

**GUIDELINES ADOPTED BY BOARD OF TRUSTEES**  
**First Unitarian Church of Omaha**  
**As adopted January 15, 2002 and amended through April 10, 2007**

**I. GENERAL**

- A. All provisions contained in these guidelines shall be considered null and void if they are in conflict with the Articles of Incorporation or By-laws of First Unitarian Church of Omaha.
- B. The Guidelines contained herein shall be adopted by a three-fourths majority vote of the Board of Trustees or abolished by a similar vote. The Guidelines may be amended by a simple majority vote of the Board of Trustees.
- C. These Guidelines and any subsequent amendments and additions must have adoption dates clearly present or they will be considered invalid.

**II. RESPONSIBILITIES OF THE BOARD OF TRUSTEES**

**A. Adopt and Implement Policy**

- 1. Meet at least once at the beginning of the church year to define the direction and goals of the Board of Trustees that year.
- 2. Meet at least once a month to carry on business and facilitate the work of the church.
- 3. Receive reports from committees, councils and the Trustees of the Trust Fund at regular intervals. Accept, reject, or modify the reports and communicate any decisions to the committees involved.
- 4. Adopt an operating budget and submit it to the congregation for approval at the Annual Meeting.
- 5. Set the date and agenda for any congregational meeting and publicize it in accordance with the By-laws.
- 6. Approve committee expenditures in excess of budgeted amounts.

**B. Communicate and Document Policy**

- 1. Publish notification of all Board actions of general interest in *The Bulletin*.
- 2. Make readily available to the congregation the official minutes of the Board of Trustees.
- 3. Accept written reports to the Board and file them, as written, in the Book of Minutes with the minutes of that Board meeting.
- 4. The Board Secretary will keep an official Board Book of Minutes, By-laws, Guidelines, Standing Rules, Policies, etc. and make it available at all Board meetings to help members make informed decisions.
- 5. The Board Secretary will submit the Board Minutes to the Church Office for filing.

### **III. BOARD MEMBER RESPONSIBILITIES**

- A.** Board members will attend scheduled monthly Board meetings and other special meetings as planned.
- B.** Board members will accept occasional other duties as necessary to Board work, such as representative or ad hoc committee tasks.
- C.** Each of the elected Board members will accept liaison responsibility for one ore more committees or other groups.
  - 1.** These committees are listed in section IV of this document with the addition of the following: Capital Trust Fund, Women’s Alliance, and Nominating.
  - 2.** The Board member is responsible for ensuring that the committees function.
  - 3.** If necessary, the Board member may serve the committee as chairperson.
  - 4.** The end of a Board member’s term of service on the Board of Trustees will have no bearing on the personnel of the committees for which they are liaison.
  - 5.** A Board member leaving office will continue to support the committee for a period of time to facilitate a smooth transfer of responsibility to the incoming Board member.
  - 6.** Board member responsibilities to committees include:
    - a.** Recommending chairpersons to the Board for approval, supporting chairpersons, nurturing committees, and assisting in committee member recruitment.
    - b.** Reporting to the Board at regular intervals on activities of committees and advocating for committees.
    - c.** Reporting to committees actions of the Board which affect committees and assisting in meeting deadlines.
  - 7.** Board members will have no more authority on a committee than other members.
  - 8.** The liaison will assure that the Committee Book is maintained and will be passed on within the committee each year.

### **IV. COMMITTEES**

#### **A. General Information**

##### **1. Board Committees**

- a.** The following committees shall be designated the Board Committees:
  - 1)** House and Grounds Committee
  - 2)** Finance Committee
  - 3)** Religious Education Committee
- b.** Board Committees and their chairpersons are appointed by, and responsible to, the Board of Trustees.

- c. Chairpersons of the Finance Committee, the House and Grounds Committee, and the Religious Education Committee are appointed members of the Board of Trustees.
- 2. All committees will consist of at least three people or the committee will be considered inactive unless otherwise directed by the Board.
- 3. The Finance Committee will give each committee adequate notice to prepare budget proposals.
- 4. Each Committee will make an annual request to the Finance Committee for those funds necessary for the fulfillment of its responsibilities. Such requests will include a report on the expenditure of funds previously allocated and a justification for requested funds.
- 5. Prior to the Annual Meeting each committee will prepare an annual report for circulation to the membership.
- 6. The Minister and the President will be ex officio members of all Committees, except the Nominating Committee and the Committee on Ministry.
- 7. All committees will hold regular meetings at which business is conducted and minutes recorded.
- 8. Committees may recommend policies, as needed, to the Board.
- 9. All committees will maintain an official Committee Book of Minutes, By-laws, Guidelines, Policies, etc. to help Committee members make informed decisions. This book will be available at all committee meetings and maintained from year to year.
- 10. The chairpersons of committees will be nominated by the committee, liaison, or the Board and appointed by the Board of Trustees.
- 11. Committees may raise funds for special unbudgeted programs through fundraising events, which must be approved and scheduled by the Finance Committee.
- 12. Committees will do other related tasks as the Board requests or as become necessary or relevant over the years.
- 13. Any action taken by a committee must be in the name of that committee, and not in the name of the church.

## **B. The Committees**

- 1. Ad Hoc Committees and Interest/Work Groups
  - a. From time to time the Board may appoint ad hoc committees to research and oversee special projects, such as the Elevator Committee and Partner Church Council, or to perform a limited special function, such as the Welcoming Congregation Program. These committees will be established, directed, and dissolved by the Board of Trustees
  - b. From time to time interest and work groups emerge within the church, such as chapter formations of UUA affiliate organizations (i.e. CUUPS and Interweave). These groups may or may not have any formal structure but may need guidance and resources. These groups will be coordinated through an appointed Board Liaison.

**2. Adult Religious Education Committee**

- a.** The Adult Religious Education Committee will work with the Director of Religious Education to provide programming that contributes to adult religious growth and learning.
- b.** Adult Religious Education Committee services may include, but are not limited to, the following:
  - 1)** Wednesday Night Programs
  - 2)** Coffee House
  - 3)** Forums
  - 4)** Lectures
  - 5)** Workshops
- c.** The Adult Religious Education Committee will work with the Religious Education Council and the Minister to provide regular evaluation of the Director of Religious Education.
- d.** The Director of Religious Education is an ex officio member of the Adult Religious Education Committee.

**3. Caring Committee**

- a.** The Caring Committee will be responsible for maintaining contact with members of the Church who may be ill, shut-in, bereaved, or otherwise in need.
- b.** Caring services may include, but are not limited to:
  - 1)** Arranging transportation for ill or infirm members
  - 2)** Sending cards for appropriate concern, condolence, or congratulations.
  - 3)** Informing the congregation of those who are ill, shut-in, bereaved, or otherwise in need.
  - 4)** Providing memorial reception services as requested.
  - 5)** Providing audio tapes of church services to shut-ins.

**4. Chalice Guild**

- a.** The Chalice Guild will be responsible for monitoring and maintaining the chancel/sanctuary accessories, and the church kitchen.
- b.** Guild services may include, but are not limited to:
  - 1)** Caring for the candelabras, candles, chancel table, chalice, etc.
  - 2)** Monitoring and maintaining kitchen, linens, silver, dishes, supplies, etc.
  - 3)** Periodically cleaning and straightening the church kitchen.

**5. Committee on Ministry**

- a.** The purpose of the Committee on Ministry is to facilitate communication between the minister and the congregation and to support the ministry.
- b.** The Committee on Ministry will annually review salary considerations and make recommendations to the Finance Committee.

**6. Denominational Affairs**

- a.** The Denominational Affairs Committee will maintain communication between the church and the Unitarian Universalist Association (UUA), the Prairie Star District (PSD), and other relevant Unitarian Universalist (UU) organizations.
- b.** Responsibilities may include, but are not limited to:
  - 1)** Reviewing, organizing, and publicizing information from the UUA.
  - 2)** Responding appropriately to UUA, PSD, and other relevant UU organizations.
  - 3)** Publicizing and facilitating congregational participation in Prairie Star District Meetings, General Assembly, Leadership School, etc.

**7. Fellowship & Activities Committee**

- a.** The Fellowship & Activities Committee will provide opportunities for the people of the church community to interact socially.
- b.** Responsibilities may include, but are not limited to:
  - 1)** Holiday Dinner
  - 2)** Circle Suppers
  - 3)** Picnic/Social
  - 4)** Chili Cook-off
  - 5)** Potluck meals
  - 6)** Post service Traditional Coffee Hour

**8. Finance Committee (Amended July 11, 2006 by adopting section d.)**

- a.** The mission of the Finance Committee is to obtain sufficient revenue and oversee, in a responsible manner, the expenditures of financial assets of the church in conjunction with the Board of Trustees.
- b.** Responsibilities may include, but are not limited to:
  - 1)** Submitting regular, timely, and accurate reports on the financial condition of the church to the Board of Trustees.
  - 2)** Giving each committee adequate notice to prepare budget proposals.
  - 3)** Canvassing the membership for pledges.
  - 4)** Providing pledge status information to members.
  - 5)** Sponsoring additional fundraising activities.
  - 6)** Preparing and presenting to the Board a consolidated budget proposal.
  - 7)** Assuring that insurance is paid, current, and accurate.
- c.** The Treasurer is a member of the Finance Committee.
- d.** The Sarah Joslyn Society was established in 2003 by Dixie Lemon. The SJS encourages members and friends to make a provision for the church in their estate plans and recognizes those who do so. First Unitarian Church recognizes the importance of the SJS to the future of the church. To assure its continuation, the Finance Committee adopts the SJS as its responsibility and a part of its mission. (Adopted July 11, 2006)
- e.** The Finance Committee shall also serve as the clearinghouse for fund raising efforts within the church. Groups or individuals who wish to conduct fund

raising efforts shall submit their requests to the Finance Committee on a timely basis and the Finance Committee shall approve or disapprove the requests based on the current fund raising schedule, the nature of the request, and the policies and best interests of the church as a whole. If the requesting group or individual is not satisfied with the decision of the Finance Committee, they may appeal the decision to the Board of Trustees. The Finance Committee shall publish procedures for requesting fund raising approval, maintain a fund raising calendar, and report its decisions to the Board of Trustees monthly. (Adopted November 14, 2006)

**9. House and Grounds Committee**

- a.** The House and Grounds Committee will be responsible for the maintenance, operation and aesthetics of all physical property of the Church.
- b.** Responsibilities may include, but are not limited to:
  - 1)** Recommending custodian or custodial care for the church.
  - 2)** Working with the Minister to provide regular evaluation of the custodian or custodial care.
  - 3)** Supervising the use of the building.
  - 4)** Making an annual inspection of church property and making recommendations on needs.
  - 5)** Receiving annual reports of the City Inspectors on the safety of church property and reporting as necessary.
  - 6)** Arranging for the interior design and the placement of art work.
- c.** The custodian is a consultant to the committee.

**10. Library, Bookstore, and Archives**

- a.** The Library, Bookstore, and Archives committee will oversee the library, bookstore, and archives.
- b.** Responsibilities may include, but are not limited to:
  - 1)** Maintaining, cataloging, and tracking the library books.
  - 2)** Developing and recommending library policies to the Board.
  - 3)** Making available, for purchase, Unitarian Universalist publications.
  - 4)** Keeping a continuing record of our Church Community in the Archives.

**11. Membership Committee**

- a.** The Membership Committee will have general responsibility for welcoming those who visit our church and integrating them into the life of the church as they join.
- b.** Services may include, but are not limited to:
  - 1)** Working with the Minister to see that orientation courses are available on an ongoing basis.
  - 2)** Assisting new members in the signing of the Membership Book.
  - 3)** Providing occasions to honor new members and to socialize with them.
  - 4)** Using *The Bulletin*, the bulletin boards, the coffee hour, and their creativity to make sure that long-time members have ongoing opportunities to meet new people.

- 5) Guiding members to appropriate activities and committees.

**12. Music Committee**

- a. The purpose of the Music Committee is to support music, the music staff, and musical activities.
- b. Responsibilities may include, but are not limited to:
  - 1) Facilitating communication between music professionals and the congregation.
  - 2) Maintaining a music library.
  - 3) Providing for maintenance of instruments owned by the church.
  - 4) Working with the Minister to provide regular evaluation of the music staff and musical activities.
  - 5) Recommending how music endowment funds are to be used.
- c. The Music Committee members may be recommended by the Organist and the Choir Director.
- d. The Organist and the Choir Director are ex officio members.

**13. Nominating Committee (Adopted February 13, 2007)**

- a. Will accomplish the various tasks as described in the church bylaws.
- b. Will select and nominate appropriately qualified nominees for the various applicable Prairie Star District Annual Awards.
- c. Will select The First Unitarian Church of Omaha Unitarian of the Year recipient(s) and present the award at the annual meeting of the congregation.
- d. Will during its deliberations be alert for and supportive of opportunities to contribute to leadership development.
- e. Will keep the congregation informed of committee activities and will solicit suggestions from the congregation for the various awards and nominations.

**14. Office Committee**

- a. The Office Committee will facilitate church office functions.
- b. Responsibilities may include, but are not limited to:
  - 1) Assessing office needs.
  - 2) Budgeting office funds.
  - 3) Assessing office equipment needs.
  - 4) Making optimum use of volunteers.
  - 5) Working with the Minister to provide regular evaluation of the office staff and activities.
- c. The Office Committee members may be recommended by the Office Administrator.
- d. The Office Administrator is a consultant to the committee.

**15. Omaha Outreach Committee**

- a.** The Omaha Outreach Committee will inform and educate congregation members and the public in the areas of social justice and social service.
- b.** Responsibilities may include, but are not limited to:
  - 1) Educating and fostering dialogue on issues of concern among the congregation.
  - 2) Developing service projects which unify the congregation.
  - 3) Finding ways and means to rectify social injustices.
  - 4) Sponsoring and/or supporting groups organized to deal with social problems.
  - 5) Responding to resolutions passed by the Unitarian Universalist Association (UUA).
  - 6) Supporting the Unitarian Universalist Service Committee (UUSC).

**16. Publications Committee**

- a.** The Publications Committee will oversee production of printed materials within the church, which may include, but are not limited to, *The Bulletin*, the Order of Service, and the Annual Report.
- b.** The Publications Committee will maintain and update the church website.

**17. Public Relations Committee**

- a.** The Public Relations Committee will promote and publicize First Unitarian Church of Omaha.
- b.** Responsibilities may include, but are not limited to:
  - 1) Publication of written material for distribution to the public about First Unitarian Church of Omaha and Unitarian Universalism.
  - 2) Production of audio and/or video of services and events at First Unitarian Church of Omaha.
  - 3) Advising the Board on promotional outreach campaigns.
  - 4) Distribution of promotional materials.

**18. Religious Education Council**

- a.** The Religious Education Council is responsible for providing religious education opportunities and participation in the life of the church for children and youth.
- b.** Responsibilities may include, but are not limited to:
  - 1) Sunday School classes
  - 2) Junior-Senior High Youth Group
  - 3) Sexuality Class
  - 4) Coming of Age programs
  - 5) Family and intergenerational retreats
  - 6) Family social activities
  - 7) Service projects
  - 8) Parenting classes

- c. The Religious Education Council and the Adult RE Committee will work with the Minister to provide regular evaluation of the Director of Religious Education.
- d. The Director of Religious Education is an ex officio member of the Religious Education Council.

**19. Religious Services Committee**

- a. While “the minister shall have exclusive control of the pulpit, and shall have general direction of the religious activities of the church,” the purpose of the Religious Services Committee is to work with the Minister to provide all the religious services throughout the year.
- b. Responsibilities may include, but are not limited to:
  - 1) Providing services when the Minister will not be in the pulpit.
  - 2) Working with the Minister to maintain the chancel décor as an appropriate setting for worship.
  - 3) Creating an appropriate atmosphere in the church sanctuary.
  - 4) Operating the sound system.
  - 5) Evaluating Sunday services.
  - 6) Providing greeters or ushers on Sunday morning.
  - 7) Providing Church Criers to read announcements, prepare the chalice, etc.

**20. Young Adult Ministry Committee**

**21. Youth-Adult Committee (YAC)**

## V. AMENDMENTS

### A. Policy Regarding Congregational Safety

1. Adopted March 10, 1998
2. To be a church which is open to a wide diversity of individual expression and spiritual growth, we must preserve a safe atmosphere in which all of us feel free to participate and to express ourselves without fear. Threatening, disruptive, or otherwise harmful behavior is unacceptable within our caring community.
3. The Minister, any church staff member, and/or the leaders of any church activity are authorized and instructed to take whatever action they believe is prudent to stop behavior which endangers any person, obstructs any church activity, or may otherwise cause damage or harm. This includes, but is not limited to, asking the offender(s) to leave, suspending the activity, or calling the police.
4. Anyone finding it necessary to take the above action or otherwise concerned about the safety of the congregation shall immediately notify the Minister and the President of the Board of Trustees. If the rights of any member of the congregation are in dispute, the President shall then present the matter to the Board of Trustees and The Board shall address each issue on a case by case basis, dealing with each individual respectfully, but making the safety of the congregation its primary concern.

### B. Chancel Décor

1. Adopted April 14, 1998
2. The décor of the chancel is the responsibility of the Minister and the Religious Services Committee. The décor is intended as an accessory to worship; therefore, any art, wall-hanging, flower arrangement, etc., should be selected with a particular service or series of services in mind. This does not mean that the décor must change every Sunday, but the Minister and the Religious Services Committee should bear in mind the members of the congregations have differing needs.

### C. Procedure for Awarding the Annual Merrit Scholarship

1. Adopted January 15, 2002
2. The Director of Religious Education (DRE) will be responsible for reviewing and updating the format of the Merrit Scholarship Application annually. The DRE will make the applications available to qualified persons. The Board of Trustees shall appoint three (3) persons to review all applications submitted for the Merrit Scholarship and to select the recipient. The DRE shall coordinate the selection process and report the results to the Board of Trustees.

### D. Guideline on contracts is a separate document.

1. Adopted 6-5-04.
2. Summary of intent: Projects reasonably expected to exceed \$6000 (Amended from \$3000 on 8-10-04) require competitive bids.
3. The contract process is detailed in the document.

- E. Building & Grounds Use Manual is a separate document.
  - 1. Overview section adopted March 8, 2005
  - 2. Appendix A, Specific Events, Weddings and Unions adopted March 8, 2005
  - 3. Appendix B, Fees for Weddings and Unions adopted March 8, 2005
  
- F. Program Council added to Guidelines. Adopted April 12, 2005.
  - 1. Background: The current (2002) Guidelines utilize the Board Liaison system wherein Board members act as liaison to committees. In the recently past two church years a Program Council system has been implemented. The purpose of this addition to the Guidelines is to formally recognize the Program Council concept as an addition to the management tools available to the Board but not necessarily as a replacement for the Liaison system.
  - 2. The Program Council is the collective group of committee chairpersons.
  - 3. The President Elect will be the Program Council Chairperson. This assignment is in addition to duties described elsewhere in the Bylaws and Guidelines. The President Elect will call meetings, establish agenda, and chair the meetings.
  - 4. Purposes of the Program Council:
    - a. Enhance communication and cooperation among committees and with the Board.
    - b. Provide chairpersons timely information.
    - c. Nurture leadership skills
  - 5. The Program Council shall meet formally at announced times in or near the months of September, January, and May of each church year.
  - 6. It is not intended that the Program Council or the President Elect become a super committee or “Chairperson of Chairpersons” impinging on the function of the committee chairpersons in performing their respective tasks.
  
- G. Annual Preserve Our Building fund drive:
  - 1. Adopted August 8, 2005
  - 2. The Board has authorized an annual fund drive to establish an investment account to accumulate money for future building preservation needs. The Board stipulates that congregational approval is required to spend funds from this account. The fund drive is named Preserve Our Building. The Board contemplates the drive occurring each October.
  - 3. The Preserve Our Building effort is a result of realizing how fortunate and necessary it was to have a previously donated investment available for the major sanctuary restoration completed in Oct. 2004.
  
- H. Policy concerning recognizing membership longevity:
  - 1. Adopted Sept. 13, 2005

2. For purposes of recognizing longevity of membership for members who have left the church and later rejoined, the total years of membership will be counted.

I. Policies regarding visitors at board meetings.

1. Adopted January 10, 2006
2. Background: On rare occasions member visitors attending board meetings have asked to address the Board resulting in long discussions distracting from the published agenda and extending the meeting an unreasonable amount of time. This guideline establishes a procedure whereby visitors may address the Board while limiting the potential for unreasonable disruption.
3. Members are welcome at all open meetings of the Board. Executive session would exclude non Board members. Visitor members may observe but are not entitled to participate in the business of the Board. Drop in members may be given floor privileges at the discretion of the President. The time limit of such addresses will be 5 minutes for presentation with 5 additional minutes for questions from the Board.
4. Members wishing to be put on the agenda to address the Board may do so by contacting the President or church office for relay to the President and stating the planned subject. Such addresses will be limited to 5 minutes with 5 additional minutes for questions from the Board.

K. Policies that relate to employees.

1. Adopted February 14, 2006
2. Resolution or Employee Complaints
  - a. Effective communication is essential for productive working relationships. To that end, employees are encouraged to discuss any concerns about work or suggestions for improving operations in the following manner:
    1. The employee should present any complaint or grievance to his/her supervisor and together discuss the problem, applicable rules or policies, and possible resolution.
    2. If discussion with the supervisor does not resolve the matter to the employee's satisfaction, the employee should submit the complaint or grievance in writing to the president of the congregation who shall gather the evidence necessary to complete an Investigation. The president may interview the employee, involve the personnel committee, or appoint an ad hoc committee to advise him/her.
    3. The president of the congregation shall then recommend a resolution of the problem to the supervisor and employee. If the president's recommendation does not resolve the matter to the employee's satisfaction, the employee may then seek a review by the governing board.
    4. The resolution recommended by the board will be binding upon the congregation and employees.
  - b.. Common Requirements for All Positions
    1. Each employee is a member of our staff team. Employees are required to adopt and support the overall goals and priorities of the church, even if these goals differ from the goals of the employee or the employee's own area of employment. All

employees are expected to interact positively with other staff members as teammates and to collaborate positively to help the team achieve its goals.

2. Each employee represents the church. Church members, friends, visitors, renters, and others are customers of the church. An employee's interaction with the church's customers, vendors, denomination, and the public at large must reflect positively on the church and must be based on the church's best interest.
3. An employee's membership in the church shall not limit any of the church's rights as an employer. Any dispute or conflict resolution procedure used within the congregation for members shall not be used for any employment related issue.
4. Some rights or services that the church may regularly provide to its members may not be available to employees. For example, the relationship between Minister and congregant may be complicated by employment, and an employee may not be able to receive counseling from the Minister. The church may also limit an employee's role in the church's volunteer organization structure.

### **3. Hiring** (Adopted April 10,2007)

- a. Purpose and Goals. The purpose of this policy is to describe the goals and the expected general practices for hiring church staff. The goals of this policy are to require a high level of transparency and fairness in the hiring process and to set forth standards of practice to guide the church leadership in the process of locating a strong pool of candidates for each open staff position, evaluating the candidates effectively, and engaging the candidate that is judged to be the best addition to our staff team.
- b. Non-Discrimination Policy. It is our policy to provide employment, compensation, promotion, and all other terms and conditions of employment without regard to race, sex, sexual or affectional orientation, marital status, color, national origin, age, disability, or religion (when not a bona fide occupational qualification).
- c. General Hiring Practices. Unless specifically waived by the Board, our standard hiring practices for regular staff positions shall include:
  1. Regular full-time and part-time staff positions must be approved by the Board of Trustees. We will post all job openings for regular church staff positions on the church bulletin board.
  2. We will announce job openings in various church publications, including electronic.
  3. We will state the period of time during which we will be accepting applications. This should be no less than five days following the announcement in a church publication.
  4. Before interviewing, we will require each applicant to complete an application and we will keep that application on file for an appropriate period of time.
  5. If possible, we will interview multiple candidates for each position.
  6. We will carefully check references.
  7. We will conduct appropriate background checks.
  8. We will notify unsuccessful interviewees.
- d. Ministerial Exception. Calling the sole or senior "settled" Minister or engaging the sole or senior "interim" Minister shall be conducted by the Board of Trustees and/or the Congregation as set forth in our bylaws or under specific practices developed by the Board for that particular search process.

- e. **Hiring Responsibility.** All other hiring for the church shall be conducted under the direction of the Staff Supervisor appointed by the Board of Trustees. If the Board has not specifically appointed an individual to fill the role of Staff Supervisor, then the Staff Supervisor shall be the sole or Senior Minister. The Staff Supervisor may delegate any or all of the duties under this policy, but shall remain responsible for the proper execution of the policy and any required practices.
- f. **Hiring Plan.** When the Staff Supervisor learns that a staff position needs to be filled, he or she will prepare a hiring plan that conforms to this policy and present it to the Executive Committee of the Board of Trustees for approval. Depending on the level of the position and the urgency of the need to fill it, the Executive Committee may authorize the Staff Supervisor to proceed with the hiring plan, it may choose to wait for the next regular meeting of the Board for full Board approval of the hiring plan, or it may request a special meeting of the Board.
- g. **Plan Contents.** The hiring plan prepared by the Staff Supervisor shall contain the following components:
  - 1. A copy of the job description and a description of the target compensation and benefits.
  - 2. A description of the staff, committee, or other congregation entities that have a stake in the work accomplished by the open staff position along with an explanation of how significant stakeholders will participate in, or be represented in, the hiring process.
  - 3. A description of the process that will be used to advertise or otherwise search for appropriate candidates for the position.
  - 4. A description of the process and criteria that will be used to evaluate potential candidates.
  - 5. The identity of the individual or church entity that will make the hiring decision and the identity of individual or church entity that will approve the hiring decision.
- h. **Hiring Approval and Ratification.** All hiring decisions must be approved by the entity set forth in provision g.5 before a job offer is extended to a candidate. All hiring decisions for any ministerial positions not covered under provision d. Ministerial Exception and for the Director of Religious Education shall be made by the Board of Trustees. All job offers must be made contingent upon ratification by the Board of Trustees at their next meeting.
- i. **Church Members as Employees.** Hiring church members raises special and sometimes very difficult issues and potential conflicts. Similar issues are encountered when non-member employees choose to become members of the church. For this reason, some churches do not allow members to be employees, but that is not our policy. We welcome members to apply for staff positions and we encourage staff members to join our church if they desire to do so. In either case, however, it must be with the clear understanding and agreement that:
  - 1. An individual's responsibilities as an employee must take precedence over that individual's rights as a church member.
  - 2. The church retains all of its rights as an employer.
  - 3. An employee may not hold an elected or appointed congregational leadership role in the church.
  - 4. All church policies, practices, and procedures that apply to employees shall apply equally to employees who are members of the church.
- j. **Interim, Temporary, and Substitute Employees.** The Staff Supervisor is authorized to engage temporary and substitute employees for short periods. The Staff Supervisor may be authorized by the Executive Committee to select and engage an employee to fill an interim period in any position already approved by the Board of Trustees. No interim, temporary, or substitute engagement shall be converted to a regular hiring without following the formal procedures described above.

1. A temporary employee is one engaged to fill a temporary need that is not expected to require more than 3 months duration or 100 working hours. Temporary positions that are expected to exceed 3 months duration or 100 working hours must be approved by the Executive Committee of the Board of Trustees. Temporary employees may be engaged for special projects or to help handle temporary increases in workload.
2. A substitute employee is one engaged to replace the occupant of a regular full-time or part-time church position for a limited period of time when the occupant is not able to perform the duties of the job. Substitutes may be needed due to illness, vacation, or other short term vacancy.
3. An interim employee is one who is engaged to perform a vacant regular church position until that position is filled in accordance with this policy. The interim employee may or may not be a candidate for the position.