



BOARD OF TRUSTEES MEETING AGENDA

WEDNESDAY, MARCH 4, 2015

Birmingham, AL



	Trustees Arrive in Birmingham, Free Shuttle to Westin from Airport	
7:30	Dinner at Cantina Laredo Restaurant Adjacent to Westin	



BOARD OF TRUSTEES MEETING AGENDA

THURSDAY, MARCH 5, 2015

The Westin Birmingham, AL



7:30 – 8:30	Breakfast at Westin – Room Adjacent to Meeting Room	
8:30 – 9:00	Check-In Without Observers	
9:00 – 9:15	Centering	Rob Eller-Isaacs
9:15 – 9:25	Call to Order, Welcome, and Introductions	Jim Key
9:25 – 9:30	Approve Consent Agenda	Jim Key
9:30 – 9:40	President's Report	Peter Morales
9:40 – 9:50	Moderator's Report	Jim Key
9:50 – 10:00	Vice-Moderator's Report	Donna Harrison
10:00 – 10:05	Secretary's Report	Susan Ritchie
10:05 – 10:15	Financial Advisor's Report	Larry Ladd
10:15 – 10:30	Break	
10:30 – 11:00	Finance Committee	Sarah Stewart
11:00 – 11:30	Congregational Boundaries Working Group	Susan Weaver
11:30 – 12:00	Inclusion Working Group	Julian Sharp
12:00 – 12:45	Lunch	
12:45 – 1:15	Linkage Working Group	Susan Weaver
1:15 – 1:45	Re-Imagining Governance Working Group	Donna Harrison
1:45 – 2:15	Committees Working Group	Sarah Stewart
2:15 – 2:30	Break	
2:30 – 2:45	Review Pending Motions / Action Items	Donna Harrison
2:45 – 3:00	Process Observation with Reflection on Board Covenant	Christina Rivera
3:00 – 3:05	Closing Words	Julian Sharp
3:05	Recess Until Friday at 4:00 p.m.	

3:35	Board Bus to Selma (box dinner on bus)	Living Legacy Project
6:00	Tabernacle Baptist Church, Selma	Living Legacy Project
7:00	Mass Meeting and Memorial Service	Living Legacy Project
9:30	Board Bus to Birmingham	Living Legacy Project
11:30	Arrive at Westin	



BOARD OF TRUSTEES MEETING AGENDA

FRIDAY, MARCH 6, 2015

The Westin and Sheraton - Birmingham, AL



8:00 – 9:00	Breakfast at Westin – Room Adjacent to Meeting Room	
AT THE SHERATON		
9:00 – 9:30	Opening Worship	Mark Hicks
9:30 – 10:45	Keynote	Mark Morrison-Reed
10:45 – 12:00	Margaret Baldwin: <i>A Drama in Selma</i>	
12:00	Lunch with Conference	
1:30	Workshops – Session 1	Living Legacy Project
3:00	Workshops – Session 2	Living Legacy Project
4:30	Honoring the Families of the Martyrs: James Reeb, Viola Liuzzo, and Jimmie Lee Jackson	
5:30	Dinner with Conference	
7:00	Conversation with C.T. Vivien	



BOARD OF TRUSTEES MEETING AGENDA

SATURDAY, MARCH 7, 2015

The Westin and Sheraton - Birmingham, AL

	Breakfast on Your Own	
AT THE SHERATON		
8:30	Opening Worship	Mark Hicks
9:15	Keynote Address	Wm. Barber, III
10:45 – 10:50	Reconvene Board Meeting	Jim Key
10:50 – 11:00	Centering	Andy Burnette
11:00 – 11:05	Call to Order, Welcome, and Introductions	Jim Key
11:05 – 11:30	Emerging Congregations Working Group	James Snell
11:30 – 12:00	Committees Working Group	Sarah Stewart
12:00 – 1:00	Lunch	
1:00 – 1:15	Executive Session	
	– Appointments	Michael Sallwasser
	– Finance (if required)	Tim Brennan
1:15 – 1:20	Report Out of Executive Session	Jim Key
1:20 – 1:45	Review Tentative Agenda for GA	Donna Harrison
1:45 – 2:15	Approve Motions	Donna Harrison
	Review Actions for April Called Meeting(s) and June Meeting	
2:15 – 2:30	March 16 Board Webinar Participants	Lew Phinney
2:30 – 2:40	Process Observation with Reflection on Board Covenant	Susan Ritchie
2:40 – 2:45	Closing Words	Jim Key
2:45	Adjourn	
4:30	Social Time with UUSC Board (Westin)	
5:30	Dinner with UUSC Board (Westin)	
AT THE SHERATON		
7:00	Music with Living Legacy Project Programming	



BOARD OF TRUSTEES MEETING AGENDA

SUNDAY, MARCH 8, 2015

The Westin Birmingham, AL

7:30 – 8:30	Breakfast at Westin	
8:45	Depart by Bus for Services in Selma	
9:00	Birmingham Church Services	
11:00	Selma Church Services	
12:00	Box Lunch at Edmundite Mission (?)	
1:30	Rally	
2:30	Bridge Crossing	
5:00	Board Bus to Birmingham	
6:30	Buffet Dinner at Westin for Board and Guests	
7:30	Board Reflection	
8:30	Closing	

Changes in Congregational Status
March 2015 UUA Board of Trustees Meeting

ITEMS FOR BOARD ACTION:

Applications for Membership of the UUA

The MidAmerica Region of the Unitarian Universalist Association recommends that **Open Door Unitarian Universalist Fellowship in Owensboro, KY** be accepted into congregational membership with the Unitarian Universalist Association as a member congregation.

The MidAmerica Region of the Unitarian Universalist Association recommends that the **Saint Croix Unitarian Universalist Fellowship in Saint Croix Falls, WI** be accepted into congregational membership with the Unitarian Universalist Association as a member congregation.

ITEMS FOR INFORMATION, AND REPORTING TO THE BOARD:

UU Fellowship of Ashtabula County, OH (emerging congregation), has dissolved.

Formerly: Sepulveda Unitarian Universalist Society (North Hills, CA)

Now Known As: Emerson Unitarian Universalist Church

Brent Lewis
Administrator, Congregational Life

INTRODUCTION TO APPLICATION

Open Door Unitarian Universalist Fellowship (ODUUF) has had a long and unique journey in our quest to obtain eligibility to file for membership in the Unitarian Universalist Association of Congregations (UUA). Although not required, ODUUF desires to include a brief chronological documentation of that journey. The included proposal/survey, provided by Tom Gaston, concludes there is room for two UUA Congregations in our area. ODUUF greatly desires to be one of those congregations.

ODUUF is a breakaway congregation founded by nine (9) former members of the Unitarian Universalist Congregation of Owensboro (UUCO). ODUUF covenants to be positive towards UUCO. A few of our members have attended public services and events held at UUCO, and we even have a member that has dual membership. We are excited about the possibilities. Our goal is to work together with UUCO when appropriate to educate the local community about our UU principles and traditions.

Any member of our Executive Board will be happy to assist if there are any questions.

Check List

Use this list to make sure your application is complete. Please include this checklist with your application.

Name of Congregation: Open Door Unitarian Universalist Fellowship
of Owensboro, Ky

- ☒ Application from the congregation
- ☒ List of charter members
- ☒ The congregation's Articles of Incorporation
- ☒ The congregation's Bylaws
- ☒ Check to the UUA for the Annual Program Fund
- ☒ Recommendation from the Regional Lead
- ☒ Recommendation from the District or Regional President
- ☒ Recommendation from a local UUMA chapter minister
- ☒ Recommendation from a UUA Growth Specialist

Dual

Dual

UUA Membership Application

Date of application: February 9, 2015

On November 4, 2012, the Open Door Unitarian Universalist Fellowship of

Owensboro, Kentucky

was organized with 36 charter members.

The following are the elected officers:

President: Roger H. Ingram

Address: _____

Phone/ _____

Email: _____

Vice President: Dixie Collinson

Address: _____

Phone/ _____

Email: _____

Secretary: Randy Shelby

Address: _____

Phone/ _____

Email: _____

Treasurer: Barbara R. Ingram

Address: _____

Phone/ _____

Email: _____

Name and Address of Meeting Place:

Open Door Unitarian Universalist Fellowship
1700 Parrish Plaza Drive – Suite 100-200
Owensboro, KY 42303

Official Mailing Address (will be used in UUA Directory):

Open Door Unitarian Universalist Fellowship
2514 Heartland Greens Pt
Owensboro, KY 42303

Name and Address of Nearby Congregations / Ministers:

Unitarian Universalist of Owensboro
1221 Cedar Street
Owensboro, KY 42301

Minister: Rev. Dr. Claudia A. Ramisch
(Not UUA certified, nor UUMA chapter minister)

Unitarian Universalist Church of Evansville
2910 East Morgan Avenue
Evansville, Indiana 47711
Minister: Lay Lead

Unitarian Universalist Church of Bowling Green
2033 Nashville Road
Bowling Green, KY 42101
Phone: 270-842-4060

Minister: Rev. Peter Connolly
UUA certified

Subscribing to the principles of the Association, including the stated policy of the UUA that applying congregations welcome into membership all qualified persons "without regard to race, color, sex, affectional or sexual orientation, age, or national origin," and pledging to support the Association, it is the desire of this congregation to become a member of the Unitarian Universalist Association. We herein enclose with this application:

- 1) a list of charter members;
- 2) the Articles of incorporation with the appropriate dissolution clause;
- 3) the Bylaws of the congregation, and;
- 4) an initial contribution of \$810.00, which is not less than the suggested Fair Share of the Annual Program Fund, pro-rated for the portion of the UUA fiscal year remaining as to the date of this application.

Additionally a initial contribution to MidAmerica pro-rated for the portion of the fiscal year remaining as to the date of this application in the amount of \$310.50 has been sent to their office in Roseville, MN.

Respectfully submitted,

<u>Roger H. Ingram</u>	INGRAM	2-11-15
President or Leader	Sign Full Name & Print Last Name	Date

<u>Randy Shelby</u>	Shelby	2-11-15
Secretary	Sign Full Name & Print Last Name	Date

CHARTER MEMBERS (adopted with initial by-laws dated May 26, 2013)

**OPEN DOOR UNITARIAN UNIVERSALIST FELLOWSHIP
OF OWENSBORO, KY**

	Name	Address
1	Adkins, Emily	
2	Bastin, Martie	
3	Burns, Pam	
4	Collinson, Dixie	
5	Crowe, Terri	
6	Elliott, Mark	
7	Fentress, JP	
8	Gaston, Maggie	
9	Gibson, Molly	
10	Goodall, Sara	
11	Head, Stacy	
12	Hughes, Mary	
13	Ingram, Barbara	
14	Ingram, Roger	
15	LeHardy, Marie-Anne	
16	Macon, David	
17	Maxwell, Wendol	
18	McCulley, Mary	
19	McLaughlin, Bill	
20	Noffsinger, Nikki	
21	Reynolds, Brad	
22	Reynolds, Daniel	
23	Reynolds, Joan	
24	Reynolds, Susan	
25	Robinson, Janet	
26	Robinson, Laura	
27	Rowans, David	
28	Randy Shelby	
29	Spencer, Bethany	
30	Stuart, Ann	
31	Stuart, Madison	
32	West, Dean	
33	West, Gail	
34	Wolford, Barbara	
35	Wolford, Charley	
36	Wood, Christophre	

ARTICLES OF INCORPORATION
OF
OPEN DOOR UNITARIAN UNIVERSALIST FELLOWSHIP
OF OWENSBORO, KY

For the purpose of forming a non profit corporation under the Kentucky Nonprofit Corporation Act KRS14A AND KRS 273.161 to 273.390, the undersigned adopts the following Articles of Incorporation.

ARTICLE I. NAME OF CORPORATION

The name of the non profit corporation shall be "Open Door Unitarian Universalist Fellowship of Owensboro, KY".

ARTICLE II. DURATION

The Corporation's term of existence shall be perpetual.

ARTICLE III PURPOSE

The exclusive purpose of the congregation shall be to pursue the study of and practice of principals of the liberal faith, to further individual freedom of belief, and to foster liberal religious attitudes and living through group study, worship, service, work and recreation. The congregation is not organized for profit and it is not authorized to issue capital stock but may do any and all lawful acts that may be necessary or useful for the furtherance of it purpose.

ARTICLE IV. BY-LAWS

The Fellowship may adopt by-laws that are consistent with these Articles and all applicable law. The internal affairs of the corporation shall be governed by said by-laws not inconsistent with these articles of incorporation.

ARTICLE V. MEMBERSHIP

Any person may join the Fellowship who is in sympathy with its principles and purpose. To become a member, each applicant shall sign the Membership Book indicating acceptance of these Articles and the Bylaws of the Fellowship.

The Congregation membership consists two (2) types of membership. They are Active and Inactive members.

ARTICLE VI. OFFICERS OF THE BOARD

OFFICERS: The officers of the corporation shall be a President, Vice President, Secretary, and Treasurer each of whom shall hold office for two years , or until his or her successor has been elected, appointed or qualified. All elected officers shall adhere to the bylaws for length of service on the Corporate Board.

Only active members of the Fellowship may become officers, directors, or be chairman of any committee.

ARTICLE VII. BOARD OF DIRECTORS/TRUSTEES

The Board of Directors/Trustees shall consist of the officers and such other members-at-large as the Fellowship identifies in and selects pursuant to its By-laws.

The Board of Directors/Trustees shall have general charge of the property of the Fellowship, the conduct of all its business affairs, and the control of its administration, including the appointment of such committees as it may deem necessary.

The Fellowship membership will elect Directors/Trustees by a majority of the votes cast at a duly held Annual Meeting, according to the By-laws and the Code of Kentucky. Duties, responsibilities and provisions for removal of the Directors/Trustees of the Fellowship shall be established pursuant to the By-laws.

ARTICLE VIII. ANNUAL MEETING

The Annual meeting shall be held at the time set by the Board of Directors/Trustees upon reasonable notice of the voting membership.

ARTICLE IX. DISSOLUTION

The period of duration for the Fellowship is perpetual. However, upon dissolution , all assets remaining after payment, or provision for payment, of all debts and liabilities of the Fellowship shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code to the Unitarian Universalist Association. Any such asset not so disposed of shall be disposed of exclusively by the Board of Directors/Trustees.

ARTICLE X. LIMITATION OF LIABILITY & INDEMNIFICATION

(a) No directors/trustees or former directors/trustees shall be liable to the corporation or its members for monetary damages for conduct as a directors/trustees except for acts or omissions that involve intentional misconduct by a director/trustee or knowing violation of law by a director/trustee, or for any transaction from which the directors/trustees will personally receive a benefit in money, property, or services to which the directors/trustees is not legally entitled.

(b) The corporation shall indemnify, to the extent permitted by law, its acting and former directors/trustees, officers, volunteers against any civil or governmental claims or demands arising from their position or from their acts of omission in such capacities unless due to their intentional misconduct or knowing violation of the law.

ARTICLE XI. INITIAL DIRECTORS/TRUSTEES

The number of initial directors is five (5), but the number of directors/trustees may be changed by amendment to the by-laws. The initial directors/trustees names and mailing addresses are:

President:	Roger Ingram 2514 Heartland Greens Pt., Owensboro, KY 42303
Vice President:	Martha Bastin 4106 State Route 279 South, Owensboro, KY 42301
Secretary:	Ann Stuart 6871 Hwy 405, Owensboro, KY 42303
Treasurer:	Barbara Ingram 2514 Heartland Greens Pt., Owensboro, KY 42303
Member at Large:	Marie-Anne LeHardy 914 Maple Avenue, Owensboro, KY 42301

ARTICLE XII. INITIAL REGISTERED AGENT

The name of the initial registered agent of the Fellowship is Barbara R. Ingram, Treasurer who is an active member of the Fellowship and a resident of the State of Kentucky. The address of the initial registered agent shall be 2514 Heartland Greens Pt., Owensboro, KY 42303

ARTICLE XIII. PRINCIPAL OFFICE

The principal office of the Fellowship shall be 2514 Heartland Greens Pt., Owensboro, KY 42303 and may be changed from time to time by the Board of Directors/Trustees.

ARTICLE XIV. TAX EXEMPT PROVISIONS

The Fellowship is organized exclusively for charitable, educational, and religious purposes, including for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501 (c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code.

The Fellowship shall expand or circumscribe its powers and activities as may be necessary to enable it to continue to qualify as a tax-exempt organization under section 501 (c)(3) of the Internal Revenue Code. No gift or grant will be accepted if it contains major conditions which would restrict or violate any of the Fellowship's religious, charitable or educational purposes, or if it would require serving a private as opposed to a public interest.

ARTICLE XV. TAX-EXEMPT RESTRICTIONS

No part of the net earnings of the Fellowship shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the Fellowship shall be authorized and empowered to pay reasonable compensation for services rendered to or for the Fellowship and to make payments and distributions in furtherance of the purposes set forth in Article XIV hereof. No substantial part of the activities of the Fellowship shall be the carrying on of propaganda, or otherwise attempting to influence legislation. The Fellowship shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of, or in opposition to, any candidate for public office. Notwithstanding any other provision of these Articles, the Fellowship shall not carry on any activities not permitted to be carried on by a corporation exempt from Federal income tax under Section 501 (c) (3) of the Internal Revenue Code or by a corporation's contributions which are deductible under Section 170 (c) (2) of the Internal Revenue Code, or the corresponding section of any future tax code.

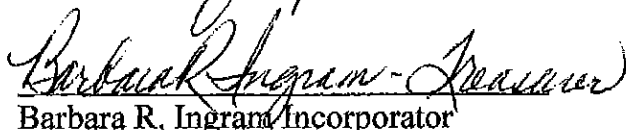
ARTICLE XVI. LIMITATION OF LIABILITY AND INDEMNIFICATION

To the fullest extent permitted by Kentucky law, as now in effect or as may hereafter be amended, no Trustee or Officer of the Fellowship shall be personally liable for damages in any proceeding brought by or in the right of the Fellowship, or in connection with any claim, action, suit or proceeding to which he or she may be or is made a party by reason of being or having been a Trustee or Officer of the Fellowship, provided, however, that such relief from liability shall not apply in any instance where such relief is inconsistent with any provision applicable to corporations described in Section 501 (c)(3) of the Internal Revenue Code or Kentucky law for indemnification by non-profit corporations and fellowships (churches).

ARTICLE XVII. AMMENDENTS

Amendments to these Articles will be in accordance with the Code of Kentucky and may be adopted at any meeting of the Congregation, by two-thirds (2/3) vote of members present, provided that the text of the proposed change is sent to all members eligible to vote at least twenty (20) days before the meeting.

Signed on July 12, of 2013



Barbara R. Ingram Incorporator

Treasurer - Open Door Unitarian Universalist Fellowship of Owensboro, KY. Inc.
2514 Heartland Greens Pt.,
Owensboro, KY 42303

**OPEN DOOR FELLOWSHIP
BY-LAWS**

Adopted: May 26, 2013

Revised: February 9, 2014

Revised: February 1, 2015



Our Covenant:

**We open our doors in friendship
To all who seek enlightenment and a safe haven
In which to share ideas.**

**Together, we embrace social justice and open dialogue.
In the spirit of love, we respect diversity
as we encourage and challenge one another
to greater spiritual growth.**

**Steadfast in our shared vision,
we raise our voices in gratitude
for our connection to one another.**

ARTICLE I. NAME

The name of this fellowship is the **Open Door Unitarian Universalist Fellowship of Owensboro, Kentucky.**

ARTICLE II. PURPOSE, PRINCIPLES, TRADITIONS & MISSION

Purpose: The purpose of this fellowship is to create a supportive, caring community in which to pursue religious, ethical, and spiritual growth.

Principles: As a member congregation of the Unitarian Universalist Association of Congregations in North America, we covenant to affirm and promote:

- The inherent worth and dignity of every person;
- Justice, equity and compassion in human relations;
- Acceptance of one another and encouragement to spiritual growth in our congregations;
- A free and responsible search for truth and meaning;
- The right of conscience and the use of democratic process within our congregations and society at large;
- The goals of the world community with peace, liberty and justice for all;
- Respect for the interdependent web of all existence of which we are a part.

As members of a free Fellowship we enter into this covenant, promising to one another our mutual trust and support.

Traditions: Unitarian Universalism (UU) draws Faith from many sources:

- Direct experience of that transcending mystery and wonder, affirmed in all cultures, which moves us to a renewal of the spirit and an openness to the forces which create and uphold life;
- Words and deeds of prophetic women and men which challenge us to confront powers and structures of evil with justice, compassion, and the transforming power of love;
- Wisdom from the world's religions which inspires us in our ethical and spiritual life;
- Jewish and Christian teachings which call us to respond to God's love by loving our neighbors as ourselves;
- Humanist teachings which counsel us to heed the guidance of reason and the results of science, and warn us against idolatries of the mind and spirit;

- Spiritual teachings of earth-centered traditions which celebrate the sacred circle of life and instruct us to live in harmony with the rhythms of nature.

These principles and sources of faith are the backbone of our religious community.

Mission:

To form a community that embraces all of life while respecting the rights of individuals;

To share our abilities, resources, and talents to help others,

To reach out in peace and friendship to all people;

To champion causes that promote justice, understanding, and respect,

To help rid the world of the ravages of hatred, war, hunger, famine, water shortage, and disease.

With unwavering voice and action, we will strive on behalf of present and future generations to build a sustainable world.

ARTICLE III. CONGREGATIONAL MEMBERSHIP

This fellowship shall be a member of the Unitarian Universalist Association and of the Mid America Region.

ARTICLE IV. NONDISCRIMINATION CLAUSE

We, the Congregation of the Open Door Unitarian Universalist Fellowship of Owensboro, KY, create a community, and we intentionally welcome all. We do this without requiring adherence to any religious belief or creed. We foster a climate of inclusion, an environment where all can feel safe, valued, cared for, and be given an opportunity to form meaningful connections with each other. We cherish the diversity of humanity, a diversity which includes differences in sex, age, race, ethnicity, and national origin, range of abilities, sexual orientation, gender identity, financial means, education, and political perspective. These beliefs and practices apply to all of the activities of our congregation; they underlie all of our decisions, including our employment decisions, and the calling, installation, and retention of our minister.

ARTICLE V. MEMBERSHIP

Section 1. Active Members of the Fellowship shall exercise ultimate authority for the affairs of the Fellowship by voting at Fellowship meetings. All other members are considered to be Inactive.

Section 2. An Active Member is a person who:

- Is in sympathy with the purpose and mission set forth in Article II;
- Has reached the age of 14;

- Has signed the Membership Book;
- Has made an annual, recorded financial contribution or fulfilled an in kind service contribution must be approved by the Board;

(For detailed description see Open Door UU Fellowship Guidelines Manual.)

Section 3. Active Members are entitled to all the services of the Fellowship, including the right to vote.

Section 4. The number of members who have the right to vote shall be used to establish a quorum at congregational meetings.

Section 5. Only Active members will be included in the membership count certified annually to the Unitarian Universalist Association.

Section 6. Membership enrollments and terminations shall be recorded promptly in the minutes of the Board, which shall provide for the maintenance of a current membership roll.

Section 7. A Friend of the Fellowship is a person, 14 years of age or older who:

- Chooses not to be an Active Member;
- Identifies him/herself as a Friend of the Fellowship by signing the Friends section of the Membership book;
- Is in sympathy with the purpose and mission set forth in Article II;
- Makes an annual recorded financial contribution or fulfills an in kind service contribution approved by the Board;
- Is entitled to the services of the Fellowship, including speaking at meetings, but cannot vote;

Section 8. A Pledging Unit is any Active Member or combination of Active Members or Pledging Friends, residing in one household, whose contributions are considered a single pledge for accounting purposes only. In a Pledging Unit, only Active Members can vote.

ARTICLE VI. REMOVAL OF MEMBERSHIP

Members who have not participated in the life of the Fellowship for the equivalent of one fiscal year shall be contacted and asked if they intend to continue as Members. If they do not intend to continue as members, or do not respond within one month, or are deceased, the Board of Trustees shall remove their names from the Membership roll. However, if they wish to remain as members, they will be considered inactive members until they fulfill the requirements described in Article V Section 2. In June of each year, before the beginning of the new fiscal year, the Board will review the membership roll in order to administer this process.

ARTICLE VII. MEETINGS

Section 1. The **Annual Congregational Meeting** will convene on the last Sunday in June of each year, unless the Board of Trustees determines, with cause, to change the date. The following Fellowship business will be resolved at the meeting:

- The Board of Trustees, and any committee chair persons will be elected. Newly elected officials will take office at the beginning of the new fiscal year;
- A proposed budget for the ensuing year shall be presented by the Board of Trustees for discussion, changed if necessary and adopted by the Congregation;
- The Nominating Committee will be elected for the next fiscal year;
- And other business as needed.

This Annual Congregational Meeting fulfills the requirement of the state of Kentucky that a corporation must convene an Annual Meeting.

Section 2. The Board of Trustees has the authority to schedule a **Special Congregational Meeting** at any time for a specific purpose. The members can also cause the President of the Board to schedule such a meeting by presenting the Board with a written petition signed by at least twenty-five percent (25%) of all voting members. A call for a Special Congregational Meeting, either by the Board alone, or by petition of voting members, shall state the purpose of the meeting, and **only** business for which the meeting was called can be discussed at this meeting.

If a written petition requesting a Special Meeting and signed by fifty percent (50%) of the voting members is denied by the Board of Trustees, said meeting may be called by those fifty percent (50%) of the members.

Section 3. Regular Congregational Meetings may be held quarterly at a time and place designated by the Board of Trustees. The purpose of these meetings is to transact any business that may be properly brought before the membership.

ARTICLE VIII. METHOD OF MEETING NOTIFICATION

Notice of date and time of all meetings will be conveyed to the congregation one week before the meeting, using at least two of the following methods: email notification, website notification, announced in Sunday services or in the bulletin two Sundays prior to the meeting or by U.S. Postal Service.

ARTICLE IX. MEETING QUORUM

For Congregational Annual Meeting, Special Meetings, or Regular Quarterly Meetings, a quorum consist of Twenty five (25%) percent of the active membership.

ARTICLE X. MAJORITY PERCENTAGE

A simple majority of the votes cast shall be sufficient to either approve or disapprove matters submitted for determination by vote, except for votes taken in relation to the election of the Minister as prescribed in Article XXVII of these by-laws. The minister must be elected by a three fourths (75%) majority of all the Active members who cast a vote in person or by absentee ballot, at a Special Congregational Meeting convened for this purpose.

ARTICLE XI. WRITTEN PROXY VOTING

Written Proxy votes shall be available to members who cannot attend a meeting. All proxies shall be in writing and specifically state the issue and how the member desires to vote. Proxies must be submitted in duplicate; the original to the president and a copy to the secretary of the Board of Trustees. Both proxies will be opened by the persons designated to count the votes. Once proxies are validated to be the same, only one proxy is entered as a vote.

ARTICLE XII. WEEKLY MEETING

Sunday services shall be held regularly at such time and place as shall be determined by the Board of Trustees.

ARTICLE XIII. BOARD OF TRUSTEES

Section 1. The Board of Trustees shall administer and manage the business and activities of the Congregation. The Board of Trustees (designated as Directors in the Articles of Incorporation) shall be composed of these Church Officers: President, Vice President, Secretary, Treasurer and three (3) Members at Large. Additional members at large may be elected by the Congregation. All Board Members must be Active Pledging Members of the Congregation. -

Section 2. Length of Service for elected Board of Trustees shall be for a term of one (1) year and Board Members may seek reelection yearly upon congregation vote.

ARTICLE XIV. RESPONSIBILITIES OF THE BOARD

The Board of Trustees shall administer and manage the business and activities of the Fellowship, subject to the prime authority of the congregation. The responsibilities of the Board of Trustees are:

- Oversee, approve and submit an operating budget for the coming fiscal year at an Annual Congregational Meeting or Special Called Meeting for that purpose. The budgeted expenses may not exceed the anticipated income of the

church. Once a budget is approved, the Board of Trustees may authorize and expend the funds as budgeted.

(For detailed description see Open Door UU Fellowship Guidelines Manual.)

- Obtain Congregation approval for the purchase, sale, or mortgage of any real property.
- Establish and maintain short/long range goals, procedures and policies to govern the operating practices of the Fellowship consistent with these by-laws and Open Door UU Fellowship Guidelines Manual.
- Have general charge of property of the church.
- Employ, train and terminate staff as necessary.
- Negotiate the terms of employment with the minister-candidate and present to the congregation for approval.
- Appoint an interim minister in accordance with the Unitarian Universalist Association guidelines.
- In June of each year the Board will review the membership roll in order to administer Article VI. Removal of Membership.
- Fill any vacant Committee Chairperson position for the remainder of the term of appointment.

ARTICLE XV. BOARD QUORUM

The Board quorum shall be four (4) of which two (2) shall be Officers.

ARTICLE XVI. TYPES OF MEETINGS

Section 1. Open Meetings: Board of Trustees meetings are open to all members of the Fellowship. Fellowship members who are not Board of Trustee members may speak at Board meetings, but may not make motions or vote at Board meetings.

Section 2. Closed Meetings: The Board of Trustees may meet in executive session only to discuss personnel matters and to receive legal advice in such matters.

ARTICLE XVII. BOARD MINUTES

Complete and accurate typed minutes shall be kept of all regular, special or closed meetings of the Board of Trustees. A recorded set of final approved minutes shall be kept in a bound and neat form at a place determined by the Board of Trustees to be safe from loss or damage. All recorded minutes shall be formally approved by a majority vote of at least a quorum of the Board of Trustees. All meetings will be recorded for accountability, accuracy in understanding and transparency. Members of the Fellowship may receive copies of the approved minutes by contacting the Secretary.

ARTICLE XVIII. BOARD VACANCIES

Vacancies on the Board of Trustees occurring shall be filled by majority vote of the Board. Those persons who fill a vacancy shall serve only until the end of the current fiscal year.

ARTICLE XIX. REMOVAL OF BOARD MEMBERS

Any Board Member who has been absent from three (3) consecutive regular meetings of the Board of Trustees without a valid reason acceptable to a majority of the Board will be removed from the Board of Trustees.

ARTICLE XX. BOARD OFFICERS

Section 1. The officers of the Fellowship shall be a President, Vice President, Secretary and Treasurer and will be the Executive Board

Section 2. PRESIDENT. The President may be a non-voting member of all committees except the Ministerial Relations Committee and the Nominating Committee. The President is one of three officers empowered to sign checks and financial papers, the others being the Vice-President and the Treasurer:

The responsibilities of the President shall be:

- Preside at all meetings of the Congregation and of the Board of Trustees;
- Prepare the agenda for all meetings and distribute to all applicable Members;
- Report to Congregation on Board meetings;

For detailed job description see Open Door UU Fellowship Guidelines Manual

Section 3. VICE PRESIDENT. The Vice President is one of three officers empowered to sign checks and financial papers, the others being the President and Treasurer.

The responsibilities of the Vice President shall be:

- Preside at all meetings of the Congregation and of the Board of Trustees in the absence of the President;
- Perform such duties as may be assigned by the President or by the Board of Trustees;
- Assume the Presidency for the balance of the President's term if the office of the President becomes vacant;

For detailed job description see Open Door UU Fellowship Guideline Manual

Section 4. SECRETARY. The responsibilities of the Secretary shall be:

- Record the minutes of all meetings of the Congregation and of the Board of Trustees;
 - Provide Board members and the Congregation a copy of the minutes.
 - Promptly send a copy of the Minutes to President of the Board of Trustees.
 - Notify the Congregation of all meetings;
 - Be custodian of all minutes (typed and bound) of the Fellowship except those pertaining to the office of the Treasurer;
 - Minutes should be kept in two separate formats. (Hard drive or flash drive and typed & bound). This procedure will comply with the Articles of Incorporation
 - Prepare correspondence that has been approved by the Board of Trustees;
- For detailed job description see Open Door UU Fellowship Guideline Manual

Section 5. TREASURER. The Treasurer is one of three officers empowered to sign checks and financial papers, the others being the President and Vice President. The responsibilities of the Treasurer shall be:

- Assume custody of all funds of the Congregation and deposit them within five business days in the name of the Fellowship;
 - Maintain separate bank accounts for Fellowship (Operating Fund, Building Fund and Debit Card);
 - Count the offering collection, along with one member of the Board of Trustees;
 - Prepare a comprehensive annual written financial statement at the Annual Congregational Meeting. The financial statements should show the beginning balance, all income and disbursements, and the ending balance for the fiscal year. Additionally, it should show compliance with the fiscal year Budget;
 - Prepare a written financial statement (Treasurer Report) for each meeting of the Board;
 - Serve as chairperson and non-voting member of the Finance Committee;
 - Make the financial records of the Fellowship available for audit within 30 days after the close of the fiscal year; This is the same at Article XXXIV
- For detailed job description see Open Door UU Fellowship Guidelines Manual

ARTICLE XXI. COMMITTEES

Three types of Committees are deemed necessary by the Congregation and Board to manage the business of the church. They are; **Ad Hoc, Standing** and **Congregational**.

- **AdHoc Committees:** AdHoc Committees are temporary committees created for a specific purpose and timeframe, and then dissolved. The Board may form AdHoc committees as it deems necessary to achieve a short term goal; Ad Hoc committees shall report to the Board at the time and in the form determined by the Board.

(For detailed description see Open Door UU Fellowship Guidelines Manual.)

- **Standing Committees:** Standing Committees are determined by the Board based on the needs of the Congregation. The Congregation approved the Committee Chairperson at the Annual Congregational meeting for the fiscal year. Standing Committees may vary by needs of Congregation and/or Board. Standing Committees generally may consist of, but not limited to, Finance, Social Justice, RE Youth, RE Adult, Social Activities, Sunday Services/Worship, Historical Archives, By-Laws and Outreach. Once approved by the Congregation, the Chairperson of a Standing Committee will appoint the committee members.

(For detailed description see Open Door UU Fellowship Guidelines Manual.)

- **Congregational Committees:** There are only three Congregational Committees. These are, the Nominating Committee, the Ministerial Relations Committee and the Minister Search Committee. Congregational Committees report directly to the Congregation. All other Committees report directly to the Board. Congregational committee members are nominated by members of the Congregation.

(For detailed description see Open Door UU Fellowship Guidelines Manual.)

Membership on all committees shall be open to all Active Members of the Fellowship.

ARTICLE XXII. NOMINATING COMMITTEE

Section 1. The Nominating Committee shall consist of three (3) Active members who are elected at the Annual Congregational Meeting for a term of one (1) year.

Section 2. The Nominating Committee shall solicit, publicize, and submit the names of all nominees for vacant positions on the Board, and for all Chairpersons for Standing Committees. Members who desire to serve in positions on the Board or Standing Committees shall notify the Nominating Committee. All nominees will be submitted to the Congregation for vote. Once approved by the Congregation, the Chairperson of each Standing committee is responsible to appoint Committee members.

Section 3. The Nominating Committee shall issue a list of nominations to the Congregation no later than two (2) weeks prior to the Annual Congregational Meeting. For notification information see Article VIII.

Section 4. Additional nominations may be submitted from the floor of the Annual Congregational meeting by an Active Member, in accordance with the provisions of Robert's Rules of Order.

(For detailed description see Open Door UU Fellowship Guidelines Manual.)

ARTICLE XXIII. MINISTERIAL RELATIONS COMMITTEE

Section 1. When a need for a Ministerial Relations Committee arises, its function would be to recognize and nurture the needs of the Minister and to maintain a channel of communication between the Minister and the Congregation.

The Committee shall consist of three (3) members selected as follows:

- one member selected by the Minister;
- one member from the Board of Trustees;
- one member of the congregation selected by the Congregation;

The duties of the Ministerial Relations Committee shall be:

- Discuss expectations, and establish goals for the Minister;
- Annually review the Minister's performance in relation to these expectations and goals. All performance reviews must be well documented and kept as a permanent record;
- Recommend to the Board of Trustees a new Minister's proposed initial compensation package for inclusion in the new budget, or as an addition to the current budget.
- Recommend subsequent changes in the Minister's compensation package at annual budget preparation.

(For detailed description see Open Door UU Fellowship Guidelines Manual.)

ARTICLE XXIV. RESPONSIBILITY OF THE MINISTER

Section 1. The Minister is the religious and spiritual leader of the church. He or she shall have freedom of the pulpit and of speech.

Section 2. The minister may be an ex officio member of the Board and of all committees, except the Nominating Committee and the Ministerial Relations Committee.

Section 3. The Minister will be employed under written contract which clearly describes his or her duties, compensation and other conditions of employment.

ARTICLE XXV. QUALIFICATIONS OF THE MINISTER

Section 1. The Minister shall be and shall remain in fellowship with the Unitarian Universalist Association of Congregations.

Section 2. The Ministerial Search Committee shall develop a detailed written job description prior to beginning the search for a Minister. This job description shall be approved by the Congregation.

ARTICLE XXVI. MINISTERIAL SEARCH COMMITTEE

The Minister shall be a Unitarian Universalist and adhere to the principles and traditions of the Unitarian Universalist Association of Congregations.

Section 1. A Ministerial Search Committee shall search out and recommend a minister to the Board.

Section 2. The committee shall have five (5) members, each elected by a majority of the Active members at a meeting called for that purpose.

Section 3. The committee shall develop a detailed job description prior to beginning the search. The job description shall be approved by the Board and Congregation

ARTICLE XXVII. QUORUM FOR CALLING MINISTER

Election of a new Minister shall take place at a Special Congregational Meeting called for that purpose. The minister is elected if he or she receives three-fourths (75%) of votes cast by Active members present, or by their proxy.

ARTICLE XXVIII. DISMISSAL OF MINISTER

Section 1. A vote to dismiss a Minister shall take place at a Special Congregational Meeting called for that purpose.

Section 2. To dismiss the Minister, the vote must total three-fourths (75%) of the Active Members present, or by proxy.

Section 3. A minimum of two months notice of termination of employment shall be required of either the Minister or the Fellowship, unless a shorter period be mutually agreed upon.

Section 4. Acting on Congregational vote in Section 2, Board of Trustees will personally terminate Minister in a closed meeting.

(For detailed description see Open Door UU Fellowship Guidelines Manual.)

ARTICLE XXIX. OTHER STAFF

Section 1. The Board of Trustees has responsibility for ensuring that any Staff position be filled as needed with approval of the Congregation.

Section 2: All Staff shall be supervised by the Board of Directors, which shall determine direct lines of reporting.

Section 3. The Board of Trustees will develop job descriptions for all positions prior to interviewing candidates.

ARTICLE XXX. FISCAL YEAR

The fiscal year of the Fellowship will be from July 1st to June 30th of each year.

ARTICLE XXXI. BUDGET PROCESS

At the Annual Congregational Meeting the Board of Trustees shall submit an operating budget for the coming fiscal year. The budgeted expenses may not exceed the anticipated income of the Fellowship. A budget is adopted by a simple majority vote of the Active Members present at the meeting. Once a budget is approved, the Board of Trustees may authorize and expend the funds as budgeted. The Board of Trustees may reallocate funds, as long as the reallocation does not exceed ten (10%) percent of the approved line item budget. The membership must approve any expenditure or obligation for indebtedness that exceeds \$500.00.

ARTICLE XXXII. FINANCIAL INDEBTEDNESS

The congregation shall not incur any indebtedness unless approved by Seventy-five percent (75%) vote of the Active Members at a Special or Regular Congregational Meeting.

ARTICLE XXXIII. FELLOWSHIP FUNDS

- All Offering income shall be deposited in the Operating Fund unless the donor specifically designates that the donation is to be applied to another specific purpose.
- All Bank accounts & electronic banking are to be set-up for three (3) signatures, but only two signatures are required on checks.
- The Board may appoint an assistant Treasurer if the need arises.

ARTICLE XXXIV. ANNUAL AUDIT

At the end of each fiscal year, the Treasurer, with the Board's concurrence, shall arrange for an audit of the books of account and shall report thereon to the Board and to the congregation.

ARTICLE XXXV. EXECUTION OF INSTRUMENTS

Checks and other orders on the funds or credit of the Fellowship, and all contracts and instruments in writing by the Fellowship, shall be valid and binding upon the Fellowship only when executed by such Officers of the Board of Trustees as shall be designated and authorized by the Board.

ARTICLE XXXVI. DISSOLUTION

In case Open Door Unitarian Universalist Fellowship votes for dissolution of the Fellowship, all of its property, real and personal, after paying all just claims upon it, shall be conveyed to and vested in the Unitarian Universalist Association or its legal successor, and the Board of Trustees of the Fellowship shall perform all actions necessary to effect such conveyance. Quorum for Dissolution will be Seventy-Five percent (75%) of Active Membership.

ARTICLE XXXVII. RULES OF PROCEDURE

Robert's Rules of Order shall be the applicable authority on matters of parliamentary procedure at all meetings of the Board of Trustees and of the Fellowship, to the extent that they are consistent with these bylaws, the Articles of Incorporation of the Fellowship, or applicable law.

ARTICLE XXXVIII. OPEN RECORDS

All records of the Fellowship other than those of a personnel nature shall be made available for inspection by any Active Member during reasonable office hours.

ARTICLE XXXIX. 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 Fellowship in order to accomplish the purposes stated in the Fellowship's mission statement.

ARTICLE XL. BONDING

The President, Vice President, Treasurer and other authorized signatories may be bonded at the expense of the Fellowship in an amount determined by the Board of Trustees.

ARTICLE XLI. PROTECTION OF NON-PROFIT STATUS

Neither the Fellowship, the Board of Trustees, nor any officer or employee of the Fellowship shall take any action or allow any activity or use of Fellowship property which shall endanger the non-profit corporate status or charitable, tax-exempt status of the Fellowship or its property. Nothing in these bylaws shall be construed to allow a violation of this Article.

ARTICLE XLII. AMENDMENT

These bylaws, so far as allowed by law, may be amended or replaced at any Congregational meeting of the Fellowship by a two-thirds (2/3) vote of those Active members present. Notice of any proposed change shall be contained in the notice of the meeting.

The Charter Members of the Open Door Unitarian Universalist Fellowship of Owensboro, KY are:

Membership as of May 26, 2013		
Adkins, Emily	Gibson, Molly	Reynolds, Brad
Bastin, Martie	Harpe, Ken	Reynolds, Daniel
Burns, Pam	Head, Stacy	Reynolds, Joan
Cooper, Nicole	Ingram, Barbara	Reynolds, Susan
Cooper, Terese	Ingram, Roger	Robinson, Laura
Crowe, Terri	LeHardy, Marie-Anne	Roidl, Tom
Dugger, Don	LeMaster, Kathy *	Rowans, David
Elliott, Mark	Macon, David	Stuart, Ann
Fentress, J.P.	Macon, Edna *	Stuart, Madison
Fogle-Stiff, Amy	McLaughlin, Bill	Webster, Glen
Gaston, Tom*	Noffsinger, Nikki	West, Dean
		West, Gail
*Deceased after 5-26-2013		

These By-Laws were adopted by the Congregation during an annual business meeting and passed by special vote on May 26, 2013.

The date of first revision: February 9, 2014.

The date of second revision: February 1, 2015.



MidAmerica Region
2355 Fairview Avenue #312
Roseville MN 55113

Mr. Jim Key, Moderator
UUA Board of Trustees
24 Farnsworth Street
Boston, MA 02210-1409

February 8, 2015

Re: Endorsement of Open Door UU Fellowship (Owensboro, KY) Application for UUA Membership

Dear Moderator Key:

As one of the Congregational Life Consultants serving the MidAmerica region, I am writing to heartily endorse the Open Door UU Fellowship in their pursuit to become a congregational member of the Unitarian Universalist Association. For over two years, the Open Door leaders have actively sought counsel and guidance from our MidAmerica team, and I have been honored to work closely with them as an emerging congregation/growth specialist coach for the last year.

I have been particularly impressed with their intentionality to not just become a UU congregation, but to seek a greater level of understanding of what it *means* to be a UU congregation. In that context, a part of their narrative is that a small group of their founders had been members at the UU Church of Owensboro. Due to a conflict at UUCO, this small group felt compelled to break away to create a new UU group. Having served for 12 years as a UUA regional consultant, my concerns are many when a group forms in this manner. Yet, despite this challenged beginning they have gone on to create a healthy, new narrative, of who they are; who they continue to seek to be, and how they understand themselves to be part of a greater movement of Unitarian Universalists in their community and throughout the greater world.

My role in this process has included multiple virtual and face to face meetings with both Open Door and with the UUCO Board and minister. The UUCO leaders and minister expressed to me directly, at a meeting in November of 2014, that they do not seek to obstruct Open Door from becoming a UU congregation. Their request at that meeting was to have a face to face meeting, with leaders from Open Door, to create an agreement of how both groups will work on public initiatives in the greater Owensboro, KY area. The UUCO minister is currently on sabbatical, but the UUCO Board President did communicate with me in January of 2015, that UUCO does still want to achieve the agreement on public initiatives. I take hope from this willingness, and am hopeful that these two UU groups will find ways to be Unitarian Universalists in their greater community. Our MidAmerica Regional team has great hope that the UUA Board will approve Open Door's application to be part of our Unitarian Universalist Association of Congregations.

Please do not hesitate to contact me if there are any questions.

Sincerely,

Nancy Combs-Morgan
Congregational Life Consultant
ncombsmorgan@uua.org, (859)494-2424



MidAmerica Region
2355 Fairview Avenue #312
Roseville MN 55113

Mr. Jim Key, Moderator
UUA Board of Trustees
24 Farnsworth Street
Boston, MA 02210-1409

January 25, 2015

Re: Endorsement of Open Door UU Fellowship (Owensboro, KY) Application for UUA Membership

Dear Moderator Key:

In two capacities -- first, as President of the MidAmerica Region, UUA, and further as a Life Member of the Unitarian Universalist Ministers Association -- I offer my enthusiastic endorsement of the application of the Open Door Unitarian Universalist Fellowship in Owensboro, Kentucky, to become a member congregation of our Unitarian Universalist Association. We in MidAmerica look forward to celebrating with the congregation as it takes this step forward!

Located to the west/southwest of Louisville, this congregation can serve Unitarian Universalists in both Kentucky and Indiana. The group works to embody their mission: "To form a community that embraces all of life while respecting the rights of individuals; to share our abilities, resources, and talents to help others, and to reach out in peace and friendship to all people; to champion causes that promote justice, understanding and respect, and to help rid the world of the ravages of hatred, war, hunger, famine, water shortage, and disease. With unwavering voice and action, we will strive on behalf of present and future generations to build a sustainable world." I call your attention to the congregation's website, and encourage you and other interested members of the UUA Board to "visit" them at <http://www.opendooruu.org/> to get a sense of their affirming hospitality and their dedication to service.

I have met several times with leaders from the congregation, and I am impressed with their commitment and energy. They understand the importance of intentional work to create a healthy and active congregation. Open Door and our other Owensboro congregation (UU Church of Owensboro) are both working with Congregational Life Consultant Nancy Combs-Morgan to establish a relationship based in mutual respect and trust.

The MidAmerica Region hopes that the UUA will accept this application for membership in our Association, and we look forward to celebrating their affiliation in the near future. We are confident that Open Door's membership will strengthen both our UUA and our MidAmerica Region. On behalf of the Board and Staff of the MidAmerica Region, I thank you for considering Open Door UU Fellowship's application. If I can assist you further, please feel free to contact me at bsasso@juno.com or 618-529-7808 (home).

Sincerely,

(signed) *Bill Sasso*

Rev. William C. Sasso, President
Life Member, Unitarian Universalist Ministers Association

Congregational Membership in the Unitarian Universalist Association

Provided by:
Congregational Life
Unitarian Universalist Association
25 Beacon St.
Boston, MA 02108

Updated: September 2013

Introduction

Each year at General Assembly a colorful parade of hundreds of banners from many of our member congregations energizes the Opening Plenary. The parade is a powerful visual statement of our diversity and unity as a religious organization. In becoming a member congregation of the Unitarian Universalist Association, your congregation's strength and vision joins this living religious tradition.

As stated in the UUA Bylaws, *"The primary purpose of the Association is to serve the needs of its member congregations, organize new congregations, extend and strengthen Unitarian Universalist institutions, and implement its principles."* Consequently, we unite in this Association to provide services that individual congregations cannot provide for themselves. In addition, each affiliated congregation becomes associated with one of 20 district offices. Through our Districts and through the UUA, member congregations have access to a variety of programs and services, including resources on our web site, in

- Lifespan faith development, religious education
- Congregational growth including racial and cultural diversity
- Congregational finances
- Social action and justice making initiatives for the denomination and congregations
- Ministry and professional leadership including settlement
- Lay leadership development and support

In addition, your congregation may send delegates/participants to our annual General Assembly as well as to a variety of trainings, conferences and gatherings held at the district and Association level.

More than 1,000 congregations in the United States, Canada, and throughout the world are members of the Association. Each congregation is democratic in process, governing itself. Becoming a member congregation in the UUA unites you with our on-going history as a religious organization that combines two traditions: The Universalists, who organized in 1793, and the Unitarians, who organized in 1825. These two merged into the Unitarian Universalist Association in 1961.

Unitarian Universalism is a liberal religion with Jewish and Christian roots. We have no creed. Our principles call us to affirm the worth and dignity of human beings, to advocate freedom of belief and the search for truth and meaning. We strive to provide an inclusive and supportive community for people who believe that living our UU principles is a much-needed witness in our world. As a member of a congregation of the UUA, you commit yourself to affirming and promoting our Unitarian Universalist purposes and principles in your life and as an active member of your congregation.

Check List

Use this list to make sure your application is complete. Please include this checklist with your application.

Name of Congregation: Saint Croix UU Fellowship

- ☒ Application from the congregation
- ☒ List of charter members
- ☒ The congregation's Articles of Incorporation
- ☒ The congregation's Bylaws
- ☒ Check to the UUA for the Annual Program Fund
- ☒ Recommendation from the Regional Lead
- ☒ Recommendation from the District or Regional President
- ☒ Recommendation from a local UUMA chapter minister
- ☐ N/A Recommendation from a UUA Growth Specialist
- X Copy of SCUUF Statement of Purpose and Covenant

UUA Membership Application

Date of application: 07 February 2015

On May 20, 2012, the Saint Croix UU Fellowship
Date Name of Congregation

of Saint Croix Falls, WI
City, State

was organized with 16 charter members.
Number

As of 07 February 2015, the date of this application, SCUUF has 41 members

The following are the elected officers (Please print) :

President: Eric Peterson

Address: _____

Phone/
email : _____

Secretary: David Ross

Address: _____

Phone/
email : _____

Treasurer: Mary Curran

Address: _____

Phone/
email : _____

Name and Address of Meeting Place:

201 N Adams St.,
Saint Croix Falls, WI 54024-9814

Official Mailing Address (will be used in UUA Directory):

St Croix UU Fellowship
PO Box 15
Saint Croix Falls, WI 54024-0015

Name and Address of Nearby Congregations/ Ministers:

White Bear UU Church 328 Maple Street Mahtomedi, MN 55115-1925	Pilgrim House UU Fellowship 1212 Hwy 96 West Arden Hills, MN 55112-1925
UU Society of River Falls N7010 Hwy 65 River Falls, WI 54022	Blue Hills UU Fellowship 230 West Messenger Street Rice Lake, WI 54868

Subscribing to the principles of the Association, including the stated policy of the UUA that applying congregations welcome into membership all qualified persons "without regard to race, color, sex, affectional or sexual orientation, age, or national origin," and pledging to support the Association, it is the desire of this congregation to become a member of the Unitarian Universalist Association. We herein enclose with this application: 1) a list of charter members; 2) the Articles of incorporation with the appropriate dissolution clause; 3) the Bylaws of the congregation, and; 4) an initial contribution of \$ 1,025.00, which is not less than the suggested Fair Share of the Annual Program Fund, pro-rated for the portion of the UUA fiscal year remaining as to the date of this application.

Respectfully submitted,

Eric Peterson

President or Leader

David Ross

Secretary

Sign Full Name & Print Last Name

Sign Full Name & Print Last Name

PETERSON

ROSS

2-7-2015

Date

2/7/15

Date

Charter Members

You may submit this form or create your own based on this form. Please print.

Name of Congregation
Saint Croix Unitarian Universalist Fellowship

Name	Address
Sue Mathews *	
Ilse Ross *	
David Ross *	
Joyce Bergstrand *	
Jay Bergstrand *	
John Horwich *	
Al Kruger *	
Carol Widen *	
Wanda Brown *	
Joe Snyder*	
Betsy Peterson *	
Eric Peterson *	
Mary Curran *	
Nanette Del Monaco *	
Gary Noren *	
Mary Harding *	
Pam Horwich	
Joan Dillon	
Tim Boerger	
Melanie Boerger	
Liesel Virchow	
Linda Kelly	
Jim Kelly	
Lisa Tilman	

*Denotes 16 original founding members signing the book on May 20, 2012

Theresa Wolf
Maaren Schweim
Mary Hennesy
Bonnie McDonnell
Sarah Carpenter
Bruce Fillipi
Mary Sicora
Clara Asp
Donald Asp
Amy Puetz
Laura Turpin
Donna Mumm
Daniel Winterhalter
Barb O'Neil
Bob O'Neil
Mark Turpin

James Price

Sec. 181.0202
Wis. Stats.

STATE OF WISCONSIN
2012 MAY 24 AM 9:29

State of Wisconsin
Department of Financial Institutions
Division of Corporate and Consumer Services



ARTICLES OF INCORPORATION – NONSTOCK CORPORATION

(NOTE: Do not use this form for organizing a for-profit business corporation. Use Form 2)

Executed by the undersigned for the purpose of forming a Wisconsin nonstock corporation under Ch. 181 of the Wisconsin Statutes, repealed and recreated by 1997 Wisconsin Act 79:

St. Croix Unitarian Universalist Fellowship, Inc.

Article 1. Name of the corporation: _____

(Must include "Inc." or similar word. See Instructions)

Article 2. The corporation is organized under Ch. 181 of the Wisconsin Statutes.

Article 3. Name of the initial registered agent: David Ross

Article 4. Street address of the initial registered office: (The complete address, including street and number, if assigned, and ZIP code. P O Box address may be included as part of the address, but is insufficient alone.)

14 W. Main Street, PO Box 16

Evansville, WI 53536

Article 5. Mailing address of the initial principal office: _____

34501 Vista Road, Taylors Falls, MN 55084

Article 6. (Select and mark (X) one of the statements below)

☒ The corporation will have members. OR ☐ The corporation will not have members.

~~OPTIONAL~~ Article 7. ~~NAME AND ADDRESS OF THE INITIAL REGISTERED OFFICE~~

The assets of the congregation will be transferred upon dissolution to the U.U.A. With the prior written approval of the U.U.A. Board of Trustees, the congregation has the option of naming a U.U.A. affiliate organization (such as a district, camp, conference center or other congregation), as the recipient of the congregations' assets.

FILING FEE - \$35.00 SEE instructions, suggestions, and procedures on following pages.

DFI/CORP/102(R2/8/10) Use of this form is voluntary

WI - DFI CORP
FILE ID# →

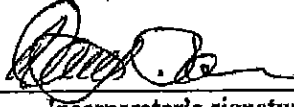
5094903

1 of 3

(OPTIONAL) Article 8. The purpose or purposes for which the corporation is organized:

Article 9. Name and complete address of each incorporator:

David Ross
14 W. Main Street
PO Box 16
Evansville, WI 53536



Incorporator's signature

Incorporator's signature

This document was drafted by DAVID ROSS
(Name the individual who drafted the document)

OPTIONAL - Second choice corporate name if first choice is not available: _____

INSTRUCTIONS (Ref. sec. 181.0202 Wis. Stats. for document content)

Submit one original and one exact copy along with the required filing fee of \$35.00 to the address listed below. Make checks payable to the **"Department of Financial Institutions"**. Filing fee is non-refundable. Sign the document manually or otherwise allowed under sec. 181.0120(2).

Mailing Address: Department of Financial Institutions Division of Corporate & Consumer Services P O Box 7846 Madison WI 53707-7846	Physical Address for Express Mail: Department of Financial Institutions Division of Corporate & Consumer Services 345 W. Washington Ave -- 3 rd Fl. Madison WI 53703	Phone: 608-261-7577 FAX: 608-267-6813 TTY: 608-266-8818
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NOTICE: This form may be used to accomplish a filing required or permitted by statute to be made with the department. Information requested may be used for secondary purposes. This document can be made available in alternate formats upon request to qualifying individuals with disabilities.

Article 1. The name must contain "corporation", "incorporated", "company", or "limited" or the abbreviation "corp.", "inc.", "co." or "ltd." or comparable words or abbreviations in another language. If you wish to provide a second choice name that you would accept if your first choice is not available, enter it in the "Optional" area on page 2.

Article 2. This statement is required by sec. 181.0202(1)(a).

Articles 3 & 4. The corporation must have a registered agent located at a registered office in Wisconsin. The address of the registered office is to describe the physical location where the registered agent maintains their business office. Set forth the street number and name, city and ZIP code in Wisconsin.

ARTICLES OF INCORPORATION
Nonstock Corporation

Attorney David Ross
14 W. Main Street
PO Box 16
Evansville, WI 53536

▲ Enter your return address within the bracket above.

Phone number during the day: (608) 882 - 4500

INSTRUCTIONS (Continued)

Articles 3 & 4. (Cont'd) P O Box addresses may be included as part of the address, but are insufficient alone. The corporation may not name itself as its own registered agent.

Article 5. The articles of incorporation must set forth the address of the corporation's principal office. "Principal office" means the office, whether in or outside Wisconsin, in which are located its principal executive offices.

Article 6. Select and check the appropriate box in article 6 to indicate if the corporation will or will not have members. A "member" means a person who has membership rights in a corporation in accordance with its articles of incorporation or bylaws.

Articles 7 & 8. These articles (or others you may wish to add) are provided for optional information that you may elect to include, such as the name and address of the initial directors, a purposes clause, tax-exempt provisions, etc. Do not include by-laws, as the department does not accept by-laws for record. Extensive additional provisions may make use of this pre-printed form impractical. If you elect to draft your own articles of incorporation, do not also submit the pre-printed form. (NOTE: Corporations expecting to apply to Internal Revenue Service for federal TAX-EXEMPT STATUS are advised to obtain and read IRS Publication 557 "Tax-Exempt Status for Your Organization" before preparing these articles of incorporation, as the articles must contain particular language and provisions to meet federal tax code requirements.)

Article 9. Enter the name and complete address of each incorporator. There may be one or more incorporators. At least one incorporator is required to sign the document, although all incorporators may sign.

No certificate of incorporation will be issued. The "FILED" endorsement applied to this document by the Department of Financial Institutions is evidence that the articles of incorporation have been accepted. One or more "Received" endorsements may appear on the document, but do not indicate its acceptance for filing.

If the document is executed in Wisconsin, sec. 182.01(3) provides that it shall not be filed unless the name of the person (individual) who drafted it is printed, typewritten or stamped thereon in a legible manner. If the document is not executed in Wisconsin, enter that remark.

[adopted May 2012]

BYLAWS

ST. CROIX UNITARIAN UNIVERSALIST FELLOWSHIP

NAME

The name of this religious society shall be the ST. CROIX UNITARIAN
UNIVERSALIST FELLOWSHIP.

I. PURPOSE

Recognizing the beauty and wonder of shared worship
The richness of diversity
And the transforming power of love and service
We gather as a sacred, intentional community
To freely seek knowledge and truth
To celebrate the fullness of life
And by our actions to increase goodness and justice.
We welcome people of all beliefs, ages, classes, colors, ethnicities,
abilities, sexual orientations, and gender identities and expressions.

(with gratitude to the Unitarian Universalist Church of Flint and The Mission of
First Parish in Cambridge)

II. MEMBERSHIP

- a. **Membership Requirements.** Any person who is at least sixteen (16) years of age may become a voting member of this Fellowship who is in sympathy with its purpose and program, has signed the Membership Book, and who supports the Fellowship through financial and/or personal participation. All who sign the Membership Book shall become eligible to vote thirty (30) days after they sign. It is specifically understood that membership in this congregation is not, and cannot be, predicated upon race, color, sex or sexual orientation.
- b. **Removal of Membership.** The Steering Committee shall remove a person from the membership when that person has died. The Steering Committee may remove a person from membership when that person has moved away and cannot be located or is no longer active. Such a removal shall take effect six (6) months after notice of the action has been sent to the member's last known address by conventional mail or email.
- c. **Friends.** Any person who is at least sixteen (16) years of age, who is in sympathy with the purpose and program of the Fellowship and who wishes to receive communications about and participate in Fellowship activities may become a "Friend" of the Fellowship.

III. CHURCH YEAR AND FISCAL YEAR The Fellowship shall operate with both a Church Year and a fiscal year of July 1 to June 30.

IV. CONGREGATIONAL MEETINGS

- d. Annual Meeting.** An Annual Meeting of the Congregation shall be held on the fourth Sunday of March of each year. At this meeting, the members of the Steering Committee, any Officers and any committees required to be elected shall be elected for the following Church Year, a budget for the ensuing fiscal year shall be presented by the Steering Committee for discussion, changed if necessary and adopted by the Congregation, and any other appropriate business transacted. The time, place, and agenda of the Annual Meeting shall be as designated by the Steering Committee, and all such information shall be published in writing and made available to the Church Membership in such manner and through such procedure as shall be recommended by the Steering Committee.
- e. Special Meetings.** Special Congregational Meetings may be called by the Steering Committee or by the receipt of a written petition requesting such a meeting signed by at least fifteen percent (15%) of all voting members. The Secretary of the Fellowship shall call such a meeting. A call for a Special Congregational Meeting, either by the Steering Committee or by petition, shall state the purpose of the meeting. No other business may be transacted at such a meeting.
- f. Meeting Notice.** Notice of a congregational meeting shall be published in the official church newsletter or communicated by email at least fourteen (14) days before the date of the meeting, and shall be read during Fellowship services on at least two Sundays during the four weeks immediately preceding the meeting. The notice shall state the business to be transacted.
- g. Quorum.** Twenty percent (20%) of the voting membership shall constitute a quorum, except that a forty percent (40%) quorum shall be necessary in order to make decisions about the calling or dismissal of a minister, the purchase or sale of capital property, the commitment of the Fellowship to an obligation extending beyond the end of the next fiscal year (e.g., a long-term lease), or the incurrence of a debt which will not be repaid by the end of the next fiscal year (e.g., a mortgage).
- h. Voting.** A simple majority of those votes cast shall be sufficient to either approve or disapprove matters submitted for determination by vote. Proxy votes shall be available only to members who cannot attend a given meeting for reasons of incapacitation or travel. All proxies shall be in writing, signed by the member, and specifically state the issue and how the proxy is to be voted. Proxies must be conveyed to the Fellowship secretary before the meeting is called to order.

V. **GOVERNING STRUCTURE.**

- a. **Steering Committee.** The Steering Committee shall serve as the Board of Directors for state law incorporation purposes. The Steering Committee shall consist of between 3 and 6 members, each of whom shall serve a one-year term. The Steering Committee members shall select from among themselves someone to serve as Moderator, as Secretary and as Treasurer. The same person may serve as Secretary and Treasurer. Steering Committee members may succeed themselves.
- b. **Responsibilities of the Steering Committee.** The Steering Committee, subject to the prime authority of the congregation, is the principal policy forming and administrative body of the Fellowship. The Steering Committee has full authority and responsibility, except as limited by these bylaws, to act on the business and programs of the Fellowship. The Steering Committee shall administer and manage the business of the Fellowship. At each annual congregational meeting, the Steering Committee shall submit an operating budget for the coming fiscal year. The budgeted expenses may not exceed the anticipated income. Once a budget is approved, the Steering Committee may authorize and expend the funds as budgeted. The Steering Committee may reallocate funds, as long as the reallocation does not exceed twenty percent (20%) of the approved budget. The membership must approve any expenditure or obligation for indebtedness that exceeds \$5,000.00. The membership must also approve the purchase, sale, or mortgage of real property, or any obligation whose term extends beyond the end of the next fiscal year.
- c. **Vacancies.** Vacancies on the Steering Committee occurring between Annual Congregational Meetings shall be filled by majority vote of the Steering Committee. Those persons who fill a vacancy shall serve until the end of the current fiscal year, but they are eligible to be re-elected for the same position.
- d. **Steering Committee Meeting.** The Steering Committee shall hold a minimum of five (5) meetings between annual congregational meetings. The first of these meetings shall be in July. A majority of the voting members of the Steering Committee shall constitute a quorum. Decisions of the Steering Committee shall be made by consensus of all members present at a meeting. The Fellowship is committed to operating by consensus. If, however, a consensus cannot be reached, the Moderator shall so declare and actions shall be taken by majority vote of the Steering Committee members present. Steering Committee meetings are open to all members of the Fellowship. Fellowship members who are not Steering Committee members may speak at Steering Committee meetings, but may not make motions or vote at Steering Committee meetings. Accurate typed minutes shall be kept of any and all regular or special meetings of the Steering Committee. A record set of final approved minutes shall be kept in a bound and indexed form at a place determined by the Steering

Committee to be safe from loss or damage. All recorded minutes shall be formally approved by a majority vote of at least a quorum of the Steering Committee, and shall be signed by the Secretary certifying that such minutes are as approved by the Steering Committee.

VI. COMMITTEES

- a. Committees.** The Congregation by motion at the Annual Meeting or the Steering Committee at any time may establish committees as desired. The motion to establish such a committee shall specify the purpose for the work of such committee. Only voting members of the Fellowship shall chair a committee. Both members and friends of the Fellowship may serve on all Fellowship Committees.
- b. Nominating Committee.** There shall be a Nominating Committee consisting of the Steering Committee which shall meet prior to the Annual Meeting and place in nomination at the Annual Meeting candidates for all vacant Steering Committee positions.

VII. OFFICER AND COMMITTEE RESPONSIBILITIES

- a. Moderator.** The Moderator shall be the presiding officer of the Steering Committee. The Moderator shall vote only to break a tie vote of the Steering Committee. The Moderator shall also chair the Annual and other congregational meetings. The Moderator shall also oversee the Fellowship's stewardship solicitations to raise pledges and funds to meet the congregation's approved budget.
- b. Secretary.** The Secretary shall keep minutes of the Steering Committee meetings and of the Annual and other congregational meetings.
- c. Treasurer.** The Treasurer shall be responsible for managing the receipts of the Fellowship, paying the bills of the Fellowship, and maintaining the books of the Fellowship. The Treasurer shall serve as Moderator in the Moderator's absence.
- d. Sunday Services.** The Sunday Services Committee, if one shall be established, shall oversee the Sunday Service programs.
- e. Fellowship.** The Fellowship Committee, if one shall be established, shall be responsible for organizing fellowship activities (such as Go Fourth Sundays, Circle Suppers, outings, etc.) throughout the year. The Fellowship Committee shall also serve as the Caring Committee to provide care and support to members and friends who may be ill or suffering.
- f. Communications.** The Communications Committee, if one shall be established, shall be responsible for managing the membership directory and email communications to members, including managing the

Fellowship's Facebook page. The Communications Committee shall also oversee the Fellowship's "advertising" in local newspapers or other media.

- g. **Outreach.** The Outreach Committee, if one shall be established, shall be responsible for proposing and managing social justice and community benefit activities to be supported and undertaken by the Fellowship. Any such activity must first be approved by the Steering Committee before the Fellowship can commit or embark on the activity.

VIII. DISSOLUTION Should this Fellowship cease to function and the membership vote to disband (which vote shall require a vote of two-thirds (2/3) of eligible Voting Members of the Fellowship present at a meeting called to specifically consider such action, for which meeting written notice has been issued to all Members eligible to vote in accordance with the provisions of these bylaws), any accrued assets of the Fellowship will be assigned to the Unitarian Universalist Association if any remain after payment of debts.

IX. INITIAL ADOPTION OF BYLAWS The initial adoption of these bylaws shall be by majority vote of those persons attending a meeting called and held for such purpose, without regard to any voting qualifications or requirements provided for in these bylaws.

X. AMENDMENT OF THE BYLAWS These bylaws may be amended at any Congregational meeting by a two-thirds (2/3) vote of the members of the Fellowship eligible to vote at the meeting at which such matter is considered, provided, however, that the text of any proposed changes has been published in the Fellowship newsletter, mailed, or emailed to all members of record at least thirty (30) days prior to such meeting. The Steering Committee may submit to the congregation any proposed amendment which the Steering Committee has approved for such submission by a majority vote of its members. In addition, the Steering Committee shall submit to the Congregation any amendment received by the Steering Committee which shall have been proposed by a petition signed by at least ten percent (10%) of the members of the Fellowship eligible to vote.

APPROVED MAY 20, 2012

BY THE FOLLOWING PERSONS (INITIAL ADOPTERS) PRESENT AND VOTING IN FAVOR:

ST. CROIX UU FELLOWSHIP
P.O. BOX 16
ST. CROIX FALLS, WI 54024

12-7183/2750

1575

DATE February 7, 2015

PAY TO THE
ORDER OF

UUA Annual Program Fund \$ 1,025.00
One thousand twenty-five and no DOLLARS



BankMutual

St. Croix Falls, WI 54024
bankmutual.com



MEMO

EP CHURCH ID: 562692 Mary K. Olson Lunn

⑆ 275071330⑆ 752⑈ 5020264⑈ 1575



February 6, 2015
Jim Key, Chair
UUA Board of Trustees
24 Farnsworth Street
Boston MA 02210-1409

Dear Members of the Board:

We write to recommend that you accept the application of the St. Croix Unitarian Universalist Fellowship in St. Croix Falls, Wisconsin, to become a new congregation of the Unitarian Universalist Association.

The St Croix UU Fellowship is a wonderful example of the path we hope for our emerging congregations to take towards membership in our association—steady and intentional development based on a vision for their future, thoughtful planning, knowing when to say “Yes!” to opportunity, and—of course—huge amounts of work. Let’s not forget that—it has taken them a large amount of work in a relatively short number of years to get to the point they are ready to become a member congregation of our association.

Strategically for the association, this is a great place for us to have a new congregation. The St Croix River Valley is an area of great growth in the large Twin Cities area. To have a congregation there—and one with the strength and energy to take a dynamic and mission-oriented approach to its work—is a great contribution. And, it increases yet further the strength of our Unitarian Universalist movement in a metro area where we are strong.

Our MidAmerica Region joins enthusiastically in recommending them to be received into membership in our association.

Thank you,
Ian S. Evison
Congregational Life Consultant and Staff Lead, MidAmerica Region



MidAmerica Region
2355 Fairview Avenue #312
Roseville MN 55113

Mr. Jim Key, Moderator
UUA Board of Trustees
24 Farnsworth Street
Boston, MA 02210-1409

January 20, 2015

Re: Endorsement of St. Croix UU Fellowship (St. Croix Falls, WI) Application for UUA Membership

Dear Moderator Key:

As President of the MidAmerica Region, UUA, I offer my enthusiastic endorsement of the application of the St. Croix Unitarian Universalist Fellowship in St. Croix Falls, Wisconsin, to become a member congregation of our Unitarian Universalist Association. We in MidAmerica look forward to celebrating with the congregation as it takes this step forward!

Located to the northeast of the Minneapolis/St. Paul metropolitan area, on the St. Croix River (the boundary between Wisconsin and Minnesota), this congregation serves Unitarian Universalists in both of these states and extends our vibrant Twin Cities UU community further into the St. Croix River valley. As an intentional and welcoming UU community, this group works actively to embody UUism in their area, and they have done so in an innovative manner. As their website explains, they meet for services the first three Sundays of each month, but on the fourth Sunday, they often schedule a "Go Forth" event where they gather as a Fellowship in a planned activity. I call your attention to the congregation's website, and encourage you and other interested members of the UUA Board to "visit" them at <http://www.scuuf.org/> to get a sense of their affirming hospitality and their dedication to service.

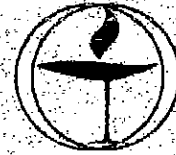
The MidAmerica Region hopes that the UUA will accept this application for membership in our Association, and we look forward to celebrating their affiliation in the near future. We are confident that St. Croix's membership will strengthen both our UUA and our MidAmerica Region.

On behalf of the Board and Staff of the MidAmerica Region, I thank you for considering St. Croix UU Fellowship's application. If I can assist you further, please feel free to contact me at bsasso@juno.com or 618-529-7808 (home).

Sincerely,

(signed) Bill Sasso

Rev. William C. Sasso
President



January 22, 2015

Mr. Jim Key, Moderator
UUA Board of Trustees
24 Farnsworth Street
Boston, MA 02210-1409

Dear Moderator Key:

I write as a Consulting Parish Minister in final fellowship with the UUA to recommend that you accept the application of the Saint Croix Unitarian-Universalist Fellowship (SCUUF) to become a new congregation of the Unitarian Universalist Association. I have been providing occasional pulpit supply and general ministerial assistance to the Fellowship Steering Committee during the 2014-2015 church year. This emerging congregation provides a welcoming presence to those who seek a liberal religious home in Taylors Falls, MN - St. Croix Falls, WI and throughout the St. Croix River Valley areas of both states.

A congregational leadership search committee contacted me on June 17, 2014 to help support their goal of moving toward quarter-time professional ministry. Discussions with the Steering Committee in September 2014 and again on January 18, 2015 give me confidence that this emerging congregation is serious and focused about developing the organizational structure and financial resources to sustain their religious community. They have committed to do the necessary work and clearly are following through with that commitment to frame a Mission (Purpose), Vision, and Covenant that reflect their commitment to UU values and principles. Foundational to its progress was the year my colleague Jim Foti spent with SCUUF through the Mid-America UUA VISIONS FOR MINISTRY in 2013-2014. He provided initial institutional guidance through "once a month ministry" that included workshops on such topics as pastoral care, right relations policies, and membership and he became the first face of our UU professional ministry to the congregation.

The Fellowship has made impressive progress in sustaining Sunday worship and community outreach while reviewing and proposing amendments to its initial bylaws with an eye toward meeting requirements to become a new congregation of the UUA. It is taking a strategic view to form a committee structure of size and scope appropriate for a new congregation that will be effective now and as the congregation grows. The Steering Committee has done outreach to members and friends of SCUUF through a series of Forums to gain input and buy-in for their vision and proposal for congregational association with the UUA and the Mid-America Region of the UUA.

I encourage the UUA to welcome this new congregation and to support its important efforts to grow our presence in an underserved geographic area. SCUUF will embody our UU values and provide a hopeful religious home for those who long to be part of our liberal faith.

In our shared faith,

Rev. Lyn Burton

Saint Croix Unitarian Universalist Fellowship

New Member Covenant

November 2014

The Saint Croix Unitarian Universalist Fellowship (SCUUF) established, in its inaugural annual meeting, and as its guiding principles and conditions of membership, the Seven Principles of the Unitarian Universalist Association:

THE SEVEN PRINCIPLES

"We, the member congregations of the Unitarian Universalist Association, covenant to affirm and promote:

- **The inherent worth and dignity of every person;**
- **Justice, equity, and compassion in human relations;**
- **Acceptance of one another and encouragement to spiritual growth in our congregations;**
- **A free and responsible search for truth and meaning;**
- **The right of conscience and the use of the democratic process within our congregations and society at large;**
- **The goal of world community with peace, liberty and justice for all;**
- **Respect for the interdependent Web of all existence of which we are a part"**

In addition, the SCUUF established a Purpose, as a statement of our guiding principles and reasons for existence as a liberal religious fellowship in the Saint Croix Valley and our place in the world at large:

St. Croix Unitarian Universalist Fellowship Purpose Adopted May 2012

*Recognizing the richness of diversity
The beauty and wonder of shared worship
And the transforming power of love and service,
We gather as a sacred, intentional community
To freely seek knowledge and truth
To celebrate the fullness of life
And by our actions to increase goodness and justice.*

We welcome people of all beliefs, ages, classes, colors, ethnicities, abilities, sexual orientations, and gender identities and expressions.

As an organization, we value and attempt to adhere to these Seven Principles and the SCUUF Fellowship Purpose. We strive to attract those of like minds to membership into the Fellowship, and covenant with new members our help and resources, and welcome their considerable and unique resources to further these Principles and Purpose.

It is important to formalize and publically acknowledge the covenants and commitments to new and existing members of the Fellowship from time to time, and as we welcome new members into the SCUUF Fellowship. We do so with the following ceremonial liturgy at the time of formal membership acceptance and acknowledgment:

New Member Covenant (new members recite in unison):

We enter this fellowship with hope and possibility in our hearts,
Pledging to participate in and support
The mission of this Fellowship.

We covenant to remain true to
The spirit of love
That flows through this community
And guides us.

We seek your welcome
As we join you in this Fellowship.

Congregational Response (congregation responds in unison):

We welcome you as once we were welcomed ourselves.
We seek to be open and inclusive;
Respecting your inherent dignity,
Your ideas and your vision,
In times when it is easy,
and in times when it is difficult.

We seek to be supportive,
Not only when you reach out in courage to us,
but also when you need us to reach out to you.

In return we ask that you recognize our humanity;
We will not always live up to our ideals.
And, when we fall short
We invite you to stay in relationship with us
And help us more fully bring alive the spirit of love.

We welcome you as an equal member
of this congregation,
of this Fellowship,
and of our shared spiritual journey.

UUA Board of Trustees
January 16-18, 2015

DRAFT - NOT YET APPROVED BY UUA BOARD.

MINUTES
BOARD OF TRUSTEES
UNITARIAN UNIVERSALIST ASSOCIATION

January 16-18, 2015

Pursuant to notice duly given, a meeting of the Board of Trustees of the Unitarian Universalist Association was held on January 16-18, 2015 in Boston, Massachusetts.

MEMBERS

PRESENT: Rob Eller-Isaacs, Donna Harrison, Jim Key, Larry Ladd, Peter Morales, Lew Phinney, Susan Ritchie, Christina Rivera, Michael Sallwasser, Julian Sharp, James Snell, Sarah Stewart, and Susan Weaver.

MEMBERS

ABSENT: Andy Burnette.

ALSO

PRESENT: Tim Brennan, Terasa Cooley, Benji Janapol, Harlan Limpert, and observers.

Jim Key, Moderator, called the meeting to order at 9:00 AM on Friday, January 16, 2015. He welcomed guests and board members introduced themselves to guests, and guests were invited to introduce themselves.

A quorum was declared present. Lew Phinney moved and Susan Weaver seconded a motion to approve the agenda, including the consent agenda.

A series of reports were presented, including:

PRESIDENT'S REPORT

Peter Morales presented his president's report and led a discussion.

MODERATOR'S REPORT

Jim Key presented his moderator's report and led a discussion .

VICE MODERATOR'S REPORT

UUA Board of Trustees

January 16-18, 2015

Donna Harrison presented her vice moderator's report and led a discussion.

SECRETARY'S REPORT

Susan Ritchie presented her secretary's report and led a discussion.

FINANCE COMMITTEE'S REPORT

Sarah Stewart presented the Finance Committee's Report and led a discussion.

TREASURER AND CHIEF FINANCIAL OFFICER REPORT

Tim Brennan presented his report and led a discussion about UUA finances.

REPORT FROM THE DIRECTOR FOR STEWARDSHIP & DEVELOPMENT

Mary Katherine Morn presented a report and led a discussion regarding Stewardship & Development.

REPORT FROM THE CONGREGATIONAL BOUNDARIES WORKING GROUP

Susan Weaver presented a report and led a discussion on behalf of the Boundaries Working Group.

REPORT FROM THE INCLUSION WORKING GROUP

Julian Sharp presented a report and led a discussion on behalf of the Inclusion Working Group.

REPORT FROM THE LINKAGE WORKING GROUP

Susan Weaver presented a report and led a discussion on behalf of the Linkage Working Group.

TRANSFORMING GOVERNANCE REPORT

Donna Harrison presented a report and led a discussion on Transforming Governance.

Moderator Jim Key announced recess at 4:50 PM until Saturday morning.

Jim Key, Moderator, reconvened the meeting at 9:14 AM on Saturday, January 17, 2015. He welcomed guests and board members introduced themselves to guests, and guests were invited to introduce themselves.

DISCUSSION OF MONITORING REPORTS

UUA Board of Trustees

January 16-18, 2015

A discussion of monitoring reports took place, led by Lew Phinney. Motions will be made on Sunday.

PRESIDENTIAL SEARCH COMMITTEE REPORT

Matthew Doyle presented a report and led a discussion on behalf of the Presidential Search Committee. A rule change in the UUA Bylaws will be required if suggested campaign finance limits recommended by Search Committee and supported by board are agreed upon.

EMERGING CONGREGATIONS WORKING GROUP REPORT

Tandi Rogers presented a report and led a discussion on behalf of the Emerging Congregations Working Group.

DISCUSSION OF POSSIBLE BYLAW RECOMMENDATIONS

Donna Harrison and Sarah Stewart led a discussion of possible bylaw changes that may occur. Motions will be made on Sunday.

DISCUSSION OF GENERAL ASSEMBLY

Jim Key led a discussion of a possible proposal to provide additional financial support for GA registration.

EXECUTIVE SESSION

Michael Sallwasser moved and Julian Sharp seconded a motion to move into Executive Session for the purpose of discussion financial matters, nominations from the Nomination Committee and President Morales' Performance Evaluation. Motion carried.

Rob Eller-Isaacs moved and Julian Sharp seconded a motion to move out of Executive Session and report that the board discussed financial matters, that the board approved Richard Bock for a two-year term as a member of the Commission on Social Witness beginning immediately and that the performance evaluation of the president was administered. President Morales was asked to report to the board in March what priorities he has as a result of the evaluation and what support and resources he may need from the board.

NOTE: April 1 is the target date for preparing for the April 23rd board conference call at which time the budget needs to be approved.

Moderator Jim Key announced recess at 4:23 PM until Sunday morning.

Jim Key, Moderator, reconvened the meeting at 9:09 AM on Sunday, January 18, 2015. He welcomed guests and board members introduced themselves to guests, and guests were invited to introduce themselves.

PRESENTATION AND VOTING ON MOTIONS

Donna Harrison led the discussion of motions that are being proposed for passage.

Moved by Donna Harrison and seconded by Lew Phinney that the proposed bylaws amendments to accommodate various regional and district governance structures be placed on the Tentative Agenda for GA2015 with the understanding that minor technical corrections may be made prior to publishing the tentative agenda and that the Table of Contents to the Bylaws will also be amended to be in alignment with these amendments.

Insertions are in **red**

Deletions are ~~red-strikethrough~~

UUA BYLAWS

64 ARTICLE III Membership

85 Section 3.4. Church of the Larger Fellowship.

86 The Church of the Larger Fellowship, Unitarian Universalist, shall 87 be a member congregation which is not considered to be located in
88 any particular district **or region**.

172 ARTICLE IV General Assembly

183 Section 4.4. Special General Assembly.

184 A special General Assembly may be called by the Board of
185 Trustees at any time, and shall be called upon petition of not less 186 than fifty certified member congregations by action of the governing
187 boards or their congregations. No more than twenty of the fifty
188 congregations may be from the same district **or region**.

281 Section 4.11. Tentative Agenda for Regular General 282 Assemblies.

283 The Board of Trustees shall prepare a Tentative Agenda for each
284 regular General Assembly which shall include:
285 (a) reports and other matters required by these Bylaws to be
286 submitted to the General Assembly;
287 (b) proposed amendments to these Bylaws which are submitted

UUA Board of Trustees

January 16-18, 2015

as prescribed in Article XV, Section 15.2;

(c) items referred by the preceding General Assembly;

(d) Business Resolutions and proposed amendments to Bylaws

and Rules submitted by the Commission on Appraisal;

(e) all proposed amendments to Rules and all Business

Resolutions as defined in Rule G-4.18.2, submitted by:

(1) the Board of Trustees or the Executive Committee;

(2) not less than fifteen certified member congregations by

action of their governing boards or their congregations;

OR

(3) a petition by not less than 250 members of certified

member congregations with no more than 10 members

of any one member congregation counted as part of the

250;

~~(f) proposed amendments to Rules and Business Resolutions~~

~~submitted by a district by official action at a duly called~~

~~meeting at which a quorum is present but not in excess of~~

~~three Business Resolutions per district; intentionally left blank~~ and

(g) Proposed Congregational Study/Action Issues submitted by

the Commission on Social Witness pursuant to Section

4.12(a).

Resolutions submitted under (d), (e)(2), (e)(3) and (f) must be

received by the Board of Trustees by February 1 whenever the

regular General Assembly opens in June. If the General Assembly

opens in a month other than June, the Business Resolutions

submitted under (d), (e)(2), (e)(3) and (f) must be received no later

than 110 days before the date set for the opening of that General Assembly.

The UUA Statements of Conscience process deadlines

are established by Sections 4.12(a) and (c) and by the Board of

Trustees pursuant to Section 4.13 whenever one or more regular

General Assembly is scheduled to begin in a month other than

June. The Board of Trustees shall include on the Tentative Agenda

all items so submitted. It may submit alternative versions of

Business Resolutions in addition to the original ones submitted if in

its judgment such alternatives clarify the resolutions and may make

such changes in the Business Resolutions as are necessary to

make each conform to a standard format. It may also submit one or

more alternative versions for the purpose of combining two or more

Business Resolutions. Adoption of Business Resolutions by a

General Assembly shall be by two-thirds vote. The Tentative

Agenda shall be mailed to each member congregation, associate

member organization and trustee by March 1 if the General

Assembly opens in June; otherwise, not less than 90 days before

UUA Board of Trustees

January 16-18, 2015

331 the opening of the General Assembly.

332 ***Section 4.12. UUA Statements of Conscience.**

333 The purpose of the Congregational Study/Action Process is to provide
334 the member congregations of the Association with an opportunity to
335 mobilize energy, ideas, and resources around a common issue. The
336 end result will be a deeper understanding of our religious position on
337 the issue, a clear statement of Association policy as expressed in a
338 Statement of Conscience, and a greater capacity for the
339 congregations to take effective action. The process for adoption of
340 UUA Statements of Conscience shall be as follows:

341 (a) First Cycle Year

342 (1) Each member congregation, ~~district~~, and sponsored
343 343 organization (as designated by the Board of Trustees),
344 344 may submit to the Commission on Social Witness by
345 October 1 in the year preceding a General Assembly one
346 proposed Congregational Study/Action Issue, such
347 proposed Congregational Study/Action Issue to be
348 approved at a duly called meeting of its members or its
349 governing board at which a quorum is present. This
350 commences the process of a four year UUA Statement of
351 351 Conscience cycle ("the Cycle"). A Cycle year ends at the
352 352 close of General Assembly.

353 (2) The Commission on Social Witness shall by November 1
354 of that year submit to the Board of Trustees for inclusion
355 on the Tentative Agenda of the regular General Assembly
356 not more than ten proposed Congregational Study/Action
357 Issues, each of which shall be based in whole or in part
358 on the issues submitted to it as described in the previous
359 subsection. The Commission on Social Witness shall
360 verify with the proposing congregation, ~~district~~, or
361 sponsored organization that the proposed Study/Action
362 Issue reflects the intent of the proposer prior to being included in the poll ballot.
363 The ten proposed

363

364 Congregational Study/Action Issues shall be included for
365 approval by the congregations on the Congregational Poll
366 ballot, such ballot to be available and congregations
367 notified of its availability by November 15 of the same
368 year. Congregational Poll ballots concerning the proposed
369 Congregational Study/Action Issue shall be due by
370 February 1 of the following year (the first Cycle year).

371 (3) For the proposed Congregational Study/Action Issue to be
372 placed on the Final Agenda of the General Assembly
373 twenty-five percent (25%) of all certified congregations

UUA Board of Trustees
January 16-18, 2015

374 must participate in the ballot vote concerning the
375 proposed Congregational Study/Action Issues.

376 (4) The proposed Congregational Study/Action Issue shall be
377 ranked in the order of the votes received in the
378 Congregational Poll. The Study/Action Issues receiving
379 the most votes (not to exceed five in number) shall be
380 submitted to the General Assembly as follows:

381 (i) Each of the Proposed Congregational Study/Action
382 Issues shall be presented to the General Assembly by
383 a delegate, and one such proposed Congregational
384 Study/Action Issue shall be referred for study by virtue
385 of having received the highest number of votes
386 among all proposed Congregational Study/Action
387 votes cast by the General Assembly; provided,
388 however, that if no proposed Congregational
389 Study/Action Issue receives a majority of the votes
390 cast, then a second vote shall be taken between the
391 two issues receiving the highest number of votes cast
392 in the initial election.

393 (ii) After one Congregational Study/Action Issue has
394 been referred for study in accordance with (i), above,
395 the UUA staff shall conduct a workshop to discuss
396 processes for study and action on the selected issue.
397 By November 1 following the General Assembly, the
398 UUA staff shall have developed a resource guide
399 pertaining to the Congregational Study/Action Issue
400 selected by the General Assembly. The resource
401 guide shall be made available and congregations
402 notified of its availability.

403 (5) If a UUA Statement of Conscience has been adopted in
404 the previous year, the regular meeting of the General
405 Assembly shall also conduct workshops on the
406 implementation of such UUA Statement of Conscience.

407 (6) If no proposed Congregation Study/Action Issues are on
408 the Final Agenda in the first Cycle year, or if no
409 Congregational Study/Action Issue is referred for study by
410 the General Assembly, then following the regular meeting
411 of the General Assembly, the Cycle shall begin again as
412 set forth in this subsection.

413 (b) Second Cycle Year

414 (1) Member congregations ~~and the districts~~ shall submit by
415 not later than March 1 of the second Cycle year
416 comments regarding the Congregational Study/Action
417 Issue and the related resource guide to the Commission

UUA Board of Trustees

January 16-18, 2015

418 on Social Witness.

419 (2) During the meeting of the General Assembly in the
420 second Cycle year the Commission on Social Witness
421 shall conduct workshops on the Congregational
422 Study/Action Issue.

423 (c) Third Cycle Year

424 (1) Member congregations ~~and the districts~~ shall submit by
425 not later than March 1 of the third Cycle year comments
426 regarding the Congregational Study/Action Issue and the
427 related resource guide to the Commission on Social
428 Witness.

429 (2) During the General Assembly in the third Cycle year, the
430 Commission on Social Witness shall conduct workshops
431 on the Congregational Study/Action Issue. Following the
432 General Assembly, the Commission on Social Witness
433 shall then compose a draft UUA Statement of
434 Conscience.

435 (3) The draft UUA Statement of Conscience, a draft
436 Statement of Conscience congregational comment form,
437 and a ballot to place the draft UUA Statement of
438 Conscience on the Final Agenda shall be included in the
439 Congregational Poll, to be made available and
440 congregations notified of its availability by November 15,
441 following the General Assembly. Notice of the availability
442 of these items shall be given to the congregations.
443 Congregational Poll ballots and the congregational
443 comment forms concerning the draft UUA Statement of
444 Conscience shall be due by February 1 of the following
445 year (the fourth Cycle year).

446 (4) The Commission on Social Witness shall then prepare a
447

448 revised draft of the UUA Statement of Conscience taking
449 into consideration comments received by the member
450 congregations ~~and districts~~ and place this revised draft of
451 the UUA Statement of Conscience on the Final Agenda.

452 (5) For a draft UUA Statement of Conscience to be placed on
453 the Final Agenda of the General Assembly, twenty-five
454 percent (25%) of all certified congregations must
455 participate in the ballot vote concerning such draft UUA
456 Statement of Conscience.

457 (d) Fourth Cycle Year

458 (1) If the draft UUA Statement of Conscience is placed on the
459 Final Agenda for the next regular meeting of the General
460 Assembly, then the next General Assembly must debate

UUA Board of Trustees
January 16-18, 2015

461 and vote on the proposed UUA Statement of Conscience.

462 Adoption of the UUA Statement of Conscience shall
463 require a two-thirds vote.

464 (2) If (i) the proposed UUA Statement of Conscience is not
465 placed on the Final Agenda for the next regular meeting of
466 the General Assembly; or (ii) the General Assembly
467 chooses, by a two-thirds vote, to refer the proposed UUA
468 Statement of Conscience to the Commission on Social
469 Witness for one additional year of study/action, then the
470 Commission of Social Witness shall continue the study
471 and revision of the proposed UUA Statement of

472 Conscience for one more year. The revised UUA
473 Statement of Conscience may be placed on the Final
474 Agenda for the next regular meeting of the General
475 Assembly pursuant to subsections (c)(3), (c)(4) and (c)(5)
476 above. If by the regular meeting of the General Assembly
477 following the additional year the Commission on Social
478 Witness has been unable to find support to generate an
479 acceptable UUA Statement of Conscience, the
480 Congregational Study/Action Issue may be placed on the
481 Final Agenda with a proposal to drop such Congregational
482 Study/Action Issue.

483 (3) Following the regular meeting of the General Assembly in
484 the fourth Cycle year, the Cycle shall begin again as set
485 forth in Section 4.12(a) above.

486 (e) The Cycle may begin again, as set forth in Section 4.12(a), only
487 after the General Assembly in the second Cycle year of a
488 Congregational Study/Action Issue, and as provided in
489 Sections 4.12(a)(6) and 4.12(d)(3).

Section 4.13. Revision of 490 UUA Statements of 491 Conscience Process Schedule.

492 If the Board of Trustees votes to schedule one or more regular
493 General Assemblies to begin in a month other than June, the Board
494 of Trustees shall forthwith revise the UUA Statements of
495 Conscience process schedule set forth in Section 4.12 accordingly
496 and shall immediately notify the member congregations, ~~the districts~~
497 and the Commission on Social Witness of the revised schedule in
498 writing.

499 Section 4.14. Final Agenda for Regular General 500 Assemblies.

501 The Board of Trustees shall prepare a Final Agenda for each
502 General Assembly which shall include:

UUA Board of Trustees
January 16-18, 2015

503 (a) all reports and other matters required by these Bylaws to be
504 submitted to the General Assembly and all proposed
505 amendments to Bylaws and Rules appearing on the Tentative
506 Agenda that meet the requirements of Rule G-4.18.3;
507 (b) those Business Resolutions, including alternative versions, on
508 the Tentative Agenda which meet the requirements of Rule G-
509 4.18.3;
510 (c) Business Resolutions, amendments to Rules or Bylaws or
511 other items submitted by the Board of Trustees or the
512 Executive Committee, which did not originally appear on the
513 Tentative Agenda; provided, however, that any such items
514 appear on the Final Agenda accompanied by an explanation
515 for the delayed submission;
516 (d) additional proposed amendments to Bylaws submitted by the
517 Commission on Appraisal;
518 (e) those proposed Congregational Study/Action Issues on the
519 Tentative Agenda which meet the requirements of Rule G-
520 4.18.3, and if applicable pursuant to Section 4.12(a); and
521 (f) the UUA Statement of Conscience submitted by the
522 Commission on Social Witness pursuant to Section 4.12(c)
523 and (d), if applicable.
524 The Board of Trustees shall mail the Final Agenda to each member
525 congregation, associate member organization and trustee not less
526 than 30 days before the General Assembly.

**527 Section 4.15. Agenda for Special General
Assemblies.**

528 The Board of Trustees shall prepare the agenda for each special
529 General Assembly which shall include resolutions and proposed
530 amendments to Rules submitted by:

531 (a) the Board of Trustees;
532 (b) the petition, if any, which calls the special General Assembly;
533 or
534 (c) not less than 50 certified member congregations by action of
535 their governing boards or their congregations, with no more
536 than 20 of the 50 congregations from the same district or region.
537 The agenda shall be mailed to each member congregation,
538 associate member organization and trustee not less than 30 days
539 before the General Assembly.

**540 *Section 4.16. Additions to the Agenda of Regular
541 General Assemblies.**

542 (a) Non-substantive items related to greetings and similar matters
543 may be admitted to the agenda by a regular General
544 Assembly.

UUA Board of Trustees

January 16-18, 2015

545 (b) Prior to 2013, there will be no General Assembly Actions of
546 Immediate Witness on the agenda.

547 (c) (1) A General Assembly Action of Immediate Witness is
548 one concerned with a significant action, event or
549 development, the timing or specificity of which makes it
550 inappropriate to be addressed by a UUA Statement of
551 Conscience pursuant to the Study/Action process.

552 (2) Beginning with General Assembly 2013, no more than
553 three General Assembly Actions of Immediate Witness
554 may be admitted to the agenda of a regular General
555 Assembly.

556 (3) A petition to admit an Action of Immediate Witness to
557 the agenda must be submitted by a delegate and
558 signed by 150 delegates from at least 25 congregations
559 in at least five districts **or regions**. If six petitions or fewer are
560 received, all petitions received that have the requisite
561 level of delegate and congregation support are eligible
562 to be considered for possible admission to the agenda.
563 In the event more than six petitions are submitted that
564 satisfy the sponsorship requirement, the Commission
565 on Social Witness shall select six from among those
566 which meet the criteria for a General Assembly Action
567 of Immediate Witness, and shall submit those six
568 actions to the agenda of the General Assembly for
569 possible admission. The Commission on Social Witness
570 shall prepare summaries of no more than six petitions
571 and present those summaries to the General Assembly
572 for a vote to rank the petitions in order of delegate
573 support. The three petitions receiving the most votes
574 are eligible for admission to the agenda. If there are
575 submitted three or fewer petitions meeting the criteria
576 for a General Assembly Action of Immediate Witness,
577 each of the petitions is eligible for admission to the
578 agenda.

579 (4) The motion to admit each General Assembly Action of
580 Immediate Witness ruled eligible is not debatable, but
581 an opportunity for a two-minute statement of advocacy
582 to the General Assembly for each eligible action by one
583 of its sponsors prior to any such motion shall be
584 provided. Admission of a General Assembly Action of
585 Immediate Witness shall be by a two-thirds vote.

586 (5) During the General Assembly, a mini-assembly shall be
587 held during which each admitted action shall be
588 discussed and amendments shall be accepted in
589 writing. All such amendments shall be made available

UUA Board of Trustees

January 16-18, 2015

590 in writing to the General Assembly. The Commission on
591 Social Witness shall finalize each General Assembly
592 Action of Immediate Witness, and the chairperson of
593 the Commission on Social Witness, in consultation with
594 the moderator of the General Assembly, the
595 parliamentarian, and legal counsel, shall prioritize
596 unincorporated amendments for consideration by the
597 General Assembly.

598 (6) Adoption of a General Assembly Action of Immediate
599 Witness shall be by a two-thirds vote.

600 (7) Actions submitted pursuant to this Section 4.16(c) must
601 be in writing and filed with the Chair of the Commission
602 on Social Witness or the Commission's designee by the
603 deadline established by the Commission and
604 announced at the opening session of the General
605 Assembly.

606 (d) Responsive Resolutions may be admitted to the agenda of a
607 regular General Assembly and acted upon.

608 (1) A Responsive Resolution is a resolution made in
609 response to a substantive portion of a report by an
610 officer or committee reporting to a regular General
611 Assembly.

612 (2) Adoption of a Responsive Resolution shall be by two
613 thirds vote.

Section 9.6. Nomination by Petition.

1214 (a) For Moderator and President. A nomination for the office of
1215 Moderator or President, for a regular or special election, may
1216 be by petition signed by no fewer than twenty-five certified
1217 member congregations, including no fewer than five certified
1218 member congregations located in each of no fewer than five
1219 different districts or regions. A certified member congregation may
1220 authorize the signing of a petition only by vote of its governing
1221 board or by vote at a duly called meeting of its members.
1222 Such a petition shall be filed with the Secretary of the
1223 Association, only in such form as the Secretary may
1224 prescribe, not later than February 1 of the year of the election
1225 and not earlier than the preceding March 1.

1226 (b) For other Elective Positions. A nomination for any elective
1227 position, for a regular or special election, may be by petition
1228 signed by not less than fifty members of certified member
1229 congregations, with no more than ten signatures of members
1230 of any one congregation counted toward the required fifty. A
1231 separate petition, in form prescribed by the Secretary, shall
1232 be filed for each nomination not later than February 1 of the

UUA Board of Trustees

January 16-18, 2015

1233 year of the election and not earlier than the preceding

1234 October 1. A petition for nomination to the Board of Trustees

1235 must designate the position number for which the person is

1236 being nominated.

1691 **ARTICLE XIII Regional Organizations**

1692 **Section C-13.1. Districts and Regions.**

1693 The Association shall support areas of regional responsibility known

1694 as districts or regions.

1695 ***Section C-13.2. Establishment.**

1696 The establishment of districts or regions and the manner of

1697 determining which congregations are included in each district or

1698 region shall be in accordance with rules adopted by the General

1699 Assembly.

1700 **Section 13.3. Members.**

1701 All member congregations of the Association located within the

1702 district **or region** shall be entitled to be member congregations of that district **or region**.

1703 **Section C-13.4. Autonomy.**

1704 **Each district or region shall be autonomous and shall be controlled**

1705 by its own member congregations to the extent consistent with the

1706 promotion of the welfare and interests of the Association as a whole

1707 and of its member congregations.

1708 **Section 13.5. District **or Region** Bylaws **or Policies**.**

1709 Each district or region shall adopt bylaws **or policies** which are not in conflict with these

1710 Bylaws.

1735 **ARTICLE XV Amendment**

1736 **Section C-15.1. Amendment of Bylaws.**

1737 (a) Amendments to Bylaws. These Bylaws may be amended by

1738 a two-thirds vote at a regular General Assembly if a proposed

1739 amendment has been placed on the agenda; provided,

1740 however, that proposals to amend, repeal, or add a new

1741 section of these Bylaws whose section number is preceded

1742 by a "C" (hereinafter a "C Bylaw") shall be governed by

1743 subsections (b) or (c) hereof.

UUA Board of Trustees

January 16-18, 2015

1744 (b) Amendments to C Bylaws Other Than in Article II. A
1745 proposal to amend, repeal or add a new C Bylaw, other than
1746 those C Bylaws in Article II of these Bylaws, shall be subject
1747 to a two-step approval process.

1748 (1) Such proposals must be placed on the agenda of a
1749 regular General Assembly and approved preliminarily by
1750 a majority vote at such regular General Assembly.

1751 Following such preliminary approval, the proposal to
1752 amend, repeal or add a new C Bylaw shall be placed on
1753 the agenda of the next regular General Assembly for final
1754 adoption. Final adoption shall require a two-thirds vote.

1755 (2) The text of a proposed amendment which has been
1756 approved by one General Assembly, may be amended at
1757 any time prior to final adoption. If the Moderator rules that
1758 the amendment to the proposal is substantive, final
1759 adoption shall only be by a subsequent General
1760 Assembly except that any such proposal that has been
1761 under consideration for final approval at three successive
1762 regular General Assemblies shall not be subject to
1763 substantive amendment and shall be submitted to a vote
1764 for final approval at the third such regular General
1765 Assembly.

1766 (3) Such a proposal which, on any vote for final adoption,
1767 receives a majority but not a two-thirds vote, shall be
1768 placed on the agenda of the next regular General
1769 Assembly, at which it may be finally adopted if it receives
1770 the requisite approval. If the proposal is not passed by a
1771 two-thirds vote at the third regular General Assembly at
1772 which it is considered for final approval, neither the
1773 proposal nor another proposal that is substantively similar
1774 shall be placed on the agenda of the next regular General
1775 Assembly.

1776 (c) Amendments to C Bylaws in Article II. A proposal to amend,
1777 repeal or add a new C Bylaw in Article II of these Bylaws shall
1778 be subject to the following process

1779 (1) Such a proposal shall be admitted to the agenda of a
1780 regular General Assembly for the purpose of determining
1781 whether the proposal shall be referred to a commission
1782 appointed by the Board of Trustees for study. Such a
1783 study shall involve member congregations. A majority
1784 vote at a regular General Assembly shall be required to
1785 refer such a proposal to the study commission. Once the
1786 study of the proposal is complete, which shall be
1787 completed in no more than two years, the study

UUA Board of Trustees

January 16-18, 2015

1788 commission shall submit to the Board of Trustees for
1789 inclusion on the agenda of the next regular General
1790 Assembly any amendments to Article II that the study
1791 commission recommends. The Board of Trustees shall
1792 also include on the agenda any amendments that it
1793 recommends to the study commission proposal.
1794 (2) A motion to dispense with the study process and give
1795 preliminary approval to a proposal to amend, repeal or
1796 add a new C Bylaw in Article II shall be in order during the
1797 General Assembly at which consideration of a motion to
1798 refer the proposal to the study process is authorized. A
1799 motion to dispense with the study process shall require a
1800 four-fifths vote for passage. Such a proposal shall then
1801 be placed on the agenda of the next regular General
1802 Assembly for final adoption without amendment. Final
1803 adoption shall require a two-thirds vote.
1804 (3) At the first General Assembly following the completion of
1805 the study process, amendments to the Article II proposal
1806 may be considered only as follows:

(i) During the General Assembly there
1807 shall be a mini
1808 assembly held during which amendments to the
1809 Article II proposal recommended by the study
1810 commission shall be considered.
1811 (ii) A delegate may submit in writing at the mini
1812 assembly an amendment to an Article II proposal.
1813 All such amendments shall be made available in
1814 writing to the General Assembly. The Moderator, in
1815 consultation with the chair of the study commission,
1816 the parliamentarian and legal counsel shall
1817 prioritize proposed amendments for consideration
1818 by the General Assembly. A majority vote of the
1819 General Assembly is required for approval of any
1820 amendment proposed in the mini-assembly.
1821 (iii) Following the vote on any amendments proposed in
1822 the mini-assembly, the General Assembly shall
1823 vote on any amendments proposed by the Board of
1824 Trustees. A majority vote is required to adopt such
1825 amendments. Following the vote on all
1826 amendments, the General Assembly shall vote on
1827 preliminary approval of the Article II proposal. A
1828 majority vote is required for preliminary approval.
1829 (iv) If no amendments proposed in the mini-assembly
1830 are adopted by the General Assembly pursuant to
1831 subsection (c)(3)(ii) above, the Article II proposal

UUA Board of Trustees

January 16-18, 2015

1832 shall be submitted for final approval to the next
1833 regular General Assembly. Final approval requires
1834 a two-thirds vote of the General Assembly. No
1835 amendments may be considered.

1836 (v) If one or more amendments proposed in the mini
1837 assembly are adopted by the General Assembly,
1838 the Article II proposal shall be referred to the study
1839 commission. Within six months after the close of
1840 the General Assembly, the study commission,
1841 taking into account the decisions of the General
1842 Assembly, shall prepare the proposal to amend
1843 Article II. The Board of Trustees shall put this
1844 proposal on the agenda of the next regular General
1845 Assembly.

1846 (4) At the next regular General Assembly following the
1847 process described in subsection (c)(3)(v), above, the
1848 Article II proposal is subject to amendment only by a
1849 three-fourths vote in favor of an amendment submitted to
1850 the General Assembly in writing by ~~the Board of Trustees;~~
~~1851 a district, or~~ a minimum of fifteen (15) certified
1852 congregations, as described in Section 15.2 of these
1853 Bylaws. Final approval of the Article II proposal requires
1854 a two-thirds vote of the General Assembly.

1855 (5) If the Article II proposal does not receive the requisite
1856 approval at the General Assembly following the
1857 completion of the study process described in subsection
1858 (c)(3)(iv) or subsection (c)(4), above, neither the proposal
1859 nor another proposal that is substantively similar shall be
1860 placed on the agenda of the next regular General
1861 Assembly.

1862 (6) If no study process of Article II has occurred for a period
1863 of fifteen years, the Board of Trustees shall appoint a
1864 commission to study Article II for not more than two years
1865 and to recommend appropriate revisions, if any, thereto to
1866 the Board of Trustees for inclusion on the agenda of the
1867 next regular General Assembly. The Board of Trustees
1868 shall also include on the agenda any amendments that it
1869 recommends to the study commission proposal.
1870 Notwithstanding anything to the contrary contained
1871 herein, proposals to amend Article II which are
1872 promulgated by a study commission in accordance with
1873 this paragraph shall be subject to a two-step approval
1874 process as described in subsections (c)(3) and (c)(4),
1875 above.

UUA Board of Trustees

January 16-18, 2015

1876 *Section 15.2. Submission of Proposed Amendment.

1877 Proposed amendments to these Bylaws may be submitted only by:

1878 (a) the Board of Trustees;

1879 (b) the General Assembly Planning Committee;

1880 (c) the Commission on Appraisal;

1881 (d) not less than fifteen certified member congregations by action

1882 of their governing boards or their congregations; such

1883 proposed amendments to Bylaws must be received by the

1884 Board of Trustees on February 1 whenever the regular

1885 General Assembly opens in June; otherwise, not less than

1886 110 days before the General Assembly.; or

1887 (e) ~~intentionally left blank a district by official action at a duly called district meeting at~~

~~1888 which a quorum is present, such proposed amendment to be~~

~~1889 received by the Board of Trustees on February 1 whenever~~

~~1890 the regular General Assembly opens in June; otherwise, not~~

~~1891 less than 110 days before the next General Assembly.~~

!

2402 Rule G-4.12.1. Report of Comments on UUA

2403 Statements of Conscience.

2404 The Commission on Social Witness shall report to the General

2405 Assembly in summary fashion those comments on UUA Statements

2406 of Conscience submitted to it by member congregations ~~and~~

~~2407 districts.~~

2408 Rule G-4.12.2. Study/Action Issues for Social Justice.

2409 The Commission on Social Witness shall prepare (and the Board of

2410 Trustees shall include with the Tentative Agenda) a report

2411 summarizing the numbers and topics of the proposed

2412 Congregational Study/Action Issues submitted by the certified

2413 member congregations ~~districts~~, and sponsored organizations as

2414 defined in Section 4.12(a)(1), and the criteria which it used in

2415 selecting proposed Congregational Study/Action Issues included in

2416 the Congregational Poll. Each proposed Congregational

2417 Study/Action Issue that appears on the Tentative Agenda shall be

2418 accompanied by previous General Resolutions, actions and

2419 statements on related issues, with dates (if applicable), and the

2420 names or number of congregations submitting issues included

2421 within such proposed Congregational Study/Action Issue.

2422 Rule G-4.12.3 Report on Implementation of UUA

UUA Board of Trustees

January 16-18, 2015

2423 Statements of Conscience.

2424 The UUA Administration shall report at each regular General
2425 Assembly regarding implementation of UUA Statements of
2426 Conscience with particular reference to the most recently adopted
2427 Statement of Conscience. Such report shall summarize
2428 implementation by member congregations, ~~Districts~~, UUA staff and
2429 other Unitarian Universalist groups.

2454 Section 4.18. Agenda Rules.

**2455 Rule G-4.18.1. Notice to Member Congregations ~~and~~
2456 Districts.**

2457 By November 1 whenever in the fiscal year the General Assembly
2458 opens in June, otherwise not less than two hundred and ten days
2459 before each regular General Assembly, each certified member
2460 congregation ~~and district~~ shall be notified of the dates for submitting
2461 items for the Tentative and Final Agenda, the procedure to be
2462 followed, and the forms to be used.

2901 RULE XIII Regional Organizations

2902 Section C-13.2. Establishment.

2903 Rule G-13.2.1. Establishing Districts ~~or~~ Regions.

2904 (a) ~~There shall be districts named Ballou Channing, Clara
2905 Barton, Florida, Joseph Priestley, Massachusetts Bay,
2906 Metropolitan New York, MidAmerica, Mountain Desert, Mid-
2907 South, Northern New England, Ohio Meadville, Pacific
2908 Central, Pacific Northwest, Pacific Southwest, St. Lawrence,
2909 Southeast, and Southwestern. Intentionally left blank.~~

2910 (b) Each district ~~or region~~ shall be composed of the
congregations

2911 assigned to that district ~~or region~~ by the Board of Trustees

2912 (c) The boundaries of each district ~~or region~~ encompass the areas served
2913 by its member congregations.

2914 (d) Upon application to the Board of Trustees and after notice

2915 and an opportunity to be heard is afforded the affected

2916 districts ~~or regions~~, a congregation may change its ~~district or regional~~ membership
2917 with approval of the Board of Trustees.

2918 (e) The ~~District~~ Map of Districts ~~or Regions~~ published in the Annual Directory contains
2919 boundaries that are an approximation only of the boundary
2920 lines determined pursuant to subparagraph (c) above and are
2921 intended primarily as a guide for the newly admitted
2922 congregation in determining its membership.

2923 (f) Transition Provision. The amendments to Rule G-13.2.1

2924 deleting the Central Midwest, Heartland, and Prairie Star

2925 Districts shall not become effective until those Districts

UUA Board of Trustees

January 16-18, 2015

2926 dissolve. This transition provision shall automatically be
2927 deleted from the bylaws following the first regular General
2928 Assembly occurring after all of those districts have dissolved.
2929

2947 **Section 15.2. Submission of Proposed Amendments.**

2948 **Rule G-15.2.1. Form of Submission.**

2949 A proposed amendment to the Bylaws submitted by certified
2950 member congregations **or a district** must include:

2951 (a) the Article and Section which it is proposed to amend or
2952 repeal;

2953 (b) a concise summary of the principal arguments on which the
2954 proponents rely; and

2955 (c) other Articles (or Sections) or "G" Rules affected by the
2956 proposed amendment and proposed text of any necessary
2957 conforming amendments and "G" Rules.

PASSED UNANIMOUSLY.

Moved that the following Bylaws changes relating to Proposed Changes to Finance Leadership on the UUA Board of Trustees be added to the Tentative Agenda for GA2015 with the understanding that the Table of Contents to the Bylaws will also be amended to be consistent with these changes and that minor technical corrections may be made prior to publication of the Tentative Agenda.

Insertions are underlined; deletions are struck through

7.1 Committees of the Board of Trustees

The standing committees of the Board of Trustees shall be:

- a. the Executive Committee;
- b. the Ministerial Fellowship Committee;
- c. ~~the Finance Committee;~~
- d. the Investment Committee;
- e. the Religious Education Credentialing Committee; and
- f. the Audit Committee.

The President shall be a member, without vote, of the Executive Committee, ~~the Finance Committee,~~ and the Investment Committee.

7.5 Executive Committee

The Executive Committee shall consist of the Moderator, the First Vice Moderator, the Secretary, the Financial Advisor, and the Financial Secretary. ~~Chair of the Finance Committee.~~
The position on the committee occupied by the First Vice Moderator shall be filled by the

UUA Board of Trustees

January 16-18, 2015

Second Vice Moderator at any meeting of the committee from which the First Vice Moderator is absent or at which the First Vice Moderator is presiding in the absence of the Moderator. The position on the committee occupied by the Secretary shall be filled by the Assistant Secretary at any meeting of the committee from which the Secretary is absent. The Executive Committee shall conduct the current and ordinary business of the Association between meetings of the Board of Trustees. If between meetings of the Board of Trustees, matters arise which (1) in the opinion of the Executive Committee are not current and ordinary business but in the best interests of the Association must nevertheless be acted upon, or (2) the Executive Committee has been authorized by the Board to be acted upon, then the Executive Committee may act thereon for the Board of Trustees, but only if four or more members vote the action.

~~Section 7.7 Finance Committee~~

~~The Finance Committee shall consist of the Financial Advisor, the Treasurer, five trustees, and the Moderator without vote. The duties of the Finance Committee are set forth in Article X.~~

Section 7.14 Audit Committee

The Audit Committee shall consist of ~~five~~ four members as follows:
three persons appointed by the Board, none of whom are members of the Board or hold a salaried position with the Association; and the Financial Advisor; ~~and~~
~~a member of the Finance Committee, who shall be appointed by the Board.~~
No member of the Audit Committee shall serve for more than four terms on the Audit Committee.
The duties of the Audit Committee are set forth in Article X.

~~10.2 Duties of the Finance Committee~~ Duties of the Financial Secretary

The Financial Secretary facilitates the Board's conversations in order to fulfill its financial responsibilities.

~~The Finance Committee shall submit proposed annual budgets for the Association to the Board of Trustees and make recommendations to the Board with respect to major financial policies of the Association other than those pertaining to investments. It shall review the use made of specific funds held by the Association and shall also recommend long-range financial plans.~~

(According to bylaw 14.2, the Board may amend Rule 8.17 following passage of the above changes at General Assembly.)

Rule 8.17 Other Appointed Officers

The members serving without pay on the Ministerial Fellowship Committee, ~~Finance Committee~~, and Investment Committees are designated as officers of the Association for the purposes, only, of carrying out their duties as members of such committees. The powers and duties of such members are as defined in the Bylaws, Rules, and Policies adopted by the Board of Trustees.

UUA Board of Trustees
January 16-18, 2015
PASSED UNANIMOUSLY.

Moved by the Governance Working Group (and therefore not needed a second) that the following Monitoring Reports be accepted as written for the following policies:

1.0, ENDS; 1.1, Covenanted, Accountable, Healthy and Mission Driven;
1.2, Congregation & Community Networks;
1.3, Inclusive;
1.4, Countering Power, Privilege, and Oppression;
1.5, Deepening Spiritual & Religious Exploration;
1.6, Increasing People Served;
1.7, Increasing Congregations & Communities;
1.8, Increasing Ordained & Lay Religious Leaders;
1.9 Partners Invested in the Future;
with the understanding that for the next cycle, reports will include at least baseline data.

PASSED UNANIMOUSLY.

Moved by the Governance Working Group (and therefore not needed a second) that the following Monitoring Reports be accepted as written with the request that recommendations on data collection and processing be considered in preparation for the next reporting cycle:

2.1, Treatment of People
2.1.1 Full Participation
2.1.2, Cultural Misappropriation
2.1.3, Confidentiality, Safety, & Privacy
2.1.4, Response to Misconduct

PASSED UNANIMOUSLY.

Moved by the Governance Working Group (and therefore not needed a second) that the following Monitoring Reports be accepted as written with the request that recommendations on data collection and processing be considered in preparation for the next reporting cycle:

2.11, Election Practices;
2.11.1, Candidate Information Publication.

PASSED UNANIMOUSLY.

Moved by Donna Harrison and seconded by Rob Eller-Isaacs that two policies be deleted: Policies 2.11.2, Candidate Favoritism, and 2.11.3, Information for Nominees.

PASSED UNANIMOUSLY.

UUA Board of Trustees
January 16-18, 2015

Moved by the Congregational Boundaries working group and therefore not needing a second that the Board approve the amendments to Rules 16, 20, 21A, 21B and 21D of the Rules of the Ministerial Fellowship Committee, as approved and recommended to the UUA Board by the Ministerial Fellowship Committee on September 21, 2014 and January 1, 2015.”

~~STRIKETHROUGH~~ indicates deletions recommended September 21, 2014. **Bold Type** indicates new language proposed on September 21, 2014.

~~STRIKETHROUGH~~ indicates deletion proposed January 1, 2015. **Bold Red Type** indicates new language proposed to be added January 1, 2015.

16B. PROCEDURES FOR REMOVING MINISTERS FROM PRELIMINARY FELLOWSHIP.

When warranted the staff of Ministries and Faith Development Staff Group may handle situations that arise concerning a minister’s performance.

If the Executive Committee deems that evidence warrants a review of the minister’s Preliminary Fellowship, it will ask the minister to meet with the Executive Committee for a Fellowship Review at the next most convenient meeting. The Executive Committee shall give the minister a minimum of 30 days notice. The minister may submit any relevant material prior to the Executive Committee’s decision. The minister must be accompanied by a Good Offices person of the UUMA, who must be a minister in Final Fellowship. Expenses for both ministers’ travel will be borne by the MFC. **The Executive Committee shall also invite the person filing the complaint to consider meeting personally with the Executive Committee, accompanied by an advocate designated by the Office of Ethics and Safety. The option to appear before the committee shall be in person or by secured teleconference software. The choice between such methods of appearance shall be in the discretion of the invitee. All expenses involved in the travel and appearance of the person filing the complaint, or individual representatives of classes of victims, will be borne by the Committee.**

Following the Fellowship Review with the Executive Committee, the minister will be informed of the decision of the Executive Committee as to whether the minister will be continued in Preliminary Fellowship and/or any contingencies that have been voted before the minister can continue in Fellowship.

A recommendation by the Executive Committee to terminate a minister’s preliminary fellowship will be referred to the full Committee for a vote.

If the Executive Committee established contingencies or makes requests of the minister, the minister’s failure to satisfactorily fulfill the contingencies and/or requests shall constitute grounds for termination of Preliminary Fellowship.

20. COMPLAINT PROCEDURES (revisions to first paragraph only)

Complaints or issues regarding a minister's conduct or performance may be raised by the MFC at any time through the initiation of a Fellowship Review. Any individual wishing to file a complaint against a minister must contact the Intake Person for the Office of Ethics and Safety. Complaints must be in writing and contain first hand knowledge or experience. At the "intake" stage, the Intake Person for the Office of Ethics and Safety hears the complaint, provides information on the process, responds to questions from the complainant and conducts an assessment of the complaint to determine whether the complaint should be referred on to the MFC. **The assessment shall include any statements by the persons filing the complaint about any other victims, or classes of victims, that should receive consideration if the complaint is referred to the MFC.**

21. PROCEDURES FOR REVIEW OF FINAL FELLOWSHIP.

The Committee may call for a Fellowship Review on its own motion or upon the receipt of a complaint regarding a minister's conduct or competence. Action may be taken by the Ministerial Fellowship Committee regarding a minister's Final Fellowship status for unbecoming conduct, incompetence or other specified cause after notice and opportunity for a Fellowship Review before the Committee.

A. The MFC shall give the minister notice and an opportunity to be heard before the MFC. The minister may submit any relevant material to the Committee and will be given copies of any documents upon which the Committee may rely. The minister will be invited to meet with the Executive Committee of the MFC and is expected to be accompanied by a UUMA Good Offices person in Final Fellowship. **The Executive Committee shall also invite the person filing the complaint to consider meeting personally with the Executive Committee, accompanied by an advocate designated by the Office of Ethics and Safety. The option to appear before the committee shall be in person or by secured teleconference software. The choice between such methods of appearance shall be in the discretion of the invitee.** The Executive Committee may determine that no further action is warranted, may propose to the full Committee a mutually agreed upon course of redress, or may determine that further investigation and a full Committee Fellowship Review is warranted.

B. If a full Committee Fellowship Review is called for, the Executive Committee will assign an investigative team from ~~within~~ **outside** the Ministerial Fellowship Committee's membership, ~~or individuals charged by the~~ to be in contact with complainants and other individuals the team deems relevant. Information gathered by the investigative team will be shared with the Committee and with the minister.

D. All expenses involved in the travel and appearance of the minister and the minister's Good Offices person will be borne by the Committee. **All expenses involved in the travel and appearance of the person filing the complaint, or individual representatives of classes of victims, will be borne by the Committee.**

UUA Board of Trustees
January 16-18, 2015

PASSED UNANIMOUSLY.

Moved by Donna Harrison and seconded by Lew Phinney the following motions:

That the Rule 6.41 of the Association be amended to reflect the decision around Trustee assignment made at the April, 2014 Board meeting.

Insertions are in red

Deletions are ~~red-strikethrough~~

2547 **Rule 6.4.1. ~~Division of Distriets~~ Assignment of Trustees for Election Purposes.**

2548 ~~The Trustees representing distriets are divided into the following two~~

2549 ~~groups:~~

2550 ~~GROUP A GROUP B~~

2551 ~~Clara Barton Ballou Channing~~

2552 ~~Florida Central Midwest~~

2553 ~~Mid-South Heartland~~

2554 ~~Mountain Desert Joseph Priestley~~

2555 ~~Ohio Meadville Massachusetts Bay~~

2556 ~~Pacific Northwest Metropolitan New York~~

2557 ~~Pacific Southwest Northern New England~~ 2558 ~~Southwest Pacific Central~~

2559 ~~St. Lawrence Prairie Star~~

2560 ~~Southeast~~

As of April 2014, the Trustee slots were assigned numbers as follows:

1. Natalia Averett
2. Rob Eller-Isaacs
3. Clyde Grubbs
4. Susan Weaver
5. Donna Harrison
6. Lew Phinney
7. Susan Ritchie
8. Sarah Stewart
9. Michael Sallwasser
10. Julian Sharp
11. James Snell

TABLED

That Rules 3.3.6 and 3.5.2 be amended to accommodate both regions and districts:

2022 Rule 3.3.6. Order of Administrative Procedure.

2023 The order of administrative procedure:

UUA Board of Trustees

January 16-18, 2015

2024 (a) Application for congregational membership in the Association

2025 will first be referred to UUA staff.

2026 (b) UUA staff will seek information and advice with respect to all

2027 applications as follows:

2028 U.S. Congregations – District or Regional President or other Official as designated in writing to the UUA Board of Trustees by the District or Region.

2029 Other Congregations – Executive Officer of appropriate

2030 Unitarian or Universalist or Unitarian Universalist

2031 international group, if any.

2032 (c) UUA staff will make its recommendation to the President of

2033 the Association, and the President shall then make

2034 recommendations to the Board of Trustees of the UUA for its

2035 final action.

2067 Rule 3.5.2. Inactive Congregations

2068 In September of each year UUA staff shall initiate the process of

2069 contacting congregations in the inactive category to determine their

2070 status.

2071 This process includes:

2072 (a) requesting a list of congregations that have failed to submit

2073 an annual report for three consecutive fiscal years;

2074 (b) forwarding this list to the UUA's District Staff with copies to 2075 District or Regional Presidents or other appropriate District or Regional Official and District Trustees for their information;

2076 (c) upon receipt of the annual inactive congregations list and 2077 pursuant to the UUA's by-laws section C-3.6, the UUA's 2078 District staff shall follow up with any congregation in their 2079 district;

2080 (d) after follow up the District or Regional staff shall make a recommendation

2081 about each congregation's status to the UUA Board for action

2082 at its April meeting.

PASSED UNANIMOUSLY.

That the proposed amendments to Rule G-9.13.7 and Rule G-19.13.8 be placed on the tentative agenda for GA2015 with the understanding that minor technical corrections may be made prior to publishing the tentative agenda.

Rule G-9.13.7. Length of Campaigns for President and Moderator.

3 Campaigns for President and Moderator may appropriately begin with small-campaign committee organizational meetings and mass mailing letters no earlier than November February 1 of the second calendar-year preceding the election-year in which the election is to be held.

4 Notwithstanding the provisions of sub-paragraph "a," potential candidates may communicate with individuals to discern their fitness for office, their potential level of

UUA Board of Trustees
January 16-18, 2015

support, and ability to raise funds should they be nominated

~~¹⁰Active campaigning and solicitation of endorsements shall not begin prior to January 1 of the year preceding these elections.~~

~~¹¹No electioneering (defined as publicly announced meetings, rallies or exploratory events) of any sort shall occur at the General Assembly two years preceding the elections for President and Moderator. Private meetings about campaign organization that take place outside of General Assembly booked meeting spaces are permissible.~~

Rule G-9.13.8 Campaign Finances Limits and Disclosure.

273B2714 Rule G-9.13.8 Campaign Finances Disclosure.

2715 All candidates for at-large elective positions shall keep detailed and
2716 accurate records of:

2717 (a) their campaign expenses (stated in United
States dollars) by 2718 categories of travel, postage,
telephone, printing and other 2719 such categories as
seem appropriate;

2720 (b) the number of contributors to their campaigns,
including the 2721 number of contributors in each of the
following categories: 2722 (1) under \$50.00;

2723 (2) \$50.00 to \$100.00;

2724 (3) \$101.00 to \$250.00;

2725 (4) \$251.00 to \$500.00; and

2726 (5) over \$500.00; and

2727 (c) the number of contributions and the total
amount of 2728 contributions received from each
group or organization 2729 supporting the
campaign.

2730 No candidate for any elective position shall solicit or knowingly

2731 accept any contribution that is given through a tax-

exempt entity 2732 with the purpose of conferring tax-

exempt status to the contribution 2733 to which it would not
otherwise be entitled. Such exempt entities 2734 include but

are not limited to member congregations, associate 2735

member organizations and independent UUA affiliates.

2736 The names of contributors shall be disclosed.

Each such report 2737 shall identify by name any
member congregation, associate

2738 member organization or independent affiliate of the

Association and 2739 any other tax exempt organization

(including specifically, but without 2740 limitation to, any
minister's discretionary fund or similar account) 2741 that

UUA Board of Trustees

January 16-18, 2015

has made any contribution to the campaign and shall state the
2742 amount of each such contribution. Such reports shall be
filed with 2743 the Secretary of the Association. A
preliminary report shall be due 2744 at the close of the first
day of the regular General Assembly at
2745 which the election occurs. A final report shall be
due 60 days 2746 thereafter. The Secretary shall,
upon written request from a
2747 member of a member congregation, furnish such information from
2748 these reports as requested. These reports shall be
made available 2749 for inspection by any member of a
member congregation at the 2750 principal offices of the
Association and shall be brought by the 2751 Secretary to
the next General Assembly and made available for 2752
inspection there by any delegate.

Candidates for the office of President may, though the duration of the campaign, collect no more than \$5,000 from any individual or entity, including contributions from self, and no more than \$100,000 in total. These limits shall be enforced by the Election Campaign Practices Committee.

PASSED UNANIMOUSLY.

45 which the election occurs. A final report shall be
due 60 days 2746 thereafter. The Secretary shall,
upon written request from a
2747 member of a member congregation, furnish such information from
2748 these reports as requested. These reports shall be
made available 2749 for inspection by any member of a
member congregation at the 2750 principal offices of the
Association and shall be brought by the 2751 Secretary to
the next General Assembly and made available for 2752
inspection there by any delegate.

Candidates for the office of President may, though the duration of the campaign, collect no more than \$5,000 from any individual or entity, including contributions from self, and no more than \$100,000 in total. These limits shall be enforced by the Election Campaign Practices Committee.

PROCESS OBSERVATION AND ADJOURNMENT

Christina Rivera provided process observations and the meeting was adjourned by Moderator Jim Key at 10:12 AM EDT on Sunday, January 18, 2015.

UUA Board of Trustees
January 16-18, 2015

Respectfully submitted,

/s/ Harlan Limpert
Clerk

BOARD OF TRUSTEES SCHEDULE

January 2015, Boston, MA

Thursday, January 15– Sunday, January 18

February Monthly Board Conference Call

February 26, 2015 8:00 to 9:30 PM EST

Call in information:

Toll Number: (201) 479-4595

Meeting Number: 26903742

March 2015, Birmingham, AL

Thursday, March 6 and Saturday, March 8

March Monthly Board Conference Call

March 26, 2015 8:00 to 9:30 PM EST

Call in information:

Toll Number: (201) 479-4595

Meeting Number: 26903850

April Monthly Board Conference Call

April 23, 2015 8:00 to 9:30 PM EST

Call in information:

Toll Number: (201) 479-4595

Meeting Number: 26903942

May Monthly Board Conference Call

May 28, 2015 8:00 to 9:30 PM EST

Call in information:

Toll Number: (201) 479-4595

Meeting Number: 26903998

UUA Board of Trustees

January 16-18, 2015

June 2015, Portland, OR

Tuesday, June 23 – Wednesday, June 24 – Board of Trustees meeting

Wednesday, June 24 – Sunday, June 28– General Assembly

Monday, June 29 – Board of Trustees

October 2015, Boston, MA

Thursday, October 15 –Sunday, October 18

Memorandum

To: UUA Board of Trustees
Subject: President's Report
From: Peter Morales
Date: March 2, 2015



This report will again follow the format of highlighting a few topics that are not covered in other parts of the agenda or in other reports. I will also again emphasize topics that I believe have long term implications. Given the short period between board meetings, this will be a very brief report.

Entrepreneurial Ministry

After two years of design and preparation, the Entrepreneurial Ministry training program has begun. All of us on the design team (Don Southworth, Taquiena Boston, Cheryl Walker, Brock Leach, Scotty McLennan and myself) were delighted by the first session. The excitement among the participants was palpable.

This program is, in my opinion, of vital importance to our movement. While the projects of the 26 students have value, the real long term objective is culture change—to spread the capacity for innovation among our ministers and other religious professionals.

Here is a link to a short (less than five minutes) fund raising video about the program. [<http://smallscreen.uua.org/videos/beyond-the-call-entrepreneurial-ministry>]. The first session was focused on “design thinking” and featured the co-director of Stanford University’s Design Institute.

Launch of the new UUA.org

If you have not yet visited the new UUA.org, I invite you to do so. This is the culmination of months of effort not only of redesign, but also of

moving to a new software foundation. This effort goes back to our strategic review of communications of several years ago. That led, among other things, to the “branding” work of a couple of years ago. All of this effort is about our being able to communicate more powerfully “Who we are, what we do, and why it matters.” That branding work has shaped the design of uua.org.

The new home page is directed primarily at visitors. We know that 90 percent of people who go to our website are there for the first time. This is truly the front door of our faith more many.

The launch, while an important milestone, is the beginning of a long process.

Interfaith “summit” gathering

The interfaith gathering I described in my last report is moving into the planning phase. The meeting is scheduled at UUA headquarters May 13 and 14. In the way the universe has of creating synergies, the work on design thinking in the entrepreneurial ministry training, especially the emphasis on prototyping and testing on a small scale, will be central to the work of interfaith outreach.





Report to the UUSC & UUA Boards of Trustees, March 2015

UUCSJ is now at the halfway point of our original five year plan! Here are some highlights from the last quarter and a glimpse into our program priorities for the rest of the year.

Youth and Young Adults: Justice programming for high school youth and for young adults (college age and up) is one of our core priorities. This year's highlights include:

Global Justice Internships

Last summer we had 15 young adult internships in justice organizations in the US and abroad, up from nine placements the prior year. This summer we will have capacity for 23 placements, and have already received 37 applications. As part of our contribution to Commit2Respond, we have three internship placements with climate justice projects or organizations. We continue to strengthen our support and reflection framework for these placements, to help our interns process their summer immersion through the lens of their faith and through study of different social change models. We also assign chaplains from among our Program Leaders to offer support and encouragement through the summer.

Activate! Youth Justice Trainings

We have renamed our youth justice trainings "Activate!" and have four programs scheduled for this coming summer: two weeks in Boston, one week each in New Orleans and Tucson, and one day in Portland, OR just prior to General Assembly. We are particularly excited about our new Tucson program, partnering with BorderLinks and No More Deaths to give our youth a first-hand experience of the perils – and the justice issues – surrounding immigration.

Youth Service Learning

We have found a great deal of interest from church youth groups in our new program to Brooklyn for Hurricane Sandy Recovery; we currently have a group traveling with us in April, and two others scheduled for the summer. We are also promoting a youth option for an experiential border justice program to Arizona/Mexico.

Climate Justice Training

As part of our contribution to Commit2Respond, we are offering a training this coming summer for young adults who are ready to move from being activists to organizers around climate justice. This training is designed to infuse new members and energy into an existing Young Adult Climate Justice Network that was founded by Ministry for Earth. We also expect to devote staff resources to the support of this network on an ongoing basis, and to repeat the training annually if there is sufficient demand.

Experiential Learning Journeys:

In FY2014 we ran only about 50% of our scheduled programs due to low enrollment; this year, with a larger roster of scheduled programs, we are on track to run about 65% of them – not as close as we'd like to be to 100%, but getting closer! We continue to run programs to the Mexico/Arizona desert, to India with the UUA Holdeen India Program and to Haiti with MPP. In the first half of this year we began a discernment process with our Haiti partners and with UUSC staff to re-imagine our Haiti program now that the eco-villages are near completion.

We will pilot a new program in April with the Lummi Nation in Washington State, focused on climate justice and solidarity with First Nations. And for the first time this year we partnered with Standing on the Side of Love to offer a clergy Border Witness Program in October, in which 24 ministers joined us to deepen their own ministry around immigration justice. Based on this success, we plan to offer two clergy/seminarian programs next year.

Young Adult Internships

Last summer we had 15 young adult internships in justice organizations in the US and abroad. This summer we will have capacity for 24 placements, and have already received 37 applications. We continue to strengthen our support and reflection framework for these placements, offering weekly infusions of meditations and readings to invite reflection as the interns engage in the hands-on work of their host organization; and we assign chaplains from among our Program Leaders to offer support and encouragement through the summer.

Study Resources

We have strengthened our Study Guide by adding place-specific resources and reflections for Haiti, India, the Border Witness program and our new First Nations program with the Lummi nation. We also developed new stand-alone immigration justice resources for use by the clergy who joined us for the October Border Witness, and are working on similar stand-alone resources for climate justice and beyond, for use in congregations.

Staff changes

In January we were very pleased to welcome Hannah Hafter as our Senior Associate for Service Learning Programs. For the past four years Hannah has worked for the Southeast Arizona Area Health Education Center (SEAHEC) as their Border/Bi-national Health Program Coordinator. Fluent in Spanish, she has been a core volunteer with No More Deaths in Tucson for seven years, providing direct aid to migrants in the desert, leading groups such as those sent by CSJ, and overseeing the research and release of two groundbreaking reports on human rights violations. She has conducted leadership and advocacy trainings in diverse communities, and brings to CSJ a terrific grounding in popular education, service learning programs and curriculum development. She was raised as a UU in the First Unitarian Universalist Society of Burlington, VT.

March 1, 2015

Jim Key
UUA Moderator
Chief Governance Officer

March 2015

Report to the UUA Board of Trustees

Narrative

In this report, so close on the heels of our last meeting five weeks ago, I want to report on two initiatives and document the congregational visits and significant meetings since my last report.

The first initiative is Stewardship and Development. As we have discussed many times, this is an area of responsibility for any board member. In my congregational visits, I recognize Fair Share congregations and thank them for their support. I also encourage using the *Fair Share Giving Guide* and *So What to the Districts, Regions, and UUA Do for US?* both attached. I have been using the former in my home congregations for many years with good results. Barry Finklestein and Bill Clontz, UUA financial consultants, shared the latter document with me recently. I have been sharing this document with congregational Stewardship Committee Chairs; they report they have found it useful in their work.

I endorse using the *Fair Share Giving Guide*, writing as a long-time Stewardship canvasser and chair. It works to better connect members to their faith and increases giving. I encourage Trustees to share it with leadership in your own congregations if not already in use.

The second initiative is one I raised in my last report to the board: creating a scholarship fund to support delegates to General Assemblies that are more diverse and accountable to their congregations. I heard the board's reluctance to fund such a program with unbudgeted funds, so I will be pursuing a sustainable, budgeted approach leveraging current scholarship funds.

March 1, 2015

Congregational and other visits

January 25 – UU Church of Aiken, met with leadership, preached

February 8 – First UU Society of Sacramento, preached

February 9 – UU Church of Davis, met with leadership, Town Hall meeting

February 22 – UU Church of Bloomington (IN), met with leadership, preached

Meetings with committees and organizations

January 20 – Teleconference with Safety Net (First UU Nashville) to plan GA workshop on CSM National Conversation

January 24 – Google Hangout meeting with Luminary Leaders (with Peter Morales)

January 27 – Webinar with trustees to report out post January board meeting

January 28 – Video conference with representatives of CCCE to set meeting site and date (June 29-30, Portland following GA), and to assess charge from the board

February 16-17 – Met with Donna Harrison and Susan Weaver to plan General Sessions for GA Portland

The Suggested Fair-Share Contribution Guide

Using the Guide is a simple, 3-step process; giving is a function of commitment and resources.

1. Most of us budget our financial commitments on a monthly basis and the guide is organized accordingly, but you may calculate on any time frame that works for you. For convenience, the guide shows monthly and corresponding annual income levels. Determine your monthly income or resource level. \$_____
2. ADD to your income level any unusual or periodic income, such as inheritances, business income, anticipated investment income, etc. SUBTRACT any unusual expenses, such as large medical expenses, care of a parent, or a large financial expense, etc.
Result: \$_____ **This is your Adjusted Monthly Income.**

Each of us will have our own unique circumstances to consider in making this calculation. The flexibility to include meaningful and unusual exceptions in your financial life (income and expenses) is what makes the Guide fair and useful. This is a tool for you to use in the spirit of the congregationalist tradition; we are individually and collectively responsible for resourcing our movement and our congregations. This is an honor system; only you know your circumstances.

3. From the Adjusted Monthly Income column, move to the right to find a suggested giving level that you are ready to support, between 2% and 10%, depending on adjusted income and level of commitment. Interpolate between guide levels if needed.

In making your decision, consider the four commitment levels below and how they relate to your membership. Consider your UU values in thinking about your income and your financial commitment to the congregation, as expressed in the four levels below. Note that within each commitment level, **the guide is progressive**, with giving levels rising with capacity.

- **Supporter:** The congregation is a significant part of my spiritual and intellectual life that I want to support. My fair share financial commitment starts at 2% of my income and rises to 6% as my income and capacity rise.
- **Sustainer:** The congregation is my central community; I am committed to sustaining the programs and ministries of my congregation. My fair share financial commitment starts at 3% of my income and rises to 7% as my income and capacity rise.
- **Visionary:** My commitment is a clear demonstration of the unique importance of this congregation and of my spiritual principles. My fair share financial commitment starts at 5% of my income and rises to 9% as my income and capacity rise.
- **Transformer:** I am deeply committed to the congregation; my contribution provides fuel for transformation and is part of my spiritual practices in living out my UU Principles. My fair share financial commitment represents 10% of my income.

The Suggested Fair Share Contribution Guide

			Supporter 2-6% of Income			Sustainer 3-7% of Income			Visionary 5-9% of Income			Transformer 10% of Income	
Adjusted Monthly Income	Approx. Adjusted Annual Income		Suggested % of Income	Monthly Pledge		Suggested % of Income	Monthly Pledge		Suggested % of Income	Monthly Pledge		Suggested % of Income	Monthly Pledge
\$1,000	\$12,000		2%	\$20		3%	\$30		5%	\$50		10%	\$100
\$1,500	\$18,000		2%	\$30		3%	\$45		5%	\$75		10%	\$150
\$2,000	\$25,000		2%	\$40		3%	\$60		5%	\$100		10%	\$200
\$3,000	\$36,000		2%	\$60		3%	\$90		5%	\$150		10%	\$300
\$4,000	\$50,000		3%	\$120		4%	\$160		5%	\$200		10%	\$400
\$6,500	\$80,000		3%	\$195		4%	\$260		6%	\$390		10%	\$650
\$8,500	\$100,000		3%	\$255		5%	\$425		6%	\$510		10%	\$850
\$10,000	\$120,000		3%	\$300		5%	\$500		6%	\$600		10%	\$1,000
\$12,500	\$150,000		4%	\$500		5%	\$625		6%	\$750		10%	\$1,250
\$17,000	\$200,000		4%	\$680		6%	\$1,020		7%	\$1,190		10%	\$1,700
\$25,000	\$300,000		5%	\$1,250		6%	\$1,500		8%	\$2,000		10%	\$2,500
\$40,000	\$500,000		6%	\$2,400		7%	\$2,800		9%	\$3,600		10%	\$4,000

Wherever you find the right level, revisit it periodically and reassess whether it's still the right level for you or if you are ready to move to a deeper level of support.



So What Do Districts, Regions, and the UUA Do for Us?

That's Not a Bad Question.... But it's not good enough

Every congregation faces resource challenges. Every dollar invested in something means a dollar not invested in something else. If we are to invest in our organizations beyond congregations – beyond just ourselves – we need to have confidence this is the best use of our precious resources.

Asking what value we receive for our investments in districts, regions, and the UUA is a good and necessary, but insufficient, question in the way it is often asked. Let's talk briefly about why it's insufficient by itself, but then go on to answer it.

It's an insufficient question in that it reinforces the perspective that those levels beyond congregations exist solely to serve the member congregations. While that certainly is a main purpose for having these organizations, it's not the only purpose.

Who are we?

*"We" are more than those we can see sitting next to us on
Sunday, and "we" are more than are here today*

We Unitarian Universalists treasure our individuality and independence. We also need to acknowledge that this is also a community endeavor, that we are part of a larger, worldwide movement with shared values and priorities. We are, in short, more than the sum of our parts, and if that is true, there are some things we cannot do effectively as an assortment of individual congregations.

If we are to have any impact beyond our small size as a denomination, it will be as organizations of multiple congregations and individuals. Our voice in government and with international organizations is heard as an association.

We need levels of organization and gathering beyond congregations to help us speak effectively on the issues we care about, to help us share our ideas and passions, and to engage with other organizations and society. Who would ever have even heard of *Standing on the Side of Love* were it not a national movement? These we cannot do simply as individual congregations. For all of this, we need a larger presence.

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The metaphor might be that we can choose to be a thousand or so little individual lights in the forest scattered around the continent

or

We can be a thousand such beacons, joined by bridges of connectivity and communication that are our districts, regions, and the UUA. With this connectivity, we share and reinforce each other and make it orders of magnitude easier for others to find and hear us.

OK, but districts, regions, and the UUA are supposed to support congregations. What does that look like?

Yes, we rightfully expect a number of services from these levels to support our congregations. What might such support, beyond speaking for us in regional and national forums, consist of that congregations value? Here are some of them:

Personnel and Professional Support

- ✓ Credentialing of ordained ministers.
- ✓ Credentialing of Lifespan Spiritual Growth professionals.
- ✓ Credentialing of Music Directors.
- ✓ Provision of settled and Interim minister candidates and other professionals for congregations in search of new leaders.
- ✓ Professional associations fostering continued personal growth and professional standards for ministers, LSG Directors, Music Directors, and Administrators.
- ✓ Counseling and intervention services for congregations in conflict that need a quite and independent voice to help them through difficult times. Assistance is also available in times of leadership and staff transitions.
- ✓ Support to seminaries that grow our ordained leaders, such as Meadville Lombard and Starr King.

Worship and the Arts

- ✓ Creation and distribution of our hymnals, one of them in two languages.
- ✓ Support through resources and gatherings for the worship arts.

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Education and Training

- ✓ Leadership and volunteer training at a level and with resources we could not muster as individual congregations – both resident and online courses.
- ✓ Creation and sharing of dozens of curricula for adults and children across every aspect of our interests and beliefs.
- ✓ Districts and regions offer hundreds of seminars, webinars, and on demand online courses, all created to meet congregational requests and priorities.

Support for Growth and Development

- ✓ Support for growth through the Chalice Lighters Program.
- ✓ Programs to encourage and recognize excellence in living our values, such as Breakthrough Congregations, Social Justice awards, and Green Sanctuaries.

Stewardship and Finances

- ✓ Financial advice, loans and grants, and support through the VEACH and other loan programs and the Congregational Stewardship Services program.
- ✓ Our districts, regions, and the UUA combine and channel our disaster assistance contributions for best effect where needed.

References, Information Sharing, and Best Practices

- ✓ Organizing capabilities for various ministries (Youth, inclusiveness, antiracism, equal access, etc.).
- ✓ Congregational resources we all use, such as the Safe Congregations Program, guidelines for growth, training and education, congregational financial management, congregational and governance handbooks, identity based/small group, and addictions ministry support, church management guidelines, and many other supplemental publications.
- ✓ The *Interconnections* newsletter, *UU World* magazine, Skinner House, Beacon Press, and the UUA Bookstore, Unitarian Universalism TV – our global Commons for sharing knowledge and ideas through media.
- ✓ Over 200 email based lists of communities of interest, ranging from leadership and worship to Sunday morning coffee groups and UU Humor. Almost a dozen UU labs and affiliation groups on Facebook not directed by the UUA, but supported and enriched by regional and UUA participation.

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- ✓ Guidance on how to develop and deploy media (newsletters, websites, social media, video, web conferencing, etc. – congregational lifeblood in this era.
- ✓ Shared examples of what other congregations are doing well – central repositories of what works for others, gathered together to make it easy for the rest of us to find them.

Programs

- ✓ Our Whole Lives (OWL) training for children and adults – a uniquely UU and singularly effective program for sexuality education.

Gathering Together

- ✓ The Church of the Larger Fellowship (CLF), which serves a large and thriving UU population otherwise unable to join in a traditional congregation, including those overseas or in remote areas, deployed military, those physically unable to travel to a service, prison populations and others. Many of these participants work their way back to our congregations over time, kept connected to us over the years by CLF.
- ✓ Annual and other gatherings of UUs, from a few dozen to thousands of us, sharing our ideas, problems, and priorities.

It Comes Back to the Same Question:
Who are We?

And the list goes on. Could at least some of these benefits and others be accrued otherwise, if we did not have districts, regions, and an association? Perhaps some could, but most would not, and those that did exist would likely be harder to find, access, and renew.

Each individual UU is important. Every congregation and fellowship is unique and valued. But so too is our global community. These wider associations allow us to “join hands and minds” in powerful and irreplaceable ways.

We should aspire to be more than scattered villages across the landscape – wonderful though our villages may be. Let’s be more than the sum of our parts; let’s use our organizations beyond congregations to find that synergy and do that work.

Vice Moderator's Report
March 2015

Planning for the General Sessions at GA2015 is well underway.

We will need to have a board spokesperson for each of the bylaws proposals that are on the agenda:

- Regions & Districts
- Board Financial Leadership
- Campaign Financing
- Commission on Appraisal

It would be best to identify the spokespersons at our March meeting or at a call in April. The board spokesperson will need to prepare a statement that is no longer than minutes, and we will rehearse the statements at the pre-GA meeting in June.

It is also time to start thinking about the Board Report. Suggestions for the topics we may want to cover:

- Ends Monitoring
- Re-Imagining Governance
- Emerging Congregations
- Inclusion – report back on Responsive Resolutions
- Congregational Boundaries
- Report from Selma

Again, we should agree on topics and spokespersons either at the March meeting or a call in April. We will also rehearse the Board Report at the pre-GA meeting in June.



Treasurer's Report to the Board of Trustees

March 5, 2015

Tim Brennan
Treasurer & Chief Financial Officer



Agenda

- New investment
- 2014 UUCEF performance
- Property update



Investment Committee actions

- Aug 14: voted to allocate up to 10% to private capital
- Rather than investing in traded securities, invest directly in companies and projects
- Less liquid – funds tied up for many years
- Higher expected returns with greater dispersion among managers
- March 2: voted to invest \$5 mm in private real estate



Business resolution

“Invest an appropriate share of UUCEF holdings in securities that will support the transition to a clean energy economy.”

- Biggest impact from private capital – “Clean Trillion”
- Hired Brockton Capital Management – private real estate fund in UK
- Acquire existing, inefficient buildings and retrofit them
- Buildings are source of 1/3 of GHG emissions
- Build to BREEAM standard; report impact through GRESB survey; follow responsible contractor policy



Business resolution

“The President and the Treasurer of the UUA shall report to each General Assembly from 2015 through 2019 on our Association’s progress on the above resolutions.”

- Workshop at GA: “Addressing Climate Change Through UUA Investments” Thursday 6/25, 1:15 PM
- Speakers: Lucia Santini (Investment Committee), David Stewart (SRI Committee Co-chair), Tim Brennan
- Written report will be published before GA



UUCEF Investment Performance

Periods ending 12/31/14

	1 Year	3 Years	5 Years
Gross return	3.8%	10.0%	8.6%
Net return	2.8%	8.9%	7.5%
Benchmark*	4.5%	9.4%	7.6%

** Weighted average of underlying benchmarks for each asset class*



UUCEF Investment Performance

Periods ending 12/31/14

Performance compared to like-sized endowments

	1 Year	3 Years	5 Years
Percentile rank #	71	64	55

1 = highest 1% 100 = lowest 1%



Property update

- Shifting security on \$10 million loan to real estate from endowment
- Applying for property tax exemption on the UUA occupied space for year starting July 1, 2015



Top Priorities

- Budget process
- Move assets to UUCEF LLC by 7/1/15
- Climate change business resolution implementation

Finance Committee Agenda
UUA Board of Trustees
March 2015

Treasurer's report. Tim Brennan.

Reflection and questions on the Memorandum of Understanding among the UUA, Starr King School for the Ministry and Meadville-Lombard Theological School. Sarah Stewart.

**Memo of Understanding
Among
The Unitarian Universalist Association, Starr King School for the
Ministry, and Meadville-Lombard Theological School
April 30, 2013¹**

The purpose of this Memo of Understanding is to ensure right relations among the Unitarian Universalist Association (UUA), Starr King School for the Ministry (SKSM), and Meadville-Lombard Theological School (MLTS) in keeping with the UUA Board Policy 2.10:5. Although each of the three institutions must maintain a primary duty of care to its own core mission, shared values include nurturing transformational leadership, covenantal responsibility, recognizing the potential of every person to serve, and connecting service, spirituality and justice.

The UUA recognizes the distinct value of Unitarian Universalist identity schools, which uniquely:

- Serve Unitarian Universalism and prepare people for UU ministries as core to their mission;
- Act as stewards and creative transformers of UU heritage;
- Embody UU values;
- Further UU theological scholarship;
- Resource the life of UU leaders and institutions; and
- Engage UU with the broader community of higher education and multi-religious work.

The UUA will:

1. Through the POTE the UUA will maintain a view to the overall ecology of theological education, and convene stakeholders for ongoing conversation about the future of identity-based Unitarian Universalist theological education
2. Focus its financial resources effectively in support of UU identity schools:

¹ Originally created October, 2012

- The UUA through its Panel on Theological Education (POTE), pledges a predictable source of unrestricted income to SKSM and MLTS. For FY13-FY18 the POTE will designate \$200,000 annually to each school (or a combined total of 60% of its grants, whichever is greater).
 - The UUA will make strategic use of scholarships to support seminarians at the identity schools.
 - The UUA will work to expand the endowments devoted to theological education.
 - Continue to support emerging UU scholars with grants.
3. Maintain its role in setting and upholding requirements for the fellowshiping and credentialing of UU religious professionals.
 4. Provide ecclesiastical endorsements for civilian and military chaplains.
 5. Provide search and settlement processes for fellowshipped UU ministers.
 6. Maintain a Church Staff Finance Office that offers comprehensive retirement plans, insurance products and compensation consultation for congregational staff, as well as sustentation funds for ministers and retirees.

MLTS and SKSM will:

1. Develop and resource the Masters of Divinity curriculum and degree standards, related masters programs, and doctoral programs.
2. Establish the missions of SKSM and MLTS and maintain accreditation with the ATS.
3. Hire faculty, admit students, graduate students and evaluate faculty.
4. Raise funds for endowments, annual support and financial aid.
5. Maintain buildings, properties.
6. Provide academic scholarship, libraries and archives.

7. Treasure and teach Unitarian Universalist history, theology and heritage in the interest of strengthening and transforming UU identity.

Together, the UUA, MLTS and SKSM will:

1. Foster lifelong communities of formation for UU religious leaders
2. Lift up what is positive and good about the contributions of identity seminars to the vitality of the UU faith.
3. Maintain regular communication for consultation, conversation and mutual awareness through the POTE.
4. Relate to the various organizations representing UU religious professionals, including the UUMA, LREDA, UUMN, etc. And foster wider relationships with other denominations and organizations.
5. Support internships and praxis opportunities for parish and community ministries.
6. Create and support religious education curricula.
7. Produce and publish scholarship that creatively advances Unitarian Universalism and its values.
8. Foster anti-oppressive commitments and engagement and support people from historically marginalized groups.
9. Provide a UU voice in public witness on social justice issues -- being faithful to a vision for what is possible.
10. Recruit excellent and diverse UU religious leaders.
11. Work to assure the financial sustainability of UU identity schools.
12. Advance the UU movement in multiple dimensions.

Signed this 30th day of April, 2013 by

The Rev. Peter Morales, President, Unitarian Universalist Association

The Rev. Rebecca Parker, President, Starr King School for the Ministry

The Rev. Lee Barker, President, Meadville-Lombard Theological School

DRAFT

Best Practices In Receiving, Investigating and Resolving Complaints of Clergy Sexual Misconduct

Congregational Boundaries Working Group, UUA Board of Trustees

February 2015

Executive Summary

The Congregational Boundaries Working Group recommends, for consideration by the Ministerial Fellowship Committee (“MFC”) the following as best practices in its process for receiving, investigating and resolving complaints of clergy sexual misconduct brought against ministers in Preliminary and Final Fellowship, and ministerial candidates:

- 1. Revision of the complaint process to reflect best practices includes direct consultation by the MFC with survivors of clergy sexual misconduct to ensure their concerns and recommendations are fully heard.**
- 2. The individual bringing a complaint, the alleged victim(s), and the minister or candidate each have a right to be heard and taken seriously.**
- 3. The parties in the complaint process, and individuals considering bringing a complaint, are clearly informed in writing of the process, including its expected timeline.**
- 4. The parties receive prompt responses to their concerns and participate in a process that is reasonably prompt, with clear timeframes for resolution of the complaint.**
- 5. Decisions to not refer a complaint to the UUA Consultant or the Executive Committee of the MFC require review and agreement of the Director of Ministries and Faith Development and two additional persons designated by the Office of Ethics and Safety in Congregational Life.**
- 6. If interviews are required of the parties as part of an investigation, both the individual bringing the complaint and the minister have a right to an individual interview, and to know the identity of the interviewer(s) and makeup of the investigation team before the interview.**
- 7. The process avoids conflicts of interest and minimizes perceptions of bias by ensuring staff, consultants, investigators, support persons and MFC members involved in the process disclose potential conflicts of interest with the parties and alleged victim(s), and recuse themselves in the event of a conflict of interest.**
- 8. The parties have, except where confidentiality and privacy concerns otherwise warrant, comparable access to information shared in the process.**
- 9. The parties, as well as an individual considering bringing a complaint, are offered a support person. No support person should be likely, by reason of his or her professional stature or relationships, to unduly influence the investigation or decision process. The**

support person may be present in interviews, in meetings, and at the time of learning of decisions. The families of the parties in the process are offered resources for support.

10. The individual bringing a complaint has an opportunity, on the basis of newly discovered evidence, to request reconsideration of a decision to not terminate Final Fellowship.

11. Any decision of the EC and the MFC regarding a minister that involves a finding of misconduct is promptly communicated to the Unitarian Universalist Ministers Association.

12. Members of the EC and MFC, in order to consider complaints related to clergy sexual misconduct, have training on clergy sexual misconduct in general, the UUMA Code of Conduct/Ethical Standards related to clergy sexual behaviors and relationships with those they serve as minister, the UUMA Standards of Professional Practices provisions relating to best practices regarding personal or romantic relationships, and the UUA Human Resources Manual definition of sexual harassment.

13. MFC members receive training that familiarizes them with (1) restorative justice principles that promote healing of the parties and affected communities and (2) trauma that is likely to affect some of the parties involved in these allegations , including victims of clergy sexual misconduct. Such training is intended to assist MFC members in interviewing parties in the complaint process and in considering appropriate resolution of a complaint.

A. Introduction

The UUA Board of Trustees in October 2014 charged the Congregational Boundaries Working Group to provide both the Board and the Ministerial Fellowship Committee (MFC) a set of “best practices for receiving, investigating and resolving complaints of clergy sexual misconduct.”¹ The call for this examination of the MFC complaint process has existed for many years and risen from several sources.² Most recently, *Safety Net*, a social justice team of the First Unitarian Universalist Church of Nashville, urged the Board to take full ownership of earlier recommendations of the Safe Congregations Panel (including the review of the MFC process).³

This report is provided to the MFC, as the body responsible for making rules governing ministerial fellowship, and to the UUA Board, accountable for the MFC complaint process.⁴

B. Summary of Current MFC Complaint Process.

¹ The full charge is in [Congregational Boundaries Working Group Report](#), p.2. The relevant Ethical Standards of the Code of Conduct of the Unitarian Universalist Ministers Association provide “I will not engage in sexual contact, sexualized behavior or a sexual relationship with any person I serve as a minister.” Complaints of sexual harassment may be related to those of clergy sexual misconduct. The Ethical Standards do not specifically address sexual harassment.

The 2010 UUA Human Resource Manual defines harassment as including: “unsolicited remarks, gestures or physical contact, display or circulation of written materials or derogatory pictures directed at any of these categories. In addition, sexual advances, jokes, explicit or offensive pictures, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct or communication is made a term or condition either explicitly or implicitly to obtain or maintain employment; or,
2. Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual’s employment; or,
3. Such conduct or communication is pervasive, severe, and persistent, and has the purpose or effect of substantially interfering with an individual’s employment or creating an intimidating, hostile, or offensive employment environment.”

² In 2000, the Safe Congregations Panel recommended a review of the complaint process so “that language and process provide respect, safety, and ease of use” for those bringing complaints, ensuring they are “informed and consulted at critical points in the process.” In 2010, the report of the Religious Institute, commissioned by the UUA, noted that responding to complaints of sexual harassment or misconduct was the “weakest area of sexual health for the denomination” and its congregations. [“Toward a Sexually Healthy and Responsible Unitarian Universalist Association,”](#) The Religious Institute and Rev. Debra W. Haffner (2010), pp. 29, 30. The report recommended the UUA adopt a more “streamlined, clearly articulated and standard” process--and prominently place those new procedures on a new section of the website or a separate webpage.

³ [“UUA Candidates for Board and Moderator: Open a National Conversation on Clergy Misconduct,”](#) First UU Church of Nashville Safety Net (2013)

⁴ MFC Rules are subject to approval by the UUA Board ([Bylaws of the UUA Board, section 11.2](#))

The current MFC complaint process, with respect to ministers in Preliminary and Final Fellowship, is summarized in Appendix 1. Appendix 1 includes two documents—(1) a chart that describes the roles of different parties to the process at its basic stages (prepared by Congregational Boundaries Working Group) and (2) a flow chart of the process prepared by *Safety Net*.

The process, which addresses complaints of ministerial misconduct and ministerial incompetency, is established by several different sources. They include Rules 16 and 20-28 of [the MFC Rules \(updated January 2014\) \(and revised January 2015\)](#), Policies 19,20, 22 and 23 of [the MFC policies \(updated January 2013\)](#), the UUA webpages “[Process for Handling Complaints of Misconduct in Your Congregations](#)” and “[Misconduct Complaint Process](#),” [Article XI of the UUA Bylaws and the Rules of the Board of Review](#). Staff practices, particularly those of the Office of Ethics and Safety, also inform the process.

C. Current UUA Statements of Principle in Responding to Complaints of Ministerial Misconduct.

The UUA Office of Ethics and Safety posts the following statement on the webpage “[Process for Handling Complaints of Misconduct in Your Congregation](#)”:

*The UUA Office of Ethics and Safety, in addition to broad support for safe congregations and right relations, provides a system for response to complaints of professional misconduct that is **grounded in principles of restorative justice and reconciliation**. These principles are expressed by:*

- *pastoral concern and response to persons victimized*
- *concern for the health and well being of congregations*
- *concern for the integrity of the ministry and the UUA*
- *congruency with UU principles*
- *transparency*

The statement further assures that “*your inquiry will be treated with compassion, respect, and care.*”

That webpage also provides a link, “Restorative Workshop,” further linking to “[Restorative Justice: A Transforming Philosophy](#),” which lists characteristics of restorative justice.

D. Formulation of Best Practices.

The best practices suggested below are based on a review of the principles outlined above, recommendations and discussion in the Safe Congregations Panel report, comments received from

the Congregational Boundaries Advisory Group and *Safety Net*, and the principles and processes of the United Church of Christ (“UCC”)⁵ and the Central Conference of American Rabbis (“CCAR”)⁶ for receiving, investigating and resolving complaints of professional misconduct. Comparison of aspects of the UUA, UCC and CCAR complaint process are provided in Appendix 3. Also helpful were comments by Rev. Debra W. Haffner, President of Religious Institute, Inc. and a review of the website maintained by the United Methodist Church, umsexualethics.org.⁷

Noteworthy in the UCC and CCAR processes is the extraordinary care taken to fully communicate and provide assurances to all parties of procedural fairness, respect, and pastoral support. These assurances are provided in statements of general principles and in the complaint process itself. We suggest that the MFC consider posting or publishing some general statements of best practice for the benefit of parties involved in the complaint process, and that the following practices be reflected in the complaint process:

E. Best Practices.

1. Revision of the complaint process to reflect best practices includes direct consultation by the MFC with survivors of clergy sexual misconduct to ensure their concerns and recommendations are fully heard. As a member of the Advisory Group has commented to the UUA Board:

“I’ve been involved in rewriting significant pieces of the policies related to CSM in my congregation, and from that have learned that how policies are formulated is actually the most important piece — more important than specific endproducts... As far as I can tell, the UUA’s CSM policies and procedures are formulated and reviewed only by those with the most power — not opening this work up to the powerless...And my voice is woefully inadequate. Somehow we must at a bare minimum find a way to have adequate representation of UU CSM survivors in the reformulation of CSM-related policies and procedures.”

⁵ [The United Church of Christ Manual on Ministry, Section 8, The Oversight of Ministries Authorized by the United Church of Christ.](#) The Manual on Ministry provides a model Fitness Review process for local UCC Association Committees on the Ministry. A Fitness Review is a “reassessment of a persons fitness for authorized ministry in and on behalf of the UCC, which may result in discipline, including the loss of authorization.” *Id.* at p. 30.

⁶ [Central Conference of American Rabbis, Code of Ethics for Rabbis.](#) The CCAR is the membership organization for Reform Rabbis. It provides placement services in congregations associated with the Union for Reform Judaism. The CCAR in its Code of Ethics establishes procedures for adjudicating complaints against members of the CCAR. Possible outcomes include reprimand, censure or recommendation of censure or expulsion from the CCAR.

⁷ The website, created by the UMC General Commission on the Status of the Role of Women, introduces the complaint process in the United Methodist Church and addresses the issues of sexual misconduct, abuse and harassment by those entrusted with ministerial roles in the UMC.

2. The individual bringing a complaint, the alleged victim(s), and the minister or candidate each have a right to be heard and taken seriously.

The Office of Ethics and Safety makes the online statement, “your inquiry will be treated with compassion, care and respect.” The outline of the process of the Office of Ethics and Safety reflects its intent to take complaints seriously.⁸

To ensure individuals bringing a complaint are heard, the MFC has recently amended MFC Rules 16, 20 and 21. The [amendments](#) provide individuals bringing a complaint concerning a minister an opportunity to meet with the MFC Executive Committee (“EC”), accompanied by an advocate appointed by the Office of Ethics and Safety. A similar opportunity to meet with the EC may also be provided to representatives of victims or classes of victims.

This revision is consistent with UCC and CCAR processes, which both provide that the individual bringing a complaint and the minister or rabbi have similar rights to appear before a review committee. Both the UCC and CCAR processes also recognize that individuals other than the person bringing a complaint may meet with their review committees (See Appendix 3.)

The MFC has asked for guidance on how alleged victim(s), other than the individual bringing the complaint, might be identified and invited to speak to the EC. A member of the Advisory Group has commented that when an alleged victim is identified in the course of the investigation process, the EC *“explicitly state that they are open to hearing from anyone affected and will make accommodations as necessary to ensure that that happens.”*⁹

In response, the MFC revised Rule 20 to provide that an assessment of a complaint should take into consideration “statements by the persons filing the complaint about any other victims, or classes of victims, that should receive consideration if the complaint is referred to the MFC.”

⁸ Its role is to:

- receive and investigate complaints
- coordinate support services to affected individuals and congregations
- present cases for adjudication by the Ministerial Fellowship Committee
- involve investigators and advocates as needed, the latter providing both pastoral support and process information/advice to the complainant
- involve, when needed, a crisis response team, to provide support to congregational staff and leaders
- include an education and training component for congregational leaders

⁹ The full comments from the Advisory Group member are provided in Appendix 2.

We suggest that the Rules also give the EC discretion to meet with alleged victim(s) (beyond one representative), taking into consideration the victim's needs, the nature of the complaint and the need of all parties for a fair proceeding. Given the possibility of needing to meet with a number of alleged victims, we suggest the EC retain discretion to meet with them by secure video conference methods.

We suggest the Rules and Policies ensure that individuals bringing complaints will be asked what resolution they would like to see. The website states that when the EC negotiates a resolution agreement with a minister, "[t]he UUA Consultant will be a focal point for such negotiations and the complainant will be consulted with respect to the proposed resolution." However, MFC Rules and Policies make no reference at all to role of the UUA Consultant. Of course, an individual bringing a complaint might be asked questions regarding needs and resolution in various ways—through consultation with an advocate, when interviewed in an investigation process, and when meeting with the Executive Committee.

3. The parties in the complaint process, and individuals considering bringing a complaint, are clearly informed in writing of the process, including its expected timeline. This is consistent with the principle of transparency articulated by the Office of Ethics and Safety. The MFC Rules and Policies are posted online, and the Office of Ethics and Safety provides webpages to describe the complaint process. Unfortunately, it remains opaque. Confusion is caused by lack of (a) a single resource that comprehensively describes the complaint process, (b) clear statements that address confidentiality concerns and the lack of a role for legal counsel in the process, and (c) information regarding the background or qualifications of those performing critical roles in the process:

(a) Lack of Single Resource in Script that Comprehensively Describes the Complaint Process.

Recognizing that the complaint process is not always accessible, the Office of Ethics and Safety offers online assistance:

The process of making complaints can be complex. Our intake person... is at the UUA Monday-Friday during regular business hours, and is happy to speak with you in person: (617) 948-6462. We do not currently offer a 24/7 "hotline" but your call will be answered within 48 hours. [The Intake Person] offers completely confidential listening, and can explain the process for filing a complaint.

Despite this assistance, the burden is placed on persons who may have been victimized to rely on their own inquiries, notes, questions and conjecture to understand the process. The Rules and Policies do not require that an individual be clearly informed in writing of the process. Nor is a comprehensive summary of the process posted online. An online summary would provide greater transparency and assist those considering bringing a complaint who are understandably reluctant to confide in staff. We also suggest the process for bringing a complaint be easily found from a button or link on the home page that states “How to Report a Concern” or even more specifically, “How to Report a Concern About Professional Misconduct.”

The original sources that establish the process (Rules, Policies, statements of Office of Safety and Ethics, Bylaws) are not outlined or gathered in one place, nor are the Rules, Policies and website information easy to follow or consistent in use of language. (For instance, the MFC Rules refer to an “intake person” as charged with initially assessing complaints, but on the website, this also appears to also be the responsibility of the UUA Consultant. One option, to improve communications, might be to comprehensively edit the applicable Rules, Policies and website information for clarity and create a policies and procedures document. We also suggest clarifying the role of the UUA Consultant.

(b) Lack of statements that address confidentiality concerns and role of legal counsel in the process. Clearly informing individuals about the complaint process includes clearly addressing confidentiality concerns.¹⁰ The UUA website now states: “All participants in any complaint process will be informed that confidentiality may be breached if the UUA Consultant deems necessary to protect against harm.” At least one member of the Advisory Group believes this statement is too vague and questions when breaching confidentiality would be deemed acceptable. Parties should also be informed of the lack of a role for legal counsel in the complaint process.¹¹

¹⁰ While parties to the process need to be informed of the potential loss of confidentiality (as in cases involving abuse of minors or threats of imminent danger to any person), they also need to know how information they provide will be shared, and what information about the process they will be allowed to share. The umsexualethics.org website makes statements that clarify expectations, such as, “When you file a complaint, the accused will have a right to know of your name and your statement regarding the accused clergy’s conduct identified in the complaint,” and “You will be asked to keep the investigation and the complaint process confidential during the time of the investigation.”

¹¹ As an example, the UCC description of its Fitness Review process states: “Care should be taken to explain that there is no role for attorneys in ecclesiastical proceedings. While persons are free to engage legal counsel, federal and state constitutional jurisprudence makes clear that governmental

(c) Lack of information regarding the background or qualifications of those performing critical roles in the process. Individuals thinking of bringing complaints may need assurances that those who perform critical roles in the process have qualifications to carry out those roles. Parties may need to know the background of those conducting investigations, those being offered as advocates, and individuals who may be external consultants, such as the UUA Consultant.

4. The parties receive prompt responses to their concerns and participate in a process that is reasonably prompt, with clear timeframes for resolution of the complaint. The commitment to a timely process and prompt response is not assured in the MFC Rules and Policies. For instance, the MFC Rules and Policies do not provide timelines for:

- responding to initial action on a received complaint (i.e., referral to UUA Consultant or other resources),
- issuing an invitation to meet with the EC,
- conducting a Final Fellowship Review and informing the parties of the decision.

Understanding that the MFC generally meets 3 times each year, complaints might be brought at any point in that schedule, exact timelines are often not possible. However, the EC may be able to set reasonable deadlines for (1) the Intake Person's decision to refer an initial complaint to the UUA Consultant (or elsewhere) and (2) the time for the UUA Consultant to conduct an investigation and decide whether to refer to the EC (or elsewhere). With respect to meetings with the EC, further investigations, or a Fellowship Review, we suggest that parties be informed of a tentative schedule and any subsequent revisions. The Rules should generally provide that parties will be responded to promptly and a complaint will be dealt with in a timely manner.

The MFC and staff should also be committed to providing an immediate, personal response to an individual who is considering bringing a complaint. We suggest considering tools such as a 24/7 hotline to ensure that support and outreach is available.

5. Decisions to not refer a complaint to the UUA Consultant or the Executive Committee of the MFC require review and agreement of the Director of Ministries and Faith Development and at

bodies, including officers of the court, cannot interfere with a church's responsibility for determining who can and who cannot minister on its behalf."

least two additional persons designated by the Office of Ethics and Safety in Congregational Life. One member of the Advisory Group has observed that a preliminary complaint investigation may be conducted by the UUA Consultant alone and that investigation may determine the scope of the case, including whether or not it moves forward. Decisions regarding referral of the complaint and its preliminary investigation are critical steps in the process. To avoid any question of bias or lack of thoroughness, we suggest Rules and Policies ensure that the decision whether or not to refer a complaint to the UUA Consultant or the EC is made by at least three people. Additionally, individuals bringing complaints need assurances that decisions are not arbitrary but rely on clearly defined standards. MFC Rule 20 provides that the Intake Person “has the discretion to refer matters not suitable for adjudication by the Ministerial Fellowship Committee (MFC) to other resources...” Examples of or an explanation of matters that might not be “suitable for adjudication” are not provided in the Rules, Policies or other information provided online.

6. If interviews are required of the parties as part of an investigation, both the individual bringing the complaint and the minister have a right to an individual interview, and to know the identity of the interviewer(s) and makeup of the investigation team before the interview.

Section 19D of the Policies states, in part, “If it is determined that personal interviews would be appropriate, the appointed investigators will interview the complainant, the minister against whom the complaint is made, and as many other individuals with knowledge of the issues or circumstances raised by the complaint.” The Policies, Rules and website don’t describe the makeup of the investigation teams.

In instances of a preliminary investigation by the UUA Consultant, such rights to interviews should also apply.

7. The process avoids conflicts of interest and minimizes perceptions of bias by ensuring staff, consultants, support persons and MFC members involved in the process disclose potential conflicts of interest with the parties and alleged victim(s), and recuse themselves in the event of a conflict of interest.

Policy 20D of the MFC Policies provides that “each individual appointed to be an investigator is expected to maintain neutrality and an open mind throughout the investigation.” The MFC has revised Rule 21D to provide that if a full Committee Fellowship Review is called for, the EC will assign an investigative team from outside (rather than inside) the MFC’s membership to be in contact with complainants and other individuals the team deems relevant. This amendment is a significant step in minimizing perceptions of bias. Moreover, staff and the MFC members are subject to the [UUA Conflict of Interest Policy](#) which provides:

If a member of the Ministerial Fellowship Committee...has a conflict of interest with regard to an individual who is the subject of any action by the board or committee on which the member serves, the member shall disclose the relationship prior to the action, shall not participate in any way in gathering information about or otherwise evaluating the individual, and shall not attempt to influence the action...These committees may adopt additional conflict of interest rules or procedures, including additional requirements for recusal, which are not in conflict with this policy.

We suggest the MFC consider whether a conflict of interest policy applies to consultants, support persons and to members of investigative teams, and whether its Rules and Policies should be amended to ensure such application.

8. The parties have, except where confidentiality and privacy concerns otherwise warrant, comparable access to information shared in the process. Confidentiality and privacy are legal concerns; it is beyond the scope of this report to identify information that may appropriately be shared. This statement of practice simply confirms that, in the interest of transparency and equitable treatment of the parties, they have comparable access to information (while mindful of confidentiality and privacy concerns). For instance, parties should receive updates on the status of the complaint and next steps. One member of the Advisory Group wrote:

Overall, there is relatively little detail in the MFC rules about what happens when the MFC receives a complaint. There is nothing about any communications with the complainant (except if they contact the individual during an investigation by the full MFC). It is not clear that the person who files a complaint is ever told the outcome. I think having this explicitly spelled out in the MFC Rules is very important...the gaps I see are in describing how the person who has filed a complaint will be kept informed. In the past, I recall seeing documents (current during the time of my complaint) stating that complainants are kept informed at all critical junctures. This did not match with my experience. As such, I think it would be helpful for such communications to be more explicitly described either in the process page or the MFC rules or both. (See Appendix 2.)

The Rules do not require the individual bringing the complaint (or the UUA Consultant) be personally informed of important decisions in the process.¹² (The Policies do require that an individual bringing a complaint be informed of a finding of lack of sufficient grounds to bring a case to Fellowship Review.) The lack of requirements to inform complainants of outcomes contrasts with the process of the UCC and CCAR, which require that both parties be informed of important decisions.)

¹² This includes (1) the initial assessment (through Intake Person and UUA Consultant) to refer the complaint to the EC, (2) the EC decision to either conduct an investigation (in the case of a minister in Final Fellowship), take no further action or enter into a resolution agreement with the minister, (3) the second EC decision, after an investigation, to continue with a full Committee Fellowship Review, and (4) the decision following full Committee Fellowship Review.

9. The parties, as well as an individual considering bringing a complaint, are offered a support person. No support person should be likely, by reason of his or her professional stature or relationships, to unduly influence the investigation or decision process. The support person may be present in interviews, in meetings, and at the time of learning of decisions. The families of the parties in the process are offered resources for support. UUA staff is refreshing its advocate program, and has recently received a grant to train advocates that can be available as early as when one is considering bringing a complaint. However, the availability of advocates (or a Good Offices person) is not consistently described in the Rules, Policies and online materials. Though current staff practice may be to provide support to parties at the time an MFC or EC decision is communicated, the Rules or Policies do not now encourage that decisions be communicated with this support available.

Both the UCC and CCAR processes ensure families of parties to the process are offered support. While volunteer Good Offices persons and volunteer advocates might not be able to themselves provide such ongoing support to families, their training could include assisting families in finding available resources for support.

10. The individual bringing a complaint has an opportunity, on the basis of newly discovered evidence, to request reconsideration of a decision to not terminate Final Fellowship. In the MFC complaint process, the minister has a right to appeal a decision to terminate Final Fellowship and to request consideration of newly-discovered evidence. We recognize that a Fellowship Review is a process between the MFC and a minister concerning fitness for ministry, and that a complainant under the current process does have the opportunity to appeal a decision by the EC to **not** seek a Fellowship Review. We suggest the MFC consider whether it has an interest, in reaching a decision in a Fellowship Review, in newly-discovered evidence that might be offered by the individual bringing the complaint (offered under the same restrictions now applicable to ministers under the Board of Review Rules).

11 . Any decision of the EC and the MFC regarding a minister that involves a finding of misconduct is promptly communicated to the Unitarian Universalist Ministers Association. We suggest the MFC consider at what points in its process it notifies the UUMA .

12. Members of the EC and MFC, in order to consider complaints related to clergy sexual misconduct, have training on clergy sexual misconduct in general, the UUMA Code of Conduct/Ethical Standards related to clergy sexual behaviors and relationships with those they serve as minister, the UUMA Standards of Professional Practices provisions relating to

best practices regarding personal or romantic relationships, and the UUA Human Resources Manual definition of sexual harassment.

13. MFC members receive training that familiarizes them with (1) restorative justice principles that promote healing of the parties and affected communities and (2) trauma that is likely to affect some of the parties involved in these allegations , including victims of clergy sexual misconduct. Such training is intended to assist MFC members in interviewing parties in the complaint process and in considering appropriate resolution of a complaint.

Acknowledging the significant time commitment of MFC members to carry out its credentialing tasks, any such training would need to be a succinct and thoughtful introduction to relevant principles of restorative justice, and the effects of trauma, that would enable the MFC to better address the needs of parties in the complaint process.

CONCLUSION

We invite the MFC and Director of Ministries and Faith Development respond to the Board with (1) suggested revisions to the Rules and Policies in light of these best practices, or (2) concerns or disagreements with the suggested best practices. If additional resources are needed to implement revisions, we ask that information be noted in the response. We also recommend that the revision process include direct consultation with survivors of clergy sexual misconduct who have brought complaints under the MFC process. To ensure transparency, revised Rules and Policies, once approved, should be posted clearly on the UUA website on a single landing page, and the revisions publicly communicated through the UU World online, the UUMA e-newsletter, and other appropriate sources.

Addendum
Best Practices Report
Congregational Boundaries Working Group
March 5, 2015

While we did not formulate a “best practice” statement regarding the following issues, we ask the MFC respond to how it believes these issues be appropriately addressed in the process for receiving and responding to complaints of clergy sexual misconduct:

1. The circumstances in which the President of a congregation in which a minister serves, and its Board of Trustees, may be informed that a complaint has been filed, provided pastoral support and information on the process, or informed of the resolution. In the case of ministers serving in community ministry, any circumstances in which the President of the organization in which the minister serves, as well as its Board of Trustees, may be informed that a complaint has been filed, provided information on the process or informed of its resolution.
2. How adequate assurance is provided to the party bringing the complaint that it is fully investigated.

Appendix 1

Process for Responding to Concerns of Clergy Sexual Misconduct Raised by an Individual or a Board

Chart 1: Summary of Stages of Review Process for Ministers in Final Fellowship

Chart 2: Flowchart of UUA Procedure for Responding to Clergy Sexual Misconduct
Allegations (Prepared by Safety Net)

Chart 1: Summary of Stages of the Process

(For Ministers in Final and Preliminary Fellowship)

The following are the basic stages of the complaint and review process for a minister in final fellowship:

1. Inquiry to Office of Ethics and Safety Re: Bringing Complaint

2. Initial Assessment of Complaint by Intake Person in Office of Ethics and Safety

3. Referral to Consultant for Ethics in Congregational Life for Further Investigation

4. Referral to MFC Executive Committee/ Invitation to Parties to Meet with EC

5. EC "Pre-Investigation" Decision:

5a. Determination that No Further Action is Needed; or

5b. EC Negotiates Resolution Agreement with Minister; or

5c. EC Determines, with respect to ministers in Final Fellowship, Further Investigation is Needed for Full MFC Fellowship Review

EC decides, with respect to ministers in Preliminary Fellowship whether the minister will be continued in Preliminary Fellowship and/or any contingencies before minister can continue in Fellowship. An EC recommendation to terminate preliminary fellowship is referred to full MFC for vote.

6. EC "Post-Investigation" Decision":

6a. Insufficient Grounds for Full Committee Fellowship Review
(Individual Bringing Complaint May Appeal)

6b. Full Committee Fellowship Review

7. Decision by MFC

8. Notification of Decision (Minister May Appeal)

Procedures for complaints against candidates are brought to the attention of the Professional Development Director and handled under Policy 20 of the MFC Policies.

1.Initial Inquiry to Office of Ethics and Safety			
Minister	Person or Board Raising Concern	UUA Staff	Ministerial Fellowship Committee (MFC)
	Individual, or member of a board that works with minister, brings concern to Intake Person in the Office of Ethics and Safety.	Intake Person hears concern, provides information on complaint process and answers questions. Intake Person may assist in reducing complaint to writing.	

2. Initial Assessment of Complaint			
Minister	Person or Board Raising Concern	UUA Staff	MFC
	<p>Individual or Board (through person authorized by Board) submits formal complaint in writing to Office of Ethics and Safety. (Assessment by Intake Person may begin earlier, with verbal complaint.)</p> <p>Note: Complaints by individuals must be signed by person directly involved in circumstances covered by the complaint (except in cases involving children and dependent adults.)</p> <p>Complaints involving events occurring more than 6 years prior to date of complaint will not be considered unless for good cause (particularly egregious behavior, cases involving abuse of children, repetitive actionable behavior)</p>	<p>Intake Person assesses, often in consultation with Director for Ministry and Faith Development, if complaint is a matter suitable for adjudication by MFC and referral to UUA Consultant. Intake Person may refer back to congregation or to District or Field Staff, Ministries and Faith Development staff, UUMA, Good Offices, etc. May also consult with Director for Congregational Life and UUA Chief Operating Officer and other staff who need to know.</p> <p>Assessment includes any statements by complainant about any victim(s) that should receive consideration if complaint is referred to MFC.</p> <p>*Items in blue are staff practice not stated in MFC Rules and Policies.</p>	

3.Referral to UUA Consultant for Ethics in Congregational Life			
Minister	Person or Board Raising Concern	UUA Staff	MFC
		<p>Intake Person may refer complaint to UUA Consultant for Ethics in Congregational Life for further investigation, who may refer to other resources (i.e.,Director of Ministries and Faith Development, Review Team, UUMA. UUA Consultant may refer to Executive Committee for further investigation.</p> <p>Note: UUA Consultant may be external consultant or Director of Ministries and Faith Development</p>	

4. Referral to Executive Committee/Invitation to Parties to Meet with Executive Committee			
Minister	Person or Board Raising Concern	UUA Staff	MFC
Minister may submit any relevant material and will be given copy of materials on which EC will rely. Minister meets with EC; is expected to be accompanied by UUMA Good Offices person in Final Fellowship. Expenses involved in travel and appearance of minister and Good Offices person are borne by MFC.	Person bringing complaint (or representative of victim(s)) may meet with EC. Expenses involved in travel and appearance before EC by is borne by MFC.	Upon receipt of complaint that warrants further investigation, UUA Consultant informs minister of complaint (if not informed during assessment phase).	<p>Executive Committee (EC) of the MFC may invite the minister to meet with the EC, accompanied by UUMA Good Offices person in Final Fellowship. Appearance may be in person or by teleconference. If minister is in final fellowship, EC decides (1) no further action is needed, (2) to negotiate a resolution with minister, or (3) to further investigate.</p> <p>[If minister is in preliminary fellowship, EC decides whether to establish contingencies for continuing preliminary fellowship or makes recommendation to full Committee to vote to terminate preliminary fellowship. Ministers in preliminary fellowship are not subject to a full MFC Fellowship Review.]</p> <p>EC invites individual bringing complaint, or representative of victim(s) to meet with EC, accompanied by support person. Appearance may be in person or by teleconference.</p>

5a. MFC Executive Committee Determines No Further Action is Needed			
Minister	Person or Board Bringing Concern	UUA Staff	MFC
			EC determines no further action is needed.
5b. Executive Committee and Minister Negotiate Resolution (Self-Disclosure)			
Minister	Person or Board Bringing Concern	UUA Staff	MFC
The minister shall enter into negotiations with the UUA Consultant and EC with respect to the resolution.	The person bringing complaint shall consult with the UUA Consultant with respect to the proposed resolution.	The UUA Consultant shall consult with the person bringing complaint with respect to the resolution.	The EC may propose a mutually agreed upon course of redress, to be negotiated by the EC and the UUA Consultant. The EC shall send a copy of the resolution agreement to the minister within 14 days of the meeting with the EC. A copy of the resolution agreement shall be placed in the minister's file. MFC sends copies to others as it deems appropriate.

5c.Executive Committee Determines Investigation is Needed			
Minister	Person or Board Bringing Concern	UUA Staff	MFC
<p>Minister may be interviewed by UUA Consultant or other member of investigative team.</p> <p>In cases where criminal charges are pending against minister, minister cooperates with MFC in providing access to any court transcript or record.</p> <p>Minister may receive terms of administrative suspension or other conditions or requirements imposed by the MFC during investigation or Fellowship review.</p>	<p>Person bringing complaint may be interviewed by UUA Consultant or other member of investigative team.</p> <p>Person approves any summary of his or her statement before it is included in report.</p> <p>[Person may be assigned a “liaison” as a point of contact between with those involved on behalf of UUA.]</p>	<p>UUA Consultant and others on investigative team conduct interviews with persons the team deems appropriate and gather information.</p> <p>Investigative team files report with Executive Secretary. Conducts further investigation if requested by MFC Chair and Executive Secretary.</p> <p>Information gathered is shared with minister and the MFC. Ministers have access to their files except for information transmitted in confidence or otherwise deemed confidential by the MFC.</p>	<p>Executive Secretary determines type and scope of investigation and appoints team outside of MFC.</p> <p>Executive Secretary and MFC receive initial report from investigative team and determines if additional information is required.</p> <p>Executive Secretary and MFC forward final report to EC.</p> <p>In cases where criminal charges are pending against minister, EC may suspend all or part of investigation until conclusion of criminal investigation.</p> <p>Upon recommendation of Executive Secretary, EC may administratively suspend a minister’s fellowship while minister’s status is being reviewed by MFC.</p>

6a.Executive Committee Determines Insufficient Grounds for MFC Fellowship Review/Right of Appeal			
Minister	Person or Board Bringing Concern	UUA Staff	MFC
Minister may file response to notice of appeal.	Person may file written appeal of EC decision. Appeal must be received by Executive Secretary within 30 days of person's receipt of notice of no action.		<p>EC determines insufficient grounds for MFC Fellowship Review.</p> <p>The Executive Secretary notifies the minister, the individual bringing a complaint, and other interested parties of the determination.</p> <p>Executive Secretary gives minister notice of appeal of EC decision. Executive Secretary presents appeal to MFC for decision. Executive Secretary notifies minister and person of decision of MFC.</p>

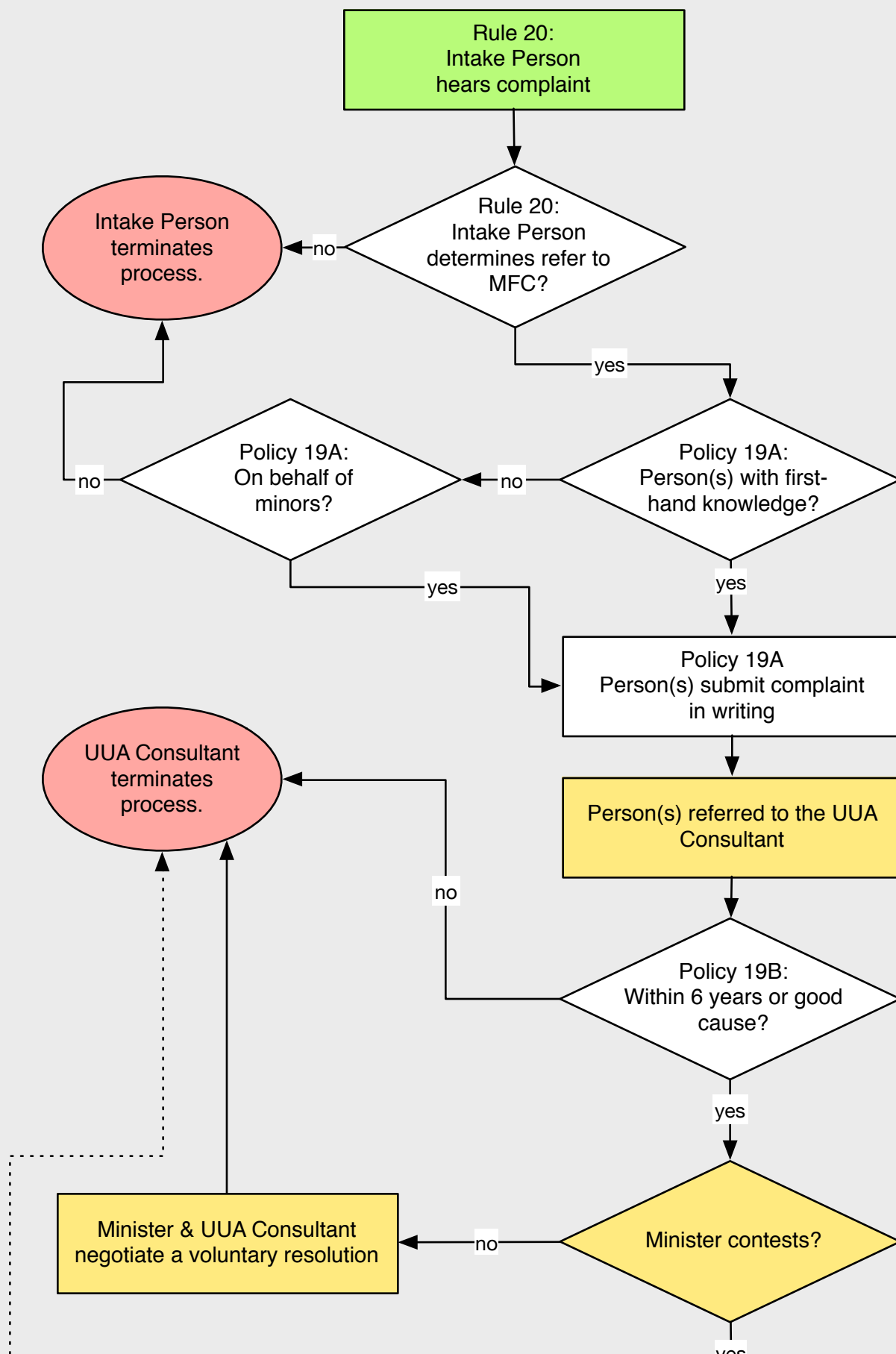
6b. MFC Conducts Fellowship Review			
Minister	Person or Board Bringing Concern	UUA Staff	MFC
<p>Within 14 days of receipt of notice, Minister responds to content of investigations, including name of Good Offices person and additional materials minister will submit for Review.</p> <p>Expenses for travel and appearance of minister and Good Offices person are borne by MFC.</p> <p>If minister fails to appear, Review proceeds in his or her absence.</p> <p>Minister may voluntarily resign from Fellowship.</p>		<p>UUA Consultant may decide to exclude certain parts of complaint not supported by evidence developed in the investigation.</p> <p>UUA Consultant presents case to MFC.</p>	<p>If EC (or MFC, in cases of appeal) determines there are grounds for a Fellowship Review, Executive Secretary sends written notice to minister outlining reason for Fellowship Review. The notice to the minister includes all information that will be considered, the date and location, and procedures that will be followed. Notice must be postmarked at least one month prior to scheduled date of review.</p> <p>In case of minister's resignation from Fellowship, notice of resignation shall describe stage of review process at time of resignation.</p>

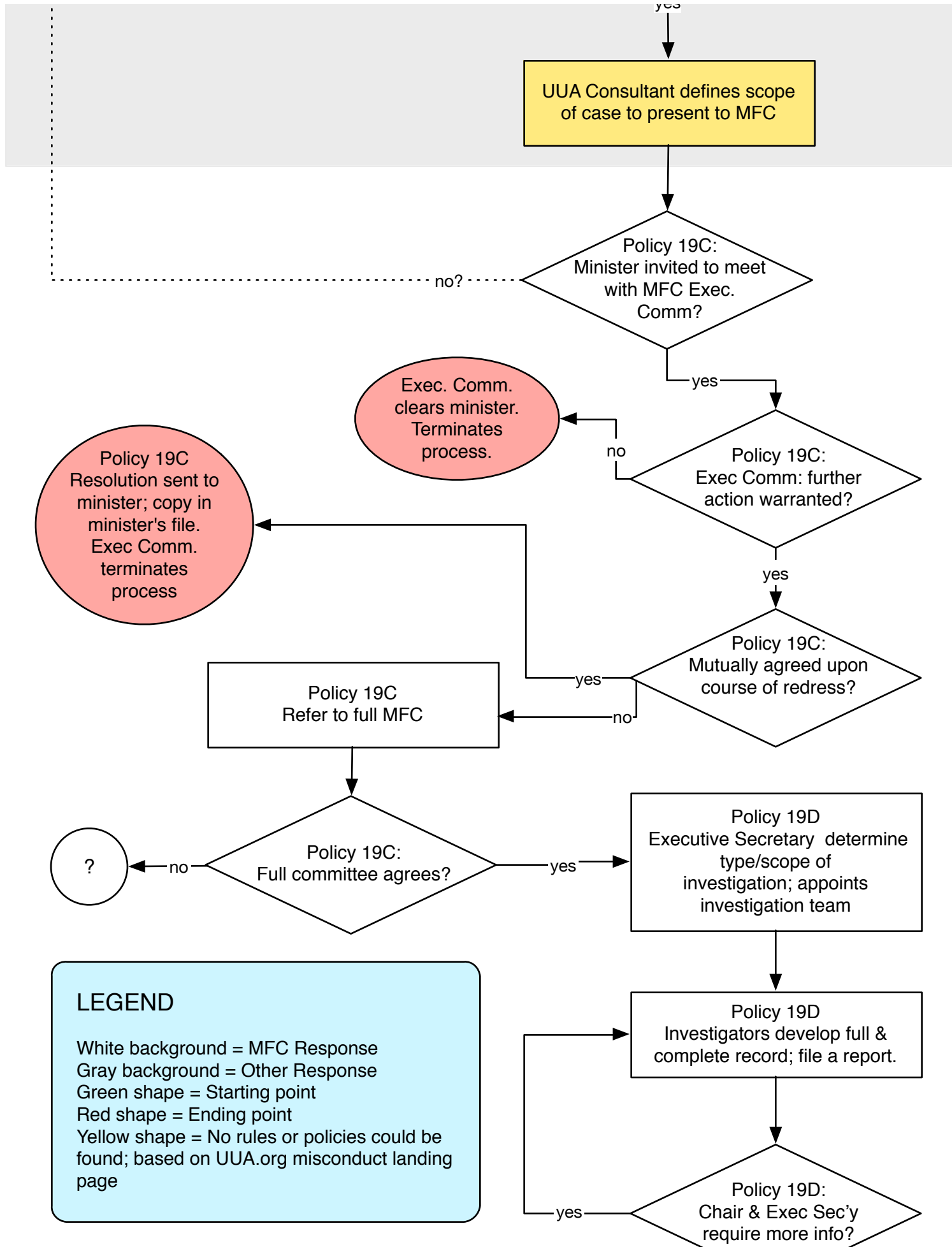
7. MFC Makes Determination Following Fellowship Review			
Minister	Person or Board Bringing Concern	UUA Staff	MFC
			<p>MFC makes determination whether or not to terminate a Final Fellowship on grounds of “conduct unbecoming a minister” or for other grounds of non-compliance with requests of MFC (responses to requests for information, attendance at MFC meetings, compliance with remediation or probation requirements.)</p> <p>MFC may impose conditions, requirements and contingencies on minister for a period of probation.</p>

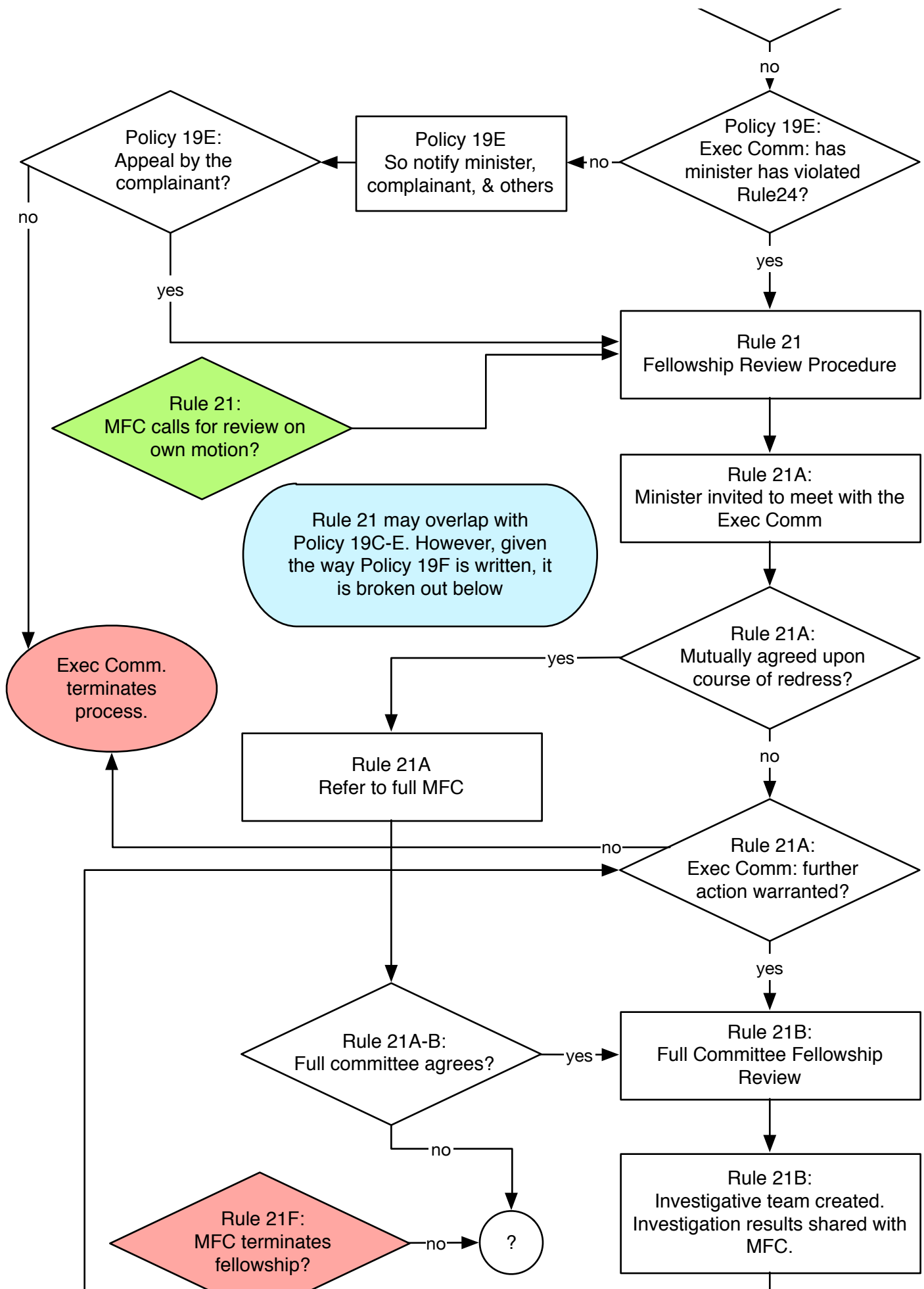
8. MFC Decision and Appeal Process			
Minister	Person or Board Bringing Concern	Board of Review	MFC
<p>Minister is notified of MFC decision. Minister may appeal decision to terminate Final Fellowship to Board of Review. Appeal must be made within 30 calendar days of termination. If no appeal, decision is final and binding on minister.</p> <p>In appeal, minister may request MFC consider new evidence.</p> <p>If appeal is timely filed, minister's status is "suspension from Ministerial Fellowship" until final decision by Board of Review.</p> <p>Minister learns of final decision of Board of Review. Minister has no further recourse to any proceeding or review within the UUA.</p>		<p>Board of Review affirms, modifies or reverses action by MFC.</p>	<p>MFC provides written notification to minister and congregations of termination of Fellowship. Notice of termination is also published in UU World.</p> <p>MFC takes any action and make any entries on its records required by decision of Board of Review.</p>

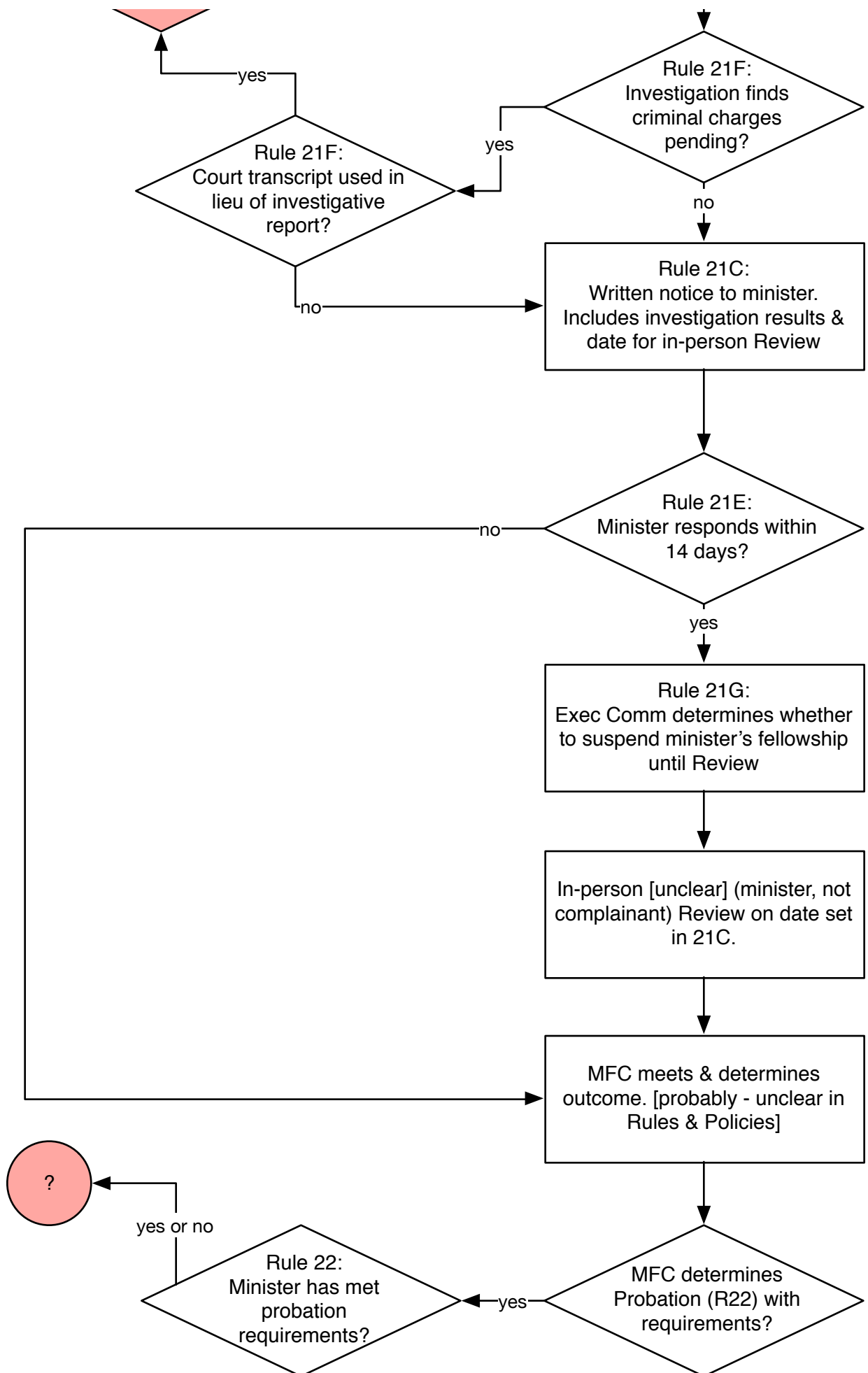
UUA Procedure for Responding to Clergy Sexual Misconduct Allegations

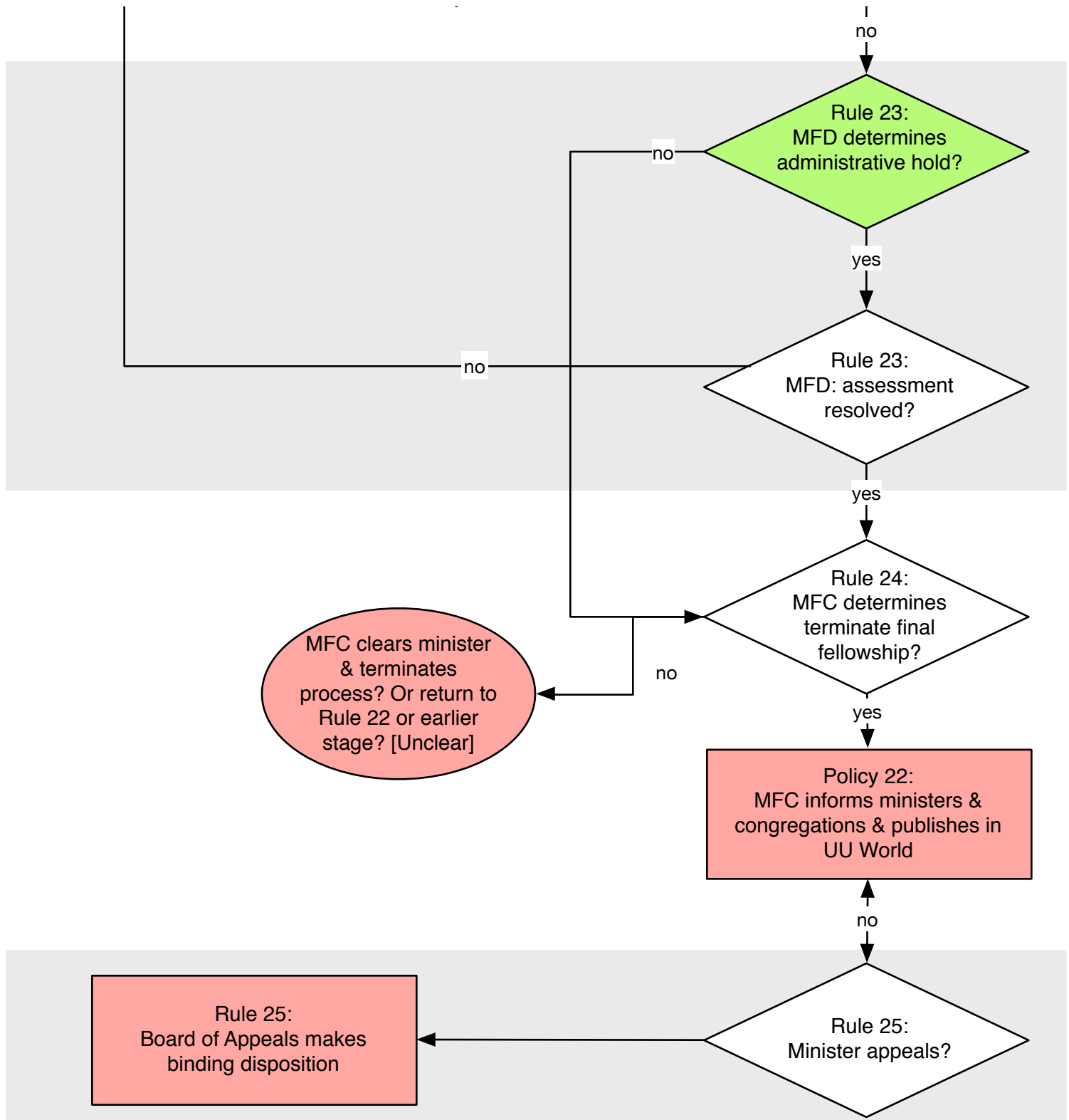
September 23, 2014











APPENDIX II

Comments on Complaint Process Received from Member of Advisory Group and Safety Net

A. Member of Advisory Group:

Comments related to UUA Process Page

1) I think the role of the UUA Consultant needs to be clarified. The process page states that this may be either the Director of Ministries and Faith Development or an external consultant. I would be interested in understanding why/when it is one versus the other. Are there times when the Director of Ministries and Faith Development his or herself does the investigation in a case of misconduct?

2) In the case of the external consultant, I am also interested in knowing the background of the person -- their experience in this area and what qualifies them to be doing the investigation. I believe that the person currently being used for this role is a retired UU minister. I have concerns about the person in this role being a UU minister (present or former) due to the small size of the association. In addition to who the consultant might know (the minister, supporters of the minister at the church where the misconduct occurred, etc.), there may be a bias towards protecting a fellow minister -- one that the consultant is not even aware of.

*3) I also have concerns that the preliminary investigation -- the one that determines whether or not the case even makes it to the MFC -- is conducted by **one** person. This person, according to the process page, has the responsibility to define the scope of the case to be presented to the MFC and may remove parts of a complaint that he/she could not find support for in the evidence. Although I understand that the Director of Ministries and Faith Development is heavily involved in all cases under investigation, I have concerns about influence when so much is*

resting on this piece.

4) On the process page, there is a concluding sentence: "All participants in any complaint process will be informed that confidentiality may be breached if the UUA consultant deems necessary to protect against harm." What does this mean? Can an example be provided of a case where this might occur?

5) There are several references on the UUA process page to "liaison." These should be changed to "advocate."

6) There is a reference on the process page to the Executive Vice President at the UUA. I believe that title no longer exists.

MFC Rules

1) The rules state that the intake person conducts an assessment to determine whether a complaint should be referred to the MFC. According to the process page, this step is the responsibility of the UUA Consultant, not the intake person.

2) It appears that the MFC will only speak with the complainant and conduct its own investigation if it is decided at the time of a meeting between the Executive Committee and the minister that this is necessary. Alternatively, the Executive Committee can determine no action is needed or can make a proposal to the full MFC with a mutually agreed upon course of redress, without ever involving the person who filed the complaint. Given that the initial investigation was conducted by one person, I have concerns that the MFC may decide that no further investigation need be done without any contact being made with the individual who filed the complaint.

3) In the event that the case does go to the full MFC and the person who filed a complaint is contacted during an investigation, the rules only stipulate that the information gathered will be

shared with the MFC and the minister. There is no mention of any information being shared with the individual who filed the complaint.

4) The current rules state that the investigative team could be entirely from within the ranks of the MFC (though mention is made of the possibility of external figures). Beyond the concerns that have already been outlined regarding potential biases when ministers are charged with policing themselves, I would be interested in understanding what type of training the MFC has in this area and how, specifically, they go about investigating.

5) Overall, there is relatively little detail in the MFC rules about what happens when the MFC receives a complaint. There is nothing about any communications with the complainant (except if they contact that individual during an investigation by the full MFC). It is not clear that the person who filed a complaint is ever told the outcome. I think having this explicitly spelled out in the MFC rules is very important.

Looking at both pieces together, beyond the items I've highlighted above, the gaps I see are in describing how the person who has filed a complaint will be kept informed. In the past, I recall seeing documents (current during the time of my complaint) stating that complainants are kept informed at all critical junctures. This did not match with my experience. As such, I think it would be helpful for such communications to be more explicitly described either in the process page or the MFC rules or both. I know in the past that the MFC has said their charge is to ministers (not complainants) so perhaps the process page is a better place for the majority of this information.

B. ***Safety Net***

The comments of Safety Net can be found online [here](#).

An Analysis of UUA Policies and Procedures on Clergy Sexual Misconduct

November 18, 2014

By Anna Belle Leiserson, Safety Net Member

This is an appraisal of the UUA's policies and procedures for responding to allegations of clergy sexual misconduct (CSM). It was originally completed on September 24, 2014, in preparation for the October UUA Board meeting. I did it as part of my work on the UUA Board's Congregational Boundaries Advisory Group. My hope in posting it on the Safety Net site is that it will be helpful to others and a springboard for a wider dialog about our association's CSM policies and procedures.

Figure 1: UUA CSM Policies & Procedures Flowchart
(Printable PDF version of flowchart)

My analysis covers the three primary policy and procedure documents that address UU clergy sexual misconduct (CSM).

1. [The MFC Rules of January 2014](http://www.uua.org/documents/mfc/rules.pdf)
(Original URL: <http://www.uua.org/documents/mfc/rules.pdf>)
2. [The MFC Policies updated April 2013](http://www.uua.org/documents/mfc/policies.pdf)
(Original URL: <http://www.uua.org/documents/mfc/policies.pdf>)
3. [The Process for Handling Complaints of Misconduct last updated July 21, 2014](#)
(Note: to my knowledge changes to this page are not subject to Board review, so I did not place as much emphasis on it.)

Based on my work, I believe there are four primary areas of UUA CSM policies and procedures that are in urgent need of attention. I summarize these areas with a few instances below. (This is not a comprehensive list of my concerns.)

1. Convoluted and Confusing

As the Figure 1 demonstrates, the rules, policies, and procedures are quite convoluted and confusing. I did a similar [analysis and flowchart in 2007](#) and as you can see the current ones have become significantly more complicated. Unlike in Jan. 2007, it is now impossible to map a step-by-step process with any degree of certainty. Nor is the relative authority of the three documents clear, which is especially important when they are inconsistent. Moreover, the MFC Rules and Policies cover some, but not all of the Intake

procedures, which appear to be outside the purview of the MFC. In addition the complexity is in stark contrast to the new simplicity of the [UUMA Guideline](#) related to sexualized behavior that was approved in June 2013. (The new rule is just 21 words: “I will not engage in sexual contact, sexualized behavior, or a sexual relationship with any person I serve as a minister.”)

2. Inadequate Accountability

Accountability of those with the power to make decisions is not adequately built in. Accountability can be of at least two types. One level is provided by stating a standard for a decision or action to be taken, such as authority to drop a case that is determined to be frivolous. Another level of accountability is provided when a decision is subject to a reporting requirement or an appeal process. Neither of these appears to exist at many steps, particularly in the first stages before the case reaches the MFC. Thus the Intake Person and the UUA Consultant appear to have unlimited power. This is particularly concerning since abuse of power is central to CSM.

3. Skewed Against Victim/Survivor

As was true in 1993 when I filed a complaint, there is still not parity between the accused and the accuser. While the accused is treated with respect, the accuser remains an object (evidence at best), not a person. This was pointed out in the Safe Congregation Panel report of 2000. Speaking for myself, in 1993, while it was a terrible ordeal to be treated as evidence by the MFC (at the same time I was being shunned in my congregation), I understood that it was the early days of addressing CSM and the MFC was learning as they went along —

doing the best they could. Twenty-one years later, when this issue has been pointed out repeatedly, I believe there is no good explanation for policies and procedures that dehumanize anyone — particularly a victim of a UU minister.

In a similar vein, even though a victim/survivor is pressured by MFC Policy 19A to come forward, the UUA policies still do not guarantee that s/he will be informed in writing of the outcome of the case. In Policies 19E and 20C it is written in, but there are a number of other ways a case can terminate where it is not spelled out. If our policies are going to reflect our first principle, I believe this guarantee must be absolute and unequivocal.

4. Need for Compassion and Ministry

Most important in my opinion, a victim/survivor's overriding need for compassion and ministry is largely ignored in the policies and procedures. Based on my interactions with current UUA staff, I believe if a victim/survivor spoke up today, s/he would be treated with great compassion during the intake phase. However, since it's not in the policies, it's dependent on personalities and UUA staff can change at any time. Tragically, just a few years ago, there was no compassion extended to the victim/survivors I know who tried to speak up.

We are not talking about sexual misconduct by politicians, doctors, or other professionals. This is about ministers misconducting themselves. And the majority of those representing the UUA in these proceedings are ministers. This must be a standard at least the ministers representing the UUA are held to. But history has shown that it cannot be assumed that they will act compassionately.

Therefore, this must be clearly written into formal policies and procedures.

The Core Issues

I ask myself, what has happened to create this mess? This is the point where most of us (including me in the past) head down the path of blame. The question in a blame model is, “Whose fault is it?” This blame model is a destructive way to go, and that’s the kind of thing we on Safety Net have had to learn from the inside out in order to continue to do this work. So back to the original question....

What has happened? My best guess, based on experience building policies and procedures at First Unitarian Universalist Church of Nashville, is that there are two fundamental problems with the current UUA policies and procedures.

First, the focus is not on safeguarding the ministry, but rather on safeguarding ministers. Superficially the distinction appears subtle. It is not only an easy trap for the authors to fall into, it’s also difficult for outsiders to discern. In reality, the difference is enormous, and confusing the two results in untold heartache. The situations become unnecessarily personal for both the accuser and the accused — when what’s needed is more of a clinical analysis of whether or not a minister has upheld his or her professional responsibilities, and, if he or she hasn’t, the extent of the damage and long-term risk to the UUA of allowing him or her to remain credentialed as a minister.

Second, the process used to formulate these policies is exclusive. Most of the authors are UU ministers — and not just any ministers, but arguably those with by far the most power in the UUA, i.e.

members of the MFC. Since CSM is at its heart an abuse of power, this is particularly concerning. Double checks to this kind of power have got to be put in place for everyone's sake. In particular, no past complainants have ever been brought in to help with any revisions. And it's not because we haven't asked. I've been asking for 18 years, and the Safe Congregation Panel recommended it in 2000. I believe in recent months people like me have been heard and my expectation is this will be changing in the very near future.

Conclusion

I have been very impressed and encouraged by the UUA leaders (Board, MFC, and staff) I have met this year involved in this work. Moreover, my sense is that they are not alone in their attitudes and approaches. I have not the slightest doubt that they are doing their best to be there for victim/survivors. Thus I believe the state of the current policies and procedures is a disservice to them as well. They need documents that are easier to follow and that give clear guidance on justice and compassion. While these documents can never be as simple and clear as the new UUMA rule, nonetheless they can be revamped to be a good match — to work well in concert with it in achieving the ends it suggests.

To this end, I believe the time has come to start over, doing three things:

1. Create a new inclusive process — including in particular significant representation of survivors who have filed a complaint.
2. Reimagine what is most needed by everyone, clearly delineating

primary goals. Then and only then....

3. Write new policies and procedures from the ground up.

Feedback

I welcome all comments. [Please see our guidelines for help in posting comments.](#)

Update of Nov. 18, 2014

This article was originally posted on Oct. 25, 2014. I recently received some helpful feedback from the Rev. Jason Shelton and so have slightly expanded it — particularly the section about the UUMA guidelines. Also, to address one concern of his: he thought that the two “MFD” references near the end of the flowchart might be typos. I thought the same thing when I first read this initialism in the MFC Rules. In fact it’s the MFC’s initialism for “Ministries and Faith Development Staff Group” (which is why this section of the flowchart has a gray background).

Statement of Best Practice	UUA	United Church of Christ (Statements of Guiding Principles in Manual on Ministry vol. 8, The Oversight of Ministries)	Central Conference of American Rabbis Code of Ethics	United Methodist Church (Rights and Expectations of Victims/Survivors, found on umsexualethics.org)
I. Principles Related to Procedural Fairness and Respect for All Parties				
2. Individual Bringing Complaint, Alleged Victims and Minister or Candidate Each Have a Right to Be Heard and Taken Seriously.	Current statement on UUA website: "...your inquiry will be treated with compassion, care and respect." Also, "[t]he UUA Office of Ethics and Safety, in addition to broad support for safe congregations and right relations, provides a system for response to complaints of professional misconduct that is grounded in principles of restorative justice and reconciliation." Current process now includes right of individual bringing complaint to meet with EC. An individual bringing a complaint against a candidate does not yet have the opportunity, under Policy 20C, to meet with the Ministerial Credentialing Director or the Director of Ministries and Faith Development. UUA website states individuals bringing complaints consult with UUA Consultant during EC negotiation of resolution agreement with minister. Policies and Rules make no reference to this process.	"All questions about fitness are to be taken seriously and are not to be dismissed without careful review and a response by the Association Committee on the Ministry" UCC Manual on Ministry, Section 8 ("UCC Manual"), p. 31. "Authorized ministers are entitled to the protection of a process that is fair and just should their fitness to ministry be called into question." (UCC Manual, p. 30) Association Committee on the Ministry "must do careful work to ...ensure all parties affected have ample opportunity to speak to the question at hand." Meetings held by Association Committee on the Ministry provide opportunity for "those most directly involved with the question of a person's fitness for ministry to speak directly to the Committee." (p. 42) Parties are permitted "to have others participate in the meeting...to present information that speaks directly to the fitness question." (pp. 42-43).	CCAR Ethics Code ("Code") states Section VI "sets forth powers and procedures that will enable the CCAR...to insure a fair hearing." (Sec. V) The Ethics Committee affords "the rabbi, the alleged victim(s) and the complainant separate opportunities to to present their cases to and/or respond to questions from the EC." (Sec. VI.D.1.f.2).	"When a complaint is being investigated, you should expect that the complaint will be taken seriously and fully investigated." (umc.sexualethics.org)
3. The Parties in the Complaint Process, and Individuals Considering Bringing a Complaint, are Clearly Informed in Writing of Process, Including its Expected Timeline.	The UUA website provides that "the process of making complaints can be complex. Our intake person...can explain the process for filing a complaint." Also states that the process will involve "advocates as needed, the latter providing both pastoral support and process information/advice to the complainant." The MFC Rules or Policies do not require that the parties receive in writing a summary of the complaint process.	"Once a Fitness Review is underway, the person raising a question about fitness and the person whose fitness is being reviewed should be informed of the procedures that will be used." The Manual on Ministry provides a summary chart (pp. 56-63) of the procedure for a Fitness Review, outlining the procedures for the minister under review, for those raising fitness concerns, for the review committee and its representatives.	"Persons receiving a complaint...should inform the complainant about the procedure for making a complaint and continue to counsel him/her." (Sec. VI.B) The EC Chair "shall promptly respond in writing to the complainant outlining the process of the investigation." (Sec. VI.C.1)	"An explanation of the investigation/complaint process will be shared" and "If you ask, you will receive a copy of the Sexual Ethics policy of the annual conference." Statements on UM sexual ethics. website under "When a Complaint is Being Investigated."
4. The Parties Receive Prompt Responses to Their Concerns and Participate in a Process that is Reasonably Prompt, with Clear Timeframes for Resolution of the Complaint.		"As soon as a representative of the Association is made aware of a concern about fitness, prompt response is essential." (UCC Manual, p. 31)	Section V of the Code provides Section VI "sets forth powers and procedures that will allow the CCAR to respond promptly and effectively when sexual (or other) misconduct is alleged." Procedures described in Section VI often highlight promptness: "To insure <i>prompt</i> and thorough response to complaints, the EC may establish fact gathering teams..." (Sec. VI.A) "The Chair shall <i>promptly</i> respond in writing to the complainant..." (Sec. VI.C.1). "The Chair will <i>promptly</i> send notice of the charge..." (Sec. VI.C.2).	"You should expect that the investigation should happen in a timely manner."
5. Decisions to not refer a complaint to the UUA Consultant or the Executive Committee of the MFC Require Review and Agreement of the Director of Ministries and Faith 6. If Interviews are Required of the Parties as Part of the Investigation, both the Individual Bringing a Complaint and the Minister have a Right to An Individual Interview, and to Know the Identity of the Interviewer(s) and the Make-up of the Investigation Team Before the Interview.	Not articulated as a principle on the UUA website. Before decision is made to refer complaint to MFC, may UUA Consultant or intake person make decisions without consulting with other staff members?	Guiding Principles state that no "individual should ever act alone to determine whether a question of fitness is or is not serious enough to warrant through examination through a Fitness Review." (UCC Manual, p. 31)	No principle articulated. Complaints go directly to Chair of EC for adjudication by EC. (Sec. VI.B, C and D).	No statement on UMCsexualethics.org
	Policy 19D provides if it is determined personal interviews would be appropriate, investigators will interview "complainant, minister against who the complaint has been made, and as many other individuals with knowledge of the issues or circumstances raised by the complaint." Rule 16 does not describe an investigation process for ministers in Preliminary Fellowship. Under Rule 16, minister is permitted to submit "relevant material" prior to Executive Committee decision after Fellowship review.	Guiding Principles state that "all parties affected have ample opportunity to speak to the question at hand." (UCC Manual, p. 31) In investigation, person raising concern may write letter to review committee; may be interviewed if more information is needed. Minister under review may be asked for his or her perspective and response to information presented. (UCC Manual, p. 40) Interview team is preferably "a man and a woman, one of whom is an authorized minister and the other a layperson." UCC Manual, p.39.	Not articulated as a principle. In investigation, fact gathering team meets separately with rabbi, alleged victim(s) and complainant. (Team has discretion to meet with others.) Any person meeting with team may be accompanied by two other persons. (Sec. VI.D.1.a and b) Fact gathering team is comprised of "two rabbis (one of whom is a member of the Ethics Committee) and a layperson...Attention should be paid to gender balance..." (Sec. VI.A)	"if you are invited to a meeting, you have the right to bring a support person or advocate who will have voice (this cannot be a lawyer)."
7. The Process Avoids Conflicts of Interest and Minimizes Perceptions of Bias by Ensuring Staff, Consultants and MFC Members Involved in the Process are Required to Disclose Prior Relationships and Potential Conflicts of Interest with the Parties and Alleged Victim(s), and Recuse Themselves in the Event of a Conflict of Interest.	Policy 19D states "each individual appointed to be an investigator is expected to maintain neutrality and an open mind throughout the investigation."	Review committee is to "ensure that "no person taking part in the Fitness Review has a potential conflict of interest and that the proceeding minimizes perceptions of bias." (UCC Manual, p. 30) Review committee is to take steps to ensure that "no person has a potential conflict of interest or will be placed in a position of multiple roles. Committee members should disclose if they should be excused, with or without discussing the reason. The Committee may also ask the person to step aside, or the individual and the Committee may discuss circumstances and reach a mutual agreement regarding the individual's participation." (UCC Manual, p. 38)	Not articulated as a principle. An EC member of investigation team may participate in EC's deliberations concerning the case but may not vote." (Sec. VI.A.)	"You should expect that the investigation will be objective."
8. The Parties Have, Except Where Confidentiality and Privacy Concerns Otherwise Warrant, Comparable Access to Information Shared in the Process.	Policy 19E requires Executive Secretary to notify minister, complainant and other interested parties if there is insufficient grounds for a Fellowship review.	Guiding Principle: All parties should have comparable access to information pertinent to the review and should be informed of who to contact with questions about the process." (UCC Manual, p. 31)	Not articulated as a principle. EC Chair sends notice of charge, with information about pending investigation, to rabbi, alleged victim(s) and complainant. (Sec. VI.C.2) Fact gathering team sends copy of its report to rabbi, alleged victim(s) and complainant. (Sec. VI.D.1.f.1) EC Chair is to inform all parties as to the nature of the EC decision and the appeal process. (Sec. VI.D.1.f.3)	
10. Each party has similar rights of appeal regarding a decision whether or not to terminate Final Fellowship.	Policy 19E gives person bringing complaint right to appeal determination that insufficient grounds exist for full Committee Fellowship Review. Rule 25 gives minister right to appeal decision of MFC to terminate Final Fellowship.	Minister and person raising concern have similar rights to appeal decision of review committee on basis that committee failed to follow process and procedures of the Association. (UCC Manual, p. 11)	If EC dismisses complaint, complainant or alleged victim(s) may appeal to EC. (Sec. VI.E.1.a) Subject of a reprimand has right to appeal to EC. (Sec. VI.E.1.b) Rabbi may appeal censure or removal from all rabbinic functions, and rabbi, alleged victim(s) and complainant each have opportunity to appear and advocate their respective positions. In case of suspension or expulsion, rabbi may present his or her case to Board of Appeals and respond to questions.	
II. Practices Related to Support for Person Bringing Complaint/Alleged Victim(s)				

9. The Parties, as Well as the Individual Considering Bringing a Complaint, Are Offered a Support Person. No Support Person Should be Likely, by Reason of His or Her Professional Stature or Relationships, to Unduly Influence the Investigation or Decision	UUA Website states Office of Ethics and Safety coordinates support services to affected individuals and involves advocates as needed, to provide both pastoral support and process information/advice to the complainant.	Both minister under review and person raising concern are offered pastoral support when Fitness Review is initiated by review committee (for their families as well). (UCC Manual, p. 38) Review committee meets with those who raised concern to "communicate and interpret its decision, to relate to them pastorally, and to seek reconciliation." (UCC Manual, p. 45)	Beginning with fact gathering, support is provided to alleged victims, the rabbi and the rabbi's family, staff of the congregation, and to the congregation itself. (Sec. VI.D.1.d)	

Preliminary Review

“Best Practices in Receiving, Investigating and Resolving

Complaints of Clergy Sexual Misconduct February, 2015)” for the UUA

Prepared by Rev. Dr. Marie M. Fortune, FaithTrust Institute

mfortune@faithtrustinstitute.org

I have reviewed this document and accompanying documents (Appendices 1&2) and I make the following observations¹:

1. In order to adequately design a process to respond to complaints of clergy misconduct, you must first be clear about the purpose of said process. First you have a POLICY which states the behavioral standard for UUA clergy. Then you have a PROCEDURE by which to respond to complaints of possible violations of this policy.
2. A few general principles:
 - a. The first question I ask when reviewing a policy is “how does this read for a possible victim of clergy misconduct?” Is it clear, easy to understand; does it communicate a genuine concern for the person making a complaint; does it indicate a just and fair process by which a complaint will be taken seriously by the UUA?
 - b. The second question I ask is “how does this read for the person against whom the complaint is made?” Does it assure a just and fair process; if the complaint is confirmed, are the consequences of violation of the policy clear; if the complaint is not confirmed, are the options for exoneration clear?
 - c. The language should be clear and straightforward and not sound like it was written by a lawyer for the UUA. (It is important that counsel review the policy/procedures to avoid unnecessary legal confusion.)
3. If the flow chart (UUA Procedure for Responding to Clergy Sexual Misconduct Allegations) is indicative of existing policy and procedures, it is unnecessarily complex and inaccessible to both clergy and laity.
4. The Best Practices listed here are all on target and generally accepted principles by other denominational groups who have policies and procedures.
 - a. I particularly appreciate the concern expressed for avoiding conflict of interest, particularly important for a small denomination.
 - b. # 9. Should be developed with an effort to clarify the roles of said “support persons”.
 - c. The training component is crucial for all involved in various roles of responding to a complaint.
 - d. The reference to restorative justice principles is significant but with a caution to insure that the needs of the complainant/survivor are addressed and if appropriate, that the

¹ I did not have access to current actual existing policy and procedure documents.

clergy person who has caused harm is held accountable. I can elaborate on this further if you wish.

5. I think that the footnote #1 on page 3 stating the Ethical Standards of the Code of Conduct of the UUMA is a clear statement of policy regarding behavioral standards. It is a good place to begin.
6. I do suggest that you consider broadening the policy language beyond violations of sexual boundaries. This would enable you to utilize this process for various issues of misconduct such as embezzlement, plagiarism, breach of confidentiality, etc. Again I would be glad to elaborate. (e.g. we use this kind of language: “ It is clergy misconduct when any person in a ministerial role of leadership or pastoral counseling (clergy, religious or lay) violates boundaries (emotional, sexual, financial, etc.) with a congregant, client, employee, student, staff member, etc. (adult, teenager, or child) in a professional relationship. Sexual activity or sexualized behavior is a boundary violation.”)
7. One possible gap I see is the theological foundation for this process. The reference to UU Principles may provide this but it needs to be in the policy/procedures. (See United Church of Canada document. “Theological Statement” is the first page. The point of this is that our theological/ethical values should be both foundation and guiding principles for how we respond to brokenness in our communities. There are rich resources here which we should utilize.

I do want to commend your utilization of input from survivors such as Safety Net. This is vital information from people who know first hand what works and what doesn't in our responses to their experiences. They can provide vital information to all of us as we strive to create the mechanisms to respond to misconduct.

Finally, I suggest you take a look at “A Checklist for a Draft of Policy and Procedures” found in our *Responding to Clergy Misconduct: a Handbook* (2009). This covers a lot of the basic items to consider in this effort.

Although I did not review your existing policies/procedures themselves, I have a sense that you are looking at drafting a new document that incorporates the suggestions of best practices.

We are available to help with training your drafting committee and with reviewing drafts as they develop.

I think you will find that your thorough review of your process and possible drafting of a new document will serve you well in years to come.

Associational Governance Linkage in the Southern Region
UUA Board of Trustees
Linkage Working Group

As the Districts of the Southern Region move forward with regionalization under their Covenant of Understanding with the Unitarian Universalist Association of Congregations (“UUA”), the UUA Board’s linkage efforts will affirm and support the Southern Region’s vision of leadership by a Council of Elders who “hold in their hearts the deepest meaning of the faith” and build strong relationships throughout the Region.

After the initial Council of Elders is formed (after the Districts’ 2015 Assemblies), the Linkage Working Group and Moderator will invite Elders to join a phone conference, to introduce ourselves and to provide an overview of the Board’s linkage with sources of authority and accountability. Elders, in their engagement with clusters and congregations, will likely bring unique knowledge of congregations in the Southern Region. The UUA Board will consider, in conversation with Elders as their role evolves in their first years, how Elders may most meaningfully contribute to connection with those sources. We suggest the conversation with Elders continue, in the first two years of the Council of Elders, on a semi-annual basis. Also, as Elders strengthen their relationships with congregational and cluster leadership, they may invite members of those stakeholder groups into our conversations.

The Linkage Working Group will ensure, in all of its linkage efforts that include outreach to congregations and congregational leaders, that it informs the Council of Elders of those efforts, so Elders may participate or encourage congregations and congregational leaders to participate.

- To the extent linkage is in the form of online surveys and webinars, the Council of Elders will receive announcements of those surveys and webinars, both to participate and encourage the participation of others.
- Should linkage be in the form of congregational dialogues, members of the Elder Council will be invited to lead dialogues. Such participation by Elders will be of particular value in dialogues involving review of the Ends of the UUA.
- The Linkage Working Group envisions, as the UUA Board begins utilizing features of the new UUA website platform, that more sophisticated online opportunities for connection with congregational leaders on topics before the Board will be available. Our intent is to have, rather than 1 or 2 survey efforts in a year, more consistent opportunities for congregational leaders to provide feedback to the Board, on issues before the Board, throughout the

year. Just as we apprise congregations and congregational leaders of those new opportunities, so will we reach out to the Elders.

We also recognize Elders may be a rich resource for alerting the UUA Board of issues of concern in Southern congregations that may also be of national concern, that affect Board policy, and merit linkage dialogue. Elders should not hesitate to contact the convener of the Linkage Working Group to discuss those observations.

Re-Imagining Governance Working Group
Report to the UUA Board of Trustees
March, 2015

The Re-Imagining Governance team has spent the time since our January meeting talking to a variety of stakeholders about various elements of the proposals we discussed at the January meeting.

- **National gatherings (GA) as a place for delegates to focus on learning with additional discussion to happen in the congregations:** Voting would be directly by the congregations rather than by delegates. Progress: Met with Mark Steinwinter to discuss options. Mark is confident that the technology that we need is available and that the remote delegate platform is a good starting place. We plan to do a technology trial in FY 2016 at a cost of roughly \$1000.
- **Addressing economic barriers to participation:** Jim Key is working this issue in conjunction with his proposal for scholarships. He is focused on finding a sustainable, budgeted approach rather than a one-off idea that the board would need to fund.
- **Creating an accountable, supported delegate body:** Rather than focus on technical solutions (e.g. requiring delegates to be elected early etc.) this team asked why congregations are not more involved and interested in UUA Governance. The team believes that if congregations are engaged, accountability will naturally follow. We observe that the times when many congregations have cared deeply about association governance have revolved around equality and justice – both within our association and in the world. The team is exploring whether turning the primary focus of our governance and gathering to these types of outward facing issues would strengthen the interest and engagement of the congregations. We are planning a series of video conferences with leaders from a variety of groups during the spring and prior to GA. We will record these conversations so that they may be viewed by the board and others. We also plan to spend some of our time at the March meeting discussing this question with the Board.
- **Multi-year calendar with governance (voting) only happening every other year:** The team is finding no real support for the idea of regional gatherings in the off years. The concerns come from a variety of sources – concerns about stretching the staff too thin, concerns about losing the benefits of national gatherings, a belief that the costs of participating in a quality regional gathering won't be significantly less than attending GA. The Transforming Governance Team will not be pursuing regional gatherings further as an option for the off years. We are still very focused on a four year calendar with a schedule that is along the lines of Theology work, Business work, Justice work, Business work on a four year cycle.
- **Multicultural models for decision making:** One of the Board's early conversations on re-imagining governance focused on creating a more inclusive model for decision making, and

there was enthusiasm for this concept at the time. This is not a topic about which any of us are truly expert. The Re-Imagining Governance team recommends engaging a consultant to work with the UUA Board to explore and recommend changes in our GA debate and decision making processes in order to be more multicultural and inclusive. This is not in the FY15 budget, so we are not in a position to do a full consultant contract now. This will need to be in the FY 2106 budget. We have drafted a proposed scope of work and will be contacting consultants in the coming weeks and will have a more solid cost estimate at that time. Even without a contract for FY15, we believe that we can learn a great deal this year as we talk to various consultants in preparation for the contract. In addition, we plan to gather feedback at GA in a variety of ways. Currently we expect these to include a series of questions to the delegates about “How could we do this differently?” We would like to gather feedback through the GA App. In addition, we will have a way for those who are not using a PDA to provide feedback.

Proposed Transformation of the Commission on Appraisal of the UUA
Proposed Bylaw Amendments
Insertions are underlined; deletions are struck through

4.11 Tentative Agenda for Regular General Assemblies

The Board of Trustees shall prepare a Tentative Agenda for each regular General Assembly which shall include:

- a. reports and other matters required by these Bylaws to be submitted to the General Assembly;
- b. proposed amendments to these Bylaws which are submitted as prescribed in Article XV, Section 15.2;
- c. items referred by the preceding General Assembly;
- d. ~~Business Resolutions and proposed amendments to Bylaws and Rules submitted by the Commission on Appraisal;~~
- e. all proposed amendments to Rules and all Business Resolutions as defined in Rule G-4.18.2, submitted by:
 1. the Board of Trustees or the Executive Committee;
 2. not less than fifteen certified member congregations by action of their governing boards or their congregations; or
 3. a petition by not less than 250 members of certified member congregations with no more than 10 members of any one member congregation counted as part of the 250;
- f. proposed amendments to Rules and Business Resolutions submitted by a district by official action at a duly called meeting at which a quorum is present but not in excess of three Business Resolutions per district; and

- g. Proposed Congregational Study/Action Issues submitted by the Commission on Social Witness pursuant to Section 4.12(a).

Resolutions submitted under ~~(d)~~, (e)(2), (e)(3) and (f) must be received by the Board of Trustees by February 1 whenever the regular General Assembly opens in June. If the General Assembly opens in a month other than June, the Business Resolutions submitted under ~~(d)~~, (e)(2), (e)(3) and (f) must be received no later than 110 days before the date set for the opening of that General Assembly. The UUA Statements of Conscience process deadlines are established by Sections 4.12(a) and (c) and by the Board of Trustees pursuant to Section 4.13 whenever one or more regular General Assembly is scheduled to begin in a month other than June. The Board of Trustees shall include on the Tentative Agenda all items so submitted. It may submit alternative versions of Business Resolutions in addition to the original ones submitted if in its judgment such alternatives clarify the resolutions and may make such changes in the Business Resolutions as are necessary to make each conform to a standard format. It may also submit one or more alternative versions for the purpose of combining two or more Business Resolutions. Adoption of Business Resolutions by a General Assembly shall be by two-thirds vote. The Tentative Agenda shall be mailed to each member congregation, associate member organization and trustee by March 1 if the General Assembly opens in June, otherwise, not less than 90 days before the opening of the General Assembly.

4.14 Final Agenda for Regular General Assemblies.

The Board of Trustees shall prepare a Final Agenda for each General Assembly which shall include:

- a. all reports and other matters required by these Bylaws to be submitted to the General Assembly and all proposed amendments to Bylaws and Rules appearing on the Tentative Agenda that meet the requirements of Rule G-4.18.3;
- b. those Business Resolutions, including alternative versions, on the Tentative Agenda which meet the requirements of Rule G-4.18.3;
- c. Business Resolutions, amendments to Rules or Bylaws or other items submitted by the Board of Trustees or the Executive Committee, which did not originally appear on the Tentative Agenda, provided, however, that any such items appear on the Final Agenda accompanied by an explanation for the delayed submission;
- d. ~~additional proposed amendments to Bylaws submitted by the Commission on Appraisal;~~
- e. those proposed Congregational Study/Action Issues on the Tentative Agenda which meet the requirements of Rule G-4.18.3, and if applicable pursuant to Sections 4.12(a); and
- f. the UUA Statement of Conscience submitted by the Commission on Social Witness pursuant to Section 4.12 (c) and (d), if applicable.

The Board of Trustees shall mail the Final Agenda to each member congregation, associate member organization and trustee not less than 30 days before the General Assembly.

5.1 Committees of the Association

The standing committees of the Association shall be:

- a. the Nominating Committee;
- b. the Presidential Search Committee;
- c. the General Assembly Planning Committee;
- d. ~~the Commission on Appraisal;~~
- e. the Commission on Social Witness; and
- f. the Board of Review.

The President shall be a member, without vote, of the General Assembly Planning Committee, ~~the Commission on Appraisal,~~ and the Commission on Social Witness.

5.9 ~~Commission on Appraisal.~~

~~The Commission on Appraisal shall consist of nine members elected to terms of six years. One-third of the members shall be elected at the regular General Assembly held in each odd-numbered year. After serving a term in office, a member shall not be eligible for re-election until after an interim of at least six years.~~

The Commission on Appraisal shall:

~~review any function or activity of the Association which in its judgment will benefit from an independent review and report its conclusions to a regular General Assembly;~~

~~study and suggest approaches to issues which may be of concern to the Association; and~~

~~report to a regular General Assembly at least once every four years on the program and accomplishments of the Association.~~

7.1 Committees of the Board

The standing committees of the Board of Trustees shall be:

- a. the Executive Committee;
- b. the Ministerial Fellowship Committee;
- c. the Finance Committee;
- d. the Investment Committee;
- e. the Religious Education Credentialing Committee; and
- f. the Audit Committee; and
- g. the Commission on Appraisal.

The President shall be a member, without vote, of the Executive Committee, the Finance Committee, and the Investment Committee.

7.9 Commission on Appraisal

The Commission on Appraisal shall consist of four members appointed by the Board.

The Commission on Appraisal shall:

conduct linkage with identified sources of authority and accountability on topics of importance to the Association chosen in consultation with the Board;

alert the Board to any issues which may be of concern to the Association or which could benefit from review; and

report annually to the Board and the General Assembly.

15.2 Submission of Proposed Amendment.

Proposed amendments to these Bylaws may be submitted only by:

- a. the Board of Trustees;
- b. the General Assembly Planning Committee;
- c. ~~the Commission on Appraisal;~~
- d. not less than fifteen certified member congregations by action of their governing boards or their congregations; such proposed amendments to Bylaws must be received by the Board of Trustees on February 1 whenever the regular General Assembly opens in June; otherwise, not less than 110 days before the General Assembly; or

(d) a district by official action at a duly called district meeting at which a quorum is present, such proposed amendment to be received by the Board of Trustees on February 1 whenever the regular General Assembly opens in June; otherwise, not less than 110 days before the next General Assembly.

**EMERGING CONGREGATIONS WORKING GROUP
UUA BOARD OF TRUSTEES MEETING
MARCH 7, 2015**

Following the October 2013 meeting of the UUA Board of Trustees, the Board and Staff created a collaborative working group to see if there were ways we could honor and be in relationship with covenanted UU groups ("UU communities") around the country who were either "emerging congregations," aiming to seek membership status with the UUA, or were pursuing an alternative ministry beyond traditional church walls.

The UUA Staff has surveyed the UU communities and engaged in dialogue with them to better understand their needs and aspirations. What the Staff has conveyed to the Board, and the Board has embraced, is that the Association should be in a more intentional relationship with the UU communities and provide more guidance and resources to foster the communities' mission, growth and sustainability.

At our October 2014 meeting, the Board further charged the Working Group:

[To} bring to the Board before the January 2015 meeting a pilot program to formally recognize congregations and communities (collectively "Recognized Communities") previously identified by the UUA as "Emerging Congregations."

The goals of the pilot program were:

1. To provide formal recognition from the UUA.
2. To further the End of growing our Faith.
3. To foster relationship between the larger Unitarian Universalism movement and the Recognized Communities; and
4. To foster healthy stewardship in the Recognized Communities, not only for their own organization, but to the UUA.

At the January 2015 meeting, the pilot program developed by the UUA staff was presented and met with approval by the Board.

Since January, the UUA staff, coordinated by Rev. Tandi Rogers, has reached out to 53 groups in "emerging congregation" status and five additional alternative-structure groups about the possibility of becoming a recognized community to be formally recognized at General Assembly 2015. So far, 13 groups are planning to apply for recognized community status. A chart tracking the staff's progress with the pilot program is included in the Board packet. The Working Group recommends that the Board

authorize the UUA staff to continue their process with the goal of honoring these Recognized Communities at GA in Portland.

The Working Group also invites discussion of and a decision as to the scope and form of recognition we will deliver at GA.

Based upon feedback from the communities they have been talking with, the UUA staff is recommending that the Board reconsider the "Recognized Community" designation. Previously, there was some discomfort with the designation of "Covenanted Communities." Nevertheless, the groups the staff has visited with have responded more positively to this designation. The staff is suggesting a compromise - that we might call the communities who respond to the pilot program "Covenanting Communities." The staff believes this active designation avoids the confusion about the meaning of "covenant," emphasizes the ongoing nature of covenantal commitments, and preserves the emphasis on the covenanting process that is meaningful to the groups themselves. The Working Group would like to engage the Board in discussion to respond to the staff's suggestion.

The Working Group is pleased to report that an unexpected consequence of staff engagement with groups currently in emerging congregation status, initially to inquire about their interest in the recognized communities status, is that some groups have decided to renew their efforts for pursuing full congregational membership in the UUA (these are indicated on the attached spreadsheet). This positive development underlines the importance of creating a comprehensive system of support for new or emerging groups which includes both continuous engagement and a flexible structure that makes it easy for groups to adjust their goals from year to year.

Finally, the staff reports that they have frequently connected the Board's exploration of formal status for these groups with a parallel process for UUA staff developing a continuous system of support for the same groups and other similar initiatives, using the metaphor of a "highway" with different "lanes" for different types of supports and resources. The staff's communication with groups who could potentially become recognized communities, especially around the nature of the relationship between these groups and the UUA, demonstrates the need for formal status to become more closely linked with systems of support. Though it is outside the scope of the Board's request for the recognized communities exploration, staff will provide the Board with an update in the next week or two on the development of a comprehensive system of support for emerging groups so that this understanding can inform the Board's decisions.

Report to the Board of Trustees

From UUA Staff: Terasa Cooley, Carey McDonald, Scott Tayler, Tandi Rogers

March 3, 2015

UUA staff, coordinated by Rev. Tandi Rogers, have reached out to 53 groups in “emerging congregation” status and five additional alternative-structure groups about the possibility of becoming a recognized community to be formally recognized at General Assembly 2015. So far, 13 groups are planning to apply for recognized community status (see the attached spreadsheet). We will update you if these numbers change.

Additional points which UUA staff would like to bring to the Board’s attention:

Naming idea - Groups we have reached out to responded very positively to the originally proposed title of “covenanted communities.” However, recognizing the theological questions about and implications of this title, we recommend the Board consider the title “covenantING communities.” We believe this active title avoids the confusion about the meaning of “covenant,” emphasizes the ongoing nature of covenantal commitments, and preserves the emphasis on the covenanting process that is meaningful to the groups themselves.

More groups pursuing full membership - An unexpected consequence of staff engagement with groups currently in emerging congregation status, initially to inquire about their interest in the recognized communities status, is that some groups have decided to renew their efforts for pursuing full congregational membership in the UUA (these are indicated on the attached spreadsheet). This positive development underlines the importance of creating a comprehensive system of support for new or emerging groups which includes both continuous engagement and a flexible structure that makes it easy for groups to adjust their goals from year to year.

Highway of support - We have frequently connected the Board’s exploration of formal status for these groups with a parallel process for UUA staff developing a continuous system of support for the same groups and other similar initiatives, using the metaphor of a “highway” with different “lanes” for different types of supports and resources. Our communication with groups who could potentially become recognized communities, especially around the nature of the relationship between these groups and the UUA, demonstrates the need for formal status to become more closely linked with systems of support. Though it is outside the scope of the Board’s request for the recognized communities exploration, staff will provide the Board with an update in the next week or two on the development of a comprehensive system of support for emerging groups so that this understanding can inform the Board’s decisions.

We hope this information answers the question posed at the fall meeting, please let us know what questions you have.

UUA Recognized Communities Proposal Update

Updated February 26, 2015

	Planning to apply for Recognized Communities status	Applying for Associational Membership as a Congregation
Alternative Groups		
Innovative Worship Communities		
Sanctuary Boston (MA)	Yes	
The Sanctuaries (DC)	Yes	
Intentional Social Justice Communities/ Missional Communities		
Welcome Table (Turley, OK)	Yes	
Sacred Fire (Carrboro, NC)	Maybe	
Intentional Living Communities		
Lucy Stone (Boston, MA)	Yes	
Small Fellowships & Meeting Groups		
New England Region		
UU Fellowship of Stowe (Waterbury Center, VT)		
Southern Region		
River City UU Church (Little Rock, AR)		
UU Fellowship of Benton County (Rogers, AR)		
All Souls Miami (Miami, FL)		Yes
Biscayne Unitarian (Miami Shores, FL)		Yes
All Souls (Palatka, FL)		
UUC of Rome (Mount Berry, GA)		
UU Beloved Community of Savar (Tybee Island, GA)		
Hammond Unitarian Church (Hammond, LS)		
UU Fellowship of the Albemarie (Edenton, NC)		
UU Congregation (Fayetteville, NC)		
UUs in Covenant (Greensboro, NC)		Yes

Grove Park UU Congregation (Laurel Springs, NC)
 UU of Caldwell County (Lenoir, NC)
 UUs of Puerto Rico (San Juan, Puerto Rico)
 UU Congregation of the Sandhills (West End, NC)
 UU Congregation (Florence, SC)
 UU Community (Independence, VA)
 Rockbridge UU Fellowship (Rockbridge Baths, VA)

UU Fellowship (St. Croix, VI)	Yes
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Pacific Western Region

Kodiak UUs (Kodiak, AK)	Yes
Seward UUs (Seward, AK)	Yes

Live Oak UU Fellowship (Oakland, CA)

UU Society of the High Desert (Victorville, CA)	Yes
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UU Fellowship (Alamosa, CO)

Sacramento Mountains UU Church (Alto, NM)

Unitarian Congregation (Taos, NM)

Utah Valley UU Fellowship (Springville, UT)

UUs of Goldendale (Goldendale, WA)	Yes
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Peninsula UU Fellowship (Port Orchard, WA)	Yes
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North Kitsap UU Church (Poulsbo, WA)	Yes
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Methow Valley UU Fellowship (Winthrop, WA)	Yes
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Central East Regional Group

Camden Area UUs (Camden, NY)

Olean UU Community (Olean, NY)	Yes
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UU Fellowship of Blair County (Altoona, PA)

UU Community Fellowship (Mountville, PA)

Schuylkill UUs (Schuylkill Haven, PA)	Yes
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West Fork UUs (Clarksburg, WV)

MidAmerica Region

Unitarian Fellowship (Marshalltown, IA)

Mt. Vernon UU Fellowship (IL)
UU Community (Frankfort, KT)
Open Door UU Fellowship (Owensboro, KT)

UU Fellowship (Bay de Noc, MI)	Yes
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UU Fellowship (Cape Girardeau, MO)
UU Fellowship (Warrensburg, MO)
UU Fellowship (West Plains, MO)

Spirit of Life Church (St. Cloud MN)	Yes
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UUs of Buffalo (Buffalo, MN)	Yes
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Prairie Vista UU Church (Scottsbluff, NE)
Tree of Life: A UU Congregation (Dayton, OH)
UU Fellowship of Rock County (Janesville, WI)
Lakeshore UU Fellowship (Manitowoc, WI)

Prairie UU Fellowship (Hutchinson, KS)	Yes
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Total	13	8
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1 Maybe