

CONGREGATIONAL HANDBOOK

FIRST PARISH UNITARIAN UNIVERSALIST
CANTON MASSACHUSETTS

Last Revised: 8/1/2017

Congregational Handbook

First Parish Unitarian Universalist – Canton

Table of Contents

| | |
|--|----|
| Covenants and Principles | 1 |
| Staff and Office Information | 3 |
| Lay Leadership | 4 |
| Floor Plans with Safety Information..... | 5 |
| Constitution and Bylaws..... | 7 |
| Policy Regarding Disruptive Behavior | 22 |
| Policy for a Safe Congregation..... | 24 |
| Membership Categories | 35 |
| Member Counting Process..... | 36 |
| Finances..... | 37 |
| Privacy Policies..... | 39 |
| Newsletter Policy..... | 42 |
| Policy Relating to the First Parish Facebook Page..... | 43 |
| Rental Fees and Policies | 45 |
| Channels of Communication and Decision-Making..... | 51 |
| Bad Weather Cancellation Policy..... | 55 |
| Emergency and Backup Communication..... | 57 |
| Religious Education for Children | 59 |
| Committee Categories and Reporting..... | 61 |
| Information Gathering..... | 62 |
| Index | 67 |

Covenants and Principles

Our Vision and Purpose

We are a caring and diverse faith community
That seeks to nurture and inspire each person's spiritual journey
While serving others in our commitment to peace and justice.

Our Congregational Covenant

Love is the doctrine of this congregation,
The quest for truth is its sacrament,
And service is its prayer.
To dwell together in peace with respect and understanding,
To seek knowledge in freedom,
To serve our fellows and humankind to the end that all souls shall grow together into harmony.
Thus do we covenant with each other and with our God,
By whatsoever name we worship.

Our Mission Statement

We the members of First Parish Unitarian Universalist Canton commit ourselves:

- To provide for each other a compassionate, welcoming community, building on our heritage, honoring diversity and religious freedom, and encouraging personal and spiritual growth of adults and children through worship, social action, fellowship, and education.
- To inspire and promote reason, compassion, justice, and diversity in our community.
- To participate in the larger Unitarian Universalist community and work towards our vision of peace, social justice, and religious tolerance.
- To take affirmative and proactive action to remedy the results of discrimination.
- To promote the full participation of persons in all our activities, including membership, programming, hiring practices, and the calling of religious professionals, without regard to race, color, gender, gender expression, physical ability, affectional or sexual orientation, age, or national origin.

Unitarian Universalist Principles

(Adopted by the UUA in 1985)

Unitarian Universalist (UU) congregations affirm and promote seven principles:

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

Unitarian Universalist Sources

(Adopted by the UUA in 1985)

Unitarian Universalism (UU) draws 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.

Staff and Office Information

Staff

| | |
|--|-------------------------|
| Minister | 401-965-1212 (cell) |
| Rev. Roger C. Peltier | minister@fpuucanton.org |
| Director of Religious Education | 781-828-0296 |
| Melissa Sturdy | dre@fpuucanton.org |
| Music Director | 781-828-0296 |
| James Chubet | chubet99@comcast.net |
| Office Administrator | 781-828-0296 |
| Carol Seaman | office@fpuucanton.org |
| Bookkeeper and Administrative Assistant | 781-828-0296 |
| Jeanne Zarrillo | office@fpuucanton.org |

Church Office

The office is located to the left of the door with the ramp. Ring the bell if the door is locked.

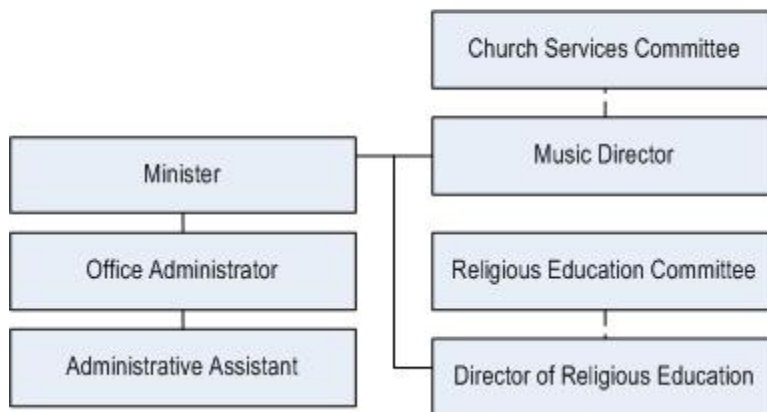
Phone: 781-828-0296

Email: office@fpuucanton.org

Website: <http://fpuucanton.org>

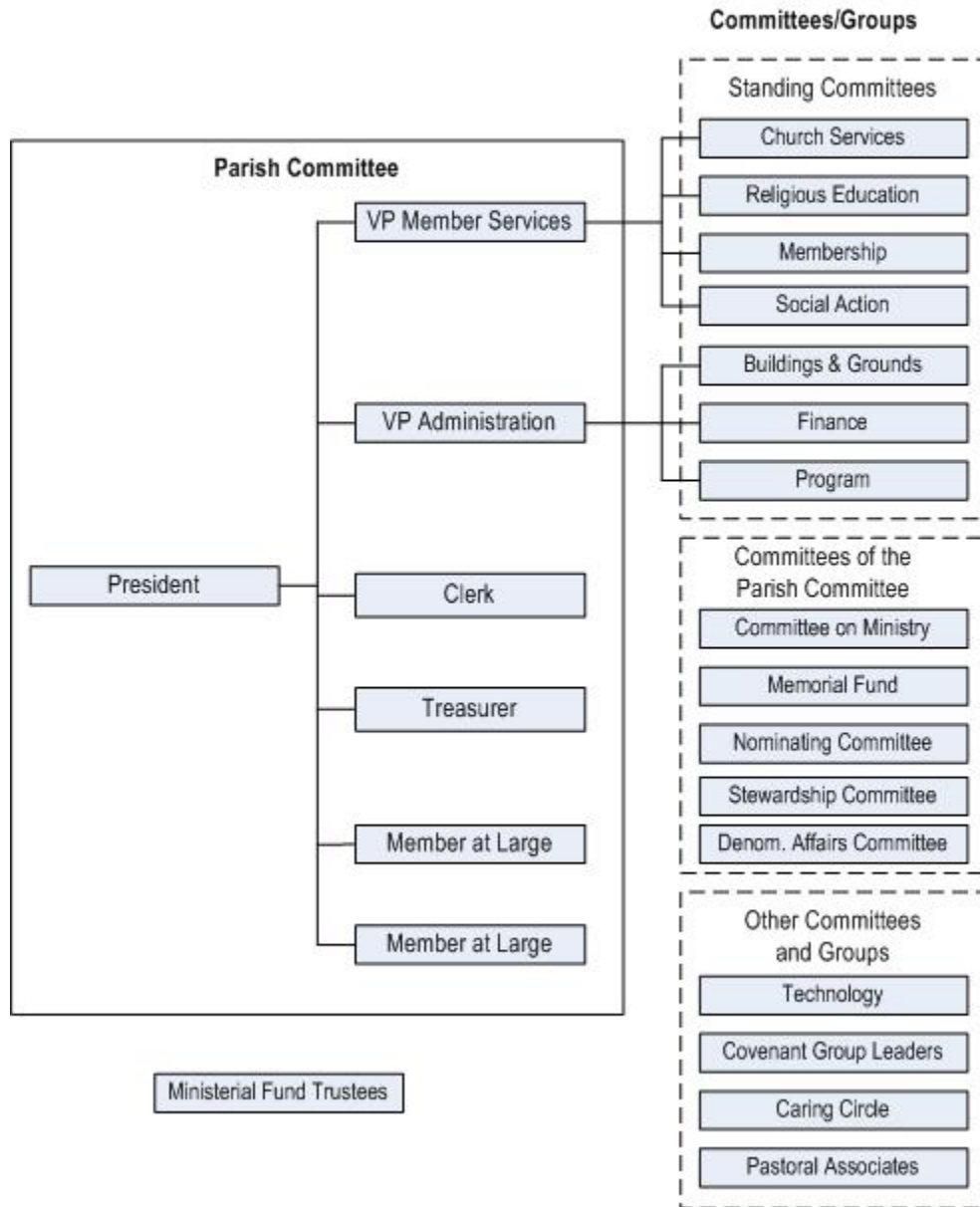
Administrative Organization

First Parish Unitarian Universalist – Canton
Administrative Organization

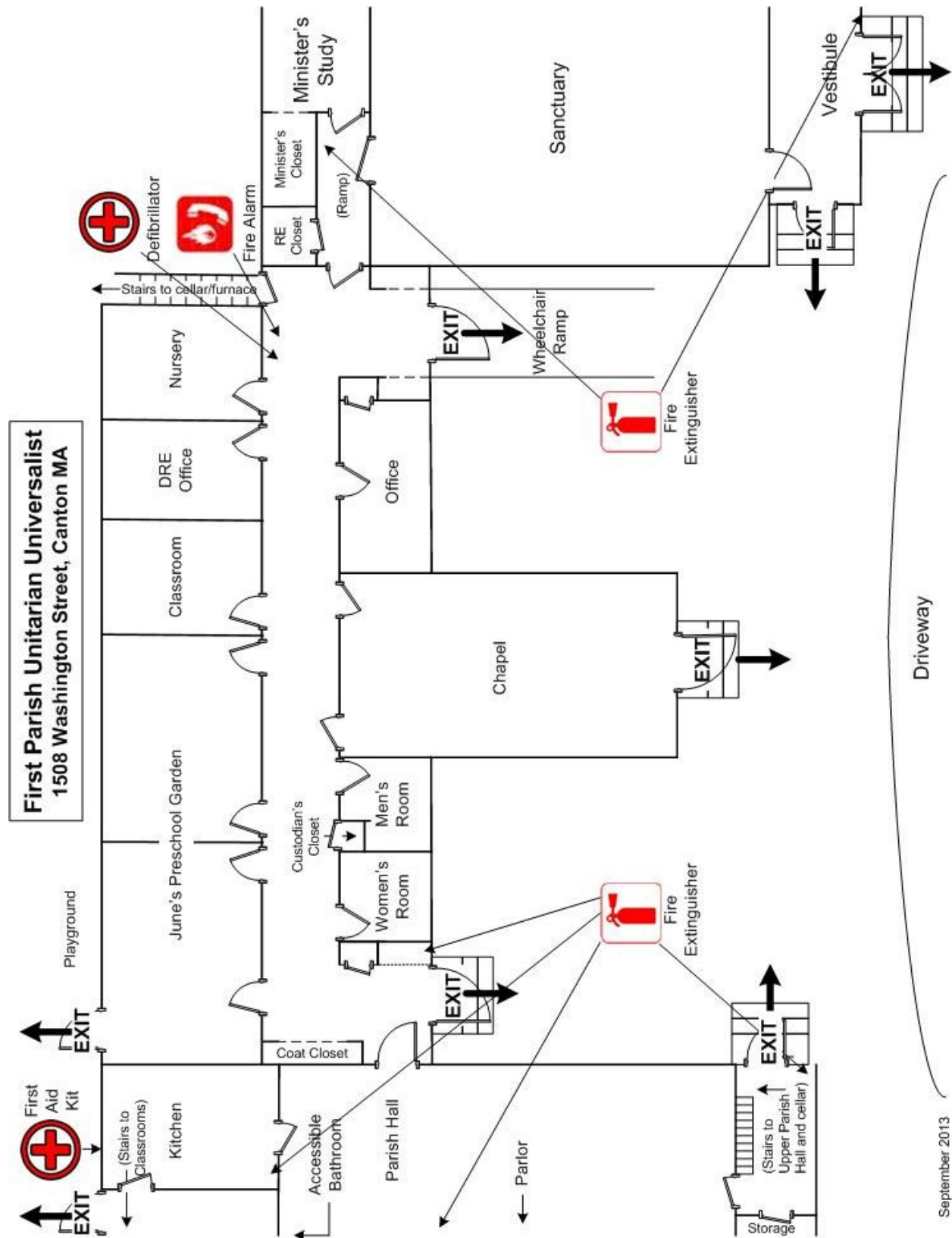


Lay Leadership

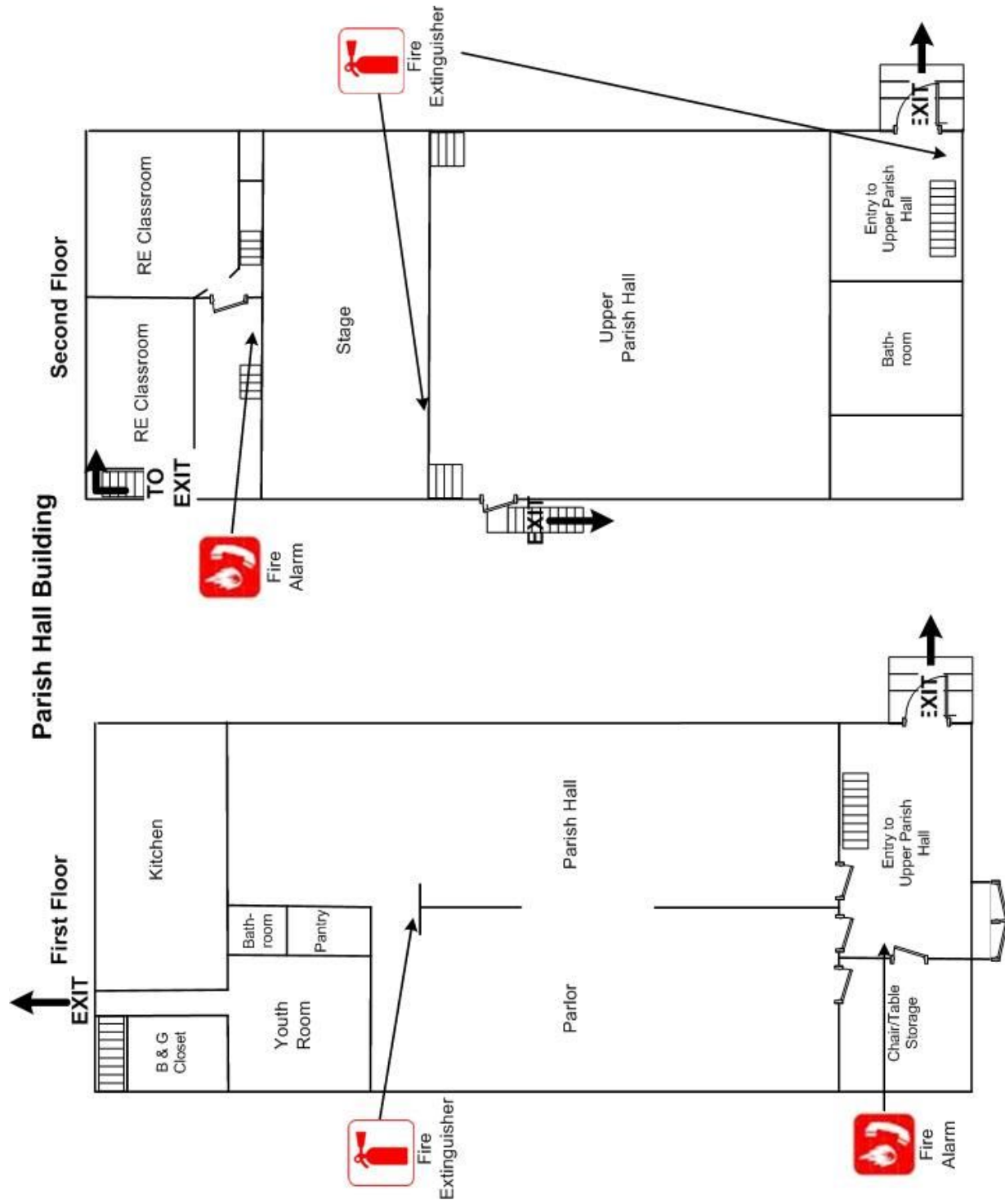
First Parish Unitarian Universalist – Canton Lay Leadership



Floor Plans with Safety Information



September 2013



June 2013

Constitution and Bylaws

PREAMBLE: THIS REPLACES THE CONSTITUTION AND BYLAWS OF *January 25, 2004* AS AMENDED AND SHALL BE EFFECTIVE *April 1, 2014*.

CONSTITUTION

ARTICLE I - NAME

1. The name of this religious organization shall be First Parish Unitarian Universalist Canton. Whenever the word "Parish" is used in this Constitution, or in the Bylaws and any amendments to them, it shall signify the legal organization as herein established.

ARTICLE II - MISSION STATEMENT

We the Members of First Parish Unitarian Universalist Canton commit ourselves:

- To provide for each other a compassionate, welcoming community, building on our heritage, honoring diversity and religious freedom, and encouraging personal and spiritual growth of adults and children through worship, social action, fellowship, and education;
- To inspire and promote reason, compassion, justice, and diversity in our community;
- To participate in the larger Unitarian Universalist community and work towards our vision of peace, social justice, and religious tolerance;
- To take affirmative and proactive action to remedy the results of discrimination;
- To promote the full participation of persons in all our activities, including but not limited to membership, programming, hiring practices, and the calling of religious professionals, without regard to race, color, gender, gender expression, physical ability, affectional or sexual orientation, age, or national origin.

ARTICLE III - DENOMINATIONAL AFFILIATION

1. The Parish shall be a member of the Unitarian Universalist Association of Congregations.

ARTICLE IV - MEMBERSHIP

1. As of July 1, 1974, Members of the First Congregational Parish of Canton, Unitarian, and the First Universalist Church, Canton, became Members of the First Parish Unitarian Universalist Canton.
2. Membership in this Parish is open to any person eighteen (18) years of age or older who is in sympathy with the mission of First Parish Unitarian Universalist Canton. No other test of creed or faith, of race, color, gender, gender expression, physical ability, developmental or intellectual ability, affectional or sexual orientation, or age (exclusive of the preceding requirement), or national origin, or other similar test shall be imposed as a condition of

membership. An eligible person shall sign the Parish membership book to become a Member.

3. Subject to Article IV, Paragraph 5 below, a Member is eligible to vote at the Annual Parish or Special Meeting(s) as long as he or she (i) has signed the Parish Membership book at least forty-five (45) days before such meeting, and continues to be in sympathy with the mission of First Parish Unitarian Universalist Canton as of the date of such meeting, and (ii) has made an unrestricted annual financial contribution of record within the preceding twelve months, such contribution to have been made at least forty-five (45) days before such meeting. Such contribution shall, at minimum, be equal to or exceed the sum of the Unitarian Universalist Association and the District Fair Share Contribution assessments; provided, however, that the Parish Committee may waive the financial contribution requirement in its discretion.
4. Individuals between the ages of fourteen (14) years and eighteen (18) years may become Associate Members by signing the Parish membership book, and as such may have a voice but not vote at Parish meetings and may participate in Parish committees. An Associate Member may become a Member by meeting the requirements in this Article upon attaining the age of 18 years.
5. Any Member who for one year is voluntarily absent from all participation in the life of the Parish may be ruled an Inactive Member by recommendation of the Parish Treasurer and/or Clerk and a majority vote of the Parish Committee and shall not be included in the population count and shall not have voting rights at the annual or special Parish meetings. Member(s) shall have been notified by letter and given thirty (30) days to reply.
6. A Member may terminate his or her membership through written request to the Parish Committee.
7. A Member may be removed from membership by the Parish Committee in accordance with the Policy Regarding Disruptive Behavior.

ARTICLE V - OFFICERS

1. Officers shall be chosen from the Members of the Parish, and shall have served on a Standing Committee or on the Parish Committee.
2. Officers shall consist of a President, Vice President of Administration, Vice President of Membership Services, Treasurer and Clerk.
3. Officers shall be elected by vote of the Parish at the Annual Meeting for staggered terms of two years. The terms of President, Vice President of Membership Services and the Treasurer shall expire in alternate years with the terms of the Vice President of Administration and the Clerk. An officer may continue in a position until a successor is found if approved by a vote at the annual meeting.
4. The President shall serve as Lay Leader of the Parish and Chairperson of the Parish Committee, and shall preside at all business meetings of the Parish Committee, the Annual Meeting and Special meeting(s) of the Parish. The President is a nonvoting ex-officio

member of all committees except the Nominating Committee and the Committee on Ministry, and shall represent the Parish on all appropriate occasions. The President shall make a written report of the current year's activities of the Parish Committee at the Annual Meeting

5. The Vice President of Administration shall act in place of the President during the President's absence. The Vice President of Administration shall ensure the functioning of, and provide guidance to, the following Standing Committees: Program, Finance, and Buildings and Grounds. The Vice President of Administration shall sit as a nonvoting ex-officio member of these committees, serve as a liaison between the Parish Committee and each committee, coordinate the Stewardship drive and report the functioning of each committee to the Parish Committee.
6. The Vice President of Membership Services shall act in the place of the President during the President's and Vice President of Administration's absence. The Vice President of Membership Services shall ensure the functioning of, and provide guidance to, the following Standing Committees: Religious Education, Church Services, Membership, and Social Action. The Vice President of Member Services shall sit as a nonvoting ex-officio member of these committees, serve as a liaison between the Parish Committee and each committee, and report the functioning of each committee to the Parish Committee.
7. The Clerk shall keep an accurate record of the transactions of all business meetings of the Parish and Parish Committee and shall maintain a roster of all Members of the Parish qualified to vote. The Clerk shall be responsible for initiating the annual review of the Members and have a current list of Members that are qualified to vote at all business meetings of the Parish. The Clerk shall be responsible for posting notice of all Parish meetings and include in the notice items on the agenda requiring a Parish vote. The posting shall occur at least thirty (30) days in advance of the vote. All records of the Clerk shall remain the property of the Parish. The Clerk shall be responsible for delivering the Parish records intact to a newly elected Clerk to ensure an accurate preservation of the record of Parish business.
8. The Treasurer shall receive and safely keep and account for all money and other financial assets of the Parish entrusted to the Treasurer's care, and shall disburse the same under the direction and to the satisfaction of the Parish Committee. The Treasurer shall maintain a current roster of pledges and financial contributions. The Treasurer shall furnish statements of their pledging status to individual donors and, upon request, voting eligibility of Members to the Parish Clerk. The Treasurer shall keep a complete account of the finances of the Parish on books which shall remain the property of the Parish, including books on the Memorial Fund, and which shall be open at any time for inspection by the President and members of the Parish Committee. The Treasurer shall report quarterly, or more often if requested, to the Parish Committee with a current financial statement. The annual financial statement for the fiscal year shall be presented to the Parish Committee within sixty (60) days of the close of the fiscal year. The Treasurer shall present a report at the Annual Meeting of the income and expenses of the Memorial Fund for the preceding fiscal year including the names of all persons memorialized. The Parish Committee reserves the right

to have the annual statement for the fiscal year audited and certified by persons designated by the Parish Committee. The individual maybe someone with in the Parish, but not on the Finance or Parish Committee. Fiscal audit of the annual statement should be done at a minimum of every four years.

ARTICLE VI - PARISH COMMITTEE

1. The Parish Committee shall consist of seven members: five officers and two members-at-large. The five officers shall be as listed in Article V; the officers and two members-at-large shall be elected by vote at the Parish Annual Meeting, and shall be elected for staggered two-year terms. Members-at-large shall be Members of the Parish and have a vote on all business of the Parish that comes before the Parish Committee. Officers and members-at-large shall not serve more than two (2) full consecutive terms in the same position. Prior to serving a third term, there shall be a two year hiatus unless an extension is approved by a vote of the Parish at the Annual Meeting. Officers and members-at-large shall not serve concurrently as chairpersons of standing committees. The Minister shall serve as an ex-officio nonvoting member of the Parish Committee.
2. Any member of the Parish Committee may be removed by a vote of five (5) members of the Parish Committee for breach of trust or gross misconduct, or by declaration as a disruptive person as defined by the Policy Regarding Disruptive Behavior. If there is a vacancy in any office for any reason, the Parish Committee, upon recommendation of the Nominating Committee, shall appoint a Member to fill the vacancy until the next Annual Parish Meeting.
3. All regular terms of office shall commence on the first of July next following the Annual Meeting, and all elected officers shall continue in office until the Parish Annual Meeting elects their successors. Whenever members of the Parish Committee are elected to hold office for less than two years completion of service occurs on the same date as the ending of the original term. It is intended that an equal number of terms of committee members expire each year. In order to attain that result, officers may be elected initially for a shorter duration than the regular term established by this Constitution or by the Bylaws of the Parish. The Parish Committee may fill Standing Committee chairperson vacancies with persons who shall serve until the next Annual Parish Meeting. New Committee chairpersons will be documented in the meeting minutes and directory updated on the website to reflect the change.
4. Committees of the Parish Committee in addition to those specified in this Constitution or in the Bylaws may be created by the Parish Committee, and shall cease to exist once the purpose for which they were established has been accomplished unless specifically extended by the Parish Committee. Any three or more Members wishing to form a new committee may so petition the Parish Committee.
5. The Parish Committee shall have general charge of the property of the Parish, the conduct of all of its business and financial affairs, and the control of its administration, including the appointment of such committees of the Parish Committee as it may deem necessary. The Parish Committee shall have the authority to enter into contracts, to engage or delegate the

engagement of all employees except the Minister, and to maintain communication among the Parish Committee and the other committees and Members of the Parish.

6. The Parish Committee is empowered to borrow in the name and on behalf of the Parish necessary funds in anticipation of revenue for the current fiscal year with the approval of three quarters ($\frac{3}{4}$) vote of the Members of the Parish present at the Annual Meeting or a Special Parish Meeting called explicitly for this purpose. No contract involving an unbudgeted expenditure of money exceeding \$5000 shall be executed without a vote of the Parish.
7. The Parish Committee shall not mortgage any real property, or buy or sell property without approval of three quarters ($\frac{3}{4}$) vote of the Members of the Parish present at the Annual Meeting or a Special Parish Meeting called for this explicit purpose.
8. The Parish Committee may, in its discretion, require that any person who shall act in a capacity involving the management or control of cash or funds of the Parish, furnish bond in an amount to be determined by said Committee, with such surety or sureties as it shall determine. The expense of such bond or surety shall be borne by the Parish, but nothing herein contained shall make it mandatory upon the Parish Committee to require such bond or surety.
9. The Parish Committee shall assign responsibility for public relations, the Parish newsletter and maintenance of the Parish calendar.

ARTICLE VII - TRUSTEES OF THE MINISTERIAL FUND

1. In accordance with Chapter 141 of the 1825 Acts of the Massachusetts Legislature, approved February 26, 1825, which established the Trustees of the Ministerial Fund of the Congregational Parish and Society in Canton, the Parish shall elect a total of five Trustees.
2. Trustees shall be elected by ballot at the Annual Meeting, or at a Special Meeting of the Parish called for that purpose, to serve for staggered periods of two years commencing on the next July 1, or if a Trustee is elected to fill a vacancy that happened by death, resignation, or removal, to serve the unexpired term of the Trustee he or she replaces.
3. No person shall be elected a Trustee unless he or she is a Member of the Parish eligible to vote.

ARTICLE VIII - PARSONAGE FUND

1. First Parish sold its former Parsonage at 2 Old Coach Rd., Canton, and set aside net proceeds in the Parsonage Fund, to generate investment income.
2. The Parish Committee has directed the members of the Trustees of the Ministerial Fund to manage the Parsonage Fund with income as the objective.
3. Administration of the Parsonage Fund shall be the responsibility of the Treasurer who shall maintain this account separately from the other funds. The Treasurer shall report the

Parsonage Fund balance to the Parish Committee and shall make an annual financial report for the Parsonage Fund to the Annual Parish Meeting.

ARTICLE IX - MEETINGS

1. The Annual Meeting of the Parish shall be held on the first Tuesday of June for the election of the Parish Committee, election of the chairpersons of Standing Committees, election of Trustees of the Ministerial Fund, adoption of budgets and transaction of all other proper business. The fiscal year shall begin with the first day of July in each year and end on June 30 of the following year.
2. Special Parish meetings shall be called at the order of the President or the request of a majority of the Parish Committee, or at the request of a minimum of seven Members of the Parish for such purposes only as may be specified in the call of the meeting.
3. The notice for every Special and Annual Meeting shall be posted in an appropriate location in the Parish Hall at least thirty (30) days prior to each meeting and contain the specific business to be transacted at said meeting.
4. The phrase "a vote of the Parish" or any similar phrase shall mean a vote of the Members of the Parish present at any duly called meeting.
5. A quorum shall be a minimum of twenty Parish Members or twenty percent of the Parish Members, whichever is greater. If the number of Members present falls below the quorum, no business may be conducted that requires a vote. Majority vote shall decide any question, unless the Constitution specifies differently. Nonmembers of the church are welcome at all meetings and may be given the courtesy of the floor at the discretion of the moderator, but may not vote.
6. The Parish Committee shall meet regularly on a monthly basis. In the event that a member of the Parish Committee is absent from three (3) consecutive regular meetings or five (5) regular meetings during a church year without sufficient cause, that individual may be terminated from the Parish Committee by a majority vote of the Committee.
7. Special meetings of the Parish Committee shall be called by the Clerk at the request of the President, or three members of the Parish Committee. At least 48 hour notice shall be given for said meetings. A majority shall constitute a quorum of the Parish Committee.
8. Any meeting of the Parish or its committees including the Parish Committee is open to the Members of the Parish with the exception of the Committee on Ministry and the Nominating Committee. A Member may request to be placed on the agenda of an open committee through communication with the chairperson.
9. The rules of procedure contained in "Roberts' Rules of Order" shall govern the conduct of all Parish Meetings, Parish Committee Meetings and Executive Sessions of the Parish Committee in all cases in which they are applicable and when they are not inconsistent with the Constitution and Bylaws.

ARTICLE X - THE MINISTER

1. In the event of a vacancy in the position of Minister, a search committee shall be established as a Committee of the Parish Committee for the purpose of identifying, screening and bringing to the Parish for consideration candidates for the position of Minister. Candidates shall be in ministerial fellowship with the Unitarian Universalist Association. Eligibility for Minister of the church shall not be restricted on the basis of race, color, gender, gender expression, physical ability, affectional or sexual orientation, age, or national origin. The search committee shall consist of no less than six (6) voting Members of the Parish. The Parish Committee shall submit the nominees for said committee to be voted upon at an Annual Meeting or Special Parish Meeting called explicitly for that purpose.
2. Calling of the Minister of the Parish shall be by a minimum of ninety (90) percent of Members voting in person at an Annual or Special Parish meeting called explicitly for that purpose.
3. Tenure of the Minister shall be indefinite.
4. The Minister shall have responsibility for the conduct of worship services and shall serve as spiritual leader and advisor to Members. The Minister shall have freedom of the pulpit as well as freedom to express his or her opinions outside the pulpit, but not to represent the Parish without authorization from the Parish Committee. The Minister shall be an ex-officio nonvoting member of such committees as the Parish Committee designates with the exception of the Committee on Ministry, Search Committee, and Nominating Committee, and shall not serve as a Trustee of the Ministerial Fund or a member of the Memorial Fund Committee. The Minister shall manage the paid staff of the Parish. Other specific duties shall be determined by the Minister and the Parish Committee.
5. The Minister's initial compensation and conditions of employment shall be proposed by the search committee and the Parish Committee and shall be ratified by the Parish. Thereafter the Minister's compensation and conditions of employment shall be proposed by the Committee on Ministry in coordination with the Finance Committee and ratified by the Parish.
6. The Minister may be dismissed by a three quarters (3/4) vote of the Members of the Parish present at any meeting called for this purpose. Said meeting shall be called by the Parish Committee only upon written request signed by twenty (20) percent of the Members of the Parish. Notice of the meeting shall only be by letter sent to the Members of the Parish. The Minister shall be invited to speak at this meeting.
7. The decision to seek an Interim Minister shall be made at an Annual Meeting or a Special Parish Meeting called explicitly for that purpose. An Interim Minister shall be in fellowship with the Unitarian Universalist Association. Eligibility for Interim Minister of the church shall not be restricted on the basis of race, color, gender, gender expression, physical ability, affectional or sexual orientation, age, or national origin. Recommendation of an Interim Minister shall be made by an Interim Ministerial Search Committee which shall be appointed by the Parish Committee. The Parish Committee may call an Interim Minister

following recommendation by the Interim Minister Search Committee. The conditions of employment, compensation, and duties of the Interim Minister shall be established by the Parish Committee in coordination with the Finance Committee.

ARTICLE XI - COMMITTEES

The Standing Committees of the Parish and Committees of the Parish Committee are listed as follows: Listing includes the suggested minimum number of members.

a. Standing Committees

| Name | Suggested # Members |
|---------------------|------------------------------------|
| Finance | 5 |
| Buildings & Grounds | 4 |
| Religious Education | 4 |
| Program | 4 |
| Membership | 4 |
| Social Action | 3 |
| Church Services | 3 plus Minister and Music Director |

b. Committees of the Parish Committee

| | |
|------------------------|----|
| Committee on Ministry | 3* |
| Nominating | 5 |
| Memorial Fund | 3 |
| Denominational Affairs | 3 |
| Stewardship Committee | 4 |

* maximum number

- The Minister shall be a voting member of the Church Services Committee, but shall not serve as chairperson.
- The chairpersons of the Standing Committees shall be elected by ballot at the Annual Meeting of the Parish for terms of two years. Chairpersons shall be voting Members of the Parish.
- The chairpersons of the Committees of the Parish Committee may be selected by the Parish Committee.
- Committee chairperson shall report changes in membership of their Standing Committee to the appropriate Vice President who shall report it at the Parish Committee Meeting.

ARTICLE XII - MEMORIAL FUND

- There shall be a Memorial Fund.
- The purpose of the Memorial Fund is to provide a means by which the memory of Members and friends of the Parish may be honored and perpetuated through gifts to the Fund.

3. Gifts to the Fund may be made at any time and the person or organization to be memorialized should be designated. Gifts to the Fund shall be undesignated as to their use unless special arrangements are made with the Parish Committee.
4. The resources of the Fund shall be used to renew, augment or improve the property belonging to the Parish. Expenditures from the Fund shall not be subject to budgetary restrictions nor require appropriation by the Parish. It is not intended that the Fund be used for the ongoing general expenses of the Parish or for expenses that are more properly viewed as minor maintenance expenditures. The Parish Committee may, from time to time, establish funds within the Memorial Fund to receive gifts for specified purposes.
5. Administration of the Fund shall be the responsibility of the Treasurer who shall account separately for the Memorial Fund and shall record all contributions and disbursements to and from the Fund. Investment of the funds shall be made by the Treasurer with approval of the Parish Committee. The Treasurer shall report the Fund balance to the Parish Committee and shall make an annual financial report for the Fund to the Annual Parish Meeting. The Treasurer shall disburse the funds at the direction of the Memorial Fund Committee including the names of those memorialized. The Memorial Fund Committee's vote to disburse funds shall be unanimous and subject to approval by a majority of the Parish Committee.

ARTICLE XIII - AMENDMENTS TO CONSTITUTION

Amendments to this Constitution shall be made with the approval of three quarters ($\frac{3}{4}$) vote of the Members of the Parish present at the Annual Meeting or a Special Parish Meeting called explicitly for this purpose, provided the proposed change or amendment shall have been fully set forth in the notice for such meeting and posted in the Parish Hall 30 days in advance. Proposed change(s) or amendment(s) shall have been fully set forth for review and comment by the Parish Committee at least forty-five (45) days in advance of the meeting. Notice for such meeting shall be posted in the Parish Hall thirty (30) days in advance of the meeting.

ARTICLE XIV - AMENDMENTS TO BYLAWS

1. Bylaws not in conflict with the provisions of this Constitution or with laws of the Commonwealth of Massachusetts may be added or changed at any time by a vote of three quarter ($\frac{3}{4}$) of the total membership of the Parish Committee or by a majority vote of a meeting of the Parish.
2. Bylaws or changes to the Bylaws in conflict with the provisions of this Constitution may be added or changed by a majority vote of a meeting of the Parish, provided the proposed change(s) or amendment(s) shall have been fully set forth for review and comment by the Parish Committee at least forty-five (45) days in advance of the meeting. Notice for such meeting shall be posted in the Parish Hall thirty (30) days in advance of the meeting.

BYLAWS

No test of creed or faith, of race, color, gender, gender expression, physical ability, affectional or sexual orientation, age, (exclusive of the membership requirement in Article IV, Paragraph 2) or national origin, or other similar test shall be imposed as a condition of membership or employment.

SECTION I - STANDING COMMITTEES

A. Program Committee

1. The Program Committee shall plan and coordinate a social calendar for the Parish and work in cooperation with other committees to meet the fellowship needs of the Parish
2. The Program Committee shall organize a period of fellowship and refreshment, following Parish services.
3. The Program Committee shall prepare recommendations for the Finance Committee for the operating budget of the committee for the annual budget.

B. Membership Committee

1. The Membership Committee shall welcome newcomers, and encourage and support their membership journey at First Parish.
2. The Membership Committee shall work in conjunction with the membership to enhance the growth of the population of the Parish.
3. The Membership Committee shall work in conjunction with the Minister to develop printed and/or electronic information and publicity about First Parish and Unitarian Universalism, and plan and present prospective member classes.
4. The Membership Committee shall identify inactive Members and friends and contact them to encourage the renewal of their affiliation with First Parish or determine their reason for leaving to facilitate a better understanding of parishioners' needs
5. The Membership Committee shall prepare recommendations for the Finance Committee for the operating budget of the committee for the annual budget.

C. Buildings and Grounds Committee

1. Buildings and Grounds shall be responsible for the maintenance, improvements and security of the grounds, interiors and exteriors of the property at 1508 Washington Street..
2. Buildings and Grounds shall be responsible for the maintenance and acquisition of equipment and supplies necessary to carry out its duties and responsibilities.
3. Building and Grounds shall be responsible for contracting for services, such as snow shoveling and plowing, cutting of lawns and shrubbery, delivery of heating fuel and maintenance of fire alarm systems in conformance with requirements of the Town of Canton.

4. Building and Grounds shall be responsible for the supervision of employed personnel, contractors and volunteers involved in the maintenance and improvement of the Parish grounds and properties.
5. Buildings and Grounds shall not enter into any contract for work to be performed in excess of \$2,000 per contract without the advance approval or authorization of the Parish Committee.
6. In situations of emergency, the Chairperson of Buildings and Grounds and the President shall determine the course of action.
7. Buildings and Grounds shall be responsible for rental of the property and supervision of its use within terms set in coordination with the Parish Committee. Long-term rental agreements (over one month's duration) shall be approved by vote of the Parish Committee.
8. Buildings and Grounds shall prepare recommendations for capital expenditures for the Finance Committee and requests for the maintenance and operating budget for the annual budget. Recommendation for capital expenditures shall also be forwarded to the Parish Committee.

D. Finance Committee

1. The Finance Committee shall prepare an annual operating budget which is to be recommended to the Parish Committee for approval and to the Annual Meeting for adoption or other disposition
2. The Finance Committee shall conduct and/or recommend other special fund raising campaigns and projects to be approved by the Parish Committee.
3. The Finance Committee shall report to the Parish at least annually and to the Parish Committee as requested on the status of fund raising campaigns, anticipated pledge income and all other matters which affect the financial interest of the Parish.
4. The Finance Committee shall maintain records of pledges which shall be made available to the Treasurer.
5. The Finance Committee shall be responsible for counting the Sunday collection.
6. The Finance Committee shall be responsible for soliciting pledges from new Members and friends.

E. Religious Education Committee

1. The Religious Education Committee shall be responsible for administering and supervising the religious educational activities for children of the Parish and acting as a coordinating agency for the youth group activities.
2. The Religious Education Committee shall be responsible for arranging for furnishings, equipment and supplies for religious education in conjunction with other concerned committees.

3. The Religious Education Committee shall be responsible for establishing curricula, standards and objectives, consistent with the long range goals of liberal religious education.
4. The Religious Education Committee shall be responsible for preparing recommendations for capital expenditures for the Finance Committee and requests for the maintenance and operating budget for the annual budget.

F. Church Services Committee

1. The Church Services Committee shall meet at the request of the chairperson or the Minister.
2. The Church Services Committee shall provide for floral decorations at all services and functions.
3. The Church Services Committee shall schedule memorial floral donations.
4. The Church Services Committee shall arrange for music, speakers and other talent for Parish services and special occasions.
5. The Church Services Committee shall arrange for ushers at regular and special services of the Parish.
6. The Church Services Committee shall explore with the Minister ideas for Parish services, employing principles and techniques intended to enhance the experience for individual participants.
7. The Church Services Committee shall work with the Minister to establish the setting for Parish services including the use of symbolism, decoration or other special effects.
8. The Church Services Committee shall prepare recommendations for capital expenditures for the Finance Committee and requests for the operating budget for the annual budget.

G. Social Action Committee

1. The Social Action Committee shall sponsor Parish programs related to social concerns which may be of international, national or local interest.
2. The Social Action Committee shall prepare recommendations for capital expenditures for the Finance Committee and requests for the operating budget for the annual budget.

SECTION II - COMMITTEES OF THE PARISH COMMITTEE

A. Nominating Committee

1. New appointments to the Nominating Committee shall be made by vote of the Parish Committee by November following the Annual Parish Meeting for tenure of two years. Membership terms shall be staggered with the intention of placing at least two new members on the Committee each year. A member of the committee shall not serve more than two (2) consecutive terms and there shall be a two-year hiatus before reappointment. In order to serve as a member of the Nominating Committee a candidate shall have served at least one term on a Standing Committee or on the Parish Committee and be a Member of the Parish.
2. The Nominating Committee shall prepare a slate of names to fill the positions of all officers, at large members of the Parish Committee, chairpersons/co-chairpersons of standing committees, list of committee members (for information and not voting purposes), and Trustees of the Ministerial Fund. The Nominating Committee shall prepare the ballot for use at the Annual Parish Meeting in the election of the above and submit the ballot to the Parish Committee for review and comment and posted at least thirty (30) days prior to the Annual Parish Meeting and any Special Parish meeting.
3. Nominations shall be allowed from the floor at the Annual Parish Meeting. Qualification of candidates must meet the requirements of the Constitution and Bylaws for each position.
4. The Nominating Committee shall make recommendations to fill vacancies at the request of the Parish Committee.

B. Committee on Ministry

1. The Committee on Ministry shall review and facilitate the relationship between the Minister and the Parish.
2. There shall be three Members of the Parish on the Committee on Ministry, each of whom will be elected to serve a three year term It is the intent that the terms be staggered with one vacancy occurring each fiscal year. The longest serving current member of the committee shall be the chair of the committee. Members of the Committee on Ministry shall not serve consecutive terms. Prior to serving a second term there shall be a two-year hiatus.
3. Names of candidates for membership on the Committee on Ministry shall be submitted to the Parish Committee by the Minister at the meeting of the Parish Committee next after July 1. The Minister shall submit three names to the Parish Committee from which one shall be elected by a majority vote. The Parish Committee may request additional nominations.
4. The Committee on Ministry shall meet monthly and whenever reasonably requested by either the Minister or any Member of the Parish; shall be available to the Minister for counsel; shall keep the Minister apprised of the congregational dynamics which affect the relationship between the Minister and the Parish; and shall assist in educating the Parish

about the respective roles of the Minister and the congregation pertaining to the function of the ministry of the Parish.

5. The Committee on Ministry is responsible to the Parish Committee.
6. Confidentiality between the Minister and Committee on Ministry shall be respected by the Parish.
7. The Committee on Ministry shall submit an annual compensation recommendation to the Finance Committee after consultation with the minister.
8. The Minister shall consult with the Committee on Ministry on his/her continuing education program, sabbatical planning, and other professional development.
9. The Parish Committee and the Committee on Ministry will establish a Transition Team during any transition of ministers.

C. Memorial Fund Committee

1. There shall be three members of the Memorial Fund Committee appointed by the Parish Committee.
2. New appointments to the Memorial Fund Committee shall be made by vote of the Parish Committee at the first meeting following the Annual Parish Meeting for tenure of three years beginning July 1 of the current year. Membership terms shall be staggered with the intention of appointing one member to the Committee each year. A member of the Committee shall not serve more than two (2) consecutive terms and there shall be a two year hiatus before reappointment.
3. The Memorial Fund Committee shall elect its own chairperson.
4. All gifts to the Fund shall be acknowledged to the donor by a letter of appreciation signed by the President of the Parish.
5. The next of kin or the person most immediately concerned shall be advised of the names of the donors to the Fund when the gifts are in memory of a person who has died but in no event shall the amounts donated by individuals be disclosed, unless requested by the donor. This will be accomplished through a letter signed by the President of the Parish.
6. The Annual Report of the President to the Annual Parish Meeting shall contain a listing of those memorialized through donations to the Fund and the year in which the memorial is recorded.
7. The Memorial Fund shall receive written proposals for expenditures. Proposals shall be considered by the Committee within sixty (60) days.

D. Denominational Affairs Committee

1. The Denominational Affairs Committee shall advise the Parish Committee on matters concerning the relationship between First Parish and the larger Unitarian Universalist community, and in particular on the Parish's relationship to the Ballou Channing District and to the Unitarian Universalist Association.
2. The Committee shall act as a liaison with the Ballou Channing District board.
3. The Denominational Affairs Committee shall recommend the annual budget for denominational affairs to the Finance Committee, including the Parish's contributions to the Unitarian Universalist Association and the District, and expenditures for participation in General Assembly and other UUA or District activities.
4. Together with the Minister, the Denominational Affairs Committee shall publicize District and Unitarian Universalist Association activities to the Parish, and encourage and support participation in such activities.
5. Together with the Minister, the Denominational Affairs Committee shall conduct and publicize the annual Parish Poll (General Assembly ballot process) and encourage Parish participation.

E. Stewardship Committee

1. The Stewardship Committee is a Committee of the Parish Committee responsible for providing Members and friends with an opportunity to contribute financially so the goals of the congregation can be realized. The Committee's primary responsibility is the annual stewardship drive, conducted in preparation for budget planning for the next fiscal year. The result of the campaign will be submitted to the Finance Committee, normally for their meeting(s) in May in preparation for the Annual Meeting in June. The Stewardship Committee is assembled by the Vice President of Administration, who may chair the team or act as an ex-officio member depending upon circumstance
2. The Stewardship Committee shall prepare recommendations for the Finance Committee for operating budget of the committee for the annual budget.

Policy Regarding Disruptive Behavior

(Policy approved by the Parish Committee, December 29, 1998)

While openness to a wide variety of individuals is one of the prime values held by our congregation and expressed in our denomination's purposes and principles, we affirm the belief that our congregation must maintain a secure atmosphere where such openness can exist. When any person's physical and/or emotional well-being or freedom to safely express his or her beliefs or opinions is threatened, the source of this threat must be addressed firmly and promptly, even if this ultimately requires the expulsion of the offending person or persons.

There have been times when the disruptive behavior of an individual within the church building has led members to voice their concerns about one or more of the following:

1. Perceived threats to the safety of any adult or child;
2. The disruption of church activities;
3. Diminishment of the appeal of the church to its potential and existing membership.

The following shall be the policy of First Parish Unitarian Universalist of Canton in dealing with these issues;

1. If an immediate response is required, this will be undertaken by the Minister, and/or any member of the Parish Committee, and/or the leader of the group involved. This may include asking the offending person or persons to leave, or suspending the meeting or activity until such a time as it can safely be resumed. If further assistance is required the Police Department may be called. Anytime any of these actions are undertaken without the Minister being present, the Minister must be notified. A follow-up letter detailing what steps must be taken before returning to the activities involved will be sent by the Minister and the President to the offending party or parties.
2. Situations not requiring immediate response will be referred to an ad hoc committee of no less than three people appointed by the Parish Committee. The committee will respond in terms of their own judgment observing the following:
 - a. The committee will respond to problems as they arise. There will be no attempt to define "acceptable" behavior in advance.
 - b. Persons identified as disruptive will be dealt with as individuals; stereotypes will be avoided.
 - c. The committee will collect all the necessary information.
 - d. To aid in evaluating the problem, the following points will be considered:
 1. DANGEROUSNESS- Is the individual the source of a threat or perceived threat to persons or property?
 2. DISRUPTIVENESS- How much interference with church functions is going on?

3. OFFENSIVENESS- How likely is it that prospective or existing members will be driven away?
- e. To determine the necessary response, the following points will be considered:
 1. CAUSES- Why is the disruption occurring? Is it a conflict between the individual and others in the church? Is it due to a professionally diagnosed condition of mental illness?
 2. HISTORY- What is the frequency and degree of disruption caused in the past?
 3. PROBABILITY OF CHANGE- How likely is it that the problem behavior will diminish in the future?
 - f. The committee will decide on the necessary response on a case-by-case basis. However, the following three levels of response are recommended:
 1. LEVEL ONE- The committee shall inform the Minister of the problem and either the Minister or a member of the committee shall meet with the offending individual to communicate the concern.
 2. LEVEL TWO- The offending individual is excluded from the church and/or specific church activities for a limited period of time, with reasons and the conditions of return made clear.
 3. LEVEL THREE- The offending individual is permanently excluded from the church premises and all church activities. Before this is carried out, the ad hoc committee will submit its recommendation to the Parish Committee. If it is decided that expulsion will take place by a two-thirds vote of the Parish Committee, a letter will be sent explaining the expulsion and the individual's rights.
 - g. Any action taken under item (f) above may be appealed to the Parish Committee.

First Parish Unitarian Universalist Canton strives to be an inclusive community, affirming our differences in beliefs, opinions and life experiences. However, concern for the safety and wellbeing of the congregation as a whole must be given priority over the privileges and inclusion of the individual. To the degree the disruptive behavior compromises the health of this congregation, our actions as people of faith must reflect this emphasis on security.

Policy for a Safe Congregation

(Policy approved by the Parish Committee, 3/12/2014)

I. Essential Understandings:

The goal of this Policy is to help insure that First Parish Unitarian Universalist – Canton (“First Parish”) maintains a physically, emotionally and spiritually safe environment for all people.

The principles on which this Policy is based are:

- Unitarian Universalists believe in the inherent worth and dignity of every person.
- Unitarian Universalists believe in justice, equity and compassion in human relations.
- Unitarian Universalists accept a shared responsibility for the safety and well-being of the children of in their care.
- Unitarian Universalists believe that no one should have to suffer or endure pain of any sort caused by another person.

Any form of abuse by or between persons at First Parish violates these principles.

In order to support, affirm and promote the goal and principles as stated above, First Parish hereby sets forth its Policy for a Safe Congregation.

II. Definitions:

For the purposes of this Policy, the following terms shall have the following meanings:

1. **Employees** shall include, but not be limited to
 - a. The **Minister** or any person serving in the Minister’s stead
 - b. Any **Ministerial Intern**
 - c. The **Director of Religious Education** (“DRE”) or any person serving in the DRE’s stead
 - d. The **Music Director** or any person serving in the Music Director’s stead
 - e. Any **Office Administrator**
 - f. Any other person regularly employed by First Parish, except that for the purposes of this Policy the definition of “Employee” shall not include Nursery Care Providers, who shall be governed by the terms set forth in Section IV herein.
2. **Policy for a Safe Congregation** (“the Policy”) means the entire Policy set forth herein
3. **Religious Education (“RE”) Teachers** shall include those individuals teaching RE classes at First Parish who are listed on the List of RE Teachers, which shall be maintained in the files of the office of the DRE. Such list shall include Youth Leaders.
4. **Safe Congregation** shall mean an environment free of sexual misconduct or emotional, physical or verbal abuse or intimidation.

5. **Sexual Misconduct** shall mean sexual abuse, sexual molestation, sexual exploitation, or sexual harassment.
6. **Sexual Abuse or Sexual Molestation** shall mean the forcing of unwanted sexual activity by one person on another, as by the use of threats or coercion, or sexual activity that is deemed improper or harmful, as between an adult and a minor or with a person of diminished mental capacity.
7. **Sexual Exploitation** shall include, but not be limited to, the development of or the attempt to develop a sexual relationship between any Employee or RE Teacher and a person with whom they have a caretaking or pastoral role, whether or not there is apparent consent from the individual.
8. **Sexual Harassment** shall include, but not be limited to, any undesired or inappropriate sexually oriented humor or language, inappropriate questions or comments about sexual behavior or preference, undesired physical contact, inappropriate comments about clothing or physical appearance, conduct or communication which has the purpose or effect of creating an intimidating, hostile or offensive environment.
9. **Volunteers** shall mean all persons volunteering in the RE program at First Parish and working with the children and youth of First Parish from the age of newborn through eighteen (collectively referred to as “children”) but shall not include Employees or RE Teachers.
10. **Children** shall mean any person less than 18 years of age.

III. Preventing Sexual Misconduct

First Parish shall make every effort to create a safe congregation by initiating and adhering to the following policies and procedures regarding preventative education and training, careful hiring procedures and recruitment of RE Teachers and Volunteers, and the supervision of the children of First Parish, as below:

1. **Education and Training**: First Parish will make best efforts to provide the following as part of its religious education program:
 - a. At least every two years, an age-appropriate program for seventh and eighth grade children that shall attempt to provide clarification and understanding of the complex issues of sexuality, including a focus on the prevention of sexual misconduct;
 - b. Information and support for First Parish’s Employees and RE Teachers in the prevention of Sexual Misconduct, which shall include a review and discussion of the Code of Ethics for Working with children, substantially in the form of **Exhibit A** attached hereto (the “Code of Ethics”);
 - c. A copy of this Policy shall be posted in a public area, included in the Congregational Handbook posted at <http://fpuucanton.org>, and made available to each parishioner, and;
 - d. Information for all parishioners regarding resources within the community that address the issues of Sexual Misconduct

2. **Procedures for Hiring Employees:** The following procedures shall be used and adhered to by committees and individuals responsible for hiring Employees who will work with children:
 - a. **Code of Ethics:** All Employees shall review and sign a copy of the Code of Ethics in substantially the form of **Exhibit A** attached hereto.
 - b. **Policy for a Safe Congregation:** All Employees shall sign a statement in substantially the form of **Exhibit B** attached hereto stating that they have read a copy of and will adhere to the policies set forth in The Policy for a Safe Congregation.
 - c. **CORI Request Form:** All Employees shall sign a Criminal Offender Record Information Request (“CORI”) Form in substantially the form of **Exhibit C** attached hereto. The results of such CORI check must be satisfactory to the Minister and the President of the Parish Committee (the “President”) to proceed with employment. The CORI Request Form and the results obtained thereof shall be considered confidential and shall be kept in a locked file in the administrative office to be viewed only by the Office Administrator, Minister and President. The President at all times shall be deemed a certified CORI agent as such is defined under the laws pertaining to CORI checks.
3. **Procedures for Recruiting RE Teachers:** The following procedures shall be used and adhered to by committees and individuals responsible for recruiting RE Teachers:
 - a. **The Six Month Rule:** A person may be permitted to work with the children only after such person has been an active participant at First Parish or another Unitarian Universalist congregation in the region for at least six continuous months.
 - b. **Age Requirements:** All RE Teachers shall be at least 18 years old to work with First Parish children under the age of 13, and 21 years old to work with any First Parish children 13 years of age or older.
 - c. **Code of Ethics:** All RE Teachers shall review and sign a copy of the Code of Ethics in substantially the form of **Exhibit B** attached hereto stating that they have read and will adhere to the policies set forth in this Policy.
 - d. **CORI Request Form:** All RE Teachers shall sign a Criminal Offender Record Information Request (“CORI”) Form in substantially the form of **Exhibit C** attached hereto. The results of such CORI check must be satisfactory to the Minister and the President of the Parish Committee (the “President”) to proceed with service as an RE Teacher. The CORI Request Form and the results obtained thereof shall be considered confidential and shall be kept in a locked file in the DRE’s office to be viewed only by the DRE and the Minister. However, the Office Administrator may assist with the processing of information related to the CORI check. The President at all times shall be deemed a certified CORI agent as such is defined under the laws pertaining to CORI checks.
4. **Volunteers:** Volunteers shall not be required to adhere to the provisions of Section III herein so long as such Volunteer is working with the children in the presence of an Employee or an RE Teacher who has fulfilled the requirements of Section III herein. The activities of any Volunteer working with the children must also meet the requirements of on-site supervision set forth in Section III (5) below and off-site supervision set forth in Section III (6) below.

5. **On-Site Supervision:** Unless otherwise consented to by the parent of a given child, all RE-sponsored activities (other than child care in the nursery which shall be governed by Section IV hereof) shall a) have two adults present, with at least one being over the age of 21; b) have more than one child present; c) be conducted with open window coverings and/or open doors, and d) be overseen by the DRE.
6. **Off-Site Supervision:** One adult may transport two or more children to and from RE-sponsored events, provided upon arrival at such event there are two adults present over the age of 21. Any adult providing transportation for children to and from RE-sponsored events shall provide evidence of a valid driver's license.

IV. Hired First Parish Staff Not Covered by Section III Above

Nursery Care Providers: Any nursery care provider shall a) have completed the Red Cross babysitter's training course or an equivalent course; b) be overseen by the DRE or person acting the DRE's stead, and c) have obtained the written consent of a parent or guardian of each child present in the nursery in substantially the form of **Exhibit D** attached hereto.

V. Reporting and Responding to Sexual Misconduct

In order to ensure that any and all reports or disclosures of suspected sexual misconduct are met with appropriate action, a Sexual Misconduct Response Team shall be established and in place at all times with the names and phone numbers of all of the team members available to all parishioners of First Parish.

Parishioners, Employees, RE Teachers and Volunteers should report all incidents or allegations of sexual misconduct to the Response Team (as defined below) for their review.

1. **Team Members:** The following persons shall be members of the Sexual Misconduct Response Team (the "Response Team"):
 - a. The Minister;
 - b. The DRE;
 - c. The President; and
 - d. In the case of a conflict of interest or inability of one of the members of the Response Team to serve, a suitable alternate to be chosen by the Vice President of Member Services.
2. **Responsibilities of the Response Team:** Members of the Response Team shall:
 - a. Be well educated in the Policy for a Safe Congregation and will become knowledgeable about available resources for children and adults, and specific mandated reporting procedures for children; and
 - b. Take any and all appropriate action as they deem necessary to any disclosure or allegation of sexual misconduct, which may include any one or more of the following:
 - i. File a report or claim with the appropriate government agency;

- ii. Ask the accused to sign an Interim Agreement Regarding Restrictions with children substantially in the form of **Exhibit E** attached hereto which would be considered confidential and would be kept in a locked file in the Minister's office;
- iii. Ask any accused person found guilty of sexual misconduct by the relevant authorities to sign a restriction agreement substantially in the form of **Exhibit F** attached hereto; and
- iv. Respond to questions from the public media if necessary.

Exhibit A

The Code of Ethics for Working with Children

Adults and older youth who are in leadership roles play a key role in fostering the spiritual development of both individuals and community. It is therefore especially important that those in leadership positions be well qualified to provide the special nurturing, care, and support that will enable children and youth to develop a positive sense of self and a spirit of independence and responsibility. The relationship between young people and their leaders must be one of mutual respect if the positive potential of their relationship is to be realized.

Adults play a key role in assisting children and youth in development of their self-worth and their healthy identity as a sexual being. Children, youth, and adults may suffer damaging effects when their leaders become sexually involved with those they have been instructed to lead. Leaders must be careful to protect the children and youth they work with and to protect themselves and First Parish.

Therefore, to promote these goals and perpetuate this understanding, the undersigned agrees to the following:

1. To refrain from engaging in sexual misconduct as defined in the Policy for a Safe Congregation;
2. To refrain from engaging in behavior with children which constitutes verbal, emotional or physical abuse;
3. To refrain from the use of illegal drugs, alcohol or any other substances that would impair judgment or ability to function effectively in a leadership role with children or youth; and
4. To read the Policy for a Safe Congregation and agree to abide by terms thereof. Any failure by the undersigned to abide by the terms of this Code of Ethics shall result in the appropriate action of the response Team as defined in the Policy.

Signature _____

Name (printed) _____

Date _____

Exhibit B
Statement Regarding Policy for a Safe Congregation

The undersigned has:

- i. Been provided a copy of First Parish Unitarian Universalist – Canton’s Policy for a Safe Congregation
- ii. Read such Policy, and
- iii. Been given the opportunity to ask questions regarding such Policy to the Director of Religious Education and the Religious Education Committee

Signature _____

Name (printed) _____

Date _____

Exhibit C
Criminal Offender Record Information ("CORI") Request Form

<http://www.mass.gov/eopss/docs/chsb/open-access-form-2013.pdf>

Exhibit D
Nursery Sign-In Form / Consent

Date _____

By signing the form below in the space provided, the undersigned acknowledge, understand and agree to the following:

- i Today’s nursery care provider is _____;
[name]
- ii Today’s nursery care provider may be under the age of eighteen (18);
- iii Today’s nursery care provider has taken a Red Cross Babysitting Training course or its equivalent; and
- iv While the Director of Religious Education will be periodically supervising today’s nursery care provider, the nursery care provider will be alone for most of the period of care.

| Child’s Name | Guardian Sign-In | Guardian Sign-Out |
|--------------|------------------|-------------------|
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Exhibit E
Interim Agreement Regarding Restrictions with Children

CONFIDENTIAL

A serious complaint has been made to the First Parish Unitarian Universalist – Canton Sexual Misconduct Response Team, and such complaint is now under investigation. While this complaint is being investigated, in order to protect the children of First Parish from potential risk, to protect you from further suspicion, and to maintain confidentiality, we ask you to abide by this interim agreement. Signing this document in no way constitutes a presumption or confession of guilt. Instead, this interim restriction is a routine safety precaution activated without prejudice toward particular individuals. This document will be considered confidential, will be kept in a locked file in the Minister’s office and will be reviewed by the Minister, the DRE and the President of the Parish Committee only. Upon acquittal or if the charges are dropped, this document will be returned to you immediately. Within these guidelines, First Parish welcomes your participation in worship services, coffee hour, committee meetings, adult discussion groups, adult social events and well-supervised intergenerational events. The guidelines are as follows:

1. Avoid all contact with children on the property of First Parish or at First Parish-sponsored events. The restriction includes the following:
 - a. Please avoid volunteering or chaperoning for children's events including RE classes, talks with children during worship services, specifically participating in children's activities at intergenerational events, and driving children to First Parish activities
 - b. Please remain in the presence of an adult at all times when children are in the building.
2. The members of the Response Team will attempt to keep this matter as confidential as possible, while ensuring that First Parish remains a safe place for children. Please consider the Minister and the President to be your contact persons should further questions arise.

I have reviewed the terms of this Interim Agreement Regarding Restrictions with children and agree to abide by the terms herein. I understand that violating the terms of this agreement may result in my being prohibited from involvement in First Parish.

(Signed) _____ Date _____

Name (printed) _____

Witness – Member of Response Team:

(Signed) _____ Date _____

Exhibit F

Agreement Regarding Restrictions with Children at First Parish

The First Parish Unitarian Universalist - Canton Sexual Misconduct Response Team has serious reasons for concern that your contact with children in our congregation places both you and the children at risk of incident or accusation. For this reason we have developed these guidelines.

Within these guidelines, First Parish welcomes your participation in worship services, coffee hour, committee meetings, adult discussion groups, adult social events and well-supervised intergenerational events. The guidelines are as follows:

1. Avoid all contact with children on First Parish property or at First Parish sponsored events. This restriction includes the following:
 - a. Please avoid volunteering or chaperoning for children's events including RE classes, talks with children during worship services, specifically participating in children's activities at intergenerational events, and driving children to church activities.
 - b. Please remain in the presence of an adult at all times when children are in the building.
2. Members of the First Parish Response Team will attempt to keep this matter as confidential as possible, while ensuring that First Parish remains a safe place for our children. By signing below you agree and acknowledge that certain people at First Parish who are responsible for the care and protection of the children may be informed of the terms of this agreement in order that they may carry out their obligations to care for and protect the children. Please consider the Minister and the President of the Parish Committee to be your contact persons should further questions arise.

I have reviewed the terms of this Agreement Regarding Restrictions with children At First Parish and agree to abide by the terms herein. I understand that violating the terms of this agreement may result in my being prohibited from involvement in First Parish.

(Signed) _____ Date _____

Name (printed) _____

Witness – Member of Response Team:

(Signed) _____ Date _____

Membership Categories

Members

Membership in this Parish is open to any person eighteen (18) years of age or older who is in sympathy with the mission of First Parish Unitarian Universalist Canton. No other test of creed or faith, of race, color, gender, gender expression, physical ability, developmental or intellectual ability, affectional or sexual orientation, or age (exclusive of the preceding requirement), or national origin, or other similar test shall be imposed as a condition of membership. An eligible person shall sign the Parish membership book to become a Member.

Voting Members

A Member is eligible to vote at the Annual Parish or Special Meeting(s) as long as he or she (i) has signed the Parish Membership book at least forty-five (45) days before such meeting, and continues to be in sympathy with the mission of First Parish Unitarian Universalist Canton as of the date of such meeting, and (ii) has made an unrestricted annual financial contribution of record within the preceding twelve months, such contribution to have been made at least forty-five (45) days before such meeting. Such contribution shall, at minimum, be equal to or exceed the sum of the Unitarian Universalist Association and the District Fair Share Contribution assessments; provided, however, that the Parish Committee may waive the financial contribution requirement in its discretion.

Associate Members

Individuals between the ages of fourteen (14) years and eighteen (18) years may become Associate Members by signing the Parish membership book, and as such may have a voice but not vote at Parish meetings and may participate in Parish committees. An Associate Member may become a Member by meeting the requirements in this Article upon attaining the age of 18 years.

Inactive Members

Any Member who for one year is voluntarily absent from all participation in the life of the Parish may be ruled an Inactive Member by recommendation of the Parish Treasurer and/or Clerk and a majority vote of the Parish Committee and shall not be included in the population count and shall not have voting rights at the annual or special Parish meetings. Member(s) shall have been notified by letter and given thirty (30) days to reply.

Friends

Friends of the Parish:

- Have made some contribution to the church, but have not signed the Parish membership book, or
- Have a substantial history with the congregation, and with whom contact should be maintained for historical or compassionate reasons

Member Counting Process

Members are counted for the purpose of reporting to the UUA, and for the “fair share” payment to the UUA and Ballou Channing District.

Following is the process for counting members:

1. The clerk organizes a small committee to review the membership list annually prior to UUA certification deadline (late January).
2. The committee reviews membership lists, the congregation record books and pledge list, and decides whether people are members and whether they are active or inactive, making calls to verify information as needed.
3. The Parish Committee reviews and approves lists.
4. Each January the congregation certifies the membership to the UUA and includes the count in the Annual Report. UUA "fair share" is paid only for Active members. Inactive members are not counted for the purposes of counting membership.

Finances

Trusts and Reserve Funds

Ministerial Fund

The Ministerial Fund is a trust chartered by the Commonwealth of Massachusetts in 1825, funded originally by the sale of pews in the newly-built sanctuary. The Trustees must be members of First Parish, elected by the Parish, which is the sole beneficiary of income from the Fund. Though it is a legal entity separate from the Church, the Fund serves as a permanent endowment for First Parish. Decisions on investments and disbursements from the Ministerial Fund are the responsibility of the Trustees.

On an annual basis, the Ministerial Fund Trustees determine the amount to be disbursed during the church's next fiscal year. The disbursement amount is calculated as an average of the December 31 value for the previous five years and pays out approximately 5% of that average to First Parish.

Parsonage Fund

In 2007, First Parish sold its former Parsonage at 2 Old Coach Rd. and set aside net proceeds of \$322,290 in the Parsonage Fund, to generate investment income. The Parish Committee appointed an investment committee whose members are the same as the Trustees of the Ministerial Fund and directed them to manage the Fund with income as the objective. The Parish resolved in March 2007 that proceeds from the Parsonage Fund would be restricted to replacing the previous rental income from the Parsonage, but not more than 5% of the Fund. Notwithstanding that policy, the Parish has sometimes voted to use a portion of the Parsonage Fund either for capital improvements or to cover budget deficits (including in the 2009 – 2013 fiscal years), or could do so in the future.

Policies Relating to Finances

Finance Committee

The Finance Committee shall develop the congregation's annual budget in conjunction with the various committees, within the context of the financial realities and long-term goals, and present a budget to the Parish Committee for their approval by mid-May, and then to the congregation by the pre-annual meeting.

Stewardship Committee

The Stewardship Committee is an *ad hoc* committee responsible for providing members and friends with an opportunity to contribute financially so the goals of the congregation can be realized. The committee's primary responsibility is the annual stewardship drive, conducted beginning about March 1 and ending about April 30, in preparation for budget planning for the next fiscal year. The result of the campaign will be submitted to the Finance Committee, normally for their meeting(s) in May in preparation for the Annual Meeting in June. The Stewardship Committee is assembled by the VP Administration, who may chair the team or act as an *ex-officio* member depending upon circumstances.

Privacy Policies

[Based on the [Unitarian Church of Los Alamos Privacy Policy](#), linked from the [UUA website](#)]

This policy governs the use of personal information of members, friends, and visitors by the First Parish Unitarian Universalist - Canton in regular operations, on our website at fpuucanton.org, and for purposes of publicity both online and in print.

General Policies

Personal Information

Personal identifying information about our members and friends, such as email addresses and other contact information, is collected on a voluntary basis. Any information that we collect and that you provide is strictly used to extend the ministry of our church. We do not sell, lease, or distribute any information to any commercial entities.

If you are or become a member of our congregation, your contact information will be shared with the Unitarian Universalist Association to enable your free subscription to *UUWorld* magazine. You may opt out by informing the Membership Committee.

Our website, fpuucanton.org, may be visited without submitting any personal identification information. Users may voluntarily submit email addresses or other personal identifying information to take part in an activity via the website, such as to sign up for a mailing list or request information. We will not sell or rent personal information collected via the website to any organization, including UU organizations.

The names of members and friends may be mentioned on the website and in promotional materials, particularly in articles in the newsletter. Examples include Parish Committee members, committee chairs, program presenters, and worship service leaders or participants. In order to protect the privacy of these individuals, personal identification information, such as phone number, address, or email addresses, will not be included with these names without explicit permission.

Full names and contact information are reserved for the members section of the website and for communication (newsletter, email announcements, for example) sent only to the membership. Email addresses and contact information are provided only when it is apparent that the person wants to be contacted for assistance with a project or for more information. When in doubt, the webmaster or other writer should obtain permission.

Use of Photographs and Video Images

Photographs and videos of church activities will be posted on our website and used occasionally in our newsletter or other promotional materials, or on social media. Personal identification information such as names will not be associated with any photograph or video image unless identification is warranted and permission of the individual or parent (guardian) of the person photographed has been obtained.

If you see a photograph or video image of yourself or your child that you prefer not to be included on the website, or if you would like to ensure that no photo of you or your child is used for these purposes, please contact the Office Administrator (office@fpuucanton.org, 781-828-0296).

Policy on the Use of Children's Photographs

The Religious Education committee has adopted a policy on photo and video use in the congregation's publications. The policy continues the practice of not using images of children without parental permission and requires written consent. The children will not be identified by name even if parental permission is granted. Parental consent is part of the Religious Education Registration Form (on page 65), which each parent or guardian completes.

Website Policies

Website Use by Children

If you are under 13, be sure to obtain your parent's or guardian's permission before you send any personal information (for example, your name, address, e-mail address, etc.) to us or anyone else over the Internet. We encourage parents to get involved with their children's online usage and to be aware of the activities in which they are participating.

Tracking Website Use

Our website software automatically gathers information from your browser and may set a cookie to determine trends in peak activity, determine the number of visitors, track the frequency that individual pages are accessed, and to ensure our links are working properly. For each visitor to our website, our website hosting server automatically recognizes the visitor's domain name, IP (Internet Protocol) address, and browser software. It may also recognize the operating system and the site from which the visitor linked to us. It does not harvest email addresses or other personal information. This tracking information is not shared with other organizations.

We do not employ spyware or adware of any kind.

Links to Third Party Sites

This website contains some hyperlinks to websites operated by parties other than fpuucanton.org, for your reference only. The inclusion of hyperlinks to other websites does not imply any endorsement of the material on these websites or any association with their operators.

Information Accuracy

First Parish Unitarian Universalist - Canton will make every effort to ensure that the information presented on our website is accurate. If inaccuracies occur, we will make every effort to correct them in a timely manner. To report any website inaccuracies or for questions about these policies, please contact the Office Administrator (office@fpuucanton.org, 781-828-0296).

Ownership

This website is owned and operated by First Parish Unitarian Universalist - Canton, which is entirely responsible for its content.

Newsletter Policy

The responsibility for the editorial policies and practices of the First Parish newsletter rests with the Parish Committee. The administrative assistant is responsible for the production of the newsletter and for implementing Parish Committee policies.

The primary function of the newsletter is to inform the congregation of church programs and activities. Space and emphasis will be allocated according to the following priorities:

- Information about Sunday services
- Communications from the minister
- Information about religious education programs and classes (all ages)
- Information about all-church functions, e.g. annual canvass, congregational meetings
- Communications from the Parish Committee, the staff and church committees
- News of church members/friends; brief announcements of members' special needs
- District and denominational news
- As space permits, community news and announcements of activities of organizations of particular interest to the church or its members

Advertisements for ongoing business or professional services will not be published. The newsletter will accept a one-time announcement of a member's entrance into a business or profession.

Articles submitted by the announced deadline will be considered for inclusion.

Every newsletter item must have the name and daytime phone number of the person submitting the article.

The administrative assistant is the newsletter editor, and is granted the right to edit material that is too long or that contains incorrect grammar or spelling, and to refuse material that is not appropriate; however, every effort will be made to be inclusive.

Any questions or problems concerning the newsletter should be addressed to the administrative assistant.

Approved by the Parish Committee on (Date) _____

Signature of Parish Committee President: _____

Printed Name: _____

Policy Relating to the First Parish Facebook Page

First Parish Unitarian Universalist has created a page on Facebook called "First Parish Unitarian Universalist-Canton (<http://www.facebook.com/pages/First-Parish-Unitarian-Universalist-Canton/111596598878940?ref=ts&fref=ts>). It is a Places Page, which differs from personal or group Facebook accounts, and is primarily maintained by our Facebook Administrator. This Page is another means for First Parish to interact with members of our congregation. It also has potential to be an important tool in attracting visitors by enabling them to discover us through mutual Facebook "friends" of First Parish. While there are many similarities to the church website, weekly mid-week announcements, and other media, Facebook lends itself to a less formal atmosphere as well as offering a relatively simple way for a greater number of individuals to express themselves by posting comments, photos, web links, etc.

This statement sets forth a number of guidelines for the content on the Facebook Page and likely will be subject to change as the technology changes. Other guidelines will need revision as we gain experience with this medium and learn the most effective use of the technology.

- The majority of the Facebook content should promote activities occurring at First Parish, activities in which members of church are participating, and events in the area that are sponsored by Unitarian Universalist churches or UUA affiliated organizations.
- Other types of content should include personal comments, photos, etc., from the Page administrators, and people who have "liked" the Page, and these customarily should be related to First Parish, Unitarian Universalism, members of our congregation, etc.
- The First Parish logo, colors, and typefaces should be consistent with the First Parish graphic guidelines and resemble our other media "branding" styles (to be defined).
- The First Parish statement of identity (vision and purpose or other statement) should be prominently displayed.
- The name of the minister should be easily accessible as well as her or his photo; however, it should be clear that administrator posts are not from the minister.
- The account owner needs to be registered with an email address similar to news@fpuucanton.org so that ownership role can be transferred if and when we have personnel changes.
- The contact information for First Parish should be prominently displayed; links to the First Parish website (<http://fpuucanton.org>) should also be easily accessible.
- Photos should be of a presentable quality, but this is not as critical as the requirements for photos on the website.
- If photos of children are posted they must comply with the photo guidelines contained in the "Policy on the Use of Children's Photographs" on page 40.
- Administrators should monitor the First Parish Facebook Page and remove any content that does not comply with the guidelines contained herein; habitual offenders may be banned from further contributions to the Page.

- Posting should be checked for inappropriate content on a daily basis.
- New content should be added by an administrator at least once per week.

In addition to the above guidelines which, as stated, may need revision over time, the following policies govern the content provided on the First Parish Facebook Page, and these policies should not require much revision over time. These are similar to our established guidelines for other electronic media content as well as just basic common sense. In addition to the First Parish Facebook Page administrator, one or more representatives of the Technology Committee will be designated as a Facebook administrator and share responsibility for monitoring the content that is presented on Facebook. These persons shall have full authority to create, delete, and maintain the content, provided that the content:

- Is maintained within the bounds of these Policies
- Is consistent with the Seven Principles of Unitarian Universalism
- Avoids slander, libel, violations of copyright, profanity, off-color humor, and advocacy of political candidates
- Does not reveal private personal information
- Does not advertise commercial businesses
- Presents information that is accurate and relevant
- When making announcements, concisely sets out the “Who, What, When, Where, Why, How, and How Much” of all items
- Is written in clear and grammatically correct prose
- Is updated on a timely basis

The person or persons maintaining the First Parish Facebook Page shall report to the Technology Committee, which in turn shall report to the Parish Committee.

Rental Fees and Policies

Fees

(One-time use of building - up to four hours)

Non-Members

| Room | Occupancy | Rental Fee |
|--------------------------------------|-----------|---|
| Sanctuary (No Kitchen*) | 200 | \$325 |
| Lower Parish Hall and Kitchen | 145 | \$250 |
| Upper Parish Hall (No Kitchen*) | 150 | \$200 |
| Chapel (No Kitchen*) | 80 | \$200 |
| Whole Campus** | | \$750 |
| Heating Surcharge (November – March) | | \$50 – Sanctuary/LPH/UPH \$25 – Chapel |
| Sexton Fee (where applicable) | | \$80 |
| Refundable Security Deposit*** | | 50% of total rental rate. Whole campus rental requires a \$500 refundable security deposit. |
| Refundable Key Deposit | | \$25 |

Discounted - non-profits & religious groups and FPUU members (1/2 of regular rates)

| Room | Occupancy | Rental Fee |
|--------------------------------------|-----------|---|
| Sanctuary (No Kitchen*) | 200 | \$162.50 |
| Lower Parish Hall and Kitchen | 145 | \$125 |
| Upper Parish Hall (No Kitchen*) | 150 | \$100 |
| Chapel (No Kitchen*) | 80 | \$100 |
| Whole Campus** | | \$375 |
| Heating Surcharge (November – March) | | \$50 – Sanctuary/LPH/UPH \$25 – Chapel |
| Sexton Fee (where applicable) | | \$80 |
| Refundable Security Deposit*** | | 50% of total rental rate. Whole campus rental requires a \$500 refundable security deposit. |
| Refundable Key Deposit | | \$25 |

- *Use of the kitchen is not permitted without additional rental of LPH/Kitchen space.
- **A refundable security deposit of \$500 is required for the use of the whole campus.
- ***A refundable security deposit equal to 50% of total rental is required of all rentals (except for whole campus rental, which requires a \$500 refundable security deposit).
- If a renter uses a part of the building for which s/he has not contracted, the security deposit may be forfeited.

- For non-members, proof of non-profit status is required for the discounted rate.
- Total rental payment including all fees is due when signing the contract, except for wedding rentals reserving the entire campus, in which case one-half of the rental plus security deposit and fees is due upon signing the contract and the balance is due 30 days before the rental date.
- A cancellation fee of one-half the cost of the rental will be assessed if cancellation is made within 30 days of rental date, except in the case of wedding rentals reserving the entire campus, where a cancellation fee of \$500 will be assessed if cancellation is made within 60 days of rental date. For wedding rentals reserving the sanctuary only, the security deposit will be forfeited if wedding is canceled within 60 days of rental date.
- Rentals exceeding four hours: Each hour over four hours will be an additional one quarter of the four-hour rate.
- Renters will not be allowed to bypass the sexton fee by volunteering to perform the sexton's duties on their own.

Wedding Rentals

Arrangements for weddings will be made following the general rental guidelines but with some latitude on building use due to the nature of weddings.

See <http://fpuucanton.org/about-us/weddings/> for further information for Weddings.

Officiating

The FPUU Minister will officiate weddings if available. If a family desires another clergyperson to conduct the ceremony, the request should be made to the Minister. It is his/her prerogative to extend an invitation to the other clergy.

Music

Music is an important part of a wedding ceremony and should be in keeping with the reverence observed in any house of worship. All music shall be approved by the Minister and the Organist. The church organist has the right of first refusal. Guest organists must be approved by the music director, and should consult with him/her concerning use of the church for rehearsal.

- Weddings that include a reception in the Parish Hall and use of the entire campus will require a payment of \$900 to include rehearsal and access for decorating. A \$500 security deposit and a \$160 sexton fee are required. Rental hours: All day on the day of the wedding. One-half of the rental plus security deposit and fees is due upon signing the contract and the balance is due 30 days before the rental date. A cancellation fee of \$500 will be assessed if cancellation is made within 60 days of rental date.
- Weddings ceremony only: Four hours +/- . Rates will follow the above non-member rates and policies. The security deposit will be forfeited if wedding is canceled within 60 days of rental date.

Recitals for Area Music Teachers

Rental fee: \$150 + \$50 heat surcharge, November – March, for the use of the sanctuary, Lower Parish Hall and Kitchen for a maximum of 4 hours.

Long Term Rentals

All long-term rentals will be negotiated through David Bryant, and all subsequent discussions will be held with him rather than with the Rental Coordinator.

Long Term Rental Rates - <4 hours segments

| Room | Per Rental | Monthly Payment for 1/week rentals (x 4.3) |
|--------------------------------------|---------------------------------------|---|
| Sanctuary | n/a | n/a |
| Lower Parish Hall and Kitchen | \$125 | \$540 |
| Upper Parish Hall (No Kitchen*) | \$100 | \$430 |
| Chapel (No Kitchen*) | \$100 | \$430 |
| Whole Campus** | \$175 | \$1612 |
| Heating Surcharge (November – March) | \$50 Sanctuary/LPH/UPH \$25 Chapel | \$215 Sanctuary/LPH/UPH \$107 Chapel |
| Sexton Fee (where applicable) | \$80 | \$344 |
| Refundable Security Deposit*** | | 50% of total rental rate. Whole campus rental requires a \$500 refundable security deposit. |
| Refundable Key Deposit | | \$25 |

- Long term fees rentals will be paid monthly.
- For long-term rentals that are more than once/week, rates will be calculated accordingly.
- *Use of the kitchen is not permitted without additional rental of LPH/Kitchen space.
- **A refundable security deposit of \$500 is required for the use of the whole campus.
- ***A refundable security deposit equal to 50% of total monthly rental is required of all rentals (except for whole campus rental, which requires a \$500 refundable security deposit).
- If a renter uses a part of the building for which s/he has not contracted, the security deposit may be forfeited.
- First month rental payment including all fees is due when signing the contract.
- Rentals exceeding four hours: Each hour over four hours will be an additional one quarter of the four-hour rate.

Building and Grounds Policies and Procedures for Renters (Long term and One-Time renters)

See <http://fpuucanton.org/about-us/weddings/> for further information for Weddings.

All rentals shall have a Rental Agreement completed and signed, and fees, rent and deposit paid prior to the issuing of a key. In the case of a long-term rental, the first month's rent plus fees and deposit must be paid prior to the issuing of a key.

Youth Groups. There must be at least two responsible full-time adults to supervise any youth group. The ratio of adult to youth must not exceed 1:6.

Alcoholic Beverages. No alcoholic beverages are to be consumed on FPUU premises without specific, written permission. Alcoholic beverages may not be sold on the premises.

Food and drink are not permitted in the Sanctuary, Chapel, or Upper Parish Hall. Use of the kitchen is not permitted without additional rental of LPH/Kitchen space.

Audio/visual systems. Renters who wish to use the AV system in the Chapel or the Sanctuary must request and receive prior training.

Thermostat settings. Renters may not change thermostat settings. Arrangements will be made to ensure the heat is adjusted for the renters' use.

Furnishings are not to be relocated from any room. Any re-configuration of furniture must be done by the sexton. Renters may not remove any furnishings or equipment from FPUU. Renters may use folding tables and chairs if prior arrangements are made, and provided the tables and chairs are returned to their storage location after use.

The Yamaha piano in the sanctuary may not be moved under any circumstances without the express consent and physical presence of the music director or his designee. A fee for tuning the piano may be assessed. Under no circumstances is the piano to be tuned other than under the express direction of the music director.

Candles. Renters or their guests may not use candles or open flame of any sort in any part of the FPUU facilities; they are a fire hazard.

Smoking is prohibited everywhere in the FPUU building; smoking on the outside grounds is permitted only in the area near the receptacle for smoking waste, by the side door to the Parish Hall.

Decorations or hangings may not be affixed anywhere in the building, including the Sanctuary, Chapel, Lower Parish Hall, Upper Parish Hall. Renters may not use tape, other adhesives, thumbtacks, nails or screws on the walls or woodwork. In the event that decorations are an integral part of the purpose for which the space is being rented, special arrangements must be made through the Building and Grounds Chair or his/her designee, and an additional deposit may be requested to protect FPUU from repair costs.

Rental area. Renters must remain within the rooms rented per the Rental Agreement and the rest rooms. If a renter uses a part of the building for which s/he has not contracted, the security deposit may be forfeit.

FPUU grounds. Use of FPUU areas outside of the building, including the front lawns, playground and walkways, are limited to use specifically approved in advance by the Rental Coordinator. This includes any signage, however temporary. Grounds must be left free of debris.

Parking is allowed only in designated, lined spaces in the parking lot. There are 50 parking spaces. Traffic is allowed to move in one direction in the circular driveway, per order of the highway and police departments. Parking is allowed along the circle of the driveway provided no vehicle blocks access to the building or throughway.

It is expected that users will leave FPUU facilities in good condition. The FPUU sexton will be responsible for cleaning the building and grounds, but renters are expected to leave the premises tidy and undamaged, and to take all trash out to the dumpster at the end of the parking lot. If there is damage, FPUU may request compensation to cover the cost of repairs and forfeit of security deposit. It is the renter's responsibility to wash and put away dishes and equipment used in the kitchen.

Contact person during rental time. For long term rentals, contact Dave Bryant. For other rentals, contact the Building and Grounds chairperson.

General Policies

1. FPUU facilities are available primarily for the use of FPUU Canton, its parishioners, its prescribed boards and committees, and other FPUU or UUA-sponsored groups. However, the use of the facilities by other organizations may be permitted when such use does not interfere with the programs of FPUU, subject to the specific policies and regulations set forth below.
2. Preference in the use of FPUU facilities shall be given to organizations or groups formally associated with FPUU, including, but not limited to, the minister and staff, FPUU officers, committees and their activities as listed in the bylaws, Junior and Senior Youth Groups, and FPUU-sponsored groups and committees.
3. Second preference for use shall be given to members of the Parish who wish to use FPUU facilities for a non-FPUU related activity (such as a family gathering).
4. Third preference for use is given to individuals and non-profit organizations when facilities are available, when the use does not interfere with FPUU-sponsored activities, and if the use is in harmony with the goals and philosophy of FPUU.
5. Functions by non-FPUU related groups involving fund raising will not normally be approved. However, if the Parish Committee judges that the project is one that merits the support of FPUU, and other suitable space is not available, it may approve the request.

Security Deposits

A security deposit or portion thereof may be withheld for the following reasons:

- Use of FPUU areas outside of those parts of the building and/or grounds (rental area) for which the renter has contracted.
- Use of the FPUU building and/or grounds for a period longer than the contracted rental period. A rental period begins when the renting party enters the building and ends when the renting party, or the last person, leaves. This includes rehearsal time, setup and breakdown time, and time required for moving instruments and/or other equipment in and out of the church. Any renter who stays significantly over the amount of time agreed upon in the Building Usage Agreement may forfeit the security deposit.
- The Church Administrator will hold the security deposit and, upon completion of the rental, will determine, with the advice of the Building and Grounds Chairperson and/or the sexton, whether damage has been incurred or any overtime or rental area charges accrued which require use of the security deposit. If none has occurred, then the security deposit will be returned to the renter within 14 days. If damage or overtime or use of more than the rental area have occurred which require use of the deposit, the renter will be notified within 14 days.

Procedures

Persons interested in renting Religious facilities should send an email to office@fpuucanton.org or call the FPUU office at 781-828-0296. The Rental Coordinator will contact you to review your rental request.

Channels of Communication and Decision-Making

Congregation members and staff will always speak with the best intentions. Communication must be respectful and gracious. This is especially important in written messages, which may be passed on to others. Observance of these principles will avoid most misunderstandings.

Ideas

If you have an idea for a new project, activity, program, committee, or group:

1. If you're not sure where the idea fits:

Talk to the minister.

Talk to a Parish Committee member.

2. If the idea seems to fit within a committee area:

Attend a committee meeting.

Talk to the committee chair.

3. If the existing committee decides to take you up on the idea:

As it is the congregation policy to encourage new ideas and projects that are consistent with UU principles, the Minister can provide guidance about how to proceed. The idea may have been circulated but simply be waiting for a volunteer to begin. The idea may be one that the Parish Committee should review, and you may be asked to put your idea in writing and submit it to the Parish Committee. You can attend the Parish Committee meeting to hear what happens.

It's also OK to bring your idea to any Parish Committee member to start the process, but the Minister may be more likely to know about other people with similar interests who may be in the process of developing a similar idea.

If you have an idea for a fundraiser:

- Discuss your idea with others who are willing to help with the fundraiser. You need to have a chair and four other volunteers committed to working on the fundraiser in order to proceed.
- For a fundraising event, check availability of dates with the Administrative Assistant and the Minister, and select a tentative date.
- Complete the Fundraiser Worksheet on page 66, and submit it to the Parish Committee for discussion and formal approval.

Concerns

If you have a *concern* with a member of the congregation:

1. It is expected that members, friends, staff, and the Minister will seek to maintain good relationships with others. Conflict can arise even in the friendliest of settings and even among people who desire to maintain a positive relationship. Our concern resolution process does not "adjudicate" a "dispute," but promotes the development of healthy relationships.
2. It's important for members of our community to understand that being "civil" in someone's presence is essential but not sufficient. It damages the fabric of community when someone harbors concerns without resolving them appropriately. To support healthy relationships, the congregation encourages direct communications and discourages anonymous complaints. It is inappropriate to voice concerns to multiple others without first checking facts and assumptions.
3. Assume the best intentions and seek additional information from the best information source:

If your concern is about a person or that person's comments or behavior, the best information source is likely that person.

Speak directly to that person who is the focus of your concern before voicing your concern to others. If you assume the best intentions and keep in mind that your information may be incomplete, it will be easier to speak directly, because you will be asking first for more information and can begin by saying that you appreciate that the person has the best interests of the congregation at heart.

If you nonetheless feel unable or unwilling to speak directly to the person, speak to the Minister who will do his/her best to alleviate your concern, or will refer you to someone in a position to help you.

If you have a concern with the Minister:

1. Assume that the Minister is acting with good intentions and is concerned about the well-being of the congregation and its members, including you.
2. It is best for the well-being of the entire community that you speak directly to the Minister if you feel able. The Minister is trained and experienced in hearing concerns and is open to constructive criticism, may be able to help you resolve your concern quickly and in a way that fully satisfies you.
3. If you feel unable or unwilling to speak directly to the Minister, or have spoken to the Minister and feel your concern is unresolved, then speak privately with a member of the Committee on Ministry. That person will take the concern to the Committee on Ministry for discussion.
4. The Committee on Ministry is made up of diverse individuals who can give the Minister feedback from their different perspectives. Together the committee members advise the Minister. Ministers are flexible and actively seek growth and skill improvement. Discussion of your concern can help the Minister and the congregation.

5. The Committee discussion usually involves the Minister. This is recommended practice in UU congregations, and encourages the phrasing of concerns in ways that are constructive and compassionate.
6. The member you spoke to will come back to you with more information that may resolve your concern. In some situations, the member may ask you to sit down and talk with the Minister directly, with a committee member present.
7. If you still feel your concern has not been fully resolved, you may ask to speak with the entire committee without the Minister present. In this situation, the committee will also speak to the Minister without you present, and then may ask you both to come into the room for a facilitated conversation.
8. Anonymous transmission of concerns is discouraged. Sometimes people do not wish to be identified because they do not wish to impair their standing with the Minister, yet (as with anyone) it is more respectful to be direct, and ministers appreciate direct communication. A member of the Committee on Ministry will relay your concern even if it is anonymous, but most often a concern cannot be fully understood or responded to without complete information.
9. The committee and the Minister are experienced in maintaining confidentiality so that you and the Minister can develop your relationship in a positive way. An open conversation guided by the Committee on Ministry (or a single member of the committee) can be a transformative experience from which member, Minister, and congregation benefit.

If you have a *concern* with a staff member other than the Minister:

1. Assume that the staff member is acting with good intentions and is concerned about the well-being of the congregation and its members, including you.
2. It is best for the well-being of the entire community that you speak directly to the staff member. Often a concern is the result of incomplete information or a misunderstanding, and it may be possible for the staff member to resolve your concern quickly and with gratitude for the respect you show in speaking directly.
3. If you feel unable to speak directly to the staff member, or have spoken to the staff member and feel your concern is unresolved, speak directly to the Minister.

The Minister may have information that will resolve your concern, or may be able to obtain it readily.

The Minister may offer to facilitate a conversation between you and the staff member.

The Minister, after investigation, may decide to take action under the Personnel Policy.

The Minister will always let you know how your concern was handled.

4. If, after talking with the Minister, you feel that your concern is not resolved to your satisfaction, tell the Minister that you would like to have the concern considered by the Parish Committee.

The Parish Committee will meet to consider the concern.

You may be asked to present your concern to the Parish Committee, and the staff member may also be asked to meet with the Parish Committee.

The Parish Committee will make a decision about how to resolve the matter, and may or may not make a recommendation to the Minister. The chair of the Parish Committee will let you know how your concern was resolved.

Bad Weather Cancellation Policy

The Minister, Parish Committee President, Music Director, and Director of Religious Education will consult the night before and morning of a Sunday when bad weather threatens. In making a decision, they may check with the fire department and police for updates on driving conditions and check the weather reports. The decision will be based on public safety recommendations, driving safety, walking safety, and availability of parking. The cancellation decision will be made by early Sunday morning (or earlier if it is obvious sooner).

Notice of cancellation will be given to members via WCVB TV, the WCVB website, our website, and by voicemail on the main number.

Information to Members and Friends

Storm Predicted?

There are a number of ways to find out if First Parish is closed due to a storm.

On your TV

After 7 AM, turn to WCVB (ABC), channel 5, and view the scrolling alphabetized cancellation list at the bottom of the screen. Look for First Parish Unitarian – Canton – Closed.

On your computer

Go to <http://www.wcvb.com/weather/closings>, and scroll through the list of school and business closings. Look for First Parish Unitarian – Canton or go to <http://fpuucanton.org> and check for a notice on the First Parish home page.

By automatic email notification

To receive an automatic notification by email or phone that First Parish is closed:

1. Go to <http://www.wcvb.com/weather/closingssignup>
2. Enter your email address, and click Submit.
3. Select F for the first character of your school or institution.
4. Select First Parish Unitarian – Canton for the school or institution.
7. Verify that you are 13 years of age or older.
8. Click Save.

Notification Processes

To notify WCVB

The President, Minister, and Office Administrator have the directions for posting cancellations on WCVB.

To change the website

Notify the webmaster: Barbara Casaly.

Emergency and Backup Communication

Phone Tree

The phone tree is used in unusual situations when regular channels of communication regarding a closing or other notification are not sufficient.

- The Parish Committee President and the Minister make the decision regarding cancellation or other notification requiring the use of the phone tree.
- The Parish Committee President calls the Parish Committee (two VPs, Clerk, Treasurer, and two at-large members).
- The Minister calls the Choir Director, DRE, Membership Committee chair and the ushers and fellowship hour hosts (if the cancellation is for a Sunday service)
- The Choir Director will communicate with the choir (asking members to call others).
- The DRE calls the RE teachers and classroom helpers.
- If it is determined that the rest of the members/friends at First Parish should be contacted by phone, then the Membership Committee chair will ask four people to make calls to the appropriate people in the latest directory (<http://www.fpuucanton.org/members>):

First person to A – D

Second to E – J

Third to K – P

Fourth to Q – Z

These callers will try to not duplicate calls made by others or call people they know do not attend or should not be notified for whatever reason.

Backup Email Account (fpuu.canton@gmail.com)

A backup email account, fpuu.canton@gmail.com, is set up for the purposes of communicating with First Parish members and friends when Power Church/office@fpuucanton.org is not operating or not readily available.

To send an email from the fpuu.canton@gmail.com account to all members and friends:

1. Go to <http://www.gmail.com>.
2. Login with username **fpuu.canton@gmail.com**, the password, and click **Sign In**.
You can obtain the password from the Minister, Technology committee, or Webmaster.
3. Click the down arrow next to Gmail in the upper left of the screen.
4. Select **Contacts**.
5. Select the **fpuu_directory (#)** contacts list.

6. Check the box at the top left of the list to select all the contacts in the list.
7. Click the envelope icon at the top of the contact list.
8. Click anywhere in the To: box.
9. Press Ctrl-A (to select all email addresses), Ctrl-X to "cut" the addresses.
10. Click **Add Bcc**.
11. In the Bcc field, press Ctrl-V to paste the email addresses.
12. Begin typing fpuu.canton@gmail.com in the To field, and select the email address from the list.
13. Enter the email subject in the **Subject** field.
14. To attach a document to the email, click **Attach a file**. Locate the file on your computer, and click **Open**.
15. Type the email message, and click **Send**.
16. To log out of the email account, in the top right of the screen, click the arrow to the right of the email address. Then click **Sign out**.

To specify an alternate email address for replies, you can define a reply-to address:

1. Click the gear icon in the upper right; then select **Settings**.
2. Open the **Accounts** tab.
3. Click **edit info** at the right.
4. Click **Specify a different "reply-to" address** in the dialog box.
5. Enter the address to which you want the recipient(s) to reply.
6. Click **Save Changes**.

Religious Education for Children

First Parish seeks to create an environment that is safe, welcoming, and loving for everyone who participates in our Religious Education program. This is a place where everyone should have a voice and be able to speak openly and freely, without fear of judgment. By exploring together, we work to nourish a love of learning, a sense of curiosity, and the foundations for critical thinking among our children and youth. Our Religious Education program emphasizes ethical and spiritual growth through a variety of curricula rooted in the Seven Principles and Six Sources of our Unitarian Universalist tradition. Through learning and working together we seek to create a more just world.

General Information

What we offer

Nursery Care: First Parish provides free childcare for infants and toddlers from 10:15 to 11:45 AM each Sunday so that parents/guardians can attend the worship service.

Group Worship: Each Sunday, everyone comes together, young and old, to worship with one another before the start of Religious Education programming. Children and youth get the opportunity to be part of the larger congregation, helping out by singing hymns, lighting the chalice, and leading the recitation of our covenant.

Religious Education Classes: First Parish offers Religious Education classes for a variety of age levels. These courses explore our Seven Principles and Six Sources and provide our students with the opportunity to grow in spirit. We seek to empower students to explore their own beliefs and to develop a strong sense of self.

Family Fun Nights: Every 3rd Friday of the month, First Parish hosts a Family Fun Night. Coming together in beloved community, we enjoy each other's company while watching films, playing games, sharing food, or participating in a workshop.

Our Whole Lives (OWL) Classes: Every other year we offer a comprehensive human sexuality course. The course addresses a full range of topics and promotes sexual health, the development of healthy relationship with others, self-worth, responsibility, justice, and inclusivity in a safe, healthy, and progressive environment.

The Seven Principles

There are seven principles that are celebrated by all Unitarian Universalist congregations. These principles make up the framework and are the foundation for all of the teachings in the Religious Education Program.

1. The inherent worth and dignity of every person (Every person is important.)
2. Justice, equity and compassion in human relations (Be kind in all you do.)
3. Acceptance of one another and encouragement of spiritual growth in our congregations (We're free to learn together.)

4. A free and responsible search for truth and meaning (We search for what is true.)
5. The right of conscience and the use of the democratic process within our congregations and in society at large (All people need a voice.)
6. The goal of world community with peace, liberty, and justice for all (We seek to build a fair and peaceful world.);
7. Respect for the interdependent web of all existence of which we are a part (We must care for the Earth.)

Safe Congregation Policy

First Parish makes every effort to create a safe and nurturing environment for its children. Every teacher in the Religious Education Program must sign an agreement that they have received a copy of and will abide by the terms of our Safe Congregation Policy. The Safe Congregation Policy mandates, among other things, that (1) each teacher in the program be CORI checked, (2) all classes be conducted with open doors and unobstructed windows, (3) each class have at least two adults present in the classroom at all times. The Director of Religious Education circulates during class time on Sunday mornings to ensure that all the needs of the teachers and students are being met. First Parish has a Sexual Misconduct Response Team established to hear reports of any misconduct and to take appropriate action, when necessary.

Refer to "Policy for a Safe Congregation" on page 24.

Religious Education Registration Form

See the Religious Education Registration Form on page 65.

Committee Categories and Reporting

Committees Established by the Constitution

- Parish Committee
- Ministerial Fund Trustees
- Memorial Fund

Committees of the Parish (Standing Committees)

Standing Committees are committees whose membership is elected at the Annual Meeting in May of each year, based on a slate of names for open positions prepared by the Nominating Committee.

- Program
- Membership
- Buildings and Grounds
- Finance
- Religious Education
- Church Services
- Social Action

Committees of the Parish Committee

The Parish Committee elects members of the following committees:

- Nominating
- Committee on Ministry
- Memorial Fund
- Denominational Affairs
- Stewardship Committee

Other Committees and Coordinators

- Technology
- Caring Circle
- Rental Coordinator
- Newsletter Editor
- Volunteer Coordinator

Information Gathering

- Visitor/Guest Information Card
- Caring Circle "I Can Help" Card
- Religious Education Registration Form
- Fundraiser Worksheet

Visitor/Guest Information Card

**Welcome to First Parish
Unitarian Universalist in Canton**

VISITOR CARD

Please complete this card so we can make name tag(s) for you and send you our newsletter and announcements. You may leave this card in the offering plate, place it in the yellow box in Parish Hall during Fellowship Hour, or mail it in the window envelope.

Date _____

Name(s)

Adults(s): _____

Children: _____

Address _____

Telephone _____

Email _____

I/we would like to have the minister call.

I/we would like more information about the Religious Education program.

How did you hear about, or become interested in, us? _____

Other requests or comments: _____

Caring Circle "I Can Help" Card

I CAN HELP

From time to time we need to ask members and friends of First Parish Unitarian Universalist – Canton to lend a hand to someone. The more of us who volunteer to help, the less often any individual will be called on – and so the work and love is shared among all of us. We are building a database of people who can help and what they are able to do.

When someone is ill, injured, has a new baby, or when there is a death in a family, the community rallies to support them. Little things add up to make a real difference. If you can do one or more of the things listed below, and are willing to be called on (and you have the right to say it's not a good time if you cannot help at the time you're asked to help), please check the appropriate box below.

I CAN...

√

| | |
|---|--------------------------|
| Write, buy, or make cards | <input type="checkbox"/> |
| Make phone calls | <input type="checkbox"/> |
| Visit | <input type="checkbox"/> |
| Prepare a meal (can be fresh or frozen) | <input type="checkbox"/> |
| Run an errand | <input type="checkbox"/> |
| Deliver a meal, book, etc. | <input type="checkbox"/> |
| Transport to/from Sunday service | <input type="checkbox"/> |
| Collect books to share | <input type="checkbox"/> |
| Other: | <input type="checkbox"/> |

Please write your contact information:

| | |
|---------|--|
| Name | |
| Address | |
| Email | |
| Phone | |

If you are in need of any help as listed above, please call the minister at 781-828-0296.

Religious Education Registration Form

Child's/Youth's name: _____

Parent's/Guardian's Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Date of Birth: _____

Grade in School: _____

Allergies: _____

Special Needs? _____

Photos: Occasionally we take pictures of the children during Sunday morning activities. We sometimes use the pictures on our website and on displays at First Parish. We never publish any names with the pictures. If you would prefer **NOT** to have your child's picture displayed, please initial here. _____

Is there anything else we should know about your child that would help make their participation in the RE program more successful?

Fundraiser Worksheet

Filing procedure

- 1) Establish a fundraising committee (minimum of a chair and three adult members).
- 2) Develop an event plan.
- 3) Complete this Fundraiser Worksheet.
- 4) Submit the worksheet to the Parish Committee.
- 5) Approval will come from the Parish Committee.

Why?

The Parish Committee conceived this process to better ensure congregational support for our fundraising activities.

Name of event: _____

Date of event: _____

Chair of event: _____

Event committee members: 1) _____

2) _____

3) _____

Description of event:

Fundraising method:

Setup dates:

Finances required:

Other events scheduled on or about this date: 1) _____

2) _____

3) _____

Publicity Plan:

Index

A

administrative organization, 3

B

backup email account, 57

bad weather

 cancellation policy, 55

 leadership notification processes, 56

 notification to congregation, 55

Buildings and Grounds Committee, 16

bylaws

 amendments to, 15

 Buildings and Grounds Committee, 16

 Church Services Committee, 18

 Committee on Ministry, 19

 committees of the Parish Committee, 19

 Denominational Affairs Committee, 21

 Finance Committee, 17

 Membership Committee, 16

 Memorial Fund Committee, 20

 Nominating Committee, 19

 Program Committee, 16

 Religious Education Committee, 17

 Social Action Committee, 18

 standing committees, 16

 Stewardship Committee, 21

C

cancellation policy, 55

Caring circle "I Can Help" card, 64

categories, members and friends, 35

Church Services Committee, 18

Committee on Ministry, 19

committees, categories and reporting, 61

communication

 concerns, 52

 ideas, 51

communication and decision-making, 51

congregational covenant, 1

constitution, 7

 amendments to, 15

 amendments to bylaws, 15

 committees, 14

 denominational affiliation, 7

 meetings, 12

 membership, 7

 Memorial Fund, 14

 Minister, 13

 mission statement, 7

 name of organization, 7

 officers, 8

 Parish Committee, 10

 Parsonage Fund, 11

 Trustees of the Ministerial Fund, 11

covenant, 1

D

decision-making, communication and, 51

Denominational Affairs Committee, 21

disruptive behavior policy, 22

E

email account, backup, 57

exits, building, 5

F

Facebook page policy, 43

fees

 rental, 45

Finance Committee, 17, 38

finances, 37

floor plans, 5

fpuu.canton@gmail.com, 57

friends, 35

fundraiser worksheet, 66

funds

 Ministerial, 37

 Parsonage, 37

I

information gathering

 Caring circle "I can Help" card, 64

 visitor/guest card, 63

L

lay leadership, 4

leadership, lay, 4

long-term rentals, 47

M

membership
 categories, 35
 counting, 36
 Membership Committee, 16
 Memorial Fund Committee, 20
 Ministerial Fund, 37
 mission statement, 1

N

newsletter policy, 42
 Nominating Committee, 19

O

office hours and contact, 3
 organization
 administrative, 3
 lay leadership, 4

P

Parish Committee, 10
 Parsonage Fund, 37
 phone tree, 57
 policies
 cancellation, bad weather, 55
 children's images, 39
 disruptive behavior, 22
 Facebook page, 43
 finances, 38
 newsletter, 42
 personal information, 39
 privacy, 39
 privacy, use of children's images, 40
 rental, 45
 safe congregation, 24
 website, 40
 principles, UU, 2
 privacy policies, 39
 Program Committee, 16
 purpose, vision and, 1

R

recital rentals, 47
 Religious Education Committee, 17
 religious education for children
 general information, 59
 Religious Education registration form, 65
 rental fees and policies, 45
 rentals
 long term, 47
 policies and procedures, 48
 recitals, 47
 weddings, 46
 reserve funds and trusts, 37

S

safe congregation policy, 24
 agreement regarding restrictions with children
 at First Parish, 34
 code of ethics for working with children, 29
 CORI request form, 31
 interim agreement regarding restrictions with
 children, 33
 nursery sign-in form / consent, 32
 statement regarding policy for, 30
 Social Action Committee, 18
 sources, UU, 2
 staff, 3
 Stewardship Committee, 21
 Stewardship team, 38

T

trusts and reserve funds, 37

U

Unitarian Universalist principles, 2
 Unitarian Universalist sources, 2

V

vision and purpose, 1
 visitor/guest information card, 63

W

website policies, 40
 wedding rentals, 46