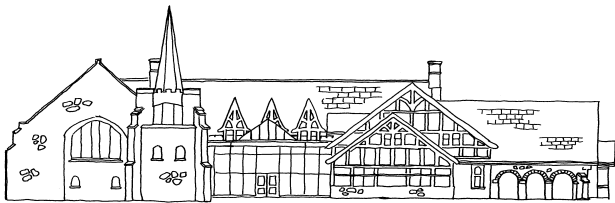


**POLICIES OF THE BOARD OF TRUSTEES**  
**First Universalist Unitarian Church of Wausau**



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## SECTION 1.0 BOARD OF TRUSTEES' SELF-GOVERNANCE POLICIES

### 1.1 Policy on the Philosophy of Governance

(Enacted October 2011; Amended \_\_\_\_\_)

The Congregation elects a Board of Trustees (BoT) to function as our governing body and a Minister to serve as our spiritual, programmatic, and administrative leader. Our intended style of leadership shall be consultative, collegial, and inclusive. We expect all leaders to practice open decision making, healthy conflict management, and mutual support in their respective roles. The BoT's focus shall be on the long-term mission and well-being of the Congregation, not on administrative detail. As much as possible, the BoT shall delegate managerial decision making and devote its attention to:

- Discerning and articulating our Congregation's mission and vision of ministry
- Setting goals and strategies
- Creating written policies to guide our Congregation's ministry
- Monitoring and evaluating our Congregation's leadership, including that of the BoT

### 1.2 Policy on the Board of Trustees Covenant

(Enacted \_\_\_\_\_; Amended \_\_\_\_\_)

*Spirit:* To ensure that the trustees of First Universalist Unitarian Church of Wausau work individually and collectively toward the fulfillment of their duties as defined by its *Philosophy of Governance* (see Section 1.1).

#### 1. Trustees shall not fail to:

- a. Endeavor to uphold the mission and vision of the First Universalist Unitarian Church of Wausau
- b. Endeavor to disclose to the BoT information regarding any benefit that may accrue to any member of the BoT, their family, or close associates due to any decision made by the Board
- c. Endeavor to be familiar with the Congregation's bylaws and the policies of the Board of Trustees
- d. Endeavor to ensure that the practices of the BoT remain consistent with all policies and procedures
- e. Endeavor to ensure that the policies of the BoT and those procedures governing the operation of the Board are periodically reviewed so that they remain consistent with the needs of the Congregation
- f. Endeavor to ensure sound financial management of Congregational resources
- g. Endeavor to work collegially with the other members of the Board, volunteers, and the professional staff to advance the mission of the Congregation
- h. Endeavor to respond constructively to concerns expressed by members of the Congregation
- i. Endeavor to protect the integrity and reputation of the Congregation
- j. Prepare for, attend, and participate in duly called board meetings
- k. Endeavor to hold all confidential information discussed by the Board, protecting the integrity of Board discussions on pending measures.
- l. Endeavor to present the decisions of the Board in a unified voice.
- m. Remove trustees under the following conditions:
  - i. A trustee shall be dismissed from his/her duties in the case of her/his request.

- ii. A trustee shall be dismissed from her/his duties in the case that his/her contribution is considered insufficient to justify her/his continuing membership due to insufficient attendance or participation, as determined by a majority vote of the Board.
- iii. A trustee shall be dismissed from his/her duties in the case that his/her conduct in her/his duties violates the Congregation's mission and vision, as determined by a majority vote of the Board.

## SECTION 2.0 GLOBAL DELEGATION POLICY

(Enacted October 2011; Amended \_\_\_\_\_)

The Minister shall lead and direct the spiritual, programmatic, and administrative work of the Church and is hereby delegated authority and responsibility to make all operational decisions, to adopt procedures, and to allocate Congregational resources except as specifically limited by the *Policies of the Board of Trustees*. Exceptions to limitations require approval of the Board of Trustees.

## SECTION 3.0 PERFORMANCE MONITORING POLICY

(Enacted \_\_\_\_\_; Amended \_\_\_\_\_)

*Spirit:* To ensure that the Congregation is successfully working toward the fulfillment of its mission.

Where responsibilities have been delegated, performance will be monitored against pre-defined expectations.

1. The BoT shall not fail to:
  - a. Stay informed and engaged throughout the year so as to be able to meaningfully assess the progress of the Congregation and the performance of those to whom the BoT has delegated responsibilities
  - b. Promptly address performance issues and remain alert to potential problems
2. The BoT shall not fail to formally review (annually or more frequently) compliance with policies, as well as progress on priorities:
  - a. In its own work:
    - i. Adhering to the *BoT Covenant* (see Section 1.2)
    - ii. Meeting its own goals and complying with its own procedures
    - iii. Developing policies
    - iv. Performing strategic planning (choosing future priorities and developing the resources required to realize these priorities)
    - v. Periodically updating the congregational *Mission Statement*
  - b. In those functional areas where responsibilities have been delegated by the BoT to the:
    - i. Treasurer (as specified elsewhere)
    - ii. Audit Committee (as specified elsewhere)
    - iii. Personnel Committee (as specified elsewhere)
    - iv. Conflict Management Committee
    - v. Any ad hoc task forces to which the BoT may delegate specific short-term projects
  - c. In those functional areas where responsibilities have been delegated to the Minister:
    - i. Caring for the congregation and its families
    - ii. Religious services
    - iii. Religious education for children and adults
    - iv. Music, arts, and fellowship

- v. Welcoming and integrating newcomers
  - vi. Acting on our principles in the wider world
  - vii. Fundraising/Stewardship (promotion of a spirit of gratitude and generosity)
  - viii. Financial bookkeeping
  - ix. Administrative record-keeping
  - x. Supervising, nurturing, and empowering volunteers, ministry teams, and staff
  - xi. Building and grounds use and maintenance
  - xii. Maintaining a day-to-day environment of hospitality and free expression
  - xiii. Maintaining relationships with the Unitarian Universalist Association of Congregations (UUA), regional and virtual UU entities, and other UU congregations
  - xiv. Maintaining our reputation in the larger community, and relationships with partnering organizations
3. The BoT shall not fail to collaborate with and stay abreast of the work of other entities of the Congregation including:
- a. The Nominating Committee
  - b. The Endowment Committee
  - c. Any ministerial search and any task forces to which the Congregation may delegate specific short-term projects

## SECTION 4.0 FINANCIAL POLICIES

### 4.1 Planning and Budgeting Policy

(Enacted \_\_\_\_\_; Amended \_\_\_\_\_)

*Spirit:* To ensure that a sound annual budget is prepared and followed and that financial planning for any fiscal year or the remaining part of any fiscal year may not risk financial jeopardy.

The Minister shall not:

1. Allow budgeting that contains too little information to enable credible:
  - a. Projection of revenues and expenses
  - b. Separation of capital and restricted income and expense items from those of the annual operating budget
  - c. Tracking of cash flow
  - d. Disclosure of planning assumptions
2. Operate without consulting a committee made up of at least four Congregation members and without consulting those affected by budget decisions
3. Fail to present a proposed budget for BoT approval before its adoption at the Annual Meeting of the Congregation
4. Fail to adjust the amount budgeted for non-salary line-item expenses during the course of the year (in consultation with those affected) if it is projected that a year-end deficit is likely to occur

### 4.2 Debt and Expenditures Policy

(Enacted \_\_\_\_\_; Amended \_\_\_\_\_)

*Spirit:* To ensure the existence of boundaries for indebtedness and deviation from budgeted expenditures while following the spirit of the approved budget and avoiding fiscal jeopardy.

The Minister shall not:

1. Indebt the Church in an amount greater than can be repaid by otherwise unencumbered revenues within 90 days
2. Fail to settle payroll and debts in a timely manner
3. Expend any Endowment Funds except as determined by the Endowment Committee
4. Spend any restricted funds except as fits the purpose for which that fund was established
5. Spend any funds from the Interest or Reserve funds except as approved by the BoT
6. Adjust principal employees' wages, hours, or benefits without approval of the BoT
7. Allow actual expenses to deviate materially from the approved budget, except in the case of emergencies involving risk to people or property
8. Fail to ensure that, when transferring non-salary budget amounts between budget categories:
  - a. Total annual expenditures will not exceed the total budget
  - b. Other limitations have not been exceeded
  - c. The transferred amount is clearly noted in the financial reports
  - d. Those affected by budget adjustments are consulted
9. Make any significant purchase:
  - a. Without prudent protection against conflict of interest
  - b. Without having obtained comparative prices and quality information
  - c. Involving capital improvements costing over \$10,000 without receiving written competitive bids
10. Make a single purchase or commitment of greater than \$3,000 for capital improvements or equipment without BoT approval, or split an order to avoid exceeding \$3,000
11. Allow tax payments or other government-ordered payments or filings to be overdue or inaccurately filed
12. Fail to appropriately pursue unpaid pledges and non-pledge receivables
13. Authorize a new line of credit or increase an existing line of credit without the approval of the BoT

#### **4.3 Asset Protection Policy**

(Enacted \_\_\_\_\_; Amended \_\_\_\_\_)

*Spirit:* To ensure protection of the financial and physical assets of the Church, and to ensure that the assets of the Church are protected, adequately maintained, and not unnecessarily risked.

The Minister shall not:

1. Fail to insure against theft and casualty losses at replacement value less reasonable deductible and/or co-insurance limits
2. Fail to insure against corporate liability and personal liability of BoT members, staff, and volunteers, taking into account pertinent statutory provisions for indemnification and exemptions applicable to Wisconsin non-profit organizations
3. Allow staff or volunteers access to material amounts of funds without fiscal controls and oversight
4. Unnecessarily expose the Church, its BoT, or staff to claims of liability or risk
5. Subject facilities and equipment to improper wear and tear or insufficient maintenance or operate in violation of the *Building Use* policies (see Section 7.1)
6. Risk the Church's non-profit status
7. Fail to establish and follow a sound cash-handling procedure
8. Fail to receive, process, or disburse funds under controls sufficient to meet the standards of generally accepted accounting practices and operations typical of congregations of this size. Specifically, this policy states that the following internal controls are established:
  - a. Checks over the sum of \$250 must be signed by two church-designated signatories.
  - b. Check signatories are appointed by the BoT and may be appointed or changed at its discretion.
  - c. In every case practicable, cash will be counted and documented by two separate, unrelated individuals or groups.These and other specific internal controls will be documented in a *Financial Procedures Manual*.
9. Operate without appropriate separation of financial duties between those handling cash, signing checks, reconciling bank statements, generating financial reports, and reviewing financial reports, including the Treasurer(s) and the Congregational Administrator
10. Invest operating capital in insecure instruments or accounts or in any amounts not insured by the U.S. government
11. Fail to protect the intellectual property of the Congregation or operate without protecting against improper access to materials or theft or damage when collecting, reviewing, transmitting, storing, or disposing of information or files
12. Operate without a written document-retention procedure for electronic and written records
13. Fail to gain BoT approval for use of funds from the BoT-controlled Reserve Fund or Interest Fund

#### 4.4 Financial Monitoring and Evaluation Policy

(Enacted \_\_\_\_\_; Amended \_\_\_\_\_)

*Spirit:* To ensure that the BoT has sufficient information and understanding to carry out its fiduciary responsibilities with regard to the financial condition of the Church.

1. The BoT shall not fail to:
  - a. Keep itself fully informed of the Church's ongoing financial status
  - b. Appoint a Treasurer or Co-Treasurers
2. The Treasurer(s) shall not fail to:
  - a. Inform the BoT in a timely manner of any projected material deviation from the current approved budget
  - b. Submit written, timely financial reports to the BoT, which show overall financial performance compared to budget and highlight significant financial or operational issues; these reports must include detailed standard financial statements, using up-to-date financial data
  - c. Maintain and file permanent archival copies of financial statements and reports
  - d. Make financial statements and reports available to Congregation members for examination upon request
  - e. Report to the Congregation on the financial condition of the Church at the Annual Meeting

#### 4.5 Audit Committee Policy

(Enacted \_\_\_\_\_; Amended \_\_\_\_\_)

1. The BoT shall not fail to:
  - a. Appoint one or two persons to conduct an annual internal audit of the Church's financial systems
  - b. Establish procedures for the internal audit

#### 4.6 Financial Donations Policy

(Enacted \_\_\_\_\_; Amended \_\_\_\_\_)

*Spirit:* To ensure that donations are wholly consistent with the activities, policies, mission, goals, and/or programs of the Church.

The Minister shall not:

1. Accept gifts or restricted donations except those that clearly correspond to an existing element of the Church's mission and vision
2. Accept gifts with restrictions unless it can reasonably be anticipated that the Congregation can live up to such restrictions indefinitely, nor fail to inform the donor that the restriction may be waived at some point in the future if the designation is no longer reasonable or needed
3. Accept donations linked to a requirement that the Church endorse products, policies, or services
4. Fail to encourage potential donors to give priority to the general fund or fail to inform potential donors of advantages and disadvantages of restricted donations
5. Fail to ensure that donors receive proper documentation for tax purposes
6. Fail to direct undesignated single or aggregate memorial gifts of \$1000 or more to the Endowment.

**4.7 Material Donations Policy**

(Enacted \_\_\_\_\_; Amended \_\_\_\_\_)

*Spirit:* To ensure that the Church only receive donations of useful items or those of historic significance consistent with UU principles.

The Minister shall not:

1. Accept items that cannot be used now or in the near future
2. Accept items that are in poor condition or not easily repairable
3. Fail to obtain legal title for donations where this is appropriate
4. Fail to seek BoT approval for installation or maintenance of donated items or seed money for initiatives which would incur ongoing expenses not within the budget

**SECTION 5.0 VOLUNTEER EMPOWERMENT POLICY**

(Enacted \_\_\_\_\_; Amended \_\_\_\_\_)

*Spirit:* To stimulate and to coordinate responsible initiatives and collaboration within the Church community.

The Minister shall not fail to:

1. Promote and utilize the goodwill of volunteers who would work to further the mission of the Congregation
2. Provide training and assistance to help volunteers grow in skill and confidence
3. Develop and implement procedures to responsibly allocate space, equipment, funds, permissions, advertising, and administrative support
4. Inform volunteers who are in decision-making positions that they must disclose to the Minister any conflicts of interest (circumstances through which they or their family would benefit personally or financially from any church-related activity)

**SECTION 6.0 PERSONNEL POLICY**

(Enacted May 8, 2012; Amended \_\_\_\_\_)

**SECTION 6.0 PERSONNEL POLICY**

*Spirit:* To ensure that the Minister and Church staff are provided with resources, supervision, and respect not only to maximize their ability to contribute to the Church mission, but also as befits the care of a beloved community.

1. The Bot shall not fail to ensure that employment policies are in keeping with all applicable federal, state, and local laws.
2. To assist the Minister and Church Staff in their work the BoT shall not fail to appoint two or more people to a standing personnel committee to:
  - a. Advise and support the Minister as needed to conduct a broad search for qualified candidates when employment opportunities exist for principle staff positions.
  - b. Advise the BoT regarding:
    - i. Personnel policy and its implementation
    - ii. Staff salaries and benefits and their alignment with UUA guidelines
  - c. Serve as mediators in the case of concerns or grievances regarding the performance of staff after those issues have been appropriately vetted through normal supervisory channels.
  - d. Make recommendations to the BoT regarding further action when concerns or grievances regarding the performance of staff warrant further action by the BoT

- e. Develop additional procedures as needed to fulfill the spirit of this policy and to keep the BoT informed of relevant concerns
3. The Minister shall not fail to:
    - a. Ensure that procedures are developed and implemented regarding all other terms of staff employment
    - b. Provide day-to-day supervision and support of Church staff

## SECTION 7.0 FACILITIES POLICIES

(Enacted May 8, 2012; Amended \_\_\_\_\_)

### 7.1 Building Use Policy

*Spirit:* To promote building use that supports our congregational mission via clarity and ease of reservation process, to utilize our property to serve the larger community and as a form of publicity, and to do all of the above while ensuring proper building maintenance within existing budgets.

1. The Minister shall not fail to coordinate building use by screening users and events, considering the following factors:
  - a. Relevance to our mission
  - b. Safety and security
  - c. Availability
  - d. Cleaning and maintenance
  - e. Noise compatibility with other events
  - f. Utility costs
  - g. Advertising and administration
  - h. Staffing and supervision
  - i. Equipment and furniture set-up
  - j. Storage
  - k. Fees to be charged
  - l. Potential for revenue
2. The Minister shall not fail to ensure that:
  - a. Federal, State, and local laws, as well as Church bylaws and policies, are observed by all who use the building
  - b. Activities conflicting with the mission and vision of the Congregation, as well as events intended to promote or oppose a political party or candidate, are not allowed

### 7.2 Building Management Policy

*Spirit:* To ensure that a reasonable process is followed and multiple voices are heard in the making of decisions impacting the building's usefulness, its historic value, and its aesthetic properties.

1. A Property Committee may be established to support the Minister's facility-related responsibilities as outlined in the Board policies and procedures. Among the Property Committee's responsibilities are to advise the Minister and take action when authorized by the Minister on the following topics:
  1. Staying current on incentives for large and/or historic building projects

2. Evaluating building needs that may require remodeling efforts and/or ongoing projects
3. Informing the Minister of research requested by the Minister on cost and contractors for needed maintenance
4. Providing to the Minister an annual recommendation of projected operating budget building maintenance needs
5. Creating for the Minister a priority list of needed major projects at least every three years

As the Minister has financial responsibility for facility-related expenses as specified in the Board policies and procedures, the Property Committee would have no authority to make decisions regarding facility expenditures, unless granted by the Minister up to the spending limitations specified in the Board policies and procedures.

2. The Minister shall not fail to:
  1. Seek input provided by the Property Committee as outlined in 7.2.1 above.
  2. Obtain approval of the Board for disposal or sale of property with historical value or monetary value greater than \$500.
  3. Consider input from the Property Committee that provides recommendations on the acceptance and placement of artworks and aesthetic elements.

## SECTION 8.0 CONFLICT MANAGEMENT AND SAFETY POLICIES

### 8.1. Healthy Communications Policy

(Enacted \_\_\_\_\_; Amended \_\_\_\_\_)

*Spirit:* To maintain an environment of hospitality and a venue for free expression. This policy is intended to prevent, or respond effectively to, behaviors that interfere with this environment.

1. The Minister shall not fail to:
  - a. Utilize the prevailing goodwill, good sense, and attention of staff and members present at congregational activities to maintain an atmosphere of hospitality and free expression
  - b. Ensure that dangerous or disruptive activities are addressed immediately
  - c. Respond in a timely manner to non-urgent behavioral concerns by engaging all necessary parties in conversation, while respecting confidentiality
2. The BoT shall not fail to appoint members to an independent Conflict Transformation Team made up of at least three church members
  - a. Who have the confidence of the Congregation at large
  - b. Who have the capacity to address emotional and interpersonal issues with skill and grace
  - c. Who represent diverse aspects of the Congregation
  - d. Who will create a fair process to resolve disputes
  - e. Who will be available to address disputes in person as needed
  - f. Who, when issues arise that inhibit the functioning of the Church, will inform the Board of Trustees

### 8.2. Child Interaction Policy

(Enacted April 2, 2012; Amended \_\_\_\_\_)

*Spirit:* To ensure an environment in which many checks and balances work together to limit the possibility of danger to our children.

The Minister shall not fail to ensure that:

1. Every person who volunteers or works with the Religious Education program in any capacity is informed of relevant policies and procedures
2. All volunteers fill out an *Application*, sign a *Volunteer Agreement* and *Code of Ethics*, and acknowledge receipt of these documents
3. Procedures are developed and enforced for all adults and older youth (15–18 years of age) who work in any capacity with children (0–18 years of age) in Religious Education

### **8.3. Weapons Policy**

*(Enacted November 1, 2011; Amended \_\_\_\_\_)*

*Spirit:* To ensure the safety and welfare of all persons inside the Church, adhering to our principle of compassion in human relations and the goal of peace in the world community.

The Minister shall not fail to ensure that:

- a. Signs prohibiting possession of weapons inside the Church building are posted pursuant to Wisconsin state statutes
- b. Procedures to respond to violations of the weapons ban are developed and carried out

### **8.4 Disruptive Persons Policy**

*Spirit:* To maintain an environment of safety, hospitality, and a venue for free expression. This policy is intended to prevent, or respond effectively to, behaviors that interfere with this environment. Since a free and open environment can only exist in the presence of safety, an environment of security must be maintained and may require the expulsion of those injurious to it.

1. The BoT shall not fail to take action to assure the safety and wellbeing of the mission of the church and of all who enter its grounds.
2. Threats to the mission of the church and the safety and wellbeing of all who enter its grounds are defined in the following ways:
  - a. Physical threat of bodily harm
  - b. Physical and/or psychological intimidation or manipulation
  - c. The disruption of the mission of the Church to include any of its activities
  - d. The creation of a hostile atmosphere
3. To that end, the Board shall not fail to empower the staff to coordinate any action when there is a perceived threat to the safety of any adult or child or disruption of church activities.
  - a. If an immediate response is deemed necessary, the ranking staff member on hand shall coordinate the response, which will, at a minimum, require a redirection of the ongoing behavior in question. If greater action is required, the disruptive person may be asked to leave and/or the activity may be suspended. If necessary, any person in

attendance is expected to call for police assistance. All such incidents shall be reported in writing to the Minister and the Board of Trustees.

- b. If no staff members are present, anyone in a position of authority with regard to the ongoing activity shall be expected to institute the actions stated above and will be expected to report the incident in question to the staff, who shall in turn report it to the Minister and the Board of Trustees.
- c. If an immediate response is not deemed necessary, then the incident will be reported in writing to the staff, who shall in turn report it to the Minister and the Board of Trustees. The Minister and the Board of Trustees shall consult and come to a consensus on the best way forward in treating the disruption in question.
  - i. Options for resolution may include the following:
    1. The implementation of a Conflict Transformation Team effort to come to a mutually agreed upon solution.
    2. A behavior covenant may be drawn up with the person deemed to have caused the disruption. Failure to abide by this covenant may result in the conditions stated in item #3.
    3. Individuals who have been deemed disruptive may be excluded temporarily or permanently from the grounds of the Church. In such cases, a court order may be sought to safeguard the wellbeing of the church and all who enter it.

## SECTION 9.0 COMMUNICATIONS POLICIES

*Spirit:* To ensure that the public conception of First Universalist Unitarian Church of Wausau is consistent with our mission and vision.

### 9.1. Policy on Speaking For the Congregation

(Enacted \_\_\_\_\_; Amended \_\_\_\_\_)

No member of the Congregation other than the Minister, in the conduct of her/his office, or the President of the Board of Trustees, in the conduct of his/her office, shall present her/himself as speaking in the name of the Congregation unless specifically commissioned to do so by the Minister or Board of Trustees; or by vote of the Congregation as the occasion requires. Any member empowered to speak in the name of the Congregation must endeavor to do so in accordance with our principles and purposes. Promoting or opposing a political party or candidate on behalf of the Congregation will not be allowed.

### 9.2. Policy on Posting on Electronic Communication/Social Media

(Enacted \_\_\_\_\_; Amended \_\_\_\_\_)

No member of the Congregation or UU Wausau employee shall fail to consider the possible ramifications to the reputation of the Congregation when referencing the Church in their communications. to include those posted in social media. For the purposes of this policy, this means any facility for online publication/commentary and digital communication, including without limitation, blogs, wiki's, social networking sites such

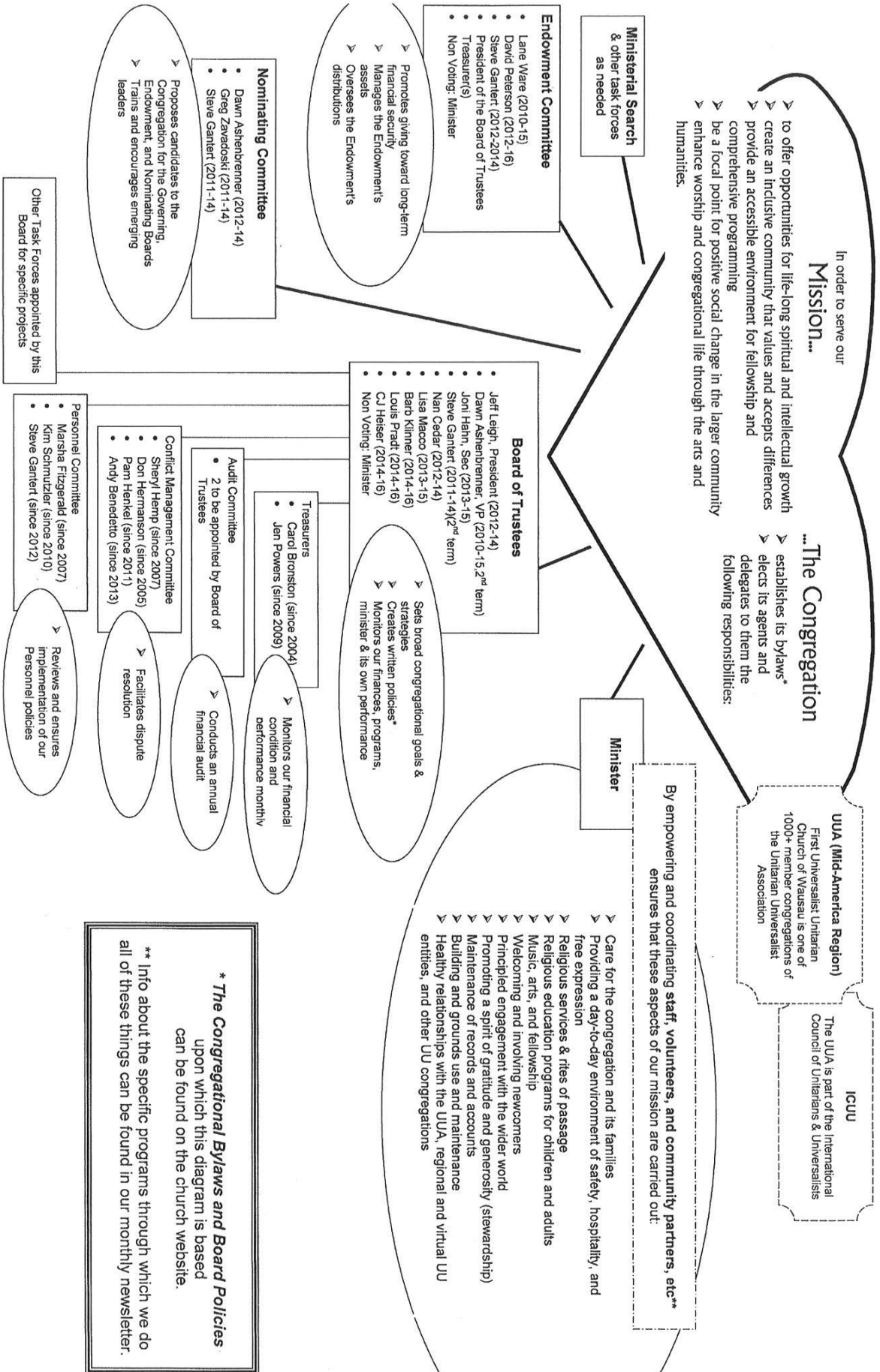
as Facebook, LinkedIn, Twitter, Flickr, YouTube, Facetime, Google Hangout, Skype, Instagram, video messaging as well as texting.

Professional publication and commentary via electronic communication/social media carry similar obligations to any other kind of publication and commentary and UU Wausau employees are held to the same ethical standards and rules of conduct, as outlined in the Personnel Manual.

The Minister shall not fail to ensure that:

1. Facebook content is updated on a regular and timely basis by authorized administrators and promotes activities on the UU Wausau campus and events that are sponsored by UU churches of UUA affiliated organizations.
2. All communication complies with the Covenant of Healthy Relationships and is consistent with our mission, vision and UU principles.
3. Authorized staff approves any content not from the UUA or UUA affiliated organization(such as posts from partner non-profits) ; monitors the UU Wausau FB page and removes any content that does not comply with the guidelines contained herein.
4. Photos posted of children comply with the guidelines for photography and videography and permission is on file from parent or legal guardian, and that children in photos are not identified. (Be sure to add this to Child Interaction Policy).

APPENDIX A: Organizational Chart



## APPENDIX B: **Glossary**

**Bylaw** Our broadest set of organizing principles, the Bylaws are established by and can only be changed by the Congregation as a whole.

**Policy** Policies a) delegate responsibility—along with authority and resources to match the responsibility—and b) set limits within which those authorized may act. Policies are established by and can only changed by the Board of Trustees

A policy may also require someone to develop **procedures**, which are the practical action steps in any process. Procedures can be changed fairly easily, but those specified by policy must be written and kept up to date.

## APPENDIX C: BoT's Monitoring Schedule

### Section 1.0 BoT's Annual Schedule

<u>Month</u>	<u>Primary Focus</u>
September	Approval of Annual Strategic Plan
October	Implementation of the Annual Strategic Plan
November	Implementation of the Annual Strategic Plan
December	Implementation of the Annual Strategic Plan
January	Annual Audit Committee Report
February	Annual Personnel Committee Report
March	Annual Conflict Management Committee Report
April	Annual BoT Self-Study Report
May	Annual Program Report
June-August	Finalization of Annual Report & Formulation of Succeeding Year's Strategic Plan

### Section 2.0 Committees of the Board

*Spirit:* To ensure that procedures are in place to assure that the Board of Trustees of the First Universalist Unitarian Church of Wausau monitors the work of the committees to which it has delegated authority. (Policies of the Board of Trustees, Section 3, 2, b)

#### 2.1 Treasurer

**Expectations:** The BoT shall conduct an annual evaluation of the Treasurer(s) to assure that it is working towards the fulfillment of its duties as defined in The Policies of the Board of Trustees, Section 4.4. The report shall provide the following assurances:

1. That the Treasurer(s) have informed the BoT in a timely manner of any projected material deviations from the current approved budget.
2. That the Treasurer(s) have submitted written, timely financial reports to the BoT, which show overall financial performance compared to budget and highlight significant financial or operational issues. These reports must include detailed standard financial statements, using up-to-date financial data.
3. That the Treasurer(s) have maintained permanent archival copies of financial statements and reports.
4. That the Treasurer(s) have made financial statements and reports available to the Congregation members for examination upon request.
5. That the Treasurer(s) have reported to the Congregation on the financial condition of the Church at the Annual Meeting.

**Method:** At its January meeting, the BoT shall conduct its review of the Treasurer(s) annual report, treating all areas of said responsibilities as assigned by the BoT. The BoT shall then complete its evaluation of the Treasurer(s) over the summer months in preparation for its annual report to the

Congregation. Over the course of each year, the remediation of any dissatisfactory findings that require immediate action shall be taken up upon discovery. The remediation of any dissatisfactory findings of a systematic nature, which require an extended response, will become a part of the next year's strategic plan.

**Periodicity:** Annually and continuously, as necessary.

## 2.2 Audit Committee

**Expectations:** The BoT shall conduct an annual evaluation of the Audit Committee to assure that it is working towards the fulfillment of its duties as defined in The Policies of the Board of Trustees, Section 4.5. The report shall provide the following assurances:

1. That the Audit Committee has conducted an annual audit of the Church's financial systems to assure that they are being managed within the bounds of all applicable federal, state, and local laws.
2. That the Audit Committee has established procedures for its annual audit.

**Method:** At its January meeting, the BoT shall conduct its review of the Audit Committee's annual report, treating all areas of said committee's responsibilities as assigned by the BoT. The BoT shall then complete its evaluation of the Audit Committee over the summer months in preparation for its annual report to the Congregation. Over the course of each year, the remediation of any dissatisfactory findings that require immediate action shall be taken up upon discovery. The remediation of any dissatisfactory findings of a systematic nature, which require an extended response, will become a part of the next year's strategic plan.

**Periodicity:** Annually and continuously, as necessary.

## 2.3 Personnel Committee

**Expectations:** The BoT shall conduct an annual evaluation of the Personnel Committee to assure that it is working towards the fulfillment of its duties as defined in The Policies of the Board of Trustees, Section 6. The report shall provide the following assurances:

1. That the Personnel Committee has operating within the bounds of all applicable federal, state, and local laws.
2. That the Personnel Committee has advised and supported the Minister as needed in conducting a broad search for qualified candidates when employment opportunities have opened for principle staff positions.
3. That the Personnel Committee has advised the BoT regarding:
  - a. The efficacy of personnel policies and their implementation, to include recommendations for changes in policy.
  - b. The alignment of staff benefits with UUA guidelines.
4. That the Personnel Committee has served effectively as arbiter in the case of concerns or grievances regarding performance of staff after issues have been vetted through normal supervisory channels.
5. That the Personnel Committee has developed and followed procedures as needed to fulfill the spirit of its governing policies and has kept the BoT informed of relevant concerns.

**Method:** At its February meeting, the BoT shall conducts its review of the Personnel Committee's annual report, treating all areas of said committee's responsibilities as assigned by the BoT. The BoT shall then complete its evaluation of the Personnel Committee over the summer months in preparation for its annual report to the Congregation. Over the course of each year, the remediation of any dissatisfactory

findings that require immediate action shall be taken up upon discovery. The remediation of any dissatisfactory findings of a systematic nature, which require an extended response, will become a part of the next year's strategic plan.

**Periodicity:** Annually and continuously, as necessary.

## **2.4 Conflict Management Committee**

**Expectations:** The BoT shall conduct an annual evaluation of the Conflict Management Committee to assure that it is working towards the fulfillment of its duties as defined in The Policies of the Board of Trustees, Section 8.1, 2. The report shall provide the following assurances:

1. That the Conflict Management Committee has created a fair process to prevent or respond effectively to behaviors that interfere with the maintenance of an environment of hospitality and a venue for free expression at First Universalist Unitarian Church of Wausau.
2. That the Conflict Management Committee has, to the best of its ability, addressed emotional and interpersonal issues with skill and grace.

**Method:** At its March meeting, the BoT shall conduct its review of the Conflict Transformation Team's annual report, treating all areas of said committee's responsibilities as assigned by the BoT. The BoT shall then complete its evaluation of the Conflict Transformation Team over the summer months in preparation for its annual report to the Congregation. Over the course of each year, the remediation of any dissatisfactory findings that require immediate action shall be taken up upon discovery. The remediation of any dissatisfactory findings of a systematic nature, which require an extended response, will become a part of the next year's strategic plan.

**Periodicity:** Annually and continuously, as necessary.

## **2.5 Ad Hoc Task Forces**

**Expectations:** The BoT shall conduct an annual evaluation of any Ad hoc task force(s) it has created to assure that they are working towards the fulfillment of their duties as defined by the BoT. The report shall provide the assurance that any ad hoc task force(s) has operated within the bounds established for it by the BoT and is in keeping with the mission and vision of the Church.

**Method:** At its April meeting, the BoT shall conduct its review of any ad hoc task force(s) it has empowered to act over the proceeding year, treating all areas of said task force's responsibilities as assigned by the BoT. The BoT shall then complete its evaluation of said task force(s) over the summer months in preparation for its annual report to the Congregation. Over the course of each year, the remediation of any dissatisfactory findings that require immediate action shall be taken up upon discovery. The remediation of any dissatisfactory findings of a systematic nature, which require an extended response, will become a part of the next year's strategic plan.

**Periodicity:** Annually and continuously, as necessary.

## **Section 3.0 Minister**

*Spirit:* To ensure that procedures are in place to assure that the Board of Trustees of the First Universalist Unitarian Church of Wausau monitors of the work of the minister to which it has delegated authority. (Policies of the Board of Trustees, Section 2.0 and 3.2, c)

**Expectations:** The BoT shall conduct an annual evaluation of the work of the minister to assure that she/he is working towards the fulfillment of all areas his/her duties as defined in the Policies of the Board of Trustees, Section 2.0 and Section 3.2, c.

The BoT shall also receive monthly updates on Stewardship activities and other areas of the Minister's responsibilities as defined in the Policies of the Board of Trustees, Section 2.0 and Section 3, 2, c. in accordance with the following schedule:

- January, May, and September—Programming
- February, June, and October—Community Involvement
- March, July, and November—Membership and Attendance
- April, August, and December—Property

**Method:** Information pertaining to the monthly report shall be delivered orally during each monthly meeting of the BoT. At its May meeting, the BoT shall conduct its review of the minister's written report, treating all areas of said responsibilities as assigned by the BoT. The BoT shall then complete its evaluation of the minister over the summer months in preparation for its annual report to the Congregation. Over the course of the year, the remediation of any dissatisfactory findings that require immediate action shall be taken up upon discovery. The remediation of any dissatisfactory findings of a systematic nature, which require an extended response, will become a part of the next year's strategic plan.

**Periodicity:** Annually and monthly.