

POLICIES & PROCEDURES



**Unitarian-Universalist
Fellowship of Laramie**

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We come here to stimulate, support, and empower each individual to honestly discover the spiritual, moral and intellectual qualities necessary to live and act compassionately, within the interdependent web of the human family and the environment.

- UUFL Mission Statement

POLICIES AND PROCEDURES OF THE UNITARIAN-UNIVERSALIST FELLOWSHIP OF LARAMIE

INTRODUCTION

This manual contains existing policies and procedures related to the long- and short-term functioning of the Unitarian-Universalist Fellowship of Laramie. It is a dynamic document intended as both a guide and starting point for actions that will contribute to the growth and vitality of the fellowship.

This manual also includes a description of the fellowship's various activities and programs.

POLICIES

Following are policies developed by the board and various committees to guide the fellowship's operations.

AD HOC COMMITTEES, TASK-FORCES, AND SUB-COMMITTEES

The board may form ad hoc committees and task-forces as needed and disband them when no longer needed. Any standing committee may form a sub-committee for a specific purpose and may disband it when no longer needed.

BUILDING USE

Members may use the building for non-fellowship business for free. Non-members will be charged for using the building.

For renting the building, we require a security deposit of \$200 from any group using our building. This deposit will be returned if the building is left in good condition. Cost per hour is \$10. All day use (8 hours) is \$60. Security deposit and rental fee MUST be paid at least 24 hours before rental date.

Building use should be coordinated through the appropriate person – see Appendix V: Points of Contact.

Guidelines for building use:

- You can change the temperatures with an override, but do not change the program on the thermostats,
- NO alcoholic beverages unless prearranged,
- NO smoking, and
- Before you leave make sure all lights are out and doors are locked, take out garbage to alley (from door in kitchen), vacuum if needed, and leave key in drawer in front hall.

CHILD CARE

We, the members of the Unitarian-Universalist Fellowship of Laramie, recognize the importance of creating reasonable precautions in order to protect our children and youth. It is in this spirit that we have developed this Child and Youth Protection Policy (Appendix VI, below).

DIRECTORY OF MEMBERS AND FRIENDS

The Directory is provided so that members and friends of the fellowship can contact each other. The information in the directory is for use only by members and friends for personal contact and to conduct the business of the fellowship. The directory shall not be used for commercial purposes. The directory will not be made available to other organizations for their use.

Directory information is used to create mailing lists – email and postal mail – for conduct of the fellowship’s business, especially for sending out the newsletter. The mailing lists can be used for important fellowship announcements but will not be used for commercial or personal purposes.

FINANCIAL RECORDS

The financial records of the fellowship are open to inspection by any fellowship member with the exception of the records on individual giving (pledges, donations, etc.). Records of individual giving are confidential and are available to the treasurer, cashier, and minister. In addition, the complete pledge history is available to the canvass captain; pledge history is available to canvassers for those individuals being canvassed.

INSURANCE

The fellowship shall maintain liability insurance and insurance on the building at all times.

KEYS TO THE BUILDING

The Building Committee will oversee the distribution and return of keys to the building. The committee will keep a list of those who have keys. The committee should review the list periodically for those who have keys but are no longer participating in the Fellowship.

Keys loaned to outside individuals or organizations who use the Fellowship building will have attached a tag with the telephone number of the committee member in charge of key distribution.

MEMBERSHIP – BECOMING A MEMBER

[This section is incomplete and is being developed.]

Any person 14 or older may become a member of this Fellowship if he/she expresses agreement with its purpose as described in its bylaws, and inscribes his/her name in the membership roster.

- Bylaws, Article IV, 1

Furthermore, anyone preferring to join the Fellowship by means of an oral commitment may do so. Such oral commitment shall be made in the presence of a Fellowship member, who shall then inscribe the new member's name in the roster together with his/her name as sponsor.

- Bylaws, Article IV, 2

New members will sign the book after attending a new member orientation or its equivalent as recognized by the Membership Committee.

- Bylaws, Article IV, 4

Becoming a member of the fellowship is an important event for both the person joining and for the fellowship. The act of becoming a member should be an event recognized by the board and by the congregation.

Before a person commits to becoming a member of the Fellowship, he or she should have the opportunity to meet with the Minister, a member of the Board and a member of the Membership Committee to get an overview of the Unitarian-Universalism and of the Fellowship and to understand the rights and obligations of Fellowship membership and, hopefully, become aware of the UU principles and the Covenant of Right Relations.

Any person 14 or older may become a member of this Fellowship if he/she expresses agreement with its purpose as described in the bylaws, and inscribes his/her name in the Membership Book.

When a person becomes a member, the Minister, a Board member, or a member of the Membership Committee shall:

- Notify the Minister
- Notify the Chair or Secretary of the Board
- Notify the Chair of the Membership Committee in order that the new member will be added to the current Members/Friends Database, The World subscription list, the Newsletter distribution list and the person designated to canvas new members so that the new member can make a pledge of financial support

The Minister and the Board shall decide at their discretion how the new members will be introduced to the Fellowship

MEMBERSHIP – REMOVING MEMBERS

Any member not making a contribution (financial, in-kind, or participatory) to the Fellowship in a 12-month period, may forfeit

his/her membership and may have his/her name removed from the roster after review by the Board.

- Bylaws, Article IV, 3

After written notice, a Member may be removed from the current list of Members/Friends or changed to "Friend" if they have not pledged, or contributed time or talents to the Fellowship for a year. A Friend may be removed from the current list of Members/Friends if they have not contributed time or talents to the Fellowship for a year. The Current Members/Friends status will be reviewed as needed [May and December]. Spouses of current Members will be listed as "Friend" on the current Members/Friends database unless they express a desire not to be listed.

NEWSLETTER

The newsletter is an important element of communication within the congregation. The newsletter should be sent monthly during the church year (September-May) and at least once during the summer months.

All newsletters will be sent via email if possible. Printed copies of the newsletter will be sent only to those people who cannot receive email.

Visitors may request to receive the newsletter for three months, after which time they may be removed from the distribution list unless they continue to attend.

NON-DISCRIMINATION

This Fellowship actively encourages diversity in its membership, hiring, practices, and the calling of religious professionals.

- Bylaws, Article III

Good people of all religions, races and creeds are welcome in this fellowship. We neither expect nor desire conformity of opinion. We believe that everyone has a right to develop his or her own religious philosophy.

In order to promote full participation, the fellowship welcomes all people of good faith without regard to race, ethnicity, color, sex, gender, gender expression/identification, disability, affectional or sexual orientation, age, language, citizenship status, economic status, or national origin.

POLICIES AND PROCEDURES MANUAL UPDATES

As a working document, this Policies and Procedures Manual should reflect the present function of the board and diverse committees. Therefore, the board shall review it annually and see that it is kept up-to-date.

RECORD KEEPING

Fellowship records will be kept for at least five years, except financial records shall be kept for at least ten years. Records shall be kept in the fellowship building.

SNOW REMOVAL

Snow should be removed promptly from all sidewalks. The parking lot should be cleared if the snow is deep enough that a two-wheel drive car cannot navigate it.

TOWING

The parking lot needs to be available to those attending services, meetings, and other events at the fellowship. Vehicles using the parking lot for other purposes will be issued a first warning. License plate numbers will be kept for those vehicles. Should those same vehicles park in the lot again, they will be towed.

-- Board meeting minutes, November 7, 2006

The tow company will not be called within an hour of the start of a Sunday service, so that the tow truck will not block access by service attendees.

UUA DATA SERVICES

Fellowship data at the Unitarian Universalist Association must be kept up-to-date. All data can be updated through their web site.

The number of members in the congregation must be certified not later than February 1 of each year. This is the number on which the following year's assessment is based.

Fellowship leadership should be updated each year after the annual meeting. The UUA uses this information for sending out the UU leader newsletter, Inter Connections.

Membership names and addresses should be updated as they change on the UUA page for UU World subscriptions.

VISITORS

[This policy is currently being developed by the Membership Committee.]

STANDING COMMITTEES

Day-to-day operations of the fellowship are handled by the standing committees. The bylaws name six standing committees: Program, Publicity, Religious Education, Building, Social Action, and Membership. In addition, the bylaws define the Committee On Ministry and the Nominating Committee. The Caring and Long-Range Finance Committees are standing committees but not referenced in the bylaws. Following is a description of the various standing committees.

BUILDING COMMITTEE

The Building Committee shall be responsible for maintaining the building and surrounding grounds, and for bringing about alterations and improvements to the building as needed.

- Bylaws, Article VIII, 7d

The Building Committee oversees the maintenance of the building and grounds and initiates repairs as needed. Also, the committee is responsible for capital improvements, overseeing their design and implementation. In general, the committee is concerned with maintaining the building and grounds and not with decorative changes, inside or out. The Landscape Taskforce handles changes to the outside landscaping; the Décor Committee designs decorative changes to the interior.

See the section Maintaining and Caring for the Building, below, for a description of the various tasks the committee oversees as well as descriptions of the Landscape Taskforce and the Décor Committee.

CARING COMMITTEE

The Caring Committee assists any member of the fellowship who needs extra support during difficult times. Membership consists of the minister plus two or three members of the congregation. The lay members will be selected by the board, or be volunteers who are approved by the board. Members of the committee are trained by the minister to provide this ministry.

The committee assists the minister in caring for the pastoral needs of the congregation. Information shared with the committee will be held in confidence unless permission is granted by those concerned to share it outside the committee.

Major specific duties are:

- Offer a sympathetic ear to members in distress,
- Follow up with members who have been missing from church activities more than is usual for them,
- Call upon members who are hospitalized or homebound,
- Send flowers and cards as appropriate,
- Arrange for meals, grocery shopping, etc. for members in need,
- Recognize important events, such as births, marriages, and graduations, and
- When appropriate, inform the congregation about sickness, death, and other traumatic events in the life of a member.

COMMITTEE ON MINISTRY

The Committee On Ministry (COM) consists of three members of the congregation who each serve staggered three-year terms. Members of the committee are elected by the congregation. The minister attends meetings as a non-voting, ex-officio member.

The COM evaluates the fellowship's ministry – our professional leadership (the minister), and our ministry to each other and to the larger community. These areas are evaluated formally by the COM with reports provided to the board each year.

In addition, the COM serves the minister and the congregation by:

- Monitoring and assessing the health of the congregation's ministry and the health of our professional ministry,
- Advising the board regarding the health of ministry,

- Advising and supporting the minister's plans for professional growth and development and making recommendations to the board and congregation in this regard, and
- Supporting continuing education of the congregation in its understanding of congregational ministry.

LONG-RANGE FINANCE COMMITTEE

The Long-Range Finance Committee was formed to provide the fellowship with attention to the overall financial condition of the organization, looking beyond immediate needs. The committee has worked to raise awareness of financial issues and to lower the barrier to discussing money within the fellowship.

The committee currently has no chair and is not meeting.

MEMBERSHIP COMMITTEE

The Membership Committee shall be responsible for facilitating Fellowship growth and retention.

- Bylaws, Article VIII, 7f

The Membership Committee is responsible for fostering and nurturing fellowship growth and retention. With that goal, the committee is responsible for:

- Ensuring visitors and newcomers are welcomed warmly and introduced during the coffee/social hour following each Sunday service,
- Sending welcoming notes to newcomers,
- Providing greeters for each Sunday's service (see below),
- Organizing and conducting orientations for prospective new members,
- Creating name tags,
- Maintaining the membership data base,
- Maintaining the web page,
- Updating and distributing the Directory of Members and Friends, and
- Stocking the pamphlet rack.

The committee works with the minister to welcome new members during New Member Sundays.

PROGRAM COMMITTEE

The Program Committee shall be responsible for ensuring that weekly programs are scheduled and conducted for the benefit of the Fellowship.

- Bylaws, Article VIII, 7a

The Program Committee is responsible for planning interesting and thought-provoking programs throughout the year, especially for those Sundays when our part-time minister is not scheduled.

The committee also recruits volunteers to provide coffee and treats for the coffee/social hour after the service.

PUBLICITY COMMITTEE

The Publicity Committee shall be responsible for publicizing the activities of the Fellowship under the direction of the Board.

- Bylaws, Article VIII, 7b

The Publicity Committee covers two functions: newsletter and advertising. The Newsletter Editor is a part of the committee but generally operates independently (see Appointed Positions, below). The committee advertises the fellowship in the larger community and assists advertising for fundraising.

RELIGIOUS EDUCATION COMMITTEE

The Religious Education Committee shall be responsible for developing, scheduling, and providing the religious education programs for children attending the Fellowship.

- Bylaws, Article VIII, 7c

The Religious Education Committee consists of two parts: children's RE and adult RE.

The RE Committee is responsible for developing, scheduling, and providing programs for children attending the fellowship. The RE program uses curricula developed by the UUA. Parents of children enrolled in the RE program assist the chair on a rotating basis. Children join the adults for the Shalom Circle, completing the regular Sunday service.

Child care is provided for children of preschool age. The committee is responsible for finding teachers for school-age children and care providers for preschoolers.

In addition, religious education programs are provided for adults. Building your own Theology, Evensong, Buddhist Study Groups, and the World Café are a few of the programs that have been sponsored by adult RE. Most but not all adult RE programs follow UUA-developed curricula. The Adult RE Coordinator is nominally a member of the RE Committee but generally works independently.

SOCIAL ACTION COMMITTEE

The Social Action Committee shall be responsible for facilitating the social service programs undertaken by the Fellowship.

- Bylaws, Article VIII, 7e

The Social Action Committee currently consists of a chair, secretary, treasurer, and additional members. Ongoing activities include:

- The monthly Change for Change Sunday, which asks the congregation to donate change and loose bills to a worthwhile, usually local, charity or fund;
- The Equal Exchange coffee program which provides the Fellowship with organic, fairly traded coffee for social hour;
- The Christmas Family which helps buy gifts for a family facing hardships; and
- Justice Sunday in which the congregation participates with the UUSC and UU fellowships around the country to bring attention to a single pressing situation.

The committee also organizes or encourages letter writing to local, state, and national officials; the purchase and use of earth-friendly products; and support of local non-profits dealing with poverty issues.

AD HOC COMMITTEES

Ad hoc committees are formed as needed and then dissolved when the need no longer exists.

BUDGET COMMITTEE

The Budget Committee is formed by the treasurer each January to create a budget for the upcoming fiscal year. The committee usually is made up of the Treasurer, the board chair (or one co-chair), and several others. The committee presents the proposed budget to the board. After the canvass, the committee may meet again to adjust the proposed budget to the pledge drive results.

CANVASS COMMITTEE

The Canvass Committee consists of a chair or pledge drive captain, canvassers, and others who help plan and put on the canvass events. The committee plans and conducts the annual all-member canvass to garner pledges of financial support for the coming fellowship year. (Pledges provide for more than 90% of the fellowship's operating budget.) Generally, the chair forms the committee in February and conducts the canvass in April. The committee does not exist year-round.

CHOCOLATE FIESTA COMMITTEE

The Chocolate Fiesta Committee is formed each year to organize and run the Chocolate Fiesta held in mid-February. One of the most important aspects of running the Fiesta is early organization. In order to make timely and necessary arrangements:

- Choose and contact another organization as co-sponsor by the 2nd week of November;
- Schedule a joint meeting between the fellowship and co-sponsor by the 1st week of December;
- Have chairs from each organization appointed by the 2nd week of December; and
- Schedule a meeting of all committees and chairs by the 1st week of January, and have volunteer sign-up sheets available at this meeting.

Following these steps, all committee chairs need to be in contact with the Fiesta chairs on a weekly basis, either by email or through meetings. It is also important for the Fiesta chairs from the fellowship and the co-sponsor to be in contact with each other as often as necessary, to provide feedback for their individual chairs and groups of volunteers.

Judging from the amount of time and energy some people have contributed throughout the years, it seems obvious that more workers could reduce the amount of time a few dedicated people have volunteered in the past. All of the

committees and chairs should be changed and/or rotated on a yearly basis. This could reduce the burnout that appears to have been a problem in the past. Since this is the largest fundraiser the fellowship undertakes, more participation from the membership is necessary to continue the success of the Fiesta.

(As prepared by Barbara Naughton)

FUNDRAISING COMMITTEE(S)

Fundraising committees are formed by the board to raise funds for special projects. The board recruits a chair; the chair forms the committee. The fundraising chair reports to the board. The committee disbands once the fundraising is complete.

SEARCH COMMITTEE

A Search Committee elected by the congregation shall recommend ministers to the Fellowship.

- Bylaws, Article IX, 1

A Search Committee is formed when needed to search for a new minister. The UUA provides extensive guidance as to how the committee should function.

ELECTED POSITIONS

Those serving on the Board of Directors and the Committee On Ministry are elected by the congregation. Following are descriptions of the duties of these elected positions. These descriptions are purposely general.

BOARD OF DIRECTORS

The Board of Directors shall serve as the governing board of the Fellowship. It shall perform the following duties:

1. manage the property of the Fellowship;
2. execute all Fellowship business affairs; any member of the Board may be authorized by the Chair to sign legal documents and carry out the intentions of the Board;
3. appoint such special committees as it may deem necessary;

4. pass upon all expenditures on behalf of the Fellowship;
5. fill temporary vacancies on the Board as needed and permanent vacancies on the Board until the next Annual Meeting;
6. make arrangement for the Annual Meeting and see that members are notified in accordance with Article VII;
7. oversee the functioning and formation of these standing committees...

- Bylaws, Article VIII

The Board of Directors includes a Chair (or two members serving as Co-Chairs), Secretary, Treasurer, and Directors At-Large. Each board member serves as liaison to one or more committees, reporting to the board the committees' activities and plans. In addition, each board member should be a visible presence among the congregation and actively support the fellowship as needed.

CHAIR (CO-CHAIR)

The chair (or co-chairs):

- Is the official representative of the fellowship,
- Presides at all board meetings, including writing agenda,
- Organizes, with the minister, the annual board retreat, including helping set goals for the board,
- Serves as liaison to committees, including providing guidance as needed to committee chairs,
- Maintains communication with the minister, other board members, and the congregation, including disseminating UUA and district information,
- With the other board members, ensures fellowship events are done, including ensuring the fundraisers, pledge drive, yearly committee reports, etc. are on schedule and completed, and
- Monitors and ensures fellowship policies are implemented and updated.

Estimated time commitment: 8-10 hours per month.

SECRETARY

Duties for the secretary include the following:

- Keep accurate and detailed minutes at all Board meetings,
- Keep ongoing Board notebook in the office up-to-date, and
- Download and save committee reports from email and place in notebook.

Estimated time commitment: 4-6 hours per month.

TREASURER

The treasurer is the financial representative of the fellowship and handles the money coming in and going out. The treasurer reports on the fellowship's finances to the board and to the congregation. The treasurer supervises the Cashier.

For a listing of the treasurer's duties and tasks, see Appendix VI: Managing Fellowship Finances.

Estimated time commitment: 10-12 hours per month.

DIRECTOR AT-LARGE

Each at-large director:

- Serves as liaison to one or more committees,
- Reports to the board the committees' activities and plans,
- Works with the rest of the board to further the board's work,
- Is a visible presence among the congregation, and
- Actively supports the fellowship as needed.

Estimated time commitment: 4-6 hours per month.

MEMBER, COMMITTEE ON MINISTRY

[See committee description, above.]

APPOINTED POSITIONS

The following positions are necessary for the smooth functioning of the fellowship. Those in these positions are appointed by the board.

ADMINISTRATIVE ASSISTANT

The primary tasks handled by the administrative assistant are:

- Check answering machine messages at least once a week; record non-urgent messages and call minister or other appropriate person with messages that need to be answered promptly,
- Keep "Outgoing Message" on the answering machine up-to-date, changing it at least monthly to reflect Sunday service meeting times and topics, and
- Sort mail at least weekly and contact the minister or other appropriate person if any mail items require immediate attention.

The secondary tasks are:

- Keep office and foyer neat, and
- Keep bulletin boards updated and neat.

CASHIER

[The Cashier's] duties shall be to receive and disperse funds under supervision of the Treasurer.

- Bylaws, Article VIII, 8

The cashier assists the treasurer and handles the fellowship finances in the treasurer's absence. Generally, the treasurer and cashier divide the work between them as they see fit. Usually, the cashier handles money coming in and payment of bills but is not responsible for reports or the other treasurer duties.

Estimated time commitment: 2-4 hours per month.

NEWSLETTER EDITOR

[The Newsletter Editor] shall arrange for the publication of the Fellowship newsletter.

- Bylaws, Article VIII, 9

The newsletter editor is responsible for collecting submissions for the newsletter, editing them for correct grammar, spelling and punctuation, and then fitting them into a newsletter format. The current editor is using the publishing program Adobe Pagemaker for constructing the newsletter. The deadline for submissions is the 20th of each month and the editor aims to have the next month's newsletter out to recipients several days prior to the end of the current month.

After the newsletter is constructed and proofed, a hard copy is printed, taken to Kinko's, and copied into a folding format for mailing to those recipients who cannot receive email. Currently we mail about 30 newsletters. The hard copies are collated, folded, and postage is adhered. The newsletter editor has a word file of address labels, these are printed and affixed. Then the newsletters are mailed out. Five hard copies are also made to take to the Fellowship for handing out to new visitors. The remainder of the newsletters are sent out via email.

The newsletter editor also maintains an email distribution list to which the Membership Committee adds visitors and new members.

The editor is also responsible for maintaining a file of past newsletters. Each month two hard copies of the newsletter are added to the file. Another aspect of the editor's job is that of requesting interesting articles and submissions from members to increase the variety and "newsworthiness" of the newsletter.

Past and present newsletter editors have also contributed the cost of copying and postage, but that is not required nor expected.

Estimated time commitment: about 10-12 hours per month – concentrated during the last week of the month.

NOMINATING COMMITTEE

... the Board shall appoint three Fellowship members to be a Nominating Committee, of which one shall be a Board member. It shall be the duty of the committee to nominate a candidate for each office to be filled at the Annual Meeting and to nominate three (3) candidates to serve as the next Nominating Committee. The committee may not nominate any of its members to be candidates for the succeeding Nominating Committee. The Nominating Committee shall report its nominations to the Board at its first meeting in April.

- Bylaws, Article VIII, 10

The Nominating Committee consists of three fellowship members, one of whom is a member of the board. The committee finds candidates to fill positions opening in the following fellowship year. These candidates are:

1. One candidate for each position opening on the board;
2. At least three candidates for the Committee On Ministry (a contested election);

3. And three candidates for the Nominating Committee, one of which will be a board member and none of which can be current members of the Nominating Committee.

The committee presents all candidates to the board for approval. The committee presents candidates for the Committee On Ministry to the minister for approval.

The congregation votes on prospective board members at the annual meeting in May. They are presented as a slate of candidates, with a single vote to approve or disapprove.

The congregation votes on the Committee On Ministry candidates at the annual meeting. It is a contested election; the vote is to select one member from the slate of three. (If there are two openings on the Committee On Ministry, the Nominating Committee must provide four candidates – two more than the number of openings.)

The candidates for the incoming Nominating Committee only need board approval; they are not voted on by the congregation.

The Nominating Committee does not meet on a regular schedule. It meets December through March as needed.

Estimated time commitment: 8-12 hours.

SUPPORTING SUNDAY PROGRAMS

Several tasks are part of the regular Sunday programs. Generally, people doing these tasks volunteer for them, either on a one-time or on-going basis.

COFFEE HOUR

The social time after Sunday services (Coffee Hour) provides a chance to talk with visitors and members of the community. Each week a volunteer facilitates this by providing treats and making coffee.

The Coffee Hour volunteer should arrive a few minutes early to set up the coffee, and to put out cups, napkins, etc. Generally, the Coffee Hour volunteer starts the pots brewing sometime after the sermon so that the coffee will be ready

when the service ends. When the social time is winding down, the volunteer needs to clean up: washing any dishes, wiping off the tables, and vacuuming the social room.

A signup sheet is kept in the social room.

Estimated time commitment: 1-2 hours.

GREETING

Often, the greeter is the first person people see when coming to the fellowship on Sundays. The greeter greets all comers. He or she makes sure visitors are welcome and provided with UUFL information.

The greeter should:

- Arrive at least 15 minutes before the start of the service;
- Disable the front door locking mechanism using the hex wrench located in the right hand drawer of the desk by the main door;
- Locate (also in the right hand drawer of the desk by the main door):
 - Blank name tags for first time visitors.
 - Sharpie and ballpoint pens for visitors to use to fill out name tags.
 - The small black "Records" book in which to record the date, the speaker's name, title of sermon or type of service, and a head count of those attending!
- Fold service programs if not already folded;
- Greet each person who arrives;
- Hand out programs as people enter the church;
- Remind regulars to wear their nametags;
- Inform visitors of the social hour after the service and invite them to stay for that;
- Show visitors where various facilities are as appropriate – nursery, youth RE, cry room, and bathrooms;
- Ask first time visitors if they would like to receive three free newsletters, have them fill out a yellow card and place it in the offering basket during offertory, and ask them to sign Visitors Book;
- When the service begins, ring the door bell to alert any not settled in pews that the service is about to begin (the bell is inside the double doors to the sanctuary on the right side);
- When all have taken their places in pews, close the main doors to the sanctuary;
- Ask any who arrive after the closing of the doors to wait to enter until after the first hymn;

- During the service, sit in the back to attend to various functions during service;
- For the Offertory, retrieve offertory baskets from the front of the sanctuary and from the front, pass them backwards, returning the baskets to the front of the sanctuary when done;
- Near the close of the service, ring the sanctuary bell to call the children in for the Shalom Circle and open doors;
- After the Shalom Circle, take note of visitors, invite them to stay for coffee and conversation, and try to see that they meet with the minister; and
- Supply the minister with visitor cards.

Estimated time commitment: about 2 hours.

MAINTAINING AND CARING FOR THE BUILDING

The following tasks are necessary to maintain the building in good condition. People who volunteer for these tasks are not necessarily members of the Building Committee.

BUILDING CLEANING

The building needs to be cleaned at least monthly during Sept-May and at least once during the summer. The vacuum and cleaning supplies are in the utility closet. Mop and bucket are in the men's room. Trash bags are in a cabinet below the kitchen counter. Paper towels and toilet paper are in a cabinet under the counter in the office/cry room.

- Pick up leftover programs, etc. off pews.
- Vacuum all carpet.
- Vacuum pew cushions as needed.
- Empty vacuum dirt receptacle.
- Clean toilets, urinal, sinks, and drinking fountain.
- Wet mop bathroom floors.
- Clean kitchen area; put away dishes.
- Wipe down coffee table, conference room table, and any other tables that are set up.
- Put away extra tables and chairs.
- Straighten up greeters' table and foyer, tables by the bulletin boards, and office/cry room counter.
- Wash any windows or mirrors with obvious smudges; otherwise don't do the windows.
- Pick up outdoor trash if weather permits.

- Empty all trash cans. Put bags of trash in containers by alley.
- Report any problems (leaking sink, malfunctioning vacuum, etc.) to Building Chair.

(As prepared by Dan Birdsall)

Estimated time commitment: 1-2 hours per month, two people working together.

DÉCOR COMMITTEE

The Décor Committee is an ad hoc committee that deals with the fellowship building aesthetics, including picking paint colors and purchasing or borrowing furniture and decorative items.

FURNACE FILTER MAINTENANCE

Filters need to be changed about every 3 months during heating season. There are 3 filters; each is 20x20x1. The furnaces are in the little room behind the utility closet - access is from the parking lot.

Directions:

1. Buy filters at Ace; use tax-free number 109968. Request reimbursement from treasurer.
2. Retrieve key to furnace room from utility closet. It is on a keychain like a life preserver hanging on a hook on your right, about shoulder high.
3. Turn off the breaker to the furnaces so they don't come on while you're changing the filters. (Breaker #6 in box on left [south] side of furnace room.)
4. Each filter is just above its furnace behind a narrow access door that is fastened with 1/4" screw. (There is a 1/4" nut driver on top of one of the furnaces. If you can't find it, use a screwdriver from the toolbox in the utility closet.)
5. Undo an access door; remove old filter and replace with new; refasten door. Be sure to note the air flow is from top to bottom.
6. Repeat for other furnaces.
7. Leave the nut driver for the next time.
8. Turn on the breaker.
9. Lock the furnace room door.
10. Place trash in containers by alley.
11. Replace the key in the utility closet.
12. Write date on paper just inside closet door.

(As prepared by Dan Birdsall)

Estimated time commitment: Less than an hour, three times a year.

LANDSCAPING TASKFORCE

The Landscaping Taskforce is an ad hoc committee that deals with outside aesthetics and maintenance of the plantings. The taskforce has designed a long-term plan for the yard and is working to implement that plan. The taskforce plants trees and shrubs; installs pathways, non-grass areas, and garden furniture; and creates and maintains the gardens.

OUTSIDE MAINTENANCE

In addition to any repairs, outside maintenance consists of several chores dependent on the season.

Winter

Snow should be removed from all sidewalks and the bicycle rack area promptly. (Usually the sun and wind will finish the process if the sidewalks are cleared promptly.) Particular attention should be paid to the building entrance as the sun will not reach it during the winter months.

Because the sun does not reach the area north of the sanctuary in the winter, snow should not be piled there. The ensuing freeze-thaw cycle will create ice on the path from the parking lot.

Generally, snow is not removed from the parking lot unless it is too deep for a car to navigate it.

Estimated time commitment: Usually less than an hour, when needed.

Summer

The lawn should be mowed as needed from mid-May to mid-September. The fellowship does not have a lawnmower, so the person doing the task needs to supply the equipment.

The lawn also needs to be watered during the same period if there is no natural precipitation. The fellowship does have hoses and sprinklers.

Trees should be watered regardless of precipitation because surface watering may not be enough to reach the roots – at least until 2010 or so when the roots may have developed enough to reach their own water. Each tree has dirt built up around it to form a well. Fill each well to its edge so that the water will soak into the ground. The trees should be watered twice each week May to September and weekly the rest of the year when the ground is not frozen.

Hoses and sprinklers are in the utility room. The only operable outside faucet is outside the furnace room. To turn on water to the outside faucet, enter the furnace room and turn the lever on the far wall. The key to the furnace room is located in the utility closet, on the right side, about shoulder height, on a key ring with a life preserver on it. After watering, stow the hoses and sprinklers, shut off water to the outside faucet with the lever, lock the furnace room door, and return the key to its hook in the utility closet.

SOCIAL ACTION ACTIVITIES & PROGRAMS

The fellowship does a number of things for the larger community. These include:

CHANGE FOR CHANGE

Once a month, all cash in the Sunday collection is donated to a deserving organization selected by the Social Action Committee. Each month a different organization is selected. Before the collection is made, the congregation is told to which organization that month's Change For Change will go.

CHOCOLATE FIESTA

The Chocolate Fiesta is an annual tradition that takes place on the Saturday before Valentine's Day. Each year this fundraiser partners with a local community non-profit organization – Habitat For Humanity, SAFE, Interfaith, etc. Local merchants donate goods to be raffled; the fellowship and its partner organization make chocolate-related items to be sold. The fellowship donates half of the profits to the partner organization.

CHRISTMAS FAMILY

At Christmastime, local families facing hardships are selected by Interfaith Good-Samaritan. The Social Action Committee coordinates with Interfaith to select one or more families for the fellowship. Members of the congregation then buy gifts for individuals in the family (families). Gifts are presented as being from the fellowship.

FAIR TRADE COFFEE

The Social Action Committee sells fair-trade coffee after Sunday services. Any profits from the sale are used to fund committee projects.

FRIENDSHIP FAMILIES

The Friendship Families program of Laramie is a non-live-in host family program. Local families are matched with international students attending the University of Wyoming; the purpose is friendship and understanding. Families and students are encouraged to get together once a month (or more often, schedules permitting) to share ideas and activities and learn about each other's culture. The program is sponsored by the fellowship and UW's International Student Services.

GUEST AT YOUR TABLE

Guest At Your Table is a program of the Unitarian Universalist Service Committee. The UUSC provides boxes to be put on each participant's table during the month of December. Participants put an amount equal to the cost of a meal into the box each day. The boxes are distributed at Thanksgiving time and collected the Sunday before Christmas. Proceeds from the boxes are sent to the UUSC to provide hunger relief.

HIGHWAY CLEANUP

The fellowship has adopted a two-mile section of Interstate 80 east of Laramie around milepost 333. We are responsible for picking up trash there at least once a year. Cleanup is scheduled and supervised by the Program Committee. Following are the rules set forth by the Wyoming Department of Transportation:

- There will be adult supervision at the rate of one adult participant for every five juveniles fifteen years of age or under.
- There will be a first-aid kit and drinking water available during the cleanup.
- WYDOT will be notified at least 48 hours before the cleanup.

In addition, WYDOT offers the following advice:

- Park all vehicles clear of the roadway.
- Face oncoming traffic.
- Stop working in inclement weather.
- Avoid overexertion.
- Wear light-colored clothing.
- Wear heavy gloves.
- Wear leather shoes or boots.
- Wear a hat and long sleeves.
- Wear the provided safety vests.
- Do not remove hazardous substances such as broken glass, needles, carcasses or liquid containers. Mark them with fluorescent flags for WYDOT action.
- Be alert for snakes and other live animals.
- Avoid contact with noxious weeds and area where herbicides were applied.
- Stay well clear of any construction operations.
- Do not enter the roadway or shoulder.
- Under no circumstances pick up trash off the highway median.

Safety vests and trash bags will be provided by the Program Committee (available from WYDOT). Place full bags and large objects next to delineator posts beside the shoulder.

MONTHLY COMMODITIES

Interfaith Good-Samaritan distributes commodities (food and non-food grocery items) each month to those in the community who need the help. Members of the congregation volunteer to sort and hand out the commodities.

SOUP KITCHEN

The Laramie Soup Kitchen operates out of St. Matthew's Cathedral six days a week. Churches and other organizations help staff the kitchen on a rotating weekly basis. The fellowship provides volunteers for its week in the rotation.

Volunteers assist the regular kitchen staff as needed – usually helping set up, serve and clean up – before, during, and after the lunch hour.

ADDITIONAL ACTIVITIES & PROGRAMS

A number of activities and programs are sponsored by the fellowship from time to time. Some of these are listed below. Not all of the listed programs are currently active.

BROWN BAG LUNCH

Brown Bag Lunch meets at the fellowship every Tuesday at 1 PM. The meeting is informal and discussion is spontaneous.

CHOIR

The fellowship choir enthusiastically sings a cappella at several Sunday services throughout the church year. The choir is always looking for people who enjoy singing.

CIRCLE SUPPERS

Circle Suppers is an entertaining way to get to know other UUFL members and make new friends. Those who sign up are assigned to a circle of up to 6-8 other members, usually a mix of singles and couples. Each circle meets once a month to share a potluck dinner at each other's homes. Often the host and/or hostess for the month determines the theme and circle members decide in advance what part of the meal to contribute. Makeup of the circles usually changes in the fall and spring.

FUNDRAISERS

Format is decided by the planning committee. Service auctions have proven especially popular and successful in the past, although other formats have worked well, too. The fellowship no longer uses fundraisers to fund the operating budget; fundraisers are for special projects or needs.

POTLUCK LUNCHES/SUPPERS

Potlucks are scheduled throughout the church year. Bring a generous dish for six to share – plus your own table service and beverage. Children are especially welcome. This is a nice way to introduce a friend to the UUFL community.

THANKSGIVING FEAST

The Thanksgiving Feast takes place the Sunday afternoon before Thanksgiving. It is a potluck, and as such each participant brings a generous dish for six to share, plus their own table service and beverage. And as in other potlucks, children are especially welcome.

APPENDIX I: BYLAWS

Laramie Unitarian-Universalist Fellowship Bylaws

Adopted as amended May 2001; March 17 and May 19, 2002; May 2005; October 2, 2005

ARTICLE I: NAME

The denominational name of this religious society shall be THE UNITARIAN-UNIVERSALIST FELLOWSHIP OF LARAMIE. The corporate name shall continue to be THE UNITARIAN FELLOWSHIP OF LARAMIE, INC. for such business and legal purposes as may require its use.

ARTICLE II: PURPOSE

The purpose of this Fellowship is to enable people of liberal religious views to meet with one another for the achievement of their common purposes: to provide instruction for their children in accordance with the principles of liberal religion: and to diffuse and strengthen the knowledge of Unitarian-Universalism among members and friends of the Fellowship and in the community.

ARTICLE III: AFFIRMATION FOR DIVERSITY

This Fellowship actively encourages diversity in its membership, hiring, practices, and the calling of religious professionals.

ARTICLE IV: MEMBERSHIP

1. Any person 14 or older may become a member of this Fellowship if he/she expresses agreement with its purpose as described in its bylaws, and inscribes his/her name in the membership roster.
2. Furthermore, anyone preferring to join the Fellowship by means of an oral commitment may do so. Such oral commitment shall be made in the presence of a Fellowship member, who shall then inscribe the new member's name in the roster together with his/her name as sponsor.
3. Any member not making a contribution (financial, in-kind, or participatory) to the Fellowship in a 12-month period, may forfeit his/her membership and may have his/her name removed from the roster after review by the Board.

4. New members will sign the book after attending a new member orientation or its equivalent as recognized by the Membership Committee.

ARTICLE V: DENOMINATION AFFILIATION

This Fellowship shall be a member of the Unitarian-Universalist Association and of the Rocky Mountain Area Conference or the Mountain Desert District.

ARTICLE VI: OFFICERS

These elected officers shall constitute the corporate Board of Directors of the Fellowship, also referred to as The Board. They shall be elected for terms of two (2) years by the membership at the Annual Meeting and take office on June 1. The Chair/Co-Chair, Secretary, and two (2) at large officers shall be elected in even-numbered years. The Chair may be shared between two people (Co-Chairs), in which case each shall have a vote on the Board, and there shall be one less at-large officer. The Treasurer and two (2) at large officers shall be elected in odd-numbered years. Any officer may be re-elected as many times as he/she is willing to serve, provided that no candidate shall be considered who has not first been notified of his/her nomination and allowed to decline if the same if he/she so wishes. All officers must be members of the Fellowship.

1. The Chair/Co-Chair (hereinafter "Chair") shall serve as Chair of the Board, oversee all operations of the Board and official committees, and act as official spokesperson(s) for the Fellowship.
2. The Secretary creates and maintains business records, and conducts the official correspondence for the Fellowship.
3. The Treasurer shall be responsible for the collection and appropriate maintenance of all funds, as well as the reporting and record-keeping pertaining to all funds of the Fellowship. The Treasurer shall also oversee the duties of the cashier.

ARTICLE VII: MEETINGS

1. The Annual Meeting shall be held each year during the month of May at such a time and place as shall be fixed by the Board. An agenda describing the business to be transacted at the Annual Meeting shall be delivered by written notice to all members at least ten (10) days before the meeting.
2. Business Meetings shall be called as the Board deems advisable. An agenda describing the business to be transacted at the Business Meeting

- shall be delivered by written notification to all members at least ten (10) days before the meeting.
3. Votes. One third of the members shall constitute a quorum at the Annual Meeting or at Business Meetings. A majority vote of the members present or voting absentee is necessary to pass motions, except amendments to the bylaws. Voting is limited to members of the Fellowship. A vote may be taken by voice, show-of-hands, or written ballot. A count or written ballot shall be taken on request by any member. An absentee ballot may be requested from the Board and will constitute a vote if received by the time the vote is taken.
 4. Board of Directors Meetings. At the request of any member of the Board, the Chair shall call meetings of the Board as Fellowship business may require. Four of the seven officers of the Board shall constitute a quorum at Board meetings. A majority vote of the officers present is necessary to pass motions. A vote may be taken by voice, show-of-hands, or written ballot. A count or written ballot shall be taken on request by any officer.
 5. Regular Meetings of the Fellowship shall consist of programs arranged by the Program Chair with the help of the Program Committee and shall meet at such intervals and at such times as determined by the members. The Fellowship Chair or designee shall call the meeting to order and, at such time during the meetings as the Fellowship shall agree to, may devote a brief period to announcements, reading of correspondence and other business not requiring a vote.

ARTICLE VIII: FUNCTION OF THE BOARD OF DIRECTORS

The Board of Directors shall serve as the governing board of the Fellowship. It shall perform the following duties:

1. manage the property of the Fellowship;
2. execute all Fellowship business affairs; any member of the Board may be authorized by the Chair to sign legal documents and carry out the intentions of the Board;
3. appoint such special committees as it may deem necessary;
4. pass upon all expenditures on behalf of the Fellowship;
5. fill temporary vacancies on the Board as needed and permanent vacancies on the Board until the next Annual Meeting;
6. make arrangement for the Annual Meeting and see that members are notified in accordance with Article VII;
7. oversee the functioning and formation of these standing committees:
 - a) The Program Committee shall be responsible for ensuring that weekly programs are scheduled and conducted for the benefit of the Fellowship.
 - b) The Publicity Committee shall be responsible for publicizing the activities of the Fellowship under the direction of the Board.

- c) The Religious Education Committee shall be responsible for developing, scheduling, and providing the religious education programs for children attending the Fellowship.
- d) The Building Committee shall be responsible for maintaining the building and surrounding grounds, and for bringing about alterations and improvements to the building as needed.
- e) The Social Action Committee shall be responsible for facilitating the social service programs undertaken by the Fellowship.
- f) The Membership Committee shall be responsible for facilitating Fellowship growth and retention.

Each standing Committee shall provide quarterly reports to the Board, beginning in September, and provide a written report at the Annual Meeting.

8. appoint a Cashier whose duties shall be to receive and disperse funds under supervision of the Treasurer, and
9. appoint a Newsletter editor who shall arrange for the publication of the Fellowship newsletter and may appoint an editorial staff for this purpose;
10. at the first regular Board meeting held in June following the approval of these bylaw amendments, the Board shall appoint three Fellowship members to be a Nominating Committee, of which one shall be a Board member. It shall be the duty of the committee to nominate a candidate for each office to be filled at the Annual Meeting and to nominate three (3) candidates to serve as the next Nominating Committee. The committee may not nominate any of its members to be candidates for the succeeding Nominating Committee. The Nominating Committee shall report its nominations to the Board at its first meeting in April.

ARTICLE IX: MINISTER

1. Recommendation: A Search Committee elected by the congregation shall recommend ministers to the Fellowship.
2. Election: A Minister shall be called to the Unitarian-Universalist Fellowship by the affirmative eighty (80) percent vote of the members present and voting at a business meeting called for this purpose by the Board of Directors. The vote shall be taken by prior notice that such a meeting has been called.
3. Freedom of the Pulpit: The Minister shall have freedom of the pulpit.
4. Contract: The Board or its designated committee shall negotiate a contract with the Minister. The contract shall provide for annual review and amendments as may be agreed upon by the parties.

5. The Minister: shall be a non-voting ex-officio member of all committees of the society as well as such other bodies as the Board shall designate but shall not serve in any way on the Nominating and Search Committees. The Minister shall be entitled to attend all meetings of the Fellowship, except that, in the case of a business meeting called to consider the Minister's dismissal; the Minister's right to attend the meeting shall be limited to the time necessary to make a presentation to the Fellowship at the commencement of the meeting.
6. Grievance Procedure: Any grievance shall be specified in a signed letter directed to the Committee on Ministry. The committee shall consider any grievance within thirty (30) days. Upon due consideration of the grievance, the committee shall initiate steps to resolve the problem.
7. Dismissal Procedure: A procedure for dismissal of the Minister may be initiated by either a majority vote of the Board of Directors or by a petition signed by at least twenty (20) percent of the members of the church. The petition shall be submitted to the Board which shall call a Business Meeting not later than sixty (60) days from the date that the petition was received. The sole purpose of such meeting shall be to consider the Minister's dismissal. A copy of the petition shall be provided to the Minister no less than twenty (20) days before this Business Meeting. Notice of this Business Meeting shall be given at least ten (10) days before the meeting and shall state the purpose of the meeting. A majority vote of the members present and voting shall be required to dismiss the Minister. The vote shall be taken by written ballot:
 - a) The reasons for dismissal shall include, but not be limited to:
 - 1) conduct that involves moral turpitude;
 - 2) conduct which reflects negatively on the purposes and goals of the Fellowship;
 - 3) failure to serve adequately the needs of the Fellowship;
 - 4) failure to abide by the terms of the contract between the Fellowship and the Minister, or
 - 5) failure to reach agreement upon appropriate amendments to the contract, pursuant to the annual review as described in section 4 of this article.
8. Resignation: The Minister shall give written notice of resignation to the Board Chair. The notice period shall be as agreed upon in the contract.
9. Termination: The Board shall give written notice of termination to the Minister. The notice period shall be as agreed upon in the contract.
10. Notice Period: The notice period for resignation and termination shall be equal.

ARTICLE X: COMMITTEE ON MINISTRY

1. The purpose of the Committee on Ministry is to appraise, enhance, and uphold the Fellowship's ministry in all ways appropriate to Unitarian-Universalist principles and values.
2. The COM shall be made up of three (3) members serving staggered three-year terms. When mid-term vacancies occur, the Minister and the Board shall submit twice as many names as vacancies to the Board, who shall select the new member(s). No member of the Board may serve on the COM and no two members of the same household may serve on the COM or the Board at the same time.

When the Fellowship is served by a Minister, the Minister shall be an ex-officio, non-voting member of the COM. Members of the COM shall be elected by the voting membership from a list of candidates selected by the Board and the Minister (when the Fellowship is served by a minister). The list shall include at least two (2) more names than the number of members to be elected. The committee may schedule a meeting without the Minister's attendance but not without the Minister's knowledge.

When the Fellowship is without a Minister, the Board shall provide a list of candidates with two (2) more names than the number of members to be elected. Members of the COM shall be elected by the voting membership.

3. The COM shall provide the Board with written evaluation of the Minister each year based on a UUA protocol when we are served by a Minister.

When we are served by a Minister, the Fellowship's ministry will be evaluated and presented to the Board every other year by the COM.

If we are not served by a Minister, evaluation of the Fellowship's ministry will be provided to the Board every year by the COM.

ARTICLE XI: FINANCIAL ADMINISTRATION

The fiscal year shall commence on the first day of June each year.

ARTICLE XII: AMENDMENTS

These bylaws, so far as allowed by law, may be amended or repealed at any business meeting of the Fellowship by a two-thirds (2/3) vote of those members present or voting absentee, provided that a special letter stating the exact amendment and change be delivered to the membership at least ten (10) days before the meeting at which the vote is to be taken. An absentee ballot may be requested from the Board and will constitute a vote if received by the time the vote is taken.

ARTICLE XIII: CONDUCT OF BUSINESS MEETINGS

Annual Meetings and Business Meetings shall be conducted in accordance with such normal parliamentary procedures as are acceptable to those present.

ARTICLE XIV: DISSOLUTION CLAUSE

Should this Fellowship cease to function and the membership vote to disband, the assets of the Fellowship will be transferred to the Unitarian-Universalist Association for its general purposes. This transfer will be made in full compliance with whatever laws are applicable.

10/16/05

APPENDIX II: COVENANT OF RIGHT RELATIONS

This Covenant of Right Relations is intended as a living document to which we aspire.

I will serve this Fellowship in ways in which I can make the greatest contribution.

I will respectfully listen, speak, and act so as to foster a shared commitment to a religious community of diverse backgrounds, experiences, talents, needs, expectations, and beliefs.

I will help create opportunities for visitors, new members, and established members to enhance the variety and depth of their interactions within our Fellowship because greater involvement fosters greater fulfillment.

During decision-making processes, I will share my views while also making a sincere attempt to elicit, consider and accommodate opposing views, and I will ultimately accept the outcome as the result of this process in which all who wish to speak have been heard.

As a Fellowship leader, I will sincerely attempt to solicit ideas and solutions, recognizing special talents and gifts of every member and gratefully accepting his or her contributions to the healthy functioning of the Fellowship.

I will expect the Fellowship leaders to listen to my concerns and solutions, to offer their ideas and direction, and to take action. I will accept the results of this process.

I will do my share in making the Fellowship a vital and inviting part of the larger community.

APPENDIX III: CHURCH CALENDAR

The church year runs from June 1 to May 31. Below are some of the things that happen on a regular basis throughout the year.

JUNE

- Outgoing and incoming board meet together.

AUGUST

- Building and grounds cleanup last Sunday.
- Water Communion.

SEPTEMBER

- Membership Committee sets newcomer orientation dates for year.

OCTOBER

NOVEMBER

- Thanksgiving Feast on Sunday before Thanksgiving.
- Pass out Guest At Your Table boxes at Thanksgiving Feast.
- Adopt a family for Christmas.

DECEMBER

- Chocolate Fiesta chair selected.
- Select Chocolate Fiesta co-sponsor.

JANUARY

- Budget Committee forms and develops preliminary budget for coming year.
- Chocolate Fiesta Committee is up and running.
- Nominating Committee is working on recruiting new board and COM members.
- Committee on Ministry evaluations are underway.
- Membership Committee is finalizing membership list; number of members certified to UUA by end of month.

FEBRUARY

- Canvass Committee chooses chair by mid-month.
- Chocolate Fiesta the Saturday before Valentine's Day.

MARCH

- Canvass planning.

APRIL

- First canvass event.
- Minister kicks off pledge drive.
- Easter (March?) egg hunt and kite flying.
- COM and board evaluations due.

- Budget Committee revises budget to reflect canvass results.
- Written reports from standing committees due to the board late April.

May

- New members welcomed.
- Child dedication if there are children to be dedicated.
- Board approves revised budget.
- Annual congregational meeting – Nominating Committee presents new board members for approval; committee reports; budget presented; COM election.

APPENDIX IV: MEETING TIMES

The following times are current as of this writing but may change at the discretion of the people involved.

MINISTER: The minister usually holds office hours 3-5 PM Mondays and 9-11 Tuesdays on the weeks after she is in the pulpit.

BOARD OF DIRECTORS: Meets the Monday after the 1st Sunday of the month that the minister is in the pulpit, at 5:30 PM.

COMMITTEE ON MINISTRY: Meets the Tuesday after the 1st Sunday of the month that the minister is in the pulpit, at 7 PM.

BUILDING COMMITTEE: Meets irregularly.

CARING COMMITTEE: Meets irregularly.

LONG-RANGE FINANCE COMMITTEE: The committee currently has no chair and is not meeting.

MEMBERSHIP COMMITTEE: Meets irregularly.

NOMINATING COMMITTEE: Meets in January and irregularly thereafter until it finds candidates for all opening positions.

PROGRAM COMMITTEE: Meets the 2nd Monday of each month at 5:30 PM.

PUBLICITY COMMITTEE: Meets irregularly.

RELIGIOUS EDUCATION COMMITTEE: Meets with parents each semester; meets irregularly otherwise.

SOCIAL ACTION COMMITTEE: Meets the 3rd Sunday of each month at noon.

APPENDIX V: POINTS OF CONTACT

Contact the following people for information.

MINISTER: Rev. Penny Rather

BOARD OF DIRECTORS:

Chair: Lisa Erikson

Secretary: Catie Ballard

Treasurer: Dan Birdsall

At-Large: Bren Lieske

At-Large: Cheryl Drake

ADMINISTRATIVE ASSISTANT: Sandy Walters

ADULT RELIGIOUS EDUCATION: Lisa Muller

BROWN BAG LUNCH: Ralph Garrett or Bren Lieske

BUILDING CLEANING: Dan Birdsall or Jim Erdeyli

BUILDING COMMITTEE: Steve Lieske

BUILDING MAINTENANCE: Building Committee

BUILDING USE/RENTAL: Linda Goldman

CARING COMMITTEE: Sue Wedel

CASHIER: Jim Erdeyli

CHANGE FOR CHANGE: Social Action Committee

CHOCOLATE FIESTA: Barb Naughton

CHOIR: Jim Erdelyi

CHRISTMAS FAMILY: Social Action Committee

CIRCLE SUPPERS: Marian Erdeyli

COFFEE HOUR: Clarine Dunder

COMMITTEE ON MINISTRY: Ralph Garrett, Nancy Lockwood, Barb Naughton

FAIR TRADE COFFEE: Social Action Committee

FRIENDSHIP FAMILIES: Marian Erdelyi

FUNDRAISERS: Board

FURNACE FILTER MAINTENANCE: Building Committee

GREETING: Membership Committee

HIGHWAY CLEANUP: Program Committee

LONG-RANGE FINANCE COMMITTEE: Dan Birdsall

MEMBERSHIP COMMITTEE: Marian Erdeyli

MONTHLY COMMODITIES: Clarine Dunder

NEWSLETTER EDITOR: Amy Parker Williams

NOMINATING COMMITTEE: Cheryl Drake, Linda Goldman, David Perry

OUTSIDE MAINTENANCE: Building Committee

POTLUCK LUNCHESES: Membership Committee

PROGRAM COMMITTEE: Linda Goldman

PUBLICITY COMMITTEE: Cheryl Drake

RELIGIOUS EDUCATION COMMITTEE: Leann Naughton

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THANKSGIVING FEAST: Program Committee

APPENDIX VI: CHILD AND YOUTH PROTECTION POLICY

- Approved by the Board of Directors May 8, 2008

We, the members of the Unitarian-Universalist Fellowship of Laramie, recognize the importance of creating reasonable precautions in order to protect our children and youth. It is in this spirit that we have developed this Child and Youth Protection Policy.

1. DEFINITIONS

"Abuse" is an act committed by a parent, caregiver, or person in a position of trust that harms or threatens to harm a child. There are four categories of abuse: physical, sexual, emotional, and neglect. Harm caused by withholding life's necessities – food, clothing, shelter, medical care, education – is called "neglect".

A "child" or "minor" is a person under the age of 18 years. "Youth" means generally young adults, or children between 14-18 years.

A "group" is defined as those children or youth under the age of 18 who have been assigned to a nursery, preschool, Religious Education (RE) class or any planned, organized program or activity.

"Mandatory reporters" are persons who are under a legal duty to report abuse to designated civil authorities. In Wyoming, mandatory reporters must report both actual and reasonably suspected cases of child abuse. At UUFL, our minister is a mandatory reporter who must report to the Wyoming Department of Family Services (WDFS) whenever there is "reasonable cause" to believe that a child may have been abused. Any person who has reasonable cause to suspect child abuse is permitted by law to make a report.

"Supervision" is defined as the reasonable exercise of thoughtful action and responsibility by adults working with an assigned group, realizing that what constitutes appropriate supervision will vary with the ages of those in the group and the context of the activity.

"Workers" are persons who are engaged with UUFL children and youth, whether they are paid or unpaid, permanently assigned or occasional.

2. SELECTION OF WORKERS WITH CHILDREN AND YOUTH

All designated volunteer workers must be active participants at UUFL, as a fellowship member or contributing friend for at least six months prior to taking on any assigned group, committee, activity or event.

The RE Committee Chair and RE lead teachers must be UUFL members.

Youth, age fourteen (14) and up, who teach and/or assist in religious education and childcare must work with an adult whenever practical.

Workers with a known documented history of child abuse are prohibited from providing care or supervision of children or youth below the age of 18 years.

All workers must read the Covenant of Right Relations and must consent to such reference and/or background checks as UUFL deems necessary, and must agree to be bound by the code of conduct set forth in this policy.

All workers are required to read and agree to the terms set forth in this policy prior to being assigned duties with any group program involving care or supervision of children of youth at UUFL.

3. SUPERVISOR GUIDELINES AND POLICIES

All workers are subject to the supervision and evaluation of the RE chair. All workers are required to comply with the following policies to ensure a safe and secure environment for our children and youth:

- Whenever feasible, each group should have at least two workers present at all times with at least one worker being an adult. The RE chair shall determine the appropriate level of supervision for each group and activity, and may make exceptions to this rule on a case-by-case basis.
- In order to provide visibility into classrooms any window coverings will be open and door windows will not be covered.
- The RE chair and/or designee shall circulate in the RE classroom area and may monitor classroom activities randomly during regular RE classes.
- Children and students in grades kindergarten and up may use the restroom as needed. Teacher/supervisor permission must be obtained

before leaving the classroom/activity to use the restroom. No worker will enter the restroom when in use by a student unless help is requested by the student. Assistance may be provided to nursery/preschool children by the classroom worker as needed.

- Children third grade and younger must be picked up by a parent or guardian at the conclusion of RE class instruction/activities unless prior arrangements have been made with the RE chair.
- Corporal punishment or abusive language may not be used under any circumstances. This includes behavior that constitutes verbal, emotional, or physical abuse and behavior or language that is threatening or demeaning.
- Behavior of all workers must both *be* and *appear to be* above reproach. Period.

4. CONDUCT FOR ADULTS WORKING WITH CHILDREN AND YOUTH

UUFL seeks to create an environment in which children and youth can explore the spiritual and religious nature of their lives. We actively encourage relationships between young people and adults, and know that when healthy and genuine they can be transformative for both the adult and the child involved.

Workers are expected to nurture the child's physical, emotional and spiritual growth by treating him/her with kindness, trust, respect and good humor. Interactions must be genuine and not manipulative of the child's needs or vulnerabilities. They must always be engaged with the best interests of the child's as the foremost goal.

We expect all adults working with children to understand the power differential in child/adult relationships. This differential places greater responsibility on the adult in the relationship. No matter the age of the child, it is always the responsibility of the adult to maintain appropriate boundaries in order to maintain an atmosphere of health and trust. To that end we ask all workers to endorse this code of ethics:

Code of Ethics for Adults and Older Youth Who Are Engaged In Leadership Roles with Children/Youth

"Adults and older youth in leadership roles are in a position of stewardship and play a key role in fostering the spiritual development of individuals and the community. It is, therefore, especially important that those in

leadership positions be well qualified to provide the special nurture, care, and support that will enable children and youth to develop a positive sense of self and a spirit of independence and responsibility. The relationship between young people and their leaders must be one of mutual respect if the positive potential of their relationship is to be realized.

There are no more important areas of growth than those of self-worth and the development of a healthy identity as a sexual being. Adults play a key role in assisting children and youth in these areas of growth. Wisdom dictates that children, youth, and adults suffer damaging effects when leaders become sexually involved with young persons in their care; therefore, leaders will refrain from engaging in sexual, seductive, or erotic behavior with children and youth. Neither shall they sexually harass or engage in behavior with children and youth which constitute verbal, emotional, or physical abuse.

Adopted by the Unitarian Universalist Association, 1986

Leaders shall be informed of this code of ethics and agree to it before assuming their role. In cases of violation of this code, appropriate action will be taken.

Other areas that may be of concern

Physical Affection: Physical expressions of affection such as hugs are acceptable, but it is best to allow the child to initiate the contact or to at least to ask permission of the child, and the adult must be sensitive not to allow such affection to become too frequent or prolonged.

Tobacco, Drugs and Alcohol: Our Youth Policy prohibits the use of tobacco, alcohol or drugs by minors. Workers should at all times be aware that their own behavior is a powerful statement to children as to what is acceptable and responsible use of these agents. Adults while acting in a supervisory capacity should not use alcohol, drugs, or tobacco.

Confidentiality vs. Secrets: If a child discloses incidents of abuse or neglect, the worker should listen carefully to the report but ask limited questions. Should the disclosure raise a suspicion that abuse has occurred or that the child is in imminent danger, the worker should report immediately to the minister or RE chair. While you can assure a child that you will respect the information and use it confidentially, never give the child the impression that you will keep secrets. Secrets are issues that put a person in danger.

Disclosures: Children’s statements will be taken seriously. In the event that a child makes a disclosure, or in an emergency situation, an approved adult will stay with the child until the Department of Family Services has been contacted.

5. PROCEDURES FOR ASSURING THE SAFETY OF CHILDREN AND YOUTH – REPORTING AND RESPONSE PROCEDURES

Clergy are referred to as “mandated” reporters. They are required by Wyoming law to make a report when, based on their training and experience, they have reasonable cause to suspect that a child before them has been abused.

Any person who has reasonable cause to suspect child abuse is permitted by law to make a report. In addition, anyone who suspects any child abuse should notify the minister and RE chair, who will in turn notify the UUFL Board of Directors. The UUFL Board of Directors will ensure that the Wyoming Department of Family Services is notified immediately (745-7324). All notifications should be documented, including telephone calls to the authorities. This documentation is to be confidentially retained in the fellowship records along with all written reports.

An approved adult should stay with a child in any emergency situation that involves disclosure of abuse.

Pastoral care and counseling referrals will be provided as desired in coordination with Wyoming Department of Family Services.

6. POLICIES FOR ASSURING THE SAFETY OF CHILDREN AND YOUTH

In The Classroom

Sunday morning class time extends from the time when RE workers take the children out of the sanctuary until services have concluded, at which time classes are dismissed.

If at any time there is inadequate staff to teach classes or provide for childcare, the children will be returned to their parents/guardians.

In keeping with the recommendations of the UUA, we support the position that more than one RE worker should be in class with our children and youth at all times. However, as a small congregation this is not always possible.

We recognize the need for classroom activities to be visible at all times so the classroom doors have glass windows to allow rooms to be monitored. We also therefore will allow one worker to supervise or instruct the RE children and youth when two RE workers are not available to staff the classroom on any given Sunday throughout the year.

We believe that children need classrooms where they will be safe. For the safety of our children, children are to attend the RE class that is appropriate for their age, unless special permission is granted by the RE chair. Scheduled class activities that involve all grades will be supervised by multiple adults to ensure the safety of the children.

During class time, children must remain with the RE classroom leader(s) and the rest of their class for the entire class period, whether that be in the classroom or on an outdoor class excursion. A child is not permitted to freely roam the building or wander away from the group unsupervised. If the child does not want to attend the class, the child must go into the sanctuary with their parents/guardians.

Classroom Conduct

Our teachers and staff spend much time and energy creating a supportive, nurturing, and positive atmosphere in the classroom. We expect all children to behave in a manner that fosters these feelings for themselves and their classmates. Each teaching team is encouraged to develop a classroom covenant with the children. Parents/guardians can help by discussing appropriate behavior with their children and reinforcing the classroom covenant.

Unacceptable behavior in the classroom will first result in a warning and if necessary, the child may be returned to the sanctuary to remain with their parents/guardians. Communication between the teacher and parent is encouraged in these events.

In the event that a child injures another child, the parents/guardians of the children involved will be notified immediately.

If a child reports to the RE classroom worker that he was treated in an aggressive or unacceptable fashion by another student, the worker will relay those complaints to the parents/guardians of all parties involved. The worker

will first help the children/students involved discuss the problem and work out a resolution.

Before and After RE Classes

Before and after class time, children are not allowed in classrooms unsupervised. The fellowship doors are open with people coming and going. Without direct adult supervision, there is no way to prevent a child from leaving the fellowship or to prevent a stranger from entering.

Parents and guardians are responsible for their children at any time other than class time. Sunday morning class time extends from the time when RE workers take the children out of the sanctuary until services have concluded, at which time classes are dismissed. Parents/guardians cannot assume that their child is being supervised by the RE workers after class time. Parents/guardians are responsible for any actions of their children that are harmful to people or property.

Scheduled Fellowship Events

When there is childcare provided for activities other than Sunday mornings, for whatever age groups, the same policies apply as on Sunday mornings. Consent from parents/guardians is required for R.E. activities outside of Sunday classes and off UUFL grounds.

On Fellowship Property

Outdoors: Any child or group in our yard during class time will be supervised by their classroom leaders. Classroom rules of conduct for rough play apply to the outdoors. Before and after church, parents/guardians are responsible for the safety of their children.

Kitchen Area: As a general rule, parents and guardians are responsible for keeping their children out of the kitchens for their own safety. Occasionally a classroom activity or fundraising opportunity may involve children's participation in the kitchen, always with adult supervision. Teens often use the kitchens during youth group activities. Children may be accompanied by an adult to obtain snacks or drinks.

Social Room: Children are to be supervised in the social room at all times by their parent/guardian(s) and other adults to prevent children from engaging in dangerous activities.

Sanctuary: Our worship begins at 10:30, and until the children leave the sanctuary at approximately 10:40, they are the responsibility of their parent/guardian. If a child leaves the sanctuary for a bathroom break or to go elsewhere in the fellowship or outside, it is the responsibility of the parent/guardian to supervise the child.

7. EDUCATION, IMPLEMENTATION, REVIEW AND UPDATES

The UUFL Board of Directors approved this policy on May 8, 2008. It is to be communicated to the congregation and implemented as follows:

- A copy of this policy will be provided to anyone identified by the RE chair as being within its definition of "worker." All new and existing workers will be required to sign a form indicating that they have read this policy and agree to be bound by it.
- A summary of this policy will be distributed to the parents/guardians of all children currently participating in the RE program, and thereafter a copy shall be provided to the parents/guardians of children enrolling for the first time.
- References to this policy will be a standard part of every application interview and training of new workers.
- This policy and information on child abuse awareness will be provided to workers annually.
- The RE chair shall store all forms in a file.
- The Board of Directors shall ensure that this policy is made public and available.

Policy Review

These child care policies and procedures should be reviewed yearly. Our fellowship policy needs to be continually reviewed and updated as our fellowship family grows and changes, and as our RE program changes. Changes may be

implemented more frequently than yearly, on an as needed basis, by the RE Committee with Board of Director approval.

APPENDIX VII: MANAGING FELLOWSHIP FINANCES

The fellowship financial records are open to review by any fellowship member, with the exception of the pledging records. (See financial records policy in the Policy section, above.) Following are the duties of the treasurer and cashier in managing the fellowship finances.

FINANCIAL OVERVIEW

The fellowship is a non-profit religious organization under the Internal Revenue Code. More than 90% of our income comes from members and friends, through pledges and donations.

The fellowship currently has four bank accounts: savings, checking and money market at the UniWyo Credit Union; and a savings account at Bank of the West. The account at Bank of the West is to maintain a pool of money from which mortgage payments are automatically withdrawn. The credit union checking account is for paying bills. The credit union savings account is a carryover from past practices and only a minimum balance is maintained there. Cash reserves are maintained in the credit union money market account. There is no safety deposit box, CD, or other financial account. The treasurer, cashier, and board chair should be signatories to the various accounts.

There are two sub-accounts. The Minister's Discretionary Fund is a sub-account of the checking account and is for the minister to disburse as she/he sees fit. The minister will notify the treasurer of disbursements but not necessarily what they were for or to whom they were made. The other sub-account is the building reserve fund, a sub-account of the money market account. Both these sub-accounts are for record purposes only and can be found in Quickbooks but not in the credit union records.

FINANCIAL RECORDS

Financial records of the fellowship are maintained in Quickbooks and in hard copy. Hard (printed) copy records for the current year are stored at the treasurer's house; records for previous years should be stored at the fellowship.

The treasurer will back up the computer records monthly after creating the monthly financial report for the board (see below). [Note: Quickbooks cannot be restored from a copy of the file – only from a backup.] The treasurer will

periodically back all fellowship financial records onto a flash drive or other off-line storage device and place that backup at the fellowship.

THE CASHIER

The cashier is appointed by the board to assist the treasurer. The treasurer and cashier will divide the work between them as they see fit, but generally the cashier handles money coming in and payment of bills but is not be responsible for reports or the other treasurer duties. The cashier handles the fellowship finances in the treasurer's absence. The cashier reports to the treasurer. The cashier is appointed by the board and reports to the treasurer.

Note: In the description of work below, the title cashier can be substituted for the title treasurer except where noted.

HANDLING INCOME

The treasurer shall gather incoming money – collection, checks, etc. – and deposit it regularly in the credit union.

Method: Make up a list of the incoming money to include at least the donor (source), type (check, cash, etc.), amount, and if a check the number and date and anything written on the memo line. Enter the same information into Quickbooks. Make the deposit and attach the deposit slip to the list made earlier; and file these in an appropriate place.

HANDLING OUTGO

The treasurer shall pay the fellowship's bills in a timely manner.

Method: Most of the regular bills are set up with automatic payment – gas, electric, telephone, and city utilities out of the credit union checking account; and mortgage out of the Bank of the West account. Enter these payments in both a hardcopy list and in Quickbooks.

Other bills should be paid as they come in. Payments to the minister and daycare providers should be made monthly as needed. Write checks and enter the payments in a hardcopy list and in Quickbooks. On the hardcopy list, as a minimum note the date and check number, payee, amount, and account to which to charge the payment. Also note any other information as appropriate.

Monthly, attach all paid bills to the hardcopy list of expenses and file appropriately.

REPORTS

The treasurer shall report the fellowship's financial status to the board monthly, at the monthly board meeting, and to the congregation at least yearly at the Annual Meeting.

Monthly Financial Report

The treasurer shall report the fellowship's financial status to the board each month. The monthly finance report shall include income and outgo for the fiscal year, current status of the four accounts, and any other relevant information.

Method: Clean up for the month – pay any outstanding bills and deposit whatever funds are available. Reconcile any accounts that still need it. Print up the expenses, attach the bills, and file. When all outstanding income and expenses have been entered into Quickbooks, and all accounts that can be reconciled have been, back up Quickbooks.

Once all that is done, in Quickbooks print a standard profit & loss statement for the fiscal year. Enter those figures into the monthly report spreadsheet that lists the various budget categories of income and expense. (Note: Quickbooks P&L will list all pledges as income regardless of whether they have been paid. Deduct the amount in the Quickbooks report Customer Balance Summary from the amount listed in the P&L.) Add any notes as appropriate. Print enough copies to give each board member plus additional copies for the secretary's records, the treasurer's file, and to post on a bulletin board at the fellowship. File a copy of the P&L statement and the monthly report as appropriate.

Annual Report

The annual report is very much the same as the monthly report to the board, however the treasurer will also need to report on the proposed budget.

Pledge Statements

The treasurer will provide statements to each person who has pledged three times each year.

Committee Budget Reports

The treasurer will provide statements to each committee three times each year, to include their budget for the year and their expenditures thus far.

BUDGET

The treasurer will drive the annual budget process. Generally, the budget for the coming fiscal year needs to be laid out before the pledge drive begins. Therefore, the process needs to begin around the first of the year. The treasurer will ask each committee for input. The treasurer will convene an ad hoc Budget Committee. (The Long-Range Finance Committee can serve as Budget Committee.) The treasurer will provide historical data, estimates for the current year, committee requests, and other information.

TAXES

The fellowship is a religious, non-profit organization under the Internal Revenue Code, and so is exempt from taxing by the federal, state, and local governments. However, if there is a minister or other paid employee, the treasurer must file the appropriate forms to report payments made to those employees.

MISCELLANEOUS DUTIES

The treasurer will perform various miscellaneous duties to represent the fellowship's finances to the fellowship and to the outside world. Among those duties are the following.

Newcomer Orientation

The treasurer will attend newcomer orientations to provide an overview of the fellowship's finances, including the sources of our income and, in general, our expenses. Included will be mention of pledging upon joining the fellowship.

Long-Range Finance Committee

The treasurer shall serve on the Long-Range Finance Committee.

Culling Members From the Rolls

Removal of inactive members from the rolls is a function of the Membership Committee. The treasurer will provide information to the committee to assist them in this function.

Certifying Our Membership to the UUA

The fellowship is required to certify its membership to the UUA annually, usually by February 1. Our denomination fees – both UUA and Mountain Desert District – are based on this certified number of members. The treasurer will prompt the Membership Committee to review the membership roll not later than December and will get from the committee the current number of members in January. The treasurer will certify the fellowship's membership not later than the UUA deadline.

Wyoming Secretary of State

The Wyoming Secretary of State requires that we recertify our non-profit status yearly. The treasurer will file the appropriate forms annually and will serve as the fellowship's point-of-contact for the state.

Pledge Drive

The treasurer will provide historical information for the annual all-member canvass (pledge drive). The treasurer may participate in the canvass but is not required to.

Fundraising

The treasurer may lead or participate in fundraising efforts but is not required to.