

Unitarian Universalist Community of Casper, WY Policies

With adopted policies through December 2023

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Mission Statement

The mission of this spiritual community is to foster individual spiritual growth, ethical living, inclusive fellowship and engagement with other faith traditions, and to raise awareness in our community of a visible and viable Unitarian Universalist presence.

Congregation adopted 8/24/2014

Introduction

This document contains the policies and procedures adopted by the Unitarian Universalist Community of Casper Wyoming Board of Trustees (aka “the Board), the Members, and committees (Appendices). It is a dynamic document intended as both a guide and starting point for actions that will contribute to the growth and vitality of UU Casper and to the fulfillment of UU Casper’s mission. Bylaws provisions (Appendix A) will not be duplicated in the policies, except as necessary to provide emphasis or context for a specific policy.

Governance

Leadership Covenant

We covenant with one another in a spirit of love and compassion, to

- Share honestly
- Listen actively
- Build trust together
- Act with integrity
- Ask for and offer help
- Seek and offer forgiveness
- Encourage joy and celebration
- Express gratitude
- Speak directly to one another about our concerns and issues, and
- Support decisions in a shared voice

These are our aspirations and intentions, which we pursue in good faith

Board adopted 12/7/2016, updated January 2024

Self Governance

UU Casper governance is vested in its Members, who through the Bylaws and other resolutions or motions delegate certain executive powers to the Board of Trustees. Refer to the Bylaws, Article VI “Governance” and Article VII “Officers, Board of Trustees, and Executive Committee. “Governance Structure” (Appendix A).

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Committees

Standing committees created and describe in the Bylaws:

- Article VII. C.- Executive Committee, which “...shall have such duties and perform such functions as are delegated to it by the Board of Trustees.”
- Article VIII.C. – Nominating Committee, which “...shall support and improve the leadership of UU Casper by recruiting strong candidates for the Board of Trustees.”
- Article VIII.D. – Ministerial Relations Committee, which “...shall contribute to the quality of the professional ministry by serving as support and counsel to the Minister, and as a communication channel between the Minister and the congregation.”

Refer to the Bylaws at Exhibit A for additional information about structure and processes of these committees.

Standing committees formed by the Board of Trustees (pursuant to Bylaws Article VIII.B., or formed under previous Bylaws, and continued by Board after 2018 Bylaws Amendments):

- Buildings and Grounds committee: formed by the Board 3/1/2015, which shall “...shall be responsible for the maintenance, safety, and security of the grounds, building, and building contents, and for bringing about alterations and improvements to the property as authorized by the Board,” policies at Exhibit B-1.
- Care Circle: formed in 2021 to assist the Minister in pastoral care of the UU Casper community. Directed by the Minister.
- Interior Design (ID) Committee: (formerly the Aesthetics Committee) formed by the Board 9/2/2015(policies and procedures at Appendix B-2)
- Membership Committee: “The committee shall maintain records of membership and develop strategies to retain existing members and to strengthen and extend the Unitarian Universalist Community of Casper. The committee is also responsible for developing and maintaining all print, electronic, and other media outreach materials.” (guidelines and procedures at Appendix B-3).
- Programming Committee: Committee mission, policies and procedures at Appendix B-4 are in process, specific issue policies at Appendix B-4.1 through B-4.4)
- Religious Exploration Committee: The committee “...is responsible for the safety and well-being of the children who participate in the RE program. The RE committee will conduct appropriate lessons and activities to teach participants about Unitarian Universalism and foster each participant’s spiritual development, specific policies are at Appendix B-5.
- Social Justice Group: formerly the “Social Action Committee,” approved by Board 2/4/2017), which “...is responsible for initiating and/or coordinating UU Casper social

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justice activities and projects which support the mission of UU Casper and are consistent with the values expressed in the seven principles of Unitarian Universalism.”

- Technology (Tech) Committee: formed as an ad hoc committee March 2020 for the purpose of facilitating technology necessary for virtual programming (initially due to Covid-19 pandemic), made a standing committee April 2021.

Ad Hoc committees formed by the Board (pursuant to Bylaws, Article VIII.B.), currently operating:

- Ad hoc Policies Committee: formed 7/6/2016, for purpose of documenting the policies and procedures that have been implemented previously by the Board and assisting the Board in creating new policies.
- Ad Hoc Safe Congregation committee: formed 7/9/18 “...with the mission of researching and recommending policies, procedures, and activities to promote safety and security of the congregation.”

Committee Decision Making

To uphold covenant and promote effective and inclusive decision making, the Board expects committees to cooperate, communicate and consult with other committees and/or the Board as appropriate prior to decision making. On significant issues, committees shall thoughtfully consider involving the larger congregation in this process. All committees shall consult with the Building and Grounds committee before making decisions involving modifications to church property, or acquisition of furnishings or fixtures.

If a committee has made a decision following Board and committee policies and procedures, that decision must be followed as reported in the committee minutes.

The Board reserves the right to review and revise committee decisions.

Board adopted 11/2/2016

Committee Reports to Board

Within a few days following conclusions of their meetings, committee chairs are to send by e-mail to all Board members a summary of proceedings.

Board adopted 4/6/2016

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Financial

Refer to Bylaws, Article XI. Fiscal Matters, and to Bylaws, Article VII.B.2.d. which outlines the Treasurer's duties (Appendix A).

Bank account signers

The Bookkeeper and the Secretary are authorized as signers on the UU Casper WYHY bank accounts.

Board adopted 1/4/2017

Bookkeeper

Under the supervision and review of the Treasurer (Bylaws Article IV. E.):

The UU Casper bookkeeper (Laura Gossman CPA appointed 7/1/15) is authorized to pick up the collection, making bank deposits, and pay bills (1/4/2017), to maintain the financial records using Quickbooks (7/1/2015), to keep payroll records and to complete and file the necessary payroll tax applications and reports (1/4/2017), and assist with such other duties, as directed by the Treasurer.

Board adopted 7/1/2015 and 1/4/2017

Conflict of Interest

Article I

Purpose

The purpose of the conflict of interest policy is to protect the interests of Unitarian Universalist Community of Casper (UU Casper) when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or trustee of UU Casper or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to UU Casper.

Article II

Definitions

1. **Interested Person** Any trustee, officer, or member of a committee with Board of Trustees delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

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2. **Financial Interest** A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
 - a. An ownership or investment interest in any entity with which UU Casper has a transaction or arrangement,
 - b. A compensation arrangement with UU Casper or with any entity or individual with which UU Casper has a transaction or arrangement, or
 - c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which UU Casper is negotiating a transaction or arrangement.
 - d. Compensation includes direct and indirect remuneration as well as gifts or favors that aren't insubstantial. A financial interest isn't necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the Board of Trustees or committee decides that a conflict of interest exists.

Article III Procedures

1. **Duty to Disclose** In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with Board of Trustees delegated powers considering the proposed transaction or arrangement.
2. **Determining Whether a Conflict of Interest Exists** After disclosure of the financial interest and all material facts, and after any discussion with the interested person, they shall leave the Board of Trustees or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Board of Trustees or committee members shall decide if a conflict of interest exists.
3. **Procedures for Addressing the Conflict of Interest**
 - a. An interested person may make a presentation at the Board of Trustees or committee meeting, but after the presentation, they shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

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- b. The President or the committee chair shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
 - c. After exercising due diligence, the Board of Trustees or committee shall determine whether UU Casper can obtain, with reasonable efforts, a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
 - d. If a more advantageous transaction or arrangement isn't reasonably possible under circumstances not producing a conflict of interest, the Board of Trustees or committee shall determine by a majority vote of the disinterested Trustees or committee members whether the transaction or arrangement is in UU Casper's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement
4. Violations of the Conflict of Interest Policy
- a. If the Board of Trustees or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
 - b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Board of Trustees or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article IV

Records of Proceedings

The minutes of the Board of Trustees and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Board of Trustees' or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

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Article V

Compensation

- a. A voting member of the Board of Trustees who receives compensation, directly or indirectly, from UU Casper for services is precluded from voting on matters pertaining to that member's compensation.
- b. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from UU Casper for services is precluded from voting on matters pertaining to that member's compensation.
- c. No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from UU Casper, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

Article VI

Annual Statements

Each Trustee, officer, and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflict of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands UU Casper is charitable and in order to maintain its federal tax exemption it must engage primarily in activities that accomplish one or more of its tax-exempt purposes.

Periodic Reviews

To ensure UU Casper operates in a manner consistent with charitable purposes, and doesn't engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.

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b. Whether partnerships, joint ventures, and arrangements with management organizations conform to UU Casper's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and don't result in inurement, impermissible private benefit, or in an excess benefit transaction.

Article VIII

Use of Outside Experts

When conducting the periodic reviews, as provided for in Article VII, UU Casper may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the Board of Trustees of its responsibility for ensuring periodic reviews.

Board adopted 2/15/2021

Credit Card

The Unitarian Universalist Community of Casper (UU Casper) will maintain a credit card to conveniently facilitate expenditures that have been properly authorized. A properly authorized expenditure is one made in compliance with the UU Casper bylaws, operating budget, specific Board and committee actions, and Board and committee policies and procedures as applicable.

Use of the credit card for 1) personal expenditures or 2) other expenditures that have not been properly authorized is strictly prohibited, and upon learning of such a prohibited use, the Treasurer will take appropriate action to recover any improper charges and prevent recurrence.

Two credit cards will be maintained, each with the church's name as well as the name of one of the two current bank account signers (signers). Before receiving a credit card, each signer will sign a copy of this policy, confirming that they understand and agree to comply with the policy. Each signer shall be responsible for keeping secure possession of their credit card, and shall immediately report a lost or stolen credit card to the Treasurer. When a signer's authority ends, that person will immediately turn in their credit card to the Treasurer, and the Treasurer will destroy the card and arrange for a new card to be issued to the new signer.

A signer may temporarily give possession of their UU Casper credit card to a UU Casper member to use to make a properly authorized expenditure, after first verifying that the planned expenditure is in fact properly authorized (for example, through examining meeting minutes or consultation with appropriate Board members or committee chairpersons). The signer shall keep a written record of when and to whom the credit card was temporarily given, for what purpose and/or committee, and when the card was returned and supporting documentation received. The signer shall be responsible for assuring the credit card, along with supporting documentation for expenditures, is received back from the member as soon as possible after the expenditure.

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A UU Casper member who has been given the card for such temporary use shall be responsible for returning the credit card, along with supporting documentation for expenditures, to the signer as soon as possible after the expenditure(s), but in no event longer than one week.

The signers will submit all records and supporting documentation of credit card use to the bookkeeper by the end of each month, for reconciliation to credit card statements and entry of expenditures into the accounting records.

Any credit card charge in excess of \$500 must be pre-approved in writing by the Treasurer.

Unless pre-approved by the Board, credit card balances will be paid off monthly as necessary to avoid finance charges. The credit card may not be used for cash advances.

The Treasurer is accountable for assuring compliance with this policy and proper use of and record keeping for the credit card. The Treasurer will review credit card statements, along with the signers' records and supporting documentation for expenditures at least monthly. The Treasurer may create forms, and write and implement additional accounting and control procedures sufficient to provide complete record keeping for and adequate controls over the use of the credit card (for example, setting limits on cards, procedures for regular online monitoring, and signing up for alerts for large charges).

Board adopted 1/17/2018

Donations

When a restricted donation is offered, the treasurer and the appropriate committee chairperson(s) will be consulted. If the restriction is not in keeping with the plans of the Board and/or the committee, or in line with the UU Casper mission, a Board member and/or committee member may attempt to negotiate acceptable terms with the donor.

Non-monetary donations to UU Casper are gratefully received without restriction on use, sale or other disposal, unless the donor receives prior approval from the Board.

The Board reserves the right to refuse to accept any donation, monetary or non-monetary.

Board adopted 11/2/2016

Fundraising

1. Statement of Purpose

The purpose of this fundraising policy is to establish guidelines for approval and conduct of UU Casper fundraisers in order to ensure that fundraising activities:

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- a. support the mission of UU Casper,
- b. are consistent with the values expressed in the seven principles of Unitarian Universalism,
- c. focus resources on UU Casper's priorities and the approved church budget,
- d. comply with UU Casper bylaws, policies and procedures,
- e. will not endanger our not-for-profit status, and
- f. avoid overburdening the congregation.

2. Board Accountability for Fundraising

The Board is accountable for all fundraising, and shall approve in advance and oversee all fundraising activities. The Board reserves the right to take appropriate action if a fundraiser is found to be not in compliance with UU Casper bylaws, policies and procedures.

3. Operating Fund as Recipient of Fundraising

The net proceeds of all fundraisers will be added to UU Casper's operating fund, unless the Board approves in advance another fund, program, Sec. 501(c)(3) organization, or other specific purpose.

4. Procedures for Approval of Fundraisers

4.1 Any committee, member or friend may propose a fundraiser by completing and submitting to the Board a Fundraiser Proposal Form that includes all relevant details, such as:

- a. name and general description,
- b. chairperson(s) or other responsible individual(s),
- c. location, date(s) and time(s), including the dates and times preceding and following an event that will require use of church property,
- d. Anticipated use of church property (e.g. rooms, furniture, technology, etc.),
- e. how the fundraiser will support the UU Casper mission,
- f. fundraiser purpose, where the proceeds will go and how they will be used,

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- g. expected number of volunteers,
- h. a planning timeline,
- i. a budget for anticipated revenue and expenditures,
- j. a publicity plan, and
- k. contract and insurance information if applicable.

4.2 After sufficient information has been gathered from the Fundraiser Proposal Form and discussions with those making the proposal, and after considering the church calendar and impacts on previously scheduled activities, the Board of Trustees shall approve or reject proposed fundraisers based on the factors listed in the Statement of Purpose above.

5. General Procedures

5.1 After a proposal is approved, the chairperson(s) or other responsible individual(s) shall:

- a. Periodically (or upon request) provide progress updates to the Board,
- b. Consult and coordinate with other committees, the Board, and/or the Minister as appropriate,
- c. Coordinate publicity with the Membership Committee, and
- d. Work to assure continued compliance with the UU Casper bylaws, policies and procedures.

5.2 Upon completion of the fundraiser, the chairperson(s) or other responsible individual(s) will submit a written report to the Board summarizing and evaluating the fundraiser.

6. Financial Procedures

6.1 The fundraiser chairperson(s) or other responsible individual(s) shall fully secure and account for all proceeds. For control purposes, two individuals shall be present when counting proceeds.

6.2 The fundraiser chairperson(s) or other responsible individuals shall submit all proceeds to the UU Casper Treasurer, or to the UU Casper bookkeeper if so delegated by the Treasurer, within two days after the completion of the fundraiser, along with appropriate supporting documents.

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6.3 Fundraising expenditures will not be withheld from proceeds remitted to the Treasurer (or bookkeeper) but will instead be authorized and paid following normal UU Casper procedures for making expenditures.

7. “Share the Plate” Collections

In a “Share the Plate” collection, an amount equal to the undesignated cash in the Sunday service collection baskets is donated by UU Casper to a selected 501(c)(3) organization. Any committee, member or friend may propose to the Board a “Share the Plate” collection for a specific recipient. “Share the Plate” collections must be approved by the Board in advance following the above guidelines, and shall be held no more often than once per calendar month.

8. Exemptions

The following are exempt from this policy:

- a. Donations received for use of the building. Refer to the UU Casper Building Use Policy.
- b. Efforts to raise funds for the Minister’s Discretionary Fund.
- c. Annual spring pledge drive, capital campaign, or similar fund drive established by the Board or the Members.
- d. Sale of promotional or similar items to members and friends at cost.

9. Prohibited Recipients

The following are prohibited recipients:

- a. Individuals. Funding requests for individuals will only be considered through the Minister’s Discretionary Fund.
- b. Political campaigns or candidates, lobbyists, political action committees or similar organizations.

Board adopted 7/9/2018

Petty Cash Fund

The Unitarian Universalist Community of Casper (UU Casper) will maintain a \$100 imprest petty cash fund to conveniently facilitate small expenditures that have been properly authorized. A properly authorized expenditure is one made in compliance with the UU Casper bylaws,

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operating budget, specific Board and committee actions, and Board and committee policies and procedures as applicable.

Use of the petty cash fund for 1) personal expenditures or 2) other expenditures that have not been properly authorized is strictly prohibited, and upon learning of such a prohibited use, the Treasurer will take appropriate action to recover any improper expenditures and prevent recurrence.

The petty cash will be kept in the secure possession of one of the two bank account signers, who will be responsible for verifying that expenditures are properly authorized, collecting receipts for expenditures, and maintaining a "petty cash log" (using the form created by the Treasurer) to record and track advances, expenditures, replenishments, and balances.

The Treasurer is accountable for assuring compliance with this policy and proper use of and record keeping for the petty cash fund. The Treasurer will create a "petty cash log" form, and will review the completed log and supporting receipts, count the petty cash fund and reconcile the fund balance and receipts to the log at least monthly. The Treasurer may write and implement additional accounting and control procedures sufficient to provide complete record keeping for and adequate controls over the use of the petty cash fund.

Board adopted 2/1/2018

Reserve in Patrick Fund

UU Casper will maintain an \$8,000 reserve (as of July 6, 2016) in the Patrick Fund with the intention to increase and maintain it at \$10,000 by the end of December 2016.

Board adopted 7/6/2016

Restricted Funds

The Patrick Fund is restricted for the benefit of UU Casper's physical church property. No further specific restrictions apply within the Fund, except as directed by the Board.

Restricted funds are established at the direction of the Board or congregational vote.

Board adopted 11/2/2016

Restricted Fund: Advertising Grant Fund

The Board established the restricted fund, Advertising Grant Fund, to receive appropriately designated donations. Funds are to be used for advertising pursuant to terms agreed upon by the donor and the UU Casper membership committee.

Board adopted 7/27/2014

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Restricted Fund: Bill Cater Memorial Fund

Donations received in memory of Bill Cater will be held in a restricted fund, the Bill Cater Memorial Fund. Funds are to be used to pay for travel costs of our UU Casper youth to attend Unitarian Universalist youth conferences and other activities.

Board adopted 4/27/2014

Restricted Fund: Minister's Discretionary Fund

The Board established the restricted fund, Minister's Discretionary Fund," to receive appropriately designated donations. Funds are to be used at the Minister's discretion to help members, friends, and other community members in need of emergency financial assistance.

Board adopted 2014

Restricted Fund: "Bust the Balloon"

The Board established the restricted "Bust the Balloon Fund," to receive donations designated to be applied solely to pay down the building mortgage at the time of the mortgage refinance in 2020.

Board adopted July 22, 2019.

Fund terminated Feb. 2020 upon completion of mortgage refinancing

Safe Deposit Box

The Treasurer and the Secretary have authorization to access and manage the safe deposit box at Hilltop National Bank.

Board adopted 1/4/2017

Speaker Fees

Speaker fees are as follows:

- In-town non-professional \$50
- In-town professional speaker \$100
- Out-of-town speaker \$125

Speakers will be asked to whom or to what entity they want the check to be written.

Board adopted 4/22/2012

Speakers and Other Guests Travel Expenses (Board adopted 2/4/2017)

UU Casper will not pay for mileage, meals, or hotel accommodations for speakers or guests traveling from out of town to Casper, unless specifically approved in advance by the Board. UU Casper will offer home hospitality to speakers and guests, following the Programming Committee's Home Hospitality Policy.

Board adopted 2/1/2017

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Members and Friends

Refer to the Bylaws Article IV, "Membership," for definitions and other provisions regarding Members and Friends of UU Casper (Appendix A).

The Board has established a Membership committee, which will "... maintain records of membership and develop strategies to retain existing members and to strengthen and extend the Unitarian Universalist Community of Casper. The committee is also responsible for developing and maintaining all print, electronic, and other media outreach materials." Refer to Membership committee guidelines at Appendix B-3.

Child, Youth, and Vulnerable Adult Protection

UU Casper is committed to providing an environment that is a safe place including, but not limited to, a safe place for children, youth, and vulnerable adults. Our objective is that all participants in church related activities share this commitment and endeavor to be especially protective of children, youth, and vulnerable adults. Therefore, UU Casper adopts this "Child, Youth, and Vulnerable Adult Policy," included herein at Appendix D, not only to maximize safety and prevent abuse from occurring within the church community, but also to educate UU Casper members and friends, and to protect UU Casper volunteers and employees from unwarranted allegations of abuse.

Board adopted 2/12/2018

Communications Policy

1.1 Purpose: To establish policies for UU Casper communications to comply with UU Casper policies, bylaws, and committee guidelines and procedures, honor the leadership covenant, promote leadership effectiveness, and practice UU values.

2.1 Communications of UU Casper positions:

2.1.1 An individual's personal views should not be represented in as views ascribed to UU Casper, the board, committees, or other members and friends.

2.1.2 Communications explicitly or by implication representing the position of the UU Casper congregation, board or committee shall not be issued unless the appropriate group (congregation, board or committee) has approved the communication in advance.

3.1 Confidential emails (or other confidential communications) should be marked as such in the subject (or re:) line and shared only among the authorized group. Senders are encouraged to apply passwords to confidential email attachments.

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4.1 uucasper.org email accounts for individual Trustees:

4.1.1 A uucasper.org email account shall be created for an individual Trustee at their request, and is intended to be used for UU Casper matters, and only during their term as Trustee.

4.1.2 The email account address shall be the individual's first name and last initial followed by "@uucasper.org."

4.1.3 The uucasper.org website administrator (as designated by the membership committee) will create and keep a record of the password for the Trustee's email account. The administrator will not access the email account unless requested by the Trustee email account holder or by the board.

4.1.4 The contents of the Trustee's uucasper.org email account are not private. The board reserves the right to create, access, maintain, terminate, or otherwise restrict any Trustee's uucasper.org email account, and reserves the right to monitor and disclose all of the Trustee's email account contents for any reason and without prior notice.

5.1 Other uucasper.org email accounts may be created and maintained pursuant to membership committee guidelines for use by committees and individuals (ex: info news, webmaster, minister, re, etc.). The board reserves the right to create, access, maintain, terminate, or otherwise restrict any of these other uucasper.org email accounts, and reserves the right to monitor and disclose all of the other uucasper.org email account contents for any reason and without prior notice.

6.1 Guidelines for contents of emails and other communications:

6.1.1 Individuals sending emails from uucasper.org email accounts, sending emails involving UU Casper matters from the individuals' personal email accounts, or sending other communications involving UU Casper matters should:

- a. exercise sound judgment and common sense
- b. abide by UU Casper bylaws, policies, and copyright laws.
- c. be consistent with the UU Casper leadership covenant as well as UU values and principles, and
- d. reflect a supportive, respectful, and caring tone that is appropriate within a spiritual community.

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6.1.2 Emails sent from uucasper.org email accounts, or from individuals' personal email accounts involving UU Casper matters, or other communications involving UU Casper matters should not:

- a. Include defamatory, obscene, menacing, threatening, offensive, harassing, discriminatory, or otherwise objectionable and/or inappropriate statements
- b. Disclose confidential information without authorization
- c. Be used to conduct illegal activities

Board adopted 7/20/2020

Content for Online Services and Events

We expect program presenters will do due diligence to follow the law including copyright law.

We will limit service content to:

- Content that is Creative Commons, public domain, permission gained, license granted, or original works of our own, or
- Content that follows the UUA "fair use" guidance as presented in the UUA's 4/7/2021 webinar "Practical Copyright Advice For Worship, presented by Dr. Matthew Johnson, and supporting slides (<https://www.uua.org/leadership/library/copyright-worship>).

Board adopted 8/5/2020 modified 7/19/2021

Covid-19 Policies and Procedures

To honor our covenant to each other and recognize our responsibility to care for and protect the most vulnerable among us, and following legal and scientific guidelines, UU Casper has established the following policies and procedures for gatherings at UU Casper.

Participation in gatherings at UU Casper is strictly voluntary, and each individual and group will make their own decisions about participating. If you are not comfortable meeting in the building, ask the leader of your gathering or a member of the Tech committee for options to attend online via Zoom. By attending a gathering at UU Casper, you accept personal and moral responsibility for following these policies and procedures.

1. If weather permits, the south sanctuary door and north-west corner sanctuary door (and hallway door) may be left open for ventilation, and the sanctuary fans should be turned on.
2. Maximum of 40 people per gathering.
3. Physical distancing is encouraged.

Unitarian Universalist Community of Casper, WY Policies

With adopted policies through December 2023

4. Masks are required at Sunday service. Exceptions:
 - a. CDC exceptions from mask wearing.
 - b. A presenter or musician may remove their mask while they are presenting or performing.
5. Attendees of board and committee meetings, work sessions, and small group gatherings may wear masks at their discretion, although masks are still recommended.
6. Attendees must self-screen prior to attending and follow proper hygiene practices.
7. Individually wrapped food items may be served following proper food-service practices. Reusable dishes and silverware will not be available for use. Drinks in a lidded container may be provided, but may only be served in single use cups or brought from home. Hand sanitizer must be used before handling equipment.
8. Sharing of documents, pencils/pens, books, or other items is discouraged.
9. Signage for self-screening and policies/procedures will be placed at doors and throughout the building. Disposable masks and hand sanitizer will be available.
10. Compliance:
 - a. The Trustees will monitor compliance with Covid-19 policies and procedures. In the event of non-compliance, the Trustees will request that the participant comply. If non-compliance continues, the Trustees will request that the participant leave the building.
 - b. If noncompliance turns into disruption, the “immediate response” section of the UU Casper Disruptive Persons Policy should be followed.
Board adopted 7/20/2020, revised 4/19/2021, revised 7/19/2021, revised 11/15/2021

Disruptive Behavior Policy

The Unitarian Universalists of Casper strives to be an inclusive community, affirming our differences in beliefs, opinions, and life experiences. However, concern for the safety and well-being of the congregation as a whole must be given priority over the privileges and inclusion of the individual. To the degree that disruptive behavior compromises the health of this congregation, our actions as Unitarian Universalists must reflect this emphasis on security. Disruptive behavior will not be tolerated.

1. **Immediate Response:** If an immediate response is required, a church leader (Board moderator, Board member, Minister) will draw the person aside and state that the behavior is not acceptable. This church leader may choose to request the presence of others at the church function when confronting the disruptive individual. If necessary, the church leader will ask the offending person(s) to leave or suspend the meeting or activity until such a time as it can be safely resumed. **If further assistance is required, the church leader may call 911.** After any of these actions are undertaken, the Casper UU Board is to be notified, which includes a written summary.

Regarding non-immediate responses:

Unitarian Universalist Community of Casper, WY Policies

With adopted policies through December 2023

2. If any member has a concern with potentially disruptive behavior, he/she should initiate contact with a Board member.
3. **Board Review:** The Board will evaluate the problem using the following points.
 - **Dangerousness:** Is the individual the source of a threat or perceived threat to persons or property?
 - **Disruptiveness:** How much interference with church functions is going on?
 - **Offensiveness:** How likely is it that existing or prospective members will be driven away?
 - **Causes:** Why is the disruption occurring? Is it a conflict between the individual and others in the church? Is it due to a diagnosed mental illness?
 - **History:** What is the frequency and degree of disruption caused by this individual in the past?
 - **Probability of Change:** How likely is it that the problem behavior will continue or diminish in the future?
4. **Board Action:** The Board will decide on the necessary response on a case-by-case basis, with the following suggestions.
 - Conversation:** The Board Moderator and/or designee(s) will meet with the offending individual(s) to communicate the concern.
 - Warning Letter:** The offending individual is excluded from the church and/or specific church activities for a limited period of time. This is communicated through a letter from the Board with reasons and conditions of return made clear.
 - Exclusion Letter:** The offending individual is permanently excluded from the UU of Casper, all church activities, and the church premises. Regarding the latter, this may have to be coordinated with our host church since we may need their support to exclude someone from the premises. The exclusion letter should provide recourse for individuals, as well as their rights.

Board adopted 2010
(9/10/18 Referred by Board of Trustees to the Safe
Congregations Committee for review and recommendations).

Inclusivity and Diversity

As stated in the Bylaws Article III (Exhibit A): “UU Casper strives to foster a climate of purposeful inclusion of all people, and values the diversity of racial and cultural identity and background, nationality, sexual and affectional orientation, gender identity and its expression, religious background and belief, marital status, family structure, age, mental and physical health and ability, political perspective, and educational and class status. These values apply to all UU Casper activities, and inform all decisions of the church.” (Note: this policy was incorporated into the UU Casper Bylaws as Article III in 2018).

Board adopted 8/14/2017

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Privacy Policy

1.1 Purpose: To ensure privacy of nonpublic personal information collected by UU Casper.

2.1 UU Casper acknowledges the confidential nature of nonpublic personal information collected from members, friends, visitors, and donors. Nonpublic personal information collected by UU Casper shall be used only for UU Casper matters. UU Casper shall not disclose such information to anyone who is not authorized.

3.1 Types of private nonpublic personal information and who is authorized to have it:

3.1.1 Donors' information (names, contact information, donation amounts and other details): Treasurer, bookkeeper, and Secretary

3.1.2 Visitor list and visitor cards (names and contact information): Membership committee, Minister, Board of Trustees

3.1.3 Members and friends' information (names and contact information): Membership committee, Board of Trustees, Minister, bookkeeper, Treasurer and Secretary

4.1 Members and Friends Directory and Name Tags: The membership committee makes name tags, and may occasionally issue a Members and Friends Directory. The membership committee will develop policies that 1) require advance approval from individuals to make a name tag for them or to be included in the Directory, and 2) require advance disclosure to members and friends that UU Casper cannot guaranty that name tag or Directory information will remain private among UU Casper members and friends.

5.1 Disclosure of email addresses in group emails:

5.1.1 Emails among board/committee members may disclose the email addresses of all other board/committee members.

5.1.2 Emails to groups broader than board/committee members should use the "blind" option, "bcc," to prevent unauthorized disclosure of email addresses, unless each individual in the group has given their permission to disclose their email address to all others in the group.

5.1.3 UU Casper members and friends who have given permission for their email address to be listed in the current Members and Friends Directory are deemed to have provided permission to disclose their email address to other members and friends.

6.1 Storage of UU Casper documents and records: Individuals with authorized access to UU Casper records or documents that include private nonpublic personal information, and who are

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storing such records or documents either 1) electronically (for example, at personal email accounts, at personal cloud accounts, or on personal computers or cell phones), or 2) on paper, shall institute physical, electronic, and procedural safeguards, including adequate backup procedures, to provide sufficient security for such records and documents to prevent loss or unauthorized disclosure.

7.1 Photos and filming: Although individuals attending public events at UU Casper can legally be photographed or filmed, UU Casper wants to respect the wishes of members, friends, and visitors who do not want to be photographed or filmed, especially in the case of minor children. The membership committee will develop guidelines and forms as necessary to carry out this intention.

Board adopted 7/20/2020

Welcoming Congregation Designation

UU Casper is a designated UUA “Welcoming Congregation,” pursuant to congregational action in 2005 and congregational action to renew in 2017.

Congregation adopted 2005, and 6/4/2017

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With adopted policies through December 2023

UU Casper Google Workspace Policy

Approved by Board of Trustees 4/7/2023

See Privacy Policy and Communications Policy. All UU Casper policies apply to the administration and use of UU Casper's Google Workspace.

Purpose:

The purpose of the UU Casper Google Workspace (AKA Workspace) is to store records relevant to the operation and legal requirements of UU Casper and to enable UU Casper volunteers and staff to collaborate. The purpose of these policies is to establish best practices for the administration of the UU Casper Google Workspace. They are based on IT industry best practices and Google's recommendations. These policies define how UU Casper handles security and access, administering the Workspace, and methodology for organizing Shared Drives.

Administrator Account Security Best Practices:

<https://support.google.com/a/answer/9011373?hl=en&fl=1>

Types of Administrator roles: <https://support.google.com/a/answer/2405986?fl=1>

Some IT Access Control Best Practices:

<https://logixconsulting.com/2022/07/13/6-access-control-best-practices/>

Definitions:

Google Workspace: Google Workspace^[1] (formerly known as Google Apps and later G Suite) is a collection of cloud computing, productivity and collaboration tools, software and products developed and marketed by Google. It consists of Gmail, Contacts, Calendar, Meet and Chat for communication; Currents for employee engagement; Drive for storage; and the Google Docs Editors suite for content creation. An Admin Panel is provided for managing users and services. (Source: Wikipedia)

Shared Drive: Shared drives are special folders in Google Drive that you can use to store, search, and access files with a team. Shared drive files belong to the team instead of an individual. Even if members leave, the files stay in the shared drive so your team can keep sharing information and work anywhere, from any device. (Source:

<https://support.google.com/a/users/answer/7212025?hl=en>)

1. Google Workspace Administration responsibilities are directly delegated by the Board of Trustees.

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2. There will be two to three Administrator accounts at all times. Administrators will limit their own access to Shared Drives based on the guideline below. Administrators have a solemn responsibility to limit their own access.
3. One of the Administrator accounts will not be regularly used, but is rather a security backup in case other administrator accounts lose their login information or an administrator becomes unavailable. This backup account's login information will be kept in the UU Casper locked file cabinet. This Administrator Account shall be set up as a Super Administrator with two-factor authentication, using the UU Casper phone number 307-266-3350 (cell phone kept in the sanctuary).
4. One or two Super Administrator accounts will be assigned to trusted individuals, who must be members of the church and preferably members of the Board of Trustees. These accounts will be assigned to people who are willing and able to consistently serve the needs of committees and groups who also use the workspace. Example: The Programming Committee gains a new member. The committee will submit a request to either the Board of Trustees of the Membership Committee for a new account. The Trustees or Membership Committee Chair will then work with the Google Workspace Administrator to get a new account set up.
5. Google Workspace Administrator will work with the Membership Committee in order to create new Google Workspace accounts. This is procedurally required because the Membership Committee creates email addresses through Dreamhost, which can then be used to make a new Google Workspace account.
6. Access to Shared Drives will be determined by the individual's responsibilities and participation at UU Casper. Example: If a user participates in both the Book Club and Programming Committee, that individual should be made a member of the Book Club Shared Drive, Programming Shared Drive, and Service Resources Shared Drive. This access is to be set up in coordination with the Managers of those Shared Drives. CONFIDENTIAL Shared Drives are only to be accessed by those who control their data per the UU Casper Bylaws and Privacy Policy.
7. Each Shared Drive shall have one or two Managers who own responsibility for that Shared Drive. Nobody else shall have Manager access to Shared Drives. Managers are responsible for determining who has access to the Shared Drives they manage. A Manager can manage content, members, and settings related to the Shared Drives they manage. When a Manager relinquishes the Manager responsibility they are to notify responsible persons such as committee chairs, the other Manager of the Shared Drive or an Administrator to have their access updated and a new person assigned to manage the Shared Drive.
8. Shared Drive members who are not Managers shall have one of the following roles, based on the judgment of the Shared Drive Managers (with prior consultation relevant Committee Chairs or responsible persons).
 - a. Viewer: Can only open and view the contents of the Shared Drive.
 - b. Commenter: Can open and view the contents of the Shared Drive and leave comments on documents that are editable in the Google Workspace.
 - c. Contributor: Can add and edit files, but not move or delete them.

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With adopted policies through December 2023

- d. Content Manager: Can add edit, move, and delete files.
9. All members of the Board of Trustees shall be made Viewers of Shared Drives when they do not have higher forms of access as determined by the policies above. The exception is Shared Drives marked CONFIDENTIAL. CONFIDENTIAL Shared Drives are only to be accessed by those who control their data per the UU Casper Privacy Policy.
10. Personal UU Casper Google Workspace Drives: each user of the UU Casper Google Workspace automatically has their own personal Drive. These Drives are private and when the user's Google Workspace account is deleted, so is their private data. These Drives are to be used for UU Casper business only and all laws will be followed regarding their use.
11. File names shall follow this naming convention: Date - Document Type - Unique Name(optional). The date shall follow this convention Year Month Date (example: "2023 04 07 - Board Meeting Agenda" or "2023 04 09 - OOS - Flower Communion").
12. The Shared Drive Managers are responsible for keeping the shared drives organized.

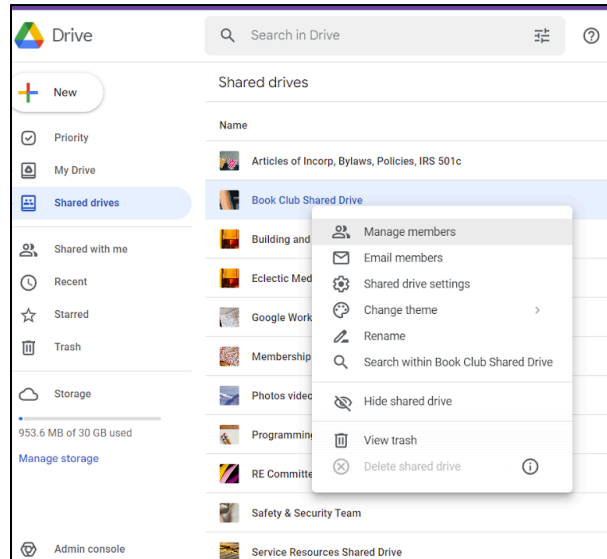
Google Workspace Procedures:

1. How to decide whether to create a new folder or a new Shared Drive (requires Administrator help)
 - a. Will the documents inside be accessed by the same working group that already has their own shared drive? If yes, create a new folder within the existing Shared Drive.
 - b. Will the documents be accessed by a newly created working group (either permanent or temporary)? If yes, create a Shared Drive.
 - c. One exception to question "a" above would be if the two storage places have completely different security requirements or will have different working groups in the future. If so, a new Shared Drive might be needed. The Programming Committee Shared Drive and the Service Resources Shared Drive are an example. Sometimes these working groups might be the same, but the Service Resources Shared Drive is meant to be shared with more people sometimes and has reduced security needs.
2. Adding a new user
 - a. See the RACI Chart for more info. Consult with and Inform all relevant parties.
 - b. Contact the Membership Committee with the new user's name. The Membership Committee will set up an e-mail address through Dreamhost and initial login information for that user.
 - c. Use the e-mail address to add a new user through the Google Workspace Admin Console at <https://admin.google.com>.
3. Removing a user
 - a. Use the Google Workspace Admin Console at <https://admin.google.com>.
 - b. See the RACI Chart for more info. Consult with and Inform all relevant parties.

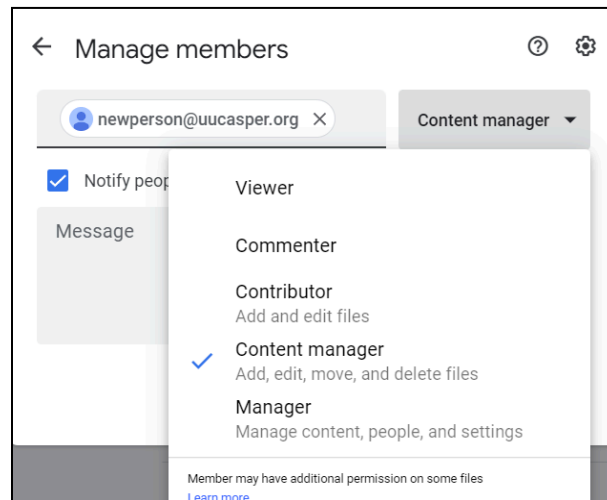
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- c. Inform the Membership Committee if the e-mail address also needs to be removed from Dreamhost.
- 4. Changing a user's access
 - a. See the RACI Chart for more info. Consult with and Inform all relevant parties.
 - b. Shared Drive Manager
 - i. After logging in to <https://drive.google.com>, click Shared Drives. Right-click the name of the Shared Drive. Click Manage Members.



- ii. Type the e-mail address of the new user (must be @uucasper.org) and press enter. Choose and access level. Click Done.



- 5. Google Workspace Apps list (not comprehensive)
 - a. Calendar
 - i. Calendars can be created by users for their own use or to share with groups.
 - b. Classroom (not used)
 - c. Drive and Docs

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- i. Drives, Shared Drives, Docs, Sheets, Slides, Forms: these are all used regularly by users. See [Google Drive Training and Help](#) web page for assistance.
- d. Gmail (not used)
- e. Google Chat and classic Hangouts (not used)
- f. Google Meet (not used, but could be used like Zoom)
- g. Groups for Business
 - i. Groups are being used for group e-mail addresses such as board@uucasper.org. It might turn out to be better to administer group e-mail addresses through Dreamhost in the future.
- h. Jamboard (not used)
- i. Keep (not used)
- j. Sites (not used - UU Casper has a website, administered by the Membership Committee)
- k. Tasks (not used)

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I, _____, have read and agree to abide by the UU Casper Communications Policy. I understand that any violation of the Communications Policy will result in losing the privilege of using any uucasper.org email account.

Choose one:

- Forward emails to my personal email: _____.
- I prefer a self-contained inbox for my @uucasper.org email address.

Signature

Date

I, _____, have read and agree to abide by the UU Casper Google Workspace Policy. I understand that any violation of the Google Workspace Policy will result in losing the privilege of using any uucasper.org Google Workspace account.

Signature

Date

State intended usage of user account(s): _____

Instructions for applicant account user:

1. Sign the applicable forms.
2. Return signed forms to the Membership Committee.
3. Once your Google Workspace account is created, ask the Managers of any Shared Drives you need access to to add you. This is usually the chair or responsible person for a committee or group.

Membership Committee:

1. Verify this person has not previously lost these privileges and that they understand applicable policies.
2. File forms.
3. Create the email, if needed.
4. Ask a Google Workspace admin to create an account, if applicable.

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Property

Refer to Bylaws provisions concerning property in Article VI.A.4., and Article IX.C.1.

The Board has established a Building and Grounds Committee, which "...shall be responsible for the maintenance, safety, and security of the grounds, building, and building contents, and for bringing about alterations and improvements to the property as authorized by the Board." Refer to Building and Grounds Committee guidelines at Appendix B-1.

Building Use Policy

Statement of Purpose: While the primary function of the Unitarian Universalist Community of Casper (UU Casper) building is to benefit and serve the needs and interests of the congregation, we also want to be of service to the civic community, and therefore wish to make our building available for use by our members and friends, the general public, and organizations (User), where such use is not inconsistent with the mission, values, principles and policies of UU Casper.

In lieu of a set fee, good will donations will be appreciated.

Building use requests will be referred to a UU Casper Board-designated officer (the Contact Person), who will verify compliance with UU Casper mission and policies, check building availability, and consult with other Board members or committees if appropriate. UU Casper would generally require that requests be received at least one week prior to the period of use. UU Casper will make its best efforts to respond to building use requests within a reasonable time period.

UU Casper has the sole discretion to deny user requests. UU Casper also reserves the right to cancel previously approved requests for use, and shall not be liable to User or others for any such cancellation.

A UU Casper "Building Use Agreement" form must be completed and signed by User and a UU Casper officer prior to the period of use. After consulting with the Contact Person, any officer is authorized to sign the "Building Use Agreement."

The Contact Person (or other officer) will notify Board members of scheduled events, and will notify the uucasper.org website administrator, who will add the event to the uucasper.org calendar.

A "UU Casper Onsite Representative" must be present during the period of use. The "UU Casper Onsite Representative" is a UU Casper member or friend approved by the Contact Person (or other officer), who is familiar with UU Casper policies, as well as with building operations and security. The Onsite Representative is responsible for unlocking the building,

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monitoring compliance with policies, and locking up the building at the conclusion of the use. In special circumstances, such as recurring usage arrangements, the Contact Person (or other officer) may delegate this role to a sufficiently knowledgeable and trained User representative.

Additionally, Users must agree to the following terms and conditions:

1. No illegal substances are allowed on the property.
2. No smoking allowed in the building.
3. User agrees to provide adequate supervision of any youth and children attending the event.
4. UU Casper is not responsible for any of User's equipment, supplies or personal property.
5. User agrees to conduct activities and maintain the property in a safe and secure manner.
6. User is responsible for leaving the property clean and in the original condition, including disposal of trash and return of equipment and furnishings to their original locations.
7. User is liable for any damage to the property that may occur from such usage, and is responsible for paying any costs of cleaning or replacing/repairing missing/damaged equipment or furnishings.
8. Users may not use the name of UU Casper on publicity or signage in a way that implies sponsorship of the event by UU Casper.
9. Unless User obtains advance written approval for exceptions from UU Casper, and agrees to comply with any and all conditions for such exceptions established by UU Casper,
 - a. Open flames are not permitted anywhere in the building.
 - b. No alcohol is allowed on the property
 - c. Use of the piano, sound equipment and other technology, or wireless connection is not allowed
 - d. Only table-top and free-standing decorations are permitted. No nails, tacks, screws, staples, nor tape may be used on walls or ceilings, or any other modifications made to the building.

Board adopted 5/8/2017

Items Under Loan

The UU Casper Board and/or appropriate committee retain the discretion to accept items offered for loan to UU Casper, and to manage the location, use, and the manner of installation and removal, as applicable.

UU Casper will care for items under loan just as it does in safeguarding its own property, with the exception of not insuring loaned items. Accordingly, UU Casper shall not offer insurance coverage for or assume any risk of loss with respect to any items under loan."

Lenders acknowledge, and may be asked prior to UU Casper's acceptance of a loaned item, to sign a copy of this policy and/or other form, the substance and effect of which is the lender's agreement that they:

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- bear sole responsibility for obtaining and maintaining insurance for any items under loan while the items are in transit (to or from), being installed or removed, and are being displayed, used, or stored (as applicable) at UU Casper.
- accept all risk associated with the items under loan, and must release all claims and subrogation against UU Casper for any loss or damage to the items under loan, however caused.
- have read and agree to comply with all UU Casper Board policies pertaining to items under loan.

The Board may develop a standard "Items Under Loan" form, to be signed by the lender, to document the lending arrangement and the lender's acknowledgements. The original signed form will be kept in the church records, with copies provided to the committee and the lender.

Board adopted 4/10/2017

Renovations Policy

Major alterations of the building should be performed only by professionally licensed and insured contractors.

Board adopted 5/18/2017

Stove Use Policy

In order to comply with Casper fire codes, the kitchen stove shall be used only for warming/reheating. A notice of this policy shall be displayed above the stove.

Board adopted 5/18/2017

Office of the Minister

Refer to the Bylaws Article X "Minister" (Appendix A).

Minister

The minister serves pursuant to an independent contractor relationship as established by written contract, which is updated annually at the beginning of each fiscal year as agreed upon by the Minister and the Board.

Board adopted 2011

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With adopted policies through December 2023

Staff

Musicians

Musical accompaniment for Sunday services is arranged by the Board with qualified individuals pursuant to an independent contractor relationship at the rate of \$50 per Sunday.

Board adopted 6/1/2016

RE Assistant staff position

The Board has approved the employee position of "RE Assistant," pursuant to the terms of and based on the job description adopted by the Religious Exploration committee, included in Section III beginning at the bottom of page 1 of the Religious Exploration Program policies and procedures at Appendix B-5.

Board adopted 1/4/2017

RE "Lead Teacher" staff position

The Board has approved the employee position of "Lead Teacher," pursuant to the terms of and based on the job description adopted by the Religious Exploration committee, included at Appendix B-5.

Board adopted 7/9/2018

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With adopted policies through December 2023

APPENDICES:

Appendix A: UU Casper Bylaws

(as amended 6/3/2018)

ARTICLE I NAME

Unitarian Universalist Community of Casper, Wyoming Bylaws

The name of this religious organization church shall be the Unitarian Universalist Community of Casper, Wyoming. The organization may be referred to throughout these bylaws as “the church,” “the congregation,” or as “UU Casper.”

ARTICLE II PURPOSE

The purpose of this spiritual community is to foster individual spiritual growth, ethical living, inclusive fellowship, and engagement with other faith traditions, and to raise awareness in our community of a visible and viable Unitarian Universalist presence.

ARTICLE III INCLUSIVITY AND DIVERSITY

UU Casper strives to foster a climate of purposeful inclusion of all people, and values the diversity of racial and cultural identity and background, nationality, sexual and affectional orientation, gender identity and its expression, religious background and belief, marital status, family structure, age, mental and physical health and ability, political perspective, and educational and class status. These values apply to all UU Casper activities, and inform all decisions of the church.

ARTICLE IV MEMBERSHIP

- A. Any person who is at least 16 years of age may become a Member of UU Casper who (1) is in general agreement with its purposes and principles, (2) signs the Membership Book, and (3) supports the church through financial contributions and/or personal participation. A Member is entitled to one (1) vote on each matter submitted for a vote of the Members.
- B. By two-thirds (2/3) vote, the Board may terminate a person’s membership for actions that threaten the well-being of the church, subject to the person’s right to due process, as provided by Board policy.
- C. Persons who participate regularly in church activities and may also support it financially, but who have not signed the Membership Book, are recognized by the term “Friends.” UU Casper invites Friends to join committees and otherwise be fully involved in UU Casper life.

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However, Friends may not vote, make or second motions, and may not serve on the Board of Trustees or on the specific committees listed in ARTICLE VIII.

ARTICLE V DENOMINATIONAL AFFILIATION

This organization shall be a member of the Unitarian Universalist Association of Congregations, the Pacific Western Region, and the Mountain Desert District or their successors.

ARTICLE VI GOVERNANCE

A. Member Authority: The governance of this church shall be vested in its Members, who shall exercise the right of control in all its affairs, subject to its Articles of Incorporation and to the Wyoming Nonprofit Corporation Act, Title 17, Chapter 19 of the Wyoming State Statutes. The following matters are specifically reserved to the exclusive jurisdiction of the Members:

1. Election of Board of Trustees,
2. Adoption and amendment of the Articles of Incorporation and the Bylaws,
3. Adoption of the annual operating budget,
4. Authorization of the officers to purchase, sell, mortgage, lease, or otherwise dispose of, or deal in, the church real estate,
5. Dissolution of the church, or
6. Removal of Trustees who fail to perform their duties, although such Trustees may also be removed by the Board of Trustees, subject to the review authority of the Members.

B. Executive Power of the Board of Trustees: The executive power of the church shall be delegated by the Members to the Board of Trustees, which shall provide leadership and conduct the business of the church, as more fully described in the following Articles. The Board of Trustees shall be guided by resolutions or motions which may be adopted by the Members.

ARTICLE VII OFFICERS, BOARD OF TRUSTEES, AND EXECUTIVE COMMITTEE

A. Board of Trustees

1. Composition

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With adopted policies through December 2023

- a. The Board of Trustees (the Board) shall be composed of up to seven (7), but no less than five (5) Trustees. Trustees must be UU Casper Members. Trustees shall serve two (2) year terms, beginning on July 1 of the first fiscal year and ending June 30 of the second fiscal year after the election. Such two year terms shall be staggered, therefore at each annual Congregational Meeting the Members shall elect up to four (4) Trustees. The number of Trustees to be elected may be increased as necessary in the event of unfilled vacancies on the Board.
- b. The Minister shall be a non-voting, ex-officio member of the Board of Trustees.

2. Board Duties and Powers

- a. Subject to these Bylaws and the authority of the UU Casper Members, the Board shall be the governing body of the church, and has the authority to enter into contractual arrangements on behalf of the church. The Board is responsible for oversight and evaluation of all church programs and activities, fiduciary control of all monies and property, including adherence to the annual operating budget. The Board shall perform such functions as planning, goal-setting, and establishing policies and procedures, and forming and overseeing committees.
- b. Additional specific responsibilities and duties of the Board may be prescribed in the Board Policies.
- c. The Board reserves responsibility for specific duties that may be delegated pursuant to Board Policies to committees or others.

3. Board Meetings

- a. The Board shall meet at least every two months. The President shall call special meetings as needed or at the request of a majority of the Board. Meetings are open to everyone.
- b. Executive sessions of the Board can be called, and guests or others may be excused.
- c. In the case of an emergency or other limited circumstances, the Board may meet between board meetings via telephone or electronic means, however any action taken by such means shall be ratified at the next Board meeting.

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d. A majority of the voting Trustees shall constitute a quorum.

4. Removal/Resignation

- a. Any Trustee may resign by giving notice in writing to the Board.
- b. Any Trustee may be removed, with or without cause, by action of two-thirds ($\frac{2}{3}$) of the Trustees, or by majority vote of the Members at a Congregational Meeting.

5. Vacancies

- a. Vacancies on the Board occurring between Annual Congregational Meetings shall be filled at the discretion of the Board, subject to the requirement of ARTICLE VII A.1.a. that there be at least five (5) Trustees. Persons filling a vacancy shall be elected by majority vote of the Board, and shall serve until the end of the current fiscal year.

B. Officers

1. At the beginning of each fiscal year, the Board of Trustees shall elect from the Trustees four Officers: a President, Vice President, Secretary, and Treasurer, each to serve a term of one (1) year.
2. In addition to their responsibilities and duties as Trustees, the Officers shall perform the duties normally associated with their respective offices, prescribed by these Bylaws and Board Policies, and as directed by the Board or the Members.
 - a. The President shall act as the chief administrative officer, and preside at Board and Congregational meetings.
 - b. The Vice President shall act as President in their absence, and shall assist the President as requested.
 - c. The Secretary shall act as President in the absence of the President and Vice President, shall record the minutes of Board and Congregational meetings, is responsible for maintaining the non-financial records of the church, and shall verify Member voting eligibility at Congregational Meetings.
 - d. The Treasurer shall act as President in the absence of the President, Vice President, and Secretary. The Treasurer shall be responsible for financial reporting, providing for fiscal control of church monies and security of

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financial records and documents, establishing and monitoring appropriate financial and accounting policies and procedures, coordinating the year end operating budget process, and overseeing the annual pledge drive, The Board and the Treasurer reserve responsibility for financial and accounting duties delegated to others

C. Executive Committee

1. The Executive Committee shall be composed of the four (4) officers of the church.
2. The Executive Committee shall have such duties and perform such functions as are delegated to it by the Board.
3. Two (2) Officers represent a quorum. Any action taken by the Executive Committee must be ratified by the full Board at its next meeting.

ARTICLE VIII COMMITTEES

- A. These Bylaws establish the Executive Committee ARTICLE VII.C., the Nominating Committee ARTICLE VIII. C., and the Ministerial Relations Committee ARTICLE VIII.D.
- B. The Board shall create and oversee such other standing and temporary committees as it deems necessary, and may develop written policies concerning such committees and their operations.
 1. The purposes of such committees and the scope of their responsibility and authority shall be established by the Board.
 2. Chairpersons for such committees shall be appointed by the President and approved by the Board.
 3. Membership of such committees shall be open to all Members and Friends.

C. Nominating Committee

1. The Nominating Committee shall support and improve the leadership of UU Casper by recruiting strong candidates for the Board of Trustees.
2. The Nominating Committee shall be composed of at least three (3) persons: 1) the Vice President, who shall serve as chairperson, 2) one other Trustee selected by the Board, and 3) at least one non-Trustee Member selected by the two Trustee committee members.

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3. The Nominating Committee shall publicize, solicit, and compile a list of proposed of candidates for open Board of Trustees positions. The committee shall report to the Board on the list of proposed candidates at the May Board meeting. The committee shall facilitate publishing (through regular church communications methods, including email) the final list of recommended candidates at least 10 days prior to the Annual Congregational Meeting.
4. Additional nominations may be submitted from the floor of the Annual Congregational Meeting.

D. Ministerial Relations Committee

1. The Ministerial Relations Committee shall contribute to the quality of the professional ministry by serving as support and counsel to the Minister, and as a communication channel between the Minister and the congregation.
2. The committee shall be composed of two (2) members selected by the Minister and one (1) member selected by the Board. Committee members shall serve for one year, and may be reappointed for no more than three (3) consecutive terms. No more than one (1) committee member may also be a Trustee.
3. The committee shall meet as needed, but at least quarterly in a non-crisis, goal-oriented manner with an agenda to explore the various concerns, challenges, and opportunities of the Minister/Congregation relationship, and UU Casper's own role and agreed-responsibility in shared ministry. The committee shall assist the Minister in their plans for professional development. The committee shall alert the Board to any emerging concerns.
4. The committee serves in an advisory and consulting capacity. Any Trustee who is serving on the committee shall not have any authority greater or different than any other committee member.

ARTICLE IX CONGREGATIONAL MEETINGS

- A. The Annual Congregational Meeting shall be held within the 60 day period preceding the end of each fiscal year (June 30), at a time and date determined by the Board, for the purpose of adopting an annual operating budget, holding elections, receiving Board and committee reports, and for any other business that may arise.
- B. Special Congregational Meetings to address specific matters may be called by the Board or at the written request of any five (5) Members.

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- C. All congregational actions and elections shall be determined by a simple majority of the Members present and voting, except that a two-thirds (2/3) majority vote is required in the following cases:
 - 1. to purchase, sell, mortgage, lease, or otherwise dispose of, or deal in, the church real estate,
 - 2. for adoption or amendment of Articles of Incorporation or Bylaws, and
 - 3. for dissolution of the church.
- D. Twenty percent (20%) of the membership shall constitute a quorum.
- E. The vote on contested elections shall be by secret ballot.
- F. Notice of a Congregational Meeting, including a description of the business to be transacted, shall be published in the church newsletter and announced at Sunday service at least 10 days before the date of the meeting. However, if the business of the congregational meeting will include any of the actions listed in Article IX.C. 1. through 3., such notice shall be published at least 30 days before the date of the meeting.

ARTICLE X MINISTER

- A. The Minister and the Members share the responsibility for the spiritual interests and ministry activities of the church. The church looks to its Minister for spiritual leadership and professional guidance.
- B. The Minister shall have freedom of the pulpit as well as freedom to express their opinion outside the pulpit, but not to represent the church without authorization from the Board or the Members.
- C. The duties and responsibilities of the Minister shall be agreed upon between the Minister and the Board of Trustees, and set forth in a written contract.
- D. The Minister shall serve as an ex officio member of the Board of Trustees and of such committees as the Board shall designate.

ARTICLE XI FISCAL MATTERS

- A. Fiscal Year: The fiscal year shall be July 1 to June 30.
- B. Budget Process:

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1. The Board shall submit a proposed operating budget for the coming fiscal year at the Annual Congregational Meeting for approval of the Members. The Board may authorize and expend funds according to the approved budget.
2. The Board may authorize reallocation of budgeted amounts among different budget line items.
3. The Board may amend the budget resulting in an overall increase, as long as the amount of such increase does not exceed ten percent (10%) of the total budget. Budget increases in excess of ten percent (10%) must be approved by the Members at a Congregational Meeting.

ARTICLE XII DISSOLUTION

Should the Members vote to dissolve the church, all assets remaining after payment of debts shall be transferred to the Unitarian Universalist Association.

ARTICLE XIII OTHER MATTERS

- A. Interpretation: These bylaws shall be liberally interpreted in order to accomplish their basic intent, which is hereby stated to be the efficient operation and management of the Church in order to accomplish the purposes stated in the Church's mission statement.
- B. Nonprofit Status: Neither the Church, the Board, nor any officer or employee of the Church shall take any action or allow any activity or use of Church property which shall endanger the nonprofit corporate status or charitable, tax-exempt status of the Church or its property. Nothing in these bylaws shall be construed to allow a violation of this section.

ARTICLE XIV AMENDMENTS

Amendments to the Articles of Incorporation, or to these Bylaws, may be made at duly called Congregational Meetings, and voted upon, affirmatively, by at least two-thirds (2/3) of those present and voting. Announcement of any proposed change shall be contained in a notice of the meeting published 30 days prior to the meeting.

Revisions:

8/14/2014 Adopted by majority vote of the Members as replacement for previous bylaws.

6/3/2018 Amendments adopted by 2/3 vote of the Members at the Annual Congregational Meeting

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Appendix B-1: Building and Grounds Committee policies and procedures

Building and Grounds Committee of Unitarian Universalist Community of Casper

Mission Statement:

The Buildings and Grounds Committee shall be responsible for the maintenance, safety, and security of the grounds, building, and building contents, and for bringing about alterations and improvements to the property as authorized by the board.

Building and Grounds committee covenant (adoption of UU Casper Leadership covenant)

We covenant with one another, in a spirit of love and compassion, to

- share honestly
- listen actively
- build trust together
- act with integrity
- ask for and offer help
- seek and offer forgiveness encourage joy and celebration express gratitude
- speak directly to one another about our concerns and issues
- support decisions in a shared voice

These are our aspirations and intentions, which we pursue in good faith.

Governance

The B&G committee will be led by a chairperson and decisions made will occur through a democratic process. There is no set number of B&G members. Interested church members are encourage to speak to the chairperson about ways they might contribute to this committee. The B&G committee meets on the 2nd Sunday of every month, but the time and frequency of meetings may be adjusted by its members.

The B&G committee operates under the by-laws of the UU Community of Casper and the policies of the Board. The B&G committee is prohibited from acting in ways that are not reflective of these policies.

Communication is of utmost importance and individual decision-making is actively discouraged, unless it is related to an emergency (e.g., a burst water pipe). Decisions made by B&G will be sufficient to proceed except for the following:

The decision entails an expense that is not in the approved B&G budget.

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The decision involves a major alteration to the property.

In such cases, a recommendation will be made to the UU of Casper Board of Directors by B&G regarding the actions in question.

Regarding communication, the B&G encourages suggestions at all times by church members and will entertain such suggestions in our meetings. If beneficial, the church member may be asked to attend a B&G meeting to make the proposal.

The following policies and procedures will be organized in sections as regards building maintenance, safety and security, code compliance, alterations and repair

Building Maintenance

B&G will follow a yearly maintenance schedule that is informed by recommendations from Church Mutual, our insurance company. The schedule is attached.

Safety and Security

Proper building maintenance and code compliance will contribute to safety and security. B&G members will remain conscientious of issues that compromise safety and security (e.g., the forming of ice at the entryway due to an improperly functioning gutter). Such issues will receive top priority and will be rectified in a timely manner. Warnings and temporary procedures to maintain safety and security, such as using a different door and using orange cones in the previously mentioned example, may be implemented.

Code Compliance

The B&G committee will be responsible for seeing that the priority meets building codes and fire codes. As an example, the yearly maintenance schedule includes having fire extinguishers inspected, as well as seeing that smoke alarm batteries are being inspected and changed on a regular basis.

Alterations and Repair

B&G will be responsible for repairs. If repairs are determined to need professional services, the B&G committee will obtain those services through a contractor. One or more members may be delegated to do this. If repairs are of a simpler nature and the committee feels the work can be done by non-professionals, committee members will take the lead in doing the repair or having it done.

Alterations to the church will be judged to be minor or major. The committee will make a decision on all alterations and will either contract out the work or do the work itself. As

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previously stated, if alterations are considered major or fall outside of the B&G's budget, a recommendation will go to the Board for final approval. As examples, a minor alteration might be something like adding heat tape to the gutters. A major alteration might be adding windows to the building.

With regard to the grounds, B&G will be responsible for ongoing needs, such as snow removal, as well as watering and mowing the lawn. It is important to note that B&G is not responsible for beautification of the grounds, which falls to others and other committees in the church.

Adopted 5/6/2018

Appendix B-2: Interior Design Committee

Background information on the formation of the committee

A signup sheet at church elicited the following members with an interest in the committee: Eren Garcia, Melody Haler, Leslie Kee, Judith Kirk, Stuart Mackenzie, Debra Park, Joanne Price, Leslie Vandeventer, Jani VanDeusen and Nancy Wayte

A called meeting was held on May 1, 2016, for those interested in the interior décor of our building. There have been many follow up informal discussions and observations about the next steps moving forward.

Originally it was called the "Aesthetics Committee" but in discussions it appeared to be a committee title constantly needing explanation. Since Interior Design includes aesthetics it seemed a more appropriate and descriptive title.

The first order of business was to get broad guidelines in place about how the committee will function and stay in harmony with the mission and values of the church.

Taking into consideration the discussions in the May meeting, informal discussions with church members and the September meeting the following draft was suggested for presentation to the Board.

Mission

Maintain a natural, minimalist and welcoming atmosphere promoting Unitarian Universalist values.

Procedure/Policies

The committee will be on the fourth Sunday of each month at 9:00. Notices will be emailed and also announcements in the newsletter and at church. An agenda of topics will be sent to

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members prior to the meeting. Leslie Vandeventer and Nancy Wayte will be the contacts for the committee.

Congregation members wishing to donate items may present them to the committee and the guidelines for their acceptance and use will be followed.

Guidelines

1. We acknowledge the impermanence of all things. This gives opportunity to try out various displays, styles, themes and temporary displays.
2. Tastes for interior designs and art are subjective. The value of a committee to consider interior design is that the decisions will have broad acceptance and be expressive of the tastes of the congregation. Appreciation for art varies by the individual thus donations for display or use will be approved by the committee which offers a broader perspective for desirability and inclusion.
3. The decor of the building needs to be as reflective as possible of the whole congregation and our experience of UU. The committee invites and will solicit input.

Appendix B-3: Membership Committee

UU Casper Mission Statement

The mission of this spiritual community is to foster individual spiritual growth, ethical living, inclusive fellowship and engagement with other faith traditions, and to raise awareness in our community of a visible and viable Unitarian Universalist presence.

Membership Committee Mission Statement

The Membership Committee maintains records of membership, works to retain existing members and expand membership, and is responsible for all print, electronic, and other forms of congregational and public outreach materials.

Membership Committee Covenant

We covenant with one another, in a spirit of love and compassion, to

- share honestly
- listen actively
- build trust together
- act with integrity
- ask for and offer help
- seek and offer forgiveness
- encourage joy and celebration
- express gratitude

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- speak directly to one another about our concerns and issues, and
- support decisions in a shared voice.

These are our aspirations and intentions, which we pursue in good faith.

UU Casper Leadership Covenant, adopted by the MC 1/11/2017

GUIDELINES AND PROCEDURES

Purpose: To improve effectiveness and accountability of the Membership Committee (MC) by describing committee responsibilities and activities, and providing clear guidelines and procedures for MC members and non-MC volunteers in carrying out their work. This document is intended to be a living document, with guidelines being updated continuously as determined necessary by the MC.

Compliance with Applicable Authority

The MC will comply with all federal and state laws, UU Casper articles of incorporation and bylaws, board policies, actions and decisions, and congregational policies, actions and decisions.

1. Committee operations - general

1.1 The committee meets as needed to accomplish its work.

1.2 The MC chair is responsible for meeting scheduling and agenda

1.3 The MC chair is responsible for submitting a report to the Board a few days after each meeting, as required by UU Casper Policy.

1.4 This is a working committee with a number of ongoing responsibilities, and all members are expected to volunteer for specific tasks to be performed regularly, as well as working together on group projects.

1.5 The MC member responsible in each area of committee work shall maintain written description of current technical procedures, passwords and other information sufficient so that another person can take over the MC member's duties. The MC chair will maintain all current written descriptions in a secure location.

2. Social media

2.1 Online photo or video permission

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2.1.1 The MC will develop a “Media Release” form to grant permission for UU Casper to include photos or videos containing personal images on the uucasper.org website or Facebook page.

2.1.2 The MC will make its best efforts to obtain at least verbal media use permission from adult members and friends. For photos or videos containing images of children under 18, the MC will obtain written permission, using the “Media Release” form signed by a parent or legal guardian. The RE committee will retain the “Media Release” forms in its records and will communicate with the MC with regard to such releases.

2.1.3. The MC will maintain a record of individuals who do not want their images shown online or in publications.

2.2. Website uucasper.org

Purpose: The function of the uucasper.org website is to 1) serve as a source of information about UU Casper and Unitarian Universalism to the outside community, and 2) inform members and friends about programs and activities.

2.2.1 Beginning January 2017, the website uses the UUA theme, and technical matters can be discussed with website consultant Kristin Schaeffer, kris10schaeffer@gmail.com, 307-628-6166.

2.2.2 The MC chair appoints the Webmaster who administers and maintains the website. The Webmaster is supported and directed by the MC and the Board on questions not covered by this guideline. Maintenance includes adding new events and services, posting news items, , updating pages as needed and making and retaining periodic backups of the website, including all uucasper.org email accounts.

2.2.3 The Board designates the Webmaster to manage the Dreamhost name registrar and web host account for our website and authorize payments to them as needed. Dreamhost recognized UU Casper’s tax exempt status in December 2016 and has waived the annual hosting fee.

2.3 UU Casper E-mail Accounts

Purpose: UU Casper uses its e-mail accounts as tools for sharing information and receiving inquiries about UU Casper.

2.3.1 Email addresses shall include:

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- news@uucasper.org – for sending newsletter and other group emails – emails to be forwarded to newsletter editor
- info@uucasper.org - for receiving inquiries – emails to be forward to newsletter editor and minister
- minister@uucasper.org – for Minister’s use – to be publicized on uucasper.org, etc. – emails to be forwarded to Minister
- admin@uucasper.org – for business and other general communications – to be forwarded to Treasurer and bookkeeper (officially adopted for church business by the board 2/1/2017)
- web@uucasper.org – for comments about the website – to be forwarded to Webmaster. RE@uucasper.org – for religious exploration communications – to be forward to RE
- committee chair.
- socialjustice@uucasper.org – for Social Justice Group activities – to be forwarded to newsletter editor and Minister
- uucasper.org emails for individual trustees at their request – generally intended for UU Casper matters only. Refer to the UU Casper Communications policy for more information

2.4 Facebook

Purpose: Facebook is an ongoing conversation among UU Casper members, friends, and the public, through the public Facebook page (Facebook/uuofcasper) and the UU Casper private Community Group.

2.4.1 The MC designates a Facebook administrator, who will coordinate with the website administrator, post information about services and events, share appropriate UU and community items of general interest, respond to posts appropriately, and monitor and control the page for appropriate content.

3. Periodic E-Newsletter and group emails, maintenance of email list.

Purpose: To inform members, friends and visitors of church programs and activities. The email list is generated and maintained by the MC newsletter editor.

3.1 The MC is responsible for the editorial procedures and practices of the newsletter, and the volunteer newsletter editor implements those procedures and practices.

3.2 To reduce consumption of natural resources, MC will distribute the newsletter only electronically.

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3.3 The newsletter editor will maintain a newsletter email list, and also an email list of active “members and friends.” Group emails will be sent to the appropriate group based on the subject matter, under the direction of the MC, board, committee chair, and Minister.

3.4 Generally, group emails should be sent no more often than weekly, and combining several topics (e.g. 3 or 4) is preferable to increased frequency of emails. “UU Casper” should always appear in the subject line, and efforts should be made to also include key words and dates from the text in the subject line.

3.5 Email lists are confidential, and will not be distributed outside of the MC.

3.6 Because email addresses are confidential and covered by privacy laws and the UU Casper Privacy Policy, recipients of newsletter and group emails will be entered as “blind copies” (BCC), with news@uucasper.org to be entered as the primary email recipient.

4. Order of Service (OOS)

Purpose: To provide general information about UU Casper, to let people know the elements and their order within the service including page numbers for hymns, etc., to identify who is helping with the service, and to announce upcoming events.

4.1 The MC has developed a bi-fold re-usable “outside” OOS cover (January 2017), will update these as necessary (ex: for new board members), and will maintain a sufficient supply of OOS covers at the church.

4.2 Service leaders will be responsible only for the “inside” OOS content (service elements and upcoming services and events), pursuant to the Programming committee’s service leader guidelines.

5. Directory

Purpose: To provide a reference to enable members and friends to contact each other.

5.1 The MC may occasionally issue a Members and Friends Directory. Pursuant to UU Casper Privacy Policy, a person must be contacted and give their express approval to be included. The MC will also have each person approve the specific contact information to be shown.”

5.2 Before a person provides their approval to be included in the Directory, the MC must disclose to them UU Casper cannot guarantee that a person’s information will remain private within the UU Casper community.

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5.3 UU Casper will provide a pdf version of the Directory to all individuals listed in the Directory. UU Casper will not provide the directory information to any individuals or groups outside of UU Casper.

6. Promotion, advertising, and publicity

Purpose: To raise awareness of Unitarian Universalism in our community, and to publicize UU Casper events to members and friends, visitors, and our community.

6.1 Promotional materials development

6.1.1 MC will periodically design and publish UU Casper pamphlets, business cards, and other promotional materials, and facilitate their distribution by placing throughout the community (e.g. hospitals, libraries, etc), follow up contacts with visitors, and through members and friends.

6.1.2 MC will stock a pamphlet rack at the church with UU Casper and UUA pamphlets, brochures, and booklets, and will facilitate distribution of those materials to members, friends, and visitors.

6.2 Advertising: The MC will periodically arrange for media advertising (e.g. WPR, K2 radio group, etc) as budget allows.

6.3 Publicity: The MC will submit articles about UU Casper services and events to local newspapers at least monthly - towncrier@trib.com

6.3 Other promotional activities - the MC may also plan for and coordinate promotional activities in the community, for example the Casper College Welcome Back Barbeque.

7. Phone and voicemail

Purpose: to provide information about UU Casper to callers.

7.1 The MC will record a welcoming and informative announcement on UU Casper voice mail, with a referral to our website and Facebook page for more information, and with directions to not leave a message but instead to call a designated MC member's phone if they wish to speak to the Minister or a congregational member.

7.2 The MC will monitor voice mails and follow up as needed.

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8. Maintain records of membership and maintain the UU Casper UU World subscription database

Purpose: to retain a current, accurate records of members and friends, including contact information and other relevant data

8.1 Working with the Treasurer and bookkeeper, the MC will maintain a current database of members and friends, with mailing address, email, phone numbers, and other relevant information.

8.2 The individual's information contained in the database of members and friends is confidential. In compliance with the UU Casper Privacy Policy::

8.2.1 The database will be kept in a secure location (physically and electronically)

8.2.2 Each individual's information will be shared only with authorized individuals as specified in the Privacy Policy.

8.3 The MC will be responsible for updating the myuua.org database of those UU Casper members who want to receive UU World magazine.

8.3.1 The member must give prior permission to the MC to enter their name and address at the myuua.org database.

8.3.2 The myuua.org database is also confidential, and all procedures listed at 8.2 above will also apply to this database.

9. Welcoming, visitor information gathering and follow up (IN PROCESS—TO BE DEVELOPED)

9.1 The MC will gather visitor contact information and will follow up with visitors.

Purpose: To gather information on visitors and to follow up appropriately to make connections that will increase community awareness of UU and grow membership

9.1.1 The MC will provide visitor cards to gather visitor information, and will maintain a visitor log of the information gathered. The visitor log will be provided to the Minister periodically or upon request.

9.1.2 MC members are encouraged to offer UU printed materials to visitors, such as brochures, business cards, UUA magazines, etc.

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9.1.3 Within a few days after the service or event, if an email address is provided, the MC newsletter editor will send a welcome email with a monthly newsletter attached, and add visitor to newsletter email list if requested.

9.1.4. The MC will periodically review the visitor records to determine appropriate follow up.

9.1.5 For repeat visitors who show interest, MC members are encouraged to make a name tag for them, discuss how someone becomes a UU Casper member, and what membership entails.

9.1.5 Compiled visitor information is confidential, and is therefore covered by the UU Casper Privacy Policy.

9.2 The MC will help promote a welcoming atmosphere at services and other events. Purpose: To promote a welcoming atmosphere to members, friends, and visitors.

9.2.1 MC members are encouraged to promote a welcoming atmosphere informally through personal contacts and conversation with members, friends, and visitors.

9.2.2 The MC is responsible for arranging for volunteers (including non-MC members) to serve as greeters and to hand out orders of service, hymnals, etc.

9.2.3. The MC is responsible for arranging for volunteers (including non-MC members) to make coffee and provide after-church refreshments.

9.2.4 The MC is responsible for providing name tags for members, friends, and visitors. Pursuant to the UU Casper Privacy Policy, advance approval shall be obtained from all individuals before a name tag is made for them, including approval of what specifically shall be printed on the name tag.

10. Annual New Member Service

Purpose: To formally recognize and welcome new members

10.1 As requested by the Programming Committee, the Minister, or the Board, the MC will assist in conducting an annual New Member service.

Schedule of adoption and updates:

- Adopted 10/12/16
- Updated 6/7/2017
- Updated 7/22/2021

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Appendix B-4: Programming Committee Policies and Procedures

placeholder for Appendix B-4

Programming committee Policies and Procedures

Not yet received

See B-4.1 Guidelines for Service Leaders

B-4.2 Sample wording for services

B-4.3 Policy on printing order of service

B-4.4 Home Hospitality Policies

B-4.5 Unsolicited Program Inquires

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Appendix B-4.1: Guidelines for Service Leaders

Updated 2/9/2024

Thank you for deciding to lead a Sunday service! This is an exciting and rewarding endeavor, which we hope will help deepen your understanding of Unitarian Universalism while contributing to your own spiritual journey in a wonderfully transcending way!

Whilst preparing for your service, it is important to keep in mind how those in attendance will experience Unitarian Universalism. We encourage you to be mindful of being welcoming to all, because most visitors will most likely make a decision whether or not to come again based on the first service they attend. We also encourage you to reflect on the UU Casper mission statement: **“The mission of this spiritual community is to foster individual spiritual growth, ethical living, inclusive fellowship and engagement with other faith traditions, and to raise awareness in our community of a visible and viable Unitarian Universalist presence.”**

Inclusivity and Diversity: During planning and presenting, please take to heart the UU Casper values of inclusivity and diversity, as expressed in our Bylaws, Article III: “UU Casper strives to foster a climate of purposeful inclusion of all people, and values the diversity of racial and cultural identity and background, nationality, sexual and affectional orientation, gender identity and its expression, religious background and belief, marital status, family structure, age, mental and physical health and ability, political perspective, and educational and class status. These values apply to all UU Casper activities, and inform all decisions of the church.” This means, for example, we want to try to accommodate those who may have trouble hearing or be differently abled, and try to use gender neutral language.

These guidelines are intended to help service leaders create quality and consistency in our services. We describe below many standard elements of our services, but within them we ask you to be creative and make your service your own!

Order of Service (OOS): At least a week before the service, check with the Programming Committee to find out who on that committee will be printing the OOS for your service. Email your OOS draft (or a list of the service elements you want to appear in the OOS) to the designated Programming Committee member by noon on the Thursday preceding your service, so they will have sufficient time to add things like the hymn of the month and upcoming services and events, and then get it printed and delivered to the church.

Preparing for the Service

Preparing an effective service takes time and thought with the goal of having all the elements flow smoothly; and when they do, you will have created a truly shared spiritual experience! One of the best guides to reference while you are selecting your service elements is the Unitarian

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Universalist principles and sources which are listed in the front of the gray hymnal, on the UU Community of Casper website, and at UUA.org.

Here are some ideas to assist in your selection process:

- Readings, poetry, prayers, short essays, quotes, song lyrics -- various faith traditions, your personal favorites, literature, the internet – be creative and resourceful, but don't forget to credit your sources when appropriate.
- Unitarian Universalism: official social justice activities or positions, theological trends, community building and innovations, history, etc. (UUA.org)
- Technology options: PowerPoint? CD recorded music, Youtube?
- Current events, local and state issues
- Notebook of UUA/MDD worship materials located in the church office.
- For discussion forums, consider circulating the discussion questions a few days prior to the service. You can do this via paper the previous Sunday, or contact the Membership Committee's newsletter chairperson who could send the discussion questions out through a group email.

Projector/TV/technology: If you want to use a projector, TV, or other technology during your service, please talk with a member of the Programming Committee well in advance of the service.

Volunteers: You don't have to present the entire service yourself! Feel welcome to ask others to do readings, do the Time for All Ages, or lead chalice lighting or opening words. Involving others can "spice up" a service, and supports inclusive fellowship and spiritual growth for everyone. Try to provide copies of readings in advance to volunteers if possible.

Script, Sample Wording: Some service leaders find it very helpful to create a written script for the service. Contact a Programming Committee member if you would like the word document "Sample Wording for Services" emailed to you.

Music: We have two pianists/accompanists available. Our primary accompanist is Jayne Jacobs (aspenleaf9@gmail.com, 307-315-8525). Our backup accompanist is Jani VanDeusen (jani@rtconnect.net, 307-738-2320).

Please determine who is playing on your Sunday, and provide your hymn selections a few days in advance, ideally the Sunday before your service. When making your music selections, consider the difficulty level and familiarity of hymns. Jani and Jayne can give you guidance on this. You are welcome to put as much or as little additional music in the service as you like! You may borrow one or both hymnals for a week or so as you prepare. You are welcome to choose music not in the hymnals, or even arrange for alternative accompaniment (both Jani and Jayne play other instruments). Please talk with Jani or Jayne well in advance of the service about any special arrangements. You may also use music from CDs, or from internet sources played through the church's sound system.

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Religious Exploration Program: *The RE Committee has requested that generally children be excused to attend RE by 10:15 to 10:20.* To honor this request, if your service includes an optional Time for All Ages, please schedule it to begin by 10:10, and try to limit it to five minutes. You are also encouraged to schedule Joys and Concerns before the children leave for RE if possible, since this is an element of the service children especially enjoy. There will be exceptions, for example during summer when RE activities are not as structured, for intergenerational services, or for services that children normally attend (ex. water and flower communions, burning bowl). Occasionally, the children may go to RE immediately and not be in the service at all. If you want children to stay in the service or participate in specific elements of your service, please discuss this with the Programming Committee well in advance of the service date in order to coordinate with the RE Committee, parents and children.

Time the Service: Timing is a crucial part of planning and conducting services! Generally, services should end by 11 am. Here are some tips:

- While preparing, you may find it helpful to verbally rehearse and time your readings, presentations, and other elements.
- If it's apparent that the service will go past 11 am, you may let people know this, and encourage those who need to leave by 11 am to feel comfortable doing so.
- Be aware that some elements of the service, like announcements and Joys and Concerns, are unpredictable. If the service is running late, you may use your judgment to make changes in the order of service, for example excusing the children for RE earlier than planned or skipping a particular element.
- For discussion forum services, consider decreasing the number and length of other elements to leave plenty of time for discussion (say, 25 to 30 minutes).

Elements of the Service

Transitions and Introductions: To help the service flow smoothly, minimize transitions such as, "now we will... or next we will...." Participants can see what's next in the OOS, so try to find creative ways to introduce the next element, for example reciting a line from the hymn. Consider mentioning the faith tradition a song or reading is from, or saying something about the author. Evaluate whether or not it is appropriate to mention a reading or song's potentially exclusive language (ex., ableist, sexist), and acknowledge and affirm all of the people in attendance.

Ringing the Chime is your call to worship.

Guests and Announcements: We acknowledge guests and ask for announcements before we 'officially' start the service and light the chalice: Without asking them to introduce themselves, welcome guests, invite them to fill out a visitor card (located on the cabinet by the door), and invite them to stay after the service for conversation and refreshments. Ask for brief announcements of church and/or community events, and ensure that speakers use the microphone.

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Housekeeping: During your welcoming remarks, point out the locations of the restrooms, fire exits, and ask everyone to mute their cellphones.

Unison Covenant: We have developed the practice of including the unison covenant during the first part of the service, generally after the opening hymn. It is preceded by an invitation from the service leader with the words printed in the OOS.

Joys and Concerns: The service leader should hand the portable microphone to the speaker and then take it back when they are done sharing. If the person sharing begins to run on, sometimes it helps to move closer to them, make eye contact – find a way to communicate gently and respectfully it's someone else's turn.

Time for All Ages (optional, maximum five minutes): If you decide to include a Time for All Ages, you have some options to choose from:

Option A: You (or the guest speaker or someone you pick) can read a short story or conduct an appropriate activity for the children.

Option B: An RE leader reads a short story or conducts an appropriate activity for the children – Please talk with the Programming Committee well in advance of your service in order to make arrangements with the RE Committee.

Offering: Try to arrange in advance who will circulate the baskets so you don't have to ask for volunteers during the service.

Ending the Service: You may plan a combination of (for example) a closing hymn and/or a reading or blessing. *Be sure to extinguish the chalice candle.* Invite people to stay for refreshments and conversation after the Postlude. You may either remain at the front of the room, or recess to the back of the room to greet attendees after the Postlude.

Sunday Morning

1. Arrive at least 20 minutes early
2. Rearrange the chairs as you like (please arrive by 9:00 since this takes more time). For safety, at least one aisle must remain open from the front to the back of the sanctuary: aisle width should be at least 2 1/2 tiles to allow for wheelchair access. Chairs and tables should be placed so they do not impede access to the doors. The piano and sound system should not be moved.
3. Rearrange the head table as you like. The head table may be set up with whatever flowers, candles, symbols, coverings, etc. you would like. The only elements which are always included are the chalice and the Joys and Concerns battery candles. Feel free to make this focal point look and feel the way you'd like.
4. Locate the lighter for the chalice candle and make sure it is operating properly.
5. Review music details with the accompanist.

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6. If there is a guest speaker, please greet him/her and show her/him the service set up. Remember to have his/her introductory information in hand.
7. Touch base with any volunteers, provide copies of any readings, ask for volunteers for the offertory baskets.
8. Turn on the power strip along the south wall which then turns on the sound system.
9. Sound-check the microphones you want to use (stand mike, portable mike, and/or lapel mike). Don't hesitate to ask someone for help. To make sure we are welcoming and inclusive, it is very important that we use microphones for all speakers, including those sharing joys and concerns! If you are leading a discussion forum, please arrange for a helper who can take the portable mike around for participants to use. Consider putting fresh rechargeable batteries in the cordless mike.
10. Set up projector/other technology (with assistance of a member of the Programming Committee)
11. Check for compliance with any church policies with respect to safety and security posted on the yellow signs in the sanctuary, including assuring that the inside north fire exit door is open and the hall light is on, and unlocking the outside door deadbolt.

**Relax, remember to breathe, talk slowly, and ENJOY – Everyone wants you to succeed!
(you can say a little prayer if you want to!)**

Appendix B-4.2: Sample Wording for Services

Updated 2/9/2024

The “sample wording” presented below is not required! These are simple examples and we encourage you to find your own voice and use wording that feels comfortable to you.

Welcome: Good morning! I am _____, this morning's service leader. Welcome to the Unitarian Universalist Community of Casper. The purpose of this spiritual community is to foster individual spiritual growth, ethical living, inclusive fellowship, and engagement with other faith traditions.

“No matter our age, your size, the color of your hair or skin – you are welcome here!

Whether you walked, drove, rolled, or were carried – you are welcome!

No matter how you speak, whatever your abilities, where you live or how you make your living – you are welcome!

No matter whom you love; whether you come with joy or tears in your heart —

Welcome to all who come with an open mind, willing hands, and a loving heart!”

Guests: “If you are a guest – or visiting -- this morning, welcome! We invite you to fill out one of our visitor cards, which you'll find on the cabinet by the door. We look forward to getting to know you and hope you will stay after the service for refreshments and conversation.”

(If a guest speaker is present): “I'd especially like to welcome _____, who will be presenting our program this morning.”

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Announcements: “Are there any announcements of church or community events that anyone would like to briefly share?”

Housekeeping: “There are two restrooms, one in the northwest corner of the sanctuary and another through the lobby down the hall to your right by the kitchen, and in case of an emergency, the fire exits are through the south door and through hallway and doors in the northwest corner by the coffee cart.” (Point them out.) “And, if you haven’t already, please mute your cell phones.”

Opening Hymn, followed by Unison Covenant: “Please rise in body or in spirit and join in singing our opening Hymn # __, __ title ____.” Afterward, we will remain standing and recite together our Unison Covenant printed in your order of service.

Hymns: “Please rise in body or in spirit and join in singing (our opening, closing) Hymn # __, __ title ____.”

Opening words/chalice lighting/readings: “_____ will (lead us in/read)” or “Please join me as we read (responsively/in unison).....”

Joys & Concerns:

“The spirit of love is with us: it comforts us and connects us. If you have a joy or a concern this morning, you are invited to come forward and light a candle and share with our community. If you prefer, you may write your joy or concern on one of the prayer cards from the Altar of Hope (*indicate location*). During the next earth-centered ritual, a burning ceremony will be held as a symbolic joining with universal healing energies. All offerings are private and treated with reverence and respect.”

After all Joys and Concerns are shared: “I will light one last candle for the unspoken joys and concerns held in our hearts.”

Moment of Silent Meditation: “Let us share a Moment of Silent Meditation and Reflection” (Suggestion: Ring chime at end of meditation.)

Alternative, if singing Spirit of Life: “Let us share a Moment of Silent Meditation and Reflection, after which we will sing #123, Spirit of Life while remaining seated.”

(Suggestion: Ring chime at end of meditation)

Sharing the fruits of our labor and good fortune: We are so blessed to be a free religious community that is entirely self-governed and supported financially by the voluntary generosity of our members and friends. You are now invited to participate in the blessing of giving to this free religious community, as we Share the Fruits of our labor and good fortune.”

After baskets are collected: “We give thanks for these gifts and dedicate them to continue the good works of this Unitarian Universalist Community of Casper.”

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Time for All Ages: “For our Time for All Ages, all children are invited to come forward, or if you prefer, you may remain with your family.”

After Time for All Ages: “Please join in singing #413, Go Now in Peace as the children leave for Religious Exploration.”

Extinguishing the Chalice: “We extinguish this flame here, so that it may go with you, warming your heart, and lighting your way until we come together again.”

Closing: “Thank you all for coming this morning. Following the postlude, everyone is invited to stay for refreshments and conversation.”

There are many ideas for wording on the Internet, including uua.org Worship Web, and websites of other UU churches – feel free to be creative! For additional guidance, refer to the Program Committee’s “Instructions for Service Leaders.” Members of the Programming Committee are ready and willing to help by phone, email, or in-person conversations. Every question is worth asking, so please feel free to contact any of them at any time! Email programs@uucasper.org.

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Appendix B-4.4: Home Hospitality Policy

Programming Committee Approved November 21, 2016

1. When a guest presenter is scheduled to lead and/or participate in any specific church program and if said program entails overnight accommodations, the guest will be first offered a home-stay with any one of the church members who have volunteered to provide overnight accommodations.
2. The Program Committee will maintain a current list of all church members and friends who are willing to act as home-stay hosts. A representative from the Program Committee will facilitate the initial communication between the host and the guest who are then expected to coordinate the visit and stay on their own.
3. Church members & friends who volunteer for the home-stay list will establish:
 - a. If guest will be bringing a partner/spouse; children and/or pet
 - b. Arrival and departure times
 - c. Dependent on arrival and departure times, it is the host's discretion on any special meals to prepare at home or to host at a local restaurant. Standard homestay meals include a light breakfast. Please check on any dietary restrictions, if providing any meals.
 - d. If the host prefers not to cook meals, she/he should offer to make their kitchen available so the guest can prepare food she/he provides for themselves.
 - e. If any meals are arranged at local restaurants, the host is not responsible for this cost, 'Going Dutch' is fine. All the meal arrangements should be discussed ahead of time so the guest will know what to expect.
4. If the host has pets, please discuss this with the guest ahead of time.
5. If the host has young children, please discuss this with the guest ahead of time.
6. If the guest will be staying longer than one or two nights, it is up to the host to discuss meal arrangements, schedules, etc. ahead of time. In this instance, it is not up to the host to entertain, rather just provide a comfortable place to stay and access to the kitchen.

**If the out-of-town guest prefers not to accept the home stay offer, it is UUCC policy not to pay for hotel accommodations

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Appendix B-4.5: Unsolicited Program Inquiries

Program and/or Service requests not generated and solicited by the Programming Committee

Definitions:

There are two types of unsolicited program requests defined and addressed in this policy:

1. The first type as described in Section I. entitled Life Long Learning which includes all non-Sunday Service program requests.
2. The second type of program request as described in Section II entitled Sunday Service Program requests.”

Any unsolicited program inquiry received through email, the website, telephone call, in-person, or other venue is required to use the Program Request Form and procedure outlined in this policy.

Completed Program Request forms must be submitted to the Programming Committee Chair, who may or may not delegate it to a member(s) of the committee.

The authorized Programming Committee representative(s) will be responsible for evaluating the request and then developing a recommendation to be presented in a timely manner to the committee as a whole.

SECTION I: (Unsolicited) Life-Long Learning Program Requests

Definition: A program wherein the content is compatible with the mission statement of UU Casper; and the format is a workshop, class, or other such meeting(s) which enhances the UU Casper non-Sunday Service program offerings. If the proposed program is suitable for children and/or young adults, the content of it should be outside of current RE programming.

1. Any person or organization making a request is required to complete the ‘Program Request’ form attached to this policy and submit it to the Chair of the Programming Committee who may or may not delegate it to a member(s) of the committee.
2. Upon receipt of the completed form, the authorized committee representative(s), or the committee-as-a-whole, will evaluate the information contained on the form using the following criteria:
 - a. How are the content and goals of the program compatible with and contribute to the mission of UU Casper and Unitarian Universalist values and principles?

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- b. Reasons for requesting the program become a UU Casper Life Long Learning offering.
 - c. Logistical details such as date, time, technological needs, building use, etc.
 - d. Qualifications of person responsible for program content, building use, publicity content, participant recruitment, supervision, etc ..
 - e. Reference checks (if applicable)
 - f. Any other relevant and appropriate details and information
3. After a thorough evaluation of the written request, the Programming Committee Representative(s) will draft a formal recommendation to the Programming Committee which will use the following criteria to make a determination:
 - a. Is the proposed program of general interest and complimentary to the mission of UU Casper and Unitarian Universalism's valuing of life-long learning?
 - b. Are all appropriate UU Casper polices, legal, ethical, and logistical matters taken into account; such as qualifications of individual(s) responsible for program content and follow-through; facility availability, relationship to other existing UU Casper Life-Long Learning programs, etc.
4. If the Programming Committee approves and schedules the new Life-Long Learning Program, the program's authorized representative is responsible for the program's content and implementation; participant involvement; building use; communication with the Programming and all other pertinent UU Casper Committees; and compliance with all applicable UU Casper Policies and Procedures.
5. The UU Casper Programming Committee, is responsible on behalf of the Board of Trustees, for general oversight of all Life Long Learning programs. To this end, the Programming Committee will conduct an annual evaluation of all these programs for the purpose of renewing or discontinuing them.

SECTION II: (Unsolicited) Sunday Service Program Requests

Definition: A request which is for the purpose of being a stand-alone Sunday morning service.

1. Any person or organization making this type of request is required to complete the Program Request Form attached to this policy and submit it to the Chair of the Programming Committee; who may or may not delegate it to a member of the committee who will be responsible for evaluating the request and then developing a recommendation to be presented in a timely manner to the committee as a whole.
2. Upon receipt of the completed form, the authorized Programming Committee Representative will make every reasonable and timely attempt to contact the person making the inquiry with the goal of ascertaining additional details and purpose of the proposed program including:

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- a. Theological/spiritual context
 - b. Relationship to Unitarian Universalist values and principles
 - c. Qualification of presenter(s)
 - d. Logistical details such as date, time, technological needs, etc.
 - e. Travel and accommodation needs such as homestay, traveling companion(s), etc., and all other potential costs
 - f. Any other seemingly relevant and appropriate details and information
3. The Programming Committee Representative will, as appropriate, contact preferably two references.
 4. If the program and presenter(s) fall within the initial screening criteria and the input from the references is acceptable, the committee representative will write up a recommendation and share it with the Programming Committee either through email or at a meeting of the committee.
 5. The Programming Committee will determine the following:
 - a. If the proposed program will be of interest and complimentary to the mission of UU Casper and the calendar of service themes
 - b. All appropriate UU Casper policies and other matters are taken into account such as speaker fees or a free-will contribution; lodging needs; communication and publicity, etc.
 - c. If the proposed program should be scheduled for a Sunday morning service or as a special program outside of Sunday morning.
 6. The Programming Committee Authorized Representative is responsible for all follow-up communication with the unsolicited program representative(s). If the Programming Committee approves and schedules the new program, the service leader and other logistical details will be determined at the appropriate time by the Programming Committee

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UNITARIAN UNIVERSALIST COMMUNITY OF CASPER PROGRAM REQUEST FORM

Please indicate which type of program being requested:

Life-Long Learning Program Request

Definition: A program wherein the content is compatible with the mission statement of UU Casper; and the format is a workshop, class, or other such meeting(s) which enhances the UU Casper non-Sunday Service program offerings. If the proposed program is suitable for children and/or young adults, the content of it must be outside of current RE programming.

Sunday Service Program Request

Definition: A program request which is for the purpose of being a Sunday morning service.

Name of Person making request: _____

Telephone: _____ **Email:** _____

Mailing Address: _____

If the person making this request is not be the person responsible for facilitating the program, please include the facilitator's information:

Name: _____

Telephone: _____ **Email:** _____

Brief reason the requesting person is different than the presenter:

1. Name of Life -Long Learning Program or Sunday Service Title:

2. How is this program/service compatible with and a reflection of UU values and principles?

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3. If this is a Life-Long Learning Program, what are the goals of this program?

4. Who will be the primary participants? For example, UU Casper members and friends, the general public, or specific individuals.

5. Please provide a list of what this program will need from UU Casper. For example, publicity, technology access, storage, etc.

6. Requested Day(s) and times:

7. Estimated Number of Participants: _____

8. Technology Requested: No ___ **Yes:** ___ **Describe:** _____

9. Please include any additional information about this program and explain how it will contribute to UU Casper's mission:

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Policy Compliance

By signing this form, I indicate that I have read and agree to comply with all applicable UU Casper Policies, including but not limited to:

- Building Use Policy
- Disruptive Behavior Policy
- Inclusivity and Diversity
- Welcoming Congregation Designation
- Child, Youth and Vulnerable Adult Protection Policy
- Covid-19 Policies for Small Group Gatherings
- Communications Policy
- Privacy Policy

Authorized Life-Long Learning Program/Service Representative Date

UU Casper Programming Committee Chair Date

UU Casper Onsite Representative (if appropriate): _____

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Appendix B-5: Religious Exploration Program Policies

- I. The Religious Exploration (RE) Committee is responsible for the safety and well-being of the children who participate in the RE program. The RE committee will conduct appropriate lessons and activities for the purpose of teaching participants about Unitarian Universalism
- II. Committee membership is open to all interested and authorized church members and friends. The UUCC Board of Directors encourages each committee to establish a covenant.
 - A. The responsibilities of the RE Committee are as follows:
 1. Plan, publicize, and conduct monthly RE Committee meetings
 2. Generate and submit monthly committee reports to the board. Minutes of the monthly meetings shall be posted within 48 hours of the meeting.
 3. With the help of the committee, generate and administer the annual RE program budget.
 4. With the help of the committee, maintain the RE room, equipment, and supplies
 5. Serve as primary liaison with the children's parent/guardian and church board of directors.
 6. Ensure all appropriate authorization and informational forms are completed and available within appropriate time frames.
 7. Responsible for delegating RE projects and activities between the classroom assistant and all other authorized persons helping with programming and the RE Committee
 8. Make arrangements for any RE Orientation(s)
 - B. As per board policy the Chair of the RE Committee shall be appointed annually by the UUCC Board of Directors. Qualifications are as follows:
 1. Minimum 18 years of age
 2. Completed and successful background check
 3. Must like children of all ages and exhibit a positive attitude and ability to be organized yet flexible.
 4. Must have good communication skills in order to build and maintain relationships with parents and guardians, and with the church membership at-large.
- III. The RE Classroom-Assistant
 - A. The Classroom-Assistant is an employee of the UUCommunity of Casper and is supervised by the RE Committee.
 - B. The duties of the Classroom- Assistant are as follows:
 1. Supervision of children and nursery services
 2. Assist with planning, conducting and evaluation of lessons and activities

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3. Assist with room set up and clean up
4. Attend RE Committee meetings (optional)
- C. The qualifications are as follows:
 1. Minimum age, 14 years (if over 18 years of age, must have a background check)
 2. Must like children of all ages and exhibit a positive attitude, willingness to participate and be comfortable with the flexible nature of each Sunday
 3. Able to follow directions but willing to contribute suggestions and be creative
 4. Be comfortable and available to visit with the adults about their children and RE activities and programs
 5. Be reliable
- D. Schedule and Remuneration:
 1. RE Assistant may work up to five (5) Sundays/month, but if unable to make a Sunday, must contact RE Chairperson so a sub can be found. Hours: 10:00 – 11:30 unless there is a special event (Intergenerational Service, field trip, picnic, etc.)
 2. The RE Assistant will be paid \$20.00 for each Sunday worked and their time will be recorded in the RE weekly attendance log.
 3. If the RE Assistant is unavailable on any given Sunday, an authorized substitute may be asked to help and will be paid the same as the employee.
- IV. Two authorized persons shall be with the class every regularly scheduled RE program Sunday.
 - A. Authorized person included:
 1. Minimum of 14 years of age
 2. Must complete the RE Orientation
 3. Must understand and emphasize the philosophy, principles and values of Unitarian Universalism when interacting with children and parents
 4. Must understand and actively support the classroom management and behavior policy
 5. If assisting with transportation, must be at least 18 years old, have a valid Wyoming driver's license and proof of insurance
- V. Classroom Programming and Management
 - A. The program year for the UCC RE program shall follow the public school calendar
 - B. Before the start of the program year, the RE Committee shall select an appropriate curriculum from the UUA Lifespan Learning/RE library and then develop a calendar of lessons, activities, and staffing. This schedule shall be visibly posted in the RE room.
 - C. Behavior management shall emphasize (in order of priority):
 1. Constructive age-appropriate program/activity engagement
 2. Redirection and/or re-staffing

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3. Time-out
4. Parental/adult assistance
5. Removal from room
6. Individual behavior management strategy developed by staff and parent/guardian
7. Corporeal punishment and shaming are forbidden

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Unitarian Universalist Community of Casper, Wyoming Religious Exploration Program

RE Lead Teacher

Primary Duties:

- Conduct RE lessons and activities on scheduled Sundays, 10-11 a.m.
- Coordinate with other RE assistants and the RE Committee to develop curriculum, lessons, and activities.
- Lead the planning, conducting and evaluation of lessons and activities.
- Be responsible for room set up, clean up, and preparation of needed materials.
- Attend RE Committee meetings as agreed upon.
- On work days, ensure attendance, data collection and record-keeping are up-to-date, accurate, and complete.

Qualifications:

- Minimum age, 18 years
- Apply for and be granted a background check
- Be familiar with RE Policy and with Unitarian Universalist Community of Casper Child, Youth and Vulnerable Adult Protection Policy (CYVAPP). All staff and volunteers will be aware of the CYVAPP and uphold its values and rules.
- Be familiar with the Principles and Purposes of Unitarian Universalism and to convey them to participants appropriately..
- Be able to convey the teachings of Unitarian Universalism to RE participants in an age-appropriate way regardless of one's personal beliefs.
- Be able to appreciate and work with children of all ages and implement the behavior guidelines outlined in the RE Policy.
- Be flexible and follow RE policy and directives of the RE Committee.
- Be willing and able to converse with the adults about their children and the RE program.
- Be on time each Sunday or other scheduled event.

Schedule:

- RE Lead Teacher shall work 2 Sundays/month.
- If an absence is anticipated, the Lead Teacher shall arrange with appropriate staff and volunteers to cover the absence to insure that two qualified persons are with RE participants at all times.

Pay:

- The Lead Teacher will be paid \$25.00 for each Sunday worked. Days worked will be recorded in the RE weekly attendance log.
- The Lead Teacher will be an employee of the Unitarian Universalist Community of Casper, WY.

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Appendix B-6: Justice & Equity Group Policies

Justice & Equity Group Mission Statement

The mission of the Justice & Equity Group is to increase our awareness of the cultural spectrum, advocate for the well-being of all sentient beings, practice humility, and coordinate UU Casper justice-related activities and projects that support the mission of UU Casper and are consistent with the values expressed in the seven principles of Unitarian Universalism.

Justice & Equity Group Covenant

New Covenant to be drafted by participants at first meeting in April 2024.

Example of covenant for J&EG <https://www.firstunitarianportland.org/social-justice-covenant/>

Justice & Equity Group Policies and Procedures

The following policies and procedures are intended to provide for effectiveness and accountability of the Justice & Equity Group (J&EG) by describing committee responsibilities and activities. This document is intended to be a living document, being updated continuously as determined necessary by the J&EG.

Compliance with Applicable Authority

The J&EG will comply with UU Casper bylaws; board policies, actions and decisions; and congregational policies, actions and decisions.

J&EG Membership

J&EG Membership is open to UU Casper members, friends, and the general public.

J&EG general operations

- The J&EG is considered a small group ministry of UU Casper, under the guidance of the Programming Committee. The J&EG shall organize its own activities and volunteers.
- The J&EG will generally meet quarterly, maintain minutes of each meeting, and (pursuant to Board policy) submit such minutes via email to the J&EG group members and to the Board within a few days after each meeting. Decisions should be recorded in minutes. Details of discussions should not be recorded in minutes.
- Meetings might include an educational discussion topic, a video followed by discussion, a guest presentation, or activity at the UU Casper building. Additionally, at meetings decisions and Statements of Witness may be made. Additional activities (e.g.: Pride Parade, volunteering at a soup kitchen, or collaborations with other groups) may be scheduled for anytime.

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- Due to the potential of destructive conflict, the J&EG will make decisions by consensus only. If a consensus is not possible, and a decision must be made, the question will be brought to the UU Casper Board of Trustees. For any decision, action, or statement that the J&EG wishes to pursue that invites a safety or security risk to UU Casper, a majority congregational vote is required for approval in addition to J&EG consensus and Board approval (see UU Casper By-laws for rules regarding congregational meetings).
- Pursuant to Board policy, the J&EG will promote effective and inclusive decision making by cooperating, communicating and consulting with other committees and/or the Board as appropriate prior to decision making, as well as thoughtfully considering the involvement of the larger congregation in the decision making process on significant issues.
- The J&EG will regularly update the congregation about its activities by displaying minutes and other materials on the Justice & Equity Table/Bulletin Board, and by other available means, for example working with the Membership Committee to publicize activities in the monthly newsletter, and at uucasper.org and on Facebook.
- The J&EG will prepare an annual report to the congregation detailing its activities for the year, for distributions at the annual congregational meeting, generally held in June.
- At the time requested by the Board toward the end of the fiscal year (which runs July to June), the J&EG will determine and submit a request for the next fiscal year's committee operating budget amount.
- The J&EG will focus on non-partisan work and make sure participants are familiar with the UU Casper Inclusivity and Diversity Policy.
- The J&EG will be represented by a chair or two co-chairs (recommended), who will write the meeting agendas and ensure the RACI (Responsible, Accountable, Consulted, Informed) model is used to delegate all tasks, including the operational tasks mentioned above. If there is no J&EG chair, the J&EG will go into inactive status and not meet until the Board has selected a new chair.

Justice & Equity Table/Bulletin Board

The J&EG will maintain a justice & equity table and bulletin board to provide a central gathering place for justice & equity related information, resources, information about local events and contacts for relevant organizations for use by the congregation.

J&EG project information, contacts, meeting minutes and related information, etc. may be displayed, as well as other materials approved by the J&EG.

Elements to consider in the decision to approve the display of such other materials to include but are not limited to:

- Consistency with the seven principles of Unitarian Universalism, with UUA social justice programs, UU Casper bylaws and policies, and with these J&EG policies and procedures
- Relevance to UU Casper and to the Casper community

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- Events, including sponsors and venues, are in line with the UU Casper
- inclusivity/diversity policy.
- Appearance of materials is appropriate for viewing by all ages
- Materials are non-partisan in nature

The J&EG may delegate a member to be responsible for organization and upkeep of the table/bulletin board, and to receive, evaluate, and approve requests to display materials, consulting with other J&EG members as needed.

J&EG Materials

The J&EG has acquired certain materials, including a banner, table, print materials and other resources, which shall be kept at the church unless they are being used at approved community events, and generally located on or under the Justice & Equity Table.

J&EG Projects and Events

All J&EG projects and events will support the mission of UU Casper, be non-partisan and consistent with the values expressed in the seven principles of Unitarian Universalism, and fall within existing UUA programs such as Side With Love.

The J&EG may generate its own justice & equity projects and events, or may receive project or event requests from UU Casper members, friends, or from community groups and individuals.

J&EG will prioritize projects and events geographically closest to Casper. J&EG intends to primarily promote justice & equity through partnering with and supporting the projects and events of other organizations, such as community groups or other Wyoming UU congregations.

For a project or event to take place, it must be evaluated and approved by the J&EG. When evaluating a project or event for approval, the J&EG will:

- Obtain complete information about the project or event
- Vet event sponsors, speakers and performers, following procedures similar to those described in the Programming Committee's procedures for approving guest speakers
- Verify compatibility with UU Casper's mission and values, with UU Casper Board and J&EG policies and procedures
- Verify that publicity materials are complete and comply with Social Justice
- Table/Bulletin Board guidelines (above)
- Consult with the Board or other committees, if appropriate
- Consult the church calendar at uucasper.org to avoid conflicts with other UU Casper events
- Appoint an individual, either a J&EG member or other individual, who will be responsible for planning and carrying out the project or event, including interfacing with project or event partners as appropriate.

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Approved projects and events and relevant details, including timelines and the individuals responsible for planning and carrying out the project or event, should be documented either in the J&EG's meeting minutes or in attachments. Upon approval, the J&EG should quickly notify the uucasper.org webmaster for entry of the project or event on the uucasper.org calendar.

The J&EG has complete discretion to approve or deny any project or event request. The J&EG reserves the right to cancel previously approved requests, and shall not be liable for any such cancellation. However, pursuant to Board policy, the J&EG recognizes that the UU Casper Board reserves the right to review and revise J&EG decisions.

J&EG Public Positions

The J&EG accepts the authority and responsibility for taking, on its own behalf, public positions on matters of justice & equity in connection with non-partisan public policy and current events. The J&EG will arrive at such positions following full and open discussion within the J&EG, with explicit notice to the Board, and consistent with the UU Casper mission, bylaws, Board and J&EG policies. Evaluative factors should also include the covenantal relationship of the J&EG and the UU congregation, UU principles and values, UUA public positions (such as Statements of Immediate Witness), and UUA social justice programs (such as Side With Love).

Normally, decisions about taking a public position will be made at regularly scheduled J&EG meetings, and fully documented in the minutes. However, circumstances that call for a more immediate response may be decided via email communications or a specially called J&EG meeting.

J&EG public positions represent the view of the J&EG only, and may not be ascribed to the congregation at large. Such public positions must not make a commitment of human or financial resources beyond the control of the J&EG. After the J&EG approves a public position, it may publicize the position through UU Casper (newsletter, website, Facebook, etc.), and may submit it to other organizations or media.

The J&EG will be publicly represented by the chair or co-chairs of the J&EG. -

Social Justice Group Policies and Procedures history:

Adopted 4/19/2018

Updated and changed to Justice & Equity Group 12/3/2023

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Appendix C (Reserved for future use)

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Appendix D: Child, Youth, and Vulnerable Adult Protection Policy

Contents:

1. Purpose
2. Terms and Definitions
3. Abuse Prohibited
4. Mandatory Reporting of Abuse
5. Response to Media Inquiries
6. Congregational Awareness and Education
7. Screening and Selection of Staff for Church Sponsored Youth Activities
8. Supervision and Training of Staff for Church Sponsored Youth Activities
9. Removal of Staff Member for Church Sponsored Youth Activities
10. Sex Offenders Policy

Code of Conduct

1. Purpose

UU Casper is committed to providing an environment that is a safe place including, but not limited to, a safe place for children, youth, and vulnerable adults. Our objective is that all participants in church related activities share this commitment and endeavor to be especially protective of children, youth, and vulnerable adults. Therefore, UU Casper adopts this “Child, Youth, and Vulnerable Adult Policy” (Policy), not only to maximize safety and prevent abuse from occurring within the church community, but also to educate UU Casper members and friends, and to protect UU Casper volunteers and employees from unwarranted allegations of abuse.

2. Terms and Definitions

For purposes of this Policy, terms are defined as follows:

2.1 Abuse: An act committed by a person in a position of trust or a position of authority which is not accidental and which harms or threatens harm to a child, youth, or vulnerable adult’s physical or mental health or welfare. Types of abuse may include physical abuse, including physical injury or threat of injury; physical neglect, such as failure to provide necessary care to a child; sexual abuse; mental abuse or neglect; emotional abuse; and spiritual abuse. Child, youth and vulnerable adult abuse includes, but is not limited to the following:

2.2 Neglect of Basic Needs: Denial of food, water, cleanliness, clothing, and sleep are not appropriate means of discipline.

2.3 Physical Abuse: Any physical force applied by an adult or older youth in a position of care or authority to a child, youth, or vulnerable adult.

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2.4 Sexual Abuse: Any sexual contact or sexual interaction between a child (under the age of eighteen years) and an adult or older youth; any use of a child for the sexual stimulation of an adult, older youth, a third person, or the child; any risqué jokes, innuendo, unacceptable visual contact, unwelcome casual touch, unwelcome and inappropriate hugs and kisses, and sexually suggestive pictures between an adult or older youth and a child, as deemed inappropriate by any reasonable adult. Even if a child, youth, or vulnerable adult, out of ignorance, innocence, or fear does not resist, it is still abuse.

2.5 Emotional Abuse: Inappropriately belittling, hateful, or angry words and/or actions directed toward a child, youth, or vulnerable adult. Discipline by humiliation is also emotional abuse.

2.6 Spiritual Abuse: Using religious references to shame or by guilt to motivate a child, youth or vulnerable adult into a particular action or behavior.

2.7 Child or Youth: Persons under 18 years old and considered a minor under the law. These terms may be used interchangeably in this Policy.

2.8 Vulnerable Adults: Any persons 18 years of age or older who is unable to manage and take care of themselves or their money, assets or property without assistance as a result of advanced age or physical or mental disability (Wyoming Statute 35-20-102).

2.9 Church-Sponsored Activity: Any activity that is organized and conducted by UU Casper, or a committee or group of UU Casper, whether on church property or offsite.

2.10 Church-Sponsored Youth Activity: Any Church Sponsored Activity (as defined above) organized and conducted specifically for children and youth, for example weekly Religious Exploration programs, nursery/childcare, summer camps and conferences.

2.11 Staff for Church Sponsored Youth Activities (“Staff”, or “Staff Member”): Any person, whether a UU Casper employee or volunteer, who teaches, supervises, cares for, or helps with children and youth during Church Sponsored Youth Activities, and has fulfilled the requirements of Section 7 below (screening and selection).

2.12 Position of trust or a position of authority: A position occupied by a person who, by reason of that person's position or role, is able to exercise influence over another. A person occupying a position of trust or a position of authority may include, but is not limited to a parent, guardian, household member, teacher, employer, or custodian.

3. Abuse Prohibited

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This Policy is not intended to condone any activity which is forbidden or which may be a criminal offense under Wyoming law, including but not limited to those activities described Wyoming Statutes Titles 6, 14, and 35. Any act of abuse of children, youth, or vulnerable adults, during any Church Sponsored Activity is strictly prohibited and will be reported as required by law.

4. Mandatory Reporting of Abuse, Neglect, or Exploitation

4.1 Wyoming law (Statutes 14-3-205 & 35-20-103) mandates that any person who suspects the occurrence of abuse, neglect or exploitation of a child or vulnerable adult is required to report to the Wyoming Department of Family Services or local law enforcement. For a complete description of the reporting requirements, this Policy hereby incorporates the Department of Family Services “Mandatory Reporting of Child or Vulnerable Adult Abuse/Neglect/Exploitation” webpage (and relevant links) at dfsweb.wyo.gov/social-services/mandatory-reporting. Any person who acquires knowledge or a reasonable suspicion that such abuse, neglect or exploitation has occurred during a Church Sponsored Activity shall immediately report the alleged incident to the UU Casper Board President. In the event of an emergency, 911 shall immediately be called.

4.2 Upon receiving such report, the Board President shall consult with the Minister, and shall report the alleged incident in compliance with the mandatory reporting procedures described at dfsweb.wyo.gov/social-services/mandatory-reporting. The Board President and Minister will prepare a written report of the alleged incident and submit to the UU Casper Executive Committee, and to the parent/guardian of the alleged victim.

5. Response to Media Inquiries

Only the person specifically designated by the UU Casper Executive Committee may speak for UU Casper in response to media inquiries concerning an alleged incident of abuse, or this Policy.

6. Congregational Awareness and Education

This Policy will be posted at uucasper.org, and the UU Casper Board will make periodic efforts to publicize and educate UU Casper members and friends about this Policy.

7. Screening and Selection of Staff for Church Sponsored Youth Activities

7.1 Retaining the duty for proper oversight, the Board delegates to the Religious Exploration (RE) Committee the responsibility to screen and select Staff for Church Sponsored Youth Activities, to write additional policies, forms and other documents appropriate for this purpose, and to retain appropriate records pertaining to such Staff.

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The RE Committee shall provide any such additional policy, form, or other document created by the RE Committee to the UU Casper Board as soon as practicable upon its creation.

7.2 Any person desiring to serve as a Staff Member for Church Sponsored Youth Activities must first do the following:

- Complete and submit to the RE Committee chairperson an “Application for Paid Employees and Volunteers,” supply three references and present a government-issued photo identification, such as a driver’s license.
- If age 18 or older, consent to and successfully pass a background check
- Meet such additional requirements for Staff as set out in RE Committee Policies
- Read and understand this Policy and related RE Committee Policies
- Read, understand, and sign the Code of Conduct (Appendix A)
- Be approved as Staff by the RE Committee

7.3 The RE Committee may write policies allowing for specific and limited exceptions to the requirements of Section 7.2, for example in the case of a guest or occasional volunteer, provided that at least one other Staff Member is present along with the guest or occasional volunteer. Such policies will insure the safety of children and youth and would be subject to Board approval.

8. Supervision and Training of Staff for Church Sponsored Youth Activities

8.1 Generally, there will be a minimum of two Staff Members, one of whom must be an adult, present at all Church Sponsored Youth Activities. When appropriate, the RE Committee may write policies allowing for specific and limited exceptions. Such policies will insure the safety of children and youth and would be subject to Board approval. Exceptions could include, for example, a Staff Member driving a vehicle transporting children and youth to an activity off site, or if a child or youth’s parent/guardian is also present.

8.2 A Staff Member, other than a parent, family member, or guardian, who participates in a private one-on-one meeting with a child or youth, shall immediately notify the RE Committee chairperson. If the RE Committee Chairperson participates in such a meeting, the RE Chairperson will immediately notify another RE Committee member.

8.3 A Staff Member who transports children and youth to or from off-site Church Sponsored Youth Activities must comply with all applicable federal and Wyoming motor vehicle laws and regulations.

8.4 Retaining the duty for proper oversight, the Board delegates to the Religious Exploration (RE) Committee the responsibility to supervise and train Staff for Church

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Sponsored Youth Activities, to write additional policies for the supervision and training of Staff, to develop appropriate forms and documentation for these purposes, and to retain appropriate records.

The RE Committee shall provide any such additional policy, form, or other document created by the RE Committee to the UU Casper Board as soon as practicable upon its creation.

8.5 At least annually, the RE Committee shall conduct trainings to educate Staff about this Policy and any related RE Committee policies.

8.6 At least annually, the RE Committee shall provide information about this Policy and any related RE Committee policies to the parents/guardians of children and youth registered for the RE program.

9. Removal of Staff Member for Church Sponsored Youth Activities

9.1 The UU Casper Executive Committee has the authority to remove a Staff Member for Church Sponsored Youth Activities if such Staff Member violates a federal or state law, this Policy, the Code of Conduct, or RE Committee policies.

9.2 Any person with concerns about a Staff Member shall contact the RE Committee Chairperson, who will assess the need for removal, consult with involved parties, and make a recommendation to the Executive Committee.

9.3 Unless circumstances require immediate action in the sole judgment of the Executive Committee, before taking final action to remove a Staff Member, the Executive Committee will afford such Staff Member an opportunity to know the charges, the evidence and source thereof, and the Staff Member shall have the right to reply to or rebut such charges.

9.4 It is understood that all parties will handle such a removal action with due caution and discretion.

10. Sex Offenders Policy

10.1 The Unitarian Universalist Community of Casper affirms the dignity and worth of all persons, and also affirms its commitment to keeping youth, children, and all members and friends of the congregation safe from abuse.

10.2 Persons who become aware that a registered sex offender is attending church activities should notify the Board President, who will notify the Minister and the Executive Committee.

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10.3 Situations may occur involving individuals accused or convicted of sexually aggressive behavior. Those situations will be addressed as follows:

- A. An individual who has been convicted of or pled guilty to a charge of sexual misconduct or who has been determined to have engaged in any form of child abuse in any civil, criminal, administrative, or ecclesiastical forum shall not have contact with the children or youth or the parties involved.
- B. If an individual has been legally accused of sexual misconduct and is currently involved in civil or criminal litigation of such a charge, that individual shall not have contact with the children or youth or the parties involved until there is final disposition of the case (resolution).
- C. In the event that a person has been convicted of a sexual offense and completed a term of incarceration and seeks to enter the life of UU Casper, the Executive Committee and Minister will meet to make a determination as to whether or not and the ways in which the individual may be safely involved in the life of the congregation. If it is determined that the person can participate in congregation life, a confidential Limited Access Agreement, based on the UUA model agreement (currently available at <http://www.uua.org/safe/children/appendices/23512.shtml>), will be developed by the Minister and one other Executive Committee member, and signed by the person, Minister, and Board President.
- D. The Executive Committee may seek legal counsel before proceeding with a Limited Access Agreement. The names of those with a Limited Access Agreement shall be shared only with those who have a need to know or for the purpose of monitoring compliance. Limited Access Agreements shall be periodically reviewed by the Executive Committee and Minister.

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Staff for Church Sponsored Youth Activities (Staff, or Staff Member) are expected to always have the best interests of children and youth at heart. Staff members are expected to nurture the physical, emotional, and spiritual growth of children and youth by fostering an environment of kindness, trust, respectfulness, and fun. No one's enjoyment should ever be at the expense of another person's health or self-esteem. In this manner, UU Casper hopes to create an environment in which children and youth will be able to explore the spiritual and religious nature of their lives, both as individuals and communities.

The relationship between Staff Members and children and youth must be one of mutual respect if positive potential is to be realized. There are no more important areas of growth than those of self-worth and the development of a healthy identity as a sexual being. Adults play a key role in assisting children and youth in these areas of growth. Wisdom dictates that children, youth, and adults suffer damaging effects when adults or older youth become sexually involved with young persons in their care, and such behavior can violate federal and state laws. Therefore, Staff Members will not engage in sexual, seductive, or erotic behavior with children and youth. Neither shall Staff Members sexually harass or engage in behavior with youth that constitutes verbal, emotional or physical abuse.

Accordance with This Code of Conduct

By signing below, I indicate that I have read, understand, and agree to comply with 1) this Code of Conduct, 2) The Child, Youth and Vulnerable Adult Policy, and 3) the related Religious Exploration (RE) Committee Policies. If I violate any of their provisions, I understand that the UU Casper Executive Committee has the authority to remove me from serving as a Staff Member at Church Sponsored Youth Activities.

Signature of Staff Member

Date

Printed Name of Staff Member