

Unitarian-Universalist Church of Nashua, NH (UUCN)
Meeting of the Board of Trustees
April 11th, 2017

Present: Members: David Hudson, Lance Pratt, Mike Wilt, Mary Licking, Ellen McCormick, Steve Hedges, Brenna Woods, and The Reverend Allison Palm. Excused: Jodie Holway, Rick Spitz. Guests: For the Safe Congregation document discussion: Sandra Greenfield, Sherri Woolsey; For the Bylaws Discussion: Burns Fisher, Monica Staples, Carol Houde.

Brenna performed the chalice lighting. A check-in was performed. Timekeeper was Lance.

The Reverend Palm led the discussion on the Safe Congregation Policy that is being developed by the Safe Congregation Policy Task Force (see attached). Sandra Greenfield, the Interim Director of Religious Education, and Sherri Woolsey, UUCN Administrator, both members of the Safe Congregation Policy Task Force, also participated. The BoT reviewed it and offered comments. A motion passed made by Lance and seconded by Ellen to approve the Safe Congregation Policy as amended with effective date, July 1st, 2017. The vote was 6 Yes, 0 No, and 1 abstain.

The Reverend Palm provided a review of the draft fiscal year 2018 Budget. At this point in the process, the projected total is \$328,000, which is \$18,000 more than last year. The Invested Funds Committee has indicated the amount the church will be getting from the endowment, which is based upon seven years of rolling quarters, will be a little more than UUCN received in the current year. Income is projected to be \$30,000 higher than the present year. To support UUCN building needs that have been identified by the Property Committee, the Reverend Palm's recommendation is to raise the \$265,000 through a major Capital Campaign in the next five (5) years. The Capital Campaign could also seed a Building Maintenance Fund. The alternatives to that recommendation: 1) shift spending such that we spend all of the UUCN endowment withdrawal on the UUCN buildings every year, OR 2) continue to take building needs out of the operating budget as has been the practice in the past. Both of these alternatives would require cuts in spending in other places or significant additional pledge revenue.

The Reverend Palm gave the Ministerial Report (see attached). Last night a team of three was named to occupy the interim Presidency of the UUA, a position left vacant recently by the resignation of the Reverend Peter Morales.

Steve led the discussion regarding a review of the Proposed Bylaws Changes (see attached). Burns Fisher, Carol Houde, and Monica Staples added comments. To inform the congregation on the proposed bylaws changes, a session entitled, Budget, Bylaws, and Brownies, is set for Monday, May 22nd at 7 pm. The BoT recommended a clause be added to the proposed bylaws changes regarding removal for cause. Hyphenation is an issue that was discussed. A motion passed made by Steve and seconded by Brenna to accept the bylaws changes as proposed with amendments recommended by BoT tonight.

Lance led the discussion regarding the selection of General Assembly, (June 21- 25, 2017 in New Orleans, Louisiana) offsite delegates. Four live delegates (live delegates travel to New Orleans to serve) to represent UUCN were selected at the March regularly scheduled BoT meeting. Congregations unable to fill their allocation of delegates with live delegates can round out their delegation with offsite delegates. Offsite delegates participate in GA using own computer connection, own telephone, and preparatory materials that have been provided by the Unitarian Universalist Association. At the March

regularly scheduled BoT meeting, Mary was approved as one of the offsite delegates. A motion passed made by Lance and seconded by Ellen to approve the selection of Ellen Barr as an offsite delegate. With this selection, UUCN now has a delegation of six, which is the number UUCN is allotted. Lance will notify Ellen Barr by e-mail or by telephone.

Status updates on topics were provided. 1) Steve will contact the BoT regarding information for a salary adjustment for the Reverend Palm. Brenna reminded the BoT of the need to follow through on assignments that have been made for contacting teams for information on the Reverend Palm's evaluation. 2) Steve will be partnered with David for the last stage of work on a draft of the agreement between UU Action NH and UUCN that will be sent to the BoT for signatures by the end of the week (UUCN is beyond the time [ten days]) promised to provide the agreement to the UU Action NH, a promise arising from a BoT understanding arrived at during the regularly scheduled March BoT meeting). Steve will serve as liaison to UU Action NH per the consensus of the BoT. A motion passed made by Steve and seconded by Brenna for a Fiscal Sponsor Agreement with UUActionNH.docx as amended, with 5 Yes votes, 2 no votes and one abstention. 3) The BoT reviewed its work plan and determined there is not necessary to schedule a second BoT meeting in May. 4) The congregation has been notified in the announcements about the date, time, and place of the Annual Meeting. Also, see New Business below regarding lunch arrangements for the time just prior to the opening gavel. 5) The Sunday Service Welcome volunteer sign-up sheet was circulated. See List #1 below for the resulting assignments.

New Business

UUCN will pay for the food provided at the Annual Meeting and the BoT will be notified of the cost. The Youth Group will help serve the lunch.

A Covenantal Check Out was performed. Discussed was what worked well at the meeting, what did not work, whether there are lingering questions or concerns, and how are we working as a group.

Lance gave the Timekeeper' Report. The Reverend Palm gave Closing Words. A motion passed made by Lance and seconded by Brenna to adjourn.

Upcoming issues: 1) required 501c3 revisions that have been approved but not submitted (September 2016)

In the "Parking Lot" (issues for which consideration is to occur at a date yet to be determined):

1) BoT job descriptions & the assessment of the presidential funnel (the pipeline and related issues), 2) Board size and composition, and 3) Donation Policy, the discussion of which began in May 2015 but remains unresolved.

Volunteers slated for BoT tasks are named in Lists #1 and #2 below. List #3 below includes upcoming dates of events and List #4 describes attachments to these minutes. Lists #1 through #4:

List #1 Words of Welcome & Church Service Announcements:

April 16th Steve, April 23rd David, April 30th Mary, May 7th Brenna, May 14th Steve, May 21st Ellen, May 28th blank, June 4th Steve, June 11th Jodie

List #2 Chalice lighting: April 11th-Brenna, May 9th- Ellen, June 13th- Jodie. Timekeeper schedule:

March 14th– Mary, April 11th– Lance, May 9th– Brenna, June 13th - Steve.

List #3 Upcoming Dates: Event Dates Listing:

Friday & Saturday, April 21-22, New England Regional-UUA meeting and NNED-UUA meeting is Saturday afternoon, Woburn, MA

Saturday, May 6th, UUCN Services Auction to raise \$10,000 for operating fund with rest designated for community outreach, Auditorium and Dining Room

Sunday, May 7th, Lecture on White Supremacy by the Black Lives Matter organization, 1 pm, Sanctuary

Tuesday, May 9th, BoT regularly scheduled meeting, 7 pm, Youth Room

Monday, May 22nd, Budget, Bylaws, and Brownies, 7 pm, Auditorium

Sunday, June 4th, UUCN Annual Meeting, Sanctuary

Wednesday June 21st through Sunday June 25th, New Orleans, LA

List #4 Attachments to these minutes: 1) Draft Safe Congregation Policy, 2) Minister's Report for April 10, 2017, including the April 10, 2017 Budget versus Actual Financial statement, and 3) Bylaws Committee Report, April 11, 2017.

Minutes submitted by

Mary Licking, Clerk,

Unitarian-Universalist Church of Nashua, NH

WORKING COPY

Safe Congregation Policy
Unitarian-Universalist Church of Nashua
Approved: 11 October 2016

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I. PURPOSE AND POLICY STATEMENTS

The mission of the Unitarian-Universalist Church of Nashua is to engage people in a search for truth and meaning within a supportive liberal religious community that encourages personal and spiritual growth, embraces diversity, and promotes social justice. (Policy 1.K of the Unitarian-Universalist Church of Nashua Governing Policies)

UUCN is a spiritual community that takes seriously its responsibility to provide a safe and nurturing environment for everyone who participates in our congregational life. ~~placing a special emphasis on meeting the unique needs of children, youth and vulnerable adults.~~ **As appropriate, this policy addresses the unique needs of children, youth and vulnerable adults.** We are committed to protecting children, youth and vulnerable adults from harm and promoting their spiritual growth while part of our community. This Policy strives to provide a **safe** environment in which we may each deepen our acceptance and understanding of one another, and in which personal transformation and spiritual growth are encouraged and supported in an atmosphere of civility, mutual respect, trust and kindness.

As Unitarian Universalists, our commitment to the inherent worth and dignity of every person and to justice and compassion compels us to affirm and maintain a **safe** environment free of discrimination and harassment based on race, color, ethnicity, religion, national origin, age, physical ability, gender, or sexual/affectional orientation. ~~This includes safety from physical, sexual and emotional abuse.~~

This Policy reflects the guiding principles articulated by the UUA including:

1. prevention through consideration of responsible staffing and supervision
2. screening of volunteers and paid staff
3. training and education on this Policy and current understanding of abuse
4. guidelines for groups/classes, transportation, nursery/child care, youth engagement
5. responding to incidents responsibly, including reporting both internally and to state/federal authorities
6. evaluation of limited access and pastoral needs of the congregation.

~~The larger~~ **One important** goal of this Policy is to be a “sexually healthy faith community:” a community that is committed to fostering spiritual, sexual, and emotional health among the congregation, and to providing a safe environment where sexuality issues are addressed with respect, mutuality and openness (as defined by Rev. Debra Haffner).

This Policy, created by the Safe Congregation Policy Task Force and approved by the Board of Trustees, applies to all UUCN employees/staff, volunteers, members, friends, attendees and guests while attending or participating in any UUCN function (i.e., church-sponsored events). It also applies to other UU-affiliated groups and events sponsored by and using the facilities of UUCN.

We view this Policy as a “Living Document” that may need to be amended to reflect changing needs. Requests for amendments should be made through the Minister/Executive Director. All amendments must be approved by the Board of Trustees.

II. DEFINITIONS

Age of Consent - age for consensual sexual relations as defined by the laws of the State of New Hampshire

Board - the Board of Trustees of the Unitarian-Universalist Church of Nashua

Child/Children - anyone less than 18 years of age

Child Abuse - harm or endangerment of a child including, but not limited to physical or sexual abuse, and/or neglect of a child's health or welfare. NH State Law RSA 169-C-3, II, defines an abused child as "...a child who has been:

- Sexually abused;
- Intentionally physically injured;
- Psychologically injured so that said child exhibits symptoms of emotional problems generally recognized to result from consistent mistreatment or neglect;
- Physically injured by other than accidental means."

Church-Sponsored Event/UUCN-Sponsored Event - any event, program or activity held on or off UUCN grounds; applies to activities of all committees, teams, classes, task forces or Boards acting on behalf of the church

CYFF Team - UUCN's Children and Youth Faith Formation Team

DCYF - Division for Children, Youth and Families

DFP - Director of Faith Formation

Faith Formation (FF) Program - The structured program for the entire congregation centered on Unitarian Universalist principles, values, identity and relationships.

Field Trips - outings, conferences, meetings and other UUCN activities which take place off UUCN grounds and may require transportation by UUCN staff or volunteers.

Harassment - acts or behaviors which show unwanted pressure or intimidation of another, unwanted persistent communications and all acts defined as harassment as defined in NH State Law (644.4)

Leadership - refers to individuals in the following positions: Minister, Director of Faith Formation, Church Administrator, Membership Coordinator, Music Director, Board of Trustees, Committee/Team Chairs.

Limited Access Agreement - document restricting participation in specified UUCN activities or types of activities

Nursery - Care and supervision provided for children age 3 and under

OWL - Our Whole Lives is a comprehensive lifespan sexuality program.

Positive Discipline - Positive Discipline is characterized by techniques that consciously and consistently focus on positive behavior. Examples include but are not limited to: giving attention before a problem occurs; recognizing, praising, or rewarding behaviors that are caring, respectful, or helpful; honoring even small progress toward a goal; and/or clarifying expected behavior in response to a problem (rather than listing what not to do or describing all the things that are going wrong). When teachers use positive discipline effectively, every student experiences far more positive interactions than negative.

ROPEs - Rite Of Passage Experiences is UUCN's Coming of Age Program for youth in 8th and 9th grades

Rover - A screened adult who monitors the Faith Formation wing on Sunday mornings.

Safe Congregation Response Team (SCRT) - a team that includes the Minister, the DFF, the Church Administrator and the President of the Board of Trustees, and that is responsible for responding to reports of any alleged instances of abuse.

Staff/Employee - individuals employed by UUCN

Teacher/Facilitator- person who leads a Faith Formation (FF) class or facilitates discussion in a FF activity.

UUA - Unitarian Universalist Association

UUCN - Unitarian-Universalist Church of Nashua

Volunteers - individuals who donate their time and efforts to UUCN events, programs, tasks, projects, and activities

Vulnerable Adults - individuals 18 and older who are in need of special care or concern due to physical, mental, cognitive, sensory or emotional disability or strain

Young Adults - individuals who are between the ages of 18 and 35 and who are no longer a part of our Children and Youth Faith Formation programming

Youth - children between the ages of 12 to 18 years of age.

Youth Advisor - individuals who work with youth, most often in the Senior High Youth Group.

III. POLICY ADMINISTRATION AND MONITORING

This Policy is in effect at all times. ~~The UUCN staff will administer and implement this policy year-round, and the Board of Trustees will monitor this policy on a regular basis. It must be implemented by the UUCN staff year round and monitored by the Board of Trustees on a regular basis. Due to the confidential nature of the policies, it must be administered by UUCN staff and not by volunteer leadership.~~

The Board of Trustees will conduct a review of this ~~revised~~ policy, ~~originally~~ adopted October 11, 2016, and its implementation within ~~24~~¹⁸ months of its adoption and at least every three years thereafter. As a part of this review, a brief questionnaire may be given to employees and representative church members asking for their reactions and concerns.

IV. PREVENTION ~~AND GUIDELINES~~

A. Identifying Vulnerable Groups

This Policy is intended to minimize risk of abuse, harassment, or harm to **the entire congregation, with special attention to** vulnerable populations within the congregation. Vulnerable populations ~~are defined as~~ include:

- *Children*
- *Vulnerable Adults*

B. Building & Facilities (security and safety)

1. Building Security on Sunday Mornings

- ~~The entrance to the church by the Chapel will be locked at 10:00-11:30 am. on Sunday mornings.~~
- ~~Teachers and group leaders must follow UUCN's current Evacuation Policies.~~
- There will be a Rover present in the Faith Formation wing. Details are in Section V.A.
- The door to the lower level of the Faith Formation wing will be closed at 10:00 am and remain closed until the end of the service.
- The DFF will establish and maintain a system of communication between the DFF, the Rover and any FF volunteers using the Parish House.

2. Evacuation

- Evacuation Procedures will be reviewed annually by staff.
- Evacuation maps will be posted in every room.
- All CYFF Volunteers, Worship Associates and staff will be trained on Evacuation Procedures.
- Staff will offer a training on Evacuation Procedures for church leaders at least once every church year.
- A Church-wide Fire Drill will be held at least once every church year on a Sunday morning.

3. Intruder/Active Shooter

- Intruder/Active Shooter Procedures will be reviewed annually by staff.
- All CYFF Volunteers, Worship Associates and staff will be trained on Intruder/Active Shooter Procedures.
- Staff will offer a training on Intruder/Active Shooter Procedures for church leaders at least once every church year.
- The DFF will create an evacuation procedure for FF teachers and youth leaders.

4. Tornado/Severe Weather

- Tornado/Severe Weather Procedures will be reviewed annually by staff.

- b. All CYFF Volunteers, Worship Associates and staff will be trained on Tornado/Severe Weather Procedures.
 - c. Staff will offer a training on Tornado/Severe Weather Procedures for church leaders at least once every church year.
 - d. A policy on Building Closure due to Inclement Weather will be reviewed annually by staff.
5. Weapons
- a. No firearms are allowed on UUCN premises.
 - b. There will be signs posted banning firearms from the premises by all doors.
6. Smoking/Vaping
- a. No smoking or vaping is allowed in UUCN buildings.
7. Alcohol
- a. See UUCN's Alcohol Policy [here](#)

C. Medical

1. First Aid Kits
- a. An accessible First Aid Kit can be found in each of the following areas: Sanctuary, Kitchen, Parish Hall upstairs, ~~White-Wing~~ Faith Formation wing lower level and the Resource Room.
 - b. Each classroom binder will have basic first-aid supplies and a reminder where full First Aid Kits are located.
 - c. Off-site activities and events - the organizer, contact person or youth leader will bring at least one travel first-aid kit. See Section IV.G for more details on Transportation and off-site activities.
 - d. The responsibility for the maintenance and replenishment of all First Aid Kits rests with UUCN staff.
2. Parents/Guardians will be informed of any situation involving a vulnerable person requiring medical attention aside from rudimentary First Aid.
3. Reporting
- a. Minor injuries or need for first-aid that take place during a FF class or program will be documented using an "Ouch" report.
 - b. More serious or major injuries at any UUCN-sponsored event must be documented within 24 hours and submitted to either the DFF or the Church Administrator using an Incident Report. Accident reports are typically required by police, safety personnel, and insurance companies. Staff or Volunteers in charge should be ready to record all pertinent information.
 - c. Incident Reports are filed with the church's insurance company and kept in the Church Administrator's office. If necessary, they will be filed with the appropriate state agency.

D. Hiring and Volunteer Selection

~~This section applies to all UUCN-sponsored activities either held onsite or offsite.~~

UUCN staff, leadership and volunteers who have access to privileged information or work with families or youth in the course of church sponsored activities are considered to have “access to children and youth.” Such access should only be granted to screened and trained individuals according to the policies outlined below.

For UUCN-sponsored activities where parents or guardians are not present and it is explicitly understood that children or youth are in the care of teachers, volunteers or staff, said teachers, volunteers or staff are considered to be “supervising children”. Such a responsibility should only be granted to screened and trained individuals according to the screening requirements ~~previously~~ outlined in **Section IV.E.**

Working with Children and Youth

It is ultimately the responsibility of the entire congregation, not just those in leadership and teaching positions, to create and maintain a climate that supports the growth and welfare of children and youth. We encourage all church members and friends to read and abide by **this Safe Congregation Policy** ~~the Policy on Sexual Abuse and Molestation Prevention~~. However, those working with young people in the context of our Unitarian Universalist movement have a crucial and privileged role, one which carries with it a great deal of power and influence. Whether acting as a youth advisor, chaperone, childcare worker, teacher, or in any other role, the volunteer has a special opportunity to interact with our young people in ways which are affirming and inspiring to all involved.

While it is important that volunteers be capable of maintaining meaningful friendships with the young people they work with, they must exercise good judgment and mature wisdom in using their influence with children and youth, and refrain from using young people to fulfill their own needs. Young people are in a vulnerable position when dealing with people older than themselves, and may find it difficult to speak out about any inappropriate behavior of their leaders, teachers, and caregivers.

Teachers, helpers, or youth group leaders who have gained the trust of young people, are in a unique situation to observe behavior or be party to a conversation in which a possible abusive situation (either within or outside ~~the~~ UUCN) is revealed. In this situation, it is the adult’s responsibility to report any reasonable cause to suspect child abuse to the DFF or the Minister if the DFF is unavailable. The **CYFF Team Committee** will provide regular training on dealing with suspected abuse or neglect. Refer to the section on Training.

Staff:

1. To support our efforts to provide a Safe Congregation, the Minister(s) and all adult employees will undergo a reference check and criminal and sexual offender background checks prior to employment. Subsequent criminal and sexual-offender checks will be completed during employment at least once every three years.
2. Youth staff must be a minimum of 15 **years of age** and have been actively involved at UUCN (or an affiliated UU congregation) for a minimum of one year and will undergo a reference check prior to employment.
3. The DFF and any staff member who works directly with youth in the Faith Formation Program must be at least 25 years of age.
4. The ~~Baby/Toddler Lead Caregiver~~ **Child Care Lead** must be at least 21 years of age.

Volunteers:

1. Adult volunteers or lay leaders who wish to work with children and vulnerable adults must be a minimum of 18 years of age and have been actively involved at UUCN (or an affiliated UU congregation) for a minimum of one year.
2. Youth volunteers must be a minimum **age** of 15 **years of age** and have been actively involved at UUCN (or an affiliated UU congregation) for a minimum of one year.
3. Adult volunteers or lay leaders who wish to work with youth must be a minimum of 25 years of age and have been actively involved at UUCN (or an affiliated UU congregation) for a minimum of one year.
4. Drivers who transport children and youth must be at least 25 years **old of age**. See sections on Youth and Vulnerable Adults for other restrictions.

Working With Vulnerable Adults

All volunteers who work with vulnerable adults (**For example, members of the** Pastoral Care Team, ~~Adult Faith Formation facilitators, etc.~~) must meet the following criteria:

1. Prior to participating, all volunteers will agree to a background check. After the initial background check, a background check will be done every two years.
2. All volunteers will attend a yearly Safe Congregations Training.
3. All volunteers must have been attending the congregation for at least one year prior to working with vulnerable adults.

In addition, all Pastoral Care Team members will participate in yearly Pastoral Care Team Training and sign a Volunteer Confidentiality Agreement.

E. Screening

1. Prior to volunteering, individuals will meet with a supervising staff to discuss their volunteer interests and past volunteer experience.
2. All volunteers who work directly with or near children and youth as Faith Formation Teachers, Youth Advisors, OWL Facilitators, ROPEs Mentors, or in other capacities must agree to undergo a criminal and sexual-offender background check administered by UUCN staff prior to beginning volunteer work.
3. Background Checks will be completed by UUCN staff and will include a Criminal Offender Record Information, based on reported places of residence. CORI will check for Registered Sex Offenders nationwide .
4. All youth staff and volunteers who work directly with children must undergo a separate screening process that will include reference checks, and written permission from a parent/guardian.
5. All members of the Board of Trustees will agree to undergo a criminal and sexual-offender background check administered by UUCN staff at the beginning of each term.
6. All drivers for UUCN-sponsored activities involving vulnerable populations must show proof of license, registration, and insurance coverage. UUCN will also run a Volunteer Drivers Screening Report. Drivers with any points on their driver's license are ineligible to drive for UUCN-sponsored events unless they receive an exception from the SCRT.
7. Positive returns from any screening process will be evaluated by UUCN staff.
8. Authorization forms for background checks, drivers screening report and reference checks will be kept strictly confidential. Only members of the UUCN staff and Board President will have access to these forms, which will be kept in paper format in a dedicated, locked filing cabinet in the office of the Church Administrator. *Only the Minister, DFF and Church Administrator will have keys to this cabinet.*

Exceptions to Background Check Requirement: Background checks will not be required for adults who come in as guest speakers or presenters in Faith Formation (FF) classes and events but they may be invited to sign the Code of Ethics for Working with Children and Youth. However, during all Faith Formation events where unscreened adult speakers or presenters are present, at least two (2) unrelated screened UUCN volunteers and/or staff will be present. Unscreened adult speakers or presenters will never be left alone with children or youth in any scenario.

Response to Reported Past Sexual Misconduct Convictions: If an adverse report is received, steps to be taken can be found in **Section VIII. [the Policy Section on Responding to A Report or Allegation.](#)**

F. Training and Education

1. Each year the Safe Congregation Response Team, in consultation with the Church Administrator and the DFF, will offer at least one training program that details UUCN's Safe Congregation Policy. Training will include:
 - a. The definition of child abuse according to the New Hampshire mandated reporting law – Child Protection Act RSA 169-C-3 II¹
 - b. Recognizing the signs of physical, psychological and sexual abuse, and neglect, and how to respond to suspected abuse and neglect
 - c. What constitutes appropriate boundaries and inappropriate conduct
 - d. High risk activities and circumstances
 - e. Church policies that govern working with children, youth and other vulnerable populations
 - f. The civil and criminal consequences of misconduct
2. The staff will make their best efforts to meet individually with volunteers who cannot attend the annual training. All volunteers will complete training within 30 days of assuming duties.
3. The link to this UUCN Safe Congregation Policy will appear at least annually in the congregation newsletter, on the Church web site, and in visitor and new member packets.

G. Supervision

- ~~1. Each baby, child and youth will have a registration form on file that includes information about special needs and permission to accompany their group on walks around the building or neighborhood on Sunday mornings. In addition, the registration form will ask for permission to post photographs for UUCN purposes. When registering, parents and guardians will agree to abide by the guidelines within this Safe Congregation Policy.~~
- ~~2. Parents and guardians will speak with the DFF or the Minister about any custody issues, and, upon request, put the most important facts in writing. The DFF or the Minister will communicate appropriately with teachers and youth leaders.~~
- ~~3. During services and classes, children sixth grade or under must have a parent or another responsible adult on the premises unless prior arrangements have been made with the DFF.~~
- ~~4. There will be a Rover in the White Wing section Faith Formation wing from 9:45a to 11:15a who will follow all procedures for safety.~~

¹ RSA 169-C-3, II, defines an abused child as "...a child who has been: Sexually abused; Intentionally physically injured; Psychologically injured so that said child exhibits symptoms of emotional problems generally recognized to result from consistent mistreatment or neglect; Physically injured by other than accidental means."

- ~~5. Parents and guardians may join their children in their programs. If they choose to stay, parents/guardians of school age children will try to support the lesson and minimize any distraction their presence may create.~~
- ~~6. Any participating adult may not consume alcohol or use any drug, which can affect physical or mental performance before or during the carrying out of their responsibilities.~~

G. H. Transportation To and From UUCN Sponsored Events

All field trips must be approved by the DFF or the Chairperson of the Children & Youth Faith Formation Team, ideally at least two weeks prior to the event. It is the responsibility of the Children & Youth Faith Formation Program, or the parents/guardians, to provide safe transportation to and from UUCN sanctioned events. This Policy requires the following:

1. Location: All field trips will originate and end at UUCN, **unless otherwise specified by UUCN staff**. Participants may be driven to and from an event separately if desired.
2. Permission Slips: When traveling to and from field trips, a permission slip signed by a parent or guardian is required for each child/youth participating or being driven to an offsite activity. If a child or youth does not have a signed permission from their parent or guardian, that child or youth will not be allowed to participate in the scheduled event.
3. Youth Responsibilities: There must a signed Youth Code of Ethics on file in order for a youth to participate in an event.
4. Drivers: All drivers must meet the minimum age and screening requirements as outlined in the Hiring and Screening Sections.
5. State and Federal Laws: Every person in the car will have a seat belt and age appropriate seating arranged in reference to airbag safety rules and State requirements. Drivers must comply with all applicable State and federal laws regarding the operation of a motor vehicle. Adults are encouraged to set a good example for children and youth by wearing their seatbelts.
6. Ratios: Ideally, a minimum of two unrelated adults per vehicle must accompany a group going offsite. Exceptions for exigent circumstances may be made by the DFF or the primary adult leader(s), or written permission may be provided by the parent or guardian. When possible, two adults shall be present to transport a single child.
- ~~7. Parent/Guardian Communication: There will be a phone chain for parents of children on trips at the discretion of the teacher for arriving at destination and when leaving to return to home site.~~
8. Safety: the primary adult leader will be supplied with at least one First Aid Kit.
9. Leader Information: Leader(s) must have a list of names, emergency contacts, medical conditions and a parent/guardian emergency treatment authorization with them at all times.

10. Medications: Parents/Guardians should disclose any medication that may need to be taken by their child during the trip to the ~~FF-Staff~~ staff member or volunteer in charge of the trip. Parents/Guardians should talk directly with the UUCN staff member or volunteer responsible for the field trip to agree on appropriate procedures for administering emergency medication that their child may require during the field trip.

V. GUIDELINES

A. Classes and Programs for Children and Youth

1. Each baby, child and youth will have a registration form on file that includes information about special needs and permission to accompany their group on walks around the building or neighborhood on Sunday mornings. In addition, the registration form will ask for permission to post photographs for UUCN purposes. When registering, parents and guardians will agree to abide by the guidelines within this Safe Congregation Policy.
2. Parents and guardians will speak with the DFF or the Minister about any custody issues, and, upon request, put the most important facts in writing. The DFF or the Minister will communicate appropriately with teachers and youth leaders
3. Parents and guardians of children in Faith Formation programs are responsible for supervising their children before and after class time and other Sunday morning activities. During services and classes, children sixth grade or under must have a parent or another responsible adult on the premises unless prior arrangements have been made with the DFF.
 - a. Preschool through Grade FIVE - Parents of children in preschool through fifth grade classes must pick up their children promptly when classes end.
 - b. Sixth Grade and Older - Parents of children in sixth grade and up may make arrangements with the teachers to have their child dismissed independently.
 - c. Mixed Aged Classes - In mixed aged classes the entire class will follow the guidelines for the youngest grade present.
4. At least two unrelated adults should be present in each FF classroom on Sunday mornings and during any UUCN functions involving children or youth unless the DFF or Minister determines otherwise in their sole discretion.
5. There will be a Rover in the Faith Formation wing from 9:45am to 11:15am or the end of classes, who will follow all procedures for safety.
6. Parents may serve as classroom aides and/or visit classes at any time. If they choose to stay, parents/guardians of school age children will try to support the lesson and minimize any distraction their presence may create. In the Our Whole Lives (OWL) class, parents and aides generally are not allowed unless approved ahead of time.
7. Approved guest speakers are welcome at OWL overnight activities.
8. Teachers are subject to the approval of the Children & Youth FF Team.

9. One individual may be alone briefly with a group when the other must leave as dictated by common sense and necessity for such purposes as bathroom breaks and escorting individual children away from the group.
10. If an adult needs to leave the room for more than a brief time, the Rover will be asked to come into the classroom.
11. All classes require an open or windowed door. This does not apply to OWL classes.
12. Children and youth must let teachers know when they are leaving the classroom or meeting space for bathroom visits, water breaks or other adult leader-approved purposes. Children and youth are expected to go straight to the bathroom or approved destination and then return directly and promptly. They will let the teachers or youth leaders know when they have returned.
13. If teachers or youth leaders wish to move their class/group to a location outside the classroom that is approved by the DFF or Rover they will post a sign or message in their classroom clearly indicating where they will be and when they will return.
14. Any participating adult may not consume alcohol or use any drug, which can affect physical or mental performance, before or during the carrying out of their responsibilities.

B. Discipline

For this section, the word “teachers” should be understood to include any person working with children in a UUCN classroom, program or event. UUCN recommends positive discipline techniques (see Definitions Section). Teachers will make best efforts to establish clear expectations, provide rewards and incentives for acceptable behavior, and to use appropriate verbal redirection. In particular:

1. Teachers will strive to discipline with kindness and patience.
2. Teachers will discipline with actions and words designed to help children develop a sense of responsibility and self-control.
3. Teachers will support children in creating caring communities and happy learning experiences.
4. Inappropriate discipline, including corporal punishment and punitive techniques that cause pain, is not permitted and may be construed as child abuse.
5. UUCN does not permit yelling, shaming, or belittling. UUCN discourages sarcasm, which is likely to be misunderstood by children.
6. When a child’s physical safety is at risk, teachers may temporarily hold a child’s hand, wrist, arm, shoulder, or back for the purpose of inducing the child to stand and then walk to a safe location.
7. Teachers will consult with FF Staff and children’s parents/guardians to plan collaboratively how to improve problematic behavior.

8. If a child's behavior is disruptive and has not improved in response to a variety of positive discipline techniques, teachers will communicate with FF staff and may choose to enforce consequences as follows.
 - a. **BREAK INSIDE CLASSROOM:** The child takes a break from participation, but remains inside the classroom. The child is NOT told to stand in a corner, but is directed to sit silently in an area apart from the activity. One teacher is available to supervise the break. The teacher briefly discusses the solution to the problem with the child when s/he is ready to rejoin the class activity.
 - b. **BREAK IN HALLWAY:** A teacher accompanies a child outside the classroom for a break from participation in the hallway. Make sure to summon the Rover if one teacher leaving results in less than two teachers in the room. They briefly discuss the problem and solution when the child is ready to go back in the classroom.
 - c. **BREAK WITH FF STAFF:** A teacher walks with the child to find FF Staff, and the child has a longer break in the company of FF Staff. The FF Staff discusses the problem with the child and works collaboratively to develop a plan or solution.
 - d. **PARENT/GUARDIAN SUPERVISION & REMOVAL FROM A LESSON:** A teacher or FF staff person finds the parent or guardian of the child, and the parent or guardian is asked to supervise the child for the remainder of the class. The parent/guardian and teacher and/or staff member meet subsequently to discuss the problem and develop a plan.
9. Physical violence among children is not allowed. In the unlikely event that a child intentionally hurts someone, teachers will enforce one of the more serious consequences above and report this incident to the parents or guardians of both children, as well as the DFF.
10. In the event that a child's behavior is highly disruptive, dangerous, or repeatedly emotionally hurtful, the FF Staff may decide that the child needs to be excluded from some, or all, participation in the Sunday school program or FF-sponsored events.

C. Touch

Healthy, loving touch is a basic, human need. Common expressions include, but are not limited to, appreciation (high five), condolence (hand on shoulder), comforting and affection (hugs); affirmation (pats on the back); and physical caretaking (diaper changing, face washing, etc.). These are all acceptable and encouraged as long as three guidelines are followed:

1. Touch needs to be respectful and age appropriate.
2. Staff and volunteers will respect a child, youth, or vulnerable adult's preference not to be touched and adjust activities accordingly.

3. Adults should only touch a child if they are in the presence of another adult or in a room with an open door.
4. Staff and volunteers will not touch or interact with children, youth or vulnerable adults in any way that is intended to be sexually stimulating or undertaken for purposes of sexual gratification.

D. Working with Youth

1. All Youth Advisors and teaching volunteers are encouraged to attend a Basic Youth Advisor Training and Advanced Advisor Training when they are appropriate and available.
2. Volunteer teachers, youth advisors and ROPEs mentors will maintain regular contact with the DFF during any year in which they are volunteering as youth advisors, mentors or teachers.
3. There will be a minimum of two screened **unrelated** adults present for youth group meetings and at other events involving youth of the congregation. There must be a minimum of three adults present for overnights. If the required number of adults cannot be present, the event will be canceled.
4. The minimum age for adult volunteers working with youth is 25.
5. Youth Group Events. Youth daytime and evening events and overnights are an integral part of UUCN's youth program. To keep these experiences safe, nurturing, welcoming and enjoyable, UUCN has established these guidelines:
 - a. Only UUCN Youth Group members may participate in Youth Group events other than meetings, unless express permission has been granted by the DFF for visitors to attend. Youth Group members are those youth who have registered for the Children & Youth FF program and have attended UUCN classes or events regularly. Walk-in visitors are not allowed.
 - b. The onsite ratio of adults to youth will be at least 1:10. A minimum of two **unrelated** adults is required for a daytime or evening-only event to take place. The off-site ratio of adults to youth will be at least 1:6 with a minimum of three screened adults required for the event to take place.
 - c. Youth must sign a Youth Code of Ethics to participate in the program and are expected to treat each other with kindness and respect. Youth participants will respect the requests and requirements of adult leaders.
 - d. Youth will not go outside after dark unless accompanied by adult leaders or with an adult leader's permission. If this rule is violated, youth may be sent home after one warning.
 - e. Youth will stay with the larger group or with a designated small group. If this rule is violated, youth may be sent home after one warning.

- f. No firearms, weapons, fireworks, illegal drugs or alcohol are allowed. If a youth violates this rule, they will be sent home immediately. The youth will stay under adult supervision until the parent/guardian arrives. The youth will not be able to participate in overnights, retreats and field trips for one calendar year and then may resume participation if approved by the DFF or their designee.
- g. No smoking or tobacco products are allowed. If a youth participant violates this rule, the tobacco products will be confiscated, the youth's parent/guardian will be called and the youth will be sent home. Further participation in overnights, retreats and field trips will require an individualized written agreement among the youth and adult leaders, the DFF and the youth's parents/guardians.
- h. ~~No sexual activity.~~ Sexual behavior is inappropriate during a youth overnight, field trip or retreat. Sexual activity detracts from the group environment and the sense of group safety. If this rule is broken, the parent/guardian of the youth in question will be called, and the youth may be sent home. Further participation in overnights, retreats and field trips will require an individualized written agreement among the youth and adult leaders, the DFF or the designee and the youth's parent/guardian.
- i. Youth and Advisors will respect UUCN and others' property. If willful destruction of property occurs, the relevant parent/guardians will be notified, restitution will be required and involved youth may be sent home.
- j. ~~Youth and advisors will work together to clean up and restore the overnight space to a tidy and orderly condition.~~

E. Overnights and Trips

1. Adults supervising youth sleepovers must comply with Screening requirements of this Policy. Parents who are staying over with their own youth need not have been active participants.
2. There will always be a minimum of three adults, preferably unrelated, present during sleeping hours regardless of the numbers of youth attending. Two unrelated adults must remain awake during these sleeping hours. During a sleepover at UUCN, there should be a minimum ratio of one adult to eight youth with one additional adult required for each additional four youth.
3. During sleepovers at the UUCN, all outside doors will be locked against entry once the last youth has arrived, and will remain locked until parents arrive for pick-up in the morning or until the building is open for other events.
4. **In order for a youth to participate in an overnight or trip, a parent/guardian will sign the required forms that give consent for teens to participate and provide medical information and release to authorize emergency medical services.** ~~Parent/Guardian Consent and~~

~~Medical Release Form and a Medical Information Form will be required for each youth at the sleepover.~~

~~5. Each youth will be required to complete and sign the Youth Code of Ethics.~~

6. The adult supervisors will maintain a list of attendees.
7. Youth will sleep only in areas equipped with a functioning smoke detector.
8. Adults will be informed of fire safety procedures and youth will be made aware of fire safety guidelines.
9. Ideally, no other groups will be in the building when an overnight occurs. If there are other groups in the building, youth will remain in a separate part of the building until the other event concludes. Every effort will be made to avoid contact between youth and other groups.

F. Nursery and Child Care

1. Drop off and pick up: Parents must sign in/out children and provide cell numbers. The child care provider may use discretion in asking for identification when parents or guardians pick up their children.
2. Parents/Guardians of infants and toddlers may remain in the Nursery or classroom with their children
3. Registration: Parent(s) or Guardian(s) must register their children annually. Visitors must complete a Visitors' Card. The Registration Policy regarding attendance will be followed.
4. Diaper Changing:
 - a. Parents must give written permission to allow Child Care Provider/Staff to change diapers.
 - b. Professional childcare providers who have been trained on diaper changing procedure by the DFF can change diapers.
 - c. Teachers who have not had training in diaper changing should not change diapers. When a child's diaper needs to be changed, teachers will call a parent/guardian on the cell phone or go find a parent/guardian, so s/he can change the diaper.
 - d. Anyone who changes a diaper must wash their hands thoroughly when finished.
5. Toilet training: if there is a lavatory in the nursery/classroom a child may go unaccompanied in the room. If the child needs assistance the door must remain open. When using the public restroom, the door to the hallway must remain open and the child care provider will be available if assistance is needed. If possible, child care provider will contact Rover to provide assistance. Everyone must follow hand washing protocols. If an older child has special needs, DFF will work with child's parents/guardians to develop an individualized plan.
6. Ratios: There will be one caregiver for every four children with a minimum of two child care providers at all times. Parents will be invited to stay to maintain this ratio if needed.

7. Age of providers: Age 15 or older. See Hiring and Screening Sections for details on [Baby/Toddler Child Care](#) Lead age.
8. Minimum number of child care providers: There is a minimum of two child care providers at all times. It is acceptable for both child care providers to be minors, provided they meet age requirements.
9. Training - Child Care Providers shall participate in Safe Congregation Policy training within 30 days of being hired and on an annual basis thereafter.

G. Communications with Children and Youth

Every year, social media, email and virtual communications become more and more integral to the work of UUCN, especially with youth. It is impractical to set out specific rules about interactions online because there are a seemingly infinite number of platforms to use and they change so rapidly. However, it is incumbent upon staff and volunteers who are interacting with youth in their professional capacity to ensure that virtual communications follow the same general principles of safety as outlined in this Policy. Here are key points to keep in mind for social media usage with youth, which apply to all social media as well as emails, phone calls, video chats, text messages, webinars, and any other communications that do not happen in person.

If an advisor is in doubt about any ongoing or new form of social media communication, they should consult with the DFF for guidance.

Groups and witnesses – It is always better to have multiple people (particularly multiple adults) present for virtual communications, to preserve a “group-appropriate” standard and to provide for corroboration should future questions arise. Examples are closed Facebook groups, webinars, video chats or Google+ hangouts with three or more people. Use of social media should always be in a closed group monitored by church staff and parents. The judicious use of texting for church related business of an immediate nature (ex., the group was to meet at 6:30, now it’s changed to 7) should also include parents. UUCN staff might use texting to communicate quickly with teens on staff. All UUCN-related texts should be transparent; toward that end, another adult should be copied on each text.

If an adult volunteer is contacted privately by a minor, they will maintain appropriate boundaries and use discernment. They should either copy another adult on the response or contact the DFF or Minister as soon as practical to inform them that the contact occurred.

Documentation – All digital communications are not confidential. Written evidence or a recording of a communication offers proof should future questions arise. Examples of

documented communications include email or recorded video chats, whereas one-on-one phone calls or automatically deleted text messages (such as SnapChat) could prove problematic.

Parental permission – Parents or guardians of youth should be notified and consulted about communication expectations, such as Facebook, email or phone calls, and be given the opportunity to limit their youth’s participation if it is appropriate, particularly for youth under 18.

Professionalism – Adults leaders and staff should ensure that communications sent through social media do not violate the volunteer or professional relationship they maintain with youth. UUCN believes parents are the final arbiters of how and when their child or youth should receive communication from adults. Staff and adult volunteers will respect any such restrictions expressed by parents.

Youth and Adult Comfort and Privacy - Since many social media platforms are comfortable environments for youth, UUCN staff and adult volunteers should respect that dynamic while also being able to use these same platforms for their own personal and professional uses. Staff and adult leaders will limit their online relationship to minors to the platforms established by UUCN. For example, staff and adult leaders will not accept friend requests from youth on Facebook, but may interact with youth in a group setting, etc. Inappropriate interactions include initiating and engaging youth in conversations better discussed in person, exploring youths’ social media pages and commenting as peers.

H. Pastoral Care

1. Visiting congregants in their homes
 - a. If a Pastoral Care Team (PCT) Member is making a visit to a home where they know children or youth are present during the visit, they must bring a staff member or a second PCT member on the visit.
 - b. If a PCT Member wishes to bring a second person on a pastoral care visit, that second person must be a staff member or another PCT Member.
 - c. Volunteers and staff may not assist with toileting, bathing or dressing.
2. Visiting congregants in a facility
 - a. If a PCT Member wishes to bring a second person on a pastoral care visit, that second person must be a staff member or another PCT Member.
 - b. Volunteers and staff must abide by any guidelines the facility has about visitors.
 - c. Volunteers and staff may not assist with toileting, bathing or dressing.
3. Providing transportation
 - a. Volunteers and staff may only provide transportation for individuals who are able to get into and out of a vehicle on their own.

VI. SAFE CONGREGATION RESPONSE TEAM

In order to ensure continuity, the Safe Congregation Response Team (SCRT) will be established and in place at all times, with the names and phone numbers of team members available to all members and friends of UUCN.

Safe Congregation Response Team membership, responsibilities and roles include:

- A. The membership of the SCRT will include the Minister, the DFF, the Church Administrator, and the President of the Board of Trustees. The Board may add additional Team members at its discretion but may not remove any of the aforementioned unless a conflict of interest arises or for issues found in the Personnel Policy.
 - a. In the case of a conflict of interest, a Team member must be excused from participation and replaced by a suitable alternate.
- B. All members of the SCRT will sign the SCRT Confidentiality Agreement.
- C. The SCRT's function, individually and collectively, is to evaluate and respond to accusations, actual incidents and reports of abuse or any criminal behavior that jeopardizes the safety and well being of the congregation and offer confidential support, advice and counsel with concern for the safety of all parties involved.
- D. The SCRT will have the following responsibilities
 - a. ~~Know about~~ Have access to information about community resources for child abuse, intimate partner violence, treatment for sex offenders and support groups for survivors.
 - b. Know about state laws regarding reporting.
 - c. Be a resource for people to share their concerns.
 - d. Evaluate prospective teachers, child care providers, youth group leaders or other volunteers that are flagged as needing more information or follow up.
 - e. Participate in an annual training for all volunteers and staff who work with vulnerable populations on issues, policies and procedures relevant to sexual/physical abuse.
 - f. Receive allegations of possible abuse and follow a process for expedient handling of each allegation.
 - g. Communicate with other SCRT members upon receiving a report or allegation.
 - h. Meet with convicted sex offenders to develop a Limited Access Agreement for participation in congregational activities.

All activities of the SCRT will be conducted in a confidential manner and may only be disclosed when necessary and appropriate as determined by the SCRT or as required by law.

VII. BEHAVIOR

UUCN's behavior policy reflects a commitment to creating a safe and welcoming environment. While we are a congregation that welcomes all individuals, we are responsible for providing a safe environment and as such, we do not welcome all behaviors. If at any time a person's physical and/or emotional well-being or the well-being of the congregation is threatened, the source of the threat must be addressed. In some cases this may require removal of the disruptive person(s) from UUCN property and activities, possibly permanently.

Behavior warranting response can be characterized as one or more of the following

- **Dangerous Behavior:** the individual(s) embodies a threat or perceived threat to persons or property,
- **Disruptive Behavior:** the individual(s) behavior interferes with church activities
- **Offensive Behavior:** the individual(s) behavior is inconsistent with our UU values and principles
- **Harassment:** unwelcome conduct that is based on race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability, sexual orientation or genetic information.

Dangerous Behaviors - In the case of behavior which is deemed to be dangerous, an immediate response shall be taken. The response can include asking the disruptive person(s) to cease the behavior, asking them to leave the event/activity, and/or suspending the event/activity. If the behavior continues, or the situation requires further assistance, the Nashua Police Department shall be called. If the danger is deemed to be immediate, the Police may be called without first approaching the source of the danger.

Ideally, the person responding will be the Minister or a staff member. If staff are not present or available, other church leadership should take this responsibility. After an occurrence of a dangerous disruption, an Incident Report shall be completed, detailing all resulting responses taken and outcomes. The Safe Congregation Response Team shall meet to review the origin of the event and the effectiveness of the response, and follow steps outlined in Section VIII of this policy.

Disruptive Behaviors – If a situation arises where a behavior interferes with UUCN activities, the behavior should be reported to the Minister, staff or church leadership as soon as practical. If a situation is reported to staff or church leadership, it shall be communicated to the Minister. An Incident Report shall be completed, detailing all resulting responses taken and outcomes. If the Minister deems it appropriate, they may approach the involved person(s) to discuss the situation

and possible resolution. At their discretion, the Minister may also choose to take a situation to the Safe Congregation Response Team for review, either before or after approaching the person(s) involved. The Safe Congregation Response Team will then review the situation for severity and determine the appropriate response.

Offensive Behaviors - If a situation arises where a behavior is inconsistent with UU values and principles, we encourage people to work within our Covenant of Right Relationship.

Harassment - If a situation arises where an individual is harassed by another individual in the congregation, we will abide by all state and federal laws.

If a person believes they have been or are being harassed by anyone encountered in the course of your time at UUCN, they should report that conduct immediately to the Minister. If the complaint involves the Minister, or if the Minister is unavailable, they should immediately report it to the President of the congregation.

The SCRT will investigate every complaint or report of harassment promptly. Although investigations are conducted with sensitivity to confidentiality issues, investigative information is communicated as appropriate to those with a need to know. Appropriate action is taken quickly if the investigation indicates that a violation of this policy has occurred.

Possible Responses/Remediation

If a situation is referred to the SCRT, the team will determine the appropriate response to individual situations on a case by case basis using the following guidelines:

- All situations will be approached as individual events, with no prejudgment
- All relevant information will be collected
- The severity of the situation will be determined in regards to danger, disruptiveness, offensiveness and harassment
- The causes of the situation will be analysed, along with any relevant history
- The potential for the situation to recur or reduce in the future will be assessed

Possible remediation includes:

- Meeting with the person(s) involved in the manner most suitable to the situation, and in accordance with UUCN's Covenant of Right Relationship.
- Limiting individual's access to and/or participation in UUCN events/activities, with a clear understanding of how and/or if their return to such activities/events may be allowed. The terms of such an understanding should be clearly laid out in a Limited Access Agreement. A copy should be provided to the individual(s) involved and a copy should be kept in church files, as stipulated below.

- Permanently excluding an individual from UUCN grounds, events and activities. The decision to permanently exclude an individual will be made by the SCRT. If the decision to exclude is made, a letter from the Minister and President informing the individual(s) of the exclusion, its reason and the individual's rights and possible recourse will be mailed to the individual via Certified Mail.

All activities of the SCRT will be conducted in a confidential manner and may only be disclosed when necessary and appropriate as determined by the SCRT or as required by law.

Record Keeping - All events and reports of behaviors outlined in this section and any ensuing responses taken will be documented and kept by the SCRT. These records can be used to provide context and continuity should similar issues arise. All records will be kept strictly confidential. Only members of the SCRT will have access to these forms, which will be kept in paper format in a dedicated, locked filing cabinet in the office of the Church Administrator. Only the Minister, DFF and Church Administrator will have keys to this cabinet.

VIII. RESPONDING TO A REPORT, COMPLAINT OR ALLEGATION

UUCN is committed to maintaining the safest environment possible for children, youth and adults while being a religious community open to those who would like to worship on Sunday morning. The goal of this policy is to respond to a report, complaint or allegation rationally, compassionately and with unity of purpose. Creating and maintaining a healing community is to create an environment of trust within which both victims and offenders feel safe enough to speak about what has happened. With this goal in mind, the SCRT is charged with responding to abuse allegations.

When someone who has been legally charged with or convicted of a crime against a child, youth or adult - including but not limited to child abuse, sexual abuse, assault and intimate partner violence - seeks to attend our services or participate in other congregational activities, it is our responsibility to address both the need to be a welcoming congregation and the need to maintain as safe an environment as possible for all people.

Additionally, when someone has been accused of a crime against a child, youth or adult (whether or not the incident is church-related) or an allegation or complaint of inappropriate or illegal behavior has been made, it is our responsibility to execute due diligence in following all applicable federal, state and local laws as well as to maintain the respect and dignity of all people involved.

There are several situations which may prompt a response regarding a complaint, report or concern about sexual or physical abuse, including but not limited to:

1. A child, youth or adult reports possible abuse by congregational staff, a member, another youth or an attendee
2. A UUCN member, official, friend or attendee suspects that a child, youth or vulnerable adult is being abused
3. A child or youth reports possible abuse by a family member or another individual
4. UUCN officials learn that a member, friend, employee or attendee (child, youth or adult) is under investigation for allegedly abusing others, or
5. UUCN officials learn that a member, friend, employee or attendee (youth or adult) has been convicted of a crime.

Because child abuse (and abuse of incapacitated adults) is addressed directly in New Hampshire state law, such cases require that reporting laws be followed. Those steps are outlined in the following section.

- A. Role of Person Who Receives a Report of Abuse.
 - a. Any person witnessing, having knowledge of or having reasonable suspicion of injury, exploitation, objectionable conduct toward, physical or sexual abuse of any child or youth or other vulnerable person at UUCN shall report the information immediately to the Minister, the DFF or a member of the SCRT. Of these, whoever receives the information shall be responsible for reporting to the others. The reporting person will follow all UUCN Policies as well as federal, state and local laws.
 - b. Any person who becomes aware of charges or convictions made against an employee, volunteer, member or attendee of UUCN shall report the information immediately to the Minister, the DFF or a member of the SCRT. Of these, whoever received the information shall be responsible for reporting to the others.
- B. Role of Minister, DFF or other SCRT Member Who Receives A Report
 - a. Inform other SCRT members so that the Minister and DFF can determine:
 - i. What level of confidentiality should apply to the Report
 - ii. If there is imminent danger and a child should not be released to their parent/guardian
 - iii. Whether a report must be made immediately and the local authorities called
 - iv. Whether a meeting of the SCRT should be convened
 - b. Assist the reporting person in completing a written report using Report of Suspected Abuse Form.
 - c. Take appropriate action to ensure the safety of the children and/or vulnerable person in the congregation pending investigation of the Report
 - d. Abide by New Hampshire law on reporting abuse
 - e. Where the Report may disclose criminal activity, refer the matter to law enforcement
- C. Evaluation of Need for Limited Access
 - a. If it is determined that any person should have restricted access to children or vulnerable adults, or should be denied permanent access to the congregation, that person shall be required to sign a Limited Access Agreement and shall not be allowed to have any contact with children or youth and may be asked to resign their membership and/or participation in congregational life. The latter would involve a permanent denial of access.
 - b. Steps to assessing and implementing an Agreement include
 - i. The Minister and/or the DFF will meet with the individual in question to discuss the charges against them and to determine how they would like to participate in congregational life.

- ii. The Minister and/or the DFF will inform the remaining members of the SCRT. The SCRT will determine whether this person may safely participate in congregational life, and under what conditions. The SCRT will provide an individualized agreement for the individual in question to sign governing the manner in which they may attend UUCN worship services and other UUCN sponsored events.
- iii. The individual will sign and abide by the Agreement. A copy of the Agreement will be retained by the Minister who will oversee its implementation with the support of the SCRT.
- iv. The Board of Trustees will be informed about all Limited Access Agreements.
- v. A list of companions will be provided to the individual in question if specified in the Agreement.

D. Disclosures or Concerns About Staff or Volunteers

- a. The SCRT will follow all policies in the UUCN Personnel Manual.
- b. If the SCRT or Minister deems that it is appropriate to remove a staff member or volunteer from a position, or to restrict in any way their role with children, youth or vulnerable adults, the SCRT and/or the Minister will provide the affected employee or volunteer an opportunity to:
 - i. Know the complaints/allegations against them
 - ii. Know the evidence supporting such complaints/allegations
 - iii. Have the right to reply to such complaints/allegations

E. Disclosures or Concerns about the Minister

- a. Disclosures or concerns about the Minister will be taken directly to the President of the congregation, who will work with the Board of Trustees to respond.
- b. The next points of contact shall include the New England Regional Lead of the UUA or the UUA Department of Ministry.
- c. The Board will follow all policies in the UUCN Personnel Manual, and abide by the guidelines spelled out in the Minister's Letter of Call and Ministry Agreement.
- d. If the congregation votes to dismiss the Minister, or the Board decides to restrict in any way the Minister's role with children, youth or vulnerable adults, the Board will provide the Minister an opportunity to:
 - i. Know the complaints/allegations against them
 - ii. Know the evidence supporting such complaints/allegations
 - iii. Have the right to reply to such complaints/allegations

F. Youth Who May Be Abusers

- a. If a youth incident comes to the attention of the member of the SCRT, the Team member should contact the parents of both children to discuss the allegation and

next steps. In most cases, the family will be required to demonstrate that the alleged abuser has completed a comprehensive assessment by a child psychologist or appropriate mental health professional before the alleged abuser is allowed to continue to attend Faith Formation Programs. The SCRT may ask for documentation of the assessment from the professional.

- b. It is not the responsibility of the Minister or the SCRT to determine if abuse has occurred, but rather to assure that an appropriate assessment does take place. In some instances, the SCRT may also determine that the matter should be referred to DCYF.
 - c. If the evaluation described above indicates that the child has a behavior problem that is likely to result in continued abuse, the SCRT, in consultation with the child's parents and the Children & Youth FF Team shall determine how and if the child can safely be involved with the Faith Formation Program. If the SCRT determines that the child can participate in FF, a individualized Limited Access Agreement shall be developed and signed by both the child and their parents/guardians. In some cases, it may be necessary to deny the child continued involvement with other children until psychological counseling, therapy or other appropriate treatment is completed.
 - d. In some situations, a family will want to bring a child who has been treated for abusive behavior back into the congregation after psychological counseling therapy, or other appropriate treatment is completed. In such cases, the SCRT, in consultation with the child's parents, shall develop an individualized Limited Access Agreement to be signed by both the child and their parents/guardians. The SCRT recognizes that in such cases, pastoral care and support from the wider congregation for the family(ies) involved is an important element of this process.
- G. Safety and Pastoral Needs of the Congregation
- i. Following a report of suspected abuse, the SCRT will also develop a plan to address the pastoral needs of our congregation, including the needs of:
 - i. The person/child who has allegedly been abused: This may include providing information about or referrals to appropriate professional, community, and UUCN or UU resources, as needed. Additionally the SCRT may assist in dealing with the appropriate authorities.
 - ii. Other members and friends of our congregation:
 - iii. members, friends, or attendees immediately affected by the incident (such as family members or partners) whose needs we can help meet, either directly or indirectly;
 - iv. the Minister (or other members of the staff) to aid in dealing with the pastoral needs of the victim or accused person;

- v. other members and friends of the congregation who witnessed one or more incidents or, who having heard about them, are reminded of their own concerns; and
 - vi. other congregation members and friends who are relied on to a great degree by the person/child who has allegedly been abused or accused offender (or those connected to them).
 - b. The accused person: Support may include helping the accused person access the appropriate professional, community, and spiritual resources. While there may be feelings of ill-will toward the accused person, if that individual is a part of our community, they also deserve our support; withdrawing it at this critical point in that person's life might have severe detrimental long-term effects on their behavior in the future. It remains the mission of this congregation to recognize and support the integrity and inherent worth and dignity of that person even though we do not condone inappropriate behaviors, and to treat them with compassion.
 - c. Other persons/children who have allegedly been abused and who have been reluctant to come forward: If warranted, the response plan will include a way of reaching out to these individuals in a manner that is non-threatening.
- B. The plan established will be such that other individuals are not put at risk for further incidents.

IX. REPORTING PROCEDURES

Anyone who becomes aware or suspicious of sexual or physical abuse, sexual harassment, disruptive/dangerous behavior, conduct, charges, reports, complaints, investigations or convictions must report this information immediately to either the Minister, DFF, or a member of the SCRT.

A. Role of Person Informed of An Incident of Abuse

- a. Report the incident to the Minister, DFF or other member of the SCRT. Of these whoever receives the information shall be responsible for reporting to the others. In the event that the charges involve a minister, the next points of contact will be the Regional Lead of the New England Region or the UUA Department of Ministry
- b. Complete the Report of Suspected Abuse form
- c. New Hampshire state law, RSA 169-C, the Child Protection Act, states that any person who has reason to suspect that a child under the age of 18 has been abused and/or neglected **must** make a report to the Division for Children, Youth and Families (DCYF) immediately. This law also states that any person making a report in good faith is immune from any civil or criminal liability.
- d. New Hampshire state law, RSA 161-F 46², the Adult Protection Law, requires any person who has a reason to believe that an elderly incapacitated adult has been subjected to physical abuse, neglect, or exploitation or is living in hazardous conditions must notify their local law enforcement agency.
- e. It is not the function of the SCRT to conduct an investigation into accusations of child abuse. It is both New Hampshire law (RSA 169-C, “Child Protection Act”) and the policy of the Unitarian-Universalist Church of Nashua to immediately report any situation in which any person has reasonable cause to suspect that a child has been or is likely to be abused or neglected.

² **161-F:46 Reports of Adult Abuse; Investigations.** – Any person, including, but not limited to, physicians, other health care professionals, social workers, clergy, and law enforcement officials, suspecting or believing in good faith that any adult who is or who is suspected to be vulnerable has been subjected to abuse, neglect, self-neglect, or exploitation or is living in hazardous conditions shall report or cause a report to be made as follows:

I. An oral report, by telephone or otherwise, shall be made immediately, followed by a written report, if so requested, to the commissioner or his authorized representative. When oral reports are made after working hours of the department, or on weekends or holidays, such reports shall be made to the police department of the appropriate political subdivision, or to the sheriff of the county, in which the alleged abuse, neglect or exploitation occurred. Law enforcement officials receiving reports under this paragraph shall notify the commissioner within 72 hours of receipt of such reports.

II. Within 72 hours following receipt by the commissioner or his authorized representative of such oral reports, an investigation shall be initiated by the commissioner or his authorized representative.

III. Investigations shall not be made if the commissioner or his authorized representative determines that the report is frivolous or without a factual basis.

- f. In the presence of one of the members of the SCRT, the reporting person must report the incident to DCYF (1-800-894-5533). The reporting person should keep careful written notes of the telephone conversation and the name of the person they are speaking with. A follow-up written report by the reporting person may be required by DCYF.
 - g. If the victim is an adult, the abuse report must be made through the local or State Adult Protective Services (APS) Agency in the presence of one of the members of the SCRT. Calls may be made to the Bureau of Elderly and Adult Services (BEAS) at 603-271-7014 or toll free at 1-800-949-0470.
 - h. The entire matter must be kept confidential from anyone other than the Minister, the DFF or other members of the SCRT until information is received that an investigation has been completed.
- B. The Role of the SCRT
- a. The Minister, DFF, and other members of the SCRT shall carefully document the handling of the incident and report the incident immediately, as appropriate, to the child's parents/guardians, the proper civil authorities and the congregation's insurance company.
 - b. If the member of the SCRT, upon being informed of suspected abuse, believes that a child may be in imminent danger should that child be released to their parents, the SCRT will contact state and local authorities and turn over the investigation to those agencies.
 - c. When a report is filed by any person on behalf of any child and the alleged abuser is a church employee, member or attendee, the SCRT will immediately develop an interim safety plan during the investigation of the abuse. The purpose of this plan is not only to safeguard our children, but to provide protection to the accused abuser from further complaints. If the accused abuser is another youth, the plan must be developed with input from parents or guardians of both the alleged abuser and the victim. The plan will be clearly communicated to the accused abuser or, if a minor, their parents or guardians, by the SCRT. If an individual has been legally accused of sexual misconduct and is currently involved in civil or criminal litigation of such a charge, that individual will not have contact with children or youth or the parties involved until there is final disposition of the case (resolution).
 - d. In all cases, the SCRT or the Board of Trustees may seek legal counsel before proceeding with a Limited Access Agreement.
 - e. The SCRT shall reach out to the victim and the victim's family and extend whatever pastoral resources are needed.
 - f. In the event that knowledge of the incident becomes public, the SCRT shall utilize the UUCN Crisis Communication Plan.

- g. The SCRT shall determine how to address the incident within the congregation. While civil authorities are investigating the reported incident, the SCRT shall determine the appropriate actions to be taken regarding the accused.

Minister's Report to the Board of Trustees
Rev. Allison Palm
UU Church of Nashua, NH
April 10, 2017

1. WITHIN

The Unitarian-Universalist Church of Nashua is a spiritual home where members and friends experience personal transformation by: Participating in varied and meaningful common worship that nurtures, challenges, and inspires; Exploring religious values and discovering individual truths; Joining in fellowship with other members and friends.

- Average Sunday attendance this year: 188. Last year at this time was 205.
- We had 15 attendees at this month's Body & Soul service
- The Youth Group offered a wonderful service on March 19.
- Rev. Patrick, Rev. Barbara and I did a second three-way pulpit swap on April 9.
- I am working with the ROPES leaders and Sandra on the ROPES services for May 20 and 21. Because of the size of the group, we will be having a special service on Saturday evening, which will include full credos from all 20 youth, in addition to the Sunday morning service, which will have abbreviated reflections. All are welcome at both services.
- TUUsdays have continued, with an average attendance of 6 (ranging from 1-24). The AFF Team is evaluating how and if to continue this program.
- Cakes for the Queen of Heaven will be offered in two parts: one this spring and one next fall.
- We have narrowed our DFF candidates down to 2. We did an all-day interview with one on April 8 and will do the second one on April 15.

2. AMONG

The Unitarian-Universalist Church of Nashua is a welcoming religious community for all ages where we live our mission by: Creating a beloved community where we minister to one another; Supporting and respecting one another in our daily lives and our religious journeys; Generously giving of our time, talents, and money; Being good stewards of our church resources in pursuit of our mission.

- Our Stewardship Campaign has collected \$327,873.50 from 150 pledge units. Our goal was \$335,000 from 185 pledge units. We are doing well on money, less well on pledge units.
- The Auction Team is working hard to get ready for our May 6 Auction. They are currently collecting donations of services.
- I have been working on the FY2018 Budget, based on requests from our various Teams. I will be sharing an initial look at next year's budget with the Board at this meeting.
- The Shared Ministry Team held the second of four PercUUlate sessions on the Covenant of Right Relationship. We had 18 attendees. How to live in to our covenant will be a continuing conversation for us.
- We have converted our church calendar on the website to a Google Calendar. We had been having a lot of glitches with the old calendar, including at least one that caused a major double-booking. The new calendar seems to be working well.
- The Leadership Development Team partnered with the Board to host their Spring Leadership Summit. (Thanks, BoT!) I heard it was well attended, and that some issues around growth and change came up. As a result, the Shared Ministry Team has offered to host the next Leadership Summit on the topic of growth and change.

- Sandra and I have been talking with the Personnel Team about revising the role of the Lead Baby/Toddler Child Care provider. We plan for an incremental increase in responsibilities over the next two years, culminating in this position having direct responsibility over child care providers both on Sundays mornings and for events.

3. BEYOND

The Unitarian-Universalist Church of Nashua is a beacon of liberal religious thought and action, making a positive impact in our neighborhood and in the world by: Promoting our values and programs so that others will hear our voice and have the opportunity to join us; Welcoming people who are seeking a spiritual home and personal transformation; Partnering with other congregations and institutions in advocating for and promoting social justice; Actively participating in regional (Northern New England District) and national (Unitarian Universalist Association) Unitarian Universalist programs and activities.

- We had a Membership Class on March 29, and five new members have signed the book as a result. We will honor 12 new members on April 16 in the service.
- Our new Black Lives Matter Banner should arrive any day now. The BLM Team plans to put it up as soon as it arrives.
- Our “Being White in a Racist World” class has continued with approx. 30 participants
- Several people from the congregation have been learning about what it might mean for our church to get involved in local Sanctuary efforts. The Social Justice Leadership Team is hearing a proposal on April 10 about creating a formal sub-team to work on this.
- The Social Justice Leadership Team has three new members, including a co-chair, who will be taking over from Ellen Barr at the end of this year.
- We had groups carpool to the Minns Lectures in Boston (Topic: BLM and UUism) on March 31 and April 1. 13 people attended on March 31 and 7 people on April 1 (despite the snow!).
- I know there has been a lot of turbulence in our UUA over the past few weeks. I held a session to talk about the recent events and answer questions on April 9 after the service; approx. 30 people attended. If anyone on the Board has questions, I am happy to try to answer them.
- Our congregation has signed on for the White Supremacy Teach-In on May 7, called for by Black Lives of UU. Our children will be in an AREA event that morning, led by me and other members of the BLM Team. We will have a guest from BLM Boston speak that afternoon for the adults, starting at 1:00pm.

4. CHILDREN’S WINTER GARDEN WITH WHITE WING SCHOOL

- Current enrollment is steady at 61. There are 65 students pre-registered for the 2017-2018 school year.
- Finances continue to look good, with a small projected budget surplus for this year.
- The first ever Outreach Offering for the combined Donna Purkhiser and Gregory McDevitt Scholarship Fund took place last month, and raised a total of \$4278.94
- We continue to work on a solution for the playground stones.
- There is a need for 3 more church members and 1 more parent on the Board for next year.

5. FINANCES

Income has caught up and surpassed expenses. We are 78% of the way through this year. Income is right on track at 78.87%. Expenses are behind at 75.44%. We have a large surplus at the moment, which will likely shrink as end of the year expenses occur and income slows down.

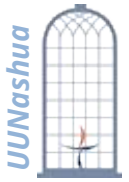
	Actual	Budget	Percentage
INCOME			
Endowment	\$113,882.58	\$133,946.00	85.02%
Fundraisers	\$1,900.00	\$11,800.00	16.10%
Outreach Collections	\$32,280.72	\$35,000.00	92.23%
Pledges	\$242,000.41	\$310,000.00	78.19%
User Fees	\$6,386.25	\$6,000.00	106.44%
CWG-WWS Contribution	\$16,800	\$28,000.00	60.00%
Other Income	\$1,276.16	\$800.00	159.52%
TOTAL INCOME	\$414,526.12	\$525,546.00	78.87%
EXPENSES			
<i>Programs</i>			
Music & Worship	\$7,120.76	\$9,800.00	63.64%
Faith Formation	\$2,093.85	\$6,350.00	32.97%
Membership	\$2,119.85	\$3,585.00	55.20%
Social Justice	\$33,448.76	\$39,300.00	85.11%
Leadership Development	\$79.84	\$500.00	15.97%
Discretionary Funds	\$901.69	\$2,000.00	45.08%
Total Programs	\$45,772.95	\$61,535.00	74.38%
<i>Operations</i>			
Administration	\$25,472.14	\$35,844.00	71.06%
Communications	\$1,671.43	\$3,300.00	50.65%
Stewardship	\$1,056.54	\$1,800.00	58.70%
Denomination	\$21,172.00	\$21,172.00	100%
Property	\$65,490.83	\$85,200.00	76.87%
Total Operations	\$114,862.94	\$147,316.00	77.97%
<i>Staff</i>			
Minister	\$93,346.80	\$123,932.00	75.32%
Director of Faith Formation	\$55,822.28	\$76,719.00	72.76%
Music Director	\$12,142.82	\$16,516.00	73.52%
Membership Coordinator	\$12,042.40	\$15,906.00	75.71%
Church Administrator	\$30,497.68	\$41,783.00	72.99%
Bookkeeper	\$3,740.42	\$4,575.00	81.76%
Sexton	\$21,691.56	\$27,420.00	79.10%
Child Care	\$4,097.45	\$4,468.00	91.71%
Coffee Crew	\$1,171.91	\$905.00	129.49%
Total Staff	\$234,553.32	\$312,224.00	75.12%
One-Time Expense: DFF Search	\$942.65	\$4,000.00	23.57%
TOTAL EXPENSES	\$396,131.86	\$525,075.00	75.44%
Difference	\$18,394.26	\$471.00	

6. SCHEDULE

- I will be at the New England Regional Assembly in Woburn, MA April 21-22.
- I am attending a staffing and supervision training in New Jersey on May 4 & 5.



Bylaws Change Recommendations



Bylaws Review Committee:

Burns Fisher

Steve Hedges

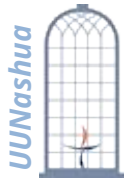
Carol Houde

John Sanders

Monica Staples



Major Categories of Change Recommendations



- Membership (Article 3)
- Congregational Meetings (Article 5)
- Officers (Article 6)
- BoT Member Terms and Term Limits (Paragraphs 7.2 and 7.3)
- Investment Authority and Oversight (Paragraphs 11.2 and 11.3)
- Remove “Affiliated Organizations”
- Did not change Cemetery
- “Tweaking” —minor wording changes/clarification (throughout)



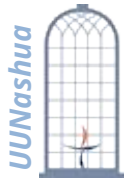
Membership (Article 3)



- Many Churches have an “affirmation of inclusion” which we have proposed adding
- Only one categories of members now
 - Required many small edits throughout
- Delay is shorter due to more stringent policy requirements for membership
- We tweaked the membership termination stuff to be more clear.
 - We believe an officer (Clerk) should still be involved in the decision.
 - Clerk is RESPONSIBLE but need not do all the work
 - Clerk *certifies*
- Added provision for lapsed members to vote immediately
- Added a section to allow removal for cause (it’s not easy to do, but possible)



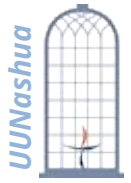
Congregational Meetings (Article 5)



- **Regular meeting 6 weeks notification not 8**
- **Special Meetings**
 - Most changes because of special meetings
 - Minor wording changes to fix inconsistencies
 - Need to make notification timing work in all cases (Special meeting must be called within 45 days of a petition. Must be time to give the required notification!)



Officers (Article 6)

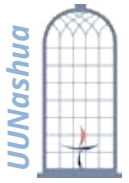


- **Duties of the Clerk (Paragraph 6.5)**

- Makes it more clear that the clerk is “certifying” and “reporting changes” to the member registry, not maintaining it. We felt that it was appropriate an officer to have some oversight



Board of Trustees (Article 7)

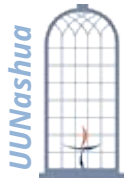


- **Term Limits (*Board Requested Review*)**

- Recommend still keeping 5-year-off rule. If trustee needs to be off for a short while, Board has authority to grant a leave of absence. Otherwise too complicated! (Board only)



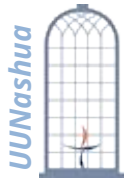
Nashua Cemetery Association (Article 10)



- **Unchanged**
 - Not that we think it is perfect
 - We believe two full years of listening, interaction with the congregation and the current cemetery board, and reflection is warranted.
- **Problems to solve**
 - Lines of authority
 - NCA board is both strategic and executive
 - How do they relate to the church CEO
 - NCA can have members who are not on the board. How does that happen? Committee/team-like or membership-like
 - Size of board and duties of officers (should not be customized to current situations)
 - Term limits



Investment Authority & Oversight (Article 11)

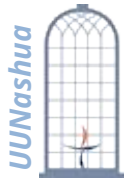


- **Board Authority Delegation**

- Updated to allow more (but still prudent) choices among financial institutions
- Do not specify requirement for Invested Funds committee; just give board to power to delegate to members. (We removed the paragraph that required IF committee)



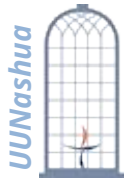
Affiliated Organizations



- **Designation of an AO totally removed from bylaws (formerly Article 13)**
 - Bylaws never really said what it meant
 - Executive function to allow organizations special privileges.
 - Could not come up with a definition that really fit



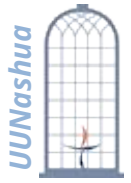
Most significant “tweaks”-1



- **Affiliation and Purpose (Article 1 and 2)**
 - Removed “odd” language
 - Simplified and reference UUA P&P rather than copying
- **“Voting Member”**
 - Changed “voting member” to “member” in multiple places
 - A few minor sentence changes to accomplish the same thing.
- **Clarification-May**
 - Sometimes “may” is unclear
 - Example: “An interim minister may be employed by 2/3 vote”. Does this mean an interim minister is optional or 2/3 vote is optional? In some cases we changed to make it more clear. “Employment of an interim minister requires a 2/3 vote”.
 - Shall and must (special meetings 2nd sentence of 5.3)



Most significant “tweaks”-2



- **Absence**

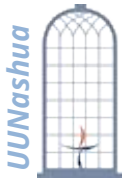
- Board need not get a sub when minister is taking a day off. Only required for a “prolonged” absence (e.g. sabbatical, vacation, etc at board’s discretion)

- **Ministerial Authority**

- Removed Ex officio member of board of preschool.
 - Policy
 - Preschool is not otherwise even mentioned



Policies Assumed/Needed in New Bylaws



- **Required New Policies**
- Membership—we assume it will take a while for example

BYLAWS

For

The Unitarian-Universalist Church
Of Nashua, New Hampshire

Adopted June 10, 2010

Revised June 6, 2013

Revised July 1, 2016

Revised July 1, 2017

**2017 ~~BYLAWS~~ Bylaws
Committee
Recommendations ~~ECOMME~~
~~NDATIONS INCORPORATED~~**

CHANGE HISTORY

DATE	CHANGE SUMMARY
June 10, 2010	Major revision adopted by congregational vote.
June 6, 2013	<p>Para 3.2, change to requirements for Voting Member status.</p> <p>Para 4.3, change to increase authority of the Minister.</p> <p>Para 7.1, 7.2, & 7.5, reduced the Board of Trustees from 13 to nine members.</p> <p>Para 9.3, increased the percentage of voting members required to call a Minister.</p> <p>Para 11.3, changed Executive Board to Board of Trustees.</p>
July 1, 2016	<p>Para 3.1 & 3.2, change to age requirements for Members and Voting Members</p> <p>Para 4.1, 4.2 & 4.3, major revisions to Congregation, Board & Minister authority</p> <p>Para 4.4, new paragraph replacing previous para 6.7 & 6.8, now deleted</p> <p>Para 4.5, new paragraph replacing text from para 6.2, now deleted</p> <p>Para 4.6, previously paragraph 4.4, clarified Cemetery board & treasurer authority</p> <p>Para 5.1, changed Church fiscal year; effective retroactively on 06/01/2016</p> <p>Para 5.2, clarified Annual Meeting posting requirements</p> <p>Para 6.1, changed number of officers to four; deleted Asst. Treasurers from Table</p> <p>Para 6.2, clarified full (voting) ex officio membership; deleted text now in para 4.5</p> <p>Para 6.3, removed vacancy contingency; already covered in para 7.6</p> <p>Para 6.4, clarified roles and responsibilities of the Treasurer</p> <p>Para 6.6, 6.7 & 6.8, deleted in their entirety; 6.7 & 6.8 now covered in para 4.4</p> <p>Para 7.1, deleted Minister's ex officio membership; now covered in para 9.2</p> <p>Para 9.1, strengthened Minister's administrative supervision role</p> <p>Para 9.2, clarified Minister's non-voting ex officio role</p> <p>Para 10.1, added a fourth trustee to the Cemetery Association board</p> <p>Para 10.2 & 10.3, clarified roles of Cemetery Association treasurer and board</p> <p>Para 13.1, eliminated White Wing School as example of an Affiliated Organization</p>
July 1, 2017	<p>Para 6.1, changed term limits for Officers of the Church</p> <p>Para 7.2 & 7.3, changed and clarified Board Member term limits</p>

ARTICLE 1 NAME AND AFFILIATION

1.1 NAME

The name of this congregation shall be the Unitarian-Universalist Church of Nashua, New Hampshire (the “Church”).

1.2 AFFILIATION

This Church shall be a member of the Unitarian Universalist Association (UUA), ~~and the local district of the Unitarian Universalist Association. It shall cooperate with affiliated organizations. It shall aid in the establishment of Unitarian Universalist churches and fellowships as well as its appropriate district or region.~~

ARTICLE 2 PURPOSE

As stated in the Articles of Agreement dated March 4, 1957, “The purpose of this corporation shall be: (1) to maintain a place of worship in accordance with the traditions and usages of the Unitarian and Universalist denominations; (2) to provide opportunities for the study and practice of the Unitarian-Universalist religion; (3) to serve the community in ways of religious usefulness; (4) to advance the cause of Unitarian-Universalist liberal religion; (5) to maintain the free exercise of private judgment in all matters of belief, the preservation of personal integrity, the continuing search for truth through the use of critical inquiry, the democratic method in human relations and the obligation to work for the greater good of all humanity.”

In addition, our purpose is to affirm and promote: the Purposes and Principles of the UUA.

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

ARTICLE 3 MEMBERSHIP

3.1 Affirmation of Inclusion MEMBERS

We welcome all to share in the life, leadership, ministry, fellowship, worship, responsibilities, blessings, and joys of our Church’s life. Membership in this Church is open to all persons regardless of race, color, sexual or affectional orientation, gender, age, gender identity or expression, sex, range of abilities, religious heritage, level of education, marital status, family structure, socioeconomic status, ethnicity, or national origin, or citizenship. ~~Any person sixteen years of age or over who is in sympathy with the purposes of this Church as stated in Article 2 shall be accepted as a member upon subscribing to the bylaws of this Church by signing the Church Membership Register.~~

3.2 ~~VOTING~~ MEMBERS

Any ~~person-member~~ sixteen years of age or over who is in sympathy with the purposes of this Church as stated in Article 2 shall be deemed a ~~voting~~ member of the Church after a) subscribing to the bylaws of this Church by signing the Church Membership Register, b) and entitled to vote at any congregational meeting of the Church if he or she has been a member of the Church for the three consecutive months immediately preceding such meeting, and has both submitted a pledge form, and c) making made a financial commitment of record to the Church's operating budget during the present or preceding Church fiscal year and d) satisfying any further requirements as established by church policy. A member must be designated a voting member to vote in any congregational meeting or election; or to serve as an officer, or trustee. To vote in a Congregational meeting or election, a person must have been a member for 60 consecutive days immediately preceding such congregational meeting or election, unless the waiting period is waived by a vote of the Congregation at the beginning of such meeting.

3.3 MAINTAINING MEMBERSHIP LIST MAINTENANCE

3.3.1 Removal from the Membership List

A member who ceases to meet the criteria for membership as stated in Paragraph 3.2, has not demonstrated continued interest in the Church, financially or otherwise, and who has not responded to a communication from the Church clerk shall, upon report by the Clerk and the vote of the Church membership at any Annual Meeting, be dropped from the membership list*****. A member may have his or her name removed from the membership list by notifying the Clerk ~~or Minister~~. Prior members in good standing removed from membership for conditions listed above may resume membership and immediate voting privileges by satisfying the requirements for membership in Paragraph 3.2.

3.3.2 Certification of Voting Membership Status

Before any congregational meeting, the Clerk, and the Minister, and the Treasurer shall review the membership list to identify and report the voting status of eachall members, and changes thereof. The latest list of ~~voting~~ members, certified by the Clerk, shall be made available to members at least ten days prior to each Congregational meeting. ~~Any member omitted from such a list may request designation as a voting member in such manner as may be established by the Board of Trustees.~~

3.3.3 Removal For Cause

A member may be removed for cause only by vote from both the Board of Trustees and the Congregation.

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ARTICLE 4 AUTHORITY

4.1 CONGREGATIONAL AUTHORITY

The ultimate authority for all matters pertaining to the operation of the Church shall rest with the "Congregation", which shall consist of the ~~voting~~ membership of the Church. The Congregation shall function as a legally constituted body at its annual and special meetings and exercise its authority by vote in accordance with Article 5. The Congregation shall elect the Board of Trustees and its officers, the Nashua Cemetery Board of Trustees including its Treasurer, the Nominating Committee, the

Financial Records Review Committee and other special committees as needed. The Congregation also has the authority to ratify amendments to these Bylaws in accordance with Article 134, to authorize the purchase, sale, conveyance or encumbrance of land or buildings in accordance with Article 5, and to call its Minister in accordance with Article 9. Following recommendation by the Board of Trustees, the Congregation has final authority to approve annual Church Budgets. Other authorities not cited in this paragraph but granted to the Congregation elsewhere in these Bylaws are also conferred upon the Congregation.

4.2 BOARD OF TRUSTEES' AUTHORITY

The Board of Trustees (the “Board”, capitalized) represents the interests of, owes its fiduciary duty to, and exercises its authority on behalf of the Congregation. The Board of Trustees has the authority to articulate the Mission and Vision (Ends) of the Church; to set Church policies; and to monitor, assess and enforce the implementation of those policies. The Board provides general supervision over the Minister/Executive Director, conveys operational authority to the Executive Director, and establishes the policy limitations on the Executive Director’s authority consistent with the Church’s mission and vision, the laws of the state of New Hampshire and these Bylaws. The Board has the authority to establish compensation and benefits offered to the Minister/Executive Director. The Board has the authority to recommend the annual Church budget to the Congregation for their approval. Other authorities not cited in this paragraph but granted to the Board elsewhere in these Bylaws are also conferred upon the Board.

4.3 MINISTER'S AUTHORITY

The Minister shall serve as the Executive Director of the Church and shall, within the limits of Church policy, exercise the operational and financial authority conveyed by the Board to achieve the Mission and Ends of the Church and to meet the Board's documented expectations for overall Church performance. The Minister shall supervise the staff of the Church, and may hire and terminate staff within the guidelines set forth in the Church's Personnel Manual. ~~The Minister shall provide oversight and serve as an ex officio, non-voting member of the Children's Winter Garden with White Wing School board.~~ The Minister is authorized to prioritize the use of Church resources and to prepare and present an annual budget for recommendation by the Board and approval by the Congregation.

4.4 AUTHORITY TO SPEND CHURCH FUNDS AND BONDING

The Executive Director, President, and Treasurer shall have signature authority to sign for Church funds, subject to policy limitations. Additional authority to sign for Church funds may be delegated by the Executive Director, subject to approval by the Board of Trustees. All those granted the authority to sign for Church funds, including those delegated such authority, shall, at the expense of the Church, be bonded.

4.5 AUTHORITY TO SIGN LEASES, DEEDS AND CONTRACTS

The President and the Treasurer shall both sign leases, deeds, contracts, and promissory notes, as authorized by the Congregation or the Board of Trustees. This signature authority can be delegated subject to policy limitations.

4.6 NASHUA CEMETERY ASSOCIATION BOARD OF TRUSTEES AUTHORITY

The Nashua Cemetery Association (created in 1835) is a Committee of the Congregation charged with the maintenance and security of the Nashua Cemetery grounds. The funds managed by the Association come from the sale of burial plots and services and are separate from those of the Church. The Nashua Cemetery Association board of trustees has the authority to decide how Association funds are to be expended and to make such contracts and other arrangements as necessary to achieve these purposes. The Nashua Cemetery Association treasurer shall have authority to sign for Association funds and contracts, but must exercise that authority in accordance with the decisions made by the Nashua Cemetery Association board. This signature authority may be delegated subject to approval by the Cemetery Association board.

ARTICLE 5 CONGREGATIONAL MEETINGS

5.1 CHURCH YEAR

The fiscal year of the Church shall be from July 1 through June 30.

5.2. ANNUAL MEETING

The Annual Meeting of the Church shall be held in Nashua within four weeks prior to the close of the fiscal year to elect officers and members-at-large of the Board of Trustees and the Nashua Cemetery Association; to adopt an annual budget; to receive reports; and to conduct such other business as may properly be brought before the entire membership.

The Board of Trustees shall determine and announce the time and place of the meeting at least ~~six~~eight weeks prior to the meeting. Notice of all Congregational Meetings shall be posted on the Church Web site and at the Sanctuary door of the Church for two Sundays immediately prior to the meeting and

announced at the two Sunday Services immediately prior to the meeting.

The Clerk shall cause notification of the place, time, and purpose of all such meetings to be sent directly to each ~~voting~~-member at least ten days prior to the meeting.

5.3 SPECIAL MEETINGS

The Board of Trustees may call special meetings of the Congregation. ~~Furthermore~~~~In addition~~, a special meeting ~~must~~~~shall~~ be called by the Board of Trustees to be held within 45 days after receiving a petition to do so signed by at least 30 ~~Voting~~-Members. In addition to the other notification methods stipulated in Paragraph 5.2, such special meeting also requires that wWritten notice stating the ~~purpose of a special meeting's purpose~~ shall be mailed to all ~~voting~~-members at least ten days in advance of the meeting. No business other than that provided in the written notice and necessary to conduct such business shall be transacted.

5.4 PROPERTY

No lands or buildings shall be purchased, sold or mortgaged, and no buildings shall be erected or extended by or for the congregation without the consent of at least two-thirds of the ~~voting~~-members present at a Congregational Meeting expressly called for such purpose.

5.5 QUORUM

A quorum of twenty percent of the ~~voting~~-membership, as certified by the Clerk, shall be present at the beginning of a meeting, except as noted in ~~ParagraphArticle~~ 145.1.

5.6 MAJORITY VOTE

At any meeting of the Congregation, a majority of the votes cast shall be sufficient to approve business transactions, except as otherwise specified in these bylaws. Only ~~voting~~-members as defined by Paragraph 3.2 may vote.

5.7 PARLIAMENTARY AUTHORITY

5.7.1 Robert's Rules of Order

The rules contained in Robert's Rules of Order Revised shall govern the Church in all cases to which they are applicable and in which they are not inconsistent with these Bylaws or special rules of order of the Church.

5.7.2 Parliamentarian

The Chairperson of any Congregational Meeting may appoint a Parliamentarian.

ARTICLE 6 OFFICERS

6.1 ELECTION OF OFFICERS

There shall be four officers of the Church, each of whom shall be a ~~voting~~-member as defined in ~~ParagraphArticle~~ 3.2, and each of whom shall be elected by ballot at an annual meeting or appointed by the Board in accordance with ~~ParagraphArticle~~ 7.6, with terms and term limits as shown in Table 6-1. Partial terms at the beginning of an officer's tenure shall not count toward the maximum consecutive terms allowed for each officer. The officers of the Church serve as members of the Board of Trustees and, as such, are also subject to overall term limitations cited in ~~ParagraphArticle~~ 7.3. When elected by the Congregation at an Annual Meeting, an officer's term shall begin on the first day of the Church fiscal year following the Annual Meeting and shall conclude on the last day of the Church fiscal year at

the end of the term. If, for any reason, a new officer is not elected to succeed an officer at the end of his/her term, the previous officer shall continue to serve the post in an acting capacity until a successor is elected. .

Table 6-1. Elected Church Officers Terms and Term Limits

Office	Term	Maximum Consecutive Terms
President	First Term = 2 years, Subsequent Term = 1 year	2
Vice-President	1 year	3
Treasurer	2 years	3
Clerk	2 years	3

6.2 PRESIDENT

The President shall preside at all meetings of the Board of Trustees and of the Congregation, shall be a full member, ex officio, of all committees except the Nominating Committee and any search committee, and shall represent the Church on all appropriate occasions.

6.3 VICE PRESIDENT

The Vice-President shall, in the event of the temporary absence or disability of the President, perform all the duties of that office. Should the office of President become permanently vacant, the Vice-President shall become President, and a new election for a 2-year Presidential term shall be held at the next Annual Meeting.

6.4 TREASURER

The Treasurer shall be responsible for:

- Assisting the Board in monitoring the financial performance of the church’s operations and investments to ensure compliance with the church’s governance policies
- Advising the members of the Board of Trustees on the financial trends, health of the church’s operations, and monitoring reports
- Providing perspective for the Board’s goal setting and strategic planning
- Offering financial insight to the Executive Director and staff when requested.

The Treasurer shall be a full member, ex officio, of the Invested Funds Committee, if established by the Board in accordance with ~~Paragraph~~[Article](#) 11.3.

6.5 CLERK

The Clerk shall keep minutes of Congregational Meetings and Board of Trustees meetings, and shall issue the notice of such meetings.

The Clerk ~~shall certify, in cooperation with the Minister, shall be responsible for maintaining~~ a register of members ~~and voting members~~ of the Church, ~~with the dates of their admission, and other pertinent facts~~. The Clerk ~~is responsible for determining when modifications should be made to the membership records~~. shall make a report of the changes in membership at each annual meeting.

ARTICLE 7 BOARD OF TRUSTEES

7.1 GOVERNING BODY OF THE CHURCH

The governing body of the Church shall consist of a Board of Trustees elected by the Congregation as provided in Article 5. The Board of Trustees shall consist of the President, Vice-President, Treasurer, Clerk, and five members-at-large for a total of nine members.

The immediate Past President may serve as a non-voting, advisory member of the Board of Trustees for one year after leaving office.

7.2 MEMBERS-AT-LARGE

Each full term for a Member-at-Large shall be two years. Member-At-Large terms shall be staggered so that two or three members are elected or re-elected each year. As members of the Board of Trustees, Members-at-Large are subject to the term limitations set forth in ~~Paragraph~~Article 7.3. An Officer of the Church shall not simultaneously be a Member-at-Large.

Members-at-large must be ~~voting~~ members of the Church. When elected by the Congregation at an annual meeting, their term shall begin on the first day of the Church fiscal year following the annual meeting and shall conclude on the last day of the Church fiscal year at the end of the term.

7.3 TRUSTEE TERM AND ELECTION ELIGIBILITY LIMITS

Continuous tenure on the Board of Trustees (Officers and Members-at-Large) shall be limited to six years excluding any partial term at the beginning of a member's tenure. The only exception shall be that if the tenure limit is reached while a member is currently serving as President, or after the member has been elected to serve a first term as President, that member may complete all terms as President in accordance with Table 6-1. No Trustee (Officer or Member-At-Large) shall be eligible for re-election for a period of five years after leaving the Board.

7.4 REMOVAL

Any Trustee may be removed from office by a two-thirds vote by paper ballot at any Congregational meeting, providing the proposal is on the published agenda of the meeting.

7.5 BOARD OF TRUSTEES MEETINGS

The Board of Trustees shall hold at least four meetings during the church year. A quorum shall consist of five Trustees. Meetings shall be publicly announced and open to members of the Congregation except when the Board of Trustees may decide by majority vote to go into executive session.

7.6 VACANCIES

In the event of a vacancy in any elected office or position that cannot be filled by the succession rules in the bylaws, the Board of Trustees may designate a successor to serve until the next Annual Business Meeting following the vacancy. If the term of the person who vacated the office is unexpired at the time of the Annual Business Meeting, the Church Membership shall elect a successor to serve for the remainder of the term.

A majority of the Board of Trustees may declare a vacancy to exist in any elected position if the person holding that position:

- Ceases to be a ~~voting~~ member of the Church, or,
- Resigns, in writing, from the position, or,
- Fails to fulfill the requirements of that position and receives written notice of such failure from the Board of Trustees, or
- Has three consecutive unexcused absences from Board of Trustees meetings.

ARTICLE 8 NOMINATIONS AND ELECTIONS

8.1 NOMINATING COMMITTEE MEMBERSHIP

The Nominating Committee shall consist of six members. Two members shall be appointed by the Board of Trustees from its own membership to serve for one year. The other four members shall be elected by the Church at its Annual Business Meeting to staggered three-year terms such that one or two terms expire each year. No member, elected or appointed, may serve more than six consecutive years, including partial terms.

All Nominating Committee members must be ~~voting~~ members of the church. No member of the Nominating Committee may be a candidate for elected office prior to the expiration of the member's term on the Nominating Committee unless nominated from the floor.

The Nominating Committee shall choose its own chairperson from among its elected members.

Any vacancy on the Nominating Committee shall be filled for the unexpired term by an appointee of the Board of Trustees.

8.2 NOMINATIONS

8.2.1 Annual Election Nominations

The Nominating Committee shall present to the Church Membership at the Annual Business Meeting nominations for Officers, At-Large Members of the Board of Trustees, Financial Records Review Committee members, Trustees and Treasurer of the Nashua Cemetery Association, and Nominating Committee members. The committee's report of said nominations shall be submitted to the Clerk for inclusion with the notice of the Annual Business meeting.

~~Voting~~ Members of the Church shall also have the opportunity to make nominations from the floor at the Annual Business Meeting.

8.2.2 ~~Nominee~~~~Voting Members'~~ Requirements

All nominees shall be ~~voting~~ members of the Church and shall have consented to their nomination.

8.3 ~~Elections~~ELECTIONS

A majority vote of those ~~voting~~ members present shall determine the election. If there is more than one candidate for an office, the election shall be by secret ballot.

ARTICLE 9 MINISTER

9.1 RELIGIOUS AND ADMINISTRATIVE ACTIVITIES

The Minister is the spiritual leader of the Church. The Minister shall enjoy the right of free expression in the pulpit, and shall share responsibility with the Board of Trustees for the Church's spiritual, interpersonal, and communal interests and concerns. In consonance with Paragraph 4.3, the Minister shall provide administrative supervision of the Church.

9.2 MEMBER OF BOARD OF TRUSTEES

The Minister shall be a non-voting member, ex officio, of the Board of Trustees. The Minister shall present to the Board of Trustees any matter requiring its attention. The final decision on matters of policy shall remain with the Board or with the Church membership.

9.3 ELECTION OF CALLED MINISTER

The Minister shall be called by the Church only with the consent of at least ninety percent of the ~~voting~~ members present at a Congregational Meeting called expressly for such purpose.

9.4 ELECTION REQUIREMENTS

The Minister, when called, shall be required to hold Fellowship or Preliminary Fellowship with the Unitarian Universalist Association.

9.5 EMPLOYMENT TERMS AND REMOVAL

The Minister shall be employed for an indefinite term. A notice of desired termination must be given in writing by either party at least 90 days in advance. On the part of the Church, such a written notice must be ordered by the consent of at least two-thirds of the ~~voting~~ members present at a Congregational Meeting called expressly for such purpose. Such a vote may not be taken again for six months.

9.6 PULPIT VACANCY

Should the pulpit become vacant, the Board of Trustees shall define and initiate the process of searching for a new minister, in light of the recommendations of the Unitarian Universalist Association.

~~Employment of A~~an interim minister ~~requires~~ ~~may be employed by~~ a two-thirds vote of the Board of Trustees, ~~and An interim minister~~ shall have the same responsibilities and authority as a called minister. An interim minister may not serve for more than two years. ~~Removal of A~~an Interim Minister ~~requires~~ ~~may be removed by~~ a majority vote of The Board of Trustees at a special meeting called for this purpose.

9.7 EXECUTIVE DIRECTOR ABSENCE

In the ~~case of a prolonged~~ absence of a called or interim minister, the Board of Trustees shall appoint a ~~voting~~ member of the Church to exercise the duties and responsibilities of the Executive Director.

ARTICLE 10 NASHUA CEMETERY ASSOCIATION

10.1 ASSOCIATION MEMBERSHIP

The Nashua Cemetery Association comprises a board of four trustees and a treasurer, all of whom shall be ~~voting~~ members of the Church.

10.2 TRUSTEE REQUIREMENTS

Trustees shall serve three-year terms, the treasurer being elected at every third Annual Meeting, and at least one trustee being elected at each Annual Meeting. The Cemetery Association board shall elect a chairperson from their members to serve a one-year term. No chairperson may serve more than three consecutive terms. All Nashua Cemetery Association board members shall have an equal vote on all matters considered by the board, and all board decisions require a majority vote. No term limits are imposed on the trustees or treasurer, and they shall serve until their successor(s) are elected.

10.3 ASSOCIATION FUNDS MANAGEMENT

The treasurer shall be responsible for implementing the will of the Cemetery Association board with regard to receiving, holding, managing, investing, and applying funds of the Association to serve the interests of the Cemetery, including its care, maintenance and security. For convenience, the Cemetery Association's funds may be invested with the Church funds and managed by the Invested Funds Committee. The treasurer shall make an annual report at the Annual Meeting of the Church.

ARTICLE 11 INVESTED FUNDS

11.1 CONTROL OF INVESTED FUNDS

The Board of Trustees shall control all funds of the Church. The Board of Trustees shall have the power to invest, reinvest, distribute, and expend the principal and income of said funds, subject only to such restrictions as may have been imposed by the donors.

11.2 DELEGATION OF INVESTMENT AUTHORITY

~~The Board of Trustees may delegate the power of investment and re-investment to any national bank or trust company on an indenture of trust. The Board of Trustees may employ such custodians as it sees fit and maintain one or more custodial and advisory accounts, in which case the duty to control investments and re-investment remains with the Board of Trustees. If the Board of Trustees decides to delegate all or part of its authority to invest and re-invest Church funds, it must do so to a Board-selected individual or committee comprised entirely of members of the Church. If the Board of Trustees, or such individual or Committee chooses to use a custodian other than themselves to manage the funds, it must use a reputable financial institution which offers investment advisory services commensurate with the amount of church funds to be managed.~~

~~11.3 INVESTED FUNDS COMMITTEE~~

~~The Board of Trustees may appoint an investment committee, from the voting members of the church, to act as liaison with the trustees and custodians selected by the Board of Trustees, and to review the performance of said trustees and custodians.~~

ARTICLE 12 FINANCIAL RECORDS REVIEW COMMITTEE

The Financial Records Review Committee shall consist of two ~~voting~~ members elected to staggered two-year terms by majority vote of those ~~voting~~ members present at the Annual Business Meeting of the Church. This committee shall review the annual statements of the Treasurer of the Church together with any additional financial records of the Church supporting said statement that it deems necessary. It shall report on its review to the membership at the Annual Business Meeting.

ARTICLE 13 AFFILIATED GROUPS AND ACTIVITIES

13.1 AFFILIATED GROUPS

~~An Affiliated Group of the Unitarian Universalist Church of Nashua is a not-for-profit group or organization that: (1) is aligned with Mission, Vision, and Purposes of the church, (2) provides an outreach service to the community, (3) has a governing board or committee that is independent of the church (meaning not the responsibility of or under the supervision of the Board of Trustees or Executive Director), and (4) whose budget and financial management are also independent of the church. An example of an Affiliated Group is Simple Gifts Coffee House.~~

13.2 BENEFITS AFFORDED AFFILIATED GROUPS

~~At the church's sole discretion, an Affiliated Group may receive support from the church, such as use of~~

~~the church's facilities and other resources, financial support, publicity, or other items agreed upon and appropriately budgeted.~~

~~13.3 DESIGNATION OF AFFILIATED GROUPS~~

~~A group meeting the criteria of Paragraph 13.1 may request that it become an Affiliated Group of the church. The Minister/Executive Director shall review any such request and make a recommendation to the Board of Trustees, identifying the benefits and support to be provided by the church. The Board of Trustees has the authority to designate a group or organization as an Affiliated Group, as well as the authority to remove such designation.~~

ARTICLE 134 AMENDMENTS

134.1 AMENDMENTS

These Bylaws may be amended at any Congregational Meeting by a two-thirds vote of the ~~voting~~ members present, provided that the text of the proposed change has been posted on the Church Web site and at the main door of the Church for two Sundays immediately prior to the meeting and announced at the two Sunday services immediately prior to the meeting.

134.2 PROPOSED AMENDMENT PROCEDURE

The Board of Trustees, acting for itself, may submit to the Congregation any proposed amendment to these bylaws. The Board of Trustees shall submit to the Congregation any amendment proposed by a petition signed by at least 30 ~~voting~~ members of the Church.

ARTICLE 145 DISSOLUTION AND DISTRIBUTION OF ASSETS

145.1 DISSOLUTION OF CONGREGATION

This congregation may only be dissolved by the consent of at least three-fourths of ~~voting~~ members present at a Congregational Meeting called especially for this purpose. The quorum for such a meeting shall be 50 percent of the total ~~voting~~ membership.

145.2 ASSET DISTRIBUTION

Upon dissolution, any net assets of this congregation shall be transferred to the Unitarian Universalist Association and the Northern New England District of the Unitarian Universalist Association or their successor organizations. This transfer is to be made in full compliance with whatever laws are applicable. The proportions of this distribution shall be decided at the Congregational Meeting called to dissolve the congregation.

145.3 RECORDS DISTRIBUTION

Upon dissolution, historical records of the Church shall be transferred to the Unitarian Universalist Historical Society or the Nashua Historical Society or their successor organizations as appropriate.