agree to read over materials and prepare for the Sunday morning session ahead of time. I understand that on most Sundays, the children and youth participate in the service opening or youth worship from about 10:30 to 10:45. Religious education group time is typically 10:45-11:30.

Weekly Classroom Clean-up:

I understand it is my responsibility to leave my class space in order and free of clutter each week. I will return all supplies to the appropriate storage spaces and dispose of extra paper materials

My signature at the bottom of this form indicates that as a Religious Educator at First Parish, I have read and agree to follow these policies and this code of ethics.

Printed Name _____

Signature _____

Date _____

*(Revised and Approved by the RE Committee 12/2013)
(Document Collated, Reviewed & Approved by the BOD 12/3/2013)*

Religious Education Volunteers Are Mandated Reporters:

According to Title 22 of the Maine Statutes section 3477 in pertinent part as reference only;

1. Report required:

The following persons immediately shall report to the department when the person has reasonable cause to suspect that an incapacitated or dependent child/youth has been or is at substantial risk of abuse, neglect or exploitation:

...

Any person affiliated with a church or religious institution who serves in an administrative capacity or has otherwise assumed a position of trust or responsibility to the members of that church or religious institution, while acting in that capacity, regardless of whether the person receives compensation.

...

2. Reports:

Reports regarding abuse, neglect or exploitation must be made immediately by telephone to the department and must be followed by a written report within 48 hours if requested by the department. The reports must contain the name and address of the involved child/youth; information regarding the nature and extent of the abuse, neglect or exploitation; the source of the report; the person making the report; that person's occupation; and where that person can be contacted. The report may contain any other information that the reporter believes may be helpful.

Call **1-800-452-1999**

Deaf/Hard of Hearing - **TTY: 1-800-963-9490**

The Maine Child and Family Services line is staffed 24-hours a day, 7-days a week.

(Adopted 10/3/2008)

(Document Collated, Reviewed & Approved by the BOD 12/3/2013)

Youth Conference Participation Policy:

In accordance with Northern New England District Guidelines*, in order to be sponsored by FIRST PARISH to attend a District Youth Conference, a youth must have a “connection with or participate in the church activities such as being a part of the youth group or active in other parts of the church community.” This will be defined as having attended any combination of the following at least 3 times within the past 6 months:

1. Attendance in the Sunday Morning Religious Education Program
2. Attendance at a FIRST PARISH Worship Service
3. Attendance at an evening Youth Group Meeting or event

All youth who are planning to attend a District Youth Conference are expected to attend the scheduled planning meeting with their parents. In cases where this is not possible, the youth’s parents will be expected to make contact with the Director of Religious Education, a member of the Religious Education Committee, or a Youth Conference Chaperone at least one week prior to the conference.

Exceptions will be made only with the approval of the Director of Religious Education and Religious Education Committee.

****Northern New England District Guidelines for determining who should attend an event:***

- Is within the age specifications of YRUU events or an adult advisor over 23 years of age.
- Has connection with/participates in the church activities, such as being a part of the youth group or active in other parts of the church community;
- Able/willing to be responsible for own behavior;
- Able/willing to participate in conference activities;
- Has an understanding of what happens at the activity;
- Special needs can be met during the event.
- Adult advisor(s) are comfortable/willing to sponsor for the youth;

(Adopted by the RE Committee – April 2006)

(Revised and Approved by the RE Committee 12/2013)

(Document Collated, Reviewed & Approved by the BOD 12/3/2013)

Child and Youth Abuse Prevention Program:

Introduction:

To help protect children and youth, **First Parish Unitarian Universalist Church of Kennebunk (FIRST PARISH)** has adopted the following Child and Youth Abuse Prevention Program. It is important that all **FIRST PARISH** paid staff and volunteers understand and implement these guidelines to help prevent sexual abuse against and by children. The following includes the Purpose and Definitions for these guidelines, the outlines of Protection and Prevention, and an Acknowledgement to be signed by those people working with children and youth.

Purpose:

These procedures are designed to reduce the risk of child abuse, including sexual abuse, in order to:

1. Provide a safe and secure environment for children, youth, adults, members, volunteers, visitors, and paid staff;
2. Assist **FIRST PARISH** in evaluating a person's suitability to oversee, and/or exert control the activities of children and youth;
3. Satisfy the concerns of parents and staff members through a screening process for paid staff and volunteers;
4. Provide a system to respond to alleged victims of abuse and their families, as well as the alleged perpetrator; and
5. Reduce the possibility of false accusations of abuse made against volunteers and paid staff or others.

Definitions:

The following terms used herein and are defined as follows:

- ***Paid Staff:*** Any pastor, minister, preacher, cleric, or employee who is paid.
- ***Children/Youth/Minor:*** Any person who has not reached his/her 18th birthday or the age of majority as defined by Maine law.
- ***Adult:*** Any person who has reached his/her 18th birthday or as defined by Maine law.
- ***Volunteer:*** Any unpaid person engaged in or involved in activities and who is entrusted with the care and supervision of minors or a person who directly oversees and/or exerts control or oversight over minors or adults.
- ***Sexual Abuse:*** The employment, use, persuasion, inducement, enticement, or coercion of any minor or adult to engage in, or assist any other person to engage in, any sexually explicit conduct or any simulation of such conduct for the purpose of producing any visual depiction of such conduct or rape, and in cases of caretaker or inter-familial relationships, statutory rape, molestation, prostitution, or other form of sexual exploitation of minor or adult, or incest with a minor or adult, or as defined by federal and state law. This includes and is not limited to unwelcome sexual remarks, jokes, advances, leering, whistling, or sexual gestures; sexual touching, fondling, molestation, assault, or other intimate physical contact; compelling another person to engage in a sexual act by threats or fear or undue influence; and providing or displaying pornographic materials to another person. Sexually explicit materials, which

are authorized and approved by the Religious Education Committee for educational purposes, may be shown with parental consent.

- **Physical Abuse:** Abuse involving contact intended to cause feelings of intimidation, pain, injury, or other physical suffering or bodily harm or as defined by state law
- **Child Emotional Abuse:** Verbal or nonverbal conduct including mental exploitation, degrading communication, or humiliating or threatening conduct that may or may not include bullying or as defined by state law.

Protection and Prevention:

Volunteer and Employee Screening Procedures:

The following screening procedures are to be used with paid staff and volunteers who are entrusted with the care and supervision of minors or a person who directly oversees and/or exerts control or oversight over minors. All information collected should be maintained in confidence.

Employment Application and Volunteer Application: *(Volunteers and Staff):*

Any paid staff and volunteers who will work with a minor must complete the Employment Application and/or the Volunteer Application. The release statement attached to the Application must be signed by the individual completing the Application to apply for and qualify for service.

- Our **Employment Application** may include questions regarding:
 - Current and previous residence addresses.
 - Current and previous employment, including addresses, dates, duties, titles, and reasons for leaving.
 - Names and addresses of schools attended and degree(s) earned.
 - References from previous employers and organizations that serve children.
 - Pending criminal charges (where not prohibited by state law).
 - Criminal history information. A criminal background check may be required.
 - Other background information at the discretion of the FIRST PARISH Board of Directors or Personnel Committee
- Our **Volunteer Application** form may include questions regarding:
 - Current address.
 - Volunteer experience.
 - Criminal history information *(A criminal background check may done at the discretion of the Religious Education Committee. If requested by the Personnel Committee, FIRST PARISH Volunteers must give permission for this background check.)*
 - Personal references.
 - The length of time that the individual has been attending FIRST PARISH and a regular participant in the activities of the church. *(An individual must be a regular participant in the activities of the church for a minimum of 6 months before he or she will be allowed to volunteer in Religious Education Program)*

Applications shall include a statement, which the applicant should acknowledge in writing, certifying that statements provided in the application are true and complete, and any misrepresentation or omission may be grounds for rejection of the applicant or for dismissal if he or she is employed. This statement authorizes FIRST PARISH to contact any individual or organization listed in the application.

1. Review all statements made in the application. For potential staff, pay attention to any gaps in time and irregular employment patterns or unexplained absence. Pursue these gaps with employers listed and in a subsequent interview. *(Refers to Volunteers and Staff.)*
2. Conduct interviews with new applicants.
3. If detrimental information is uncovered but the applicant remains desirable, discuss this information with the applicant. In the event the applicant is ultimately hired or accepted as a volunteer, document the reasons for overriding the prior information, along with any conditions or accommodations agreed upon.
4. Whenever possible, **FIRST PARISH** will have at least 2 representatives participate in the interview. *(Refers to Volunteers and Staff)*
5. As deemed appropriate by FIRST PARISH, contact listed references for volunteers and ask for any information that might help determine the person's suitability for the position. If a response is not received within a reasonable period of time, follow up and keep notes if possible. *(Refers to Volunteers)*
6. Contact all listed references and employers for paid staff. Inquire as to the reason the applicant left and ask for any information that might help determine the applicant's suitability for the position. If a response is not received within a reasonable period of time, follow up and keep notes if possible. *(Refers to Staff)*
7. *Criminal Background Check:* **FIRST PARISH** will conduct a criminal background check on all paid staff and regular volunteers who are entrusted with the care and supervision of minors or a person who directly oversees and/or exerts control or oversight over minors. Criminal background checks may be updated periodically. *(Refers to Volunteers and Staff)*
8. *Six-Month Rule:* All volunteers except parents of children in the program will be required to have been regular participants of **FIRST PARISH** for a minimum of six months or at the discretion of the Director of Religious Education. *(Refers to Volunteers.)*
9. All volunteers will have reviewed and signed the Child and Youth Abuse Prevention Program. *(Refers to Volunteers)*

Confidentiality:

Information obtained through the screening, application, reference check, interview, and criminal background check will be kept in confidence, unless otherwise required by law. All information discovered or obtained through the above-referenced means will be kept in a secure location and access to it will be restricted.

Supervision Procedures:

During church sponsored activities for children and youth, unless an extenuating situation exists,
FIRST PARISH:

1. Will have adequate number of screened and trained paid staff or volunteers present at events involving minors. Supervision will increase in proportion to the risk of the activity.
2. Will monitor facilities during activities involving children.
3. Will release minors to a parent or guardian, or person authorized by the parent or guardian, and may utilize sign-in and sign-out sheets.
4. Will obtain written parental permission, including a signed medical treatment form and emergency contacts, before taking minors on trips. Parents will be provided with information regarding all trips.
5. Will use two staff or volunteers when transporting minors in vehicles unless the child's parent or guardian gives permission to allow only one adult.
6. Will require that young children be accompanied to the restroom and the adult will wait to escort the child back to the activity. Whenever possible, the escort will be the same gender as the minor.
7. Will encourage minors to use a "buddy system" whenever minors go on trips off of **FIRST PARISH** property.
8. Will screen all paid staff and volunteers and approve those individuals in advance for any overnight activities.
9. Each year at the September Board Meeting, The Board of Directors will designate a "confidential counselor" to whom any minor can go at any time, without special permission, to discuss any problems he or she is having.
10. Parents are responsible for the supervision of their children and youth at all times when they are in the church except during programs and activities sponsored by the church specifically for children and youth.

Behavioral Guidelines for Religious Organization Paid Staff:

All volunteers and paid staff will observe the following guidelines:

1. Do not provide alcoholic beverages, tobacco, drugs, contraband, or anything that is prohibited by law to minors.
2. To the extent possible, FIRST PARISH events that are co-educational will have both male and female chaperones.
3. Whenever possible, at least two staff or volunteers will be in the room when minors are present. One of these should be an adult who has proof of a successful background check on file at FIRST PARISH. Doors will be left fully open if one adult needs to leave the room temporarily and during arrival to the class or event before both adults are present. Speaking to a minor or minors one-on-one should be done in public settings where paid staff or volunteers are in sight of other people.
4. Avoid all inappropriate touching with minors. All touching shall be based on the needs of the individual being touched, not on the needs of the volunteer or paid staff. In the event a minor initiates physical contact and/or inappropriate touching, it is appropriate to inform the minor that such touching is inappropriate.
5. Never engage in physical discipline of a minor. Volunteers and paid staff shall not abuse minors in any way, including but not limited to physical abuse, verbal/mental abuse, emotional abuse, and sexual abuse of any kind.
6. If you recognize an inappropriate relationship developing between a minor and adult, maintain clear professional boundaries and refer the minor to another individual with supervisory authority.
7. If one on one pastoral care is necessary, avoid meeting in isolated environments.
8. Anyone who observes abuse of a minor will take appropriate steps to immediately intervene and provide assistance. Report any inappropriate conduct to the proper authorities and officials of FIRST PARISH for handling.
9. Religious Education Volunteers, Paid Staff, and members of the Board of Directors will be informed of their status as Mandated Reporters as defined by the State of Maine Department of Human Services.
 - "Any person affiliated with a church or religious institution who serves in an administrative capacity or has otherwise assumed a position of trust or responsibility to the members of that church or religious institution, while acting in that capacity, regardless of whether the person receives compensation. [2003, c. 653, §9 (RPR).]"

- The duty to report under this subsection applies to individuals who must report directly to the department. A supervisor or administrator of a person making a report under this section may not impede or inhibit the reporting, and a person making a report may not be subject to any sanction for making a report. Internal procedures to facilitate, ensure confidentiality of and apprise supervisors and administrators of reports may be established as long as those procedures are not inconsistent with this chapter."

Disqualification:

No person may be entrusted with the care and supervision of minors or may directly oversee and/or exert control or oversight over minors who has been convicted of the offenses outlined below, been on a probated sentence or received deferred adjudication for any offense outlined below, or has presently pending any criminal charges for any offense outlined below until a determination of guilt or innocence has been made, including any person who is presently on deferred adjudication. The following offenses disqualify a person from care, supervision, control, or oversight of minors:

1. Any offense against minors as defined by state law.
2. A misdemeanor or felony offense as defined by state law that is classified as sexual assault, indecency with a minor or adult, assault of a minor or adult, injury to a minor or adult, abandoning or endangering a minor, sexual performance with a minor or adult, possession or promoting child pornography, enticing a minor, bigamy, incest, drug related offenses, or family violence.
3. A prior criminal history of an offense against minors.

Sexual Offender at FIRST PARISH:

FIRST PARISH may allow a person known to be a sexual offender to remain or become a member of the congregation but he/she must adhere to specific guidelines.

1. A known sexual offender cannot participate in any of the child or youth programs in any way;
2. A known sexual offender can only participate in a predetermined service each week; and
3. A known sexual offender must report in and be assigned to an escort who will accompany him or her at all times.
4. The identity of the sexual offender will be disclosed to the congregation.

Response to Accusation of Abuse:

FIRST PARISH will respond promptly to investigate any accusation of abuse. All accusations of abuse will be taken seriously. It is important to be appropriately respectful to the needs and feelings of those who allege abuse and those who have been accused of abuse.

When an allegation is made involving sexual abuse, the person reporting the complaint is to be told about the guidelines and the procedures to be followed. The Chair of the Board of Directors and the Minister, or an appointed person, will begin investigating the allegations and may use the assistance of legal counsel or other consultants. If the Chair of the Board or the Minister is the individual accused of abuse, then another member of the Board will conduct the investigation. As appropriate, the investigation will be conducted as follows:

1. Report the incident to appropriate authorities in accordance with the state mandatory reporting laws.
2. Report the matter to FIRST PARISH's insurance carrier.
3. Cooperate with authorities and the insurance carrier.
4. FIRST PARISH may suspend (with pay for paid staff) the alleged offender while a confidential investigation is being conducted.
5. An official of FIRST PARISH (and legal counsel or other consultants) will then meet with the governing body of FIRST PARISH and present a report on their investigation, which will include findings and recommendations of actions.
6. An official of FIRST PARISH will meet with the alleged perpetrator and notify him/her of the results of the investigation and recommendations for actions.
7. An official of FIRST PARISH will meet with the alleged victim, along with his/her parents or guardians, and notify them of the results of the investigation and recommendations for actions.
8. During the investigation, an official of FIRST PARISH shall maintain contact with the alleged victim and his/her parents or legal guardian, and inform them of the actions taken and assist them in their process of healing.
9. An official of FIRST PARISH (and legal counsel or other consultants) may meet with the alleged perpetrator, the alleged victim, and any others with knowledge of relevant facts.
10. Communicate with criminal and civil legal counsel of FIRST PARISH.
11. Communicate with those affected by the ministry of the alleged perpetrator.
12. Hire a consultant or assign a spokesperson to respond to media or prepare a statement for the media if the need shall arise, subject to the approval of FIRST PARISH's attorney.

Child and Youth Abuse Prevention Program Acknowledgment

These guidelines have been designed to guide and assist you when working with minors. The information establishes general practices and guidelines and should not be construed in any way as a contract of employment or continued employment. FIRST PARISH reserves the right to make changes in the content or application of this program and to implement those changes with or without notice.

The terms defined herein are defined for the purposes of the program and do not suppose or establish a legal relationship. These terms are not defined for the purposes of creating a legal relationship with the FIRST PARISH or any related or associated entity and instead are to be used with this document.

I have received a copy of the FIRST PARISH's Child and Youth Abuse Prevention Program. I understand it is my responsibility to become familiar with and adhere to the information contained herein. I understand that these policies are the property of the FIRST PARISH.

Print Name

Signature

Date

(Document Collated, Reviewed & Approved by the BOD 12/3/2013)