

**Unitarian Universalist Church of Nashua, NH (UUCN)  
Meeting of the Board of Trustees**

October 1, 2020

*Meeting held via videoconference due to COVID-19*

**Final Minutes** by Jodie K. Holway, Clerk of the Board of Trustees

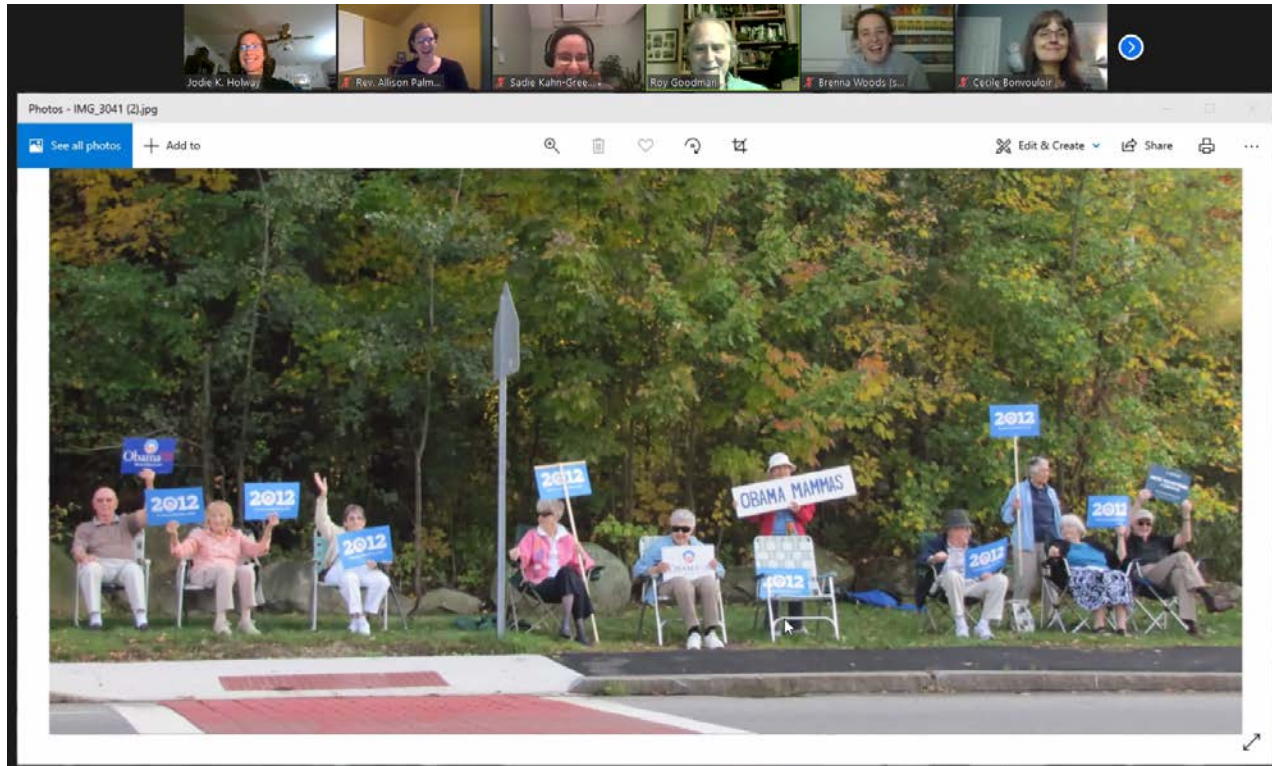
**Reviewed by** Burns Fisher, Andy Capen, Cecile Bonvouloir, Lindsey Hedrick, Lindsey Sylvester, Brenna Woods, Victoria Agnew, Roy Goodman

**Meeting Attendees:** Ben Atherton-Zeman, Cecile Bonvouloir, Andy Capen, Burns Fisher, Roy Goodman, Lindsey Hedrick (Vice President), Jodie K. Holway (Clerk), Sadie Kahn-Greene, Rev. Allison Palm, Lindsey Sylvester (Treasurer), Brenna Woods (President), Victoria Agnew

Full Agenda: Appendix A

**1. Chalice lighting and Roy's storytelling: Nathaniel Brooks**

1. Roy remembers his friend Nathaniel Brooks and his wife Janette
  - i. In 1998 Roy and his wife Laurie met them in their earliest visits to UUCN
  - ii. Both were very active in the congregation, staffing the social justice table, etc.
  - iii. Janette also organized the church's annual Passover seder
  - iv. They were married in 1947
  - v. He was a social worker, then worked for the UAW
  - vi. Janette was an elementary reading specialist
  - vii. He was involved in local electoral politics, spoke at rallies representing Veterans Against War: "He was a passionate leftie from way back!"
  - viii. Nathaniel and Janette moved into the Huntington around 2010
  - ix. He held a get-together to tell his story to folks from UUCN's social justice and to his friends and neighbors
  - x. Both of them were voracious readers, but unfortunately his eyesight started failing
  - xi. Friends went to his home to read aloud to him, including Roy
  - xii. He especially enjoyed the hard-hitting, left-leaning magazine Jewish Currents
  - xiii. He died at age 97 in 2017, she at age 93
  - xiv. During Obama's second campaign in 2012, a group from the Huntington went to the main road and waved signs, calling themselves the Obama Mamas!!



2. Burns Fisher adds his recollections about Nathaniel and Janette:
  - i. He was a conscientious objector, which was rare and hard to do at the time – recall that perhaps he wasn't sent to the front, instead he served the military without being assigned to combat
  - ii. He was really "cool," always surprisingly savvy about things we consider modern
  - iii. Both were wonderful people to be with, regardless of their many activities and accomplishments

## 2. Consent Agenda

1. **MOTION** to accept the [minutes of the summer Board Retreat](#) **MOVED** by Lindsey Hedrick, **SECONDED** by Roy Goodman, **PASSED**
2. **MOTION** to accept the [minutes from September's Board meeting](#) **MOVED** by Andy Capen, **SECONDED** by Ben Atherton-Zeman; Victoria Agnew abstains as she did not attend; **PASSED**

## 3. Minister's Report, Rev. Allison Palm (see Appendix B)

1. Omissions from report
  - i. Replacing only some of our sprinkler heads in the building is required now
    1. Now learned it will cost less than \$10,000. to replace that number of them
    2. Last month we'd thought it would cost up to \$25,000.
    3. Below \$10,000. Doesn't require Board approval
    4. In future we will need to spend again to replace more of them
  - ii. Should we seek another Ministerial Intern after Ben Atherton-Zeman's term ends?

1. Staff all agreed yes, we should do so
  2. Note that Ben isn't leaving yet, but the intern process starts very early
  3. Rev. Allison will put out advertisement now, interviews would be in January
  4. Would again be a two-year, part-time position, from Aug 2021 – 2023
  5. Unclear whether if any/how many interns seeking position in our area (there is no budget for moving expenses from a different part of the country)
  6. Unlikely to be two more years of virtual lockdown; we'll know more in January
  7. If we don't get an intern, could get a different staff position with this money
2. Financial report
    - i. We're right on target, 26% of the way through this fiscal year
      1. Inquiry if we can change the calculations/format of this report: prefer to show 26% of the target as well as 26% of the spending, easier to see we're on target
      2. Harder to produce a report like that – this one is one-click built-in
    - ii. Rev. Allison only provides narrative of the financials quarterly: Sept, Dec, March, May
  3. Monitoring Report of Policy B: Treatment of Church Members, Visitors, and Groups
    - i. Cannot let Groups operate in the Building without supervision
    - ii. Great to assemble this list of responsible Staff contacts per group that meets here
      1. This is not published anywhere, could be put on web site
      2. Note this is not group leaders, just staff contact who oversees them
    - iii. Jeffrey Campbell team morphed into Church History team, per Roy Goodman
      1. Does this fit into Social Justice? Not really, maybe separate mission
      2. Appropriate contact might be Sherri Woolsey, not Rev. Allison
    - iv. Note a large number of them are overseen by Rev. Allison, perhaps she's overloaded
      1. Would be great to have full-time program person to handle much of this
      2. Note there are fewer than when Rev. Allison arrived, superfluous are gone
  4. Northern New England District of the UUA met and agreed upon Dissolution
    - i. It must now wind down for 3 years and 90 days
4. **Voluntary Confidentiality Agreement** (see Appendix C)
    1. Safe Congregation Response team believes the Board should read and sign this agreement
      - i. We agreed to do this, so now should put this into our Policy in writing
      - ii. Today only Pastoral Care team signs this
      - iii. Preschool board has a similar document that they sign too
      - iv. Note: while editing this policy, replace old with new mission statement
    2. Discussion about signing it:
      - i. Board is the Voice of the Congregation, we want to be transparent
        1. Usually we are not confidential
        2. Minutes of all discussions are published
        3. Anyone can attend our meetings
      - ii. Only for a very sensitive topic, that is handled by going into "Executive Session"
        1. That portion of the meeting is closed to non-Board members
        2. That portion is not reported in the published minutes
        3. Usually involves salary staff and benefits, which should not be shared
        4. But it seems there could be lots of borderline cases, may be hard to discern

- iii. How to reconcile the Board Covenant vs. this Confidentiality Agreement: aren't we already supposed to treat sensitive topics with sensitivity?
    - 1. This agreement is like the Covenant but also sets out the penalties
    - 2. Can think of this as the paper signature for abiding by the Covenant
    - 3. Want this to be precautionary, not reactive after something bad happens
  - iv. Who does it benefit to keep confidentiality?
    - 1. Anything with potential legal ramifications, e.g. suing or possible suing
    - 2. For personnel issues, it safeguards that staff person's privacy
    - 3. For legal issues with a member who's having a problem, this protects both the church and that person
  - v. How does it apply in practice to this Board
    - 1. We have had a strong Board with individuals of high integrity; Rev. Allison has heard plenty of horror stories elsewhere about lack of confidentiality
    - 2. So our sharing at Check-In falls under the Covenant, doesn't go in the minutes
    - 3. Contrast with anything in Executive Session, that's covered by Confidentiality
    - 4. Perhaps the person who's sharing the information could announce that it's to be treated with confidentiality explicitly
    - 5. Perhaps listeners could clarify if they find that something seems confidential
  - 3. **MOTION** to accept these policy changes  
**MOVED** by Jodie K. Holway **SECONDED** by Lindsey Hedrick, **PASSED**
  - 4. **ACTION: All Board members** should now sign it:
    - i. Print and sign and scan it, or sign online with electronic pen, not just type your name
    - ii. Then email it to Sherri Woolsey for our records
5. **Ministerial Sabbatical in the future**, Rev. Allison
- 1. Per contract, accrue sabbatical 1 month per year, cannot accrue more than 6 months at a time
    - i. Rev. Allison is planning to take it all during her 8<sup>th</sup> year, second half of 2022
    - ii. Officially required to give 1 year's notice and request approval: this will come later
  - 2. Right now we'll see this in her ad seeking an intern, so this now won't be a surprise
    - i. Tough to tell us this right before her Parental Leave, but that's the way it is
  - 3. Rev. Allison's plan is to take off starting in July 2022, including summer
    - i. Her whole family would move somewhere for those months, learn Spanish
    - ii. Hopeful that COVID won't interfere by that time
  - 4. Burns Fisher notes his experience in two churches where the minister took sabbatical
    - i. This proved to be great for both the congregation and the minister
6. **Building Our Vision – November Meeting**, President Brenna Woods
- 1. Building Our Vision (BOV) team will present the vision statement to the whole congregation
    - i. In this Sunday's service the BoV will talk about this statement
    - ii. This statement isn't a specific plan or design, just a direction about our identity
    - iii. Series of three conversations to listen and answer questions
  - 2. All-Congregation meeting to vote on this, November 15, 2020
    - i. Congregation will hear the visions statements and vote on moving forward
    - ii. Board's responsibility to make this meeting happen

3. Clerk to announce this meeting in advance the same way we do for Annual Meetings
    - i. Post online/FaceBook, send email to all, put in newsletter and weekly announcements
    - ii. Send paper letters to those known to not use email
    - iii. **ACTION: Clerk Jodie K. Holway** to put out these meeting notices by October 16
  4. Main content of this congregation meeting owned by BOV team, though called by the Board
    - i. Jodie will add Consent to its agenda, to approve the Annual Meeting minutes
    - ii. Board Policy says to approve the last congregation-wide minutes at the next meeting
- 7. Baseline Ends Survey Review, cont'd, Brenna Woods**
1. Survey developed to gauge our progress towards meeting our Ends
    - i. This is the first year of our Ends, thus the first year of these specific questions
    - ii. Will send this survey every year, this year's will act as the baseline to compare
    - iii. Completed discussion of questions 1-12 in last month's September Board Meeting
  2. Last month we did discuss Q13, levels of multiculturally-aware/anti-racist congregation
    - i. Continue/complete this discussion now
    - ii. Remember these responses aren't necessarily where we are, rather it's where we gauge ourselves to be
    - iii. As we said last time, racism is tied into housing injustice, hunger, etc., because this is how systemic oppression works
  3. Should we review the free-text written comments
    - i. Unity Consulting's Laura Park found the narrative answers to be even more valuable
    - ii. But after reading a few tonight, now we realize we already discussed them during relevant questions in the rest of the survey
  4. **ACTION: Brenna Woods** will write up these baseline findings for the first year
    - i. Note that Board's September minutes provide discussion notes for Q1 - Q12
  5. What will we do with these findings? With the written summary of this first year's responses?
    - i. This is a function of Monitoring, which is one of the Board's most important jobs
      1. See how we're doing against these Ends
      2. See what direction we want to move these numbers, etc.
    - ii. Critical for goal-setting, for the Board, the minister, and the staff
      1. Minister and staff operationally can figure out what to do differently too
    - iii. For instance, Q1 How effective are our church's efforts to teach our faith to our children and youth?
      1. We can improve on doing this...
      2. ...plus we can improve on educating the congregation how we ARE doing this!
- 8. Goal Setting for the Board, Brenna Woods**
1. One important goal for the year: Endowment Policy
    - i. Right now talking about the Endowment is basically taboo
    - ii. We have no common concepts about what it's for, no boundaries understood
    - iii. We have no agreement on what it's invested in and why
    - iv. Note that today congregation has become slightly less afraid of talking about money
  2. Second important goal: Board doesn't/has never monitored itself
    - i. This is part of Policy Governance that we have yet to adopt

1. We need to either do it or adjust the policy to be appropriate
2. Note that Cecile Bonvouloir and the Ministerial Search Committee did self-monitoring of each meeting, to improve meetings' efficiency and cooperation—this worked out very well
  - ii. Ideally figure out this goal this fall 2020 while Rev. Allison is out on parental leave
  - iii. Then in spring 2021 see how we did, and it's time for annual Ministerial monitoring

9. **Subcommittees**, Brenna Woods

1. Divide the Board members in half, to form one subcommittee for each goal above:  
Endowment and Monitoring
2. What will the subcommittees do?
  - i. Meet on our own time as mutually convenient
  - ii. Come up with a plan or a way to achieve the goal during the year
  - iii. Or at least set meeting goals month by month until the way becomes clear
  - iv. Don't just scramble for something to present right before each Board meeting 😊
3. Note that Monitoring can use 2.25 consulting hours with Laura Park
4. Subcommittee members, volunteered:
  - i. Endowment: Lindsey Sylvester, Burns Fisher, Roy Goodman, Victoria Agnew
  - ii. Monitoring: Jodie K. Holway, Cecile Bonvouloir, Andy Capen, Lindsey Hedrick
5. Question about Endowment subcommittee and Invested Funds Committee
  - i. Are they aware that Board is making this subcommittee?
  - ii. Yes, and one of our governance policies says that the Board owns the Endowment
  - iii. Last year every meeting of IFC revisited the topic of Endowment without resolution
  - iv. Every time, it was concluded that the purpose of endowment isn't their job, instead it would be part of a larger project that would be owned by Board
  - v. BUT still let's reiterate that we're now taking it on, to give them comfort level
  - vi. Carol Houde laid a lot of groundwork for IFC to be aware and comfortable with Board

10. **Covenantal Check Out and Closing**

**Appendix A:** Full Agenda

**Appendix B:** Minister's Report

**Appendix C:** Voluntary Confidentiality Agreement

# Agenda

## Board of Trustees, Unitarian-Universalist Church of Nashua

October 1, 2020 6:30pm

- 6:30 (10) Check in**
- 6:40 (5) Chalice Lighting: Roy's Story**
- 6:45 (10) Follow Up Story Telling (Everyone)**
- 6:55 (5) Consent Agenda (Brenna)**
  - Review Board Retreat minutes
  - Review September minutes
- 7:00 (20) Allison's Board Report (Allison)**
- 7:20 (5) Voluntary Confidentiality Agreement**
- 7:25 (5) Sabbatical in the Future (Allison)**
- 7:30 (15) BoV November Meeting (Brenna)**
  - Notice by October 16
  - Meeting with tech team
- 7:45 (35) Baseline Survey Review Continued (Brenna)**
- 8:20 (5) Break**
- 8:25 (25) Goal Setting for the Board (Brenna)**
  - Based on our retreat, the goals that stood out to me are listed.
    - Monitoring ourselves and our policies
    - Drafting an Endowment Policy
- 8:50 (10) Subcommittees (Brenna)**
  - What are they?
    - Linkage, monitoring, visioning?
    - Should we change the sub committees to match our new goals? i.e. a monitoring committee, endowment committee and BoV liaisons on their own committee?
  - Using Laura for monitoring – 2.25 hours remaining.
- 9:00 Check Out**
  - How did we do this evening?
  - Did everyone feel heard?
  - Is there any concerns or compliments you want to give to the group?
- 9:05 Closing Words (Allison)**

**Minister's Report to the Board of Trustees**  
**Rev. Allison Palm**  
**UU Church of Nashua, NH**  
**October 1, 2020**  
**Covering September 2 – September 30, 2020**

We are getting kicked off the regular church year with a virtual Water Communion service on Sept. 13 and a “Drive Through” Water Communion event on Sept. 12. Both were very well received, though attendance was not as high as we would have liked. In general, attendance is down from the spring, We've gotten 85-100 devices logged on each week, versus the 100-115 we had in April and May.

The Worship Associates have now planned themes for all our worship services through the end of January. I have 4 guest preachers lined up to help cover my parental leave. In addition to that, Sadie will lead one service a month, Ben will lead one service a month and the Worship Associates will lead one service a month. The Music Team is doing a great job being creative about doing music online. They slightly reconfigured the team to accommodate the new kind of work they are doing. Jed has started a weekly music night – every other week is a casual song share, and on the opposite week he works with anyone who is interested on video and audio production. So far, he has gotten 7-8 people each time (not all the same people).

On September 20, we had our first set of workshop options for kids during the service, which will be happening once a month. Sadie is also be preparing and distributing at home church kits each month for any children and youth who want them. Sadie has been touching base with families individually to find out what kind of faith formation is going to work best for them during this time of virtual church. Some will do the Zoom workshops and others will just focus on the at home kits. Sadie, Ben and I are working with the DRE from Manchester to lead a joint online Coming of Age program for the youth from our two congregations. We had a kick off session on September 27.

We relaunched “Eat, Share, Learn” this month, our weekly lunch drop in group, with the change of using a curriculum about UU History. So far the sessions have been small (3-4 people), but have gone really well. Our Poetry as a Spiritual Practice and Book Discussion Group are continuing, and we'll be adding a Grief Group and a Spiritual Practices program in the next month. Covenant Groups are beginning this month, including a new one for women, and the Men and Masculinities group has begun again with a first meeting of the year in September. Our Parenting Group will begin again in October, meeting once a month after the service. Ericka Lavalley is also leading a Parents of Preschoolers curriculum, with videos for parents to watch at home and a once a month Zoom reflection session. We are also using a drop in curriculum for newcomers this fall called “Inquirers.” There will be a session 2-3 times a month after the service.

Our Social Justice Teams have already been busy this fall, especially with voter engagement work. We had a successful neighborhood postcard campaign, with many adults, children and youth sending out 1000 postcards to unregistered and infrequent voters in French Hill. About 11 people came together on Zoom to write postcards during an Action Circle – a format we hope to



use again this year. We will continue to offer opportunities for Get out the Vote work this fall, through our partners at GSOP and the national UU the Vote campaign. Our Lil' Free Farmstand wrapped up its season this past weekend with an especially bountiful farmstand filled with some extra fall goodies. Grow Nashua hopes to continue that project next summer with other congregations also hosting farmstands.

We continue to track the right time to apply for forgiveness of our PPP loan from Citizen's Bank. They have shared very limited information by email and on their website, so Sherri is going to put in a call to them this week. .

We held our yearly Safe Congregation Training on September 27, with 34 people in attendance. It was short, as we are mostly doing the training through videos and a quiz this year. The live training was focused on our Covid-19 policy and the ways our SC Policy applies to virtual church.

We had a full slate of 6 lay delegates and 3 religious professional delegates at the Northern New England District's virtual Annual Meeting on September 26. As a congregation we served as host for the meeting, using our Zoom account, and Sherri offered valuable technical support. The delegates voted to dissolve the district, finishing up the process of regionalization that started several years ago. I continue to serve as secretary of the NNED Board and will remain in that role until the legal dissolution process is complete.

#### **Children's Winter Garden with White Wing School**

- Classes began on September 8. As the year has begun, Chris and the teachers have modified some of their original Covid-19 plans (like modifying drop off) because they did not work as well as hoped. They have been able to adapt quickly and come up with new plans that feel safe.
- Enrollment remains around 50, down from 75 last year. This is similar to the trend that other preschools in the area are experiencing.
- Ellen McCahon will be joined the Board starting with their September meeting.
- Victoria Agnew will be the Board liaison to the preschool while I am on leave.

#### **Minister's Schedule**

- My parental leave will begin by October 6, at the latest. I will notify the staff and Brenna and Lindsey if something should happen before then. I will return from my leave on December 18

#### **Monitoring Report of Policy B: Treatment of Church Members, Visitors, and Groups**

*The Executive shall not cause or allow conditions or procedures that are unsafe, disrespectful, or unnecessarily intrusive to members, friends, or visitors, including children. Accordingly, the Executive shall develop and maintain a Safe Congregation Policy that formalizes and details the necessary systems, policies, and procedures to support this goal. The Board of Trustees will approve this policy and any changes, but implementation will be the responsibility of the Executive, except when issues arise that require Board involvement as noted in the policy itself.*

Interpretation: I interpret “unsafe” conditions to mean conditions that jeopardize a person’s physical or psychological well-being, recognizing that we cannot guarantee safety, but will do our best to mitigate risk. I interpret “disrespectful” conditions to be those that do not honor the worth and dignity of each person. I interpret “unnecessarily intrusive” to mean conditions that invade someone’s privacy without cause.

Data: Our Safe Congregation Policy can be found here: <https://www.uunashua.org/wp-content/uploads/2018/10/Safe-Congregation-Policy-10.4.2018.pdf>. The policy covers how we will mitigate risk in the congregation, includes a behavior policy that addresses behavior that would fit in the category of disrespectful. In addition, there are several provisions in the policy around confidentiality. We are working on getting our volunteers to complete all the training and screening requirements that are needed at the beginning of the church year.

We also have a comprehensive Covid-19 policy about church programming and building use, which can be found here: <https://uunashua.org/wp-content/uploads/2020/09/Covid-19-Building-Use-and-Church-Programming-Policy.pdf>

Statement of Compliance: I report compliance

*The Executive shall not allow members of the congregation to be disconnected from the life and care of the Church.*

Interpretation: Last year we decided that this was better to be monitored using the Ends Survey that we have been discussing over the last two meetings, so I will not provide additional data here.

*The Executive shall not allow Church groups (committees, task forces, and other groups) to operate without his or her authorization and supervision.*

Interpretation: All groups affiliated with the church should be operating with the knowledge of the Executive, and should have a staff point person who checks in on them at least once a year.

Data: The following is a list of groups affiliated with the church and their staff point person:

- Worship Associates: Rev. Allison Palm
- Pastoral Care Associates: Rev. Allison Palm
- Stewardship Team: Rev. Allison Palm
- Lead Greeters: Rev. Allison Palm
- Social Justice Team (and all sub-teams): Rev. Allison Palm
- CWG-WWS Board: Rev. Allison Palm
- Huntington Group: Rev. Allison Palm
- Building Our Vision Team: Rev. Allison Palm
- Fellowship & Fun Team: Rev. Allison Palm
- Music Team: Jed Holland
- Choir: Jed Holland
- Covenant Groups: Sadie Kahn-Greene
- Faith Formation Teachers: Sadie Kahn-Greene

- Adult Faith Formation Leaders: Sadie Kahn-Greene
- Coming of Age: Sadie Kahn-Greene
- Youth Advisors/Youth Group: Sadie Kahn-Greene
- Buddhist Meditation Group: Sadie Kahn-Greene
- UU Hikers: Sadie Kahn-Greene
- Property Team: Sherri Woolsey
- AV Volunteers: Sherri Woolsey
- Intern Committee: Ben Atherton-Zeman

Statement of Compliance: I report compliance

**Policy C: Treatment of Church Staff and Volunteers**

*With respect to treatment of staff and volunteers, the Executive Director may not cause or allow conditions that are unsafe, inhumane, unfair, or unprofessional. Accordingly, the Executive Director may not:*

1. *Discriminate (as defined by city, state, and federal laws) among existing or potential staff or volunteers on other than clearly job-related criteria, individual performance, or individual qualifications.*

Interpretation: The Executive Director will make decisions about recruiting, training, promotions, compensation, benefits, and all similar employment decisions in compliance with all federal, state, and local laws and without regard to race, color, sex, national origin, age, disability, or any other classification protected by law.

Data: All staff decisions have been made in compliance with federal, state and local laws.

Statement of Compliance: I report compliance.

2. *Operate without written personnel policies that clarify procedures for staff.*

Interpretation: There will be a Personnel Manual that is easily found and kept up to date on the website that spells out employment policies and practices, wage and hour administration and benefits. All staff will be provided with a copy of the Personnel Manual at the time they are hired and a signed acknowledgement of receipt will be kept in their file in the church office. All staff will be notified promptly of any changes to the Personnel Manual.

Data: The Personnel Manual can be found here: <https://www.uunashua.org/wp-content/uploads/2019/05/UU-Nashua-Personnel-Manual-20190521.pdf>. All staff have a signed acknowledgement of receiving the Personnel Manual in their Personnel file in the church office.

Statement of Compliance: I report compliance.

3. *Withhold from staff a due-process internal grievance procedure.*

Interpretation: A clear grievance procedure will be included in the Personnel Manual.

Data: The Personnel Manual can be found here: <https://www.uunashua.org/wp-content/uploads/2019/05/UU-Nashua-Personnel-Manual-20190521.pdf>. Section 2.4 includes a clear grievance procedure.

Statement of Compliance: I report compliance.

4. *Prevent staff from grieving to the Church President when internal grievance procedures have been exhausted and the employee alleges either that*
  - a. *Board policy has been violated to the employee's detriment, or*
  - b. *Board policy does not adequately protect the employee's human rights.*

Interpretation: The grievance procedure in the Personnel Manual will include the option to bring the grievance to the church president when Board policy has been violated to the employee's detriment, or Board policy does not adequately protect the employee's human rights.

Data: The Personnel Manual can be found here: <https://www.uunashua.org/wp-content/uploads/2019/05/UU-Nashua-Personnel-Manual-20190521.pdf>. Section 2.4 includes a grievance procedure that offers the option to grieve to the Church President.

Statement of Compliance: I report compliance.

5. *Allow the Church's at-will employment policies to be jeopardized (see Policy D-3-ii).*

Interpretation: The Personnel Manual will include language that clarifies that the relationship between employer and employee is legally defined as "employment at will," which means that such employment may be terminated without penalty by either party for any reason, with or without notice.

Data: The Personnel Manual can be found here: <https://www.uunashua.org/wp-content/uploads/2019/05/UU-Nashua-Personnel-Manual-20190521.pdf>. Section 1.1 includes this language

Statement of Compliance: I report compliance.



## UU Church of Nashua

# VOLUNTEER CONFIDENTIALITY AGREEMENT

This Volunteer Confidentiality Agreement (the "Agreement"), dated as of \_\_\_\_\_ (Date), is between the Unitarian-Universalist Church of Nashua (UUCN), a NH nonprofit corporation and \_\_\_\_\_ (Individual), an individual serving in the capacity of Volunteer.

The intent of this Agreement is to recognize the importance of maintaining and respecting the confidential information of congregants and of UUCN and to protect the dignity and integrity of relationships within UUCN. This Agreement is set forth in the spirit of UUCN's Evolving Covenant Right Relationships.

**Term** - This Agreement applies to discussions between the Individual and UUCN related to the duties of Volunteer beginning on the date set forth below and for as long as Individual is associated with UUCN.

**Acknowledgment** - Individual understands and acknowledges that in their Position they will receive confidential information pertaining to the activities, operations and the business of UUCN and/or financial and personal information of UUCN's members ("Confidential Information"). Individual further acknowledges that disclosure of such Confidential Information may be prejudicial to UUCN's member and/or UUCN.

**Confidential Data** - The data that constitutes confidential data includes but is not limited to members personal and financial information contained in UUCN's database, personal and pastoral information shared in meetings or that may be overheard between staff.

**Confidentiality** - Individual agrees to:

- Not disclose or discuss Confidential Information with others not authorized to receive such;
- Use reasonable means to protect and prevent the disclosure of Confidential Information, whether oral or written;
- Use the Confidential Information only in connection with the Church Business during the Exchange Period.
- Individual may disclose Confidential Information to Minister, Church Staff, Board of Trustee member, or member(s) that have been identified as having a real need to know or as otherwise directed by UUCN Staff.
- Not share financial or pastoral information and Minister's Discretionary Fund records.



# UU Church of Nashua

## VOLUNTEER CONFIDENTIALITY AGREEMENT

**Exclusions from Confidential Information:** Volunteer's obligations under this Agreement do not extend to information that is:

- Publicly known at the time of disclosure or subsequently becomes publicly known through no fault of the Volunteer;
- Discovered or created by the Volunteer before shared in relationship to their volunteer role;
- Learned by the Volunteer through legitimate means other than through their volunteer role; or
- Is disclosed by Volunteer with prior written approval.

**Remedy** - Upon Individual's violation of this Agreement, UUCN's Minister, Church Administrator, Director of Faith Formation or Membership Coordinator may in its sole discretion remove Individual immediately from said Position and prevent such Individual from serving on any other position at UUCN that involves receipt of Confidential Information.

In Witness Whereof, the parties have duly executed and delivered this Agreement as of the date first set forth above.

### **INDIVIDUAL**

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

### **UUCN Staff Representative:**

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_