Unitarian Universalist Fellowship of Dubuque
POLICIES AND PROCEDURES MANUAL
(2021 Update)

Policies and Procedures Manual
The Policies and Procedures Manual provides guidelines about how the UUFD operates throughout the church year. The policies and procedures are reviewed and adopted by the Board. Changes in the Policies Procedures are voted upon by the Board. An electronic copy of the Policies and Procedures Manual is in the member-only section of the UUFD website. The Secretary should convene a working group, preferably annually, to review and update the Policies & Procedures Manual.

Mission Statement
“To provide a welcoming community that inspires growth by encouraging individuals and families to examine their religious and spiritual beliefs, to explore new ideas, to share our journeys, to respect and enjoy each other's differences, and to be active and supportive in the community that surrounds us.” This statement was developed by the congregation and adopted by the Board. It may be revised at the annual meeting.

Vision Statement
A vision statement expresses where we are going. Our current statement is: “Our vision is to become a religious community of at least a hundred persons of a liberal faith in the Tri-State area which will meet our intellectual, emotional and spiritual needs while working toward the wellbeing of others and the Earth in our area, nation, and world.” This statement will be discussed and updated as part of the long-range planning process.

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Administration

Board of Trustees

The Board of Trustees (Board) shall consist of: President, Secretary, Treasurer, and three Trustees, elected in accordance with the bylaws. The Board of Trustees shall have general charge of the property of the church, the conduct of all its business affairs, and the control of its administration, including:

1. Appointment and oversight of committees, work groups, teams and volunteer coordinators as it may deem necessary for the smooth operation of the Fellowship.
2. l vacancies on the Board with persons who shall serve until the remainder of the term.
3. Hire, evaluate, determine salary, terminate with just cause any employees, freelancers and contractors of the church.
4. Recommend annual goals and plans of activities for the congregation.
5. Find and hire a person to provide ministerial services and Sunday services monthly or more often, with recommendations from the Program Committee.
6. Approve requests for monetary or service solicitations, with recommendations from the Social Action Committee.
7. Secure a background check for anyone applying for a position as childcare provider/educator,minister, religious education teacher, or any volunteer who works with children.
8. Resolve issues from the congregation - first determining the group to involve in addressing the issue or concern. For issues that require additional discussion, research, or specific action, refer to the appropriate committee and follow up with any recommendation for Board action. When necessary, request information or help from MidAmerica District or UUA staff or engage the services of an impartial conflict resolution consultant.
9. Promote safety at all events sponsored by the Fellowship - responding to problems as they arise by collecting and retaining all information about the event, and addressing concerns by dealing with individuals identified as disruptive without stereotypes.
10. Authorize the purchase of materials, such as office supplies, refreshments, and coffee supplies as needed.
11. Keep a record of all keys given to members and others as needed.
12. Approve and schedule the use of church facilities when requested and keep track of non-service uses on the Google calendar. Arrange for an annual inventory, conducted by volunteers, after the annual church cleaning. This includes hymnals.
13. Maintain an inventory document as well as pictures (paper and electronic), as needed for insurance purposes and stewardship of church property.
14. Maintain equipment, including sound equipment, television, hearing assistance apparatus, and so on - working with the Buildings & Grounds Committee to regularly check and maintain them.
15. Request and review policies and procedures as well as charters for committees annually.

Newly elected Board members are encouraged to attend the December Board meeting.

Board Position Descriptions
Descriptions for the positions are as follows:

President
The President shall be chief executive officer of the Fellowship and in general supervise the business affairs of the church. The term is two years. The President shall see that all orders and resolutions of the Board of Trustees are carried into effect. Duties include:

1. Preside at all meetings of the Board of Trustees and designate a Board member to preside at all meetings of the Board in his/her absence.
2. Prepare and provide orientation of new Board members, including their roles and responsibilities.
3. Work with all Board members to reach consensus regarding the way in which Board meetings should be conducted.
4. Review correspondence from the UUA and MidAmerica District and bring pertinent issues to Board meetings.
5. Act as liaison between Board and Fellowship members.
6. Act as liaison between employees, freelancers, and contractors of the UUFD and the committees, the Board of Trustees and the UUFD Fellowship.
7. Sign official documents.
8. Sign checks in the absence of the Treasurer.
9. Preside over annual meeting.
10. Prepare and present annual report.
11. Submit Board update articles to the weekly email announcements.
12. Act as liaison between Fellowship and MidAmerica District and UUA.
13. Coordinate communication with the Leadership Team, which includes all Committee Chairs and Board members.
14. Plan and preside over the Leadership Retreat.
15. Serve as coordinator of keys to the church and Emerson House.
16. Other duties as assigned.

Secretary
The Secretary keeps documentation of church business on the Google Drive. The Secretary shall:

1. Read, answer, and maintain email account at UUFDMain@gmail.com.
2. Take and preserve minutes of all meetings of the Board of Trustees, congregational meetings, and the annual meeting. Minutes should be saved in the uufdmain@gmail.com Google Drive.
3. Keep a record of all official and legal documents of the church, including committee charters on Google Drive
4. Maintain a current list of the voting membership (which will be reviewed by the Board quarterly as required by the UUA).
5. Develop annual Church Calendar.

6. Assure the biennial renewal of incorporation 501(c)(3). This is done by logging into the Secretary of State's website and filling in a form due around April 1st. A reminder email will be sent to uufdmain if it is overdue.
7. Record changes to the Bylaws. Such records shall be kept electronically and in the church office.
8. Convene a working group, preferably annually, to review and update the Policies & Procedures Manual.
9. Other duties as required by the President or Board of Trustees.

Treasurer [TO BE UPDATED]
The Treasurer shall receive and disburse all church funds and keep proper records of these transactions. The Treasurer shall be responsible for financial records that represent the funds, property, or liabilities of the church. The term is two years. Duties include:

1. Prepare monthly reports for the Board
2. Submit a year-to-date financial report at the annual meeting.
3. Prepare pledge letters to be sent via email to members and friends in September for the upcoming church year so the canvass committee can contact members of the congregation.
4. Contact members who have not yet pledged during the two months prior to the annual meeting.
5. Collect proposed budget requests from committees in September for the annual meeting.
6. Prepare a draft of the proposed budget to be presented to the Board in September to be finalized at the October Board meeting before the annual meeting in November.
7. Upon request or as required by law, send a statement of calendar year donations by January 31 for member's tax records.
8. File all appropriate forms with the IRS including a W-2 and the 1099 & 1096 reports.
9. Pay for the multi-peril liability insurance and Worker's Compensation insurance if the UUFD has employees or independent contractors.
10. Prepares and submits required audit documents to Workers Compensation Insurance Company.

Trustees
The trustees serve as liaisons between the committees and the Board by requesting updated committee charters, annual goals and written reports from the committees for each monthly Board meeting and for the Annual Business Meeting

Board Meetings
Board Meetings are held monthly at the Fellowship office or online. The meetings are open to the members of the Fellowship, but the board may ask visitors to leave before discussing confidential matters. The meeting is called to order by the President. The Secretary presents minutes from the previous meeting for review by the Board. Following any discussion of the minutes, they are approved and amended if necessary. Reports from the treasurer and various

committees are also submitted and reviewed. Old business and new business are discussed. A date for the next meeting is determined. A simplified version of Robert's Rules of Order is used to guide decision-making - attached. A quorum of the Board of Trustees shall be four members.

Leadership Team

The Leadership Team consists of the Board and Committee Chairs. The Team comes together for the annual Leadership Retreat and may be called up to come together at other times during the year or may be consulted to make decisions at the discretion of the Board.

Leadership Retreat

The Fellowship shall have an annual Leadership Retreat for the Leadership Team - Board members and Committee Chairs - to develop goals for the upcoming year. The Board President is responsible for making or delegating arrangements. An annual church calendar will be reviewed and might include official business, special services, and social events.

Church Calendar [TO BE UPDATED]

Some events will take place at certain times of the year. These will be publicized in the weekly announcements.

UUA Events

- MidAmerica Regional Assembly (spring)
- MidWest Leadership School (summer)
- General Assembly (summer)

January

- New Board members begin terms
- Beginning of fiscal year
- Souper Sunday UUFD Anniversary Potluck
- DRA grant applications open

February

- Annual Leadership Retreat

March

- DRA Grant Due

April

- Earth Day – Green Congregation

May

- Cleaning of church and Emerson House
- Inventory
- DRA grants announced

June

- Flower Ceremony
- Pride Month – Welcoming Congregation

July

- Summer gathering potluck

August

- Annual Board Retreat

September

- Water Ceremony
- Pledge letters sent for next year
- Committees submit budget requests to Treasurer for next year
- Treasurer submits budget proposal to Board for next year
- Secretary convenes a working group to review and update the Policies & Procedures

October

- Board votes on next year's budget
- Nominating Committee is formed
- Crop Walk

November

- Committees submit annual report, charters, goals and budget requests for next year
- Annual Meeting – Board Election

December

- End of fiscal year – notices of pledges sent out to members & friends
- Chalica
- Christmas Eve gathering, collection for Building Fund

Annual Meeting

One regular Sunday service is set aside each autumn in November (date determined by the Board) as an official annual meeting for the congregation. The purpose of the annual meeting is to give the Board of Trustees an opportunity to follow up on recommendations from the congregation before the end of the official church year on December 31, approve the budget for the following year, review and vote on the bylaws, and provide updates At the annual meeting, members of the congregation elect nominees to open positions on the Board of Trustees, and vote on any changes in the Bylaws of the Fellowship. When voting via Zoom, the % of votes for each nominee should not be shared with the congregation - in consideration of the nominees. A report of the official number of members is given to the congregation.

Annual Report

An annual report is compiled by the President and distributed at the annual meeting. The annual report includes reports from the Board and each committee, work group, team and coordinator regarding actions taken and plans made during the previous year, as well as a complete report from the treasurer on the church's finances and a budget for the coming year.

Congregational Meetings

The Board will hold quarterly meetings after a Sunday service. This is an opportunity to provide information to members and friends, and to receive feedback.

Documentation, Record Keeping and Storage
Committees should submit a written report at each monthly Board meeting. The Board Secretary prepares board-meeting minutes. All of these documents are kept on file electronically. For the years before record keeping was moved online, copies of these documents are kept in a binder and organized by year. This is to be handled by the Secretary. There is an archivist who can make hard copies as needed.

Issue Management
Issues from the congregation brought to the attention of the Board that require additional discussion, research, or specific action will be referred to the appropriate committee, work group, or team when possible. The committee will complete the task and report back to the Board as to the resolution of the issue or with a recommendation for Board action. Occasionally the Board will request information or help from MidAmerica District or UUA staff. If necessary, the Board may consider the services of an impartial conflict resolution consultant.

Committees, Work Groups, Teams, and Coordinators

Committees
The current committees of the UUFD may be: Finance, Long Range Planning, Membership, Program, Religious Exploration , Social Action, Building and Grounds, and Care. Members are encouraged to take an active part in the administration and development of the Fellowship by joining one or more of the committees. The Board will designate a liaison to communicate with each committee. Each liaison will provide monthly written committee reports to the Board summarizing committee activities. Each committee has a charter which defines its purpose. Charters are to be submitted to and approved by the Board, and updated prior to the annual meeting. Charters are kept in the uufdmain@gmail.com Drive. In addition, ad hoc committees may be formed by the Board (e.g. Nominating Committee, Space Committee). One member will record the discussion and decisions of each committee meeting and forward to the Board liaison one week prior to the monthly Board meeting. Committee Chairs serve on the Leadership Team and participate in the annual Leadership Retreat to coordinate goals and activities with the Board and other committees.

Work Groups and Teams
Along with the UUFD Board of Trustees, nine standing committees, and work groups formed to move the historic building preservation project forward, there are many other groups at work in the Fellowship. In 2020, the Board increased the visibility of these groups, clarified their roles and responsibilities, and acknowledged their contributions to the congregation – by identifying them as Teams. Some Teams came together as self-directed groups, and consulted with the Board on their purpose/focus, others were formed with charges by the Board. Some worked together for a specified period of time, to deliver a specific outcome, others are ongoing.

Some teams were already working together to share information – for example, the Facebook, newsletter and website coordinators regularly draw on each other's postings. That group is now

referred to as the Communications Team – to reflect the collaborative nature of their interactions. In addition, several new teams were formed to complete specific tasks – to carry out distinctive functions – or to work on particular projects.

To help put “teams” and “committees” into the context of our Fellowship organization, here are some of the differences between the two groups and how they function. Not all apply to all of UUFD’s Teams and Committees, but provide a sense of their unique roles in an organization.

Committees: Strong leader; purpose is the same as broader organization’s; efficient meetings; represent people/interests outside the group typically with formal protocols

Teams: Shared leadership; specific purpose to be delivered; encourage open-ended discussion, active problem-solving; work together to emphasize each other’s strengths

Coordinators
We have coordinators for music, the website, Facebook, and the newsletter.

Nominating Committee
A nominating committee will be established by mid-October to gather nominees for open Board positions. Three members should serve on this ad hoc committee. They should contact members and provide them with descriptions of Board responsibilities (see below). At least two nominees for each position will be sought. Nominations may also be taken from the floor at the annual meeting. Elections are held at the annual meeting in November. (See Annual Meeting section.) The term of each position is two years, except for one trustee position which is one year. The goal is to stagger the terms each year.

Sunday Services

Services
Services are held on Sundays at 10:00 am. The Program Committee organizes the services. See Program Committee policies and procedures in the appendices.

Speakers
The Program Committee selects and schedules speakers for the Sunday services. See Program Committee Policies & Procedures for recommended compensation (honoraria) for speakers, including UU ministers, other ministers, and outside speakers. UUFD speakers are not compensated except in special circumstances pre-approved by the Board. The Program Committee assigns facilitators for each speaker, and they will communicate with speakers regarding the UUFD’s principles and the order of Sunday services.

Offerings & Charitable Donations
The only offering basket passed at services will be the UUFD offering. Half of the cash in the collection UUFD offering basket goes to a charity chosen quarterly by the Social Action

Committee. Any other basket or solicitation container besides the offertory basket will have prior approval from the Board and then only be for a special event of the UUFD, UUA, or MidAmerica District. The Board approval of an additional offering will be assumed to be a one-time approval for a monetary or service solicitation event unless the Board states otherwise.

The Social Action Committee recommends policies for the collection. See appendices for Social Action Committee policies and procedures.

UUFD Community

Community of Communities
The UUFD has a number of informal communities including Young'Uuns, the Unitarian Universalist Ukulele Union, etc.

Caring for the Congregation
A Care Team, consisting of members or friends of the congregation, will handle outreach to members and friends hospitalized or otherwise in need. One team member will be designated to purchase and send/deliver gift cards, flowers, meals, or other items. The treasurer will reimburse preapproved purchases.

Childcare & Youth Programming
Religious education for youth, kindergarten through 6th grade is provided by the Religious Exploration Committee. See their policies and procedures in the appendices.

Childcare is provided by the Fellowship during all Sunday services except as notified by email and announcements. Childcare may also be provided during other church sponsored events, at the board's discretion. Children under kindergarten age are supervised by a childcare provider. If more than five pre-school children are present, an additional person will help with childcare.

Anyone applying for a position as childcare provider/educator must undergo a background check, authorized by the Board.

Lending Library
The UUFD Library will support Sunday services, promote exploration of Unitarian Universalist principles, facilitate intellectual and spiritual growth of our members, assist in "doing church" (managing, developing vital UU fellowship), make noteworthy UU books, DVDs, and other materials available to members, with a special emphasis on publications from Beacon Press, Skinner House Books, and Tapestry of Faith, and keep an updated catalog of books on the UUFD webpage. A library team will be formed as needed to take care of tasks, such as putting pockets and cards into books and keeping a list on the website. Materials may be checked out for three weeks. Donated books will be screened and accepted only if they further the mission of the fellowship.

Safety of the Community

Openness to a wide variety of individuals is one of the prime values held by our congregation and expressed in our denomination's purposes and principles. We affirm the belief that our congregation must maintain a secure and hostility-free environment. We particularly want to ensure the safety of all people, avoid disruption of activities, and not diminish the appeal of the church to potential members.

The following shall be the policy of Unitarian Universalist Fellowship of Dubuque:

If an immediate response is required, this will be undertaken by the leader of the group present. During church services, this is the facilitator. During meetings, it is the chair or leader of the group. This may include asking the offending person or persons to leave, or suspending the meeting or activity until it can safely be resumed. If further action is needed, the UUA offers steps and considerations for responding at: https://www.uua.org/safe/handbook/alternatives-calling-police. If further assistance is needed, the police department will be called at 911. The Board President must be notified of any actions taken when he or she is not present. Situations not requiring immediate response will be referred to the Board. The Board will respond in terms of its own judgment, observing the following:

1. The Board will respond to problems as they arise. Persons identified as disruptive will be dealt with as individuals; stereotypes will be avoided.
2. The Board will collect and retain all information about the event.
3. The following points will be considered:
   DANGER – Is the individual the source of a threat or perceived threat to persons or property?
   DISRUPTION – How much does this behavior disrupt the fellowship activity that is occurring?
4. In some situations immediate action is warranted and should be taken. It is appropriate to call 911 to have police remove a person exhibiting disruptive or dangerous behavior.
5. No one should follow a disruptive person to the basement. If the person goes to the basement, the police may be called at 911. If a disruptive person leaves the room, in most circumstances no one should follow them so as to avoid a dangerous situation, especially if they go to the basement.

The Unitarian Universalist Fellowship of Dubuque strives to be an inclusive community, affirming our differences in beliefs, opinions, and life experiences. However, concern for the safety and well-being of the congregation must be given priority over the inclusion of the individual.

Church Property

Facilities
The UUFD currently meets at 1699 Iowa Street. Another building named the Emerson House is located at 145 17th Street. The Emerson House contains the church office.

Inventory
An annual inventory will be conducted by committees, after the annual church cleaning. This includes hymnals. Shortages will be reported to the Board. The inventory of UUFD property (purchased, donated and loaned) will be maintained by the Board of Trustees through the committee liaisons, and they are responsible for maintaining the supplies inventory including, but not limited to: unscented soap and lotion for restrooms, candles, and so on. The document as well as pictures will be kept in the uufdmain@gmail.com Drive, and historical inventories will be kept in the file cabinet in the office. This is needed for insurance purposes as well as to demonstrate stewardship of church property to members.

Before church property is discarded, the committee that uses the property will be consulted by the Board and an attempt to contact the original donor will be made. All purchases or donations must be approved by the Board. Any book in the library must have a bookplate.

Community Use of Buildings
As feasible, the UUFD makes its facilities available for use by certain community groups, mainly nonprofit. For instance, a Historic District Coffeehouse is held several times a year in the church building. This event features an “open mic” opportunity for musicians, writers, and other performers to entertain an audience of people from the greater Tri-State area. (See section of Keys, below, for information on scheduling and giving access to outside groups.)

The Emerson House is also in use as a sanctioned meeting place for families facing separation. Parental visitation with children, under the supervision of the Iowa Child Welfare System staff, are arranged through an area agency. Families have access to the entire house – living room, kitchen, bedrooms, and outdoor space – except for the church office, which is kept locked. **This section will be updated following the rehabilitation.**

It is essential to check our insurance policy regarding outside groups using our facilities.

Keys
This section will be updated following the property rehabilitation.

The board will keep a record of all keys given to members and others as needed. Two keys are available – 1) one opens only the church, and 2) the other opens both the church and Emerson House. Keys will go mainly to board members, committee chairs, and other members with regular duties such as cleaning and maintenance.

One member will be responsible for scheduling the church when requested. The UUFD seeks to accommodate community groups wishing to use the church for events such as meetings. The designated scheduler will keep track of non-service uses on the Google calendar. He or she is responsible for unlocking the door, and for making sure the leader of groups using the church clean up, turn off lights, and lock doors as they leave. Under no circumstances may the scheduler, or any member with a key, give that key to any unauthorized person.

Maintenance & Repairs

Cleaning the space used by the UUFD is by volunteers. The Board coordinates signup and procedures for cleaning. Instructions for cleaning are listed in the appendix. Repair of property is also by volunteer. A request for help may be sent by email or mentioned in the weekly announcements.

Any equipment, including sound equipment, television, hearing assistance apparatus, and so on, should be regularly checked and maintained. If repairs are needed and a volunteer is able to make them, they should let the board know they will do so. If outside help is needed, an estimate should be requested, and the board should be contacted, so the cost can be considered and, if approved, funds reimbursed.

Dangerous Weapons

The UUFD prohibits the carrying of guns or other dangerous weapons (as defined in the Iowa Code 702.7) on church property, including the church building and the Emerson House. People who have concealed carry permits are asked to leave their weapons at home.

702.7 Dangerous weapon. A “dangerous weapon” is any instrument or device designed primarily for use in inflicting death or injury upon a human being or animal, and which is capable of inflicting death upon a human being when used in the manner for which it was designed, except a bow and arrow when possessed and used for hunting or any other lawful purpose. Additionally, any instrument or device of any sort whatsoever which is actually used in such a manner as to indicate that the defendant intends to inflict death or serious injury upon the other, and which, when so used, is capable of inflicting death upon a human being, is a dangerous weapon. Dangerous weapons include but are not limited to any offensive weapon, pistol, revolver, or other firearm, dagger, razor, stiletto, switchblade knife, knife having a blade exceeding five inches in length, or any portable device or weapon directing an electric current, impulse, wave, or beam that produces a high-voltage pulse designed to immobilize a person. [S13, §4775-1a; C24, 27, 31, §12936; C35, §12935-g1, 12936; C39, §12935.1, 12936; C46, 50, 54, 58, 62, 66, 71, 73, 75, 77, §695.1, 695.2; C79, 81.

Fiscal

Fiscal Resources

The UUFD Fiscal year begins January 1. An annual budget with submissions by committees is prepared by the Treasurer and reviewed by the Board for approval. The final budget is presented to the UUFD membership at the annual meeting. (See the duties of the Treasurer under “Board of Trustees.”) Checking, savings, Certificates of Deposit, and any other accounts deemed necessary by the Board, may be opened at a financial institution in the best interest of the Fellowship. The Fellowship Treasurer and any other Board members authorized by the President are the only individuals who are authorized to sign checks and have access to the accounts. New accounts or sub accounts may be used to differentiate special projects or funds restricted to specific purposes. In addition to our operating budget, other restricted funds, such as building funds and social action donations will be maintained.

Contracts

When UUFD is entering into contractual agreements, only designated people are allowed to sign on behalf of the Fellowship. For a pre approved budget, such as the Program Committee, the committee chair may sign a letter of agreement. For other contracts, the signature authority would go to the Board President or a designated Board member.

Grant Applications

The UUFD Board will identify and consider applying for any grants available to churches. This includes the Dubuque Racing Association grant, usually open in mid-January and due the last day of February. Grants are announced in May. Other grants, such as from the UUA, should also be considered.

Membership

Guests/Visitors

Guests are always welcome at every service. Special effort should be made to recognize guests at services and to encourage them to fill out a visitor information sheet or sign the guest book. The Membership Committee follows up the guest’s visit with an email or other applicable form of contact. If the guest would like to be added to the weekly newsletter, their email address is sent to the newsletter coordinator. If the guest would like a nametag, the Membership Committee makes one. The Membership Committee encourages engagement with guests with the goal of connecting guests to their interests, answering questions, and providing information about membership.

Membership

UUFD is committed to preparing interested people to make the decision to become an active member and participate in the UUFD community. The Membership Committee aims to host Fellowship Orientations twice a year. As needed, one-on-one orientations are done between a

prospective member and a Membership Committee representative. At the Fellowship Orientation or one-on-one orientation, prospective members are given information about:

- Unitarian Universalism
- UUFD history
- What it means to become a member or friend
- UUFD programming and committees
- UUFD budget

Upon joining the Fellowship, a new member will sign the Book of Celebrations (see Book of Celebrations section). New members can choose to join and sign the Book of Celebrations any time during the year. The Membership Committee is responsible for gathering appropriate contact information about the new member. The following steps are taken when adding a new member:

- Add to UUA list/ subscribe to *UU World* - Board Secretary
- Add to electronic copy of Book of Celebrations - Board Secretary
- Add to newsletter & member lists in Gmail - Newsletter Coordinator
- Create a nametag - Membership Committee
- Add to website directory, share link & password - Website Volunteer

The Membership Committee, Program Committee, and Board work together to plan New Member Ceremonies, held during a Sunday service. The Membership Committee aims to have at least two each year so new members are welcomed in a timely manner.

Friends

A Friend of the Fellowship is an individual who supports the church with time, talent and treasure – but who chooses not to become a member. The difference between being a Member and a Friend is that Friends cannot serve on the Board of Trustees, cannot vote at the Annual Meeting, and do not receive the publication UU World. Friends are not recorded in the Book of Celebrations.

Book of Celebrations

The Book of Celebrations documents membership from our beginning. It includes a record of all members' signatures including the original 20 who applied for our charter in 1984. It is stored in a file cabinet in the office in the Emerson House. An electronic copy of this list is maintained by the board secretary in the uufdmain@gmail.com Drive.

The Book of Celebrations also has the signatures of all the Unitarian Universalist ministers who served our congregation beginning in 1983. It documents all the children who have been dedicated in our congregation. From time to time a photocopy will be made and placed in the Fellowship safety deposit box because it is an important record that has legal status. The Book of Celebrations does not leave the Fellowship property without special permission of the president and then with a time limitation.

Members/Friends Directory/Database
The website volunteers and Membership Committee maintain an online contact list of members and friends of the UUFD. It is accessible via a password-protected link on the website. This list may include the street/mailing address, email address, and/or telephone numbers (landline and cell) for any members/friends who wish to be listed. In June 2021, a survey was sent out to all Members and Friends, to get permission to include their information in the online directory and in the printable version of the online directory sent via email to Members & Friends only. A record of this permission is maintained by the Board Secretary. New Members & Friends receive the survey after they join the Fellowship, to grant or deny permission to share their contact information in the directory. Once each year, this information is made available to members and friends only in a printable PDF version that is emailed to the Members & Friends list. This list is to be used with care, and should not be misused as a dating app, solicitation or marketing tool, for surveys, or for political purposes.

Volunteers

Volunteers
The UUFD is particularly dependent upon the time and talent of volunteers. No Board members or committee members are paid although the Board may offer a modest stipend to attend meetings or training to defray mileage or fees. The Religious Education Coordinator/Teacher donates considerable time to the Fellowship and plans lessons for most Sundays except those few designated as “intergenerational.” The RE Coordinator/Teacher is not currently a paid position. Volunteers are encouraged to serve on ad hoc, short-term teams such as a nominating committee for new board members, a painting or maintenance job, and so on.

Organization of Volunteers
A list of volunteer jobs and the persons currently volunteering will be kept on the website. When a position is currently unfilled, the Board will send out a request through the weekly newsletter and during weekly announcements during the service.

Communication

Phone
We do have a phone line as well as an internet connection - we have a new phone and voicemail messages can be retrieved remotely.

Newsletter
The newsletter coordinator sends weekly announcements to the Weekly Announcements list with a reminder about the next Sunday service. This mailing list and its distribution will be used only for UUFD, MidAmerica District, and UUA communication. This email list will not be sold or shared with other organizations. In most cases, if it is necessary to communicate with the entire congregation other than during the regular Sunday service (e.g. a special event), an email will be sent to the Members & Friends list.

Database
A database of Members and Friends is maintained by the Secretary and Membership Chair on the uufdmain@gmail.com Drive.

Email Lists
There are two email lists: 1) Weekly Announcements: nearly 200 names (as of April 2021) of all members, friends, and interested people in the community, and 2) Members & Friends: nearly 60 names (as of April 2021) including book-signing members, plus friends of the Fellowship who are active supporting the church with Time, Talent and Treasure. The lists are maintained by the Newsletter Coordinator.

"Interoffice" Mail
Each member of the board, committee chairs and some volunteers have an "in box" located in the east windowsill of the first floor. Reports, mail, messages, and other paperwork may be left for the appropriate people in these files. People who have a box should check it regularly for new items. The purpose of this system is to prevent important messages and paperwork from becoming lost. Notes should never be placed in the USPS mailbox outside. **This will be updated following the building rehabilitation.**

Lost and Found
Any items found after services (or other events held at the UUFD) will be placed in a designated area at the back of the church. Notice will be given in the weekly announcements about significant items lost or found. Items unclaimed after three months will be cleaned and donated to charity.

Mail (US Postal Service)
The mailing address of the Fellowship is P.O. Box 1369, Dubuque, IA 52001. Mail is to be picked up once per week by a designated person and distributed as appropriate. Mail is no longer received at 1699 Iowa Street. Messages from the Fellowship must not be placed in the outside USPS mailbox.

Media Release
The Board will review and approve all media releases to newspapers and other outlets, both print and online.

Publications (UUFD)
The Fellowship may publish brochures and documents as needed. Print items may be authored by committees within the Fellowship and the Board of Trustees and must be approved by the UUFD Board of Trustees. Brochures may be distributed according to membership committee procedures and Board of Trustees requests. The UUA also has brochures covering a wide variety of topics available for purchase, as well as cards and bookmarks. These items may be ordered by the board secretary upon approval from the Board of Trustees.

Social Media
A designated volunteer has admin rights to the UUFD Facebook page (facebook.com/UUDBQ) and group (facebook.com/groups/UUDBQ). Pictures of children under 18 will not be posted without parent/guardian permission. Postings of recordings of music must follow copyright law. Details for managing Facebook are saved in the uufdmain@gmail.com Google Drive > Tech Details > Facebook Details.

Website
The UUFD website is located at uudbq.org. The site is hosted by MightPress and runs on a WordPress theme. The webmaster and website volunteers maintain the password for updates. Details for managing the website are saved in the uufdmain@gmail.com Google Drive > Tech Details > Website Details.

Zoom
The current UUFD Zoom account is an annual subscription. The login information is given to Zoom volunteers as well as members of the Leadership Team upon request.

Unitarian Universalist Association

MidAmerica District
The MidAmerica District is the regional UUA governing group under whose jurisdiction the UUFD falls. Dues are assessed annually. Those congregations that pay the full-assessed amount are said to have paid their "fair share" and are designated as doing so in both the MidAmerica District and UUA directories. While the UUFD acts independently of MidAmerica District, we are welcome to approach them for guidance as needed. The Board will identify MidAmerica District activities at which the UUFD should be represented. The Board encourages participation by members of the congregation in professional development opportunities offered by MidAmerica District. The MidAmerica District offers a variety of services:

- Liaisons for support of congregational functions
- Consultants for specific actions that need to be taken (fees may be charged)
- Annual MidAmerica District meeting
- Directory
- Lending library
- Religious Education support
- Youth Conventions

Unitarian Universalist Association (UUA)
The Unitarian Universalist Association is the national organization of Unitarian Universalists and is headquartered in Boston, MA. The Unitarian and Universalist denominations merged in 1961. The UUFD pays dues to the UUA. The Board will identify UUA activities at which the UUFD should be represented. The UUA maintains an extensive website (uua.org) about activities and

services. It publishes the “World” magazine, has a Congregational Handbook, sponsors a national convention annually called General Assembly, and sponsors two publishing houses called Beacon Press and Skinner House Books.

UUA Publications
The UUA (UUA.org) and MidAmerica District (MidAmerica Districtuua.org) have newsletters and magazines online. Members of UUFD receive complimentary subscriptions to the UU World. Some publications are:

- UU World magazine
- MidAmerica District Newsletter
- Interconnections
- UU Bookstore

Legal

Bylaws
The bylaws are the legal parameters within which the UUFD functions as a non-profit religious organization. The bylaws and Policies and Procedures are reviewed annually by a workgroup convened by the Secretary. They are kept on file in the office as well as electronically in the uufdmain@gmail.com Drive and available to the membership in a member only section of the UUFD website. Any changes in the Bylaws must be voted upon by a quorum of the membership after at least 7 days written notice. Notice will include at least two of the following: written announcements at church services, verbal announcements at church services, electronic notice, special mailing.

Independent Contractors
The UUFD may have agreements with a childcare provider and other staff as needed throughout the year. For anyone earning $600 or more a year, a 1099, and possibly a 1096 form are submitted to the IRS annually by the Treasurer. Mutual expectations between these independent contractors and the UUFD are negotiated annually and contracts are signed. Reimbursement for services is made on the first of the month after the month services were rendered. Generally, a sitting Board member will not be considered eligible for a contract for which there is paid remuneration. Upon approval by the board, independent contractors may attend committee meetings, board meetings or any other meetings in which they have interest. The bylaws do not allow them an official vote at Board meetings.

Insurance
The UUFD is covered by multi-peril and worker’s compensation insurance through Church Mutual Insurance Agency.

Legal Status
The UUFD is a non-profit organization and is registered in the State of Iowa. It has an Employer Identification Number (75-2974756). It is chartered by the Unitarian Universalist Association. The UUFD does have a 501 (c)(3) status with the federal government.

SAFE DEPOSIT BOX

Access
Someone **already on the list** of those who have access to the Safe Deposit Box can request that another person be added to the list - or that someone on the list be removed. This would be applicable in the case of adding newly elected Board members and removing Board members whose terms have ended.

Adding/removing people to the list
The person requesting others to be added to the list (the "signer") needs to contact MidWest Oneto provide the following information for each new person: Name, Address, Personal Phone Number, Driver's license, SSN. If the individuals being added prefer to provide this information themselves, they need to contact the banker the signer is working with, to coordinate all the changes.

The signer needs to contact MidWest One to make a request for another signer on the list to be removed.

Total changeover
If the Board wants to have an entirely new list of people on our list, the bank will request documentation such as our Board minutes - to verify that the organization is initiating the changeover. The bank will ask each individual being added to the list to work with one banker to provide the required information and from there, will draw up new paperwork. Once the new paperwork is complete, each person on the new list will need to stop at the MidWest One bank location at 9th & Main during operating hours and sign all forms.

Signatures
Both adding/removing individuals and doing a total changeover will require all new signatures from all signers on the safe deposit box.

History

Background

The first phone calls to the UUA to establish a Unitarian Universalist congregation in Dubuque, Iowa were made by Lisa and David Fryxell in January 1983. The small congregation met bi-weekly for two years. The UUFD received its charter from the Unitarian Universalist Association in January1985.

Archives

The UUFD strives to document, honor and inform members, friends and the community of activities and accomplishments. An album of pictures and original documents is a continuing endeavor. The archivist is responsible for selecting materials and maintaining the album. A plaque honoring past presidents hangs in our church hallway upstairs. A second plaque placed next to this one is of members and friends who have given money to purchase our property at 1699 Iowa St in 2004. The designated archivist will update both plaques after a president completes his/her commitment and when additional gifts are given to UUFD.