



Policy and Procedures Manual

UNITY RENAISSANCE

1120 Eden Way N.
Chesapeake, VA 23320

Final Approved
January 26, 2017

Board of Trustee

UNITY RANAISSANCE | 1120 EDEN WAY N, CHESAPEAKE, VA

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Forward

The purpose of this manual is to set forth the policies and procedures of Unity Renaissance (UR) to assure general understanding and effective coordination of the congregation, staff and volunteer personnel, administrative procedures, and Board activities.

These policies and procedures are not intended to restrict or discourage individual or management initiative. Rather, they are designed to improve communication and to provide a framework for making sound and equitable decisions. An electronic copy of the manual will be posted on the UR web-site, with hard copy manuals distributed to each Board of Trustee member and additional copies made available to all ministry leads and employees.

Situations may arise that are not covered by these policies, therefore, it may be necessary to revise or supplement portions of the manual. These policies are intended as a guide, and do not constitute a binding commitment upon the ministry, or create any employment relationship, contractual rights or obligations.

The success of our ministry in serving the needs of our members is measured by how effectively we all work together. With an understanding of and a commitment to the principles that guide the policies in this manual, we are confident that we can maintain our high standards and excellence of service.

Our Vision:

A spiritually awakened world living in peace, love and joy.

Our Mission:

We transform lives that transform the world.

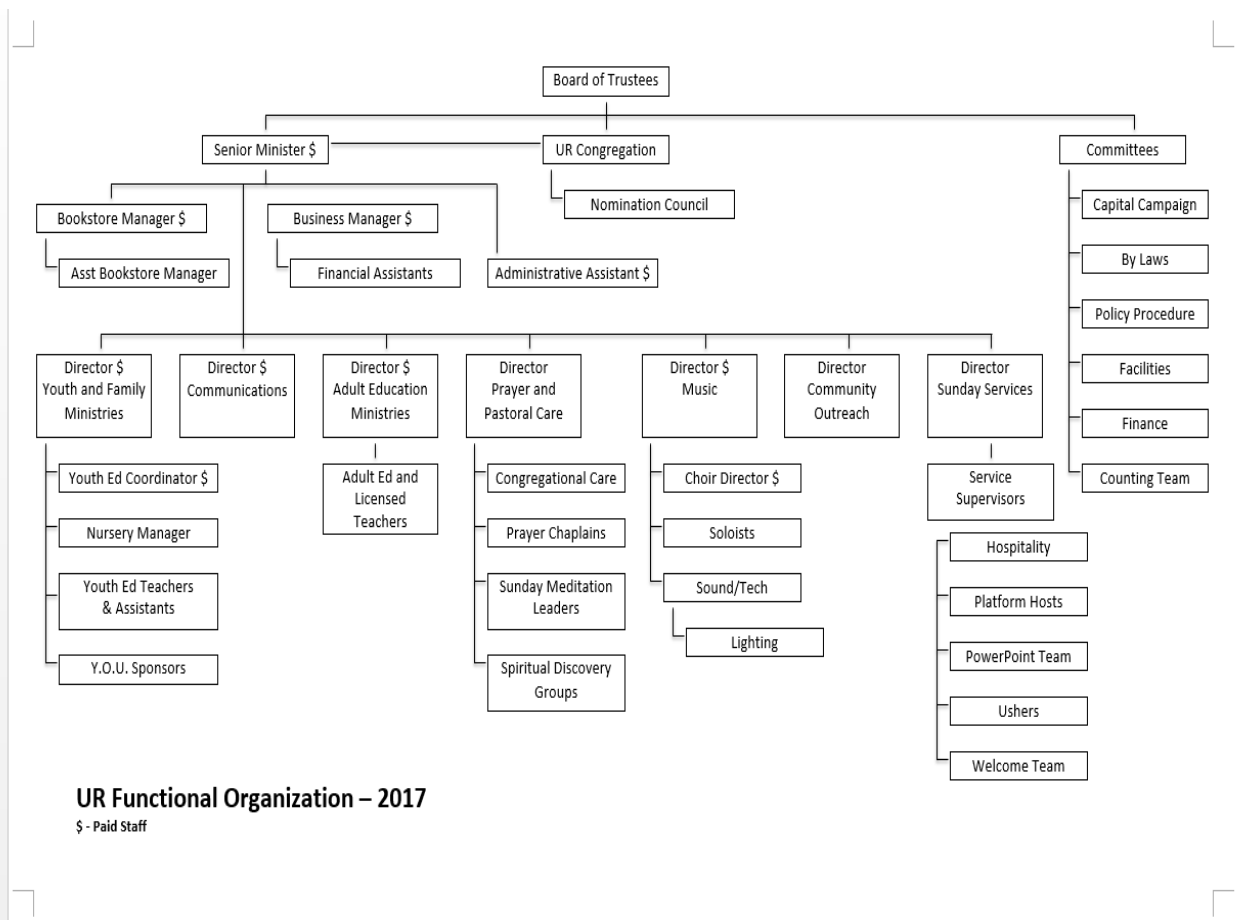
Core Values:

- Love – With open hearts, we behold, affirm and embrace the highest and best in each person.
- Acceptance – All people are welcome here.
- Creativity – We give our spiritual gifts in diverse and inspiring ways.
- Spirit-Centered – Attuned to God, we emanate peace, love and wisdom.
- Community – We care about one another and cherish opportunities to give, love, serve and celebrate together.

Introduction

Policy and Procedures for Unity Renaissance

Organizational Chart of Unity Renaissance



Leadership Based on Unity Truth Principles

Unity Renaissance Minister and staff, Board of Trustee Members, and all UR Leaders shall endeavor to maintain an ongoing spiritual development, and practice of Unity based Truth principles, as put forth through Unity Spiritual Education and Enrichment (SEE) courses, Enlightened Leaders programs, Conference and Convention attendance, Unity seminars and/or other courses.

Unity Renaissance Board of Trustees

The Unity Renaissance By-Laws list the Board of Trustees (BoT) organization and positions. The President of the Board leads the BoT, setting the agenda for each meeting and provides a venue for critical decisions for the management of Unity Renaissance. BoT monthly meetings will normally be announced on the UR yearly calendar, although additional meetings may be called by the President as long as they are announced one

week in advance. “Emergency” BoT meetings may be called for pending issued that require immediate attention. In addition to the meeting agenda, read-aheads to include the Monthly Financial Reports, Staff updates, Committee and Team reports, and any new business actions will be forwarded to BoT within three days of the monthly BoT meetings (see UR P&P #200).

Congregants may attend BoT meetings, normally by contacting the President for addition to the agenda. For congregants that attend BoT meetings or for any other correspondence from congregants to the BoT, a member of the BoT will contact that congregant to review action or relevant issues within a week following the BoT meeting.

In addition to normal position on the Board (President, Vice President, Treasurers, Secretaries), BoT members will be assigned UR Liaison positions to the different directors, committees and teams to provide insight and support. As a BoT Liaison, the Board member is to ensure director, committee, teams are fully supported by the BoT and provide any updates that may help clarify or provide focus to the director / committee / team leaders.

The BoT will provide a venue for congregant grievances as specified in the Grievances Policies within this document. Any grievance from a congregant will be viewed as a priority for UR leadership.

Unity Renaissance Staff

The UR Senior Minister leads the paid and volunteer staff. She/he hires paid staff and offers volunteer Director/team opportunities to member of the congregation. The Senior Minister will normally lead the weekly Staff meeting, reviewing the upcoming UR calendar, setting the course for current weekly events, and future Sunday Service activities and participants. BoT members may sit in on the weekly staff meetings.

The Senior Minister is also the conduit of Ministerial Staff with the BoT. He/she will ensure staff tasking is consistent with priorities for the staff and aligned to work schedules. The UR Staff Business Manager/Financial Assistants works under the oversight of, and reports to the Senior Minister, while working with the Treasures/Financial Committee Leaders for the coordination of church accounting, financial reporting and cash flow.

Business Manager: The Business Manager leads the day-to-day financial operations of the ministry, handling all the finances and supporting the facility/grounds maintenance.

Administrative Assistant: The Administrative Assistant directly supports the Senior Minister, supporting the daily events and activities, while managing the UR calendar and coordinating volunteers. He/she supports all the Ministry Directors (Youth and Family, Adult Education, Prayer Pastoral, Music and Sacred & Social Services) which integrates numerous Teams that support activities critical to the success of UR. She/he coordinates the UR yearly calendar, providing a standardized process for requesting/executing events and activities at UR.

UR Director and Staff: Directors and Staff report to the Senior Minister, with the Business Manager supporting financial execution and the Administrative Assistant

-

supporting the scheduling of Directors and Staff activities. UR teams/groups are to work with their appropriate Directors for coordination with the Business Manager and Administrative Assistant.

Councils, Committees and Teams Councils

Unity Renaissance employs the Nomination Councils to perform actions that are directly responsible to the membership. A council is formed to conduct specific tasks that report to the membership, having designated period (normally a year) for their service.

Nomination Council

The Nomination Council is commissioned by the congregation, voted to the Council during the Congregation Annual Meeting in January. They are commissioned to generate a process to solicit qualified future BoT applicants. Normally, the Nomination Council organizes paperwork applications in June/July and begins actively requesting congregants to consider Board applications in September. The President of the BoT assigns a BoT Liaison to support the Nomination Council, supporting with application processes and insights to the BoT on progress applicants.

Committees

As shown by the Organization Chart, Committees are designated by, and report to the Board of Trustees. The Financial, Membership/Membership Renewal and Facilities Improvement Committees are important standing committees. Bylaws and Policy and Procedures Committees are not always active, however, can be established up by the Board of Trustees pending required actions for Unity Renaissance. Other committees may be established at the direction of the President of the Board (example is a Ministerial Selection Committee). A Committee Chair is designated by the BoT, whenever possible, selected from current, active members of the church. Committee membership will normally be by invitation of the Chair and will include members of UR. Committees will normally have Board of Trustee members as part of the committee and will provide monthly reports during the Board of Trustee meetings.

Committee Chairs will: - Plan and conduct regular committee meetings.

- Understand and work towards the Vision/Mission/Core Values and Objectives of the UR Strategic Plan.

- Assure that the affairs of the committee are conducted in a manner that will fulfill the commission and responsibilities as outlined for the committee.
- Report to the Board of Trustees on the progress and problems related to the committee's work including recommendations for new and updated policies.
- Maintain working relationships with other Committee Chairpersons, Minister/staff and Board Liaison member.
- Consult with the President of the Board and/or Minister on organizational matters pertaining to the committee.
- Appoint chairs of sub-committees. Monitor work of sub-committees to ensure that the goals and objectives are completed.
- Research cost factors needed to implement recommendations. Plan committee finances for the next fiscal year and submit to the Board President.

Teams

Teams report to Senior Minister through specific ministry Director Leads. Teams are to be led by active members and supported by the Ministerial Staff (Business Manager and Administrative Assistant). It is critical to ensure proper oversight of the volunteer teams. The Director is an important link to the Team Leads, providing help in scheduling events and providing training to ensure appropriate execution of Teams action, while supporting the UR Vision/Mission/Core Values.

Unity Renaissance Membership

Unity Renaissance congregation is made up of members (active and inactive) and non-members. Membership at UR requires attendees to commit themselves to the UR community and strive to live in accordance with the principles set forth by Jesus Christ and as taught by Unity. Normally, membership is afforded to adults (18 years old or graduating Youth of Unity

member) within the congregation. Anyone desiring membership in Unity Renaissance are required to:

- Submit an application for membership with the ministerial office.
- Attend the course "Pathway for Discovery"

- Be approved by majority vote at a UR BoT meeting after submission of the membership application and completion of the membership course Membership at UR provides powers within the congregation, to include voting at any membership meeting, serving on committees and councils and others opportunities listed in the UR Bylaws.

Membership is maintained by continual yearly renewal of membership using a UR renewal card (every 12 months). Members that have not updated their membership using the normal process and exceed one year period (23 months) since the last renewal at the time of the annual membership meeting, will be placed in an inactive status and will not be provided the membership powers. Congregants being placed in UR positions of leadership (Directors, council/committee positions) will be asked to update membership

renewal if beyond 12 months (if identified as an inactive member, the congregant does not meet qualifications for the position). Reinstatement of inactive membership requires submission of an application of membership with the ministerial office, along with a BoT approval vote, prior to being able to participate active membership activities.

Updates to UR Policy and Procedures Manual

The Unity Renaissance Policy and Procedure Manual is the responsibility of the Vice President of the Board of Trustees. At any time, a member of the Board of Trustees (voting and non-voting members) can recommend a new/modify an old Policy and Procedure for the manual. Changes to the established manual will require a majority vote of BoT. With a change approved, the Vice President will work with the P&P Committee to modify the current version and update the master hard copy manual in the UR office, along with posting a soft copy update to the UR web-site.

Financial

110 Financial Committee Procedures

- 1) Purpose: To provide guidelines for the UR Financial Committee and ensure standard procedures for monthly Financial Committee meetings in support of the UR financial obligations and budgetary processes.
- 2) The Finance Committee is a key element of the monthly financial review process and supports the UR BoT in monitoring progress towards monthly budgetary goals. The committee will normally meet monthly, reviewing the financial status of the numerous UR accounts that support activities at UR.
- 3) Responsible Persons: The two BoT Treasurers will normally be the co-chairs of the Finance Committee and lead the monthly meetings. Other committee members will consist of the 4-6 congregants and a staff member (normally the Business Manager or assigned UR Bookkeeper).
- 4) Procedure: The Finance Committee reports to the UR BoT, normally through the two BoT Treasurers. The committee's purpose is to:
 - a) Provide financial review and support to the UR Board of Trustees and the UR Treasurers, helping with generation of quarterly congregational financial statements and end of year statements for the Annual Meeting.
 - b) Understand the Operating Account, Fund Accounts, Savings and Investment Accounts and other accounts that support the financial needs of Unity Renaissance. The committee will maintain and supervise the investment portfolios and make recommendations on the spending and investment of UR funds.
 - c) Review monthly Operating Fund (P&L) and quarterly financial statements. The UR Treasurers, with support from the Finance Committee, will provide monthly input to the BoT, assessing the past month's Operating Account Profit/Loss statement, Operating Account Year-to-Date Profit/Loss and updates on all the UR bank/investment accounts.
 - d) The Finance Committee will provide reviews/assessments, along with recommendations, to the BoT, Senior Minister, staff and Directors for identification of necessary funds to support unbudgeted or under budgeted financial requirements to meet financial needs.

- e) The Finance Committee will support the UR Treasurers, Senior Minister and Business Manager in generating the yearly Operating Budget. This will normally be started in August of each year to support a January to December Financial Year.

111 Financial Accounts

- I. Purpose: Provide guidelines for the UR Financial Accounts and banking support for the main Operating Account, along with other accounts that support UR financial obligation, savings/investments and Directors, teams and groups.
- II. The Financial accounts and accounting at UR must reflect the integrity of the contributions from the UR congregation. These accounts must be maintained with standard accounting practices that can be provided to the BoT and congregation to reflect UR income and expenses.
- III. Responsible Persons: The two BoT Treasurers, Senior Minister and Business Manager are accountable to the BoT and congregation for the proper fiduciary handling of UR accounts.
- IV. Procedure:
 - a. Accounting of the UR accounts is an essential part of day-to-day operations. The Operating Account is the main account, supported by weekly general contributions and is aligned with the BoT approved budget.
 - b. The budgeting process for the Operating Account will normally start in August, requiring input from the Senior Minister, Business Manager, Staff, Directors and team leads. The Finance Committee will collect these inputs and generate a draft budget that is to be presented to the BoT by November of each year. The BoT will approve an Operating Account budget and present to the Congregation at the January Annual Meeting.
 - c. A Fund Account is a UR account that supports the Directors, teams and groups at UR. It includes funds raised by different groups and teams to support specific activities (Youth Ed trips, Men's Group, Unity Sisterhood, etc). These account lines will be "rolled over" each year, keeping the account integrity for these teams/groups. Bridge Account represent funds in specific areas of general UR income and are transferred into the general account or saving/investment accounts at the end of each year (Source Store, Workshops, Concert, Art Exhibits, etc).
 - d. Mid-to-long term savings for UR will be invested in secure accounts, available for emergency expenses, shortfalls in income or major UR projects, as designated by the BoT.

- e. Normally, the BoT President, Vice President, the two Treasurers, and Senior Minister will have check signature authorization to support the Operating and Fund accounts. The long term savings account will have signature authorization by the BoT President, Vice President and the two Treasurers.

112 Counting Teams

- I. Purpose: Provide guidelines for the UR Counting Teams, supporting the UR Treasurers and Finance Committee, establishing standardized procedures for the weekly accounting and handling of contributions.
- II. The Counting Teams are necessary to conduct weekly accounting of the financial contributions to Unity Renaissance.
- III. Responsible Persons: There will normally be four UR Counting Teams (Week 1-4), with volunteer members selected by the UR Treasurers and Counting Team Lead. The Counting Team Lead will ensure the team members are available for their assigned Sunday, with a minimum of two (normally three) members present each Sunday. A Treasurer will support the weekly Counting Teams to open the safe, provide counting materials and ensure procedures are being followed.
- IV. Procedure: The UR Counting Teams support the Finance Committee and the BoT Treasurers. These teams will use the attached Counting Team Procedure to assure proper weekly accounting occurs, along with mid-week and special service counting. The Counting Teams ensure:
 - a. Weekly UR contributions are accurate and deposited in the appropriate accounts.
 - b. A minimum of two people are present when counting contributions (checks and cash), with a double count to validate accuracy. For the first service, two ushers will deposit the contributions into the safe after collection (in a deposit bag). After the second service, two ushers will deliver the contributions (in collection bags) to the Count Team (minimum of two people), maintaining two-person integrity when handling funds. Once counted, and totals denoted on the appropriate accounting documentation, deposit bags can be handled by a single person, with that person accepting responsibility of the proper handling and bank deposit.
 - c. Mid-week counts, as necessary, will be handled by UR staff or a staff member and Counting Team member.
 - d. The appropriate copies of checks and contributions envelopes will be provided to the UR Business Manager to document end-of-year tax accounting for the UR congregation.

113 Credit Card Procedures

- I. Purpose: To provide guidance on distribution and use of the Unity Renaissance credit card to ensure safe and positive financial practices for our staff and community.
- II. To provide support to the various UR staff members and directors, the church will have a credit card that enables efficient execution of normal, day-to-day church activities.
- III. Responsible Persons: UR Treasurers and UR Business Manager.
- IV. Procedure: Unity Renaissance is committed to conducting responsible financial practices which includes use of the UR Credit Card. There are a limited number of credit cards with the BoT Treasurers and the Business Manager maintaining the distribution and setting the financial limit on each card.
 - a. The Senior Minister makes recommendations to the BoT for issuing a UR credit card to a UR staff member or director.
 - b. All credit cards are to be used for UR business only. UR staff and congregants who are given a credit card for their use must be vigilant in protecting the security of the card.
 - c. The Business Manager will account each month for credit card charges and apply them budget lines. The Treasurers will assist the Business Manager and provide oversight.
 - d. If any charges are made that are not appropriate or supporting UR functions, the BoT Treasurers will be notified and they will take appropriate action to freeze the cards, remove cards from use or take other actions.

- I. Purpose: To provide guidance on travel in support of UR training and business for our staff, directors, volunteers and community.
- II. To provide support to the various UR staff members, directors, Board of Trustee members and church members as they travel in support of Unity Renaissance objectives (conferences, training, Youth Education activities, etc).
- III. Responsible Persons: UR Board of Trustees, UR staff, directors, and UR Business Manager.
- IV. Procedure: Limited funds are devoted to travel by UR staff, directors and church members. These funds are to be optimized to benefit the UR congregation.
 - a. UR travel funds are normally budgeted for specific use and managed by UR staff and the director of the area involved.
 - b. Travel that is paid for UR is to be well planned. Flights are to be scheduled early to limit high costs, rental cars are to be used over personal vehicles and hotel rooms are to be multi-occupant when feasible.
 - c. Gas, tolls, transportation, and conference fees are to be reimbursed after travel is complete with verifying receipts.
 - d. If personal vehicles are used for travel, gas charges and toll fees with receipts will be reimbursed.
 - e. Meals will not normally be reimbursed (travel does not provide per diem for meals).

Facility

120 Facility Guidance

Lock Up Procedures

- I. Purpose: Provide guidelines for use of the UR Facility, to include security and lock up procedures.
- II. The UR Facility is to be scheduled, used and secured to optimize the needs of the UR congregation, holding the sacred space for our Unity family to enjoy services, classes, and events.
- III. Responsible Persons: The UR Senior Minister and staff are to ensure accountability for responsible use and security of the UR facility. The Business Manager is responsible for the cleanliness and safe environment for the interior and exterior of the facility – leveraging the expertise and support of the Facility Team and Green Team for the proper maintenance and safety.
- IV. Procedure:
 - a. The UR facility will be scheduled through use of the Activity Request sheet (attached). The Administrative Assistant will review any request for facility use and make recommendations to the Senior Minister for approval. Requests are normally supporting the spiritual focus of Unity Renaissance, but can also support group meetings, classes and other events. Activity Request forms will normally be provided a minimum of one month prior to an event the UR staff and included on the UR Calendar (Calendar maintained by the Administrative Assistant). Priorities for events will be set by the BoT and the Senior Minister.
 - b. Events that are held at the UR facility and grounds will ensure the facility is respected and kept clean. Events, meetings, and classes sponsored by groups at UR that do not maintain standards will be removed from future use and scheduling of events, along with being charged for cleaning services/repairs.
 - c. Security of the UR Facility is essential. Doors will be locked during periods of low occupancy in the building and the security system set whenever no one is in the building. At the end of the business day, locking up the facility and setting the security system should be accomplished by two people, using steps listed in the

attached Lock Up Procedures. The security of the people locking up the facility, along with the facility itself, should be a priority.

- d. A listing of all congregants with UR facility keys is to be maintained by the Business Manager, along with people that are listed on the Security System “call list” (both reviewed yearly).

POLICY AND PROCEDURES MANUAL



Unity Renaissance
 1120 Eden Way N, Chesapeake, VA 23320
(757) 420-5280 / FAX 420-5288
 UnityRenaissance.org

Request Contact: _____
 Phone: _____
 Cell Phone: _____
 Email: _____
 Team/Ministry: _____

UR Activity Request Form

Date Request Submitted: _____

Complete Request and Submit to Admin Office

**Approval/Denial Notification takes 7-10 days
 Unless we need additional considerations**

I have checked current calendar to avoid conflicts (available on hall wall and website www.UnityRenaissance.org)

ONLY If funds are requested for Activity **MUST** you submit a Budget Worksheet with Activity Request Form

BUDGET Worksheet

Name of Event: _____

Estimated (Pro forma)

Attendance – Paid _____
 - Other _____

Actual (Post Event)

Attendance – Paid _____
 - Other _____

Sources of Income	\$ Amount
<u>Love Offering</u>	_____
<u>Ticket Sales</u>	_____
_____	_____
_____	_____
Total	_____

Sources of Income	\$ Amount
<u>Love Offering</u>	_____
<u>Ticket Sales</u>	_____
_____	_____
_____	_____
Total	_____

Estimated Expenses	\$ Amount
<u>Gift to Unity Renaissance</u>	_____
<u>Sound/Tech</u>	_____
<u>Nursery Care</u>	_____
<u>Facility Manager</u>	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Total	_____
Net Income (Loss)	_____

Actual Expenses	\$ Amount
<u>Gift to Unity Renaissance</u>	_____
<u>Sound/Tech</u>	_____
<u>Nursery Care</u>	_____
<u>Facility Manager</u>	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Total	_____
Net Income (Loss)	_____

Add any tips for planning the next event:

121 Safe and Positive Environment

- I. Purpose: To provide guidance on ensuring Unity Renaissance instills a safe and positive environment for our congregation, staff, and community.
- II. UR promotes a safe church policy for all those utilizing our facility. The church facility is to be safe and supporting the services, classes and events, with the people attending any UR event being positive and compassionate of each attendee.
- III. Responsible Persons: All UR leadership and staff.
- IV. Procedure: Unity Renaissance is committed to conducting its ministry in a safe and responsible manner, providing a safe and healthy environment for our employees, congregants and volunteers.
 - a. All congregants, members, staff and visitors are to conduct activities in an environmentally-sustainable manner and in compliance with all governmental regulations and UR policies.
 - b. Any health emergencies of attendees at a UR function will normally be immediately referred to Emergency Health services with concurrence of the individual, having UR staff call 911 for a quick response.
 - c. For any adverse health or unsafe condition at UR, it is the responsibility of the individual to report the condition to an attending staff member or anyone within the UR Leadership team (BoT member, Director, staff member). It is a goal of the church to comply with reporting requirements that pertain to any such condition and to take prompt corrective action to prevent any reoccurrence.
 - d. Any personal grievance or complaint is to be identified to the UR Senior Minister or staff, or to a BoT member, either verbally or written (to include using the UR BoT Comment Box). Disruptive behavior, or immediate personal problems or conflicts are to be addressed in a peaceful, respective manner. Challenges to a peaceful resolution to any disagreement will be handled using prayer and mediation. Any type of violence will not be tolerated, with local police being called to maintain safety for all people involved.

Source/Book Store

190 Book Store Customer Service

- I. Purpose: To create an organizational structure that ensures every customer is provided the same high level of service and quality.
- II. Book Store staff and volunteers will strive to understand, anticipate and satisfy customer needs through honoring our commitments, serving every customer to the best of our ability and treating each customer as part of a long-term relationship.
- III. Responsible Persons: Bookstore Staff and Volunteers
- IV. Procedure: **Service will be efficient, immediate, and engaging.**
 - a. If unable to satisfy a customer's needs, the customer will be referred to either the Bookstore Manager or the Assistant Bookstore Manager.
 - b. If the Bookstore Manager or the Assistant Bookstore Manager is not available, or if neither can provide the customer a satisfactory answer, the customer will be asked for permission to reply via phone or e-mail.
 - c. When a customer requests a book that is not available:
 - i. The customer will be asked to complete a request form.
 - ii. Advise the customer that the notification will be made when the book arrives.
 - iii. If the book is unavailable through established vendors, the customer will be directed to go through our web-portal to Amazon.
 - d. When a customer requests a gift item that is not available, consult or refer the customer to the Book Store Manager or the Assistant Book Store Manager.
 - e. Customers displaying rude or violent behavior will not be tolerated.
 - i. Customer will be asked politely to leave.
 - ii. Bookstore Manager or Assistant Bookstore Manager will be summoned.
 - iii. If the Bookstore Manager or Assistant Bookstore Manager is unavailable, call a Unity staff member on the premises.

191 Book Store Purchase Orders

- I. Purpose: To describe the procedure for accurately ordering supplies and items for the book store.
- II. Policy: Book Store staff and volunteers will follow the following procedure when ordering items for the book store.
- III. Responsible Persons: Bookstore Staff and Volunteers
- IV. Procedure:
 - a. Access specific vendor/publisher web-site (example: Ingram)
 - b. Follow vendor/publisher instruction and guidelines for completing order.
 - c. After the purchase order is completed and the total estimate with shipping is listed, save and print the document.
 - i. File the appropriate document for the vendor/publisher file.
 - d. The Business Manager's is given a copy of all invoices received.
 - e. The Business Manager will provide final approval for each PO.

192 Book Store Arrival and Receiving of Shipments

- I. Purpose: To describe the procedure for receiving supplies and items that has arrived for the book store.
- II. Book Store staff and volunteers will follow the following procedure when receiving items for the book store.
- III. Responsible Persons: Bookstore Staff and Volunteers
- IV. Procedure:
 - a. Open and locate the packing slip or invoice.
 - b. Check the items received against the packing slip or invoice.
 - c. Make sure all items are in good condition and not damaged. If there are damaged or missing items, please make a note on the packing slip or invoice. Call vendor for return or replacement of damaged item. Return item per vendors instruction.
 - d. Check for special orders in the phone message book on the bookshelf.
 - i. Call the customer and note the date the customer was called on the special order form.
 - ii. Place the special order form with the item received (rubber band), so that the customer will be called and the book will be placed in the bottom drawer of the filing cabinet next to register for customer to pick up.
 - e. Use the white stickers/bar codes/jewelry tags to write the retail price on items that are not all ready priced.

193 Book Store Cash Register Instructions

- I. Purpose: To describe the procedure for operating the cash register in the Book Store.
- II. Book Store staff and volunteers will follow the following procedure when operating the cash register in the book store.
- III. Responsible Persons: Bookstore Staff and Volunteers
- IV. Procedure:
 - a. **Customer Type.** Click on the small box next to the Customer box at the top left hand side of the screen. There are several customer types:
 - i. **CL** – provides a 10% discount for URSLC class books
 - ii. **Bookstore Volunteer** – bookstore volunteers receive a 20% discount (up to a maximum of 40% discount on sale items)
 - iii. **Church** – all items purchased for URSLC including cards, congregational care items, items for the business office, etc., will automatically ring up with no sales tax. In the 'Tendor type' box, select House. Ask the staff member to sign the receipt so the business office knows what department to apply the cost to.
 - iv. **Staff** – all paid staff members receive a 20% discount on items purchased for personal use (up to a maximum 40% discount)
 - v. **Seniors** – Senior citizens, 65 and over, receive a 10% discount on Tuesdays
 - b. Scan the bar code on the back of books, CDs, and gift items. Some bar codes are displayed on the stand to the left of the register. If an item does not have a bar code, there will be an item code on the price sticker. Type the item code into the ISBN box in the cash register.
 - c. Bar codes on the stand next to the cash register include the following:
 - i. UR tape which is for CDs of Sunday services
 - ii. Other – only to be used when you cannot find a bar code or item code. You can add a price for this category.
 - iii. Item Code for Daily Word is **DW1**
 - iv. Item Code for Unity Magazine is **UM**
 - d. After scanning the bar code or entering the item code, then press Enter. Then enter the quantity if there is more than one. **Continue pressing Enter. It is important to press Enter after each item is scanned.** Otherwise, a huge quantity will display as being purchased and then the quantity will need to be changed.

- e. Continue scanning each item and continue pressing enter until all items are entered.
- f) If the entered skew could not be found, press **F2** to look up the item by key word or author.
- g) Press Enter again, Anthology will ask, 'Do you want to begin to take tenders'? Select Yes.
- h) Check the appropriate payment choice: Cash, Credit card, Check, Gift Certificate, or House for Church purchases.
- i) For CASH transactions – enter the amount of cash given to you and press enter. Change due to customer is in red box. Do not put the cash into the register until after you have given the customer back his/her change.
- j) For CHECK transactions – Place cursor next to Checks under Tender Type. Checks can be made out to **Unity Bookstore**, URSLC, or Community Books. Endorse the back of each check with 'Pay to the order of Valley View State Bank' stamp. Be sure amount on the check matches the amount of the sale. Also, make sure the customer signs the check.
- k) For CHARGE CARD transactions – the bookstore accepts VISA and MASTER CARD only. Click the appropriate box under Tender Type. Then run the credit card through the credit card machine. The black strip will face the left. Then enter the amount of the sale

194 Book Store Discount

- I. Purpose: To identify Unity Renaissance Spiritual Life Center's policy on the bookstore discount for employees.
- II. Policy: Bookstore discount for employees and bookstore staff is 15%.
- III. Responsible Persons: Board of Trustees

195 Book Store Cash Register Codes for Special Items

- I. Purpose: To describe the procedure for utilizing the appropriate bar code for special items in the Book Store.
- II. Book Store staff and volunteers will follow the following procedure when selling special items such as Sunday CDs, Daily Word Magazine and Unity Magazine.
- III. Responsible Persons: Bookstore Staff and Volunteers
- IV. Procedure:
 - a. When selling some items, they require special bar codes:
 - i. Please see the bar code on the stand next to the cash register that reads UCOP Tape. Scan this bar code for the Sunday service CDs. The price is \$4.00 plus tax for a total of \$
 - ii. The code for the Daily Word is **DM1**
 - iii. The code for the Unity Magazine is **UM**
 - iv. If you cannot find a code for an item, as a last resort you can use the bar code OTHER which is shown on the stand near the cash register.

196 Book Store Information for Volunteers

- I. Purpose: To provide a document that includes a welcome and general orientation information for Book Store Volunteers
- II. The Book Store Manager will provide new Book Store Volunteers the document below when they begin their service.
- III. Responsible Persons: Bookstore Staff and Volunteers
- IV. Procedure: The Welcome Document includes the following information:
Welcome to our Bookstore Staff! We are so glad you have chosen to join our team. Your service to our church in our bookstore is a very important contribution that reflects a high level of commitment.

Our bookstore is open to serve our church and our community because of volunteers like you. We will send the monthly calendar to you via e-mail or print a hard copy if you prefer. We count on each person to be in the bookstore during his or her scheduled time. If you are unable to work when scheduled, find a replacement and please contact the Bookstore Manager or Assistant Manager with your replacement as soon as possible.

Please look through the training materials and let us know if you have any questions. Also, familiarize yourself with the book sections in the store.

Feel free to call the Bookstore Manager or Assistant Manager anytime you have a question. Their cell phone numbers are listed on the phone near the cash register.

Your unique expression of Christ Light will help your bookstore be of service to our church and to our community.

Thank you for your commitment to serve.

Blessings to you.

Section 200: Board of Trustees

200 Board of Trustee Meeting Policies and Procedures

- I. Purpose: To provide guidelines for BoT meetings for Unity Renaissance.
- II. This policy will provide an overview of the standard BoT meeting procedures, setting necessary preparation and actions to ensure effective BoT meetings. Additionally, assigned staff is responsible for planning for long-range financial needs and the management of those plans.
- III. Responsible Persons: The President of the UR BoT is responsible for the agenda and content of monthly and special meetings. She/he will ensure the meeting delivers effective and efficient actions that reflect the business actions needed to support the vision and day-to-day operations of UR. The Vice President is to lead the meetings if President Is not available. The Vice President is also responsible for maintaining the UR BoT Action List that identifies on-going BoT activities for resolution.
- IV. Procedure:
 - a. The President will normally provide an agenda for each BOT meeting three days prior to the scheduled date. The agenda will reflect Old Business, New Business and standard reports by the Secretaries' (minutes and correspondence), Treasurers' (prior month P&L and financial report), and Senior Minister (on going events and future calendar). In addition to the President's agenda, the Vice President will provide the current Action List, Treasurers the prior month P&L/Financial Report and Secretaries the prior meeting minutes a minimum of three days prior to the BoT meeting.
 - b. Congregants can attend the BoT meeting by requesting to the BoT President. Normally these congregants will attend the beginning of the meeting and be provided time to address the Board. During more sensitive discussions, visiting

congregants and staff may be asked to leave the proceedings to allow free/open communications of issues facing a BoT decision.

- c. New Business issues that are brought to the BoT by congregants, staff or BoT members will normally be tabled to a follow-on meeting for voting, unless the issue has been identified one week prior to the meeting, with associated details on the issue. When appropriating money is involved, multiple proposals/quotes will be provided by capable vendors (normally three).

200.1

- d. Old Business will be reviewed at each meeting and normally acted on to ensure efficient actions are addressed by the BoT. Any member of the BoT can recommend tabling Old Business for a successive meeting, with a majority of the BoT agreeing to the tabled issue.
- e. The Vice President will normally maintain an “Action List” from meeting-to-meeting, which will be reviewed at the beginning and ending of each BoT meeting. BoT members will normally be assigned to act on the issues identified on the BoT “Action List”, with the Senior Minister assigning actions to the Directors or Staff members as appropriate.
- f. The BoT Secretaries will review congregant comments from the BoT Comment Box at each meeting. The BoT will discuss each input, with a BoT member assigned to review the BoT action/issue with the congregant within two weeks of the BoT meeting. It is preferred to contact the congregant in person or by phone.
- g. The BoT Treasurers will ensure 10% of the monthly General Offering is tithed to a standard listing of Unity recipients (Unity Worldwide Ministries, Unity Worldwide Spiritual Institute, Silent Unity, Message of Hope, Unity On-Line Radio, Unity Eastern Region – normally split to meet 80% of the 10% total tithe). The BoT will vote on a Miscellaneous Tithe each month that will go to an organization/group/person that contributed significantly to the “spiritual growth” and support of the UR congregation (providing the other 20% of the 10% total tithe).

201 Board of Trustee Financial Limits

- 5) Purpose: To provide guidelines for BoT in appropriating operating funds and other funds to support budgeted and non-budgeted expenditures for Unity Renaissance.

- 6) This policy will provide the BoT expenditure limits on additions/changes to budgeted lines and additions or non-budgeted expenditures from the operating account and other funds that support UR.
- 7) Responsible Persons: The Treasurers and President of the UR BoT is responsible to ensure expenditure limits are not exceeded.
- 8) Procedure:
 - a. The Finance Committee will provide a proposed operating budget to the BoT each year in November for the succeeding year. The BoT will review, modify/amend and approve the operating budget prior to the January Congregational Annual Meeting. The BoT will present the approved budget with past year's profit/loss statement at the Congregational Annual Meeting.
 - b. Line items in the Operating account will provide funds to allocate for expenses supporting UR for the full year. Excesses beyond the projected allocated funds in the approved Operating budget require BoT action and vote to increase funding. This can be accomplished by increasing the specific funding line or merging with an under-executed "like-type" funding line to cover both expenditures (i.e. merging Electric and Gas within Utilities funding lines).
 - c. Normal expenses/fees that have Operating account funding lines will be paid monthly through normal processes with the staff Business Manager and BoT Treasurers.
 - d. Unexpected expenses/fees that have an Operating account funding line but can be paid within appropriate funds do not require a BoT vote unless the expense/fee is in excess of \$1000. Unexpected expense/fees greater than \$1000 requires a BoT vote to approve expenditure (majority of BoT present approve). Emergency expenses/fees that must be immediately executed can be approved by the Senior Minister, with timely notification of the BoT (examples are facility maintenance requirements (electricians, plumbers, HVAC), safety costs (tree removal), etc). If an increase in the Operating account budget line is required, a vote is required by the BoT. Increases in the Operating account will be noted in the accounting database, with noted BoT approval date, with Business Manager being notified by the Treasurers and funds being paid as needed.
 - e. Unexpected expenses/fees that do not have an Operating account funding line require a BoT vote for any expense greater than \$500. Emerging expenses that are less than \$500 can be considered a miscellaneous and can be covered by "like-type" funding lines within the Operating account. Unexpected

expenses/fees that are over \$500 and are approved by the BoT will be added to the annual Operating account as an additional line item as an excess expense.

- f. BoT spending of Fund accounts or other accounts supporting UR (Capital Campaign, Facility/Building Fund, etc) requires a vote for anything in excess of \$1000. Using Fund account resources must be supporting designated Fund areas.

Section 300: Human Resources

300 Absences and Lateness

I. Purpose: To identify Unity Renaissance Spiritual Life Center 's policy regarding the handling of various types of absences.

II. Policy: Regular attendance and punctuality of employees during scheduled hours of work is essential for the ministry to meet operational demands. All employees are expected to report for work regularly, on time and to remain at work until the end of their workday.

III. Responsible Persons: All employees, full and part time

IV. Procedure:

Reporting Absences and Lateness

- Employees should notify their Supervisor or the Senior Minister's office at least 2-hours before the beginning of their work day, or as soon as possible, if they are unable to report to work or are going to be late for work.
- If an employee is confined to bed, hospitalized, or otherwise unable to personally report the absence, arrangements should be made to have someone notify the supervisor of the employee's situation. In reporting absences, the message should include the reason for the absence, expected time of return to work, and the name of the person reporting the absence. An employee who is absent from work for two consecutive working days, and has not notified URSLC may be terminated.

Excessive Absenteeism

- Unsatisfactory attendance or excessive absenteeism, including frequently reporting late or leaving early, will be cause for disciplinary action.
- The employee's supervisor will counsel employees that are excessively absent or late.
- When a supervisor considers the employee is excessively absent or late, they will have a verbal counseling with the employee. If the behavior continues the supervisor may prepare a written warning with an action plan and share this with the employee. If attendance does not improve, the employee may be terminated.

Unpaid Absences

- Absences caused by personal emergency, or personal illness, extending beyond paid absence leave are taken without pay or charged against vacation time, subject to approval by the immediate supervisor.

Paid Absences -- Approved absences for the following reasons are paid.

Death in the Family:

A maximum of three consecutive days absence is paid in the event of death in an employee's immediate family [spouse, child, parent, brother, sister, grandparent, mother/father-in-law]. If the employee is absent longer than three days the absence can be taken without pay or against vacation time as approved by their supervisor.

Court Duty:

Employees who are subpoenaed to appear in court as witnesses, or called for jury duty, are paid the difference between any fees received [excluding expenses] and regular pay. Please retain your court pay stub, parking receipts, etc. to provide to

the Payroll/Accounting Department. For all court duty, proof of subpoena or summons are to be provided to the Business Manager .

Voting Time:

An employee may be granted time off with pay to vote in a national, state, or local election for a period not to exceed two hours..

Short-term Military Service:

Required service, such as National Guard duty or reserve duty, when such absence does not exceed two weeks. The employee is paid the difference between regular pay and the amount received for military duty, provided the employee submits all military vouchers to the Senior Minister, or designee, upon return.

Occupational Injury or Illness:

Absence due to an injury or illness occurring at or related to the employee's work is paid, less the amount paid by Worker's Compensation insurance.

Absences Due to Severe Weather:

If extreme conditions force the church offices to close, the Senior Minister, or designee, will notify the employees. If the church office is not officially closed, employees are expected to report to work within two hours of regular starting times. Employees are required to follow the standard call in procedures as outlined above if they are not able to make their regularly scheduled shift. Payment beyond that time or absence on bad weather days is reviewed on an individual basis, and is dependent upon travel distance, extenuating circumstances, and attendance record.

301 Americans with Disabilities Compliance

I. Purpose: To identify Unity Renaissance Spiritual Life Center's Americans with Disabilities Act policy.

II. Policy: Unity Renaissance Spiritual Life Center (URSLC) adopts the intent of the Americans with

Disabilities Act and Section 504 of the Rehabilitation Act. In accordance with these laws URSLC seeks to insure that otherwise qualified persons with a disability do not suffer discrimination on the basis of their disability and will strive to make its services, programs, and facilities accessible to people with special needs when possible. Alternatives are considered when internal accommodation is not possible.

Unity Renaissance Spiritual Life Center is committed to providing 'reasonable accommodation' through modifications to be made, or items to be provided to a qualified individual with a disability. The only limitation to this obligation to provide 'reasonable accommodation' is if the modification or item required would cause 'undue hardship' to the employer.

III. Responsible Persons: All managerial/supervisory staff members and all staff members see kingaccommodation.

IV. Definitions:

- a. An otherwise qualified person with a disability is an individual who has documented with the designated supervisor for disability services the existence of a qualifying disability, and who is able to successfully complete the essential elements of the job.
- b. Undue hardship is described as a significant difficulty or expense, and would focus on the resources and circumstances of URSLC in relationship to the cost or difficulty of providing a specific accommodation. Undue hardship refers not only to financial difficulty, but also to reasonable accommodations that are unduly extensive, substantial, or disruptive, or those that would alter the nature or operation of the business.

V. Procedure:

- It is the employee's right and responsibility to inform his or her supervisor of the required accommodations. If the employee chooses not to share this information with the supervisor, URSLC is under no obligation to provide accommodations. Furthermore, accommodations are not retroactive. Instead, URSLC's responsibility to reasonably accommodate an employee's disability is triggered by the employee's submission of the official accommodation specification form.
- In order to qualify as an employee with a disability the employee must identify him/herself as such when hired or as soon as disability occurs.
- The following forms will need to be completed by the employee: Request for Accommodation, and an Employee Release (forms available through the Business Manager's office). These forms and records shall be maintained under strict confidentiality.

POLICY AND PROCEDURES MANUAL

engaged in investigation or settlement of a grievance, complaint or appeal filed by an employee.

302 Application Process and Retention of Records

- I. Purpose: To identify Unity Renaissance Spiritual Life Center (URSLC) employment application process and the requirement for retention of the respective records.
- II. Policy: Applicant's resumes are used to develop a list of candidates that might be suitable for an open position. Any applicant that is then interviewed must complete and sign an application. The retention policy regarding applications is outlined in the following procedures.
- III. Responsible Persons: Managers/supervisors
- IV. Procedure:
 - a. The applicant's resume is used initially, to develop a list of candidates that might be suitable for the opening.
 - b. All candidates that are chosen for an interview will fill out a job application.
 - c. The resume, with any testing results, or notes from the interview should be attached to the Application for Employment.
 - d. When a decision is made to hire an applicant, a background check will be run. The offer is made by the hiring supervisor in conjunction with the senior minister. When an applicant is selected for a position all paperwork, including application, direct deposit information, w-4 forms, is forwarded along with a Personnel Action Form to the Business Manager
 - e. All paperwork is then stored in accordance with the Personal Information Security policy #640.

303 Bonuses

- I. Purpose: To identify Unity Renaissance Spiritual Life Center's policy for bonuses for employees.
- II. Policy: Bonuses for employees are established at the discretion of the Board of Trustees
- III. Responsible Persons: Board of Trustees and Senior Minister
- IV. Procedure:

Board of trustees determines the total amount for bonuses, exclusive of the Senior Minister's bonus

The Senior Minister then decides how the money is to be divided amongst the employees.

The Board of Trustees determines the Senior Minister's bonus

305 Confidential Regarding Employee Records

- I. Purpose: To identify Unity Renaissance Spiritual Life Center's policy to assure employment record keeping and release of information reflect compliance with the laws.
- II. Policy: Unity Renaissance Spiritual Life Center will provide requested information in compliance with requests from governmental and law enforcement agencies, if they have furnished proper identification, proven their legal authority and right to access the requested information. All employee records are confidential, and access to those files is limited to the Senior Minister, the Senior Minister's designees and those with a valid business, regulatory, or legal reason.
- III. Responsible Persons: Church leadership staff
- IV. Procedure:

Employees should refer all external requests for personnel information concerning applicants, employees or past employees to the Minister/Business Manager. Unity Renaissance Spiritual Life Center will only provide factual information on former employees to external reference checks, such as: dates of employment, position held, and salary confirmation. References and basis for termination will only be provided upon receipt of the former employee's written consent.

For further information on storage and retention of records, see Personal Information Security Policy

306 Dress Code / Personal Appearance

- I. Purpose: To identify Unity Renaissance Spiritual Life Center’s dress code and personal appearance policy.
- II. Policy: Employees are expected to practice personal cleanliness and dress appropriately.
- III. Responsible Persons: All employees
- IV. Procedure: Unless otherwise approved, the following dress code applies:
 - Monday – Sunday: Business casual
 - Business Casual Attire is defined as:
 - a. Clothing that is comfortable and practical for work and not offensive to others.
 - Inappropriate Clothes:
 - a. Clothes such as short-shorts, undershirts, tank tops, or similar items are not considered appropriate for office areas, or when visiting congregants.
 - b. “Message” t-shirts/shirts which might, by their nature, offend others are considered inappropriate.

307 Drug and Alcohol Use in the Workplace

I. Purpose: To identify Unity Renaissance Spiritual Life Center's (URSLC) Drug and Alcohol Policy

II. Policy: URSLC has a responsibility to provide a workplace that is free of controlled substances and alcohol as well as a responsibility to the congregation to insure that its trust in URSLC is upheld. Therefore, URSLC has adopted the following policy:

The illegal use or possession of any controlled substance, including the abuse of medications on work time or on work premises is prohibited.

The illegal sale, distribution or provision of alcohol or any controlled substance while on work time or work premises is prohibited

Reporting to work or working while intoxicated or impaired is prohibited, and may lead to immediate suspension or termination.

URSLC's policy applies to all employees during working hours on church premises.

III. Responsible Persons: All Employees

IV. Procedure:

- a. Employees will cooperate with any church efforts to investigate any drug or alcohol possession/issues.
- b. Employees may confidentially seek assistance for substance abuse problems through counseling services at the church.

308 Educational Programs

Purpose: To identify Unity Renaissance Spiritual Life Center's policy relative to educational programs.

- II. Policy: The ministry encourages employees to improve their capabilities and knowledge to assist both themselves and the ministry toward increased performance and growth. While the responsibility for personal development is primarily that of the employee, the ministry may share in financial expense through tuition reimbursement and other educational assistance.
- III. Responsible Persons: All Employees
- IV. Procedure:

Enrollment – To qualify for tuition reimbursement, the Senior Minister or other designee must approve courses in advance. Employees submit requests in writing, stating course names, the school, beginning and ending dates, and tuition and registration costs. The Senior Minister reserves the right to determine eligibility for educational assistance, and if such assistance is in the best interest of the ministry. After successful completion of the course, attaining a grade of "C" or better, employees submit receipts from the school and copies of grades or certificates of completion to the Senior Minister's office for payment. Copies of the receipts and transcripts are filed in the employee's personnel file.

Related Courses – Courses must be related to the employee's present job or to a job that the ministry foresees the employee assigned to in the near future. Courses not job-related, even though required for a college degree, do not qualify. Only courses offered by accredited schools, colleges, or universities qualify for tuition reimbursement.

Course Schedule – The hours scheduled for course studies do not conflict with the employee's work schedule.

Reimbursement – Reimbursements are made after satisfactory completion of the course/s. No reimbursement is made for failure to complete a course, or grades lower than a "C". Reimbursement covers tuition and registration, or a portion thereof. Textbooks, course supplies, and laboratory fees may be reimbursed with approval from the Senior Minister. Reimbursement amounts are reduced by the amount received from sources outside the ministry, such as Veteran's benefits, scholarships etc

Seminars or Courses Taken at the Senior Minister's Direction –

Courses, seminars, and related expenses that are recommended to the employee by the ministry are determined as eligible for full payment by Unity Renaissance. The Senior Minister must approve such courses and anticipated related expenses in advance.

309 Employment-at-Will

- I. Purpose: To identify Unity Renaissance Spiritual Life Center's employment at will policy.
- II. Policy: Except for employees who have a written agreement signed by a member of the Board of Trustees or minister, employment at Unity Renaissance is AT-WILL. Except for employees that have a written employment agreement signed by a member of Board of Trustees or Minister, employment at Unity Renaissance is "at-Will".
- III. Responsible Persons: Church leadership
- IV. Procedure:

Any employee is free to terminate his or her employment with the Church at any time, with or without reason. Likewise, the Church has the right to terminate any employee's employment, or otherwise discipline an employee at any time, at the discretion of the Church so long as it is not illegal.

No employee of the Church can enter into an employment contract for a specified period of time, or make any agreement contrary to this policy without written approval from the Board of Trustees.

No employment practice of the Church is intended to create a contract of employment. No changes in the Church's employment-at-will policy will be effective unless executed in writing and signed by the Board of Trustees.

310 UR Employee Classifications -Vacant

Human Resources

310

BoT Approval Date : 27 Jan 2017

BoT Revision Date

Employee and Volunteer Classifications

Vacant as of 26 January 2017

311 Employee Review of Personnel File

Human Resources

#311

BoT Approval Date : 15 DEC 2016

BoT Revision Date:

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- I. Purpose: To identify Unity Renaissance Spiritual Life Center's policy assuring employee may review his/her own documents in his/her personnel record.
 - II. Policy: The Business Manager will schedule a time for review of a current employee's own personnel record upon request.
 - III. Responsible Persons: Senior Minister and Business Manager
 - IV. Procedure:

A current employee may view his/her own documents from the personnel record. A request for a particular document should be directed to the Business Manager, who will schedule a time for review. Documents may not be removed from the area where they are kept. Copies of records may be made with permission from the Business Manager.

I. Purpose: To identify Unity Renaissance Spiritual Life Center's recruiting and selection practices.

II. Policy: The policy of URSLC is to fill all open positions with candidates who best meet the requirements of the position. URSLC prefers to recruit from within the church community for all other openings. However, in order to hire the best qualified candidate, URSLC reserves the right to post job openings, recruit and hire from any and all customary resources.

III. Responsible Persons: Managers and supervisors

IV. Procedure:

- a. URSLC will select candidates based on ability, experience, training, and interest in performing the duties of the position.
- b. Management may choose to fill a position from within the ministry or membership. All such positions are posted in all departments, in order to give current employees an opportunity to apply for those openings.
- c. When management chooses to recruit from outside the church, other resources may be needed and may include but are not limited to internet postings, newspaper postings, agencies, other churches, etc.

314 Non-Ministerial Employment Interviewing Process

Human Resources

314

BoT Approval Date : 15 DEC 2016

BoT Revision Date:

- I. Purpose: To identify Unity Renaissance Spiritual Life Center’s interview policy and process for non-ministerial positions.
- II. Policy: The employment interview is a vital element of the selection process. It allows the applicant an opportunity to demonstrate his or her capabilities to perform the job, and provides adequate information to the candidate about the position and the ministry. The types of questions that are asked are vitally important to the interview process. See “Procedure” section for details.
- III. Responsible Persons: Minister/hiring manager
- IV. Procedure: Interviews are to be conducted in private and without interruption. One or more interview(s) may be conducted with one or more of the leadership team at each interview. Before the interview is conducted the minister/hiring manager:
 - a. Reviews the applicant’s resume.
 - b. Ensures that all applicants have completed an “application for employment” form.
 - c. Prepares a standard list of questions for all applicants. All questions should be job-related and have a direct bearing on the essential tasks of the position. Questions should be open-ended and may be behavior based.
 - d. The interview and the questions asked should be standardized for the position so that all applicants can be evaluated equally.
 - e. Questions that express (directly or indirectly) any preference, limitation, or general reference to race, national origin, sex, age, sexual orientation, or physical handicap are prohibited. Additionally, any questions that relate to marital status, number and age of children and questions relating to pregnancy or health status are prohibited.
 - f. Before hiring, a minimum of two references will be checked by the supervisor or Hiring Manager.
 - i. At least one reference from a former supervisor or co-worker
 - ii. At least one personal reference

315 Employment Testing

Human Resources

315

BoT Approval Date : 15 DEC 2016

BoT Revision Date:

- I. Purpose: To identify Unity Renaissance Spiritual Life Center (URSLC) policy relative to job candidate testing.
- II. Policy: Skills testing is conducted only if the test is representative of actual duties performed on the job, or if the test has been validated for predictive behavior on the job under consideration.
- III. Responsible Persons: Minister/ Hiring Manager
- IV. Procedure: All tests are administered by the Senior Minister or other designee to assure that applicants receive consistent treatment. Test results are confidential and are viewed by the minister and hiring supervisor only. The test results may impact the hiring of the applicant, and/or the hiring salary.
- V. Results are forwarded to the Business Manager along with the applicant's resume, employment application and other pertinent candidate information. Test results will be disclosed to the applicant upon request. Test results are filed in accordance with the personnel file protocol.

316 Employment Candidate Selection and Offer

Human Resources

316

BoT Approval Date : 15 DEC 2016

BoT Revision Date

- I. Purpose: To identify Unity Renaissance Spiritual Life Center's (URSLC) policy regarding selection of candidates and making and communicating decisions relative to the hiring of a new employee.
- II. Policy: Unity Renaissance Spiritual Life is committed to selecting the best candidate for each open position and for communicating the offer of employment clearly and in a timely manner.
- III. Responsible Persons: Minister/Hiring manager
- IV. **Procedure:**
 - a. URSLC will select candidates based on ability, experience, training, and interest in performing the duties of the position
 - b. The hiring manager or Senior Minister or designee will review the information gathered in the interview(s) /evaluation process to determine the most qualified candidate for the job.
 - c. The hiring manager is responsible for contacting the best-qualified candidate and arranging a meeting with the individual who will make the offer of employment.
 - d. A hiring intent letter, spelling out the general terms of employment will be given to the prospective employee. If the selected candidate accepts the position, the start date is determined, a background check and the New Hire checklist are initiated.
 - e. The hiring manager is responsible for notifying the other candidates either by letter, e-mail or by phone within one week of the acceptance of employment by the best-qualified candidate.

318 Employment Eligibility Verification Policy

Human Resources

318

BoT Approval Date : 15 DEC 2016

BoT Revision Date:

- I. Purpose: To identify Unity Renaissance Spiritual Life Center (URSLC's) policy regarding verification and retention of employee eligibility documentation.
- II. Policy: URSLC complies with all Immigration and Naturalization Services (INS) regulations regarding documentation of worker eligibility and retention of eligibility documents.
- III. Responsible Persons: All new hires and Hiring Manager
- IV. Procedure:
 - a. New employees shall provide documentation required by the INS as proof of their identity and eligibility to work. They will complete the INS I-9 form at the time of hire. The Business Manager is responsible for verifying and documenting the eligibility requirement
 - b. I-9 forms shall be filed in a separate binder that contains only I-9 information. Binder contains personal information and shall be stored according to URSLC's Personal Information Security Policy.
 - c. I-9 forms shall be retained for at least 3 years from the date of hire or at least one year from the date of termination, whichever is later. Disposal of I-9 forms after this time period shall be per URSLC's personal information security policy.

319 Employment Record Changes

Human Resources

#319.1

BoT Approval Date : 15 DEC 2016

BoT Revision Date:

- I. Purpose: To identify Unity Renaissance Spiritual Life Center's policy to assure employment record changes are completed.
- II. Policy: A written Personnel Action Form is required to authorize and record changes in employment.
- III. Responsible Persons: Leadership Staff.
- IV. Procedure: The Supervisor must complete a Personnel Action Form when an employee:
 - a. Is hired or rehired
 - b. Is promoted or demoted
 - c. Is terminated or resigns
 - d. Takes a leave of absence
 - e. Receives a salary increase
 - f. Loses eligibility for employment under immigration rules

All employment record changes require the signature of the Business Manager and/or the Senior Minister. The approved Personnel Action Form is then forwarded to the Business Manager for processing and filing the form in the employee's personnel file. A summary of all changes in employment will be kept in the employee's file (Form HR 619)

- I. Purpose: To identify Unity Renaissance Spiritual Life Center's policy regarding Equal Opportunity Employment.
- II. Policy: Leadership staff will become aware of this policy and follow the procedure as described below.
- III. Responsible Persons: Church leadership staff
- IV. Procedure:

In accordance with applicable Federal and State Laws and Regulations, the employment policies and practices of Unity Renaissance Spiritual Life Center are administered without regard to race, color, age, national origin, gender, disability, veteran's status, sexual orientation or ethnicity. Although, it is legal for religious corporations, associations and educational institutions to hire on the basis of religion in the employment of any person in any position, Unity Renaissance Spiritual Life Center has chosen to exercise discretion in this matter. For positions in which religious beliefs and/or credentials are essential to the performance of the job duties religion may be used as a hiring criterion.

Equal opportunity is assured by:

- a. Assuring those individuals who make or recommend employment decisions and other personnel actions are fully aware of and comply with this policy and the principles of equal opportunity.
- b. Monitoring Renaissance Spiritual Life Center's progress and practices with respect to Equal Employment Opportunity objectives.
- c. Investigating employee complaints promptly and thoroughly.

Each supervisor supports this policy through creative leadership and personal example, and every employee is expected to comply with URSLC's policy. The Equal Employment Opportunity Program will have as its firm objective, equal opportunity in recruitment, hiring, rates of pay, promotion, training, termination, and benefit plans, and all other forms of compensation, conditions, and privileges of employment for all employees and applicants.

321 Ethical Conduct

Human Resources
2016

321.1

BoT Approval Date : 15 DEC

BoT Revision Date:

- I. Purpose: To identify Unity Renaissance Spiritual Life Centers's ethical conduct policy.
- II. Policy: URSLC's policy is to uphold the highest legal, ethical and moral standards. Unity Worldwide Ministry code of ethics is available at: <https://www.unityworldwideministries.org/codes-ethics>. Our reputation for integrity and excellence requires the careful observation of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity. URSLC will comply with all applicable laws and regulations and expects all employees to conduct business in accordance with the letter and spirit of all relevant laws; to refrain from any illegal, dishonest, or unethical conduct; to act in a professional manner and to treat everyone with respect.

In general, the use of good judgment based on high ethical principles will guide you in acceptable conduct. The importance of ethical conduct extends to electronic mail and information posted on social network sites. URSLC employee's use of electronic communication should not interfere with Church operations, nor should it cause any harm or embarrassment to the Church or its congregants. If a situation arises where it is difficult to determine the proper course of conduct, or where you have questions concerning the propriety of certain conduct by yourself or others, the matter should be brought to the attention of the Sr. Minister. If you are an employee and the activity involves the Sr. Minister, you may also contact the President of the Board.

III. Responsible Persons: Staff

IV. Procedure:

- a. Employees will conduct themselves in an ethical and legal manner.
- b. If the employee fails to do so, the respective Church supervisor or Senior Minister may counsel/discipline the employee through the following progressive steps:
 - i. Counseling
 - ii. Verbal warnings
 - iii. Written warnings
 - iv. Probation
 - v. Suspension

POLICY AND PROCEDURES MANUAL

- vi. Termination.
 - vii. Considerations to be taken when deciding the level of discipline include, but are not limited to: employee history, extenuating circumstances, and the safe, efficient operation of the Church.
 - viii. The Senior Minister has the right to determine if employee actions warrant immediate dismissal.
- c. See Form 621: Disciplinary Action

322 Fair Labor Standards Act

Human Resources
2016

#322

BoT Approval Date : 15 DEC

BoT Revision Date:

- I. Purpose: To identify Unity Renaissance Spiritual Life Center's policy relative to Fair Labor practices.
- II. Policy: Leadership staff will become aware of this policy and follow the procedure as described below.
- III. Responsible Persons: All Staff Members
- IV. Procedure: Unity Renaissance Spiritual Life Center will cooperate with the enforcement of all provisions of the Fair Labor Standards Act, including posting such information by the Business Manager in the common work area. The poster is also available on the Internet at <http://www.dol.gov/osbp/sbrefa/poster/main.htm>.

All staff members are oriented to the location of this information upon hire and informed that it is always available to them.

323 Grievances Policy

Human Resources
2016

323.1

BoT Approval Date : 15 DEC

BoT Revision Date:

- I. Purpose: To identify Unity Renaissance Spiritual Life Center's grievance policy.
- II. Policy: It is the policy of URSLC that every employee, regardless of position, shall be treated with respect and in a fair and just manner. If at any time employees believe that they are not treated fairly or suspect a mistake in the administration of policy, practice, or condition of employment, the employee is responsible for informing the Senior Minister so that problems can be resolved promptly. The Senior Minister is considered the CEO of the Church by the trustees. Any decision made by the Senior Minister is final, with the exception of sexual harassment or criminal malfeasance. At no time are employees penalized or subjected to harassment for making complaints.
- III. Responsible Persons: Staff
- IV. Procedure: The procedure for handling grievances varies according to the position held by the complainant. Those variations are explained below.

Grievance Procedure for the Senior Minister – If the Senior Minister has a grievance, it is discussed with the President of the Board of Trustees. If the grievance is not resolved, it is filed in writing on a Grievance Review Form (see Personnel Forms in appendix) and given to the Board of Trustees. Copies of all grievances, appeals, evidentiary information, and decisions are placed in a separate file maintained by the Secretary of the Board. No copies are filed in the Board minutes.

Grievance Procedure for a Senior Associate, Assistant, or Associate Minister – When an Assistant or Associate Minister has a grievance, it is discussed with the Senior Minister in accordance with the Code of Ethics published by Unity Worldwide Ministries (i.e. the Association of Unity Churches). The decision of the Senior Minister is final.

Grievance Procedure for Non-Ministerial Staff – If a non-ministerial employee has a grievance, it is discussed with the Supervisor or the Senior Minister (as appropriate). If the grievance is not resolved, it is filed in writing on a Grievance Review Form (see Form 623 – Grievance Review) and given to the Senior Minister. The decision of the Senior Minister is final.

Grievance Procedure against the Senior Minister -

A person who has a grievance with the minister will first communicate in person or in writing

directly with the minister. The person who has a grievance may be a congregant, a member of the church or an employee.

If communicating with the minister does not resolve the grievance, the person can request a meeting with the minister and a third party agreeable to the person and the minister.

If a person has a grievance with the minister and contacts an elected member of the board of trustees, the trustee will encourage the individual to communicate directly with the minister.

If a trustee is contacted by a person who has a grievance with the minister and the trustee believes the person should not communicate with the minister due to risk of physical or emotional harm, the trustee will contact the board president. If the board president agrees, the board president will communicate with the person who has a grievance and with the minister and may propose a resolution that is agreeable to the minister and the person who has a grievance.

If a mutually agreeable resolution is not possible or if the board president decides that the board of trustees must consider the grievance, the minister will be made aware of the grievance, including the name of the person with the grievance, prior to meeting with the elected members of the board of directors. The board of trustees will hear the grievance and the minister's response. The decision of the board of trustees regarding the grievance is final.

325 HIPAA Compliance

Human Resources
2016

325

BoT Approval Date : 15 DEC

BoT Revision Date:

- I. Purpose: To identify Unity Renaissance Spiritual Life Center's policy relative to the privacy of health information and compliance with the 1996 Health Insurance Portability and Accountability Act (HIPAA).
 - a. Policy: Unity Renaissance Spiritual Life Center's complies with HIPAA regulations in the handling of health related information.
- III. Responsible Persons: All employees
- IV. Procedure: URSLC should not disclose health related information concerning employees without their consent. Medical information is to be maintained in a separate personnel file (see Appendix 4.1 -- *Personnel File Storage Protocol*) and handled with the utmost confidentiality. Churches can be held legally liable for disclosing health related information about their employees (or their dependents) that is obtained through the church's health plan (if applicable), or Family Medical Leave of Absence (FMLA) related information.

Further, all church employees need to recognize that publishing health information in church bulletins (or, verbally at a church service) without the consent of the individual or the individual's family would be ill advised. Pastoral counseling or other counseling should be kept confidential, as well.

326 Holidays

Human Resources

326

BoT Approval Date : 15 DEC 2016

BoT Revision Date:

- I. Purpose: To identify Unity Renaissance Spiritual Life Center's holiday schedule.
- II. Policy: URSLC provides a number of paid holidays for its full-time employees and eligible part-time employees (see Policy #610). Those holidays are outlined below –

- Martin Luther King Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Christmas Day thru New Years Day

III. Responsible Persons: All employees

IV. Procedure:

To be paid for a holiday, you must either work the regularly scheduled workday immediately preceding and following the holiday, or take a vacation or personal day before or after the holiday.

If a holiday falls on a Saturday or Sunday, observance is on the workday closest to the holiday. If the holiday falls on the employees regularly scheduled day off, the employee may request another day off in lieu of the holiday. The request is made on the Vacation/Personal Day off form for approval by the employee's supervisor and the Senior Minister.

327 Hours of Work

Human Resources

327

BoT Approval Date : 15 DEC 2016

BoT Revision Date:

- I. Purpose: To identify Unity Renaissance Spiritual Life Center's policy of scheduling of work for each employee.
- II. Policy: Leadership staff establishes work hours for each employee that support the functioning, vision, and growth of the church.
- III. Responsible Persons: church leadership staff
- IV. Procedure:

Hours of work may vary according to responsibilities and full time or part time status. Schedules will be determined by the supervisor/manager.

328 Injury on the Job

Human Resources

328

BoT Approval Date : 27 JAN2017

BoT Revision Date:

Vacant as of 27 JAN 2017

329 Insurance Vacant

Human Resources

329

BoT Approval Date : 27 JAN 2017

BoT Revision Date:

Vacant as of 27 January 2017

331 Leave of Absence

Human Resources

331

BoT Approval Date : 15 DEC 2016

BoT Revision Date:

- I. Purpose: To identify Unity Renaissance Spiritual Life Center's Leave of Absence policy.
- II. Policy: Regular full-time employees who have completed six months of employment may be granted an unpaid leave of absence for medical, military or personal reasons. A leave of absence will only be granted with the understanding that the employee will return to work at the end of the designated leave time.
- III. Responsible Persons: church leadership staff and staff requesting leave
- IV. Procedure:
 - a. Employees are required to provide notice of their intention of taking a leave of absence at least thirty (30) days prior to the start of the leave. If it is not possible to give a thirty (30) day advance notice then the employee should provide notice as soon as practical (see Form 631: Leave of Absence).
 - b. Employees returning from leave in less than a six-week period of time will normally be returned to their current position. For leaves exceeding six weeks, every effort will be made to reinstate the employee in the same position or one of like status.
 - c. Alternate employment, extension of leave or termination may be necessary, if a position is not available when the employee is ready to return.
 - d. A leave of absence will be cancelled if an employee accepts other employment, becomes self-employed, or continues the leave for purposes other than originally stated.
 - e. All leaves of absence will be granted without pay; unused accrued personal days and vacation time may be used during this time at the discretion of the Senior Minister. Vacation and paid absences will not accrue to the employee during this leave time.

332 Lunch Periods

Human Resources

#332

BoT Approval Date : 15 DEC 2016

BoT Revision Date:

Lunch Periods

- I. Purpose: To identify Unity Renaissance Spiritual Life Center's policy for employees regarding lunch periods.
- II. Policy: Hourly employees will become aware of this policy and follow the procedure as described below.
- III. Responsible Persons: Full-Time Hourly Employees
- IV. Procedure:

Lunch periods for hourly employees are one (1) hour. Lunch periods for full-time employees are paid time. With the supervisor's approval employees may work through the lunch period to shorten the work day.

333 Nepotism

Human Resources

333

BoT Approval Date : 15 DEC 2016

BoT Revision Date:

Nepotism

- I. Purpose: To identify Unity Renaissance Spiritual Life Center's (URSLC) nepotism policy.
- II. Policy: URSLC is committed to recruiting and selecting the best-qualified candidates in order to serve the church's mission. Such a commitment requires that no preference or patronage be given to any applicant based solely on the fact that the applicant is related to a current employee. Individuals will be employed on the basis of merit and job-related qualifications consistent with the policy of equal opportunity employment.
- III. Responsible Persons: All managers/supervisors

IV. Definition:

- a. Nepotism is the showing of favoritism toward relatives and friends, based upon that relationship, rather than on an objective evaluation of ability, merit or suitability.
- b. For the purpose of this procedure the term "relative" includes members of the immediate family (parents, children, spouses, stepchildren, siblings, grandparents, grandchildren) as well as close family members (aunts, uncles, nephews, nieces, first cousins) and in-laws.

V. Procedure:

- a. No employee shall report directly to his/her relative, except in the case of an employee that is related to the senior minister. He/she will report directly to the board of trustees for salary and performance review when required.
- b. The Senior Minister will decide whether to approve the hiring of relatives of current employees.
- c. Employees who are related to or who have referred an applicant should not be involved in the direct process of hiring those applicants.
- d. Employees should refrain from attempting to influence the selection process on behalf of relatives or any other applicants.
- e. An applicant may not be hired, assigned, transferred, or promoted to any position that creates a direct reporting relationship to a relative.

334 New Employee Orientation and Checklist

Human Resources

334.1

BoT Approval Date : 27 JAN 2017

BoT Revision Date:

New Hire Checklist

Employee: _____

DATE	ITEM	REFERENCE
	Review and sign "Welcome" Letter	Review with Supervisor Copy to employee and copy in employee's file
	Personnel packet filled out	Application, W-4, Direct Deposit, I-9, filled out by employee and given to Business Manager
	Health Insurance information if applicable	Business Manager
	Optional Retirement information given to employee	Business Manager
	Keys given to employee	Check keys out
	Security Code arranged	Business Manager
	Computer setup (password, email, copier) Voice Mail, telephone extension setup, telephone instructions	Business Manager
	Policy Manual given to new employee	Business Manager/Supervisor
	Assign Mailbox in Copy Room	Assistant to the Senior Minister
	Nametag Ordered (if applicable)	Assistant to the Senior Minister
	ORIENTATION	
	Review Policies & Procedures (Payroll periods, check requests, petty cash procedures, office supplies request, meeting schedules, etc.)	Supervisor or Business Manager
	Walk-thru building	Supervisor
	Review of VISION/MISSION/VALUES	Supervisor

**Unity Renaissance Spiritual Life Center
Policies and Procedures**

Human Resources

334.2

BoT Approval Date : 27 JAN 2017

BoT Revision Date:

New Hire Checklist

	Set appointment for 90 day review	
	Emergency Procedures Communication with Staff Email from supervisor	Business Manager & Supervisor
	COMMUNICATION	
	Introduction of employee to staff	Supervisor
	Photo and bio of new employee to Director of Communication	Supervisor – for this to be included on web, bulletin, etc. as appropriate
	Communication with Staff	Email from supervisor
	Update Staff Contact and Birthday List	Assistant to the Minister
	Communication to Congregation (as appropriate)	Director of Communication

Signatures:

Employee _____ Date _____

Supervisor _____ Date _____

Business Manager _____ Date _____

335 New Hire Approval

Human Resources

335

BoT Approval Date : 15 DEC 2016

BoT Revision Date:

- I. Purpose: To identify Unity Renaissance Spiritual Life Center's policy regarding garnering approval for hiring a new employee.
- II. Policy: Supervisors must gain approval for creating a new position or filling an open position. The procedure is outlined below.
- III. Responsible Persons: Managers/supervisors
- III. Procedure:
 - a. A new position: A supervisor, working with the Senior Minister and approval of Senior Minister will develop a job description, including title and salary range.
 - b. The Senior Minister or designee must approve new positions, or replacements for existing positions, prior to advertising or hiring.
 - c. The Senior Minister will approve all new hires, whether for a new position or filling an open position.
 - d. Consultation with the Senior Minister or designee allows for any adjustments to salary and job classification needed prior to the recruitment and selection process.

336 New Employee Evaluation (non-ministerial)

Human Resources # 336

BoT Approval Date : 15 DEC 2016

BoT Revision Date:

New employee evaluation (non-ministerial)

- I. Purpose: To identify Unity Renaissance Spiritual Life Center's (URSLC) policy regarding the evaluation of new non-ministerial employees.
- II. Policy: All new employees will be evaluated 90 days after hiring. The intent is to provide solid, actionable feedback on how well the new employee is meeting the expectations of the position.
- III. Responsible Persons: Managers/supervisors
- IV. Procedure:
 - a. Ninety days after a new employee is hired, the manager/supervisor will initiate an evaluation meeting.
 - b. This dialog provides an opportunity for the individual and the supervisor to assess suitability for, interest in, and performance of the position duties.

337 Overtime

Human Resources

337.1

BoT Approval Date : 15 DEC 2016

BoT Revision Date:

Overtime

- I. Purpose: To identify Unity Renaissance Spiritual Life Center's policy of consistent guidelines for hourly employees to work overtime.
- II. Policy: On occasion, scheduling overtime for hourly employees may be necessary. Supervisors assign overtime as far in advance as possible. Employees assigned to work overtime are expected to fulfill the assignment. No employee may work overtime without authorization from the supervisor. All overtime must be authorized in advance by the Senior Minister.
- III. Responsible Persons: Leadership staff
- IV. Procedure:
 - a. An "Overtime Request Form" (see Form 637 Overtime) must accompany all time sheets when overtime is worked.
 - b. Hourly employees are paid one and one-half times their hourly rate for hours worked in excess of forty (40) hours in one work week (Sunday-Saturday).
 - c. Holidays, vacations, and paid sick time which fall within the regular work week will **not** be included as time worked for purposes of computing overtime hours.
 - d. When the employee feels overtime hours are necessary in order to perform or complete a job assignment then an "Overtime Request Form" should be completed

FORM 337 OVERTIME REQUEST

FORM 37_OVERTIME REQUEST

Unity Spiritual Life Renaissance Center

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☐

Date Submitted: _____ ☐

☐

Employee Name _____ ☐

☐

☐

Date Requested for Overtime: _____ ☐

☐

Employee's Regular Hours: ☐ Daily _____ ☐ Weekly _____ ☐

☐

Overtime Requested in Addition

to Regular Hours: ☐ From _____ ☐ To: _____ ☐

☐

For a Total of: _____ Overtime Hours ☐

☐

Reason for Overtime: _____ ☐

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Submitted By: _____ ☐ Date: _____ ☐

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Supervisor Approval: _____ ☐ Date: _____ ☐

☐

Senior Minister: _____ ☐ Date: _____ ☐

337.2 ☐

338 Pay Day

Human Resources

#338

BoT Approval Date : 15 DEC 2016

BoT Revision Date:

- I. Purpose: To identify the Unity Renaissance Spiritual Life Center's policy on the distribution of wages.
- II. Policy: All employees are paid on a schedule determined by the Senior Minister
- III. Responsible Persons: Business Manager
- IV. Procedure:
 - a. Paychecks are by direct deposit to the bank account of employee's choice.
 - b. Check stub information is provided in hard copy to each employee.
 - c. It is important to verify the accuracy of the payroll deposit and report any discrepancies to the Business Manager.

**Unity Renaissance Spiritual Life Center
Policies and Procedures**

339 Personal Days Vacant

Human Resources

#339

BoT Approval Date : 27 Jan 2017

BoT Revision Date:

Personal Days

Vacant as of 27 Jan 2017

Unity Renaissance Spiritual Life Center
Policies and Procedures

340 Personal Information Security

Human Resources

#340.1

BoT Approval Date : 15 DEC 2016

BoT Revision Date:

-
- I. Purpose: To identify Unity Renaissance Spiritual Life Center's (URSLC) s policy regarding protection of personal data.

 - II. Policy:
 - a. URSLC values all personal data of its employees and congregation and has appointed the Business Manger as Security Officer to safeguard all personal data through the procedures outlined herein.
 - b. Unless required by law, information regarding an employee will not be released to any public or private agencies and/or persons without prior written authorization from the employee in accordance with the Privacy Act. Upon request of a third party, however, the church may verify dates of employment, positions held, and salary information as shown in church records, without written authorization. This information is to be handled only by the Senior Minister's office. The Bussiness Manager will provide requested information in compliance with requests from governmental and law enforcement agencies, if they have furnished proper identification, and proven their legal authority and right to access the requested information.
 - c. All employee records are confidential. Access to the files is limited to the Senior Minister's office and those with a valid business, regulatory, or legal reason. Current employees may review their own personnel records. A request to do so should be directed to the Senior Minister who will schedule a time for review. Records may not be removed from the area where they are kept, but copies of portions of those records may be made with permission from the Senior Minister.
 - d. Employees should refer all external requests for personnel information concerning applicants, employees, or past employees to the Senior Minister's office. The Senior Minister will only provide factual information on former employees to external reference checks, such as: dates of employment, position held, and salary information. References and basis for detachment will only be provided upon receipt of the former employee's written consent.
 - e. Confidential information regarding the employee's home address or telephone number is released only with the employee's permission.

 - III. Responsible Persons: Security Officer, Senior Minister and all staff

Unity Renaissance Spiritual Life Center Policies and Procedures

Human Resources

#340.2

BoT Approval Date : 15 DEC 2016

BoT Revision Date:

IV. Definition:

- a. Personal Information – Names, Social Security numbers, credit card numbers and other account data that identifies congregants or employees

V. Procedures:

- a. URSLC has a developed and maintains a culture of security – no personal information is to be left unattended on any desktop –new and existing employees are trained about the importance of personal data security
- b. Personal information is to be kept in the locked designated file in the Admin office of the Senior Minister or the Business Manager’s office.
- c. In addition to the Business Manager, only the Senior Minister and the Senior Minister’s designee shall have access to this file.
 - i. Senior Minister
 - ii. Senior Minister’s Administrative Assistant
- d. Access to the secured files by anyone other than those named must received permission from the Senior Minister or Associate Minister/Administration
- e. Personal information that is no longer needed shall be destroyed by shredding according to URSLC’s document Retention Policy

**Unity Renaissance Spiritual Life Center
Policies and Procedures**

341 Recruitment and Selection

Human Resources

341

BoT Approval Date : 15 DEC 2016

BoT Revision Date:

- I. Purpose: To delineate Unity Renaissance Spiritual Life Center's (URSLC) recruiting and selection practices.
- II. Policy: The policy of URSLC is to fill all open positions with candidates who best meet the requirements of the position. In order to hire the best qualified candidate, URSLC reserves the right to post job openings, recruit and hire from any and all customary resources.
- III. Responsible Persons: Managers and supervisors
- IV. Procedure:
 - a. Management may, choose to fill a position from within the ministry or membership.
 - b. When management chooses to recruit from outside the church, other resources may be needed and include but are not limited to internet postings, newspaper postings, agencies, other churches, etc.
 - c. URSLC will select candidates based on ability, experience, training, and interest in performing the duties of the position. The hiring manager will review the information gathered in the interview/evaluation process to determine the most qualified candidate for the job.
 - d. The Senior Minister/Administration is responsible for making the offer of employment. He/she will also complete a hiring intent letter, spelling out the general terms of employment to the prospective employee.
 - e. The hiring manager is responsible for notifying the other candidates either by letter or by phone within one week of the acceptance of employment by the best qualified candidate.

**Unity Renaissance Spiritual Life Center
Policies and Procedures**

342 Reference and Background Checks

Human Resources

342

BoT Approval Date : 15 DEC 2016

BoT Revision Date:

I. Purpose: To identify Unity Renaissance Spiritual Life Center's reference check and background policy and procedure.

II. Policy: Reference checks will be used to verify information provided by external candidates. Background checks will be conducted in situations as described below.

III. Responsible Persons: Managers/supervisors

IV. Procedure:

- a. Reference checks of external candidates will be made by the supervisor prior to an offer of employment.
- b. Previous employment will be verified, and at least two references will be checked and documented.
 - i. At least one reference will be from a former supervisor or co-worker.
- c. Documentation will be filed according to the personnel file protocol.
- d. All positions warrant a background check. The checks will be conducted by the church through a company of UCOP's choice that specializes in background checks. Background checks beyond reference calls, require a specific release and consent form signed by the applicant.
- e. If the background report reveals information inconsistent with the applicant's offered information and/or reveals criminal charges related to the job duties, the applicant should be informed of the results and offered an opportunity to correct any inaccuracies in the report. If no corrections are warranted, no job offer will be made.
- f. If the background check reveals criminal charges related to the job duties, the employment offer may be rescinded.
- g. Reference and background documentation will be filed according to the personnel file protocol.

**Unity Renaissance Spiritual Life Center
Policies and Procedures**

343 Reporting Time Worked

Human Resources

#343.1

BoT Approval Date : 15 DEC 2016

BoT Revision Date:

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- I. Purpose: To identify Unity Renaissance Spiritual Life Center's policy for reporting time worked.
 - II. Policy: Hourly employees are required to submit a written and signed time sheet weekly.
 - III. Responsible Persons: All hourly employees
 - IV. Procedure:
 - a. Hourly employees record their hours worked, as well as any hours charged to personal time, vacation, or holiday on the Time Sheet. (See Form 643 Time Sheet) Hours are recorded and submitted to their supervisor for approval. The Supervisor will submit the Time Sheet to the Business Manager on the date due.

**Unity Renaissance Spiritual Life Center
Policies and Procedures**

344 Salary Reviews

Human Resources

344

BoT Approval Date : 15 DEC 2016

BoT Revision Date:

- I. Purpose: To identify Unity Renaissance Spiritual Life Center's policy on salary reviews.
- II. Policy: Individual employee's salaries may be reviewed annually.
- III. Responsible Persons: Senior Minister
- IV. Procedure:

Employees are eligible for consideration of a salary merit increase as follows:

- a. Individual salaries will be assessed based on performance and any increase thresholds set for the organization.
- b. All increases, including outstanding performance that warrants an increase must have approval from the Senior Minister.

**Unity Renaissance Spiritual Life Center
Policies and Procedures**

346 Smoking areas

Human Resources

346

BoT Approval Date : 15 DEC 2016

BoT Revision Date:

- I. Purpose: To define Unity Renaissance Spiritual Life Center's (URSLC) policy on designated smoking areas.
- II. Policy: URSLC is committed to maintaining a smoke-free building for its employees.
- III. Responsible Persons: Staff, volunteers and visitors
- IV. Procedure:
 - a. Smoking is permitted only at designated outdoor areas.

**Unity Renaissance Spiritual Life Center
Policies and Procedures**

347 Solicitations

Human Resources

347

BoT Approval Date : 15 DEC 2016

BoT Revision Date:

- I. Purpose: To identify Unity Renaissance Spiritual Life Center's (URSLC) solicitation policy.
- II. Policy: Persons not employed by URSLC may not enter its premises at any time for the purpose of solicitation of employees or distribution of literature to employees. Prohibited activities include, but are not limited to soliciting signatures, selling merchandise, and distributing literature, pamphlets, or printed materials of any kind on the premises.
- Solicitation and distribution activities by other employees at work areas, or during work time are prohibited without prior authorization from the Senior Minister. A bulletin board is provided in common work area for posting those items of common interest; however, prior authorization by the Senior Minister or the Senior Minister's designee is necessary before posting.
- III. Responsible Persons: Staff
- IV. Procedure:
- a) Any staff member seeking approval for soliciting of any kind will ask for approval from the Senior Minister or the Senior Minister's designee.
 - b) Any staff member becoming aware of unapproved solicitation will report it to the Senior Minister or the Senior Minister's designee.
 - c) Congregants cannot use any list (email, mailing, etc.) that is obtained through the church for solicitation.

**Unity Renaissance Spiritual Life Center
Policies and Procedures**

349 Use and care of telephone and electronic equipment

Human Resources

#349

BoT Approval Date : 15 DEC 2016

BoT Revision Date:

- I. Purpose: To identify Unity Renaissance Spiritual Life Center (URSLC)'s policy about the use and care of telephone and electronic equipment.
- II. Policy: URSLC's business equipment is intended for business use. All employees and volunteers shall maintain all equipment in good condition.
- III. Responsible Person(s): All Staff
- IV. Definitions:
- a. Approved Software: Software that aids the employee in completion of job duties and that has been approved by supervisor.

IV. Procedures:

- I. Business telephones should not be used for personal business except for emergency reasons or for important matters. If the employee must make or receive a personal call, he or she should restrict the conversation and be considerate of co-workers.
- II. Computers are provided for business use. All equipment, including the information transmitted and retained in them is considered the property of the employer and subject to access by the employee's supervisor
- III. Computers may not be modified for personal use. Only approved software may be utilized

**Unity Renaissance Spiritual Life Center
Policies and Procedures**

350 Vacation days Vacant

Human Resources

#350

BoT Approval Date : 27 JAN 2017

BoT Revision Date:

Vacant as of 27 January 2017

**Unity Renaissance Spiritual Life Center
Policies and Procedures**

351 Wage Garnishment

Human Resources

351

BoT Approval Date : 15 DEC 2016

BoT Revision Date:

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- I. Purpose: To identify Unity Renaissance Spiritual Life Center's policy to assure compliance with enforceable garnishment judgments to the extent required by law.
 - II. Policy: When a court ordered garnishment is received, Unity Renaissance Spiritual Life Center will notify the employee in writing.
 - III. Responsible Persons: Business Manager
 - IV. Procedure:
 - a. Unity Renaissance Spiritual Life Center will comply with enforceable garnishment judgments to the extent required by law. It is not the responsibility of Unity Renaissance Spiritual Life Center to provide counseling to the employee related to the garnishment.

**Unity Renaissance Spiritual Life Center
Policies and Procedures**

352 Workplace Violence

Human Resources

352

BoT Approval Date : 15 DEC 2016

BoT Revision Date:

Workplace Violence

- I. Purpose: To provide a work environment free from violence for all employees and visitors.
- II. Policy: Unity Renaissance Spiritual Life Center's will not tolerate any form of violence in the workplace including verbal or physical threats, or intimidation.
- III. Definitions: Violence and threats of violence may include:
 - a. An act which is physically assaulting.
 - b. A substantial communicated or suggested intent to harm another; endanger the safety of employees or visitors; or destroy property.
 - c. Behavior to actions that carry a potential for violence [throwing objects, waving fists, destroying property, etc.].
 - d. Obsessively directed behavior i.e., stalking, intensely focusing on a grudge, grievance, or romantic interest in another employee.
- IV. Responsible Persons: Staff
- V. Procedure:
 - a. Employees and visitors are prohibited from bringing to the premises, including the parking lot, weapons and objects whose purpose is violent or threatening.
 - b. Employees are encouraged to raise workplace concerns with their immediate supervisors. All concerns or incidents of workplace violence will immediately be investigated.
 - c. Retribution and adverse treatment of employees who bring concerns or incidents, or who participate in an investigation will not be tolerated.
 - d. If evidence exists to support the allegations of violence or threats of violence, the offender will receive disciplinary action up to and including immediate termination.

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**353 Assisting Employees With Life-Threatening Illnesses
Vacant**

None found

**Unity Renaissance Spiritual Life Center
Policies and Procedures**

Section 400: Adult Education

400 General

Adult Education

#400.2

BoT Approved: 27 JAN 2017
BoT Revision Date: _____

- I. Purpose: To create and implement an adult spiritual education program for Unity Renaissance that serves our active members, congregants, and the general public, with a core focus on the Unity Spiritual Education & Enrichment (S.E.E.) program, development of Licensed Unity Teachers (LUTs) and potential ministers. This track includes the creation of S.E.E. Weeks (target: one per year) and creation of additional classes and workshop(s) that are conducive with general Unity principles and guidelines.

- II. Policy: The Adult Education Director and the Minister develop the long-term program. The specific annual program is developed by the Adult Education Director and given to the Minister for approval. Long-term program target is to have the opportunity for an individual to complete the Personal Development Program within a 5-year time frame, with the possibility to speed up that process by use of Intensives.

- III. Responsible Persons: Adult Education Director, other Team Leaders, and assistants

- IV. Procedures:

- IV. Responsible Persons: Adult Education Director, other Team Leaders, and assistants

- IV. Procedures:
 - a. The long-term (5-year) plan is to be developed by the Adult Education Director and updated annually. This plan will include the opportunity for an individual to complete the Personal Development Program with a five year time frame.
 - b. The annual plan is to be developed by the Adult Education Director. The Board of Trustees and the Minister will set the date for completion of the annual plan. This

Unity Renaissance Spiritual Life Center Policies and Procedures

plan will include the five S.E.E. classes planned for that calendar year, plus any Intensives, planned or projected workshops, and additional adult classes targeted to our members and the community, and S.E.E. Week planned for that year.

- c. Any classes taught for credit within the S.E.E. program may only be taught by ordained Unity ministers or Licensed Unity Teachers. Non-credit classes may be taught by individuals deemed qualified by the Minister and/or the Adult Education Director
- d. All classes (with the exception of “Path to Discovery”) are taught on a love offering basis. Suggested love offering is \$20 per person per class. No one is to be turned away because of an inability to donate. However, an instructor may choose to cancel a class if there is insufficient income to justify its continuation. All evening classes may start at a time chosen by the instructor, but they must end by 9 p.m. in the evening. Unless otherwise noted in writing, the offering split is (50/50) between the church and the instructor.
- e. Teachers should be in the classroom 30 minutes prior to the start of class. An offering basket should be visible somewhere on the table or in the room.
- f. If a class is being taken for SEE credit, the instructor should ensure that the proper forms are dispersed to the students and that the procedure for paying the fees for credit are explained.

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401 Announcing/ Promoting a Class

Adult Education

#401

BoT Approved: 27 JAN 2017

BoT Revision Date: _____

-
- I. Purpose: To identify the methods to be used in announcing / promoting a class
- II. Policy: The offering of classes at UR shall be disseminated as broadly as possible so as to include all UR members as well as others who may not attend Sunday services regularly
- III. Responsible Persons: Adult Education Director, Administrative Assistant, Members of Media Team, assistants
- IV. Procedures:
- a. Once a class has been chosen to be taught, it shall be inserted in UR's calendar as far in advance as possible
 - b. Notice shall be given regarding the SEE status of the class
 - c. Three months prior to its offering, it shall be publicized on the UR website and on the Hall Wall
 - d. One month prior to its offering, it shall be included in the Bulletin and advertised by the minister and/or the platform host at Sunday services
 - e. The name of the teacher shall be published, if possible
 - f. If feasible, the Media Team shall provide information to the local news organizations concerning the class offering, date, time, and place

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Policies and Procedures**

402 Preparing For a Class

Adult Education

#402

BoT Approved: 27 JAN 2017

BoT Revision Date: ____

-
- I. Purpose: To identify UR's proper and complete preparation process for teaching a class
- II. Policy: The Adult Education Director, by referencing the course curriculum as determined by Unity Institute, shall make sure that the proper books and materials are available to the students prior to the start of the scheduled class
- III. Responsible Persons: Adult Education Director and assistants
- IV. Procedure:
- a. The books and course materials, if any, that will be required to be utilized as part of the scheduled classes for the next 12 months shall be determined through contact with Unity Institute.
 - b. The purchase of said materials, if any, throughout the UR bookstore will be coordinated with the bookstore manager in sufficient to time to ensure their timely availability for the class.
 - c. Any instructors scheduled to teach each class shall be consulted with respect to the need for additional materials
 - d. Notices of upcoming classes shall be posted on the Hall Wall, added to the UR website in the appropriate place, and announced in the bulletin and during Sunday services.
 - e. The instructor teaching each class shall made certain that they are familiar with the contents of books and associated material, as well as the subject matter of the class to sufficiently answer questions and make references to the course book, The Bible, Unity Principles, and other authors or ideas from other religious traditions in keeping with the course of study
 - f. The instructor shall provide sufficient supplemental material(as needed) for each student.
 - g. The instructor shall arrive 30 minutes prior to the start of each class.
 - h. At the end of the class, the instructor shall provide details to the students who wish to take the class for SEE credit (if available) of how this may be accomplished

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403 Path to Discovery and New Members

Adult Education

#403

BoT Approved: 27 JAN 2017

BoT Revision Date: _____

- I. Purpose: To identify the topics to be covered in UR's class about the history of the Unity Movement, Unity beliefs, and UR individually, as a requirement for completion by prospective UR members
- II. Policy: Prospective UR members are required to attend a 3-segment course to be taught on the history of the Unity Movement and on UR specifically. May be taught by the Minister, an LUT, or other person deemed qualified by the Minister or Adult Education Director to teach this class.
- III. Responsible Persons: Adult Education Director, LUTs, assistants
- IV. Procedure:
- a. The requirement for successful completion of the Path to Discovery course for prospective UR members shall be advertised on the Hall Wall and on the UR website.
 - b. The dates and times of each class shall be posted at least one month prior to their scheduled offering
 - c. The class shall be taught by an approved instructor
 - d. Three hours is the suggested limit.
 - e. There shall be no Love Offering requested or taken for this class because it is required for membership.
 - f. The class shall be taught in clusters prior to UR's New Member Sundays.
 - f. The instructor teaching the class shall monthly submit the names of those prospective members who successfully complete the class to the Adult Education Director.
 - g. The Director will submit cards for all recent applicants on a monthly basis to the Board of Trustees Secretary for discussion at the next UR Board of Trustees Board meeting, and for vote by the Board regarding their membership into UR, which list shall be included in the monthly Board minutes.
 - h. A Board secretary will call new members within 5 days to inform them of their membership approval
 - i. New member membership cards will be kept on file by the administrative assistant

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404 SEE Week

Adult Education

#404

BoT Approved: 27 JAN 2017

BoT Revision Date: _____

- I. Purpose: To determine parameters of scheduling, obtaining instruction and course material, engaging instructors, and obtaining course credit for SEE week
- II. Policy: To determine courses to be offered at SEE week, schedule the classes in conjunction with identifying and engaging prospective instructors, arranging for instructor attendance, and addressing the needs of the instructors and students throughout the coursework in support of obtaining credit for the courses
- III. Responsible Persons: Adult Education Director, Administrative Assistant, LUTs, UR bookstore manager, assistants
- IV. Procedure:
- a. See guidance in #400 for preparing course schedules.
 - b. Make inquiries to former and new instructors who might be willing to teach at UR during SEE week at least six months prior to the scheduled offering
 - c. Obtain official and binding commitments from the instructors.
 - d. Payment of local instructors may vary slightly from non-local instructors.
 - e. Begin advertisement of the SEE course offerings in the usual manner at least six months prior to their scheduled begin date.
 - f. Assist out-of-town instructors with obtaining lodging either with members or in local motels within four months of the scheduled start date.
 - g. Order all course materials at least three months prior to start date through the UR bookstore if possible.
 - h. Director or assistant will coordinate with those necessary to confirm snacks, supplies, books available prior to SEE week.
 - i. Director will arrange for verification of each student's successful course completion from the instructors and have this information available for each student.

Section 500: Youth Education

500 Volunteer Recruitment and Eligibility Requirements

Youth and Family Ministry # 500

BoT Approval Date: 27 JAN 2017

BoT Revision Date:

- I. Purpose: To provide ways for identifying and selecting congregants who desire to share their skills and talents by volunteering to guide children and teens in their journey of spiritual self-discovery; to outline points of consideration when matching the volunteers with positions within Unity Renaissance Spiritual Center Youth and Family Ministry (YFM) that best suit those special skills and talents; to state eligibility requirements.
- II. Unity Renaissance Spiritual Center is committed to supporting a volunteer program that supports the vision, mission and values of the church and the congregants of the church. Special considerations are taken to match volunteer's special skills and talents with the related needs YFM. Volunteer positions include teachers, nursery angels and sponsors. Volunteers are to perform in cooperation with staff and comply with Unity Worldwide Ministries guidelines and policies.
- III. Responsible Persons: Director YFM, Assistant Director YFM, volunteers and other staff involved in the Ministry.
- IV. Procedure:
 - a) Recruitment: Various methods are used to recruit volunteers to available positions and they include but are not limited to:
 - i) Fliers
 - ii) Sunday bulletins, eblasts
 - iii) Hall wall signup sheets
 - iv) Person to person contact/request.
 - v) Appropriate location on church web site: www.unityrenaissance.org
 - b) Application/selection process:
 - i) The applicant will review the teacher/leader/sponsor responsibilities in order to make an informed decision on taking on the assignment.

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- ii) The applicant will review Youth Ministry Commitment Form prior to submitting the application and background search form.
 - iii) The applicant will complete an application and background check form and submit it the Director YFM.
 - iv) The applicant will interview with the Director YFM and one other YFM staff/volunteer.
 - v) Upon offer of an assignment the Director YFM will review the roles and responsibilities; schedule 2 times for the new YFM team member to shadow /observe a class. Introduce the new teacher/sponsor/nursery angel to his/her YFM partner.
- c) Eligibility Requirements: the volunteers must
- i) Have attended Unity Renaissance Spiritual Center for at least 6 months as an active congregant or member by participating in services and/or classes and other activities.
 - ii) Practice Unity principles in their daily life.
 - iii) Be willing to make a 1 year commitment to the program.
 - iv) Be willing to meet a teaching schedule of at least 1 Sunday a month.
 - v) Be willing to undergo a background check every 3 years (that includes offenses involving children, drugs and alcohol and violent offenses).
 - vi) Meet mobility and lifting capabilities to match the needs of the selected class level.
 - vii) Home, work or other volunteer experience with infants/child/teen care and learning. Assignments may match experience.
 - viii) Commit to participating in at least 2 local or Eastern Region training sessions per year.

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501 Youth Ministry Volunteer Orientation

Youth and Family Ministry # 501

BoT Approval Date: 27 JAN 2017

BoT Revision Date:

- I. Purpose: To describe the orientation plan for volunteers in the Youth and Family Ministry (YFM) Program at the Unity Renaissance Spiritual Center. To assure volunteers are prepared to teach and assist as indicated.

- II. Unity Renaissance Spiritual Center is committed to supporting a volunteer program that supports the vision, mission and values of the church and the congregants of the church. All YFM Volunteers will receive a detailed orientation as outlined in this document and will include Unity concepts and principles as well as operational information that is needed to assure the program runs smoothly.

- III. Responsible Persons: Director YFM, Assistant Director YFM, volunteers and other staff involved in the Ministry.

- IV. Procedure: The Director YFM facilitates the orientation of new volunteers. This orientation will include the following information (this information is attached and will be given to the volunteer):
 1. Curriculum/Lesson Content Discussion

 - b. Unity Basics
 - (1) Unity Overview
 - (2) 5 Step Prayer Process
 - (3) Unity Principles
 - (4) 12 Powers

 - c. Sunday School Order of Service

 - d. Meditating with children

 - e. Child Development

 - f. Youth and Family Ministry Policies and Procedures

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502 Background and Reference Checks

Youth and Family Ministry # 502

BoT Approval Date: 27 JAN 2017

BoT Revision Date:

- 1) Purpose: To assure that all volunteers and staff who work with children at the Unity Renaissance Spiritual Center do not have a history of criminal activity or sexual abuse activity. To describe the process for obtaining the background and reference checks on volunteers and staff.
- 2) Policy: Background checks are run on all volunteers and staff who work directly with children (nursery through high school programs). In addition, all volunteers and staff must provide references and at least two reference checks must be initiated prior to working with the children.
- 3) Responsible Persons: Director YFM, Assistant Director YFM, volunteers and other staff involved in the Ministry.
- 4) Procedure:
 - a) Volunteers complete an application form.
 - b) The information is submitted online at www.shop.grouppublishing.com/cvc to Church Volunteer Central. The Director YFM password is required for this process.
 - c) Ensure the department name is included under the "District" field so that the charges will go to the YFMinistry Department.
 - d) Note that the check has been initiated on the Volunteer application form or other documentation.
 - e) Within 24 hours, the Director will receive an email indicating results are ready. Log onto the website and click on "View Results". Then, click on "Completed Report" to view.
 - f) Print and review the report and place in file and note that the background check is complete.
 - g) On rare occasions, some activity is reported. In this case, alert the Senior Minister or designee to discuss how to proceed. In most cases, if the offense is not directly related to children, the individual may still volunteer. If a vehicle violation is found, the individual may not drive transport vehicles. If the violation is directly related to children, redirect the volunteer to other volunteer opportunities through the Service Ministry Coordinator.

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- h) If the volunteer is still eligible, initiate reference checks using the reference check form.
- i) Place completed reference check forms/response(s) in volunteer's folder.

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503 Illness/Injury in the Nursery/Classroom

Youth and Family Ministry

503

BoT Approval Date: 27 JAN 2017

BoT Revision Date:

- I. Purpose: To describe the procedure for the volunteer/staff response for the occurrence of a child becoming ill or injured while in the nursery or classroom.
- II. Policy: Unity Renaissance Spiritual Center is committed to providing a safe and healthy environment for all children. Therefore, sick children are not permitted in the nursery and classroom. If a child becomes ill or injured in the nursery or classroom, staff and Volunteers will notify the parents and ask them to take the child home
- III. Responsible Persons: Director Youth and Family Ministry (YFM), Assistant Director YFM, YFM volunteers and other staff involved in the Ministry.
- IV. Procedure:
 - a) Parents are instructed not to bring ill children to the nursery/classroom in order to protect other children from being ill.
 - b) The weekly parental/guardian sign in sheet includes a section for the mobile/text number to contact the parent/guardian in case of emergency during the service.
 - c) If a child does seem to become ill (e.g., rash, runny nose, possible fever, etc.), during the time in the nursery/classroom, the staff/volunteer will:
 - i. Locate the child away from other children
 - ii. Notify the parents for them to come pick up the child.
 - iii. When the parent returns to the nursery/classroom, the teacher/volunteer will inform the parent of the symptoms and ask the parent to take the child home.
 - iv. Toys that have been play with by the sick child should be cleaned and sterilized as soon as possible.
 - d) If a child becomes injured during the time in the nursery/classroom, the staff/volunteer will:
 - i) Provide first aid if appropriate
 - ii) Notify the parents for them to come pick up the child.

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503.1

- e) Documentation of illness or injury:
 - i) Teacher/volunteer will complete and have parent sign an Illness/Incident Report Form for each instance when an illness, injury or behavior impacting the safety or well-being of a child/teen requires parental assistance. The original form will be kept at UR. The parent/guardian will receive a copy.
 - ii) The Director YFM or the Assistant Director YFM will also sign the Illness/Incident Report.

NOTE: Illness/Incident Report Form hasn't been made yet

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504 Volunteer absence Procedure

Youth and Family Ministry # 504

BoT Approval Date: 27 JAN 2017

BoT Revision Date:

- I. Purpose: To describe the procedure for the volunteer/staff for notifying the Director Youth and Family Ministry (YFM) of their scheduled and unscheduled absences. To assure there is teacher and volunteer coverage as needed.
- II. Policy: Staff and volunteers will notify the Director YFM of their absences as described in the procedure below.
- III. Responsible Persons: Director YFM, Assistant Director YFM, volunteers and other staff involved in the Ministry.
**NOTE: Nursery -5th Grade – Notify Assistant Director YFM
Uniteens and YOU Sponsors – Notify Director YFM
- IV. Procedure:
 - a) Scheduled absences, i.e., vacations, etc.
 - i. Notify the Director or Assistant Director in advance
 - ii. After the schedule is posted, the volunteer or staff member is to secure a replacement from other volunteers to cover the schedule if possible. Otherwise, contact the Director or Assistant Director as soon as possible in order that the Director or Assistant Director may find a replacement.
 - b) Unscheduled absences, i.e., illness, etc.
 - i) Notify the Director or Assistant Director as soon as possible and leave a message.
 - ii) YOU sponsors should include curriculum plan so substitute volunteer will have a guide to follow

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505 Registration of Children

Youth and Family Ministry # 505

BoT Approval Date: 27 JAN 2017

BoT Revision Date:

- I. Purpose: To obtain information about the children that would be helpful when caring for and serving the children. To describe the procedure for obtaining information about the children who attend Youth and Family Ministry Programs at the Unity Renaissance Spiritual Center.
- II. Policy: In order to best serve the children, it is to their benefit that the staff and volunteers know of any special needs, allergies, etc. Therefore, a registration form will be given to parents for completion for those children who attend the UR Youth and Family Ministry Programs. **
- III. Responsible Persons: Director YFM, Assistant Director YFM, volunteers and other staff involved in the Ministry.
- IV. Procedure:
 - a. All staff and volunteers are asked to help identify parents of new children and ask them to complete the registration sheet at sign in.
 - b. Explain that some of the information is needed in order to protect their child: allergies, special needs, dietary restrictions.
 - c. Turn new registrations in with attendance sheets.
 - d. Classroom volunteers review the cards and make themselves familiar with any special needs a child may have.
 - e. Registration sheets for each child will be updated each year in February and August. A new signature and date will be accepted with no changes.

**NOTE: Children/Teens visiting a UR classroom deserve the same attention to special needs and allergies, therefore a registration sheet is required for visitors too.

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506 Signing Children in and Out

Youth and Family Ministry # 506

BoT Approval Date: 27 JAN 2017

BoT Revision Date:

i.

- II. Purpose: To assure children are kept safe and are in the custody of only designated parents, grandparents or guardians.

- III. Policy: Unity Renaissance Spiritual Center is committed to assuring the safety of the children while they are at Church sponsored activities. Children must be signed in and out by a parent or guardian only. Youth of Unity (Y.O.U.) may sign themselves in and out. Uniteens with a signed waiver may sign themselves in and out.

- IV. Responsible Persons: Director YFM, Assistant Director YFM, volunteers, other staff involved in the Ministry and parents/guardians.

- V. Procedure:
 - a. Sign-in Procedures:
 - i. The Staff/volunteer assures the Sign In/Out Sheet is placed in an appropriate location near the classroom door.
 - ii. In the Nursery, parents who leave diaper bags assure the bags are labeled for their child. The parent stays in the Nursery until the child is comfortable enough for the parent to leave.
 - iii. The parents leaves their cell phone number in order to be contacted if necessary.
 - iv. Each child in the nursery or K-1 class will receive a stick on name tag. The tags are serialized. The child's parent will receive a tag with a matching number to identify his/her child.

 - b. Sign-out Procedures:
 - i. The parent/guardian signs the child/teen out on the location on the sheet as indicated.
 - ii. YOU, or Uniteens with waivers, may sign themselves out.

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510 Unsupervised Children

Youth and Family Ministry

208

BoT Approval Date: 27 JAN 2017

BoT Revision Date:

- I. Purpose: To ensure a safe environment for children at the Unity Renaissance Spiritual Center.

- II. Policy: No one aged 12 or under may be on the Church campus unsupervised; they must be accompanied by a parent/guardian or signed into their age appropriate classroom. Any child 12 or under who are found unsupervised are to be reunited with their parent/guardian as soon as possible. As outlined in the YFM Safe Kids Policies, child care is provided if needed in order to prevent unsupervised children in the building/grounds.

- III. Responsible Persons: Director YFM, Assistant Director YFM, volunteers and other staff involved in the Ministry and parents/guardians.

- IV. Procedure:
 - a) When an unsupervised child is found on the Church campus, notify the Director YFM immediately. In the absence of the Director, a member of the leadership team is notified who will assume the role of the Director. All key staff and volunteers are made aware of the situation and asked to relay any reports of a lost child immediately.
 - b) The Director YFM or designee checks to see if the child is enrolled in a Youth program and belongs in a classroom.
 - c) If so, the child is returned to the classroom. (Volunteers may provide explanation for why the child is not in the classroom).
 - d) If not, the child is asked for parent name and whereabouts, name and phone number.
 - e) If possible, the child is brought to the parent/guardian.
 - f) If the parent/guardian cannot be located, the child will stay with the Director YFM or designee until a report of a missing child is received.
 - g) If no such report is received by the end of the service or function, a relative of the child may be called. If no relative can be found, law enforcement will be called.
 - h) The Director YFM or designee writes up and Incident Report and files the report per policy.

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509 Attendance Reports

Youth and Family Ministry # 209

BoT Approval Date: 27 JAN 2017

BoT Revision Date:

- I. Purpose: To track student attendance so the information can be used for statistics and other purposes.
- II. Policy: In order to support and build the Youth and Family Ministry at the Unity Renaissance Spiritual Center, the weekly attendance reports will be maintained and reported to the Board of Trustees.
- III. Responsible Persons: Director YFM, Assistant Director YFM, volunteers and other staff involved in the Ministry.
- IV. Procedure:
 - a) Sign-in sheets are kept in each classroom and are used as attendance sheets
 - b) Attendance sheets are collected and given to the Assistant Director who creates a tally of the numbers and enters the count into an attendance report.
 - c) The attendance report is submitted to the Director.
 - d) Other information can be gathered that may impact a specific day's attendance such as holidays, weather, etc.
 - e) Attendance records may also be used to invite children to return if they have been absent for some time.
 - f) Director YFM will forward a quarterly attendance report to the Business Manager and the Senior Minister. (initiating July 2016)

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510 Church Overnight Events

Youth and Family Ministry # 510

BoT Approval Date: 27 JAN 2017

BoT Revision Date:

- 1) Purpose: To provide spiritual growth and teambuilding opportunities for the youth at the Unity Renaissance Spiritual Center.
- 2) Unity Renaissance Spiritual Center lovingly supports spiritual growth/development events for the youth in the Youth Ministry Program. Events will be approved and conducted as outlined below.
- 3) Responsible Persons: Director YFM, Assistant Director YFM, volunteers and other staff involved in the Ministry and parents/guardians.
- 4) Procedure:
 - a) Planning: The Director YFM, Assistant Director YFM will
 - i) Design purpose, schedule, etc. of event.
 - ii) Obtain approval from the senior administration for the event and schedule the event on the event calendar.
 - iii) Recruit parents or volunteers to support planning and implementation of the event.
 - iv) Promote outing to families
 - v) Distribute and collect permission slips
 - vi) Purchase supplies as needed
 - vii) Collect funds as needed, complete deposit form and turn in to Business Manager.
 - b) Implementation:
 - i) Assure all attendees sign in and out
 - ii) Assure there are separate sleeping areas for males and females
 - iii) Assure there are two female sponsors and two male sponsors for the respective areas (IAW Eastern Region Policy)
 - iv) Conduct the event program as planned
 - v) Take pictures as appropriate

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- c) Post-event follow-up:
 - i) Write “thank you” notes
 - ii) Turn in receipts as needed
 - iii) Submit copy and photos to Director of Communications as appropriate

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511 Church Sponsored Outings

Youth and Family Ministry # 511

BoT Approval Date: 27 JAN 2017

BoT Revision Date:

- I. Purpose: To provide spiritual growth and teambuilding opportunities for the youth at the Unity Renaissance Spiritual Center at events that are outside the church.
- II. Policy: Unity Renaissance Spiritual Center lovingly supports spiritual growth/development events for the youth enrolled in the Youth and Family Ministry Program. Sponsoring youth to attend the outside events must be approved by the Senior Minister and the Director Youth and Family Ministry. Some events that require fees paid by the church must be recorded in the annual budget and expenses. Disbursement of these funds must have prior approval by the Senior Minister and the Director YFM. Signed permission slips are required for all children attending outings, unless accompanied by a parent/guardian.
- III. Responsible Persons: Director YFM, Assistant Director YFM, volunteers and other staff involved in the Ministry and parents/guardians.
- IV. Procedure:
 - a. Planning: The Director YFM or Assistant Director YFM will:
 - i. Obtain approval from the senior administration for the event and schedule the event on the event calendar.
 - ii. Recruit parents or volunteers as sponsors to attend as needed.

**NOTE: See Attached Eastern Region Chaperone Requirements
 - iii. Promote outing to families
 - iv. Distribute and collect permission slips. Attendance at YOU Rallies and Uniteen Retreats require the Eastern Regional release and paperwork
 - v. Collect funds as needed, complete deposit form and turn in to Business Manager.
 - vi. Secure transportation as needed. Vans may be rented. Insurance for rented vehicles will be provided by UR.
 - vii. Submit fees for conferences or entrance fees as needed.
 - b. Implementation:
 - i. Take pictures as appropriate

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- c. Post-event follow-up:
 - i. Write “thank you” notes
 - ii. Turn in receipts as needed
 - iii. Submit copy and photos to Director of Communications as appropriate

**Unity Renaissance Spiritual Life Center
Policies and Procedures**

512 Fundraising

Youth and Family Ministry # 512

BoT Approval Date: 27 JAN 2017

BoT Revision Date:

- I. Purpose: In order to support the spiritual growth of the Youth of the Unity Renaissance Spirit Center, fundraising activities occur regularly to help to defray the costs of the trips to conferences, rallies, etc.

- II. Policy: In order to support the Youth and Family Ministry at the Unity Renaissance Spirit Center, fundraising activities may occur; however, they must receive prior approval by the Senior Minister, and Director Youth and Family Ministry (YFM).

- III. Responsible Persons: Director FM, Assistant Director YFM, Senior Minister, Board, volunteers and other staff involved in the Ministry. Youth/teens who plan to participate in the Rally, Retreat, or event are expected to fully participate in fundraising. Notification of this will be part of the registration process.

- IV. Procedure:
 - a) The Youth and sponsors come up with the ideas for the fundraisers.
 - b) The Director YFM obtains approval from the Senior Minister.
 - c) The Director YFM, Assistant Director YFM:
 - i) Submits Event Date Request.
 - ii) Submits Space Request.
 - iii) Submits request for announcements as indicated (Sunday bulletin, Sunday presentations, website, etc.)
 - iv) Purchases items for sale as needed
 - v) Facilitates event with youth who may help coordinate event:
 2. Scheduling of workers
 3. Obtain money for change
 4. Gathering items
 5. Collecting money during event
 6. Count proceeds/prepare deposit slips
 7. Take pictures as appropriate
 - vi) Net proceeds calculated and reported to staff and volunteers
 - vii) Tithe 10% to UR

**Unity Renaissance Spiritual Life Center
Policies and Procedures**

513 Sanctuary Visits During Services

Youth and Family Ministry # 513

BoT Approval Date: 27 JAN 2017

BoT Revision Date:

- I. Purpose: To honor, celebrate and bless our children and to facilitate a connection between our youth and the entire congregation.
- II. Towards the end of the Sunday Celebration Service, the children are brought to the sanctuary to participate in a prayer, song and blessing.
- III. Responsible Persons: Director Youth and Family Ministry, Assistant Director Youth and Family Ministry, Senior Minister, volunteers and other staff involved in the Ministry.
- IV. Procedure:
 - a. At a designated time, the Director or Assistant Director will knock on the door to give the teachers a five minute alert to prepare the children to come to the sanctuary.
 - b. Teachers/volunteers assure children stay together (holding hands as needed).
 - c. As the children are brought into the sanctuary, a song of greeting is sung by the congregation.
 - d. Together the children and the congregation sing the Peace Song.
 - e. Together the children and the congregation say the Prayer of Protection.
 - f. The children leave as the congregation sings a song of blessing.
 - g. Teachers/volunteers assure children stay together (holding hands as needed) and return safely to their respective classrooms.
 - h. After returning to the classrooms, the teachers count the children to assure all are present.
 - i. If a child is missing, the teacher/volunteer should refer to policy #741, Missing or Abducted Child, if needed.
 - j. Children/teens will stay in their classrooms until signed out by their parent/guardian. YOU, or Uniteens with a signed waiver, may sign themselves out of the classroom

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514 Cleanliness of Nursery and Classrooms

Youth and Family Ministry # 514

BoT Approval Date: 27 JAN 2017

BoT Revision Date:

- I. Purpose: To promote safety for the children by assuring environmental services that children frequently touch are clean.
- II. Policy: The Church is committed to prevention of transmission of diseases in the nursery and classrooms. Therefore, staff and volunteers will follow the procedures below to assist in maintaining cleanliness.
- III. Responsible Persons: Director Youth and Family Ministry, Assistant Director Youth and Family Ministry, Senior Minister, volunteers and other staff involved in the Ministry.
- IV. Procedure:
 - a) The Facilities Department is responsible for the general cleaning of the classroom, bathrooms, etc. on a weekly basis and when called upon for special needs such as major spills, etc.
 - b) The staff/volunteers will disinfect frequently touched areas such as tops of counters, cribs, toys, etc. weekly before each Sunday service as well as periodically during the week. A checklist is used to assure all areas are cleaned. In addition, these areas are cleaned immediately after an ill child has used the space/items.

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515 Disruptive Child in the Nursery or Classroom

Youth and Family Ministry # 515

BoT Approval Date: 27 JAN 2017

BoT Revision Date:

- I. Purpose: To honor the needs of each child in the Youth and Family Ministry.

- II. Recognizing that children occasionally become upset and may be disruptive to the rest of the classroom, steps may have to be taken to not only meet that child's needs, but also, to protect the rest of the classroom from becoming disrupted. Therefore, the teacher/volunteer will follow the procedure below in this event.

- III. Responsible Persons: Director Youth and Family Ministry, Assistant Director Youth and Family Minister, Senior Minister, volunteers and other staff involved in the Ministry.

- IV. Procedure:
 - a) When a child becomes upset or disruptive in any way, try to assist the child to return to his previous behavior. Most likely this should be done away from the other children.
 - b) If the child continues to be disruptive for 5 minutes or if necessary earlier, notify the Director or the Assistant Director. The Director or Assistant Director may assist with the child and/or choose to notify the parent.
 - c) Explain the situation. Ask the parents to help in keeping the child away from the other children. If they cannot help the child within a short time, ask them to take the child home.

Section 600: Service Ministries

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Policies and Procedures**

Section 700: Affinity Groups

780 Men's Group

Men's Group # 780
Customer Service

BOT approval date: 27 JAN 2017
BOT Revision dates:

Purpose:

To provide guidelines for the Men's Group to organize activities to foster social relationships and offer opportunities for fellowship and spiritual growth based upon strong principles of Spirituality. The Group offers men a way to meet new people and to become integrated into the church if that is their choice.

Policy:

Unity Renaissance SLC actively supports an expanded small-group ministry for developing safe relationships grounded in trust and unconditional love that truly welcomes ALL. The Men's Group joins together in a commitment to the furtherance of the Church's Mission, Vision and Values. The Men's Group welcomes men, whether or not they are members of the church.

Responsible Persons:

Primary responsibilities assigned to the Team Leader(s) and members.

Procedure:

Activities are planned and carried out by the Men's Group Leader or Co-leaders and all interested men are invited to attend monthly breakfast meetings. The Leader usually sends an update to the Men's Group after each meeting. Decisions are made by consensus of those who attend the meetings. Communication is typically by email 2-3 times a month as needed including a few days before the Saturday breakfasts.

Annual Unity Men's Retreat:

- Team works closely with leaders
- Usually held in the Spring and Fall. (Carefully planned not to interfere with Church Calendar events.)
- Planning months ahead includes:

Unity Renaissance Spiritual Life Center Policies and Procedures

- 1** Scheduling the location
- 2** Obtaining presenters
- 3** Designing and publishing brochures and sign-up materials
- 4** Facilitating sign up sheets for weeks prior to the Retreat
- 5** Presenting at least one time during the Sunday Celebration Services prior to the Retreat announcing the Retreat and inviting all men regardless of membership in the church.
- 6** Working with logistic details at location of Retreat immediately before and during the Retreat.

Saturday Breakfasts:

- Breakfasts are held monthly, usually the first Saturday of the month
- There are discussions and group talks at times. Odd jobs needed by the church may follow.
- Leaders may invite presenters or speakers possibly 2 or 3 times a year.
- A Men's Group Volunteer usually coordinates the cooks for the breakfasts and buys the necessary food items.
- A love offering is collected during the breakfast which is used to reimburse the person who purchased the groceries and pay the presenter. Any excess funds are given to the church.

Service Projects:

The leader(s) plans and coordinates the Service Projects. Examples of the projects include:

- Pancake Breakfasts with the purpose of building a sense of community and raise money for the church one or two times a year
- Resetting chairs in the sanctuary, cleaning up after a family dinner or the auction/ potluck.
- Men's Auction/ potluck spaghetti or Chili dinner usually held in February of each year. This brings in money for the men's group to provide funds for events that are not budgeted for.
- Various building maintenance projects for the church

Communications about the Men's Group activities may include but are not limited to

- Emails as needed
- E-blast communications
- Sunday bulletins
- Facebook

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781 Women's Group

Women's Group # 781

BOT Approval: 27 JAN 2017

BOT Revision dates:

Purpose:

To provide guidelines for the Women's Group to organize activities to foster social relationships and offer opportunities for fellowship and spiritual growth based upon strong principles of Spirituality. The Group offers women a way to meet new people and to become integrated into the church if that is their choice.

Policy:

Unity Renaissance SLC actively supports an expanded small-group ministry for developing safe relationships grounded in trust and unconditional love that truly welcomes all. The Women's Group joins together in a commitment to the furtherance of the Church's Mission, Vision and Values. The Women's Group welcomes women, whether or not they are members of the church.

Responsible Persons:

Primary responsibilities assigned to the Team Leader(s) and members.

Procedure:

Activities are planned and carried out by the Women's Group Leader or Co-leaders and all interested women are invited to attend these monthly meetings. The Leader(s) or designee usually sends an update to the Women's Group after each meeting. Decisions are made by consensus of those who attend the meetings. Communication is typically by email or Facebook 2-3 times a month as needed including a few days before the monthly meetings.

Annual Unity Women's Retreat

2 Retreats per year: One for Active sisterhood members, One open retreat for all women of Unity.

1. Team works closely with leaders
2. Usually held in the Spring and Fall

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3. Planning months ahead includes:
4. Scheduling the location
5. Obtaining presenters
6. Designing and publishing brochures and sign-up materials
7. Facilitating sign up sheets for weeks prior to the Retreat
8. Working with logistic details at location of Retreat immediately before and during the Retreat.

Open retreat for all women of Unity

Working with admin, the sisterhood will schedule two Sunday service announcements, one by the platform host and one by a member of the sisterhood. First announcement: two months prior to event, Second announcement: one month prior to event. Lead-time: 4 weeks prior to announcement. Slide (if used), provided by the sisterhood to admin.

Hall wall signup: Signup Sheet provided by Sisterhood, cleared with admin. Sisterhood will hang signup sheet to coincide with first platform announcement.

Bulletin paragraph: First paragraph: two months prior to event. Second paragraph: one month prior to event. Lead-time: 4 weeks prior to posting. Verbiage provided by the sisterhood to admin.

PowerPoint in Narthex: Lead-time: 3 weeks prior to event.
Slide and Verbiage provided by the sisterhood to admin.

Two E-blast communications: First communication: two months prior to event, Second communication: one month prior to event. Lead-time: 2 weeks prior to posting.
Verbiage provided by the sisterhood to admin.

URSLC Facebook page: Four posts over a two-month period.
Verbiage and dates of posting provided by the sisterhood to communications director.

Service Projects:

The leader(s) plans and coordinates the Service Projects. Examples of the projects include:

- Fund Raisers: with the purpose of building a sense of community and raise money for the church one or two Sundays a year
- Various in-reach projects for the church
- Various out-reach projects

Unity Renaissance Spiritual Life Center Policies and Procedures

Communications about the Women's Group activities may include but are not limited to

- Emails as needed
- E-blast communications
- Sunday bulletins
- Occasional Sunday service announcement
- Facebook
- TV Monitors in the Narthex
- Website

Section 800: Celebration Services

Typical Sunday Service & Volunteers

800 Sunday Service

Sunday Services

800

BoT Approval: 27 JAN 2017

BoT Revision Date

- I. **Purpose:** To provide guidelines for the preparing and offering of transformational Sunday services that reflect the vision, mission, and core values of the Unity Renaissance Spiritual Life Center and the teachings of Unity.
- II. **Policy:** Unity Renaissance Spiritual Life Center is committed to providing logistical and/or organizational support in order to inspire practical and transformational Sunday services.
- III. **Responsible Persons:** Senior Minister and those who support her.
- IV. **Procedure:**
 - a) Long-term planning: the theme of the service and the topic of the lesson may be determined weeks or months prior to the Sunday of the service.
 - i) The Senior Minister is responsible for the final theme and topic of the lessons and shall notify the Director of Music, Youth & Family Ministry and any staff member and/or volunteers who will support the program(s).
 - ii) The Senior Minister will work with the Music Director to determine the appropriate music for each Sunday's service.
 - iii) The Youth & Family Director, when appropriate, will create curriculum that parallels the theme/lesson for that Sunday which provides the opportunity for communication between the children and parents/guardians.
 - b) The week prior to the service:
 - i) A draft of the next two Sunday Scripts are emailed to ministers and YFM director.

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- ii) The staff member and/or designated volunteer leader along with volunteers prepare, or cause to have prepared and printed, the bulletin by Thursday afternoon.
 - 1. Staff and/or volunteers insert flyers into bulletin – Thursday afternoon
 - iii) The Power Point leader prepares, or causes to be prepared, the power point slides for the Sunday Service and makes them available to the Music Director and Senior Minister for review and/or approval.
- c) On Sunday, the day of the service,
- i) The Minister, staff and the volunteers meet for pray-in.
 - ii) The staff, Sunday Service Coordinator, Platform Host, and other volunteers meet with senior minister to discuss any last minute changes.
 - iii) The Sunday Service Coordinator and Volunteers meet to review the order of service and to review any last minute changes.
 - iv) The music rehearsal begins prior to the 9:00 a.m. service and includes the Music Director, Music Team and the sound engineer.

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801 Director of Sunday Service

Sunday Services # 801

BoT Approval 27 JAN 2017
BoT Revision

- I. **Purpose:** To list the responsibilities of the Director of Sunday Services and volunteers who assist in supporting transformational Sunday services.
- II. **Policy:** Unity Renaissance Spiritual Life Center is committed to providing logistical and/or organizational support in order to inspire practical and transformational Sunday services.
- III. **Responsible Persons:** The Director of Sunday Service and Sunday Service Coordinator. (See Sunday Services, Policy #802.2)
- IV. **Procedure:**
 - a. Ensure that all volunteer teams are adequately staffed and trained prior to performing their duties.
 - b. Ensure that the Sunday Service Coordinator for the day is available to guide all volunteers (See checklist Document #802.1) to complete their required tasks.
 - c. Ensure that any and all last minute changes are communicated to the Senior Minister, Sunday Service Coordinator, Director of Music and/or volunteers of the day.
 - d) Attend prayer circle prior to 9:00 AM service.

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802.1 Sunday Service Coordinator

Sunday Services # 802

BoT Approval 27 JAN 2017

BoT Revision Date

- I. **Purpose:** To list the responsibilities of the Sunday Service Coordinator and volunteers who assist in supporting Sunday services that reflect the vision, mission, and core values of the Unity Renaissance Spiritual Life Center and the teachings of Unity.
- II. **Policy:** Unity Renaissance Spiritual Life Center is committed to providing logistical and/or organizational support in order to inspire practical and transformational Sunday services.
- III. **Responsible Persons:** The Sunday Service Coordinator and volunteers who may assist.
- IV. **Procedure:**
 - a) The Sunday Service Coordinator will engage volunteers to perform duties according to the checklist (Document #802.2) items for both the 9:00 and 11:00 AM services to ensure all Sunday morning tasks are staffed and performed.
 - b) Ensure that any and all last minute changes are communicated to the volunteer team of the week for each discipline: Platform Host, Hospitality (Document #802.3), Power Point, Sound, Bookstore, Ushers (Document #802.4), Counting Team (Document #802.5) and Welcome Team.
 - c) Assure that volunteers are wearing their nametags.
 - d) Attend Prayer Circle prior to 9:00 AM service.

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802.2 Sunday Service Coordinator Checklist

Please see attached an Excel spreadsheet of the Sunday Service Coordinator Checklist.

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802.3 Hospitality Duties Checklist

HOSPITALITY DUTIES

- Arrive no later than 10 a.m.
- Set up coffee on credenza under the mirror in Narthex, if not already done (do not move flower arrangements)
- Put coffee thermos on smaller round silver trays
- Put ceramic cups on large square trays (mugs are in the cabinet over the sink)
- Silver trays are in the bottom cabinet next to the stove
- Put small silver trash containers behind and to the side of each coffee thermos
- Put baskets of wooden stirrers, sweeteners and teas on credenza
- Put out creamer in small pitchers, pitchers on small glass plates (creamer is in the frig), be sure to keep full
- Pitchers are in the cabinet over the sink
- Put to go cups on credenza (found in cabinet above dish drainer next to the refrigerator)
- Be sure coffee thermos are full
- Make coffee to fill thermos as they empty (usually two/three pots of regular coffee and one pot of decaf, make your own judgment as to how many pots to make)
- Ground coffee to fill containers is in the rolling cart
- Take treats out of freezer if necessary (only two or three packages depending on size of package)
- Put treats on large plates or individual serving plates as necessary
- If someone donates treats use those first
- After children have returned to their class rooms, put treats on large table with napkins and forks if necessary
- Napkins, forks and small paper plates are under the counter near the door
- After congregants are finished with coffee and treats, clean table and credenza of items
- Wash credenza and table
- Wash out coffee thermos with brush and drain in dish drainer
- Put all used coffee mugs in dish washer and plates as necessary and turn on before you leave (dishwasher soap is found under the sink)
- Hand wash silver trays and any plates that cannot fit into dishwasher and put in drainers before leaving
- Be sure to clean all counters and wash front of cabinets if coffee has dripped

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802.4 Usher Checklist

Usher’s checklist. Also see attached file 802.4 for the checklist that can be printed in one page.

DATE _____

Time	Tasks
9:45	Check in with the Sunday Supervisor. Review Sunday Service schedule/ Platform Guide for any time and activity changes.
9:45	<p>Set up the Sanctuary before the 10:00 prayer circle in the narthex.</p> <ul style="list-style-type: none"> — Room temperature should be 72-74° — Place reserve seating signs, if needed. — Put 1 glass of water – short glass, no ice, on platform on the small table beside the podium. — Stage the bulletins on the tables by each door. — Turn on the circular lights along the walls and ALL of the ceiling lights. — Set the usher’s table with cough drops, hearing devices and 4 collection bags. Check to see that the hearing devices work. Need batteries? — Light the solo candle on the stage and the candle on the prayer table. The lighter is kept on a shelf in the usher’s table. Refill the candle oil, if needed. The oil is kept in the copy room. Fill the candles in the kitchen. Use <u>paper</u> towels for cleanup.
10:00	Join the prayer circle in the narthex.
10:20	<ul style="list-style-type: none"> — Open all 4 doors. — ALL of the sanctuary lights should be ON. The circular wall lights stay on. — Welcome each congregant with a big smile and a bulletin. — If necessary, remind people that water is the only beverage permitted in the sanctuary. All other food and drink are to be consumed outside the sanctuary.
10:28	<ul style="list-style-type: none"> — Chime will sound via Power Point audio
10:30	UR Video/Service begins.
Actual _____	<ul style="list-style-type: none"> — All of the ceiling lights should be OFF for video. Sound Team will dim platform spot lights. — The opening video will play. — Close both doors by the kitchen and one by the Source Store. — AFTER video, HALF of the ceiling lights should be ON.
Actual _____	<p>Meditation and/or Prayer during the service</p> <ul style="list-style-type: none"> — Close the 4th door. — The Sunday Supervisor will ensure no one enters the sanctuary during the opening prayer. — Do the FIRST attendance headcount after the opening prayer. — Turn ALL ceiling lights OFF during meditation and closing meditation song. — Post an usher in the narthex to keep the doors closed during meditation. No one should come into the sanctuary during meditation. — Do the SECOND attendance headcount DURING the meditation. — Turn HALF the lights back on after the meditation and closing meditation song.
	<p>During the service</p> <ul style="list-style-type: none"> — Continue to welcome and assist late arriving congregants as they look for seats. — Check the room temperature and adjust the thermostat as needed. — Maintain silence. Step out of the sanctuary to talk. — Mark the ACTUAL times for parts of the service on the Platform Script (or this Usher Checklist).

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Actual Start _____	Offertory (during the special music or choir song) — Notify Youth Ed (Bea, Lisa or Coordinator) that offertory ready to begin so children may line up for Sanctuary. — Conduct the offertory collection in specified bags. — 2 Ushers deliver bags to Counting Team (or to safe if team unavailable during special services) as soon as possible.
Actual _____	End of/After the service — Open all 4 doors. — Deliver this Attendance headcount and/or the Platform Script with the actual times and date to the counting team (or safe) when form completed. — Pick up any leftover bulletins and return them with the baskets to the Admin Desk. — Extinguish any candles in the sanctuary. Take the water glasses to the kitchen. — Tidy up the sanctuary and ushers' table.

FIRST Headcount:	_____ Congregation	SECOND Headcount:	_____ Congregation
VISITORS:			
	_____ Support		_____ Support
	_____ Total		_____ Total
_____ Total			

Support: Minister, Musicians, Welcome, Ushers, Choir, Hospitality, Power Point, Sound, Platform, etc.
Rev. 3.31.15

802.4

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802.5 Counting Team Sunday Checklist

See attachments for the complete form that can be printed in one sheet.

Unity Renaissance

COUNTING TEAM: SUNDAY CHECK LIST

(Please refer to counting team procedures for detailed instructions)

AT LEAST TWO PEOPLE ARE REQUIRED BEFORE STARTING THE COUNT.

- Gather supplies and Bags of Tithes & Love Offerings
- Empty Bags with currency, checks, envelopes, etc.
 - o Review all checks ~**ONLY Count Sunday Tithes** (not Special Offerings)
 - o **DO NOT COUNT FUND Account**: All Special Offerings, i.e.; flowers, mortgage, fundraiser etc. are to be placed into **large colorful envelope** for midweek count before dropping back into UR safe
 - o **Credit Card requests**: Please note, there is **now a place to put the total of all credit card tithes on the counting sheet**. Please make sure to fill this area out; it is important for reporting purposes. Then **place the slips into the large colorful envelope**.
 - o **Double check all envelopes to make sure they are empty**
- **Prepare 2 Tally Sheets** Do not make a copy of first sheet. It's for checks and balances
- Count the cash, list on tally sheet as appropriate
- **Tithe Checks for Operating/General Account**
 - o Check for appropriate date, # matching the written words for amount & signature
 - o Prepare tape of checks , list on tally sheet as appropriate
 - o Stamp back of checks for deposit
 - o Copy checks on **8 ½ x 11 paper ONLY with ONLY 4 checks per page**
 - **Read Check Copies to ensure amount and name on check is legible**
 - o From check copies, prepare second tape. **Ensure total agrees with the first tape**
 - o Attach 1 tape to checks for deposit
- **Tally Sheet**: Fill out form including deposit number: **102468980** checking, names of team, and date. Enter coins, currency and checks and **total deposit**.
 - o Check both Tally Sheets to ensure totals agree.
- In Deposit Bag: Place
 - o Checks along with adding machine tape.
 - o Bills, and coins in a **sealed envelope** into the bag
 - o 1 Tally Sheet (this replaces the deposit slip)
 - o Close the bag to secure items
- Team leader will drop the deposit and midweek envelope into our safe.

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- Date Manila Folder (Day, Month, Year) ~ Include
 - o Tally sheet
 - o Place copies of checks and envelopes into folder loosely
 - o Usher Checklist and YE Attendance sheet
- Place folder on Admin Director's desk.
- Return Offertory bags to Usher station in Sanctuary
- Return Counting Team equipment to copy room shelf above the safe.
- ***THANK YOU for your awesome service to our Unity Renaissance family!***

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803.1 Media Assignment & Release

Sunday Services 803

BoT Approval _____ 27 JAN 2017 _____

BoT Revision Date _____

- 1) **Purpose:** To secure release forms allowing Unity Renaissance Spiritual Life Center to make available portions of our Sunday Service through the website, YouTube, Audio CD's, video and any other media.

- 2) **Policy:** Unity Renaissance Spiritual Life Center provides an agreement to be filed outlining the duties, responsibilities and limits of those persons who enhance our Unity family with their talent.

- 3) **Responsible Persons:** Director of Sunday Service, Business Manager and/or Sunday Service Coordinator will cause the release forms to be signed.

- 4) **Procedure:** All guest ministers, guest speakers, musicians, soloists, song leaders, band members, and others who may be on the platform during a service that may be live-streamed or added for anytime website review will sign a release (Document #803.2) allowing us to post audio, video, and/or photographs of the service on the website, or on other media such as CD, DVD's, and other venues as appropriate.
 - a) Procedure
 - i. All performers (guests, ministers, soloists, musicians, song leaders, and others who may appear on the platform for our Sunday morning celebration services, and/or other services) will be given a release form to be signed and returned to the Sunday Service Coordinator.
 - ii. The release form will be included with the contract (if required and available} for guest speakers/artists signature.
 - iii. The original form will be kept in the Business Manager's office.
 - iv. A copy will be kept in the Administrative office.
 - v. A copy will be given to the performer.

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803.2 Media Assignment Release Form

Assignment and Release

In consideration of Unity Renaissance Spiritual Life Center's ("Unity") creating both a live audio and a live video recording of my presentation, I do hereby assign all of my right, title and interest in and to the specific performance to Unity, thereby causing the presentation to become the sole and exclusive property of Unity. I further authorize, without royalty or other payment to me, that the presentation can be recorded, copied, sold, and distributed in any manner Unity Renaissance Spiritual Life Center chooses, including but not limited to, Photographs, Compact Disc, Digital Video Recording, and/or publishing on the internet.

If a copy is given to me, and I reserve the right to my own further use of the material contained in the performance, as I deem necessary. It is understood that I may use my copy in any manner I chose that does not reflect poorly upon Unity.

I specifically release to Unity Spiritual Life Center any and all interest in and any and all proceeds from the sale of said CD and/or DVD as specified above.

By signing and dating this document I understand and agree with the statements above.

Signature of Presenter

Parent/Legal Guardian Signature (if minor)

Presenter's Printed name

Date

Parent/Legal Guardian Printed (if minor)

Street Address

City, State, Zip

Phone # and Email

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804 Special Service/Event Coordinator (Vacant)

Sunday Services 804 (NEW)

BoT Approval _____

BoT Revision Date _____

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Holiday Services

810 Maundy Thursday Service

Holiday Services # 810

BoT Approval ___27 JAN 2017___

BoT Revision Date

- I. **Purpose:** To provide guidelines for Unity Renaissance Spiritual Life Center to provide a special service on Maundy Thursday before Easter Sunday.

- II. **Policy:** Unity Renaissance Spiritual Life Center provides a special Maundy Thursday evening prior to Easter Sunday for congregants to recognize and commemorate the Last Supper and prepare for other Easter week services. Candlelight and/or communion service may be available.

- III. **Responsible Persons:** The Senior Minister, Director of Prayer and Pastoral Ministry, Special Service/Event Coordinator and those who support them.

- IV. **Procedure:**
 - a) Four to five weeks prior to the service
 - i) Senior Minister and Director of Prayer and Pastoral Ministry Programs
 - (1) Request that Prayer Chaplains sign up to serve for various service related activities before and after the service
 - (a) Requests communion servicers from the Board of Directors, staff, and prayer chaplains if communion is planned
 - (b) Assign prayer vigil keepers
 - (c) Assign foot washers, if required
 - (2) Provide Volunteer names to Special Service/Event Coordinator
 - ii) Special Service/Event Coordinator or designated Volunteer leader and other Volunteers
 - (1) Confirm Labyrinth in place from Palm Sunday
 - (2) Determine location for candles, fire extinguishers, and blankets
 - (3) Assures "Invitation for Volunteers" flyer is placed in the bulletin

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- (4) Assures sign-up sheets are posted for ushers, greeters and labyrinth set-up helpers
- (5) Assigns Service Coordinator
- (6) Assures candles and drip protectors are ordered and prepared for distribution by the ushers
- (7) Arranges for the communion elements to be ordered and communion table set up for the service and cleared following the service.
- (8) Arrange for the supplies to perform foot washing if offered
- (9) Arrange for the sanctuary to be prepared prior to the Easter Sunday services.

810.1

b) Two weeks prior to service:

i) Senior Minister and Director of Music determine order of service

ii) Special Service/Event Coordinator

- (1) Confirms communion service team
- (2) Confirms foot washing team
- (3) Assigns labyrinth removal team
- (4) Notifies Webmaster to prepare and/or cause to be prepared website announcement of the service and removal of same after the service
- (5) Prepares for 12-hour vigil (6 AM to 6PM) in the sanctuary, if required

iii) Director of Youth and Family Ministry confirms Nursery and child care staff

iv) Director of Music

- (1) Schedules music planning meeting with Senior Minister
- (2) Selects and confirms musicians
- (3) Selects songs
- (4) Sends order of service and music choices to Special Service/Event Coordinator
- (5) Schedules deaf interpreter or audio devices as required

c) One week prior to service

i) Special Service/Event Coordinator or designated Volunteer leader sends specific usher training procedures to ushers

- (1) Collaborates with Senior Minister to design and or stage sanctuary

Unity Renaissance Spiritual Life Center Policies and Procedures

- (2) Confirms instructions to communion servers
 - (3) Special Service/Event Coordinator and/or designated Volunteer leader and other Volunteers schedule walkthrough service review
 - (4) Finalizes and prints or causes to be printed special service bulletin
 - ii) Music Director: sends check requests for special service musicians
- d) Week of Service:
- i) Senior Minister sends invites staff and volunteers to prepare for prayer
 - ii) Special Service/Event Coordinator or designated Volunteer leader
 - (1) Prepare communion tables, elements and decorations
 - (2) Assures candle baskets are lined with napkins and prepared with candles
 - (3) Arrange for sanctuary clean-up and labyrinth removal for Easter Sunday service.

**Unity Renaissance Spiritual Life Center
Policies and Procedures**

811 Easter Service

Holiday Services # 811

BoT Approval 27 JAN 2017 ____
BoT Revision Date _____

- I. **Purpose:** To provide guidelines for the Unity Renaissance Spiritual Life Center to provide a special service on Easter Sunday.
- II. **Policy:** In honoring our mission, Unity Renaissance Spiritual Life Center provides a meaningful opportunity to celebrate Easter Sunday.
- III. **Responsible Persons:** The Senior Minister, Director of Prayer and Pastoral Ministry and Special Service/Event Coordinator and those who support them.
- IV. **Procedure:**
 - a) Four to five weeks prior to the service
 - i) Senior Minister and Director of Prayer and Pastoral Ministry Programs:
 - (1) Request that Prayer Chaplains sign up to serve for various service related activities before and after the service
 - (2) Requests communion servicers from the Board of Directors, staff, and prayer chaplains if communion is planned
 - (3) Assign final prayer chaplains and Communion servers as required
 - ii) Special Service/Event Coordinator or designated Volunteer leader and other Volunteers
 - (1) Determine location for easels, flower wreaths and blessing baskets
 - (2) Assures "Invitation for Volunteers" flyer is placed in the bulletin
 - (3) Assures sign-up sheets are posted for ushers, greeters and parking lot attendants
 - (4) Assigns Sunday Service Coordinator
 - (5) Assures candles and drip protectors are ordered and prepared for distribution by the ushers if candles are desired
 - b) Two weeks prior to service:
 - i) Senior Minister and Director of Music determine order of service

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- ii) Special Service/Event Coordinator
 - (1) Confirms prayer chaplains and communion service team, if communion team is required
 - (2) Confirms Ushers and Welcome Team availability
 - (3) Notifies Webmaster to prepare and/or cause to be prepared, website announcement prior to service and removal of the announcement from website after the service

- iii) Confirms with Director of Youth and Family Ministry that Nursery and child care staff are available

- iv) Director of Music:
 - (1) Schedules music planning meeting with Senior Minister
 - (2) Selects and confirms musicians
 - (3) Selects songs
 - (4) Sends order of service and music choices to Special Service/Event Coordinator to distribute to volunteers as necessary
 - (5) Schedules deaf interpreter or audio devices as required

- c) One week prior to service:
 - i) Special Service/Event Coordinator or designated Volunteer leader sends specific usher training procedures to ushers
 - (1) Collaborates with Senior Minister to design and or stage sanctuary
 - (2) Confirms instructions to communion servers, if required
 - (3) Schedules walkthrough service review with Senior Minister and Director of Sunday Services
 - (4) Finalizes bulletin and prints or causes final bulletin to be printed
 - ii) Music Director: sends check requests for special service musician

- d) Week of Service:
 - i) Senior Minister invites staff and volunteers for prayer
 - (1) Provides input for Power Point slide presentation
 - ii) Special Service/Event Coordinator or designated Volunteer leader
 - (1) Prepares communion tables and decorations as required
 - (2) Assures baskets for candle with protectors are ready for distribution as required
 - (3) Assures that easels are in place to receive flower wreaths
 - (4) Arranges for sanctuary clean-up after the Easter Sunday service

**Unity Renaissance Spiritual Life Center
Policies and Procedures**

812 Thanksgiving Eve Communion & Candlelight Service

Holiday Services 812

BoT Approval _____ 27 JAN 2017 _____

BoT Revision Date _____

- I. **Purpose:** To provide guidelines for Unity Renaissance Spiritual Life Center to provide a special Thanksgiving Eve service.
- II. **Policy:** In honoring our mission, Unity Renaissance Spiritual Life Center provides meaningful opportunity celebrate Thanksgiving Eve.
- III. **Responsible Persons:** The Senior Minister, Prayer and Pastoral Director, Special Service/Event Coordinator or designated Volunteer leader and those who support them.
- IV. **Procedure:**
 - a) One month before service:
 - i) Senior Minister
 1. Confirm/communicate service times
 2. Determine services available, i.e. Hospitality, Bookstore, etc.
 - b) Three or more weeks before service:
 - i) Senior Minister and Director of Music determine the order of service
 - ii) The Special Service/Event Coordinator and/or designated Volunteer leader and other Volunteers will:
 1. Confirm evening Service Coordinator
 2. Confirm that flowers and candles have been ordered, if required
 3. Confirms the platform assistant, if required
 4. Determines content and the number of bulletins needed for printing
 5. Confirms the power point screen operator if require
 6. Schedules Bookstore staff and posts hours of operation, if required
 - iii) Director of Music:
 1. Schedules Sound staff
 2. Books soloist
 3. Books musicians

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4. Schedules deaf interpreter or provides other audio devices as required
- iv) Director of Youth and Family Ministry confirms nursery/childcare staff
- c) Two weeks before service:
- i) Senior Minister and Director of Music confirm music choices
 - ii) Special Service/Event Coordinator or designated Volunteer leader
 1. Design stage, prayer location(s) and communion table layout, if needed.
 2. Confirms team to setup communion table
 3. Notify Webmaster to prepare and/or cause to prepare website announcement of the service and removal of same after the service.
 - iii) Prayer and Pastoral Ministry Director
 - (1) Confirms prayer chaplains and duties, if needed
 - (2) Requests communion servers
 - iv) Special Service/Event Coordinator and/or designated Volunteer leader and other Volunteers:
 1. Contacts/confirms ushers and greeters and review any special duties
 2. Confirms communion servers
 3. Schedules extra/additional sanctuary preparation if needed
 4. Schedules a walkthrough service review with Senior Minister and volunteers
 - v) Senior Minister and Director of Music confirms sound and lighting design
 - vi) Director of Communications or designated Volunteer leader finalizes and prints bulletin
- d) One week prior to service:
- i) Director of Music sends check request for special service musicians
- e) Week of service:
- i. Senior Minister invites staff and volunteers for prayer
 - ii. Special Service/Event Coordinator and/or designated Volunteer leader
 1. Reviews Thanksgiving service with volunteers

Unity Renaissance Spiritual Life Center Policies and Procedures

2. Assures 4 large baskets are lined with napkins and prepared to hold candles
3. Set up sanctuary
4. Assures portable fire extinguishers are in place
5. Assures Power Point screens and slides are complete and loaded

812.2

f) After the service:

1. The Special Service/Event Coordinator and/or designated Volunteer leader facilitates staff and volunteers in cleaning and preparing sanctuary for the following Sunday service.
2. The Business Manager or Counting Team leader collects tithes and donations from ushers and either counts for next-day deposit or drops in safe for next counting team date.

**Unity Renaissance Spiritual Life Center
Policies and Procedures**

813 Christmas Eve Candlelight Service

Holiday Services # 813
Christmas Eve Candlelight Service

BoT Approval ___27 JAN 2017
BoT Revision date: _____

- I. **Purpose:** To provide guidelines for Unity Renaissance Spiritual Life Center to provide a special Christmas Eve service for Congregants.

- II. **Policy:** In honoring our mission, Unity Renaissance Spiritual Life Center provides a meaningful opportunity to celebrate Christmas Eve.

- III. **Responsible Persons:** Senior Minister, Prayer and Pastoral Director, Special Service/Event Coordinator and/or designated Volunteer leader and those who support them.

- IV. **Procedure:**
 - a) Four months prior to the service:
 - i) Special Service/Event Coordinator or designated Volunteer lead
 - (1) Schedule planning meeting with Senior Minister
 - (2) Identify theme and/or holiday series talk titles

 - b) Two months prior to the service:
 - i) Senior Minister:
 - (1) Schedule Special Service/Event Coordinator or designated Volunteer lead meeting
 - (2) Confirms and communicates services times
 - (3) Design, and/or cause to be designed, bulletin covers and estimates total number needed

 - c) First week in November:
 - i) Special Service/Event Coordinator or designated Volunteer lead
 - (1) Order candles and drip protectors and schedule volunteers assemble candles at a time to be determined one week prior to the service
 - (2) Schedules a Team Leader meeting for "Hanging of the Greens"
 - (a) Submits plan to Senior Minister for approval
 - (3) Provides information to Webmaster

**Unity Renaissance Spiritual Life Center
Policies and Procedures**

- (a) Places Christmas Eve and other holiday service information on Website and removes information after the specific service

- d) Second week in November
 - i) Special Service/Event Coordinator or designated Volunteer lead
 - (1) Submits facility request for “Hanging of the Greens”
 - (2) Schedule Hospitality for Christmas refreshments if desired
 - ii) Director of Music
 - (1) Books musicians and/or soloists
 - (2) Schedules meeting with sound staff
 - (3) Schedules deaf interpreter or provides other audio devices as required
 - iii) Senior Minister
 - (1) Assigns platform assistant if required
 - iv) Special Service/Event Coordinator or designated Volunteer lead
 - (1) Creates holiday volunteer recruiting bulletin insert for Senior Minister approval
 - (2) Assures extra Welcome Packets are prepared
 - (3) Assigns Power Point Screen Operator if required

- e) Third week in November:
 - i) Bookstore Manager determines if bookstore hours will be extended, assigns volunteers and posts additional hours if decided
 - ii) Director of Prayer and Pastoral Ministry
 - (1) Assigns Chaplains
 - iii) Senior Minister and Director of Music
 - 1. Determine order of service

- f) Fourth week in November or week after Thanksgiving Eve Service
 - i) Senior Minister
 - (1) Confirms music choices with Director of Music
 - ii) Director of Music:
 - (1) Creates sound and lighting plan
 - iii) Director of Communications or Special Service/Event Coordinator or designated Volunteer lead
 - (1) Submits copy for local advertising with Senior Minister approval
 - (2) Schedules walk through of service with lighting (include ministers, screen team, musicians, vocalist(s), usher & welcome team leaders

**Unity Renaissance Spiritual Life Center
Policies and Procedures**

- (3) Prepares supplies for candle lighting
- (4) Provides candle drips to YFM and others to decorate if desired.

- iv) Special Service/Event Coordinator or designated Volunteer lead
 - (1) Reviews and updates facilities checklist (cleaning, parking lot signs, volunteers, outdoor lights, etc.)
 - (2) Assures facilities plan in place (before, during and after services)

- g) First week in December:
 - i) Special Service/Event Coordinator or designated Volunteer lead
 - (1) Sends notice to staff regarding prayer with Senior Minister
 - (2) Orders flowers if desired with Senior Minister approval
 - ii) Special Service/Event Coordinator or designated Volunteer lead
 - (1) Schedules photographer if desired
 - iii) Director of Music:
 - (1) Submits check requests for special service musicians and interpreters
 - iv) Director of Youth and Family Ministry
 - (1) Confirms Nursery, Childcare staff, volunteers and hours
 - (2) Confirms YFM volunteers
 - v) Special Service/Event Coordinator or designated Volunteer lead
 - (1) Review parking plan; reserve additional parking area if needed
 - (2) Confirm portable fire extinguisher locations

- h) Second week in December:
 - i) Special Service/Event Coordinator or designated Volunteer lead
 - (1) Sends reminder to staff regarding prayer with Senior Minister
 - (2) Confirms offertory ushers for all services

- i) Third Week of December:
 - i) Senior Minister:
 - (1) Invites all staff for prayer and meditation in preparation for the Christmas services
 - ii) Special Service/Event Coordinator or designated Volunteer lead
 - (1) Confirms sound, lighting and Power Point slides/screens for all services with appropriate staff and/or volunteers
 - (2) Assure sufficient service bulletin and Welcome Packets are available

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- (3) Create new phone message giving times of Christmas Eve services

iii) Webmaster

- (1) Creates and provides maps for parking lots if needed

iv) Special Service/Event Coordinator or designated Volunteer lead

- (1) Creates diagram for day and evening set-ups; may include additional chairs in the back of the sanctuary and in the Narthex. Confirm volunteers to implement the design
- (2) Confirms volunteer's schedules; may be delegated to team leaders
- (3) Assures usher training is conducted as needed; may be done by team leader
- (4) Assign ushers to replenish candles
- (5) Confirm with Director of Youth and Family Ministry if candle protectors will be decorated by the children; if so, gather supplies
- (6) Provide decorated candle protectors to staff and/or Volunteers if to be used in Christmas Eve service if decided
- (7) Confirm nursery and/or childcare service

v) Special Service/Event Coordinator or designated Volunteer lead

- (1) Reviews parking plan
- (2) Assures sanctuary is set up.

j) December 24, day of service

i) Special Service/Event Coordinator or designated Volunteer lead

- (1) Assures sanctuary is prepared and all volunteers and staff are ready for service

k) After the Service

- (1) The Special Service/Event Coordinator and/or designated Volunteer leader facilitates staff and volunteers in cleaning and preparing sanctuary for following Sunday service.
- (2) The Business Manager collects tithes and donations from ushers and either counts for next-day deposit or drops in safe for next counting team date.

**Unity Renaissance Spiritual Life Center
Policies and Procedures**

Special Services

820 Memorial Services

Special Services # 820

BoT Approval _____ 27 JAN 2017

BoT Revision date:

- I. **Purpose:** To provide guidelines for Unity Renaissance Spiritual Life Center to provide for Memorial Services to be scheduled and facilitated in divine order.
- II. **Policy:** Memorial Services may be scheduled at the Unity Renaissance Spiritual Life Center and will be facilitated by the Senior Minister or his/her designee. Unity Renaissance is committed to offering Memorial Services to meet the needs of the family in a flexible and respectful manner.
- III. **Responsible Persons:** Senior Minister, Special Service/Event Coordinator or designated Volunteer Leader, Staff and any other volunteers involved in facility preparation or Memorial Service planning/implementation.
- IV. **Procedure:**
 - i) The Special Service/Event Coordinator
 - (1) Collect all information on the Facility Reservation Form(s).
 - (2) Family shall choose Minister by determining whether there is a preference for the Senior Minister, a particular Unity Minister from another congregation or an authorized Lay Person.
 - (3) If no preference, check the Senior Minister's availability to discuss with the family
 - (4) Determine family's preference for service date and location
 - (5) Location options include:
 - (a) Sanctuary: up to 200 guests
 - (b) Chapel: up to 15 guests
 - (c) Outdoors: TBD
 - (d) Off campus
 - (6) Check the date and location availability for an on campus Memorial Service and enter onto the Event Calendar.
 - (7) If not available, determine alternative dates/times.
 - (8) Schedule by notifying the Administrative Assistant and/or Business Manager to assure the memorial service is on the Event Calendar.

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- (9) Discuss facility fees, if applicable
- (10) A check or money order payments made payable to Unity Renaissance Spiritual Life Center is preferred. Cash may be accepted and should be turned in to the Business Manager immediately for a receipt.
- (11) Credit Card payments are processed by the Business Manager

820.1

- ii) Confirm the final selection of the minister, facility and date/time of the Memorial Service.
 - (1) When the application form and facility fee (if any) is returned, review for complete information
 - (2) Confirm date is included on church calendar and announced to congregation if required
 - (3) Determine who will design and set up any/all approved decorations or mementos in the chosen venue
 - (4) Determine how soon space will be returned to pre-service status
 - (5) Confirm the hours that the church will be open for decorating, etc.
 - (6) Confirm who will be receiving guests immediately before and after the service
 - (7) Confirm placement of the Guest Book
 - (8) Confirm location of reception either at the church or another facility
 - (9) Confirm flowers and/or food to be delivered
 - (10) Confirm will food be offered by a catering service or family members
 - (11) Confirm kitchen/hospitality privileges if required
 - (12) Confirm whether volunteers and/or paid kitchen service is required
 - (13) Designate who will be responsible for clean-up after the ceremony and/or reception

- b) One day before the Memorial Service
 - i) Schedule final meeting with the family and minister who will discuss, confirm and present the service if conducted at Unity Renaissance Spiritual Life Center

**Unity Renaissance Spiritual Life Center
Policies and Procedures**

- ii) Confirm staff and volunteers are available to prepare the space prior to the service as well as cleaning the facility after the service

- c) After the Service
 - i) The Special Service/Event Coordinator and/or designated volunteer leader will prepare the sanctuary and other areas of Unity Renaissance Spiritual Life Center for the following Sunday service.

Need Facility Reservation Form 820.3

**Unity Renaissance Spiritual Life Center
Policies and Procedures**

821 Wedding or Vow Renewal

Special Services # 821

BoT Approval _____ 27 JAN 2017

BoT Revision date:

- I. **Purpose:** To provide guidelines for weddings to be scheduled and facilitated in divine order at the Unity Renaissance Spiritual Life Center.

- II. **Policy:** Weddings may be scheduled at the Church and will be facilitated by the Senior Minister or his/her designee. The Church is committed to offering a wedding service to meet the needs of the couple in a flexible and respectful manner.

- III. **Responsible Persons:** Senior Minister, Special Service/Event Coordinator or designated Volunteer Leader, Staff and any other volunteers involved in facility preparation or wedding planning/implementation.

- IV. **Procedure:**
 - a) Special Service/Event Coordinator
 - i) Six Months prior to the Wedding date
 - (1) Collect all information on the Facility Reservation Form(s).
 - (2) Family shall choose Minister by determining whether there is a preference for the Senior Minister, a particular Unity Minister from another congregation or an authorized Lay Person.
 - (3) If no preference, check the Senior Minister's availability to discuss with the family
 - (4) Determine family's preference for service date and location
 - (5) Location options include:
 - (a) Sanctuary: up to 200 guests
 - (b) Chapel: up to 15 guests
 - (c) Outdoors: TBD
 - (d) Off campus
 - (6) Check the date and location availability for an on campus Memorial Service and enter onto the Event Calendar.
 - (7) If not available, determine alternative dates/times.
 - (8) Schedule by notifying the Administrative Assistant and/or Business Manager to assure the memorial service is on the Event Calendar.

Unity Renaissance Spiritual Life Center Policies and Procedures

- (9) Discuss facility fees, if applicable
 - (10) A check or money order payments made payable to Unity Renaissance Spiritual Life Center is preferred. Cash may be accepted and should be turned in to the Business Manager immediately for a receipt.
 - (11) Credit Card payments are processed by the Business Manager
- ii) Four Months (or sooner if desired) Prior to Wedding
- (1) Schedule other staff as needed, such as co-minister, musicians, sound engineer and/or reception clean-up staff
 - (2) Determine who will design and set up any/all approved decorations in the chosen venue
 - (3) Determine how soon decorations shall be removed and space returned to pre-wedding status
- iii) Two Weeks Prior to the Wedding
- (1) Collect balance of fees associated with the facility use and Senior Minister service as agreed
- iv) Schedule rehearsal to confirm the following:
- (1) Confirm the hours that the church will be open for decorating, etc.
 - (2) Confirm who will be receiving guests immediately after recessional
 - (3) Confirm where Guest Book will be set up
 - (4) Confirm if flowers and/or food be delivered
 - (5) Confirm the use a runner or a rollout down the center aisle
 - (6) Confirm how many rings will be offered
 - (7) Confirm candle lighting, and will there be a Unity Candle
 - (8) Confirm whether reception be held at the church or another facility
 - (9) Confirm if food be offered by a catering service or family members
 - (10) Confirm whether kitchen/hospitality privileges be required
 - (11) Confirm whether volunteers and/or paid kitchen help will be required
 - (12) Designate who will be responsible for clean-up after the ceremony and/or reception
- v) One Week before the Wedding

Unity Renaissance Spiritual Life Center Policies and Procedures

- (1) Schedule final meeting with couple and minister who will present the ceremony
- (2) Confirm staff and volunteers are available to prepare the space prior to the ceremony as well as cleaning the facility after the service

b) After the Service

- i) The Special Service/Event Coordinator and/or designated volunteer leader will prepare the sanctuary and other areas of Unity Renaissance Spiritual Life Center for the following Sunday service.

**Unity Renaissance Spiritual Life Center
Policies and Procedures**

821.3 Wedding or Vow Renewal Services Form

Special Services # 821

BoT Approval _____ 15 Dec 2016

BoT Revision date:

Need: Wedding/Vow Renewal Information Form 821.3

**Unity Renaissance Spiritual Life Center
Policies and Procedures**

822 Christening Services

Special Services # 822

BoT Approval ____27 JAN 2017

BoT Revision date:

- I. **Purpose:** To provide guidelines for Christening Services to be scheduled and facilitated in
 - a. Divine order at the Unity Renaissance Spiritual Life Center to recognize the spiritual identity and purpose of a soul.

- II. **Policy:** Christening Services may be scheduled at the Church and will be facilitated by the Senior Minister. The Church is committed to offering Christening Services to meet the needs of the family and/or individual as a celebration.

- III. **Responsible Persons:** Senior Minister, Special Service/Event Coordinator or designated Volunteer Leader, Staff and any other volunteers involved in facility preparation and/or Christening Service planning/implementation.

- 1) **Procedure:**
 - a) During Initial Contact (Senior Minister or Special Service/Event Coordinator)
 - (1) Collect all information on the Facility Reservation Form
 - (2) Determine family's preference for service date and location
 - (3) Location options include:
 - (a) Sanctuary during normal Sunday Celebration Service
 - (b) Chapel during other time preferred by the family
 - (4) Check the time, date and location availability on the Event Calendar.
 - (5) Confirm invitation to extended family members if desired
 - (6) Confirm schedule to assure the Christening is on the Senior Minister's schedule
 - (7) Discuss facility fees, if any
 - (8) Will there be a reception and if so, who will be responsible and what will it include
 - (a) Family
 - (b) Unity Renaissance Hospitality
 - b) One week before the Christening Service
 - i) Schedule final meeting with the family and Senior minister

**Unity Renaissance Spiritual Life Center
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- ii) Confirm staff and/or Special Service/Event Coordinator are available, if required, to prepare the space prior to the service as well as any clean-up of the facility after the service.

Need Facility Use Request Form 822.2

**Unity Renaissance Spiritual Life Center
Policies and Procedures**

824 Burning Bowl Service

Special Services

824

BoT Approval __27 JAN 2017

BoT Revision

- I. **Purpose:** To provide guidelines for Unity Renaissance Spiritual Life Center to provide a service for congregants to consciously release what they want to let go of for the previous year and prepare for an abundant new year.
- II. **Policy:** Unity Renaissance will provide a Burning Bowl service on New Year's Eve or a Sunday service as designated by the Senior Minister.
- III. **Responsible Persons:** Senior Minister, Special Service/Event Coordinator or designated Volunteer Leader, Staff and any other volunteers who support them in facility preparation for the Burning Bowl Ceremony.
- IV. **Procedure:**
 - a) Six to eight weeks prior to service:
 - i) Senior Minister:
 - (1) Confirm service times
 - (2) Information prepared for E-blast
 - (3) Assigns platform assistant (if required)
 - ii) Special Service/Event Coordinator or designated Volunteer Leader
 - (1) Bulletin Cover artwork chosen
 - (2) Number of bulletins determined
 - (3) Order flash paper
 - iii) Director of Music
 - (1) Schedule musicians
 - b) Three to four weeks prior to service:
 - i) Special Service/Event Coordinator or designated Volunteer Leader
 - (1) Submits free advertising
 - (2) Assigns greeters, ushers, power point operator (if required)
 - (3) Contacts Director of Youth and Family Ministry to schedule Nursery and child care

Unity Renaissance Spiritual Life Center Policies and Procedures

- (4) Assures extra sanctuary preparation if necessary
 - (5) Determines platform and stage design
 - (6) Assures Welcome Packets are prepared with flyer announcing upcoming events are prepared
- ii) Prayer and Pastoral Director
- (1) Assigns Sacred Space Holder
 - (2) Assigns Prayer Chaplains
- iii) Senior Minister and Director of Music
- (1) Determines order of service
 - (2) Confirms choices of music
- c) Two weeks prior to service:
- i) Director of Music
 - (1) Submits check requests for musicians
 - (2) Confirms sound for services
 - (3) Secures Senior Minister approval for music selection
 - ii) Business Manager
 - (1) Confirms locations of portable fire extinguishers
 - (2) Select “safe” burning bowl
- d) Week of service:
- i) Special Service/Event Coordinator or designated Volunteer Leader
 - (1) Schedules final planning meeting
 - (2) Lays out flash paper to dry
 - (3) Gathers and prepare letterhead, envelope, flash paper for Bulletin inserts
 - (4) Confirms ushers are trained to distribute supplies
 - (5) Assures bulletins are printed
 - (6) Provides baskets to ushers to collect “Letter to God”
 - ii) Senior Minister and Director of Music
 - (1) Conduct walk-through of service
 - (2)
- e) After the service:
- (1) The Special Service/Event Coordinator and/or designated Volunteer leader facilitates staff and volunteers in cleaning and preparing sanctuary for following Sunday or other service and/or event.

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- (2) The Business Manager collects tithes and donations from ushers and either counts for next-day deposit or drops in safe for next counting team date and subsequent deposit.

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Policies and Procedures**

825 White Stone Ceremony

Special Services 825

BoT Approval ___27 JAN 2017
BoT Revision

- I. **Purpose:** To describe the White Stone Ceremony at Unity Renaissance Spiritual Life Center and to provide congregants the opportunity to declare their spiritual intention(s) for the New Year.

- II. **Policy:** Unity Renaissance Spiritual Life Center offers a White Stone Ceremony on the first or second Sunday in January of each year or other Sunday service as designated by the Senior Minister.

- III. **Responsible Persons:** Senior Minister, Special Service/Event Coordinator or designated Volunteer Leader, Staff and any other volunteers who support them in facility preparation for the White Stone Ceremony.

- IV. **Procedure:**
 - a) Six to eight weeks prior to service:
 - i) Senior Minister:
 - (1) Confirm service times
 - (2) Information prepared for E-blast
 - (3) Assigns platform assistant (if required)

 - ii) Special Service/Event Coordinator or designated Volunteer Leader
 - (1) Bulletin Cover artwork chosen
 - (2) Number of bulletins determined
 - (3) Order flash paper
 - iii) Director of Music
 - (1) Schedule musicians

 - b) Three to four weeks prior to service:
 - i) Special Service/Event Coordinator or designated Volunteer Leader
 - (1) Submits free advertising
 - (2) Assigns greeters, ushers, power point operator (if required)
 - (3) Contacts Director of Youth and Family Ministry to schedule Nursery and child care

Unity Renaissance Spiritual Life Center Policies and Procedures

- (4) Assures extra sanctuary preparation if necessary
 - (5) Determines platform and stage design
 - (6) Assures Welcome Packets are prepared with flyer announcing upcoming events are prepared
 - ii) Prayer and Pastoral Director
 - (1) Assigns Sacred Space Holder
 - (2) Assigns Prayer Chaplains
 - iii) Senior Minister and Director of Music
 - (1) Determines order of service
 - (2) Confirms choices of music
- c) Two weeks prior to service:
- i) Director of Music
 - (1) Submits check requests for musicians
 - (2) Confirms sound for services
 - ii) Business Manager
 - (1) Confirms locations of portable fire extinguishers
- d) Week of service:
- i) Special Service/Event Coordinator or designated Volunteer Leader
 - (1) Schedules final planning meeting
 - (2) Gathers and prepares sufficient stones and pencils
 - (3) Confirms ushers are trained to distribute supplies
 - (4) Assures bulletins are printed
 - (5) Provides baskets to ushers to collect pencils after the service
 - ii) Senior Minister and Director of Music
 - (1) Conduct walk-through of service
- e) After the service:
- (1) The Special Service/Event Coordinator and/or designated Volunteer leader facilitates staff and volunteers in cleaning and preparing sanctuary for following Sunday or other service and/or event.
 - (2) The Business Manager collects tithes and donations from ushers and either counts for next-day deposit or drops in safe for next counting team date and subsequent deposit.

**Unity Renaissance Spiritual Life Center
Policies and Procedures**

826 Ash Wednesday Service (Vacant)

Special Services 826

Ash Wednesday Service

BoT Approval 15 Dec 2016

BoT Revision _____

Vacant as of 11.26.16

**Unity Renaissance Spiritual Life Center
Policies and Procedures**

827 Palm Sunday Service

Special Services 827

BoT Approva____27 JAN 2017

BoT Revision Date_____

- I. **Purpose:** To provide guidelines for Unity Renaissance Spiritual Life Center to provide a special service on Palm Sunday.

- II. **Policy:** Unity Renaissance Spiritual Life Center provides a special Palm Sunday service on the Sunday prior to Easter Sunday for congregants to recognize and commemorate Palm Sunday and to prepare for other Easter week services.

- III. **Responsible Persons:** Senior Minister, Director of Prayer and Pastoral Ministry, Special Service/Event Coordinator and those who support them.

- IV. **Procedure**
 - a) The Senior Minister is responsible for planning the theme of the service and the topic may be determined weeks or months prior to Easter week services.

 - b) Two weeks prior to the service:
 - i) Drafts of the next two scripts (Palm Sunday and Easter Sunday) are conveyed to the Music and YFM Directors and the Special Service/Event Coordinator as soon as the theme is determined.
 - ii) Director of Music, Youth & Family Ministry and any staff member and/or volunteers who will support the program shall be notified The Senior Minister will work with the Music Director to determine the appropriate music for the Palm Sunday service.
 - iii) The Youth & Family Director will create curriculum that parallels the theme/lesson for Palm Sunday which provides the opportunity for communication between the children and parents/guardians.
 - (1) Special Service/Event Coordinator shall coordinate with YFM Director to provide and prepare palms for the children to carry through the congregation at the appropriate time at the end of the service.
 - iv) The Special Service/Event Coordinator and/or designated volunteer leader along with volunteers prepare, or cause to have prepared and

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printed, the bulletin by Thursday afternoon before the Palm Sunday Service.

(1) Staff and/or volunteers insert flyers into bulletin
827.1

- v) The Power Point leader prepares, or causes to be prepared, the powerpoint slides for the Palm Sunday Service and makes them available to the Music Director and Senior Minister for review and/or approval.

- c) On Sunday, the day of the service,
 - i) The Minister invites the staff and volunteers for pray-in prior to the service.
 - ii) The Senior Minister meets with the staff, Sunday Service Coordinator, Platform Host, and other volunteers to discuss any last minute changes.
 - iii) The Sunday Service Coordinator and Volunteers meet to review the order of service and to review any last minute changes.
 - iv) The music rehearsal begins prior to the 9:00 a.m. service and includes the Music Director, Music Team and the sound engineer.
 - v) Music begins with an instrumental prelude 10 minutes prior to each service.
 - vi) Fifteen minutes after the second service, the Director of Sunday Celebration Service and/or the Sunday Service Coordinator meet with volunteers to obtain feedback from the Minister and the Director of Music if such a meeting is desired.
 - vii) The Sunday Service Coordinator assures that the Sanctuary is neat, clean and ready for the following week of activities.

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829 Good Friday Service (Vacant)

Special Services 829

BoT Approval _____ 15 Dec 2016

BoT Revision _____

Good Friday Service

Vacant as of 11.26.16

Periodic Events

830 Volunteer Appreciation Function

Periodic Events 830

BoT Approval ___27 JAN 2017 _____
BoT Revision Date

- I. **Purpose:** To provide guidelines for the recognition of the volunteers at the Unity Renaissance Spiritual Life Center.

- II. **Policy:** Unity Renaissance fully supports and recognizes those who strive to become connected to their spiritual community by sharing their time and talent by serving from their heart within the Church. A volunteer appreciation activity is conducted annually.

- III. **Responsible Persons:** The Senior Minister, Special Service/Event Coordinator and/or designated Volunteer Leader, and one or more Board of Trustees member(s). The Director of Worship and Volunteers, all ministers, all staff and volunteers

- IV. **Procedure:**
 - a) The Special Service/Event Coordinator and/or designated Volunteer Leader facilitates and plans the annual activity along with Board of Trustees member(s) and/or a staff member.
 - b) Six months prior:
 - i) Consults with Senior Minister, Directors, and Board of Trustees to determine a date and places the event on the Church calendar.
 - c) Three months prior:
 - i) Submit room request
 - ii) Select and order volunteer gifts if desired
 - iii) Determine number to order by consulting with Directors and Team Leaders
 - d) One month prior:
 - i) Coordinate with team regarding decorations; make assignments
 - ii) Coordinate with team regarding the amount of food according to planned attendance (above); make assignments
 - iii) Coordinate with team regarding entertainment if desired

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- iv) Coordinate with team regarding program, master/mistress of ceremonies, etc.
 - v) Invite Board Members to attend
 - vi) Arrange photographer to be present for picture of volunteers if desired and secure permission from anyone photographed to use the photographs on the Website or other Church communication(s)
 - vii) Invite all volunteers to attend via invitations from Directors and Team Leaders
- e) One week prior:
- i) Confirm total attendance with Directors and Team Leaders
 - ii) Notify Webmaster to prepare and post announcement of event on the Church website, and remove the announcement after the event
 - iii) Confirm plans for decorations, food, entertainment, gifts
 - (1) Order food and plan for additional kitchen help if needed
 - (2) Confirm that volunteers have been counted ONLY once
- f) After the service:
- (1) The Special Service/Event Coordinator and/or designated Volunteer leader facilitates staff and volunteers in cleaning and preparing sanctuary for the following Sunday service.

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831 Annual Membership Renewal

Celebration Services 831

BoT Approval ___ 15 Dec 2016 _____

BoT Revision Date _____

- I. **Purpose:** To provide guidelines to conduct the annual membership renewal process to identify the current members of Unity Renaissance Spiritual Life Center.

- II. **Policy:**

- III. **Responsible Persons:**

- IV. **Procedure:**

Vacant as of 11.26.16

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Policies and Procedures**

832 Annual Membership Meeting

Periodic Events 832

BoT Approval __27 JAN 2017

BoT Revision Date

1. **Purpose:** To provide guidelines for the planning and conducting of the annual membership meeting for the Unity Renaissance Spiritual Life Center and to provide a forum for the membership to be spirit-led in the participation of the business of Unity Renaissance.
2. **Policy:** A Congregational Business Meeting will be held annually in the month of January to be scheduled to comply with the By-laws Election of Officers calendar. The meeting will be conducted following Robert's Rules of Order.
3. **Responsible Persons:** Senior Minister, Board of Trustees (Board), staff and members of Unity Renaissance Spiritual Life Center
4. **Procedure:** The agenda will include
 - a. The Board President Report
 - b. The Senior Minister Report
 - c. Review of financial statements for the previous year by the Board Treasurer(s)
 - d. Introduction of new board members
 - e. Election of Nominating Committee Members for following year
 - f. Other matters of business as deemed appropriate.
 - g. The meeting is conducted in a manner that reflects the mission, vision and values of the church:
 - i. The meeting is opened and closed with prayer
 - ii. The congregants recite the Mission and Vision statements at the beginning of the meeting.
5. **Procedure:**
 - a. Planning
 - i. **Nominating Committee:**
 1. The Board of Trustees assures that the Nominating Committee is aware of Board positions and Nominating Committee positions that will be open for recruitment.

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2. The Board assures that the Nominating Committee begins and conducts their recruitment process in a timely fashion in order to meet all timelines and requirements of applicants.
 - (a) Assure that applicants attend both a Finance Committee and Board meeting as a requirement of the application process
- (2) Annual Meeting**
1. The Board plans the agenda with the support of the Senior Minister and church staff
 2. The Business Manager prepares the financial reports for the Treasurer's review/presentation.
 3. The Administrative Assistant to the Senior Minister provides the following support:
 - a. Prepares and copies member sign-in sheets, clip boards, etc.
 - b. Makes copies of any handouts.
 - c. Prepares ballots
 - d. Prepares absentee ballots and assists in this process
 - e. Recruits volunteers to assist with sign-in prior to meeting

III. Annual Meeting Agenda

- (1) Call to Order---Board President
- (2) Opening Prayer---Senior Minister
- (3) Reading of the Mission and Vision statements---Congregation
- (4) Introduction of Board Members---Board President
- (5) Approval of previous year minutes---Board President and Secretary
- (6) Treasurer's Report---Treasurer
- (7) Election of Board Members
 - (a) Reading of **Article VI, Section 10, B** of the Bylaws---Board Secretary
 - (b) Report from Nominating Committee
 - (c) Open floor for nominations—Board President
 - (d) Voting---Board President
- (8) Election of Nominating Committee Members
 - (a) Reading of **Article VI, Section 10, A** of the Bylaws---Board Secretary
 - (b) Introduction of Nominees---Committee Chairperson

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(c) Open the floor for Nominations---Board President

(d) Voting---Board President

(9) President Report---Board President

(10) Minister's Report---Senior Minister

(11) Old Business---Board President

(12) Introduction of New Board President---Outgoing Board President

(13) New Business---New Board President

(14) Announcement of New Members of the Board and Nominating
Committee---New Board President

(15) Closing Prayer---Senior Minister

(16) Adjournment---New Board President

6. Post-Meeting Follow-up:

7. The Senior Minister and President of the Board will schedule a debriefing meeting with appropriate Board and staff members.

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Policies and Procedures**

833 New Member Sunday (New)

Periodic Events 833

BoT Approval ____ 27 JAN 2017

BoT Revision Date

- I. Purpose: To provide guidelines for the recognition of new members at the Unity Renaissance Spiritual Life Center.
- II. Policy: Unity Renaissance fully supports and recognizes those who strive to become members of their spiritual community. A new member Sunday is conducted quarterly.
- III. Responsible Persons: The Senior Minister, Special Service/Event Coordinator and/or designated Volunteer Leader, one or more Board of Trustees member(s) and the Director of Youth and Family Ministry.
- IV. Procedure:
 - a) The Senior Minister, Special Service/Event Coordinator and/or designated Volunteer Leader facilitate and plan the quarterly activity along with Board of Trustees member(s) and/or a staff member.
 - i) Confirm the date of the service for recognition of new members
 - ii) Confirm the names of new members who have completed the required "Path to Discovery" course submitted by the Director of Youth and Family Ministry
 - iii) Confirm the approval of new members by the Board of Trustees
 - iv) Confirm that the staff will order name tags for new members in a timely manner for to meet the designated date
 - v) Coordinate the team members consisting of the Senior Minister, a Board member and the Director of Youth and Family Ministry who will take part in the new member ceremony
 - vi) Order flowers for distribution to new members along with name tags during the ceremony
 - vii) Confirm total attendance
 - viii) Coordinate food service with Hospitality and plan for additional kitchen help if required
 - ix) Coordinate room reservation for after-the-service gathering of new members and the Senior Minister if required
 - (1) Invite Board Members to attend the after-service gathering if directed by the Senior Minister

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- b) After the service:
 - i) The Special Service/Event Coordinator and/or designated Volunteer leader facilitates cleaning the meeting room and the sanctuary for future events.

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834 Concerts

Periodic Events 834

Bot Approval ___27 JAN 2017___

BoT Revised Date _____

- I. **Purpose:** To provide guidelines for the planning and implementation for concerts at the Unity Renaissance Spiritual Life Center and to provide an activity for congregants to join others for uplifting, joyful, inspiring or healing musical experiences.

- II. **Policy:** Unity Renaissance fully supports music as a method of spiritual growth. The coordinators will follow the guidelines as described below.

- III. **Responsible Persons:** The Director of Music, Senior Minister and Special Service/Event Coordinator and/or designated Volunteer Leader, staff and Volunteers who support them.

- IV. **Procedure:**
 - a) At least 2-3 months prior to event:
 - i) Schedule the concert on the Church Calendar by filing the Facility Use Reservation Form (Document # 120A).
 - ii) Director of Music, Special Service/Event Coordinator and/or designated Volunteer Leader, Senior Minister or staff member shall secure Assignment & Release Form (Form #103A) along with the Contract
 - (1) The original form will be kept on file in the Business Manager's office
 - (2) A copy will be kept in the Administrative Office
 - (3) A copy will be given to the performer(s)

 - b) Six to eight weeks prior to event performers shall supply marketing and/or advertising copy for posters and/or fliers
 - (1) Special Service/Event Coordinator and/or designated Volunteer Leader shall create or cause to create printing of copy
 - (2) Special Service/Event Coordinator and/or designated Volunteer Leader shall create or cause to be created, Sunday Bulletin and/or eblast advertising

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- c) Five weeks prior to event:
 - 1. Special Service/Event Coordinator and/or designated Volunteer Leader shall notify Webmaster to post concert information and ticket sales information on church web site and remove information after the event
 - a. Facilitates advertising to newspaper and television stations
 - b. Other free publicity
 - 2. Director of Worship and Volunteers: arranges for volunteers to assist with ticket sales on designated Sundays

- d) 2-3 weeks prior to event:
 - i) Director of Music (in-house or hired musicians)
 - (1) Schedules band for rehearsal
 - (2) Schedules band for setup/sound check
 - (3) Schedules sound technician for concert/setup
 - (4) Schedule artist for rehearsal
 - (5) Schedule artist for sound check
 - (6) Sends check requests for musicians to Business Manager
 - (7) Completes song list order
 - (8) Write/acquire charts
 - (9) Schedule Special Projects Music Team meeting

 - ii) Special Service/Event Coordinator and/or designated Volunteer Lead
 - (1) Secures tickets and volunteer(s) to handle pre-sales after Sunday services
 - (2) Proceeds of ticket sales given to Business Manager or packaged and marked accordingly and dropped into the safe for the next day counting and/or bank deposit

- e) 2 weeks prior to event
 - i) Special Service/Event Coordinator and/or designated Volunteer Leader
 - (1) Arrange for Hospitality to provide food for band and artist before concert
 - (2) Arranges for greeters and ushers for the event
 - (3) Arranges for ticket sales at the door
 - (4) If applicable - Arranges for a reception following the concert with the Hospitality Team

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- (5) Arranges for volunteer to assist with artist product sales pre and post concert
- (6) Arranges child & nursery care for the evening of the concert

f) After the event

- (1) The Special Service/Event Coordinator and/or designated Volunteer leader facilitates staff and volunteers in cleaning and preparing sanctuary for following Sunday service.
- (2) The Business Manager collects tithes and donations from ushers and either counts for next-day deposit or drops into the safe for the next day counting and/or bank deposit

Need: Facility Use Request Form 834.4

Assignment & Release Form 834.5

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834.4 Facility Use Request Form

Periodic Events 834

BoT Approval _____15 Dec 2016

BoT Revision date: _____

Concerts

Need Facility Use Request Form 834.4

(Could this be our Activity Request form?)

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834.5 Concert Assignment & Release Form

Periodic Events 834

BoT Approval _____ 15 Dec 2016

BoT Revision date: _____

Assignment & Release Form 834.5

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835 Earth Day Service (Vacant)

Periodic Events # 835

BoT Approval _____

Earth Day Service

BoT Revision _____

Vacant as of 11.26.16

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836 Mothers Day Service (Vacant)

Periodic Events # 836

BoT Approval _____

BoT Revision _____

Vacant as of 11.26.16

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837 Fathers Day Service (Vacant)

Periodic Events # 837

BoT Approval _____

BoT Revision _____

Vacant as of 11.26.16

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838 Light Crew Coffee House (Vacant)

Periodic Events # 83

BoT Approval _____

BoT Revision _____

Vacant as of 11.26.16

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839 Annual Church Picnic (Vacant)

Periodic Events # 839

BoT Approval _____

BoT Revision _____

Vacant as of 11.26.16

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840 Blessing of the Animals (Vacant)

Periodic Events # 840

BoT Approval _____

BoT Revision _____

Vacant as of 11.26.16

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842 Art Ministry Gallery

Periodic Events # 842

BoT Approval: 27 JAN 2017

BoT Revision _____

- I. **Purpose:** To provide guidelines for artists to exhibit their work at the Art Ministry Gallery at the Unity Renaissance Spiritual Life Center to express the love and spirit of God through the visual creative arts.

- II. **Policy:** All artists are welcome to apply. All original 2-dimensional artwork (i.e., oils, acrylics, pastels, watercolor, printmaking, drawing, mixed media, fiber, art, photography) are eligible. The work must reflect the Art Ministry mission as stated above.

- III. **Responsible Persons:** Leader of Art Ministry, artist, Business Manager and other staff/volunteers as needed.

- IV. **Procedure:**
 - a) Church Responsibility:
 - (1) Provide space for artwork which includes professional track lighting. The space is available for each artist for a period of time as designated and agreed upon by the responsible persons above.
 - (2) When practical, artists are scheduled so that there are not two or more consecutive shows with the same artist.
 - (3) Gallery hours will be concurrent with church hours.
 - (a) Publicity including a description and picture of the artwork may be posted on the Church website, weekly e-newsletter and Sunday video and/or Sunday bulletin.
 - (b) Introduction of the artist at the Sunday Service on the first Sunday of presentation

 - b) Application/Agreement Process:
 - i) Submit either digital or physical samples of work to the Senior Minister, Leader of the Art Ministry and the Business Manager.
 - ii) Schedule available dates with Business Manager and sign agreement (see below).

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iii) Submit a bio and digital copy (if available) of work for promotion purposes.

c) Agreement: The artist agrees to the terms and signs the agreement.

Agreement to Term of display, financial share to UR, etc.?

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842.3 Art Ministry Release Form

Periodic Events 842

BoT Approval _____ 15 Dec 2016

BoT Revision date: _____

Art Ministry Gallery

Assignment & Release Form 842.3

Financial share?

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843 World Day of Prayer (Vacant)

Periodic Events # 843

BoT Approval _____

BoT Revision _____

Vacant as of 11.26.16

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Periodic Events # 844

BoT Approval _____

BoT Revision _____

Vacant as of 11.26.16

845 Guest Speaker Scheduling & Release(Vacant)

Periodic Events # 845

BoT Approval _____

BoT Revision _____

Guest Speaker Scheduling 845.1

Guest Speaker Scheduling Checklist: 845.2

Guest Speaker Release Form: 845.3

Vacant as of 11.26.16

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852 Marketing of Guest Speaker

Periodic Events # 852

BoT Approval _____

BoT Revision _____

Vacant as of 11.26.16

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