

Community Council

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Policy on Alcohol

Policy adopted August 19, 2000, amended **August 18, 2004**

Purpose: To clarify when alcohol is allowed on the premises and what alcohol is permissible.

- Alcohol may not be stored on the premises except under these circumstances:
 - It may be chilled in the refrigerator but only on the day that it is being used.
 - When pre-purchased for a special event. It should be stored in the office or in a locked room or closet.
- Only beer and wine are permissible.

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Art Committee Policies

Policy adopted June 16, 1999, amended **August 18, 2004**

Purpose: To clarify what obligations the Art Committee has to artists that show works in the gallery and what obligations those artists have to St. John's.

St. John's Responsibilities

- Members of the Art Committee must send to each artist a packet of materials that include the following:
 - Artist's Agreement
 - St. John's Mission Covenant Statement
 - A St. John's brochure

Artists Responsibilities

- Artists must sign and return the Artist's Agreement

*Artist's Agreement may be found in the "Covenants and Contracts" section of this manual.

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Sunday Attendance Counting Policy

Policy adopted **September 15, 2004**

Purpose: To ensure the consistent counting of attendees at Sunday morning services.

When:

- After the children have gone downstairs
- If children are having their own service – during the offering

Who:

- Count everyone on the main floor. Generally every warm body. This includes:
 - Minister
 - Minister of Music
 - Associate Director of Music
 - Co-celebrants
 - Announcement person
 - Audio person
 - Children in seats (count separately from adults)
 - Adults
- Do *NOT* include in your count (RE will count their own):
 - Children/babies *not* in a seat:
 - Children in classrooms
 - RE teachers
 - DRE's (Director's of Religious Education)

Where:

- Everywhere on the main floor:
 - Sanctuary
 - Krolfifer
 - Haehnle
 - Chapel
 - Kitchen
 - Office

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Policy on Child Care

Policy adopted May 21, 1997, amended August 18, 2004
and September 24, 2008

Purpose: To clarify when child care will be available, taking into consideration the budgetary constraints of a given year. When appropriate, volunteers will be sought. The Safe Congregation Policy will be followed for staffing level and guidelines..

- When there are events that are seeking contributions of time or money from members, or are considered to be primarily of benefit to the church, including committee or Board meetings and the Congregational Meeting, childcare will be free of charge
- When there are educational events provided to adults in the congregation, including New Member classes, childcare will be free of charge.
- When there are events that are purely social in nature or celebratory, there will be a charge for childcare.

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Policy on Membership

Policy adopted **January 15, 2005**

Purpose: To clarify the responsibilities and duties of maintaining an accurate and complete Membership List as defined by our By-laws. Refer to Appendix 1: By-Laws.

Definitions

Member

As defined by the by-laws, a person who has signed the Membership Book and a Membership Pledge. Refer to Appendix 1: By-Laws, Article 5, Section 1.

Friend

A person who has not signed the Membership Book but participates in the life of the church through their contribution of time, talents or money.

Inactive Member

As defined by the by-laws, a member who has not participated in the life of the church or made any contribution of time or talents or money to the support of the church will be contacted by the Membership Committee and asked whether they would like to be placed on the list of "Inactive Members." If so, the member's name shall be transferred by the Board of Trustees to the list of "Inactive Members." If not, the member's name shall be retained on the list of "Active Members." If, however, the member remains inactive for another year, the Board of Trustees shall then transfer her/his name to the list of "Inactive Members". Refer to Appendix 1: By-Laws, Article 5, Section 5.

Pending Inactive Member

Members will be put on a "Pending Inactive Member" list when they have been contacted about their inactivity and do not know if they want to be put on the Inactive Member List, do not want to be put on the Inactive Member list or cannot be contacted. This list is purely an administrative list to keep track of those members who have had no activity for one year and so that their activity will be reviewed again in one year. A Pending Inactive Member retains all the rights and privileges of membership.

Maintenance of the Membership List

The Secretary of the Board will make sure that the list is being maintained by coordinating with the following groups:

- The Membership Committee
 - Coordinates the yearly review of the membership list.
 - Sends names of visitors and new members to the Office Administrator

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- The Office Administrator
 - Maintains the Membership Database according to instructions provided by the Secretary of the Board and/or the Membership Committee.
- The Financial Secretary
 - The conduit for the list for the Stewardship Committee

Recording New Members

New members will sign the Membership book as outlined in the By-Laws (See Appendix.)

New members will also:

- Complete the *New Member Information Form*.
- Sign the *Pledge of Membership Form*.

Signed Pledges of Membership will be kept on file on the Office Administrator's computer or put in a notebook in the Church Office and be kept indefinitely.

Membership Status Change

Membership Review

The Chair of the Membership Committee is responsible for convening the Membership Review sub-committee described below. The purpose of the Committee is to review the Membership list in order to identify those persons who are no longer participating in the life of the Church.

It is suggested that the review of the Membership list be done in November or December. This will ensure that information from the pledge campaign is coordinated into this list and also ensure that a count is ready to send to the UUA in January.

The Membership Review sub-committee is convened once a year to review the Membership list. Persons to be included in the Membership Review sub-committee are the following:

- Secretary of the Board
- Finance Council Director
- Financial Secretary
- Chair of the Stewardship Campaign for the previous year
- Director(s) of Religious Education
- Community Council Director
- Chair of the Membership Committee
- Chair of Membership Committee Liaison sub-committee
- Members of the Membership Committee

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- Minister
- Representatives of the social groups that have a significant membership

The Membership Review sub-committee will review the Membership list using the following guidelines:

- The Membership Review sub-committee will compile a list of proposed “Pending Inactive” members and contact them by phone or in writing.
- If the proposed “Pending Inactive” member wants to withdraw their Membership or be put on the Inactive list, the Secretary of the Board will be notified and will contact the Office Administrator and the change of status will be recorded.
- If the proposed “Pending Inactive” member does not want to be removed from the Membership list, or does not know if they want to be removed from the Membership list, or cannot be contacted, they will be put into “Pending Inactive Membership” status. It is the responsibility of the Secretary of the Board to inform the Office Administrator of such a change.
- When a “Pending Inactive” member has been in a “Pending Inactive” status for a year, the Membership Review sub-committee will once again review their activity.
 - If activity has been noted, the Membership Review sub-committee will return them to active Member status.
 - If there has been no activity on the part of the “Pending Inactive” member, their name will be brought to the Board by the Secretary of the Board to be moved to “Inactive Member” status.
 - The Board must approve all names to be moved to “Inactive Member” status.
 - Once approved the Secretary of the Board will:
 - ◆ Notify the Membership Committee of changes
 - ◆ Provide the Office Administrator with the following information to be logged into the Membership Database:
 - The date the member was first contacted regarding a move to the status of “Inactive Member.”
 - The date the change of status was finalized.

Returning to Active Membership Status

- Persons in “Inactive Member” status who desire to change to “Member” status will sign the pledge as if they were a new member.
- Former members who wish to rejoin the church will be treated as if they are new members.

(See “Recording New Members” on page 2.)

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Termination of Membership

No member will be removed from the membership list unless:

- They notify the Secretary of the Board, in writing, of their wish to be so removed. The Secretary of the Board will acknowledge any written notice of resignation with a letter.
- The Secretary of the Board is informed of the member's death.
- Their membership has been revoked by Committee on Achieving Congregational Harmony.

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Appendix 1

Background: Current St. John' Unitarian Universalist Church By-Laws state the following:

Article V

Membership

Section 1. Conditions of Membership

Any person who signs a Pledge of Membership, as set forth in Section 2, and who has reached the age of sixteen (16), becomes a member by signing the Membership Register in the presence of the Minister or the chairperson of the Membership Committee and one member of the Board of Trustees (hereafter referred to as the Board.)

Section 2. Pledge of Membership

The Pledge of Membership reads as follows: "I am in accord with the purpose of this church and its guarantee of religious freedom to its Minister and members. I pledge myself, as far as possible, to contribute my time and talents and money to the support of the church and to share in its work. I understand that responsible financial support for church programs and denominational affiliation is an expectation of membership. I wish to become a member of St. John's Unitarian Universalist Church." The purpose (Article IV) shall be on the Pledge of Membership.

Section 3. Youth Membership

a. Conditions of Youth Membership

Any youth who has reached the age of twelve and has not reached the age of sixteen and who has completed the Coming of Age Program as adopted by the Youth Religious Education Committee shall become a Youth member of the church by signing the Youth Membership Register in the presence of the Minister or the chairperson of the Membership Committee and a member of the Board.

b. Status:

The Youth membership status recognizes the individual as having taken the first step toward full adult membership in the church. Youth membership does not entitle the individual to the privilege of voting in Congregational Meetings and elections, although Youth members are encouraged to participate in Congregational Meetings.

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c. Transition and Termination of Youth Membership

At age sixteen, a Youth member will be eligible to join the church as an adult member as elsewhere provided in this section. A Youth member may resign from Youth membership by notifying the Board in writing. Receipt of such a notice will be acknowledged by the Secretary of the Board in writing by ordinary mail. No Youth member shall be dropped from Youth membership prior to age sixteen except after written notice of resignation.

Section 4. Privileges of Membership

Each new member, on signing the Membership Register, shall have full privileges of membership save that of voting in the Annual and Special Congregational Meetings and elections for members of the Board. The privilege of voting shall be acquired on the ninetieth (90) day following the signing of the Membership Register.

Section 5. Inactive Membership

a. Inactivity

In the event that the church records do not show any activity in the church by a member for a one-year period (as shown by the absence of any participation in the church or any contribution of time or talents or money to the support of the church), this member shall be contacted by the Membership Committee and asked if he or she would like to be placed on the list of "Inactive Members." If so, the member's name shall be transferred by the Board of Trustees to the list of "Inactive Members." If not, the member's name shall be retained on the list of "Active Members." If, however, the member remains inactive for another year, the Board of Trustees shall then transfer her/his name to the list of "Inactive Members." The Secretary of the Board of Trustees shall then notify this person of this action in writing by ordinary mail.

b. Conditions of Inactive Membership

An inactive member will not be shown on the lists or statistics of membership and will not be a voting member at Annual or Special Congregational meetings and elections for members of the Board. Transfer to the list of Active members will occur if this person notifies the Board of Trustees in writing of this wish and renews a pledge to contribute, as far as possible, of time, talents and money to the support of this church and to share in its work. The Secretary of the Board shall acknowledge this notice and renewed pledge in writing by ordinary mail. The member shall acquire the privilege of voting on the ninetieth (90) day following receipt by the Board of Trustees of the notice of intent to become active.

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c. Suspension After Disruptive or Threatening Behavior:

The Committee on Achieving Congregational Harmony (COACH) may recommend that the Board suspend from active membership an individual whose behavior seriously threatens the community. The Minister and Board President may jointly refer an individual to the Committee, or either one may do so in conjunction with another Member of the Board. Unless overruled at a Congregational Meeting, the Board may suspend an individual from active membership and all St. John's activities and presence on church property for up to three years and identify pre-conditions for reinstatement. The individual may apply in writing to the Board President for reinstatement at the end of the suspension period. The Board President refers the application to, COACH, which reviews adherence to pre-conditions for reinstatement. As a part of this review process, personally affected members of the community will be given an opportunity to appear before COACH to discuss information relevant to the applicant's adherence to pre-conditions. If, in the view of COACH, all pre-conditions have been met, reinstatement will be recommended to the Board of Trustees.

Section 6. Termination of Membership:

A member may resign by notifying the Board in writing. Receipt of such a notice will be acknowledged by the Secretary of the Board in writing by ordinary mail. No member shall be dropped from the membership in the church except after receipt of written notice of resignation, or after the member's death.