

UNITY CHURCH-UNITARIAN GOVERNING POLICIES

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UNITY CHURCH-UNITARIAN GOVERNING POLICIES

I: Ends

Policy A: Mission

The mission of Unity Church-Unitarian is to engage people in a free and inclusive religious community that encourages lives of integrity, service, and joy.

Revised January 31, 2005

UNITY CHURCH-UNITARIAN GOVERNING POLICIES

I: Ends

Policy B: Ends Statements (2003–2008)

1. The people of Unity Church-Unitarian have a deeply meaningful, transforming liberal religious experience. They:
 - a. Find hope, beauty, and inspiration in their worship.
 - b. Know Unitarian-Universalist and Unity Church-Unitarian heritage.
 - c. Think theologically.
 - d. Are able to describe their personal religious identities.
 - e. Deepen their individual spiritual practices.

2. The people of Unity Church-Unitarian feel connected with their religious community. They:
 - a. Are diverse and welcoming.
 - b. Feel recognized and cared about.
 - c. Meet and connect across generations.
 - d. Value and respect each other, aware of their differences.
 - e. Respect and celebrate the traditions of their church.
 - f. Support their church generously with their time and talents.
 - g. Support their church financially by giving their fair share.

3. The people of Unity Church-Unitarian live out their liberal religious values in the world.
 - a. They are engaged in the betterment of their community and the world through their own work and opportunities the church provides.
 - b. People in the larger community recognize Unity Church-Unitarian as visibly welcoming
 - c. People in the larger community recognize Unity Church-Unitarian as a catalyst for positive personal change.
 - d. People in the larger community recognize Unity Church-Unitarian as a credible partner in community service.
 - e. Unity Church-Unitarian contributes to and learns from the larger Unitarian-Universalist community and other liberal religious traditions.

Revised April 30, 2003

UNITY CHURCH-UNITARIAN GOVERNING POLICIES

I: Ends

Policy C: Values

Unity Church-Unitarian honors the ambiguity and uncertainty that is ever present in the ongoing search for greater meaning in life. Unity Church-Unitarian strives to embody the following values in all its work:

- Authenticity
- Generosity of spirit
- Mutual respect
- Freedom of thought
- Open, broad embrace

Revised April 30, 2003

UNITY CHURCH-UNITARIAN GOVERNING POLICIES

I: Ends

Policy D: The Vision for Unity Church-Unitarian

Unity Church-Unitarian breathes a positive, welcoming energy on any given Sunday morning. People greet one another warmly as they pass, often embracing; they greet newcomers and help them feel at home.

Inside the simple, graceful sanctuary, the honey-colored wood strips of the great reredos soar high above the clean, hard chancel floor. The service is filled with depth and meaning. The ministers and worship associates recite passages and poetry from a wide variety of sources, welcoming congregants to their spiritual home. The beautiful music reinforces their words; it too comes from many sources. The sermon, the readings, the prayers and the music immerse the congregation in powerful beauty. The congregants understand the costs of excellence and support the church generously, creating a solid financial foundation on which to build.

After the service, congregants move to the parish hall for coffee, conversation, and more connections. The hall is filled with people of all ages, ethnic backgrounds, economic strata, sexual orientation, and ideas. All appear comfortable, happy, and engaged as they chat with one another about the many groups where they share ideas and make new, lasting friendships. At Unity Church-Unitarian they find nourishment as they continue to search for greater meaning and connection with one another and the wider world.

In other parts of the beautiful building, modern and cheerful classrooms teem with activity: Adults are deeply engaged in the religious education of the youth of Unity Church-Unitarian. They feel a sense of responsibility to pass on the traditions of their liberal faith to the next generation. Sunday is clearly an important day at Unity Church-Unitarian, yet the building is active throughout the week with classes and workshops that enhance the spiritual life. The resulting spiritual practices transform personal and professional lives. Congregants improve the lives of others in the wider world through social justice, charitable giving, and numberless acts of kindness.

Because of Unity Church-Unitarian, the world is a better place.

Revised April 30, 2003

UNITY CHURCH-UNITARIAN GOVERNING POLICIES

I: Ends

Policy E: Moral Ownership

The moral owners of Unity Church-Unitarian are those who yearn for the Beloved Community and see Unity Church as an instrument for its realization. The Beloved Community is engaged in the work of the spirit. It is community at the highest level of reality and possibility, where love and justice prevail.

Amended July 27, 2005

UNITY CHURCH-UNITARIAN GOVERNING POLICIES

I: Ends

Policy F: Primary, Secondary and Tertiary Stakeholders

In accomplishing its vision, Unity Church Unitarian will prioritize its planning and resources first towards its primary stakeholders, next towards its secondary stakeholders and then towards its tertiary stakeholders, as such groups are defined below:

Primary Stakeholders

- a. Members
- b. Staff
- c. Friends who have pledged or contributed to the church but are not members
- d. Children of members
- e. Potential members seeking an open, liberal, and inclusive church community. This includes but is not limited to those who do not have a church because of systemic oppression, sexual identity, race, economics, or incompatible theology.

Secondary Stakeholders:

- a. Community outreach partners
- b. UUA
- c. Prairie Star District
- d. Other UU Churches
- e. Liberal Theology Seminaries
- f. Members emeritus

Tertiary Stakeholders

- a. Neighbors
- b. Lapsed members
- c. Community
- d. Legacy members
- e. Funders
- f. Vendors
- g. People served by community outreach partners
- h. Building users & renters

Amended January 31, 2005

UNITY CHURCH-UNITARIAN GOVERNING POLICIES

II: Executive Team Limitations

Policy A: General Executive Team Constraint

The executive team shall not cause or allow any practice, activity, decision, or organizational circumstance that is imprudent or in violation of commonly accepted business and professional ethics.

Accordingly, the executive team shall not fail to operate with a procedural policy against misconduct and dishonesty that meets accepted business practices of the accounting industry. For purposes of this policy, misconduct and dishonesty must include but not be limited to:

1. Theft or other misappropriation of assets, including assets of the corporation or others with whom Unity Church has a business relationship
2. Misstatements and other irregularities in corporation records, including the intentional misstatement of the results of operations
3. Forgery or other alteration of documents
4. Fraud and other unlawful acts

Unity Church-Unitarian specifically prohibits these and other illegal activities in the actions of the executive team, all employees, and all others responsible for carrying out its activities.

Amended June 28, 2006

UNITY CHURCH-UNITARIAN GOVERNING POLICIES

II: Executive Team Limitations

Policy B: Staff/Volunteer Treatment

With respect to treatment of staff and volunteers, the executive team may not cause or allow conditions that are inhumane, unfair, or unprofessional. Accordingly, the executive team may not:

1. Discriminate (as defined by city, state, and federal laws) among existing or potential staff/volunteers on other than clearly job-related criteria, individual performance, or individual qualifications.
2. Subject staff or volunteers to unsafe or unhealthy conditions.
3. Withhold from staff a due-process internal grievance procedure.
4. Prevent staff from grieving to the board when:
 - a. internal grievance procedures have been exhausted and
 - b. the employee alleges either that
 - i. board policy has been violated to his or her detriment, or
 - ii. board policy does not adequately protect his or her human rights.

Amended May 28, 2003

UNITY CHURCH-UNITARIAN GOVERNING POLICIES

II: Executive Team Limitations

Policy C: Compensation and Benefits

With respect to employment, compensation, and benefits to employees, consultants, contract workers, and volunteers, the executive team may not cause or allow jeopardy to fiscal integrity or public image. Accordingly, the executive team may not:

1. Change individual executive team members' compensation, benefits, or allocated professional expenses as established by the board.
2. Promise or imply permanent or guaranteed employment.
3. Establish current compensation and benefits that:
 - a. Deviate materially from the nonprofit or geographic market for the skills employed.
 - b. Create obligations over a term longer than revenues can be safely projected, in no event longer than one year and in all events subject to losses of revenue.
4. Establish deferred or long term compensation and benefits that:
 - a. Cause unfunded liabilities to occur or in any way commit the organization to benefits that incur unpredictable future costs.
 - b. Provide less than some basic level of benefits to all full-time employees, though differential benefits to encourage longevity in key employees are not prohibited.
 - c. Allow any employee to lose benefits already accrued from any forgoing plan.

Amended May 28, 2003

UNITY CHURCH-UNITARIAN GOVERNING POLICIES

II: Executive Team Limitations

Policy D: Financial Planning

With respect to planning fiscal events, the executive team may not jeopardize either programmatic or fiscal integrity of the organization. Accordingly, the executive team may not cause or allow fiscal projections that:

1. Contain too little detail to enable reasonably accurate projection of revenues and expenses, separation of capital and operational items, cash flow and subsequent trails, and disclosure of planning assumptions.
2. Plan the expenditure in any fiscal year of more funds than are conservatively projected to be received in that period.
3. Do not separately present a plan for capital expenditures and the means to pay for them. Capital expenditures are all repayments of debt and any building additions or equipment purchases over \$1,000.00 each.
4. Deviate materially from board-stated priorities and requirements (see Ends policies) in its allocation among competing fiscal needs.

Amended May 28, 2003

UNITY CHURCH-UNITARIAN GOVERNING POLICIES

II: Executive Team Limitations

Policy E: Financial Condition

With respect to the actual, ongoing condition of the organization's financial health, the executive team may not cause or allow the development of fiscal jeopardy or loss of allocation integrity. Accordingly, the executive team may not:

1. Expend more funds than have been received in the fiscal year to date unless the debt guideline (below) is met.
 - a. Indebt the organization in an amount greater than can be repaid by certain, otherwise unencumbered revenues within 90 days.
 - b. Allow cash to drop below the amount needed to settle payroll and debts in a timely manner.
2. Expend any endowment or designated funds other than for the purposes determined at time of receipt or designation.
3. Conduct inter-fund shifting in amounts greater than can be restored to a condition of discrete fund balances by certain, otherwise unencumbered revenues within 30 days.
4. Allow actual allocations to deviate materially from board priorities in Ends policies.
5. Borrow funds on other than the short-term basis as defined and outlined in these policies.

Amended May 28, 2003

UNITY CHURCH-UNITARIAN GOVERNING POLICIES

II: Executive Team Limitations

Policy F: Asset Protection

With respect to proper stewardship of the corporation's assets, the executive team may not risk losses beyond those necessary in the normal course of business. Accordingly, the executive team may not:

1. Fail to insure against theft and casualty losses at replacement value less reasonable deductible and/or co-insurance limits.
2. Fail to insure against corporate liability and personal liability of board members and staff, taking into account pertinent statutory provisions for indemnification and exemptions applicable to Minnesota non-profit organizations.
3. Allow unbonded personnel access to material amounts of funds.
4. Subject plant and equipment to improper wear and tear or insufficient maintenance.
5. Unnecessarily expose the organization, its board, or staff to claims of liability or risk the nonprofit status.
6. Make any purchases not provided for in either the capital expenditure or operational projections. Make any purchase of over \$1,000.00 without at least two competitive bids.
7. Receive, process, or disburse funds under controls insufficient to meet the board appointed auditor's standards or other government standards.
8. Invest operating capital in insecure instruments, including uninsured checking accounts and bonds or CDs of less than A rating.
9. Fail to protect intellectual property, information, and files from significant damage, excluding the work of called ministers of the church, who are the sole owners of their intellectual property.

Amended March 26, 2003; May 28, 2003

UNITY CHURCH-UNITARIAN GOVERNING POLICIES

II: Executive Team Limitations

Policy G: Conflict of Interest

The executive team shall not cause or allow any conflict of interest in awarding purchases or other contracts.

Adopted May 28, 2003

UNITY CHURCH-UNITARIAN GOVERNING POLICIES

II: Executive Team Limitations

Policy H: Communication and Counsel to the Board

With respect to providing information and counsel to the board, the executive team may not cause or allow the board to be uninformed or misinformed. Accordingly, the executive team may not:

1. Fail to inform the board in a timely manner of relevant trends, public policy initiatives, public events of the organization, and material external and internal changes, particularly changes in the assumptions upon which any board policy has previously been established.
2. Fail to submit the monitoring data required by the board policy IV.C. (“Monitoring Executive Team Performance”) in a timely, accurate, and understandable fashion, directly addressing provisions of the board policies.
3. Fail to gather as many staff and external points of view, issues, and options as needed for fully informed board choices.
4. Present information in unnecessarily complex or lengthy form.
5. Fail to recommend changes in board policies, the need for which become known to them.
6. Fail to limit public statements about the official position of the congregation or board on controversial social, political, and/or congregational issues to what the congregation or board has formally and explicitly adopted as positions of record. Nothing in this policy shall be construed to infringe upon the fundamental principle of freedom of the pulpit.
7. Fail to prepare, implement, and share with the board within three months of individual executive team members evaluations an annual professional development plan that responds to the evaluation in its entirety.

Amended May 28, 2003

UNITY CHURCH-UNITARIAN GOVERNING POLICIES

II: Executive Team Limitations

Policy I: Growth of the Church

Unity Church Unitarian is growing in numbers, programs, and budgets, in our own sense of community and in our outreach to the wider community. This growth is rooted in the spiritual and religious lives of the people of our church as we live out our values in the community. Accordingly, in guiding the church's growth, the ET will not fail to:

1. Be governed by our church's mission, vision and values,
2. Respect the history and heritage of our church and faith,
3. Maintain the current location at Portland and Grotto,
4. Communicate regularly with all of its stakeholders, as appropriate, about its plans regarding growth, and
5. Be mindful of the needs of the congregants of all ages and abilities when making changes to the building.

Created January 31, 2005

UNITY CHURCH-UNITARIAN GOVERNING POLICIES

III: Governance Process

Policy A: Governing Style

The board will approach its task with a style that emphasizes strategic leadership rather than administrative detail, clear distinction of board and staff roles, future rather than past or present, and pro-activity rather than reactivity. In this spirit, the board will:

1. Focus chiefly on intended long-term impacts or ends, not on the administrative or programmatic means of attaining those effects.
2. Direct, control, and inspire the organization through the careful establishment of the broadest organizational values and perspectives (policies). Policies will address:
 - a. Ends: What benefits for which needs at what cost
 - b. Executive Team Limitations: Boundaries of prudence and ethics to be observed by the executive team
 - c. Governance Process: Board roles and responsibilities
 - d. Board/Executive Team Relationship: Linkage between the board and the executive team.
3. Enforce upon itself whatever discipline is needed to govern with excellence.
 - a. Discipline will apply to policy-making principles, respect for defined roles, and attendance.
 - b. After subjects have been discussed and voted upon, both majority and minority will support the action taken and speak with one voice.
4. Be accountable to the congregation and other stakeholders for competent, conscientious, and effective accomplishment of its obligations as a body. It will allow no officer, individual, or committee of the board to usurp this role or hinder this discipline.
5. Monitor and regularly discuss the board's own process and performance.
6. Ensure the continuity of board improvements through systematic treatment of its own institutional memory.

UNITY CHURCH-UNITARIAN GOVERNING POLICIES

7. Be an initiator of policy, not merely a reactor to staff initiatives. The board, not the staff, will be responsible for board performance.

Amended May 28, 2003

UNITY CHURCH-UNITARIAN GOVERNING POLICIES

III: Governance Process

Policy B: Board Job Contributions

The job of the board is to make certain contributions that lead the congregation toward the desired performance and assure that it occurs. The board's specific contributions are unique to its trusteeship role and necessary for proper governance and management. Consequently, the job of the board shall be to:

1. Link between Unity Church-Unitarian and its stakeholders.
2. Write governing policies that, at the broadest levels, address:
 - a. Ends: Organizational products, impacts, benefits, outcomes (what good for whom at what cost).
 - b. Executive Team Limitations: Constraints on executive authority that establish the prudence and ethics boundaries within which lies the acceptable arena of executive activity, decisions, and organizational circumstances.
 - c. Governance Process: Specification of how the board conceives, carries out, and monitors its own task.
 - d. Board-Executive Team Relationship: How power is delegated and its proper use monitored.
3. Assure executive team performance (as individual members and as a team) through monitoring and evaluation in accord with policies 2.a., 2.b., and 2.d. above.

Amended May 28, 2003

UNITY CHURCH-UNITARIAN GOVERNING POLICIES

III: Governance Process

Policy C: Officers' Roles

1. The job of the chair is to assure the integrity of the board's process. The chair is the only person authorized to speak for the board.
 - a. The job output of the chair is that the board behaves consistently with its own rules and those legitimately imposed upon it from outside the organization.
 - i. Meeting discussion content will be only those issues that, according to board policy, clearly belong to the board to decide, not the executive team.
 - ii. Deliberation will be timely, fair, orderly, and thorough, but also efficient, limited to time, and to the point.
 - iii. Roberts' Rules are observed except where the board has suspended them.
 - b. The authority of the chair consists of making any decision on behalf of the board that falls within or is consistent with board policies on governance process and the board-executive team relationship.
 - i. The chair is empowered to chair board meetings with all the commonly accepted powers of that position (e.g., ruling, recognizing).
 - ii. The chair's authority does not extend to making decisions within Ends and Executive Team Limitations policy areas.
 - iii. The chair's authority does not extend to supervising, interpreting board policies to, or otherwise directing the executive team. Nothing in this policy is intended to interfere with mutual interaction about individual understandings of policies. (See also IV.A.5.)
2. The job of the secretary is to assure the integrity of the board's record. The secretary is responsible for ensuring the:
 - a. Recording and distribution of accurate minutes of board meetings.
 - b. Maintenance of the master copy of the current policies by recording amendments, distributing current policies to board members and the Executive Team, and making the current policies accessible to board and Executive Team members.
 - c. Public announcement of the annual meeting and other duties as assigned by the corporate bylaws.

Amended July 27, 2005

UNITY CHURCH-UNITARIAN GOVERNING POLICIES

III: Governance Process

Policy D: Board Members' Code of Conduct

The board expects of itself and its members ethical and businesslike conduct. This commitment includes proper use of authority and appropriate decorum in group and individual behavior when acting as board members.

1. Trustees must represent unconflicted loyalty to the interests of the ownership. The accountability supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other boards or staffs. This accountability supersedes the personal interest of any trustee acting as an individual church member.
2. Trustees must avoid any conflict of interest with respect to their fiduciary responsibility. Taking into consideration individual circumstances involving a contract or transaction, the board may waive the conflict of interest if: (1) full disclosure is made to the board of the specific terms of the contract or transaction by the interested board member; (2) the board determines that the contract or transaction is fair, reasonable and in the best interest of Unity Church; and (3) the board agrees to waive the conflict by a majority vote of board members present at a meeting of the board (not counting the interested director). The interested board member may be present during the board's discussion of the conflict to answer questions raised by any board member, but may not be present during the board's vote. The minutes of the board meeting shall clearly reflect that the requirements above have been met.
 - a. There must be no self-dealing or any conduct of private business or personal services between any director and the organization except as procedurally controlled to assure openness, competitive opportunity, and equal access to "inside" information.
 - b. Trustees must not use their positions to obtain for themselves, family members, or close associates employment within the organization.
 - c. Should a trustee be considered for employment by the organization, he or she must temporarily withdraw from board deliberation, voting, and access to applicable board information.
 - d. Should a trustee be employed by the organization or act as a paid consultant, he or she must resign from board service.
3. Written policies, adopted by majority vote of the board, in the four areas of governance, shall exercise authority over the organization. Individual trustees may not attempt to

UNITY CHURCH-UNITARIAN GOVERNING POLICIES

exercise authority over the organization. The board will speak with one voice through its adopted policies.

- a. Trustees' interaction with executive team members or staff must recognize the lack of authority in any individual trustee or subgroup (committee, task force, ministry team) of trustees.
- b. Trustees' interaction with the public, press, or other entities must recognize the same limitation and the similar inability of any trustee except the chair (Policy III.C.1.) to speak for the board.
- c. Trustees will make no judgments of the executive team or staff performance except as that performance is assessed against explicit board policies by a formal evaluation process.
- d. Trustees are encouraged to continually self-monitor their individual performance as trustees against policies, against the qualifications listed in the current trustee position description, and against any other current board evaluation tools.

Amended March 22, 2006

UNITY CHURCH-UNITARIAN GOVERNING POLICIES

III: Governance Process

Policy E: Committee Principles

The board may establish committees to help carry out its responsibilities. Committees will be used sparingly to preserve the board functioning as a whole when other methods have been deemed inadequate. Committees will be used so as to minimally interfere with the wholeness of the board's job, and so as never to interfere with delegation from board to executive team.

1. Board committees may not speak or act for the board except when formally given such authority for specific and time-limited purposes. Such authority will be carefully stated in order not to conflict with authority delegated to the executive team.
2. Board committees are to help the board do its job, not to help the staff do its job. Committees will assist the board chiefly by preparing policy alternatives and implications for board deliberation. Board committees are not to be created by the board to advise staff.
3. Board committees cannot exercise authority over staff and in keeping with the board's focus on the future, board committees will not ordinarily have direct dealings with current staff operations. Further, the board will not impede its direct delegation to the executive team by requiring approval of a board committee before an executive team member action. The executive team works for the board, never for a board committee or officer.
4. This policy applies only to committees that are formed by board action, whether or not the committees include non-board members. It does not apply to committees formed under the authority of the executive team members.

Amended May 28, 2003

UNITY CHURCH-UNITARIAN GOVERNING POLICIES

III: Governance Process

Policy F: Board and Executive Team Complaint and Inquiry Process

UNITY CHURCH-UNITARIAN GOVERNING POLICIES

IV: Board-Executive Team Relationship

Policy A: Delegation to the Executive Team

The board's job is generally confined to establishing topmost policies, leaving implementation and subsidiary policy development to the executive team members. Ends policies direct the executive team to achieve certain results; Executive Team Limitations policies constrain the executive team to act within acceptable boundaries of prudence and ethics. All board authority delegated to staff is delegated through the executive team, so that all authority and accountability of staff can be phrased, insofar as the board is concerned as authority and accountability of the executive team. The executive team members report to the board for their areas of responsibility and as a team for collaboration towards overall achievement of Unity's mission, ends, and strategic plan.

1. The executive team is authorized to establish all further policies, make all decisions, take all actions and develop all activities that are true to the board's policies. The board may, by extending its policies, "undelegate" areas of the executive team's authority but will respect the executive team's choices so long as the delegation continues. This does not prevent the board from obtaining information about activities in the delegated areas.
2. No individual trustee, officer, or board committee has authority over the executive team. Information may be requested by any individual trustee, officer, or committee, but if such request in the executive team members' judgment requires a material amount of staff time, it may be refused with explanation.
3. The executive team may not perform, allow, or cause to be performed any act that is contrary to explicit board constraints (see Executive Team Limitations policies) on executive team authority.
4. Should the executive team member deem it necessary to violate board policy, he or she shall inform the board chair or another trustee if the chair is not available. Informing is simply to guarantee no violation is intentionally kept from the board, not to request approval. Trustee response, either approving or disapproving, does not exempt the executive team member from subsequent board judgment of the action nor does it impede any executive team member decision.
5. Executive team authority does not extend to supervising, interpreting board policies to, or otherwise directing the chair, individual trustees, or board subgroups regarding board policy. Nothing in this policy is intended to interfere with mutual interaction about individual understanding of policies. (See also III: Policy C.1.b.iii.)

Amended May 1998; May 28, 2003

UNITY CHURCH-UNITARIAN GOVERNING POLICIES

IV: Board-Executive Team Relationship

Policy B: Executive Team Job Contribution

As the board's official links to the operating organization, the executive team and its individual members are accountable for all organizational performance and exercise all authority transmitted into the organization by the board via Unity Church-Unitarian's governing policies. executive team/member performance will be considered to be synonymous with the performance of Unity Church-Unitarian.

Consequently, the executive team's job contributions can be stated as performance in three areas:

1. Accomplishment of organizational ends as stated in board policies.
2. Organization operation within the boundaries of prudence and ethics established in board policies on executive team limitations.
3. Appropriate use and delegation of power.

Amended May 28, 2003

UNITY CHURCH-UNITARIAN GOVERNING POLICIES

IV: Board-Executive Team Relationship

Policy C: Monitoring Executive Team Performance

Monitoring executive team performance is synonymous with monitoring organizational performance against board policies on ends and on executive team limitations. Monitoring will be as automatic as possible, using a minimum of board time so that meetings can be used to create the future rather than review the past.

1. The purpose of monitoring is simply to determine the degree to which board policies are being fulfilled. Information that does not do this will not be considered to be monitoring.
2. A given policy may be monitored in one or more of three ways:
 - A. Internal Report: Disclosure of compliance information to the board from the executive team or its individual members.
 - b. External Report: Discovery of compliance information by a disinterested external auditor, inspector, or judge who is selected by and reports directly to the board. Such reports must assess executive performance only against policies of the board, not the external party unless the board has previously indicated that party's opinion to be the standard.
 - c. Direct Board Inspection: Discovery of compliance information by a trustee, a board committee, or the board as a whole. This is a board inspection of documents, activities, or circumstances directed by the board that allows a "prudent person" test of policy compliance.
3. Upon the choice of the board, any policy may be monitored by any method at any time. However, each Ends and Executive Team Limitations policy of the board will be classified by the board according to frequency and method of regular monitoring (see chart). As often as possible these reports should be included in the board mailing for regularly scheduled board meetings so that trustees may thoroughly review them prior to the meeting.
 - a. Monthly internal reports: Ends, financial condition, staff change information (additions and departures, plans for replacement).
 - b. Quarterly internal reports: Ends, staff/volunteer treatment, financial planning, membership (net losses and net gains and totals).

UNITY CHURCH-UNITARIAN GOVERNING POLICIES

- c. Semi-annual internal reports: Asset protection, staff/volunteer complaints filed under grievance procedure (number and nature).
- d. Annual internal reports: Ends, communication and counsel.
- e. Annual external reports: Asset protection/financial condition (board arranged audit).

Amended May 28, 2003

UNITY CHURCH-UNITARIAN GOVERNING POLICIES

IV: Board-Executive Team Relationship

Chart: Frequency and Method of Regular Monitoring

Policy	Method	Frequency
Protection of assets	Internal report	Semi-annually
	External report (audit)	Annually
Financial condition	Internal report	Monthly
	External report (audit)	Annually
Staff compensation and benefits	Internal report	Annually (February)
Staff/volunteer treatment	Internal report (staff changes)	Monthly
	Internal report	Quarterly
	Internal report (complaints)	Semi-annually
	Direct inspection	Annually (including grievance procedures)
Financial planning (budget)	Internal report (planning)	Quarterly
	Direct inspection	Annually (Spring)
Program outcomes (Ends)	Internal report	Monthly
	Internal report (membership)	Quarterly
	Internal report	Annually
Strategic Plan	Internal Report	Semi-annually

Any other policy shall be monitored by internal report each calendar quarter.

Amended May 1998; May 28, 2003; July 2004

UNITY CHURCH-UNITARIAN GOVERNING POLICIES

IV: Board-Executive Team Relationship

Policy D: Disciplinary Policy

The board will pursue the following process in the event that it determines a policy violation has occurred and it judges the degree and seriousness of the violation warrants initiating a disciplinary process:

1. Verbal warning (noted as such in writing to establish appropriate documentation of said step); more frequent monitoring of the violated policy; the executive team member will present to the board at the next board meeting (via the board mailing prior to the meeting) his or her plan to remediate the violated policy.
2. First written warning. This step will be taken if there is no noticeable improvement in the executive team member's willingness and/or ability to refrain from the policy violation following a reasonable period of time for the executive team member to implement changes and for the board to monitor them.
3. Second written warning. This step will be taken if the policy violation continue. If the violation involves a called minister, the board at this point may also determine whether to notify the congregation, the means of doing so, and the content of the communication.
4. Unless the individual is a called minister, the board will determine whether to suspend (with or without pay) or to terminate the individual for continued policy violations. If the individual is a called minister, the board will:
 - a.. Recommend termination of the called minister for continued policy violation. The board will meet with the minister to determine how to address his or her departure.
 - b. Make known to the congregation the nature of the ongoing policy violations as well as the ongoing efforts to address the issue at every point and will call a meeting of the congregation in compliance with Unity Church-Unitarian bylaws regarding selection/removal of the minister.

Amended May 1998; March 1999; May 28, 2003

UNITY CHURCH-UNITARIAN GOVERNING POLICIES

IV: Board-Executive Team Relationship

Policy E: Ministerial Compensation

With regard to ordained ministerial compensation, Unity Church-Unitarian recognizes and supports the compensation recommendations as ratified by the UUA General Assembly in June 1995.

1. Ministerial compensation consists of salary (including housing allowance) and benefits. Professional expenses are not part of compensation but as a cost of doing business are included in the total cost of ministry.
2. The board will annually approve an amount of increase in each ordained minister's salary as appropriate to current financial conditions. Annual increases for ordained ministers are in two separate categories:
 - a. A cost of living increase will occur annually, based on the Consumer Price Index (CPI) estimate for the current year.
 - b. A merit increase above the adjustment for cost of living is appropriate every two to three years, depending upon current financial conditions. The board will compile the results of an ordained minister's performance evaluation for the time period since the last merit increase and use these to assist in determining such merit increase. A merit increase is compensation for increased skill and growth in two areas:
 - i. Accomplishment of organizational ends as stated in board policies.
 - ii. Organization operation within the boundaries of prudence and ethics established in board policies on executive team limitations.
3. The board will maintain records of ministerial salary increases and review this policy annually.

Amended December 2000; May 28, 2003

UNITY CHURCH-UNITARIAN GOVERNING POLICIES

IV: Board-Executive Team Relationship

Policy F: Director of Administration's Compensation

With regard to director of administration compensation, Unity Church-Unitarian recognizes and supports providing compensation comparable to jobs at similarly sized nonprofit organizations in the metropolitan area. The Council on Nonprofits may be a source (but need not be the only source) of information regarding comparable nonprofit job descriptions.

1. The director of administration's compensation consists of salary and benefits:
 - a. Salary is direct pay. The board will annually increase the director of administration's salary as appropriate to current financial conditions. Annual increases for the director of administration are in two separate categories:
 - i. A cost of living increase will occur annually, based on the CPI estimate for the current year.
 - ii. A merit increase above the adjustments for cost of living is appropriate every two to three years. A merit increase is compensation for increased skill and growth in two areas.
 - (1) Accomplishment of organizational ends as stated in board policies.
 - (2) Organization operation within the boundaries of prudence and ethics established in board policies on executive team limitations.
 - b. Benefits consist of health, dental, life, and long-term disability insurance, pension, sick time (accruing at one-half per month), and three weeks of paid vacation per year (this may accrue, but no more than three weeks can be carried to the next year).
2. Professional expenses are not part of compensation but as a cost of doing business are outlined here. Examples of professional expenses are continuing education, books, professional conferences, periodicals, and attendance at the General Assembly.
3. The board will compile the results of director of administration's performance evaluation for the time period since the last merit increase and will use these to assist them in determining the current merit increase. The board will maintain records of director of administration salary increases and review this policy annually.

Amended December 2000; May 28, 2003

UNITY CHURCH-UNITARIAN GOVERNING POLICIES

IV: Board-Executive Team Relationship

Policy G: Development Ministry Team Chair's Professional Expenses

The chair of the Development Ministry Team (DMT) is currently an unpaid volunteer position. In order to encourage professional development in areas of fundraising and development, however, a budget for professional expenses will be established annually. Professional expenses may include continuing education, books, professional conferences, periodicals, and attendance to the General Assembly.

Amended December 2000; May 28, 2003