

*FIRST PARISH CHURCH
POLICIES AND PROCEDURES
MANUAL*

March 1, 2022

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Introduction

This manual is designed to be a compendium of policies and procedures in place at First Parish Church. The purpose of written policies and procedures is to provide stability, safety and consistency to staff, volunteers and members, and to address issues relevant to our congregation.

- Policies are statements voted on by the Governing Board that set forth specific guidelines of how the church will operate.
- Procedures are statements written by committees that describe best practices (at least at the time that they were written) of how a committee executes its mission. These are easily changed or updated by the affected committee. One way to think about it is this: If the chairperson resigned/moved/dropped dead what would be very useful for the next person in that position to understand.

This manual can be seen as an extension of the bylaws of the church.

Audit Committee

Mission Statement of the Audit Committee - *March 2, 2016*

The bylaw establishing the committee states:

The Audit Committee shall consist of 3 persons. Their primary responsibilities will be:

- a. To establish guidelines for the processing of all Parish financial assets.
- b. To periodically conduct internal audits to ensure compliance with established guidelines.
- c. To prepare for, and interact with, an outside audit firm, when retained by the Governing Board.

Also, the bylaws require that the Governing Board shall

“have an examination made of the financial condition of the Parish to be completed within ninety (90) days after the fiscal year end and shall post a report.”

The mission of the Audit Committee is to determine best practices for the authorization, management and accounting of all financial transactions of the church, including all types of income and assets and all expenditures and financial commitments, and to perform or recommend whatever financial tests and reviews are needed to assure the congregation that its assets are being well managed.

To this end, the Audit Committee will study procedures for congregational financial reviews recommended or adopted by the Unitarian Universalist Association and other churches and will develop and recommend to the Governing Board for adoption a set of guidelines and procedures to be followed by the church’s treasurer, assistant treasurers and committees that deal with the church’s money and other assets. Recommendations from previous professional financial reviews conducted for the church, as well as the UUA document “Internal Financial Review for UU congregations” will be used in developing these guidelines and procedures.

The Audit Committee will work with the treasurer and assistant treasurers, as well as with the Finance Committee, the Trustees of Funds and other groups that handle church funds and assets to ensure that the adopted guidelines and procedures and standard financial controls and accounting practices are being followed.

The Audit Committee will conduct the annual examination of the financial condition of the parish required by the bylaws and will report the results to the Governing Board and to the parish at the annual parish financial meeting.

The Audit Committee will consult with the treasurer, the Governing Board, the Trustees of Parish Funds and the Finance Committee, as well as sources outside the church, to determine when an independent professional review of the church’s finances is appropriate and will recommend to the Governing Board how that should be accomplished.

The Audit Committee will identify possible problems in the church’s financial management and risks in other areas of the church’s assets, including but not limited to insurance, inventory of physical assets and bonding, and will report them to the Board.

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Audit Committee Procedure for Internal Fiscal Year-end Review

This document describes the procedure used by the Audit Committee in recent years in conducting the internal fiscal year-end review of church finances. The church bylaws require the Governing Board to conduct a review of church finances within 90 days of each fiscal year-end. We have taken the view that this responsibility devolves on the Audit Committee and that our annual financial review and report on it to the board fulfills the board's obligation under the bylaw.

The documents we have used as guidance in conducting these reviews are: Mission Statement of the Audit Committee (March 2016), "Internal Financial Review for UUA Congregations" (a UUA publication) and "Independent Accountant's Report on Applying Agreed-Upon Procedures," prepared for the 2010 review of the church's finances by the firm of Cocio and Richardson, CPAs.

The purpose of any review is to ensure that sound financial practices are being followed in handling church income and disbursements. Such a review may reveal errors in the handling or accounting of funds. It is the responsibility of the Audit Committee and the Governing Board to make sure such errors are corrected. A review can also provide assurance that the church actually has the amounts of money and investments shown in the Treasurers annual report. No review, short of an extremely expensive full audit, can provide assurance that church funds have not been embezzled or surreptitiously misappropriated. Also, internal reviews conducted by the Audit Committee do not eliminate the need for periodic independent review by a licensed CPA.

The following examinations should be part of the annual internal review: (1) Review of collections, counting, recording and depositing procedures; (2) Comparison of the records of pledge payments by cash, check or credit card in Quickbooks and Church DB; (3) Review of disbursement procedures, check-writing and supporting documentation, and petty cash procedures; (4) Review of the treasurers' procedures for staff payroll; (5) Verifying the reconciliation of year-end statements of church accounts from banks and brokerages with the treasurer's year-end balances; (6) Verifying that cell antenna rent revenues have been properly distributed to various trust accounts, in accordance with the current policies adopted by the parish.

As an example, here is an outline of the procedures we used in the 2016 year-end review:

Income:

Review the procedure for counting and recording cash and check collections. Ask the treasurers to describe the process. Are all collections of cash and checks from worship services and other events such as fairs counted and recorded **separately** by two authorized persons? Examine the forms used to record the count to make sure they provide for clear accounting and classification of all receipts How are discrepancies in the count resolved? Is there a procedure for independent verification by a third person before or after deposits are made? Are checks that come in the mail handled in the same way? If not, why not? How are they handled? Other than electronic deposits and transfers, are there any other funds received that do not go through the established counting and recording process? Is this entire procedure written down so that others may follow it if necessary?

Compare the recording of pledge payments by cash, check or credit card in Quickbooks and Church DB; for a sample of pledgers, verify that periodic statements from Church DB matched recorded pledges and payments in Quickbooks.

For a randomly selected month during the fiscal year, the treasurer will provide and we will compare the weekly deposit summaries, deposit slips, bank statements, general ledger postings and monthly Treasurer's Report.

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Disbursements:

Invoice authorization process: What is the procedure for bills and invoices being approved for payment by responsible persons (committee chairs, staff et al.)? Are check authorization forms required for all one-time, non-payroll disbursements? Are authorization documents kept on file for all disbursements, one-time and recurring? Are these files in good order? Are all bills and invoices required to be approved in writing by a party responsible for the respective line item in the budget, endowment reserve or cell fund?

We will compare the FY 2015 year-end Treasurer Report Expenses to the relevant accounts in the general ledger.

For a randomly selected month in FY 2016, the Treasurer will provide and we will compare the canceled checks or other withdrawal documents, specifically date, payee and amount, as well as third-party invoices, check requests and other authorizing documents to the bank statements for that month, to the disbursement journals supporting the Treasurer Report and to the Treasurer Report itself.

For the entire FY 2016, we will examine the list of check numbers for missing, outstanding and voided checks, both printed and electronic; we will examine missing checks and checks outstanding for more than three months for propriety.

We will compare amounts per the Petty Cash records for the entire FY 2016 to the petty cash withdrawal and replenishment request records and to the general ledger postings.

We will compare the bank reconciliation beginning and ending balances, receipts and disbursement activity to the applicable bank statements and general ledger accounts. We will compare the brokerage beginning and ending statements to the year-end annual reports of the Trustees of Parish Funds for FY 2015 and FY 2016.

In 2016, we did not examine any part of the payroll procedures, due to lack of time and manpower on the part of the committee and of the treasurers. Payroll procedures should be examined in future years. Other subjects that may be examined by the Audit Committee include physical inventory of church property and the adequacy of insurance policies and surety bonding. These and other appropriate subjects may be examined in future years.

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First Parish Church, Unitarian Universalist Agreed-Upon Procedures
Reporting Period Ended June 30, 2010.

We anticipate performing the agreed-upon procedures as enumerated below, as defined in our letter of understanding dated June 30, 2010. The sufficiency of these procedures is solely the responsibility of the Audit Committee and the Board of the First Parish Church, Unitarian Universalist.

Ending cash and investment account balances per the June 30, 2010 Reports of the Treasurer and the Trustees of the Parish funds will be confirmed and compared to reconciled bank and brokerage statements

Amounts per the Treasurer Report Income will be compared and agreed to the weekly deposit summary prepared by the Assistant Treasurer deposit slips, bank statements(s), and general ledger as applicable. (Test items expected to approximate 12 of 52 weekly deposits.)

Donation amounts per the weekly deposit summary will be compared and agreed to the detail within the annual contribution report. (Test items expected to be 10 donors from 4 of the 12 weekly deposits tested above approximately 40 test items.)

Donation amounts within the annual contribution report will be compared and agreed the detail within the appropriate weekly deposit summary. (Test items expected to be 25 donors from a minimum of 6 weekly deposit dates - approximately 25 test items.)

Amounts per the Treasurer Report Expenditures will be compared and agreed to the annual general ledger of accounts used to summarize and report the disbursements. (Test items expected to be the year -end report and two additional test months- approximate 25% of reports),

Payee and amounts per the disbursements journals (non-payroll) summarized in the Treasurer Reports will be compared and agreed to the date, payee, and amount on the cancelled check or other withdrawal document, and the bank statement. Authorized signature will be noted. (Test items expected to be approximately 60 items.)

Payee and amounts per the disbursements journals summarized in the Treasurer Reports will be compared and agreed to supporting third party invoice, authorized check request, or other document authorized by Church policy. (Test items expected to be approximately 60 items.)

Payee and amounts per the payroll journals summarized in the Treasurer Reports will be compared and agreed to the general ledger of accounts posting for net pay and related taxes. Payees will be traced to employee Form W-4, Form I-9, and Church payroll budget and/or employee salary agreement – as applicable (Test items expected to be 2 of 12 months.)

Bank statement reconciliation will be reviewed and recalculated for accuracy. Reconciliation beginning and ending balances will be traced and agreed to the applicable bank statements and general ledger account(s). All transactions per the weekly cash receipts reports and all disbursement journals, as agreed to the general ledger, will be compared and agreed to the activity within the bank reconciliation. Missing checks, other out-of-

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sequence checks included, or outstanding checks for greater than 3 months will be specifically examined for propriety.

The above agreed-upon procedures are not the basis of or sufficient to conduct an audit, the objective of which would be the expression of an opinion, on the Treasurer Reports. Accordingly, we will not express any opinion.

Cocio & Richardson Certified Public Accountants

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Internal Financial Review for UU Congregations

By James Wu, President, UU Congregation of Columbia, MD

JamesWuUCC@aol.com, 202/874-8806 November 1998

Edited by Ralph Mero, UUA Director of Church Staff Finances rnero@uua.org, 617/948-6404

CAUTION: This material does not replace the need for an outside audit by a CPA firm but is offered as a starting point to assist Treasurers and Finance Officials in carrying out their fiduciary responsibilities regarding church financial operations.

INCOME

Objective: To determine if the cash-receipts process is documented, complete, and adequate.

1.1 Review the procedures for counting cash & check collections.

Are the procedures clear and complete? Yes No

1.2 Review the forms used to record the count. Can all cash be properly accounted and classified? Yes No

1.3 Are any funds received which do not go through this same counting process? Discuss the accounting of all funds with the Treasurer, Minister, Lay Leaders, and Finance Committee Chairpersons. Do all funds collected flow through this process? Yes No

1.4 Review the list of counting personnel and compare it to the group of record-keeping people to ensure that none of the people counting are also record-keeping people. This review promotes a separation of duties. Is everyone counting the collections excluded from the list of people involved in keeping the records for the collections? Yes No

1.5 Review deposit dates and amounts on bank deposits and compare to reported dates and amounts. Selecting a sample of deposits.

Are these dates and amounts the same? Yes No

EXPENSES

Objective: To determine whether there is proper authorization for expenditures.

2.1 Review the invoice authorization process.

Inquire how bills are distributed to responsible parties for approval. Does this approval process appear to be adequate? Yes No

2.2 Are bills routinely approved by the person responsible for the respective line items in the budget? Yes No

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2.3 Review a sample of invoices paid during the past year. Based on actual practice, are people in compliance with this process and audit.doc 11/05/03 does this approval process still appear to be adequate?

Yes No

2.4 Trace a sample of approved invoices to the ledger and to canceled checks showing payment. Are the amount, date, check number, and payee the same?

Yes No

2.5 Trace a sample of canceled checks to the ledger and to approved invoices. Again, are the amount, date, check number, and payee the same?

Yes No

Objective: To determine if assets are properly safeguarded.

2.6 Obtain a copy of the signature-authorization cards for all bank accounts and review the list. Are these people the proper people to be authorized to sign checks, etc.?

Yes No

2.7 Determine where blank checks are kept. Are they being kept in a secure place? Yes No

2.8 Regarding payments to any Board member, staff member, or key financial members, check to ensure that such payments are adequately documented and seem to be reasonable. Does everything appear to be sufficiently substantiated and in order?

Yes No

2.9 Review a physical inventory list or a list of the congregation's physical assets. Is this list current and complete?

Yes No

Objective: To verify that salaries, wages, and related payroll taxes are disbursed properly.

2.10 Add figures in payroll worksheets across the lines/rows and down the columns to find any errors. Then compare the sums to canceled payroll checks. Next recompute salaries and taxes, and compare the results to the amounts on the payroll checks. Does everything appear to be in order?

Yes No

RECORD KEEPING

Objective: To determine if bank statements are properly reconciled.

3.1a Are bank reconciliations performed on a regular basis? Do the reconciliations appear to be complete and thorough?

Yes No

3.1b Inspect bank reconciliations and identify outstanding checks. Investigate reconciling items. Does everything appear to be in order?

Yes No

3.2 Recalculate a sample of bank reconciliations. Does everything appear to be in order?

3.3 Review check-number sequences at year-end. Check dates to determine the month expenses were paid. If check numbers are out of sequence, inquire why. Does everything appear to be in order?

Yes No

Objective: To determine if all necessary documents are on file and safeguarded.

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3.4 Inspect all legal documents on file, including employment contracts, Board minutes, mortgages, Treasurer reports, and tax information (e.g., W-2's, 1099's etc.). Does everything appear to be in order?
Yes No

3.5 Review documents in the safe deposit box and inspect signature. Does everything appear to be in order?
Yes No

3.6 Inspect mortgage payments for reasonableness and for consistency with published reports. Does everything appear to be in order?
Yes No

Objective: To determine if all necessary tax forms have been properly filed.

3.7 Review IRS forms 941 for proper submission of income and FICA withheld. Yes No

3.8 Review check register to see that taxes were paid in a timely manner. Yes No

Objective: To review the system used to file invoices.

3.8 Inspect the filing system for orderliness and completeness. Does everything appear to be in order?
Yes No

Objective: To determine if income and expenses are properly recorded.

3.9 Inspect the general ledger. Recalculate a sample of items. Investigate any checks made payable to "Cash". Does everything appear to be in order?
Yes No

3.10 Compare totals to the Treasurer's report. If they are not the same, inquire why. Does everything appear to be in order?
Yes No

3.11 Trace interest and dividend income from statements to the ledger. Does everything appear to be in order?
Yes No

Objective: To determine if salaries and wages were paid in accordance with contracts.

3.12 Compare compensation per employees' contracts with actual payments. Does everything appear to be in order?
Yes No

3.13 Compare wages authorized by the Board to actual payments to employees. Does everything appear to be in order?
Yes No

REPORTING

Objective: To determine the accuracy and adequacy of the Treasurer's reports.

4.1 Recalculate a sample of the Treasurer's reports. Does everything appear to be in order?
Yes No

4.2 Determine the reason(s) for significant variances of actual spending over budgeted amounts, both for individual line items and for program groups which are often subtotaled, such as Religious Education. In some instances, there is not a problem if an individual line item has spent more than what was budgeted, as long as the subtotal for that group has not overspent what was budgeted.

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To determine significant variances, use 10 percent of the budget or \$1,000, whichever is greater. Does everything appear to be in order? Yes No

4.3 Verify that the reported bank balances are the same as, or can be reconciled to, the bank balances on the statements received from the bank. Does everything appear to be in order? Yes No

4.4 Consider information that may be helpful that is not currently included in the reports and possibly should be included. Does everything appear to be in order? Yes No

Objective: To review the budgeting process for adequacy.

4.5 Inquire about the budget process and how the budget is compiled. Are all appropriate people currently included in the budget formulation process? Yes No

Objective: To determine if computer records are adequately safeguarded.

4.6 Are important records on the church computer backed up on a regular basis? Are the backup files stored off-site at another location? Yes No

4.7 Are the church offices locked when not in use? Is the computer locked or password protected? Yes No

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CONCLUDING THE REVIEW

Objective: To reach closure, communicate the results, and provide a road map for future improvements

- | | | | |
|------|--|-----|----|
| 5.1 | Does your report include the following: A review of the auditing /review process? | Yes | No |
| | Information on the detailed findings and possible corrective actions for each finding | Yes | No |
| | Documentation to support the findings | Yes | No |
| 5.2a | Have you submitted a report to the proper organizational body and have you kept a copy on file for future reference? | Yes | No |
| 5.2b | Have you provided a briefing / presentation and an executive summary to the appropriate parties? | Yes | No |

Again, completing this questionnaire is not a substitute for an outside audit by a CPA firm, but is offered as a starting point to assist Treasurers and Finance Officials in carrying out their fiduciary responsibilities regarding church financial operations.

The services of an experienced full-charge church bookkeeper may be helpful in a review of this nature if the congregation has not budgeted for the expenses of an audit by an accounting firm.

Building Use Committee

Bylaw

The bylaw establishing the committee states: The Building Use Committee shall consist of a minimum of 6 persons including the Minister, DRE, Administrative Assistant and three additional persons. They shall review and schedule all uses of the Building and Grounds and shall draft fee schedules as appropriate.

Building Use Policies and Rules - *revised April 2019*

PURPOSES

The First Parish Church maintains its buildings and grounds primarily for the needs of its congregation. It is the policy of the Church to make the facilities available for use by other organizations and individuals when that does not conflict with the congregation's use. This policy is based on four considerations:

Service: The Church wishes to be of service to the communities of which it is a part.

Outreach: The Church wishes to encourage activities in the larger community which further its values.

Environment: The Church wishes its resources to be effectively used to the fullest extent compatible with the maintenance and security of the facilities.

Finance: The Church wishes other users to share the cost of maintaining the facilities.

APPLICATIONS

Application for use of the facility should be made to the Building Use Committee. Forms for this purpose are available in the church office. Applications should be filed at least two weeks (preferably at least one month) before the planned event or use. The Church Administrator can provide information about scheduling and possible conflicts but cannot approve an application for use. Before acting on an application, the Building Use Committee may request information in addition to that which is provided on the application form.

YOUTH EVENTS

For Public Youth Events there are a special application form and supplementary rules.

STATEMENT OF NONDISCRIMINATION

The following Statement of Nondiscrimination will be included in the application form for use of the facilities:

"First Parish Church is a Welcoming Congregation of the Unitarian Universalist Association of North America. We are committed to full participation by all persons in our church life and in our society at large and to the UU principle the principle that every person has inherent worth and dignity.

"Therefore, rental and/or use of the facilities of First Parish Church Unitarian Universalist, Duxbury, is contingent upon a signed acknowledgment by the renter that no discrimination or exclusion on the basis of age, race, economic status, religious conviction, physical or mental challenge, sexual orientation, gender, gender

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expression or national origin will be allowed in connection with the event or events covered by the rental agreement.”

RENTAL FEES

A schedule of fees will be published. The Building Use Committee may reduce or waive fees at its discretion. Fees must be paid at least one week prior to use, unless an exception is granted by the Building Use Committee.

TERM OF RENTAL

Rentals may be either for a single event (one-time use) or for a continuing use. All rental agreements for continuing use will be for a term of not more than one year unless specifically agreed to in writing by the Building Use Committee. All such agreements will be reviewed by the Building Use Committee before the end of each church year in June, and new contracts will be sent to each tenant/user. Renewal agreements must be signed and returned before Sept. 1 of the same year.

USAGE PERIOD

Generally, a usage period will be a four-hour block of time: one morning, one afternoon, or one evening, or less. This is a flexible rule to allow for the wide variety of usage patterns. However, uses which tie up the space for significantly more than four consecutive hours will be considered as two usage periods, and tying up the space for a full day will constitute three usage periods.

SEXTON

The sexton must be present whenever there is a gathering of more than 100 people, or whenever required by the Building Use Committee for reasons of safety or security. This requirement may be waived by the Building Use Committee if a member of the Church is to be present to assume responsibility for the group's compliance with rules for safety and security.

The sexton must be present if use of the dishwasher is required whenever a meal is being prepared and served. This requirement may be waived by the Building Use Committee if the dishwasher is to be operated by a qualified member of the Church.

If the sexton's services are used, a check payable directly to the sexton will be rendered immediately upon completion of the sexton's duties. The sexton fee is \$25.00 per hour.

CONTACT PERSON

The contact person for the using group is responsible for seeing that all rules and policies are followed. If the sexton's presence is not required, a key will be issued to the contact person and is to be returned as soon as possible.

HOURS

The facilities are available for use from 7:00 a.m. to 11:00 p.m. Use other than during those hours is at the discretion of the Building Use Committee.

SECURITY

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Users are asked to be alert for the security of the building and property. Suspicious activity should be reported to the police by calling 911.

ROOMS NOT APPROVED FOR USE

Users may not use rooms for which they have not received approval.

LEGAL REQUIREMENTS

It is the responsibility of the user organization to conform to all laws applicable to the activity and to pay any costs incurred thereby.

DAMAGE TO PROPERTY

The user (renter) is responsible and liable for any damage to Church property, including premises and equipment, caused by any person attending the event or that occurs as a result of activities at the event. At the renter's request, joint inspections may be made before and after period of use.

SMOKING: Smoking is not allowed inside any church buildings. Receptacles for spent matches and cigarettes are located outside the main entrance to the Parish House and outside the downstairs hallway entrance.

ALCOHOLIC BEVERAGES

Church events: Beer or wine may be served at any church-sponsored event that is open only to church members and friends but not open to or advertised to the public. Such events do not require the purchase of additional insurance, specific notification to the church's insurer, or a one-day beer and wine license from the town. It is strongly recommended that a TIPS-certified bartender be in charge of serving any alcoholic beverages.

For all other events at which beer or wine is to be served, whether for a charge, donation or free, the following requirements apply:

Church-sponsored events that are open to the public: The approval of the governing board must be obtained for any church-sponsored event that is open to the public and at which beer or wine is to be served. In addition, the Building Use Committee must be notified so it may notify the church's insurer and obtain a certificate of insurance if necessary. In addition, an officer of the church or the minister must obtain a one-day beer and wine license for the event from the Town of Duxbury. It is the responsibility of the sponsoring committee or church entity to make sure there is sufficient time before the event to obtain the license. (Note: Town regulations require that a TIPS-certified bartender be engaged for any event requiring a one-day beer and wine license. Other town requirements may apply. The application form for the license is available on the town Web site, www.town.duxbury.ma.us.)

Private parties: For any event not sponsored by the church at which beer or wine will be served and which will be open only to members of the sponsoring organization or to specifically invited guests (a "private party"), the sponsor of the event (applicant) must present a certificate of insurance showing liquor liability coverage with limits of \$1 million/\$3 million. The certificate must list First Parish Church Duxbury as an "Additional Insured." This insurance is required whether or not money will be charged for the drinks. The certificate of insurance must be received by the church office at least two weeks before the event. Private parties do not require a one-day beer and wine license from the town. A TIPS-certified bartender is not required, but it is strongly recommended that one be on duty.

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Public events not sponsored by the church: If the event is open to the public or advertised publicly, the sponsor of the event (applicant) must obtain a certificate of liquor liability insurance as described in the paragraph above. The sponsor must also obtain a one-day beer-and-wine license from the town Board of Selectmen. A copy of this license must be received by the church at least one week before the event. Note that it may take two weeks or more to obtain a license from the town. Also note that the town license requires an insurance certificate as above, the engagement of a TIPS-certified bartender, and other requirements. (The application form for the license is available on the town Web site, www.town.duxbury.ma.us).

Alcoholic beverages other than beer and wine may not be served at any event.

GENERAL REGULATIONS FOR USERS

RESTRICTED MATERIALS: No styrofoam products, thumb tacks, duct tape, masking tape or cellophane ("Scotch") tape may be used on walls, floors or other surfaces. (Blue "painter's" tape may be used).

EQUIPMENT: No church-owned equipment, furniture or utensils may be removed from the premises without the approval of the Building Use Committee.

CLOSING UP: Check all windows to be sure they are closed and locked; leave all rooms as they were found; close all interior doors; turn out lights; check thermostats and place in minimum positions; lock outside doors. Do not turn off light switches inside Parish House door to outside marked "Do Not Touch."

SPECIFIC RULES OR SPACES

SANCTUARY: No food or drink is permitted in the sanctuary. No audience members are allowed in the choir loft; no one is allowed in the attic or steeple; no use of either organ is allowed without permission of the First Parish Church Music Director. No movable seating will be used without permission of Building Use Committee.

USE OF CHURCH-OWNED SANCTUARY STAGE: User must bring own people to set up, supervised by FPC Sexton at current hourly rate.

USE OF SANCTUARY SPOTLIGHTS IN CHOIR LOFT: Only the sexton or an authorized FPC member may operate the spotlights.

ASSEMBLY HALL: Not to be used as a gymnasium. The rear door (to the outside stairway) is for emergency use only. No one is allowed on the stage unless an application for use of stage has been made and approved.

Equipment Available For Use in Assembly Hall: Public address sound system with wireless microphones, projector with screen, stage lighting, and television set with DVD player are available for use by special permission. Special fees may be charged for equipment use.

KITCHEN: All kitchen waste and recyclable materials must be put in proper containers; all cooking and serving items used must be washed and put away; double check all kitchen equipment to make sure everything is turned off. When leaving, close counter pass-through "windows" to Assembly Hall. See policy under "Sexton" above for rules on dishwasher use.

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PARLOR: Furnishings may not be moved except by the sexton or under his/her direction.

OFFICES: No one is allowed in the main-floor church office or the downstairs church school office.

CHAPEL: No food or drink is allowed in the chapel. The chapel door to the outside is for emergency use only.

CELLAR: No access is allowed.

SAFETY INFORMATION

The responsible person of any group using the facilities should familiarize herself or himself with the following:

EXITS: All exit doors, aisles and stairways must be kept free and clear of obstacles, both inside and outside.

IN CASE OF FIRE:

Red fire “pull stations” are located on the wall in the main hallway outside the church office (at the top of the stairs) and in the hallway of the lower level. Pulling one of these will notify the fire alarm company and the fire department. Also, call 911 to reach the Duxbury fire and police emergency center directly.

Fire extinguishers are located throughout the building. In case of fire, use them, but also make sure everyone leaves the building.

FIRST AID: A first aid kit is located on the wall in the kitchen. An emergency defibrillator unit is located on the wall in the main hallway adjacent to the entrance stairs.

ELECTRICAL LIGHTING AND SOUND EQUIPMENT: Temporary lighting, sound amplification equipment or other user-provided electrical equipment may not be used without specific permission of the Building Use Committee.

CANDLES: In the sanctuary, lighted candles may only be those provided by the church, in the holders provided, and lit by the sexton. Candles used in other rooms or spaces must be in holders approved by the church administrator, the minister or the Building Use Committee.

CUT GREENS: Cut trees or boughs may not be used as decorations in any areas.

First Parish Church Policies and Procedures

First Parish Church Facilities Fees (FOR MEMBERS) *Revised 05-08-18*

USAGE PERIOD: Generally a usage period will be a four-hour block of time: One morning, one afternoon, or one evening, or less. This is a flexible rule to allow for the wide variety of usage patterns. However, usages which tie up the space for significantly more than four consecutive hours will be considered as two usage periods. A full day and evening constitutes three usage periods. All fees (unless otherwise noted) are due 30 days prior to your event.

Rental and/or use of the facilities of First Parish Church is contingent upon a signed acknowledgement that First Parish is a Church committed to the principle that every person has inherent worth and dignity. Therefore nothing that discriminates or excludes anyone on the basis of race, class, religious conviction, sexual orientation, gender, or national origin will be allowed.

PROHIBITED USES: STYROFOAM PRODUCTS, THUMB TACKS, DUCT TAPE, SCOTCH TAPE IN ALL AREAS. CONFETTI AND BALLOONS ARE NOT PERMITTED IN THE SANCTUARY.

HARVEY ASSEMBLY HALL \$100.00

Hall Capacity: 300

18 - Long Table , 6' long x 29" wide 150 Chairs (approx. 14 card tables)

Seating Capacity: 108 @ 6 per table 144 @ 8 per table

Hall Dimensions: 36' x 50' x 14' high 1800 sq. ft. - (25,200 cubic feet)

STAGE RENTAL: \$50. 00

SANCTUARY USE (Concerts, Lectures) \$250.00

Center Aisle Length 60 feet

Seating Capacity: Sanctuary Pews: 550 Choir Loft: 50

STAGE RENTAL: \$50.00

SANCTUARY SPOT LIGHTS \$15.00 per hour of use

(A FPC member must operate the Sanctuary spot lights)

AUDIO SYSTEM (IN SANCTUARY) \$25.00 VCR/DVD

KITCHEN USE:

Light Use \$25 (brewing and serving coffee user provides coffee)

Heavy Use \$50-\$100 (preparation of meals, any usage requiring use of stove, oven or dishwasher)

****PLEASE NOTE: ALL TRASH NEEDS TO BE TAKEN OFF OF CHURCH PREMISES BY THE RENTER. IF TRASH IS LEFT IN BAGS ON PREMISE OVERNIGHT IT ATTRACTS ANIMALS.**

First Parish Church Policies and Procedures

RUBY GRAVES PARLOR \$50 (seats 35 maximum)
CHAPEL \$50 (seats 60 maximum)
CLASSROOMS \$25 per classroom

SEXTON'S FEE (when required for any of the above building uses) \$25.00/HR

AUDIO VISUAL EQUIPMENT: Projector: refundable deposit of \$100.00

(Please ensure you have a qualified user for this equipment. The church cannot be responsible if the projector does not work due to an inability to operate the projector. If the projector is determined, by Church personnel following your venue, to indeed be defective, then the tenant shall not be refunded their monies).

VCR/DVD: \$25.00

WEDDINGS & MEMORIAL SERVICES

CHURCH Weddings and Memorial Services

Contribution to "FIRST PARISH CHURCH" and please note in the memo section of your check "Memorial/Wedding Service Building Use Donation -- Member" *In order to hold date on the calendar, this check is due up front.*

MINISTER Weddings and Memorial Services Donation to "MINISTER'S DISCRETIONARY FUND" *In order to hold date on the calendar, this check is due up front*

ORGANIST \$250.00 Check made payable to "MR. EDWIN SWANBORN" *Fees due 2 weeks prior to event (\$75 additional, if presence and/or music is required for rehearsals) Note: If someone other than FPC organist plays our organ there will be an Organ Use Fee of \$100*

SEXTON \$100 Check made out to "MR. JOHN RUSSO" *Fees due 2 weeks prior to event* Fee (required for set up/clean up): an additional \$25.00 per hour. One hour after service/venue is over is generally necessary for clean-up, so please include one additional hour to your total fee.

COLLATIONS FOR MEMORIAL SERVICES:

Checks made payable to "FIRST PARISH CHURCH ALLIANCE GROUP" *Fees due 2 weeks prior to event.*

Suggested Donation	Up to 50	\$150.00
	100	\$200.00
	200	\$400.00
	300	\$500.00
	400	\$600.00

Collation Menu:

First Parish Church Policies and Procedures

Cheese & Crackers	3 Kinds of Sandwiches **
Fruit	Finger desserts
Vegetable & Hummus	Coffee – Tea - Punch
Sandwich Choices (Pick 3)	
Chicken Salad	Egg Salad
Cream Cheese & Olive	Ham Salad
Cucumber	Tuna
Seafood Salad	

USE OF CANDELABRA Rental \$200 Sexton Set up / Removal fee \$50.

(First Parish Church will provide ALL candles)

Fees due 2 weeks prior to event

Candle sizes:	Floor candelabra	10" or 12"	(10 count)
	Table candelabra	8", 10" or 12"	(6 count)
	Pew candelabra	8", 10" or 12"	(5/holder 16 holders)

FRONT LAWN USAGE Rental: \$100 (based on a 4 hour block of time)

The First Parish Church front lawn may be utilized for outdoor events with the compliance of the following regulations:

No cutting of branches

No nailing of signs to trees

No parking on the front lawn

A detail police officer hired for traffic control

Pickup and removal of all debris at end of day Any tent holes created in ground, filled accordingly

First Parish Church Policies and Procedures

First Parish Church Facilities Fees (FOR NON-MEMBERS & PROFIT) Revised 5/18

USAGE PERIOD: Generally a usage period will be a **four-hour block of time:** One morning, one afternoon, or one evening, or less. This is a flexible rule to allow for the wide variety of usage patterns. However, usages which tie up the space for significantly more than four consecutive hours will be considered as two usage periods. A full day and evening constitutes three usage periods. In order to book your date on the calendar, the Building Use Application needs to be signed, and we will need a 50% deposit of fees. **The balance of the fees must be received within 30 days of event.**

Rental and/or use of the facilities of First Parish Church is contingent upon a signed acknowledgement that First Parish is a Church committed to the principle that every person has inherent worth and dignity. Therefore nothing that discriminates or excludes anyone on the basis of race, class, religious conviction, sexual orientation, gender, or national origin will be allowed.

PROHIBITED USES: STYROFOAM PRODUCTS, THUMB TACKS, DUCT TAPE, SCOTCH TAPE IN ALL AREAS. CONFETTI AND BALLOONS ARE NOT PERMITTED IN THE SANCTUARY, PARLOR OR HALL.

HARVEY ASSEMBLY HALL **PROFIT - \$250.00** **NON-PROFIT - \$125.00**

Hall Capacity: 300

18 - Long Tables, 6' long x 29" wide 150 Chairs (approx.14 card tables)

Seating Capacity: 108 @ 6 per table 144 @ 8 per table

Hall Dimensions: 36' x 50' x 14' high 1800 sq. ft.-(25,200 cubic ft)

STAGE RENTAL: \$100.00

AUDIO VISUAL EQUIPMENT: Projector: \$75.00

(Please ensure you have a qualified user for this equipment. The church cannot be responsible if the projector does not work due to an inability to operate the projector. If the projector is determined, by Church personnel following your venue, to indeed be defective, then the tenant shall not be refunded their monies).

VCR/DVD: 25.00

SANCTUARY USE (Concerts, Lectures) **PROFIT - \$500.00**

NON-PROFIT - \$300.00 (MEMORIAL SERVICE \$500.00)

Center Aisle Length 60 feet

Seating Capacity: Sanctuary Pews: 550 Choir Loft: 50

STAGE RENTAL (requires assembly): \$100.00

SANCTUARY SPOT LIGHTS **\$30/hour of use**

(A FPC member must operate the Sanctuary spot lights)

AUDIO SYSTEM (in Sanctuary) \$25.00 (flat rate)

KITCHEN USE:

Light Use \$50 (brewing & serving coffee, USER PROVIDES COFFEE)

Heavy Use. \$100-\$200 (preparation of meals, any usage requiring use of stove, oven or dishwasher)

****PLEASE NOTE: ALL TRASH NEEDS TO BE TAKEN OFF OF CHURCH PREMISES BY THE RENTER. IF TRASH IS LEFT IN BAGS ON PREMISE OVERNIGHT IT ATTRACTS ANIMALS.**

RUBY GRAVES PARLOR \$100 (seats 35 maximum)

CHAPEL \$100 (seats 60 maximum)

CLASSROOMS \$25 per classroom, per 2 hour period of use

SEXTON'S FEE (when required for any of the above building uses) \$25.00/hr. (Four-hour block of time)

Table candelabra 8", 10" or 12" (6 count)

Pew candelabra 8", 10" or 12"

(5 per holder.....16 holders)

USE OF CANDELABRA Rental \$200 Sexton Set up / Removal fee \$50.

(First Parish Church will provide ALL candles) ***Fees due 2 weeks prior to event***

Candle sizes: Floor candelabra 10" or 12" (10 count)

Table candelabra 8", 10" or 12" (6 count)

Pew candelabra 8", 10" or 12" (5/holder 16 holders)

FRONT LAWN USAGE Rental: \$200 (based on a 4 hour block of time)

The First Parish Church front lawn may be utilized for outdoor events with the compliance of the following regulations:

no cutting of branches

no nailing of signs to trees

no parking on the front lawn

a detail police officer hired for traffic control

pickup and removal of all debris at end of day

any tent holes created in the ground, filled in accordingly

First Parish Church Policies and Procedures

First Parish Church Facilities Fees (FOR NON-PROFIT) Revised 05/08/18

USAGE PERIOD: Generally a usage period will be a **four-hour block of time:** One morning, one afternoon, or one evening, or less. This is a flexible rule to allow for the wide variety of usage patterns. However, usages which tie up the space for significantly more than four consecutive hours will be considered as two usage periods. A full day and evening constitutes three usage periods. **All fees (unless otherwise noted) are due 30 days prior to your event.**

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PROHIBITED USES: STYROFOAM PRODUCTS, THUMB TACKS, DUCT TAPE, SCOTCH TAPE IN ALL AREAS. CONFETTI AND BALLOONS ARE NOT PERMITTED IN THE SANCTUARY.

HARVEY ASSEMBLY HALL \$125.00

Hall Capacity: 300

18 - Long Tables, 6' long x 29" wide 150 Chairs (approx. 14 card tables)

Seating Capacity: 108 @ 6 per table 144 @ 8 per table

Hall Dimensions: 36' x 50' x 14' high 1800 sq. ft. - (25,200 cubic feet)

STAGE RENTAL: \$50.00

SANCTUARY USE (Concerts, Lectures) \$300.00

Center Aisle Length 60 feet

Seating Capacity: Sanctuary Pews: 550 Choir Loft: 50

STAGE RENTAL: \$50.00

SANCTUARY SPOT LIGHTS \$15.00 per hour of use

(A FPC member must operate the Sanctuary spot lights)

AUDIO SYSTEM (IN SANCTUARY) \$25.00 VCR/DVD

KITCHEN USE:

Light Use \$25 (brewing and serving coffee user provides coffee)

Heavy Use \$50-100 (preparation of meals, any usage requiring use of stove, oven or dishwasher)

****PLEASE NOTE: ALL TRASH NEEDS TO BE TAKEN OFF OF CHURCH PREMISES BY THE RENTER. IF TRASH IS LEFT IN BAGS ON PREMISE OVERNIGHT IT ATTRACTS ANIMALS.**

RUBY GRAVES PARLOR \$50 (seats 35 maximum)

CHAPEL \$50 (seats 60 maximum)

CLASSROOMS \$25 per classroom

SEXTON'S FEE (when required for any of the above building uses) \$25.00/HR

AUDIO VISUAL EQUIPMENT: Projector: refundable deposit of \$100.00

(Please ensure you have a qualified user for this equipment. The church cannot be responsible if the projector does not work due to an inability to operate the projector. If the projector is determined, by Church personnel following your venue, to indeed be defective, then the tenant shall not be refunded their monies).

VCR/DVD: \$25.00

WEDDINGS & MEMORIAL SERVICES

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Donation to "MINISTER'S DISCRETIONARY FUND" *In order to hold date on the calendar, this check is due up front*

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SEXTON \$100 Check made out to "MR. JOHN RUSSO" *Fees due 2 weeks prior to event*

Fee (required for set up/clean up): an additional \$25.00 per hour. One hour after service/venue is over is generally necessary for clean-up, so please include one additional hour to your total fee.

COLLATIONS FOR MEMORIAL SERVICES: Checks made payable to "FIRST PARISH CHURCH ALLIANCE GROUP" *Fees due 2 weeks prior to event.*

<u>Suggested Donation</u>	Up to 50	\$150.00
	100	200.00
	200	400.00
	300	500.00
	400	600.00

Collation Menu:

Cheese & Crackers 3 Kinds of Sandwiches **

First Parish Church Policies and Procedures

Fruit Finger desserts
Vegetable & Hummus Coffee – Tea - Punch

**** Sandwich Choices (Pick 3)**

Chicken Salad Egg Salad
Cream Cheese & Olive Ham Salad
Cucumber Tuna
Seafood Salad

USE OF CANDELABRA Rental \$200 Sexton Set up / Removal fee \$50.

(First Parish Church will provide ALL candles)

Fees due 2 weeks prior to event

Candle sizes:	Floor candelabra	10" or 12"	(10 count)
	Table candelabra	8", 10" or 12"	(6 count)
	Pew candelabra	8", 10" or 12"	(5/holder 16 holders)

FRONT LAWN USAGE Rental: \$100 (based on a 4 hour block of time)

The First Parish Church front lawn may be utilized for outdoor events with the compliance of the following regulations:

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No nailing of signs to trees

No parking on the front lawn

A detail police officer hired for traffic control

Pickup and removal of all debris at end of day

Any tent holes created in ground, filled accordingly

Capital Projects Planning

Capital Projects Planning Policy

Adopted by annual parish meeting June 2019

A Capital Project is any project to acquire, develop, improve, and/or maintain a capital asset of First Parish Church (including the Meetinghouse, Parish House, Harvey Assembly Hall, Parsonage, outbuildings, sidewalks, parking lot, and grounds) which will cost above \$3000 and which will be funded outside the regular annual budget.

A Capital Projects Committee (CPC) will be established to provide leadership, integration and oversight, on behalf of the Governing Board, for all aspects of Capital Project planning.

The CPC will consist of 5 voting members plus the Treasurer as a non-voting member. Decisions will be made in consultation with the Finance Committee when deemed necessary by the Treasurer. Advice from the Historical Committee and/or other committees will be sought when the project impacts their areas of responsibility. The voting members will be the following:

Vice President of Governing Board

Chair of Building and Grounds Committee

Chair of Trustees

Two members from the parish at large

Terms will correspond to the terms of their elected positions. *(This needs to be fixed.)*

The CPC will establish and maintain a prioritized time-line of planned capital projects, with costs estimates and plans for how they will be financed. (The time-line should forecast out 3-5 years and include notes about the expected life spans of major capital assets in order to anticipate replacement needs beyond the 3-5 year forecasting period.) This prioritized time-line of planned projects will be presented to Governing Board for approval at least once annually.

All capital projects proposed for the church will be reviewed by the CPC, and if endorsed, be presented to the Governing Board for approval. The CPC will formulate requirements for the form proposals should take, and in most instances projects being proposed will be accompanied by 3 estimates.

When a project is approved, the CPC will designate a Project Manager who will keep the CPC informed until the project is completed.

A project deemed unnecessary or not viable by the CPC would not be recommended to the GB. This decision would be subject to an appeal process as follows: Both the proponent(s) of the proposal and a representative of the CPC will present their positions to the Governing Board, which will decide whether the project should be approved or not. If approved, CPC will develop a funding plan and assign it a place in the timeline.

First Parish Church Policies and Procedures

Capital Projects Administration Procedures and Contract General Conditions
APPROVAL PROCESS

A Capital Project is a project related to Church capital assets that costs more than \$3,000.

Application for capital projects is made with a Capital Project Proposal Form to Chair of Capital Projects Committee (the CPC) with a copy to Church Administrator.

The Committee is to include a minimum 10% contingency, or a larger amount that the committee may determine, added to the project cost estimate, for approval as the total project cost.

The Committee is to appoint a Project Manager (Project Overseer) for the project.

Approval is to be made first by Capital Projects Committee and then by the Governing Board.

The Chair of Capital Projects Committee is to send a copy of approved Capital Project Proposal Form to Church Administrator and to Treasurer responsible for payments on the Contract.

CONSTRUCTION CONTRACT

The Contract is to include start and end dates and list of any documents used for the GC to bid.

The Contract is to be signed by the Church Treasurer responsible for payments for the contract.

Typical commercial project payments are for the amount requested minus 5% or 10% retainage prior to substantial completion. However, the Church has elected not to hold back retainage.

CONSTRUCTION PROGRESS PAYMENTS

Church Project Manager is to receive regular payment requisitions from GC showing percentage of work and calculated value of work completed by each sub-trade for payment (less retainage if any). The Project Manager is to forward within 7 days to responsible Treasurer if approved by the Project Manager.

Payments are to be made by the responsible Treasurer within 30 days of the date of the requisition submittal to the Project Manager.

Substantial Completion is the stage in the progress of the Work when the Work or a designated portion of it is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use.

Upon Substantial Completion the GC will provide the project manager with a list of items still to be completed. The Project Manager is to add to that list as needed.

CONSTRUCTION CHANGES

A Change Order is a written order to the Contractor signed by the Project Manager to change the Work, Contract Sum or Contract Time.

First Parish Church Policies and Procedures

If concealed or unknown physical conditions are encountered at the site that differ materially from those indicated in the Contract Documents or from those conditions ordinarily found to exist, the Contract Sum and Contract Time shall be subject to equitable adjustment by a Change Order.

All Change Orders with total sums not within the approved total project cost and larger than \$3,000 must be approved by the CPC and the Governing Board prior to beginning of the work. That approval prior to beginning of the work is needed as a pre-condition for any payment for those changes to be made by the Church.

The Project Manager is authorized to order changes within the contingency or for amounts less than \$3,000, to be subsequently approved by the CPC and the Governing Board.

CONSTRUCTION CONTRACT ADDENDUM

Generally, the intent of the Contract Documents is to include all items necessary for the proper execution and completion of the Work by the Contractor. Execution of the Contract by the Contractor is a representation that the Contractor has visited the site, become familiar with local conditions under which the Work is to be performed and correlated personal observations with requirements of the Contract Documents.

The Contractor shall, for a period of one year after Substantial Completion, correct work not conforming to the requirements of the Contract Documents or not conforming to the proper completion of the work per typical standards of local construction trades. All work is to be new and of good quality.

An approved change order prior to beginning of a change to the Work is needed as a pre-condition for any payment for those changes to be made by the Church.

The Church Project Manager is to receive regular payment requisitions from GC showing percentage of work and calculated value of work completed by each sub-trade for payment. Payments are to be made by the responsible Treasurer within 30 days of the date of the requisition submittal to the Project Manager.

ITEMS GC TO PROVIDE PRIOR TO CONSTRUCTION START

1. An Insurance Certificate satisfactory to Treasurer
2. Scheduled start date: _____
3. Scheduled end date: _____
4. A schedule of start and end dates for major work items during construction

SUB-CONTRACTOR NAMES WHERE APPLICABLE AND VALUE OF THE WORK

Demolition Sub-Contractor _____	\$ _____
Concrete Sub _____	\$ _____
Masonry Sub _____	\$ _____
Metals Sub _____	\$ _____

First Parish Church Policies and Procedures

Millwork and Carpentry Sub_____	\$_____
Roofing, Insulation or Waterproofing Sub_____	\$_____
Doors, Windows, Hardware Subs_____	\$_____
GWB Sub_____	\$_____
Flooring Subs_____	\$_____
Ceramic Tile Sub_____	\$_____
Painting Sub_____	\$_____
Plumbing Sub_____	\$_____
HVAC Sub_____	\$_____
Electric Sub_____	\$_____
Any Other Work Items_____	\$_____
Overhead_____	\$_____
Profit_____	\$_____
Total _____	\$ _____

Committee on Ministry

Parish Committee Policy: Committee On Ministry

Adopted June 27, 1996

PURPOSE: The purpose of the Committee on Ministry is to strengthen the quality of ministry in the congregation. The Committee serves as a support group for the minister and as a communication channel between the minister and the congregation.

APPOINTMENTS: The Committee has four members who are appointed by the Parish Committee for staggered three-year terms. Appointments are usually made in February or March. It is important that Committee members have the confidence of both minister and congregation. To that end the Parish Committee has adopted a special procedure, so that the choices are made jointly by the Parish Committee and the minister. The minister submits a list of names, at least three names for each vacancy. The Parish Committee ranks those names in the order in which it wants them to be asked to serve. If there is a person on the list that the Parish Committee does not want to appoint, that name is deleted. The chair of the Parish Committee begins at the top of the list and calls each one, asking if they are willing to serve, until the vacancies are filled. Only the names of the persons actually appointed are entered into the record.

MEETINGS: The Committee should meet monthly, with a regular agenda for each meeting so that during a year each aspect of the ministerial-congregational relationship is reviewed. Included in each year's topics should be the minister's compensation, a review of the Memorandum of Agreement with the church, the minister's goals for the year, and the minister's actual performance in relation to his goals. The Committee may meet without the minister, if it is thought desirable, but should never hold a meeting without telling the minister, and it should meet with the minister as soon as possible thereafter to share the substance of that meeting.

FUNCTIONS: The most important functions of the Committee on Ministry are:

- to help the minister carry on an effective ministry by being available to the minister for counsel.
- to keep the minister advised about conditions within the congregation as they affect relations between minister and members, with its main thrust being to strengthen and improve relationships.
- to interpret to the congregation, when needed, the nature and scope of the work of the minister, including a clarification of role expectation and realistic priorities for minister and members.
- to consult with the minister and submit an annual compensation recommendation to the Finance Committee.
- to work with the minister on his continuing education program, sabbatical planning, or other professional development and to advocate such plans to the Parish Committee and congregation, including appropriate funding.

Finance

Finance Committee Policy

All matters pertaining to money must be presented to the Finance Committee before going to the Governing Board for approval.

Written requests for approval can come from committees for items that exceed the committee budget or from individuals with special project or fundraising requests.

- Special Sunday Plate Collections: If the request is a response to a natural disaster and needs immediate approval the President of the Governing Board, the Minister and the Chair of Finance may make the determination.
- Committee Fundraiser: The request from a committee must be for a project or purchase that goes beyond the committee's regular annual budget.
- Any individual or group of individuals may request approval for an all-church fundraiser for non-budgeted projects.
- Repairs or improvements to our facilities if the dollar value is less than \$3000 or has a expected life under five years.
- Cell phone outreach projects: All outreach requests must have approval by Finance Committee.
- Capital Projects: Once a project has been authorized by the Capital Project committee.

Policy on Gift Acceptance

Purpose:

The Parish solicits and encourages current and deferred gifts from individuals to support its mission and to fund its programs, capital campaigns, and future growth. This policy sets forth general principles for the Parish's acceptance of gifts. When considering a gift to the Parish, prospective donors and the advisors are encouraged to confer with the current President of the Parish and / or the current chairperson of the Trustees of Parish Funds for more information.

Generally Acceptable Gifts

The Parish will accept unrestricted gifts as well as gifts for specific programs and purposes consistent with the Parish's mission and priorities. These gifts may include cash and publicly traded securities as well as personal property, real property or closely held securities and deferred gifts. Whenever possible, the donor should provide a statement of intent specifying the purpose of the gift to aid the Governing Board in carrying out the wishes of the donor. Gifts received with a statement will be considered restricted.

Cash and publically traded (marketable) securities

Cash and publicly traded securities intended as legacy gifts shall be invested or liquidated according to the Parish's endowment fund policy. Publicly traded securities not intended as legacy gifts shall be sold as soon as reasonably practical after they are received. Internal Revenue Service defines publicly traded securities as *securities, including mutual funds, for which market quotations are readily available on an established securities market*. However, there are some exceptions. The Trustees of Parish Funds are available help the donor determine if a particular security qualifies as publicly traded.

Tangible personal property, real property, and closely held securities

Gifts of tangible personal property, real property, or closely held securities may be accepted only after an analysis by the Governing Board and the Trustees of Parish Funds and/or their investment advisory service, legal counsel, an independent CPA, or others as appropriate to determine marketability, tax consequences to the Parish, legal issues, and any other matters deemed appropriate, including environmental exposure, prospective costs, or other risks or concerns. Gifts of personal property that are received without a written purpose, restriction or instruction may be liquidated at the sole discretion of the Governing Board. Gifts that expose the Parish to potential financial risk, that require management expertise not easily available to the Parish, or that do not support the Parish's mission or current needs may be declined.

Deferred gifts

Bequests

The Parish actively encourages bequests. The Trustees of Parish Funds will work with all appropriate parties to ensure that bequests conform to the donor's wishes and the mission of the Parish.

Life Insurance

First Parish Church Policies and Procedures

The Parish will accept being named as a beneficiary of a life insurance policy.

Retirement plan assets

The Parish will accept being named as beneficiary of a 401(k), 403(b), 457(b) IRA, Keogh or similar retirement plan.

Trusts

The Parish will accept beneficial interests in trusts, including charitable lead trusts and charitable remainder trusts. However, the Parish generally will not accept an appointment as trustee of a charitable lead trust or charitable remainder trust.

Charitable gift annuities

The Parish will accept being named a beneficiary of a Unitarian Universalist Association charitable gift annuity.

Other financial instruments

Other financial instruments, such as assignable annuities or other assets, may be accepted provided they meet the criteria established by this policy.

Generally Unacceptable Gifts

The Parish will not accept gifts that are too restrictive in purpose, including gifts that would violate the terms of the By-Laws, would incur administrative cost exceeding the value of the gift, would be excessively burdensome to administer, or would be designated for purposes inconsistent with the Parish's mission or current needs. Decisions on the restrictive nature of a gift and its acceptance or rejection shall be made solely by the Governing Board in concert with the Trustees of Parish Funds.

Confidentiality

If confidentiality is requested by a donor or prospective donor, access to information about the donor, the prospective donor, and the amount or nature of the gift shall be limited to those with a need to know. When a gift is initially proposed, the prospective donor shall be asked whether he or she requests confidentiality.

Conflict of Interest

The Parish urges prospective donors to seek assistance from their own legal and financial advisors in matters relating to their gifts and resulting tax and estate planning consequences.

Miscellaneous Provisions

No gift shall be accepted if there is a material question as to whether the donor has the legal right, or competency to effectuate the proposed transfer. Donors will be responsible for their own legal fees, appraisal costs, and personal tax liabilities. If a cash pledge is not fulfilled, the donor will be credited only with the actual amounts received.

Information for Donors

The Parish's full legal name: First Parish Church, Unitarian Universalist, Duxbury, MA

Physical Address: 842 Tremont St., Duxbury, MA

First Parish Church Policies and Procedures

Mailing Address: P. O. Box 1764, Duxbury, MA 02331
Federal Tax ID (EIN) 04-2296621
Telephone / E-Mail (781) 934-6532 uuduxbury@verizon.net
President, First Parish Church: _____
Chairperson, Trustees of Parish Funds: _____

Governing Board

Policy For Worship, Church Meetings and Church Operations, Fall 2020

Adopted by the Governing Board, Aug. 20, 2020

1. WORSHIP

- a. Sunday morning worship services will continue on Zoom through the fall. The Safe Congregation Task Force will continue to monitor conditions and state and federal guidance and will make recommendations on when to resume in-person Sunday morning worship.
- b. In-person, mid-week services will begin in mid-September. At first, attendance will be limited to 20 persons each week. Those wishing to participate must sign up in advance. A waiting list will be maintained so those who are not able to attend one week will be eligible for the next week, on a first-registered, first-admitted basis. The number allowed to attend may be adjusted as circumstances change.
- c. Facemasks and social distancing will be required in the sanctuary. Masks are not required for children under two years old or for persons whose medical or health condition prevents them from wearing masks. For children between ages 2 and 5, the wearing of a mask is at the discretion of the child's parent or guardian.
- d. In accordance with state regulations and recommendations from the music director and national choral directors' organizations, there will unfortunately be no choir and no congregational singing at in-person services until further notice. There will be organ music, other forms of music and sometimes a vocal soloist in the choir loft. The soloist will sing from behind a Plexiglass screen. These restrictions may be changed as the severity of the pandemic increases or decreases.
- e. Also, unfortunately, there will be no coffee hour, or other events or acts before, during or after in-person worship that would involve close contact with other people or direct contact with things they have touched.

2. MEETINGS OF COMMITTEES, SMALL GROUPS AND CHURCH-AFFILIATED OR -SPONSORED GROUPS

These groups are encouraged to continue meeting on Zoom or by phone or email. Groups who wish to meet in person at the church will be limited to the assembly hall, and attendance will be limited to 18 persons, per state regulation as of Aug. 7, 2020. This number may be adjusted as state regulations change. Groups wishing to meet in the hall must register in advance with the church office, must file a Safe Gathering Plan with the Safe Congregation Task Force and must give a list of names of those attending to the Safe Congregation Task Force. A decision to meet in-person at the church must be unanimous on the part of the group's members. If any members do not wish to meet in person, permission will not be granted for the entire group. The only areas group members will be allowed to access are the entry hallway, the assembly hall and the main first-floor restroom.

3. CHURCH OFFICE OPERATIONS

- a. The church offices will be staffed on a skeleton basis most weekday mornings beginning Aug. 17. Individual meetings may be arranged with the minister, the director of lifelong learning or the church administrator by appointment.
- b. NOTE: The lock on the Parish House main door has been changed. Old keys no longer work. Persons needing to do business in-person at the church office will be admitted to the Parish House by the church administrator or other staffer on a one-at-a-time basis, using the main-

First Parish Church Policies and Procedures

door buzzer system. A Plexiglass shield will be installed in the “Dutch door” of the church office and must remain in place during business transactions.

- c. A “document box” has been placed on the outside porch of the Parish House to facilitate dropping off and picking up papers needed for church business. This box will continue in use until further notice.

4. CASES OF COVID-19 AMONG STAFF MEMBERS OR PARISHIONERS

In accordance with state guidance, if a staff member is diagnosed with COVID-19, or if church officials learn that a parishioner or other person who has recently been in any church building or facility has been so diagnosed, the affected area will be closed and a deep cleaning undertaken. The area may be reopened after cleaning and disinfecting has taken place. The infected person will be advised to follow medical and state and local health board advice concerning quarantine, treatment and contact tracing. The infected person will be permitted to return to the church after presenting evidence to the Safe Congregation Task Force that he or she is COVID-free.

Safe Congregations

First Parish Church Duxbury Policies for Congregational Safety *October 2015*

Safe Congregation Task Force:

Bill Christmann
Catherine Cullen
Steve Cunningham
Sharon Nabreski
Betsy Stevens

I. SAFE CONGREGATION COMMITTEE PHILOSOPHY

A variety of potential dangers are inherent in operating a congregation. These include physical site (including buildings and grounds), operation of the Religious Education (RE) program including transportation and supervision of children off-site, and instances of disruptive behavior involving members, friends, and/or staff of the congregation.

Our commitment, as Unitarian Universalists, to the inherent worth and dignity of every person and to justice and compassion, compel us to create a safe and nurturing environment that protects children and adults from harm and promotes their spiritual growth while part of our community. Additionally, we affirm our commitment to maintain an environment free of discrimination and harassment based on race, color, ethnicity, religion, national origin, age, physical ability, gender, or sexual/affective orientation. We pledge to conduct ourselves in a manner which conveys mutual respect and consideration.

If we are to be a caring community, we must ensure that everyone who comes here feels valued, safe, and secure. This congregation accepts responsibility to educate ourselves and our children about sexual misconduct, abuse, molestation, harassment, and exploitation. We pledge to do our best to protect and support those who come to us either at risk or in crisis.

II. FIRST PARISH CHURCH COVENANT OF RIGHT RELATIONSHIPS

As members and friends of First Parish Church who have a common goal of creating and sustaining a safe and beloved community, we covenant to work together, laugh together, and worship together in the spirit of compassion and mutual respect.

III. DEFINITIONS

The terms used in this document will have the following meanings:

Abuse: includes non-accidental conduct that involves bodily injury or impairment; offensive physical or sexual contact, including physical, verbal or sexual abuse; physical or sexual harassment; physical or sexual molestation; physical or sexual exploitation or cyberbullying.

Physical abuse: includes offensive physical contact or activity that causes bodily injury.

Sexual abuse: any sexual touching of a child or any activity that causes a person to engage in any sexual act or conduct without that person's consent, or in circumstances where that person is unable to refrain from

consenting due to age or mental capacity or unusual vulnerability derived from the person's mental health or from the existence of a relationship of significant dependency or trust.

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

Sexual molestation and sexual exploitation: activity that places another person in a situation where that person feels compelled to engage in sexual conduct to which that person would not voluntarily consent, or in circumstances where that person is unable to refrain from consenting due to age or mental capacity or unusual vulnerability derived from the person's mental health or from the existence of a relationship of significant dependency or trust.

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

G. Verbal abuse: negative statements made toward another person told to the victim or about the victim.

H Cyberbullying: willful and repeated harm inflicted through the use of computer, cellphones and other electronic devices.

IV. SPECIAL RELATIONSHIP BETWEEN MINISTER AND CONGREGANTS

"Congregations confer powers upon their ministers through roles which the minister is expected to assume—worship leader, teacher, counselor representative in the larger community...The powers of ministry have a great potential for good if they are used responsibly, and with potential for damage if they are abused...Ministers need to be fully aware of those powers and use them responsibly for the building of spiritual community, not for personal gratification. Exploiting ministerial powers for personal advantage abuses those congregants who become the inappropriate sexual objects of a minister's personal interest. Such abuse damages the religious community of which the abuser is minister."

Excerpted from Thomas Mikelson, *Reflections Toward a Unitarian Universalist Theology of Clergy Misconduct through Sexual Abuse*, December, 19923

We as a community expect the Minister to abide by the Unitarian Universalist Ministers Association's (UUMA) Code of Professional Practice which acknowledges that ministers are the recipients of automatic trust. In subscribing to this code, ministers agree not to exploit the powers inherent in their roles.

The complete text of the code is published in the UUMA Guidelines which is available in the Society library and/or office, from the UUMA, 24 Farnsworth Street, Boston, MA 02108, or the UUMA website (www.uuma.org, click onto Guidelines and Code of Professional Practice).

The Safe Congregation Response Team will then work with the Governing Board to establish the most appropriate methods of communicating, counseling and responding to concerns within the congregation and the community.

VI. PREVENTING SEXUAL MISCONDUCT, PHYSICAL OR EMOTIONAL ABUSE OR HARASSMENT AND OTHER DISRUPTIVE BEHAVIOR

We acknowledge that preventing sexual misconduct, physical abuse, and other forms of harassment in our religious communities a complex goal. Prevention education, training, careful hiring, and safety procedures are concrete steps toward creating a safe environment.

Education and Training:

1. Education and training is critical to the creation of a safer congregational environment. Information, knowledge, and understanding support the development of healthy relationships based on self-esteem and respect for others. Greater understanding of human sexuality and abuse will make us better able to avoid situations that could lead to abuse, and to move more effectively toward justice and healing for us all. To this end we believe it is important to promote self-esteem and personal responsibility among our children, our members, and friends. We will provide programs as follows:

The Religious Educator and Religious Education (RE) Committee are responsible for:

Offering age-appropriate information about development and sexuality for our children, youth, and adults on a regular basis, including clarification and understanding of the complex aspects of sexuality, as well as focusing on sexual abuse prevention and

Keeping employees and church school leaders informed of this policy and reviewing it at least annually through the use of the following: the Code of Ethics for Those Working with Children and Youth, herein identified as the Code of and RE Safety Procedures

2. The Safe Congregation Response Team will support promoting congregational awareness about these policies as needed.

Hiring

It is essential that recruitment and hiring procedures protect staff, children, youth and adults from injury as well as from unfounded accusations, and protect The First Parish Church from ethical and legal liability.

All persons seeking paid employment at FPC will be interviewed by the appropriate hiring committee. The committee will contact references and record and oversee the criminal history record check (CORI) . The employment application and reference material will be confidential and will be available only as required by law and to those responsible for screening, hiring, or participating in the Safe Congregation Response Team.

VII. RE SAFETY PROCEDURES

The procedures listed below are intended to protect the children and youth of our community and to provide guidelines for employees and staff in their interactions with our children and youth.

Volunteers

First Parish Church Policies and Procedures

All teachers in the Religious Education (RE) programs at The First Parish Church Duxbury, MA must meet the following criteria:

Prior to participating in the RE and Youth Group programs, all volunteers will agree to a CORI check.

Volunteer teachers will attend a yearly teacher training session to be scheduled by the DRE.

Supervisory methods shall include:

Regular consultations with the DRE

On-going training.

Commitment to adhere to the behavior guidelines of the Safe Congregation Policy.

Church School Guidelines

All leaders must read and sign the Code of Ethics prior to teaching. This includes advisors at Church Conferences who are from other churches.

All lead teachers and RE Committee members must have been involved with the church for at least six months. At the discretion of the DRE exceptions may be made if the person has a recommendation from a church member or from a friend of the church.

Overnight trips and RE classrooms will be supervised by teaching teams comprised of two adult leaders from two different households.

Every attempt will be made to have two Youth Advisors, ideally of the opposite sex, at each youth meeting or function.

First grade and under will always have two leaders present in the classroom.

Parents must sign permission slips when children leave church by vehicle for a church sponsored event.

State policies regarding car seats, seat belts and cell phone use will be followed.

In the rare event there is only one leader teaching there must be open access to the classroom.

In the case of witnessed or suspected child abuse, whether at home or church, the DRE will be notified.

C Working with Children and Youth

It is ultimately the responsibility of the entire congregation, not just those in leadership and teaching positions, to create and maintain a climate that supports the growth and welfare of children and youth. We encourage all leaders and friends to read, sign, and abide by the Code of Ethics

Teachers, and Youth Advisors who have gained the trust of young people are considered mandated reporters and are in a unique situation to observe behavior or be party to conversations in which possible abusive situation (either within or outside FPC) are revealed. Under such circumstances, it is the adult's responsibility to report any reasonable cause to suspect child abuse to the Minister and /or DRE .

For grades 7-12, the Youth Advisors must be at least twenty-five years of age

First Parish Church Policies and Procedures

General Supervision Guidelines (Sunday Morning Programming)

Each Child will have a registration form on file that includes information about special needs and permission to accompany their RE class and teachers on walks around FPC or neighborhood on Sunday mornings.

Parents are responsible for their children before the service begins and after the RE program has ended. During services and classes children must have a parent or another responsible adult on the premises unless prior arrangements have been made with the DRE. Parents, teachers, volunteers and children are the only people allowed in the downstairs RE space during services. Once church school begins all exterior doors leading to the church school will be locked preventing access from the outside, with the exception of the main church back door.

The DRE, or designated supervisor, will do a walk-through of all RE spaces to check in with teachers during classes.

Nursery through First Grade parents (or designee) must pick up their children from the RE program at the end of the service. The DRE or appropriate designee will locate parents (or designee) who fail to comply.

General Sleepover Guidelines

Adults supervising youth sleepovers must be active participants at FPC for at least six months (This does not apply to parents who are staying with their own youth). There will always be a minimum of two adults awake during sleeping hours regardless of the numbers of youth attending. During a sleepover at FPC, there should be a minimum ratio of one adult to eight youth with one additional adult required for each additional four youth.

During sleepovers at the church, all outside doors will be locked once the last youth has arrived, and will remain locked until parents arrive for pick-up in the morning.

A Parent/Guardian Consent and Medical Release Form and a Medical Information Form will be required for each youth at the sleepover.

Each youth will be required to complete and sign the Youth Code of Ethics for each sleepover event.

The adult supervisors will maintain a list of attendees.

Adults and youth will be made aware of fire safety procedures.

Transportation To and From FPC Sanctioned Events

It is the responsibility of the FPC RE Program, or the parents, to provide safe transportation to and from FPC sanctioned events. The FPC RE Program requires the following:

When traveling to and from outings, conferences, meetings, and other Church activities, a parent/ guardian signed permission slip is required for each child/youth participating or being driven to an off-site activity. In addition, each youth must abide by their groups covenant.

Drivers must be at least 25 years old.

Every person in the car will have a seatbelt and age appropriate seating arranged in reference to airbag safety rules.

First Parish Church Policies and Procedures

No driver may consume alcohol or use any form of drug which can affect physical or mental performance before or during the carrying out of his/her duty as a driver.

A minimum of two adults must accompany a group going off-site. Exceptions for exigent circumstances may only be made by the primary on-site adult leader.

Each driver must show proof of license, registration, and insurance coverage upon request.

RE Fire and Emergency Evacuation Process

To ensure the safety of our children, in the event of a fire we have posted exit routes in the classrooms. The children and teachers will be shown how and where to exit in the event of a fire. Children will be led to the cemetery and line up in order of grades. The leaders will bring attendance folders with them and hold up a sign designating the grade for each group. The leaders have a red alert page in their attendance folder to alert organizers of a missing child. In the event parents are evacuated from the church they will be asked to check in with their child's leader before leaving with their child. Fire drills will include the larger church community.

Fire and Electrical Safety

Childproof plugs are to be placed in unused electrical outlets in the RE Space.

Smoke Detectors are hard-wired and checked yearly by the Duxbury Fire Department.

Fire Extinguishers are located on all floors of FPC

Fire evacuation plans as well as the location of Fire Extinguishers and Smoke Detectors at FPC will be provided at the time of teacher training.

First Aid and Incident Reporting

First aid kits are maintained by the DRE. One is located on the wall in the RE closet and one is in the DRE's office.

In case of serious injury 911 will be called from a land line phone. A land line phone is located in the RE office, the kitchen and the church office. Parents and/or guardians will be notified as soon as possible and an incident report shall be completed by the appropriate supervising adult and submitted to the DRE.

In case of minor injury, appropriate first aid will be applied, the parent/guardian notified, and an incident report completed and turned over to the DRE. Incident/Accident report forms are in the DRE's office.

Guidelines for Child Care at Church Events

The religious education committee is responsible for childcare at functions sponsored by the religious education committee and for childcare during regular Sunday morning services. We are not responsible for childcare during other church events but realize there is often a need. We offer these guidelines to committees who are setting up childcare. They address safety concerns for our children as well as classroom suggestions and supplies available.

SIGN UP Have people sign up in advance with number and ages of children.

ENLIST CHILD CARE PROVIDERS Enlist at least 2 people to care for each age group of children.

First Parish Church Policies and Procedures

RECOMMENDED AGE GROUPS: Toddlers / 3-6 year olds / 7-11year olds / 12 years and older

(Older children may assist with younger)

ROOM PLACEMENT Children age 2 years and under should be cared for in the Toddler room.

Other room placements may be reviewed by the DRE or the Chair of the RE Committee.

SNACKS No peanut-related or nut products are permitted.

CLOSING-UP Rooms should be left in the condition they were found.

Church School Guidelines for Discipline

It is a goal of our Religious Education program to promote an atmosphere of mutual respect, in keeping with our UU Principles of affirming and promoting the inherent worth and dignity of every person. The Church School Leaders and staff will model and encourage appropriate behavior from young people at all times. Young people in each class will discuss and agree upon a covenant (class code of conduct) that they will follow for the time they are together. This will be posted in their meeting space.

The youth and leader will discuss the behavior and possible solutions. The leader will remind the youth about the agreed-upon solution as necessary, and will work with the youth to improve the behavior. The vast majority of all difficulties will be handled at this level.

If the behavior continues, the youth will be taken to the DRE and solutions will be discussed.

If the behavior still continues the parent (s) and youth will be asked to come in to discuss the ongoing problem with the group leaders and the DRE.

If, after all efforts have been unsuccessful in improving behavior, the youth will lose the privilege of attending church school for the remainder of the unit and will be encouraged to attend church with his/her parents.

The RE Committee and the DRE shall create and maintain all necessary forms to implement these RE safety procedures.

VIII. RESPONDING TO THE COMPLAINTS OF SEXUAL, PHYSICAL OR EMOTIONAL ABUSE OR HARASSMENT OR OTHER DISRUPTIVE BEHAVIORS

SAFE CONGREGATION RESPONSE TEAM

In order to ensure continuity, the Safe Congregation Response Team will be established and in place at all times, the names and contact information of team members shall be published monthly in the Bell Ringer. This Team will be composed of the Minister, Director of Religious Education, and three active members of the FPC who are willing to be trained in issues likely to arise including sexual assault, sexual harassment, human resources, and legal issues and be appointed by the Governing Board. Guided by the Philosophy Statement, their function, individually and collectively, will be to offer confidential support, advice, and counsel with concern for the safety of all parties involved. The Safe Congregation Response Team will generally have the following responsibilities:

Know about community resources for child abuse, treatment for sex offenders, support groups for survivors and state laws regarding reporting .

Be a resource for people to share their concerns.

Receive allegations of possible abuse, harassment or disruptive behaviors and develop a process for expedient handling of such allegations.

All activities of the response team will be conducted in a confidential fashion and may only be disclosed when necessary to determine an appropriate level of participation in congregational life.

In case of a conflict of interest, a Team member must be excused from participation and be replaced by a suitable alternate.

SAFETY NEEDS OF THE CONGREGATION REGARDING REPORTS OF HARMFUL AND/OR DISRUPTIVE BEHAVIOR

Interim Safety Plan: When a complaint is received and the suspected abuser is a church employee, member or attendee, the Response Team will investigate and if necessary develop an interim safety plan. This plan may include, but not be limited to, implementation of a draft Limited Access Agreement. If the accused abuser is a youth, the plan must be developed with input from parents and/or guardian. The plan will be clearly communicated to the accused abuser or, if a minor, his or her parents or guardians, by the Response Team.

Permanent Safety Plan: The interim safety plan will be evaluated and a permanent Safety Plan will be implemented with the cooperative of the involved parties.

In all cases, the Response Team, Minister, Religious Educator or President of the Governing Board may seek legal counsel before proceeding with either a draft or permanent Limited Access Agreement.

IX. GUIDELINES FOR ADDRESSING DISRUPTIVE BEHAVIOR

Situations involving disruptive behavior may be brought to the attention of the Committee on Ministry, Governing Board and/or the Minister who may refer the situation to the Safe Congregation Response Team.

Persons identified as being disruptive will be responded to as individuals of dignity and worth.

The Response Team will meet to assess the situation and decide on a course of action.

All documentation developed in the course of investigating and resolving allegations of disruptive behavior will be kept confidential. The Minister will be responsible for determining access to such information and for ensuring its security.

To aid in evaluating the problem and determining the appropriate response, the following points will be used in assessing the nature and severity of referred problems.

Level of Concern: Is the individual a source of threat or harm to persons or property?

Disruptiveness: What is the extent of disruption to church functions?

Congregational Integrity: How likely is it that existing or prospective church members will be driven away by the alleged behavior?

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Causes: Why is the disruption occurring? Is it a conflict between the individual and others in the church? Is it due to a condition of mental illness?

Probability of Change: How likely is it that the problem behavior will diminish in the future?

History: What has been the frequency and the degree of disruption caused by the individual in the past?

Active Shooter Procedure

Draft September 24, 2018

1. If you can evacuate, do. Run, do not get in your cars, go on foot as far away as you can and contact the police.
2. If you cannot evacuate, alert the police ASAP! You can call 911 and leave your phone connected and say nothing if you need to stay silent, otherwise give as much detail as possible about where the possible shooter is.
3. Hide in the designated safe room and lock the door. Use door stoppers to make it harder to enter the room, or belts to lock two doors together. Buy time for the police to arrive.
4. Prepare a plan
5. Pick the largest, strongest people to each be assigned a physical body part (left arm, right arm, left leg, right leg, head, and gun)
6. The rest of the people in the room should prepare items to throw at the target. If pepper spray is available, have it at the ready.
7. Last resort, if the intruder does come into the room, throw objects and rush him. Each person take a limb and remove the gun. Sit on the intruder, head included.
8. Place the gun in a trashcan or out of sight (this is so that police will not mistake an innocent for the gun carrier). Have someone guard the gun and inform the police where it is immediately upon arrival.

Procedure for responding to complaints

May 2, 2018

Procedure for responding to complaints of sexual, physical, or emotional abuse or harassment or other disruptive behaviors -

Safe Congregation Response Team: In order to ensure continuity, The Safe Congregation Response Team will be in place at all times. This team will be composed of the Minister, DCLL and at least three active members of First Parish Church. The Response Team will be appointed by the Governing Board. Their function, individually and collectively, will be to offer confidential support, advise and counsel with concern for the safety of all parties involved.

The Safe Congregation Response Team will have the following responsibilities:

- Know about community resources for child abuse, treatment for sex offenders, support groups for survivors and state laws regarding reporting.

- Be a resource for people to share their concerns.

- Receive allegations of possible abuse, harassment or disruptive behaviors and develop a process for expedient handling of such allegations.

All activities of the response team will be confidential and may only be disclosed when necessary to determine an appropriate level of participation in congregational life.

In case of conflict of interest, a Team member must be excused from participation and be replaced by a suitable alternate.