

FIRST UNITARIAN CHURCH OF VICTORIA

POLICY MANUAL (updated JUNE 2020)

CHAPTER ONE

BOARD OF TRUSTEES

1.1 Mandate

1.1.1 The Board of Trustees (Board) is entrusted to oversee the management of the Church assets and to provide programs that foster a climate of spiritual growth and wellbeing of all members in accordance with the Unitarian Universalist Statement of Principles.

1.1.2 As specified in Article VI Section I of the Bylaws, the Board may exercise all the powers and do all acts and things that members may exercise and do at a general meeting, except as provided in the Bylaws and the Society Act.

1.1.3 The Board may delegate its authority and obligations to Councils, Standing Committees, Operations Committees, Church staff, and Church members, but shall remain accountable to the membership for the performance of these bodies or persons.

1.1.4 The Board, Councils, Standing Committees, and Operations Committees shall adopt procedures and processes that encourage open communication and the application of democratic decision-making.

1.1.5 The Board may appoint Task Forces to carry out studies and short term tasks.

1.1.6 The Board shall retain direct responsibility for:

- a) The development of Planning Documents to guide the Church programs and the management of Church assets.
- b) The approval of Policy Statements to guide and control the manner in which the organization functions.
- c) The evaluation of the performance of the organization and of the satisfaction of the membership.
- d) The adjustment of the Operating Budget following its approval by the congregation.
- e) The approval of all hiring and dismissal of staff.
- f) The approval of the purchase and sale of major assets.
- g) The approval or denial of major lease proposals.
- h) The approval of a Schedule of Rental Donations for the use of Church buildings and property.
- i) The appointment of Lay Chaplains in accordance with Article VI Section 11 of the Bylaws.
- j) The Committee on Ministry.

1.2 Organization

1.2.1 To effectively carry out its mandate, the Board hereby establishes the following Councils:

- a) Spiritual Exploration
- b) Administration
- c) Property Management
- d) Outreach
- e) Congregational Life

1.2.2 To effectively carry out specific major programs of the Church, the Board hereby establishes the following Standing Committees:

- a) Worship Committee
- b) Membership Committee
- c) Finance Committee
- d) Building Maintenance Committee

1.2.3 To carry out other functions of the Church, the Board may establish Operational Teams as required, including:

- a) Children Spiritual Exploration and Learning,
- b) Adult Spiritual Exploration and Learning,
- c) Youth Programs
- d) Library
- e) Investment
- f) Music
- g) Special Events Fund-Raising
- h) Planned Giving
- i) Human Resources
- j) Canvass
- k) Care & Concern
- l) Fun & Fellowship
- m) Recognition & Awards
- n) Neighbourhood Groups
- o) Welcoming / Diversity
- p) Gardens & Grounds
- q) Arts and Aesthetics
- r) Audio-Visual
- s) Health and Safety
- t) Archives & History
- u) Social Responsibility Coalition
- v) Lay Chaplaincy
- w) Denominational Affairs
- x) Communications

1.2.4 The Nominating Committee is established in Article VIII of the Bylaws and the Financial Review Committee is defined in Article IX of the Bylaws. These two committees are selected by the Congregation at the Annual General Meeting and report directly to the congregation.

1.2.5 Every Standing Committee and Operational Team, with the exception of the Committee on

Ministry, shall be a member of a specified Council.

1.2.6 The chairs of the Councils and Standing Committees and leaders of Operational Teams shall be appointed in the following manner:

- a) The chairs of the Councils shall be appointed annually by the President. The chair of a Council need not be a Board Member.
- b) The chair of each Standing Committees shall be elected by the membership of the committee and affirmed by the Board for a two-year term. The chair of a Standing Committee may be re-elected once.
- c) The leader of each Operational Team shall be selected by the members of the Team.

1.3 Executive Committee

1.3.1 The President shall annually appoint the Executive Committee.

1.3.2 The Executive Committee may meet between Board Meetings to review matters impacting upon the operation of the Church and to prepare recommendations for the consideration of the Board.

1.3.3 The Executive Committee has only those decision-making powers specifically delegated to it by the Board.

1.4 Board Meetings

1.4.1 As specified in Article V Section 3 of the Bylaws, all Board meetings are open to the registered members of the Church. The agenda for all Board meetings shall include an opportunity for Church Members to ask questions.

1.4.2 In order to ensure confidentiality or to protect privacy interests, the Board may pass a motion to meet in-camera for a specific agenda item. In these cases the minutes of the meeting shall disclose the general nature of the matters under discussion and document the Board's decision, if any.

1.4.3 As specified in Article V Section 2 of the Bylaws, one-half of the elected Trustees shall constitute a quorum for the transaction of business.

1.4.4 As specified in Article V Section 1 of the Bylaws, a meeting of the Board may be called at any time by the President, or by any two Board Members. The time and place of Board Meetings shall be communicated to all Board Members. Normally, the Board meets monthly on a day to be decided by the Board.

1.4.5 As specified in Article VI Section 5 of the Bylaws, the Board Secretary shall be responsible for keeping an accurate record of the transactions of the Board and general meetings and perform such duties as may be prescribed by the Board. A permanent record of all Board documents shall be maintained in a place of safe custody such as the Church office. As specified in Article V Section 4, draft minutes of all Board meetings are to be posted in the Church office within two weeks of the meeting.

1.5 Minister

1.5.1 The Minister's duties are defined in the Minister's Letter of Agreement and the reporting relationship of the Minister is defined in the Church Bylaws.

1.6 Committee on Ministry

1.6.1 The mandate of this Committee is to enhance a strong, healthy relationship between the

professional Minister(s) and the Congregation by serving as a communication channel. The Committee shall also advocate for professional development and fair compensation of the Minister(s), and evaluate the relationship between the Minister(s) and the Congregation.

1.6.2 The Committee shall consist of six members in total.

1.6.3 The Committee shall elect a chair who reports to the Board annually, or more frequently as determined by the Committee or the Board.

1.6.4 The Board shall appoint Committee members as follows:

1. Each year the terms of two members of the Committee shall expire and the two vacancies need to be filled. The Board Executive shall generate a confidential list of four names, all of whom shall be members, soliciting suggestions from all Board members and from members of the Congregation, in confidential one-on-one communications.
2. Concurrently, the Ministers shall generate a confidential list of four names, all of whom shall be Church members.
3. The Ministers, the President, and the Vice President, shall review all eight names, and, striving for a balance of diversity factors (gender, length of membership, areas of interest & knowledge, etc.), create a 'short list' of four names, at least two of which were originally Board suggestions.
4. The Board, meeting in camera, shall approve the four proposed names.
5. The minister(s) shall contact the four Board-approved names until the two vacancies are filled, ensuring that at least one of those positions is filled by a person originally suggested by the Board. The Board shall appoint the nominees.

1.6.5 A committee member shall serve a three-year non-renewable term.

1.6.6 Should a vacancy occur, the Board, meeting in-camera, shall appoint a replacement from a list of two nominees agreed upon and submitted by the minister(s) and the Board Executive. The appointed member shall serve the remainder of the term and, upon expiry, may serve a continuing three-year term if the vacancy is less than two years.

1.6.7 Upon the calling of a new minister, the members of the Ministerial Search Committee shall assume the duties of the Committee on Ministry for an interim period. Their terms shall expire as the Board appoints members to the Committee on Ministry.

1.7 Staff and Contractors

1.7.1 All staff and contractors shall have a contract that specifies their duties, pay, benefits and reporting relationships.

1.8 Nominating Committee

1.8.1 The mandate for this committee is to provide at the Annual General Meeting a slate of nominees to be elected for:

- a) The Board of Directors
- b) The Financial Review Committee
- c) The Nominating Committee

1.8.2 The Financial Review Committee is to comprise three members with the mandate to review the year-end financial statements of the Church with the Accountant and the Treasurer. They are to report to the Congregation at the Annual General Meeting on the accuracy and adequacy of the year-end financial statements.

- 1.8.3 The Nominating Committee is to be comprised of 5 members plus the Past President.
- 1.8.4 The Nominating Committee is to provide nominee bios for inclusion in an Annual Report.
- 1.8.5 The Committee is to be present at the Annual General Meeting and all other General Meetings to register voting members and to ascertain a quorum (40 members attending or by proxy).
- 1.8.6 The Committee will oversee secret ballots at the Annual General Meeting and General Meetings, if necessary.
- 1.8.7 The Committee is responsible for presenting the slate of nominees at the Annual General Meeting.

CHAPTER TWO

COUNCILS

2.1 Mandate

- 2.1.1 Each Council shall oversee the operation of all Committees and Teams within the Council.
- 2.1.2 Each Council has the authority to decide all operational issues involving the Committees and Teams within the Council that are within approved budget and approved policy.
- 2.1.3 Each Council has the authority to approve the Procedural Guidelines of the Committees and any Procedural Guidelines of Teams within the Council
- 2.1.4 Each Council has the authority to move funding from Committee and/or Team to Committee and/or Team within the Council, provided the total approved revenues and expenditures of the Council are not altered.
- 2.1.5 Each Council shall facilitate clear and open communication among the Committees and Teams within the Council and between the Board and the Committees and Teams.
- 2.1.6 Each Council is accountable to the Board for meeting both its annual revenue and expenditure budget.
- 2.1.7 Each Council is accountable to the Board for completing those parts of the Five-year Plan assigned to that Council.
- 2.1.8 The only matters that must be referred to the Board for decision are:
- a) Issues for which the Board has retained direct responsibility (Section 1.1.6)
 - b) Proposed amendments to approved Council budget totals.
 - c) Proposed amendments or additions to the Board Policy Manual.

2.2 Procedures and Practices

- 2.2.1 Each Council shall meet (in person or electronically) at least three times a year.
- 2.2.2 Minutes shall be kept of all Council meetings and a copy shall be sent promptly to the Church office.
- 2.2.3 Annually each Council shall oversee the preparation of the proposed budget of each Committee and Team within the Council. Each Committee or Team budget shall identify both revenues and expenditures in a manner requested by the Finance Committee.
- 2.2.4 Each Council shall prepare an Annual Report that includes the activities of all the Committees and Teams on the Council since the previous annual general meeting. The Council Annual Report shall be submitted to the Church office no later than four weeks before the annual general meeting date, or

as otherwise directed by the Board of Trustees or the church administrator.

2.2.5 When changes are made to the Committee or Team budgets within the Council, the chair of the Council shall advise the Treasurer and the chair of the Finance Committee.

2.3 Spiritual Development Council

2.3.1 The mandate of this Council is to oversee the provision of diverse worship services, the music programs that embellish them, and to oversee the programs that provide educational opportunities for spiritual development and the understanding of the Unitarian Universalist Principles by all ages in our congregation.

2.3.2 The Standing Committee on this Council is Worship Committee.

2.3.3 The Operational Teams on this Council are Music, Children Spiritual Exploration and Learning, Adult Spiritual Exploration and Learning, Youth Programs and Library.

2.4 Administration Council

2.4.1 The mandate of this Council is to oversee the management of personnel relations with the staff and Minister and to oversee the raising, collecting, and spending of all Church funds, and to assist the Board in the development of long term Financial Plans.

2.4.2 The Standing Committee on this Council is the Finance Committee.

2.4.3 The Operational Teams on this Council are Investment, Special Events Fundraising, Insurance, Canvass, Planned Giving and Human Resources, and Communications.

2.5 Outreach Council

2.5.1 The mandate of this Council is to raise the awareness with the membership of social, economic and environmental issues and to find solutions, often with the help of others, in a manner consistent with Unitarian Universalist Principles; and to enhance our visibility in the larger community by maintaining our linkages with the Canadian Unitarian Council (CUC), other religious bodies and adjacent Community organizations and nearby First Nations.

2.5.2 The Operational Teams on this Council are Social Responsibility Coalition, Denominational Affairs, and Lay Chaplains.

2.5.3 This Council shall not take public positions on social, economic, or environmental issues on behalf of the Church membership without specific permission of the Board or Congregation. However, the Council may speak out on its own behalf, or sponsor public events, or otherwise support various points of view, providing the Council expressly and clearly states that it acts only for itself and not the Church.

2.6 Congregational Life Council

2.6.1 The mandate of this Council is to provide a growing, varied and vibrant social community with diverse opportunities for intergenerational integration, celebration and participation.

2.6.2 The Standing Committee on this Council is Membership Committee.

2.6.3 The Operational Teams on this Council are Care & Concern, Fun & Fellowship and Recognition & Awards.

2.7 Property Management Council

2.7.1 The mandate of this Council is to sustain and develop our property and buildings to optimally support the programs of the Church in the ways that honour and protect the environment and prepare recommendations for changes to the Land Use Plan.

2.7.2 The Standing Committee on this Council is Building Maintenance.

2.7.3 The Operational Teams on this Council are Gardens & Grounds, Audio-Visual, Health & Safety, Archives & Arts and Aesthetics, Memorial Garden Advisory Group (**Section 6.8**).

CHAPTER THREE

STANDING COMMITTEES

3.1 Mandate

3.1.1 The mandate of each Standing Committee is limited to the authority and responsibilities delegated to it by the Board as defined in this chapter of the Policy Manual.

3.1.2 The chair of each Standing Committee is accountable to the chair of its Council for the Committee meeting its mandate in a manner consistent with established Policy and within approved budget, both revenue and expenditure.

3.1.3 Each standing committee shall appoint task forces as required to further their work.

3.2 Council Membership

3.2.1 Each Standing Committee and each Operational Team shall be a member of a Council.

3.2.2 Each Standing Committee shall have a representative at all meetings of its Council.

3.2.3 The chair of the Council is an ex-officio member of all committees on that Council.

3.3 Procedures

3.3.1 Each Standing Committee shall meet regularly and minutes shall be kept of all meetings.

3.3.2 Copies of minutes of each Standing Committee meeting shall be sent to the chair of their Council and to the Church Office.

3.3.3 At the first meeting of the year, each Standing Committee shall review and update its Procedural Guidelines. The revised Procedural Guidelines shall be sent to the Council chair for approval. Copies of the approved Procedural Guidelines shall be sent to the Church Office.

3.4 Worship Committee

3.4.1 The Committee mandate is to:

a) Plan and facilitate worship services for Sundays with the Minister when required or when the Minister is not in the pulpit.

b) Plan and facilitate such other worship activities, including interfaith activities, as may be appropriate.

c) Plan and facilitate worship services with the Ushers Operational Team, and other committees, teams or task forces when required.

3.4.2 The Committee shall consist of a minimum of four Worship Associates, one of whom shall be the chair.

3.4.3 The Minister is an ex-officio member of this Committee.

3.4.4 The Committee is a member of the Spiritual Development Council.

3.5 Membership Committee

3.5.1 The Committee mandate is to:

- a) Actively encourage membership in the Church.
- b) Promote a welcoming and caring atmosphere for all members, friends and visitors.
- c) Support the Newcomers Operational Team to oversee the orientation and induction of new members and their integration into the life of the Church.
- d) Actively seek to engage members in the life and work of the Church
- e) Promote retention of members

3.5.2 The Committee shall consist of a minimum of four Church members, one of whom shall be the chair.

3.5.3 The Committee is a member of the Congregational Life Council.

3.6 Building Maintenance

3.6.1 Maintenance Advisory Committee. The mandate of this Committee is:

- a) To prepare an annual report for the Chair of the Property Council on the state of repair of the buildings and support systems.
- b) To make specific recommendations regarding component maintenance and replacement.
- c) To create and maintain a Multi-year Maintenance Plan.
- d) To create a 30-year Depreciation Report on the components of the Buildings and Support systems and to update it every five years.

3.6.2 Building Maintenance Committee. The mandate of this committee is:

- a) To oversee the expenditure of all funds spent on building maintenance and component replacement.
- b) To ensure that all repairs and operation of the buildings are conducted in a manner consistent with prudent environmental practice.
- c) To keep an accurate log of all expenditures on repairs and replacement of building components.
- d) When requested, to provide advice on the impact of proposed long-term lease contracts.

3.7 Finance Committee

3.7.1 The Committee mandate is to:

- a) Prepare the annual operating budget of the Church.
- b) Monitor the revenue and expenditure activities of Church.
- c) Alert the chair of Administration Council of any significant deviation from the approved operating budget.
- d) Monitor the overall financial health of the Church.
- e) Recommend amendments to the financial structure of the Church to ensure its long-term well-being.
- f) Approve payment of staff salary and benefits in accordance with the staff contracts and the Annual Operations Budget.

3.7.2 The Committee shall consist of a minimum of four Church members, one of whom shall be the

chair. The Treasurer shall be an ex officio member.

3.7.3 The Committee is a member of the Administration Council.

CHAPTER FOUR

OPERATIONAL TEAMS

4.1 Mandate

4.1.1 The mandate of each Operational Team is limited to the authority and responsibilities delegated by the Board as defined in this Chapter of the Policy Manual.

4.1.2 The leader of each Operational Team is accountable to the chair of their Council for achieving the Team mandate within established policy and within approved budget, both revenue and expenditure.

4.2 Procedures

4.2.1 Records shall be kept of all meeting of the Operational Teams. The leader of each Operational Team shall ensure that copies of Team reports are sent to the chair of the responsible Council.

4.2.2 During the first meeting of each year each Operational Team shall review and update any Terms of Reference. The revised Terms of Reference shall be sent to the Council chair for approval.

4.3 Adult Spiritual Exploration and Learning

4.3.1 The Team mandate is to enable a full range of opportunities for members and friends of the Church and the community at large by way of outreach to:

- a) Enhance their understanding of the wonder and mystery of our existence;
- b) Expand their appreciation of the Unitarian Universalist Principles;
- c) Broaden their understanding of requested/needed areas of interest; and
- d) Foster a “learning culture” and multigenerational Spiritual Development.

4.3.2 The Minister and the Coordinator of Children's Religious Education are ex-officio members of this Team.

4.3.3 The Team is a member of the Spiritual Exploration Council.

4.3.4 Programs offered by the Team are not intended to generate significant revenue for the Church. However, a charge may be made for any program based on the costs associated with staging and operating the program, and sustaining lifespan learning programs.

4.4 Spiritual Exploration and Learning- *Children and Youth*

4.4.1 The Team mandate is to:

- a) Educate succeeding generations of religiously literate children and foster in them a clear understanding of the Unitarian Universalist Principles.
- b) Provide a youth program to encourage open, honest communication, service to others, fun and fellowship, and connections with the Church membership and the wider denomination.
- c) Provide child minding at all worship Services and Congregational events.
- d) Foster the planning and implementation of intergenerational events.

4.4.2 The Minister(s) and the Director of Spiritual Exploration and Learning Children and Youth are ex-officio members of the Team.

4.4.3 Youth Leaders and Youth will have representation on the Spiritual Learning and Exploration-Children and Youth Team. The Team is a member of the Spiritual Exploration Council.

4.4.4 In carrying out its mandate, the Team shall ensure that all in a leadership position having direct contact with children and/or youth have current police record checks a requirement necessary to maintain our liability insurance coverage. Youth leaders must be 25 years of age or older and those supervising children must be five years or more older than those they supervise.

4.5 Library

4.5.1 The mandate of the Team is to manage the Church library and to make available to Church members books and periodicals of interest to Unitarians.

4.5.2 The Team shall consist of at least two Church members.

4.5.3 The Team is a member of the Spiritual Exploration Council.

4.6 Music

4.6.1 The Team's mandate is to:

a) Plan the development and growth of choirs and to provide support for the choirs and Music Director and choir assistants.

b) Encourage and promote participation in a wide variety of musical programs and events to members and the larger community, including supporting alternative musical experiences through soloists or instrumental groups.

4.6.2 The Team shall consist of at least two Church members.

4.6.3 The Team is a member of the Spiritual Development Council.

4.7 Investment

4.7.1 The mandate of the Team is to advise the Treasurer on the prudent and safe management of short and long term investments. The Team shall review the performance of the Church investments at least once a year and prepare a report for the chair of the Administration Council.

4.7.2 The Team shall consist of at least three Church members, one of whom shall be the leader, plus the Treasurer who shall not lead the Team.

4.7.3 The Team is a member of the Administration Council.

4.8 Special Events Fund-Raising

4.8.1 The mandate of the Team is to organize at least two major fund-raising events each year.

4.8.2 The Team shall consist of at least one Church member, who shall be the leader.

4.8.3 The Team is a member of the Administration Council.

4.9 Planned Giving

4.9.1 The mandate of the Team is to:

a) Provide information in the form of literature and seminars to the congregation regarding estate planning and planned giving.

b) Represent the Church in its relationship with the First Unitarian Church of Victoria Foundation.

4.9.2 The membership of the Team shall consist of at least two Church members, one of whom shall

be the leader.

4.9.3 The Team is a member of the Administration Council.

4.10 Human Resources

4.10.1 The Team mandate is to:

- a. Oversee the recruitment and hiring of all Church staff, except the Minister.
- b. Negotiate the contracts of all Church staff, except the Minister.

Note:

- The decision to fill a vacancy and the funding for said position must be approved by the Board.
- All staff contracts for employees and for contractors must be signed by the President or authorized designate.
- c. Ensures that supervisors conduct regular performance evaluation of all staff, as outlined in the “Personnel Handbook”, and participates in selected evaluations as outlined in “Roles and Responsibilities of HR and Supervisors”
- d. Annually report to the Board on HR issues, including changes in labour law, fair compensation, significant changes to job descriptions, completion of evaluations, staff goals, and education plans.
- e. Provide copy of annual evaluations to the following Board Members as follows:
 - Admin Council Chair: Administrator, Assistant Administrator, Bookkeeper
 - Property Council Chair: Maintenance Contractor, Custodians
 - Spiritual Development Council Chair: SELCY Director, SELCY Assist, Childminders, Music Director, Collaborative Pianist,
 - President, any staff evaluation on request
- f. Recommend annually to Finance Committee and the Board any changes to staff compensation.
- g. Recommend to the Board any staff development or training needs of the staff, as needed.
- h. Advise Board, as needed, of any legislated leaves for staff; make recommendations regarding granting extended absence or significant schedule changes.
- i. If significant issues arise with staff members, consult with Board Executive in camera.
- j. Make recommendations, as needed, to the Board on matters related to disciplinary action or dismissal of staff.
- k. Maintain file of records on each staff member (employees and contractors) including contracts and evaluations.

4.10.2 The Team is a member of the Administration Council.

4.11 Canvass

4.11.1 The Team mandate is to oversee the annual all-member canvass.

4.11.2 The Team shall consist of a minimum of four Church members, one of whom shall be the leader.

4.11.3 The Team is a member of the Administration Council.

4.12 Care and Concern

4.12.1 The mandate of the Team is to provide support and comfort to all members in times of illness,

grief, or other pressing circumstances.

4.12.2 The Team shall consist of at least two Church members plus a representative from each Neighbourhood Group.

4.12.3 The Team is a member of the Congregational Life Council.

4.13 Fun and Fellowship

4.13.1 The mandate of this Team is to provide regular opportunities for Church members and friends to celebrate the joy of life, our common humanity, our openness to diversity and our shared desire for spiritual growth. These opportunities for social interaction shall include conversation after service and in midweek, intergenerational gatherings and seasonal events of our heritage.

4.13.2 The membership of the Team shall consist of at least two Church members.

4.13.3 The Team is a member of the Congregational Life Council.

4.14 Recognition and Awards

4.14.1 The mandate of the Team is to develop and administer programs which recognize and celebrate the achievements of Church members who have given long service or have made a particularly noteworthy contribution to the life of the Church and/or the larger Unitarian movement. In particular, the Team shall be responsible for recommending to the congregation candidates for appointment as Church Elders.

4.14.2 The Team shall consist of at least two Church members.

4.14.3 The Team is a member of the Congregational Life Council.

4.15 Neighbourhood Groups

4.15.1 The Team mandate is to oversee the maintenance of the Neighbourhood Groups for the purposes of providing the membership with a local focus for fellowship, discussion and pastoral support.

4.15.2 The Team shall consist of at least two Church members.

4.15.3 The Team is a member of the Congregational Life Council.

4.16 Arts and Aesthetics

4.16.1 The mandate of the Team is to recommend to the chair of the Property Management Council on matters related to the aesthetics of the buildings and grounds and on matter related to the placement or removal of pieces of art.

4.16.2 The Team shall consist of at least two Church members.

4.16.3 The Team is a member of the Property Management Council.

4.17 Audio-Visual

4.17.1 The mandate of this Team is to maintain and enhance the audio-visual experience for participants in Church services and other gatherings and to distribute the audio-visual experience outside the Church where appropriate.

4.17.2 The Team shall consist of at least one Church member.

4.17.3 The Team is a member of the Property Management Council.

4.18. Health and Safety

4.18.1 The mandate of the Team is to:

- a) Investigate all complaints related to health and safety of Church grounds or premises.
- b) Initiate inquiry into health and safety issues it deems worthy of attention.

4.18.2 Where appropriate, prepare recommendations to the President or any Council chair.

4.18.3 The Team shall consist of at least two Church members and a staff representative appointed by the Minister.

4.18.4 The Team is a member of the Property Management Council.

4.19 Archives and History

4.19.1 The mandate of the Team is to oversee the preserving of Church records, including video tapes and computer records for historical purposes. Records deemed not to have historical significance, shall be destroyed in the manner described in Section 6.6 of this Policy Manual.

4.19.2 The Team shall consist of at least one Church member.

4.19.3 The Team is a member of the Administration Council.

4.20 Garden and Grounds

4.20.1 The Team mandate is to:

- a) Maintain the Church property in a manner consistent with the Land Use Plan and with sustainable environmental practices.
- b) Oversee the acceptance of all donated plants, trees and scrubs.
- c) Monitor the health of the trees on the property and to advise the Council when an unhealthy tree needs to be removed.

4.20.2 The Team is a member of the Property Management Council.

4.21 Welcoming / Celebrating Diversity

4.21.1 The mandate of the Team is to ensure that all aspects of Church programs and operations are open and welcoming to all regardless of sex, colour, age, or sexual orientation.

4.21.2 The Team shall consist of at least two Church members.

4.21.3 The Team is a member of the Outreach Council.

4.22 Social Responsibility Coalition

4.22.1 The mandate of the Coalition is to raise the awareness with the membership of social justice, economic, poverty and environmental issues and to find solutions, often with the help of others, in a manner consistent with Unitarian Universalist Principles.

4.22.2 The Coalition shall not take public positions on social justice, economic, poverty or environmental issues on behalf of the Church membership without specific permission of the Board or Congregation. However, the Coalition may speak out on its own behalf, or sponsor public events, or otherwise support various points of view, providing the Team expressly and clearly states that it acts only for itself and not the Church and the representation is “connected to and subordinate” to at least one of our seven principles and does not constitute a prohibited “political” activity for a charitable organization as defined by Canada Revenue Agency.

4.22.3 The Coalition is a member of the Outreach Council.

4.23 Lay Chaplaincy

4.23.1 The Team mandate is to:

- a) Search out candidates for the role of Lay Chaplain, to recommend selected persons to the Board and ultimately the congregation for appointment or reappointment, as appropriate.
- b) Ensure Lay Chaplains and prospective Lay Chaplains receive appropriate and adequate training.
- c) Oversee the development of the contract for new Lay Chaplains.
- d) Review the performance of the Lay Chaplains and recommend to the Board renewal or termination of Lay Chaplains' Contracts.
- e) Review the fee structure of Lay Chaplains and make recommendations to the Board for appropriate changes. The fee structure shall clearly set out the relationship of the Lay Chaplains to the Minister in the provision of services to Members.
- f) Maintain a liaison with the CUC Committee on Lay Chaplaincy and Ministry.

4.23.2 The Team shall consist of a minimum of four Church members, one of whom shall be the leader. The lay Chaplains, the Minister and the President are all ex-officio Team members.

4.23.3 The Team is a member of the Outreach Council.

4.24 Communications

4.24.1 The mandate of this Team is to increase awareness of our Church both among the members and in the community through our monthly newsletter, weekly bulletins, website, brochures, and advertisements and by publicizing special events on our premises.

4.24.2 The Team shall consist of at least two Church members.

4.24.3 The Team shall maintain an Editorial Board to oversee the production of the monthly Newsletter and to make it available to all Church members during the last Church service of each month.

4.24.4 The Editorial Board shall consist of at least three Church members and the Church Administrator who shall not be the chair.

4.24.5 The Editorial Board shall approve all advertisements included in the Newsletter.

4.24.6 All complaints on the content of the Newsletter shall be referred to the Editorial Board. Matters that cannot be resolved by the Editorial Board shall be sent to the chair of the Outreach Council.

4.24.7 The Team is a member of the Administration Council.

4.25 Denominational Affairs

4.25.1 The mandate of the Team is to:

- a) Keep abreast of events occurring in the CUC, UUA, and IARF and to advise the Board and Church membership on opportunities to participate in events or programs offered by these agencies.
- b) Represent the Church on the Vancouver Island Unitarian Committee that organizes an annual conference and summer camp.
- c) Annually solicit nominations for the appropriate number of CUC Annual Meeting

delegates for the Board to recommend for approval by the congregation at the first general meeting of each fiscal/calendar year.

4.25.2 The membership of this Team shall consist of at least one Church member.

4.25.3 The Team is a member of the Outreach Council.

CHAPTER FIVE

FINANCIAL AFFAIRS

5.1 Accountability

5.1.1 The Board is accountable to the congregation for all matters related to the financial affairs of the Church.

5.1.2 The Treasurer is accountable to the Board and the congregation to ensure that all financial matter within the Church are conducted in a manner consistent with the Church Bylaws, Board Policy, the Federal, Provincial, and Municipal Tax legislation and good accounting procedures.

5.2 Revenue Collection

5.2.1 All revenues or assets of any kind contributed to the Church or raised during a Church function must pass through the hands of the Treasurer or Church Administrator.

5.2.2 All funds received by the Church shall be promptly deposited in the bank or invested in a manner directed by the Treasurer.

5.2.3 All assets, physical or financial, donated to the Church shall be evaluated by the Treasurer and tax receipts will be issued where appropriate.

5.3 Expenditures

5.3.1 As specified in Article X Sections 1 and 2 of the Bylaws, the Signing Officers for any bank account operated by, or about to be operated by the Church, shall be any two of the following: President, Treasurer and three other elected Board Members appointed by the Board. The signature of any one of the signing officers shall be sufficient for inter account transfers of funds, including transactions involving Term Deposits, but this authority shall not extend to withdrawal of funds from any of the Church Accounts.

5.3.2 The chair of each Church Committee or Team leader and/or a person designated by the Committee or Team is a designated financial officer for that Committee or Team. All requests for payment of invoices by Committees or Teams must be submitted on the appropriate requisition form and signed by the Committee or Team financial officer. If the Committee or Team financial officer is not available, the appropriate Council chair may sign the requisition form. In the event that neither is available and payment of the invoice is urgent, the Treasurer may sign the requisition form and prepare the cheque.

5.3.3 All invoices submitted by staff for payment must be signed by the staff member accountable for that budget line item.

5.3.4 In the event of an emergency, any expenditure may be made with the approval of the Treasurer or the President.

5.4 Annual Operating Budget

5.4.1 As specified in Article XI Sections 11 of the Bylaws, the fiscal year begins on January 1 of each year and ends on December 31.

5.4.2 The end of each fiscal year, the chair of the Finance Committee shall prepare an Annual Operating Budget (AOB) for the next fiscal year. Unless specifically instructed by the Board, the AOB shall be balanced or forecast a modest surplus.

5.4.3 In the preparation of the AOB, the chair of the Finance Committee may consult with the Committee or Team financial officials, Church staff, the Minister, the Treasurer, Council chairs, the Board and others.

5.4.4 The AOB shall include all revenue and expenditures related to:

- a) Church programs, staff salary and benefits, and office expenditures,
- b) Building and grounds maintenance, and mortgage payments
- c) Special projects funded by special fund raising events.

5.4.5 Early in the fiscal year, the proposed AOB shall be presented by the chair of the Finance Committee and/or the chair of the Administration Council to the membership at a General Meeting for adoption.

5.5 Fundraising

5.5.1 The chair of the Administration Council must approve all special activities in the Church that result in the raising of significant funds from the membership or the surrounding community.

5.5.2 All funds collected at these events must be given to the Treasurer, or persons designated by the Treasurer. No expenses are to be paid directly out of cash receipts.

5.5.3 Upon request, the Treasurer may issue a float to cover setup costs and to provide change for cash transactions. At the end of the fund raising activity, a full accounting of the expenditures taken from the float must be submitted to the Treasurer.

5.5.4 Members may not profit personally from any portion of funds raised on behalf of the Church.

5.5.5 Fundraising on Church premises by non-Church groups must be approved by the Administration Council chair, adhering to the following guidelines:

- a) Fundraising sales must directly reflect the purpose and/or mandate of the group.
- b) Groups must be non-profit as defined by the Canada Revenue Agency.
- c) Liability for any goods that are lost, damaged or stolen rests solely with the outside group.

5.6 Sale of Goods and Services

5.6.1 Members and contributing friends may advertise goods and services in Church publications, on payment of a fee if appropriate.

5.6.2 Members who advertise goods in Church publications may deliver to Church premises, with approval of the Administration Council chair.

5.6.3 Members and non-members approved by the Arts and Aesthetics Committee may display items (e.g. arts and crafts) for sale on Church premises. The Church shall retain 15 percent of the sold price on each item as rental fee. Liability for any items lost, damaged or stolen rests solely with the individual.

5.7 Annual Membership Canvass

5.7.1 Each fall the leader of the Canvass Team shall conduct a canvass of all Church members and friends, seeking financial pledges for the upcoming fiscal year.

5.7.2 The plan for conducting the fall canvass must be submitted to the chair of the Administration Council in August for approval.

5.7.3 The leader of the Canvass Team shall take steps to ensure that the pledge information is handled confidentially as required by the Church Bylaws.

5.7.4 The leader of the Canvass Team shall report the results of the canvass to the chair of the Administration Council and the chair of the Finance Committee by December first.

5.8 Capital Campaign

5.8.1 The congregation may approve a capital campaign to raise money for a major capital project.

5.8.2 The Treasurer shall obtain approval of the Federal Minister of Finance to issue tax receipts for the money raised before the campaign begins.

5.8.3 The Board shall appoint a Capital Campaign Manager, who will assume responsibility for all aspects of the Capital Campaign.

5.8.4 All funds raised in a Capital Campaign shall be held separately from all other funds in the Church and are to be used only for the purposes of completing the capital project.

5.8.5 At the end of the project, a full accounting of the revenues and expenditures for the project shall be made to the membership at a General Meeting and it shall decide on matters related to any shortfall or surplus of funds.

5.9 Outside User Group Donations

5.9.1 In January of each year, the Property Management Council shall submit to the Board for its approval a suggested rental donation schedule for the use of the Church buildings and grounds.

5.9.2 The Church Administrator shall oversee the advertising and scheduling of events in the Church buildings and on the Church grounds in accordance with Section 6.3 of this Policy Manual.

5.9.3 The Church Administrator shall collect the rental donation for use of Church assets in accordance with the rental donation schedule approved by the Board. Deviations from this schedule are permitted in special circumstances with the permission of the chair of the Property Management Council.

5.9.4 Users of church facilities and gardens shall read the Host Manual on safety and security of the Church or engage a Church designated Host; shall adhere to Food Safe regulations and the standards of Vancouver Island Health Authority (also known as Island Health); shall have 'firm control of the event' by persons named as responsible for the event; shall adhere to the Church Administrator's directions, including liquor licensing laws and Church guidelines.

5.10 Monthly Financial Reporting

5.10.1 At each monthly Board meeting, the Treasurer shall submit a report on the status of revenues and expenditures as related to the Annual Operating Budget and the status of Trust and Discretionary Funds.

5.11 Annual Report and Financial Review

5.11.1 Each year at the Annual General Meeting, the Treasurer shall present a full reporting of all

aspects of the Church finances for the previous year in accordance with Article XI Section 10 of the Bylaws.

5.11.2 The Treasurer shall ensure that the Financial Review Committee is given full and easy access to all financial records and accounts. The report of the Financial Review Committee shall be tabled at the AGM in accordance with Article IX Section 1 of the Bylaws.

5.11.3 In accordance with Article VI Section 8, the Board shall table a report on insurance coverage at each Annual General Meeting.

5.12 Special Funds

5.12.1 In accordance with Article XI of the Bylaws, the Board may establish Trust Funds, Discretionary Funds and Revolving Funds to manage the revenues of the Church.

5.12.2 The revenues in these Funds shall be invested, in accordance with Article XI Section 12 of the Bylaws, by the Treasurer following consultation with the Investment Team. The increase in value of the investments shall be prorated annually among the Trust Funds and Discretionary Funds.

5.12.3 The interest, dividends and monthly distributions from the investments shall be credited as "Investment Income" in the Annual Operating Budget and may be assigned by the Board to specific program areas.

5.12.4 Upon establishing a Trust Fund or Revolving Fund the Board shall appoint a designated financial official. To withdraw money from one of these funds, a requisition form must be completed and signed by the designated financial official for that fund.

5.12.5 The Board may extinguish a Revolving Fund and Trust Fund at any time with the approval of the designated financial official or, if the designated financial official is unavailable, upon advice from the Investment Team and approval of the Treasurer. All monies from the extinguished Fund shall be deposited in the annual Operating Fund.

5.13 Endowment Fund and Mortgage Fund

5.13.1 The Endowment Fund has been established by the congregation to provide long-term fiscal viability and stability to the Church. All bequests and gifts to the Endowment Fund are to be invested and managed as a perpetual financial pillar of the church.

5.13.2 The initial target funding level for the Endowment Fund is the annual operating budget of the church.

5.13.3 Any withdrawals from the Endowment Fund must be approved by the congregation at an Annual General Meeting or Special Meeting.

5.14 Undesignated Gifts

5.14.1 All undesignated financial gifts shall be deposited into the Endowment Fund.

5.14.2 The value of an undesignated property gift shall be determined by the Property Management Council, which has the right to accept or reject the gift or to make a recommendation to the Board. Any property gift which may incur future costs to the Church must be approved by the Board.

5.14.3 With Board approval, accepted undesignated property gifts may be sold or otherwise disposed of by the Property Management Council chair and all proceeds realized shall be deposited in the Endowment Fund.

5.15 Large Financial Commitments

5.15.1 The negotiation and management of the Church mortgage shall be the responsibility of the Treasurer. Both the Treasurer and the President shall sign the Church Mortgage.

5.15.2 The President shall sign all contracts with staff, consultants, architects and contractors.

5.15.3 The President shall sign all Church use contracts with a term longer than two months.

5.16 Property and Liability Insurance

5.16.1 The church shall carry and have in force an Insurance Policy that provides coverage in the appropriate amounts as recommended by the Insurance Coordinator and approved by the Board to cover not only loss of our physical assets but provide liability coverage for all approved and or sanctioned activities. An approved or sanctioned activity is one that is sponsored by or officially endorsed by a Council Chair and directly administered by a recognized committee of the church. Written confirmation of sponsorship by the Council Chair may be required. For activities that are not “Approved or sanctioned” the outside group(s) will carry their own insurance.

5.16.2 Where proof of insurance is required by an offsite facility the charge for this service if any will be borne by the sponsoring group and a specific rider shall be obtained from the Insurance Company for that activity. It is the responsibility of the individuals or committee organizing the event to ensure that the terms and conditions of the insurance policy are adhered to. In carrying out these duties with respect to abuse be it (verbal, emotional, intellectual, spiritual, physical and/or sexual) the church policy is that there is “zero tolerance” for such abuse.

5.16.3 With respect to any children’s programs those responsible for the activity shall follow the policies and procedures developed for the Spiritual Exploration and Learning Children’s and Youth Program as the minimum standard.

5.17 Sunday Plate Collection

5.17.1 Proceeds of undesignated monies from each Sunday plate collection may be donated to a non-church charity.

5.17.2 On special Sundays, as determined by the Worship Committee, 100 per cent of undesignated monies may be donated to the Unitarian-Universalist United Nations Organization, Child Haven, Seeds for Survival (Unitarian Service Committee) or the Canadian Unitarian Council.

5.17.3 On remaining Sundays, 50 per cent of undesignated monies may be donated to an appropriate charity registered with the Canada Revenue Agency as determined by the Social Responsibility Coalition and reviewed by the Board.

5.17.4 The Social Responsibility Committee shall notify the Worship Committee and church members of the approved donor charity.

CHAPTER SIX

OPERATIONAL POLICY

6.1 Lay Chaplains

6.1.1 The Board shall review all recommendations from the Lay Chaplaincy Team regarding the appointment of new Lay Chaplains prior to the matter being put before the congregation for decision.

The Board shall confirm that the applicant(s) have fully met the requirements of the CUC Committee on Lay Chaplaincy and Ministry.

6.1.2 The fee structure of the Lay Chaplains that includes requirements for the provision of services to members and for use of Church facilities must have Board approval.

6.2 Abuse of Power in the Event of Verbal, Emotional, Intellectual, Spiritual, Physical, and/or Sexual Abuse

6.2.1 The “Congregational Covenant of Good Relations” (January 2011) of the First Unitarian Church of Victoria, Victoria B.C, contains guidelines regarding respect between people associated with the congregation.

6.2.2 The members of the First Unitarian Church of Victoria, through their Board of Trustees, in consultation and with the approval of the Minister will suggest three trusted people, any one of whom may be approached, to listen to concerns arising as a result of any experience of abusive behaviour by people associated with the congregation. These three people will be available in a counselling / consulting capacity for these special conversations. These three people will be invited to be involved.

6.2.3 These appointments will be reviewed by the Board of Trustees on an annual basis before the Annual General Meeting.

6.2.4 Each and every person associated with the First Unitarian Church of Victoria has the right to confidentiality regarding any of these special conversations except under the following conditions:

6.2.4.1 If neglect or abuse of a child is suspected

6.2.4.2 If there is a court order to produce documentation (see below.)

6.2.4.3 If there is a signed and witnessed Release and Exchange of Information which states, in part, the understanding “that any information will not be sent through “public” communication corridors (for example: cordless phone, cell phone, FAX, email, etc.) The requested information will be relayed by private “ear to ear” telephone conversation (for example, not on “speaker” phone); and/or by letter correspondence sent by Canada Post designated PRIVATE AND CONFIDENTIAL.

6.2.4.4 This correspondence is not to be available to others, except to the named person(s) and if necessary her/his appointed staff in the course of carrying out their assigned duties relating to the situation and is considered null and void 30 days from the witnessed date of signing.

6.2.5 Formal written notation describing the situation(s) will be made in collaboration with those involved in the conversations. These notes will be filed in a double-locked secured location determined as safe by the Board of Trustees. These documents will be released only as described in section 6.2.4. Reporting of events will be guided by the Confidentiality exceptions as described in 6.2.

6.3 Discipline or Expulsion of Members

6.3.1 The Church Bylaws (section 2.12) authorizes the Board to exercise the power to discipline or expel any member.

6.3.2 To assist the Board in carrying out these responsibilities the Board may establish a Conflict Management Team, and a Sexual Misconduct Team. Members of these teams will be given special training and they may establish guidelines to assist the membership in dealing with these matters.

6.3.3 In exercising this authority the Board shall be mindful to meet the requirements of natural

justice and fundamental fairness.

6.3.4 Sexual misconduct includes:

- a) Sexual Harassment—any action, word, gesture, physical contact or situation that is unwanted, that the perpetrator knows or ought reasonably to have known would be unwanted, and that diminishes sexual dignity or integrity.
- b) Sexual Exploitation—any sexual harassment in which the perpetrator is in a position of superior authority or of a special trust relationship, as for example parent/child, teacher/student, minister/Church member, older/younger sibling relationships.
- c) Sexual Assault—any sexual harassment that includes uninvited touching of any part of the body.

6.3.5 Any complaints against a member must be made in writing to a member of the Board.

6.3.6 The President shall review all complaints and, if deemed appropriate, refer the matter to the Conflict Management Team, the Sexual Misconduct Team or a mediator for examination and preparation recommendations to the Board. To protect the reputations of those involved, all or portions of the examination may be held in closed session.

6.3.7 The grounds for discipline or expulsion include;

- a) Grave breaches of the law.
- b) Sexual misconduct.
- c) Serious moral misconduct
- d) Repeated flagrant disruptive behaviour
- e) Conduct tending to bring the good name and reputation of the Church into disrepute.

6.3.8 Discipline or expulsion shall only be considered after appropriate attempts at mediation have failed.

6.3.9 Upon receipt of the recommendations of the Conflict Management Team, the Sexual Misconduct Team or the appointed mediator, the Board shall:

- a) Provide a copy of the recommendations to the person complained about.
- b) Set a time and place where the Board will consider the recommendations and any submissions from the person complained about.
- c) At a subsequent time, meet in private and decide the matter.

6.3.10 Disciplinary measures include:

- a) Apologies
- b) Agreement to refrain from repeating the offensive action
- c) Loss of office or position within the Church
- d) Suspension of some or all of member privileges for a period of time.
- e) Restitution
- f) Expulsion

6.3.11 The decision of the Board on a disciplinary hearing shall be in writing and shall be given to the person complained about. The President shall make a short report to the next congregational meeting on the matter.

6.3.12 After the Board makes its decision, the files and records of the examination of the complaint shall be kept strictly confidential unless otherwise instructed by the congregation.

6.4 Church Premises and Grounds Use Policy

6.4.1 The Office Administrator is responsible for entering all bookings of Church premises onto the church calendar. In accepting a booking, the Office Administrator should be mindful of the regular Church events which use the Church grounds and premises. Bookings for the use of the Church premises and grounds will be made:

a) For church events (including events arranged by committees) by the Office Administrator:
and

b) For rentals, by the Rental Manager and in accordance with the Rental Manager contract and procedures.

c) The Property Council Chair shall oversee the rental contract and process.

6.4.2 All Church bookings are made on a first come basis. If a booking conflict arises, the matter shall be resolved by the chair of the Property Management Council.

6.4.3 Church premises may be booked for the following purposes:

a) Church worship services and committee meetings and special Church functions

b) Rites of passage for registered members.

c) Functions of external groups whose purposes and objectives do not conflict with Unitarian Principles.

6.4.4 The following rules shall govern all bookings of Church premises and grounds:

a) Smoking must be outside church buildings. Cigarettes must be extinguished in the designated butt buckets.

b) The Fire Code and all relevant municipal requirements must be observed.

c) Liquor may be served provided all licensing requirements are met.

d) Church kitchens and equipment are not to be used without specific permission.

6.4.5 All requests for Church building and grounds use for periods longer than one month but less than two months must be sent to the Property Management Council for decision; any such request for periods longer than two months must be sent to the Board for decision.

6.4.6 Registered Church members shall be financially responsible for any custodial costs and any additional costs incurred under the administrative user policy.

6.5 Human Resources

6.5.1 All relations with staff shall be guided by the following principles:

a) Full conformity with relevant Provincial and Federal legislation on employment including the Employment Standards Act of British Columbia.

b) Fundamental fairness, equity, and natural justice.

c) Fair and equitable wages

d) Respect for confidentiality and privacy where appropriate.

6.5.2 Acts of discrimination or harassment by or against any employee by reason of race, creed, colour, age, gender, marital status, nationality, ancestry, ethnic origin, family relations, sexual orientation, political affiliation will not be tolerated.

6.5.3 A staff person may become a member of the Church, but may not serve on the Board or other committees or teams if a potential for a conflict of interest exists.

6.5.4 All staff contracts shall be negotiated by the Human Resources Team and shall be signed by the employee and President.

6.5.5 The Board is the only body in the Church that has the authority to hire or dismiss staff.

6.5.6 All persons involved in providing services to children or youth shall have a criminal record check.

6.5.7 Policy As To Benefits Package for Employees Of First Unitarian Church of Victoria. General Statement – The Church wants a benefits package for its employees.

6.5.8 Eligibility – The benefits package will cover employees who have completed their probationary period and who work an average of at least 20 hours per week. The Church will attempt to have the benefits package cover employees who work an average of at least 18 hours per week but the Church cannot guarantee that the insurer will provide that coverage.

6.5.9 General Principle As To Benefits Promised Independent of This Policy – The Church has now promised, and may do so again in the future, to provide certain benefits to employees as part of the compensation due to those employees. Should the benefits promised be greater than those provided by the existing benefits package, the Church will provide the additional benefits.

6.5.10 Opting Out – Employees must subscribe to the benefits package except that, subject to the rules of the insurer, an employee may opt out of the extended health coverage or the dental coverage or both if that employee has such coverage elsewhere.

5.6.11 Cost of Benefits Package – The cost of the benefits package for each employee is to be paid 30% by that employee and 70% by the Church. In particular:

- The employee is to pay the cost of the long-term disability coverage; and
- The employee is to pay a further amount so that the total amount paid by the employee is equal to 30% of the cost of the benefits package for that employee.
- Should the cost of the premium for long term disability exceed 30% of the total premium then the employee must pay the cost of the premium for long term disability.

The Church will deduct the amount to be paid by each employee from the employee's pay and remit that amount, and the amount to be paid by the Church, to the insurer.

6.6 Conflict of Interest

6.6.1 Trustees, staff, and members conducting the business of the Church shall take care to ensure that the best interests of the Church take precedence over private interests.

6.6.2 Trustees, staff and members conducting the business of the Church on finding that a potential conflict of interest exists shall advise the President and withdraw from the matter.

6.6.3 Trustee, staff and members conducting the business of the Church on finding themselves in a conflict of interest shall immediately advise the President in writing.

6.6.4 Except in rare cases, the Board shall not authorize transactions from which a Trustee, staff member, or person conducting the business of the Church may derive a unique benefit.

6.6.5 If it is deemed in the best interests of the Church to do so, the Board may make a decision that directly benefits a Trustee, staff member or a member conducting the business of the Church, provided the person involved is not present when the vote is taken and decision is approved by at least 75% of those qualified to vote.

6.7 Records: Security and Disposal

6.7.1 All Church records, including financial statements, correspondence, reports, and committee documents are considered property of the Church and not of any particular member, committee, or office holder.

6.7.2 The Church Administrator, in conjunction with the Treasurer, shall be accountable for the security of all Church records.

6.7.3 Confidential records are only available to

- a) President
- b) Treasurer
- c) Church Administrator
- d) Minister
- e) Persons specifically identified by the President or the Treasurer.

6.7.4 Church records shall be kept for the following periods:

- a) minutes of Board and General Meetings—10 years
- b) minutes of Council and Committee Meetings—3 years
- c) Church Correspondence—5 years
- d) Financial records—7 years.
- e) Staff Contracts—7 years

6.7.5 Any destruction of Church records before the time periods defined in Section 6.7.4 have lapsed must be specifically approved by the Board.

6.7.6 When the time periods defined in Section 6.7.4 have lapsed, the Church Administrator shall turn the expired Church records over to the Archives Committee.

6.7.7 Those expired Church records that the Archives Committee does not want shall be destroyed by the Church Administrator in the following manner:

- a) Financial records involving members' pledges and contributions, personnel records and contracts, confidential files, and files deemed sensitive by the Church Administrator shall be shredded and sent to paper recycling
- b) The remainder shall be sent to paper recycling.

6.8 Memorial Garden

6.8.1 The Board may appoint a Memorial Garden Advisory Group (MGAG). The mandate of the MGAG is to be responsible for all aspects of construction, maintenance, plaque placement, and record keeping related to the Memorial Garden and Wall and the Path of Remembrance.

6.8.2 On the advice of the Property Management Council, the Board will appoint five people to serve as the Memorial Garden Advisory Group (MGAG – the Advisory Group) and their replacements from time to time as recommended by the Advisory Group through Council. One of the five appointees is to be recommended by the Lay Chaplaincy Committee and another appointee recommended by the Committee, Group, or Individual, as the case may be from time to time, responsible for Garden and Grounds. The minister shall be a non-voting member of the Group.

6.8.3 The Group will review the composition of the Group and the roles of Group members annually and report to the Council or Board with recommendations for approval of new members or new chairs as needed from time to time.

6.8.4 Group members will serve for a two-year term, renewable, with three and two of the five positions in the group expiring in alternate years.

6.8.5 The Treasurer shall establish a Memorial Garden Fund. Contributions for installation of memorials, and for maintenance and development of the Memorial Garden and Path of

Remembrance shall be deposited in this Fund.

6.8.6 Ashes may be scattered along the Path of Remembrance but not interred. Ashes may not be scattered on or near the Memorial Wall.

6.9 Use of Alcoholic Beverages

6.9.1 The policy of the Church with respect to the serving of alcoholic beverages at any and all Church events shall follow the laws of the Province of British Columbia. The organizers of each event shall be responsible for ensuring that such laws are upheld.

6.10 Relationship to Bylaws

6.10.1 In any perceived conflict in the wording between the Bylaws and the Policy document, the wording of the Bylaws shall prevail.

6.11 Personal Privacy

6.11.1 In accordance with applicable laws, the Church shall protect the privacy of its members, friends, employees or any other persons about or from whom the Church collects personal information.

6.11.2 For all internal purposes, the Church shall obtain consent from members, friends, employees and any other applicable persons for the collection, use or disclosure of any personal information and shall ensure that personal information is used and disclosed in accordance with this policy.

6.11.3 For external purposes, name, age, mail and email addresses, telephone number or other personal information shall not be sold, rented, leased or otherwise made available to any person without the explicit consent of the member, friend, employee or any other applicable person.

6.11.4 Personal information may be collected, used or disclosed at worship services, and at other Church events that are in compliance with Sections 12 (1) (d) (i and ii), 15 (1) (d) (1) (i and ii) and 18 (1) (d) (i and ii) of the Personal Information Protection Act of B.C.; to wit:

An organization may collect (or use or disclose) personal information about an individual without consent or from a source other than the individual ... at which the individual voluntarily appears and that is open to the public.

6.11.5 Any medium containing personal information – audio, visual (including photographs) or written (including print and digital) – produced by or for the Church shall remain the property of the Church.

6.11.6 The Office Administrator shall be the Privacy Officer, whose name shall be kept on file in the Church office. The Privacy Officer may delegate authority to other agents, whose names shall be kept on file in the Church office.

6.11.7 The Privacy Officer shall report to the Administration Council Chair and shall ensure the collection and storage of personal information is kept secure with physical, electronic, and procedural safeguards.

6.11.8 Members, friends, employees or any other applicable persons shall have access, at minimal cost, to their own personal information. If the Privacy Officer or a delegated agent is unable to grant the request within 30 days the individual may seek intervention under regulations of the Personal Information Protection Act of B.C.
