

POLICIES
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Palomar Unitarian Universalist Fellowship

Policy and Procedures

CHAPTER 1.00: Committees

Committee Creation.....	1.10
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Date Approved: September 27, 2014

Purpose: Guidelines for the creation of new committees are needed in order to ensure that such committees support the fellowship's shared mission and purpose.

Policy: The Executive Board, in consultation with CCAT, the minister and staff, will determine what committees are essential for the operations of the Fellowship.

Procedure: CCAT will create the needed Committee in consultation with, and support from, the minister and staff.

Palomar Unitarian Universalist Fellowship

Policy and Procedures

CHAPTER 1.00: Committees

Communication Committee.....1.20

Date Approved: June 10, 2014

Purpose: To ensure that information about activities of the Fellowship is available on an ongoing basis to both the congregation and the outside community and to promote the Fellowship in the larger community.

Policy: The committee will disseminate information about the Fellowship to news organizations, other UU congregations and organizations, other religious or spiritual groups, and non-religious organizations. The committee will disseminate information to members via the *Telescope*, the Fellowship's website, the Sunday bulletin, and brief announcements at the beginning of services when appropriate.

Procedures: The committee will be composed of at least four members, appointed by the Board. One of the members will serve as the chair. The committee will send a representative to all C-CAT meetings and submit a quarterly report to the Board. The report will summarize communications over the last quarter, provide details of planned campaigns if any, and identify needs that cannot be met with the committee's current resources.

ADDENDUM

Committee members should be good writers and have a general knowledge of web applications used in communication. The committee will have three main areas of focus:

- Internal Communications - Develop procedures for communicating information to members and associates in order to ensure that the Fellowship's programs and activities are advertised. Ensure the congregation is informed of strategic activities and meetings. Develop strategies and procedures for communicating member "joys and sorrows" while respecting members' desires and privacy. Advise groups that create communications that are not created by the committee as needed.
- External Communications - Ensure PUUF representation in community events that reflect our values and covenant and events that demonstrate our commitment to the wider community. Develop a plan to disseminate content as appropriate to news organizations, other UU congregations and organizations,

other religious or spiritual groups, and non-religious organizations. Develop a press kit or recommendations that reflects our values to assist Fellowship leaders should they be contacted by media.

- Internet Operations - Design, create, and manage internet content that reflect the Fellowship's values and vision. Maintain web content to include Facebook page content. Develop skills and policies to effectively communicate with the wider community. Ensure the various internet interfaces, Facebook, Twitter, Google+, Pinterest, YouTube, etc. are moderated to remove any content that does not reflect the values of the Fellowship.

Palomar Unitarian Universalist Fellowship

Policy and Procedures

CHAPTER 1.00: Committees

Building and Grounds Committee.....1.30

Date Approved:

Purpose: To provide continuing oversight of the maintenance and improvement of the Fellowship buildings and campus.

Policy: The committee will manage the safekeeping, protection, maintenance, repair, and upgrade of facilities to include parking areas and signage, furnishings, and attached equipment such as heating, cooling, lighting and storage.

Procedure: The committee has the authority to manage funds for the following accounts: 5215, 5225, 5230, 5235, and 5271 and to take action as required to fulfill their responsibilities. The committee will make recommendations to the Board and/or the Finance Committee regarding funds needed to provide for the annual maintenance of all facilities, furnishings, and grounds.

ADDENDUM

Following are the responsibilities of the Building and Grounds Committee and Chair:

- The chair is responsible for forming and organizing the Building and Grounds Committee which will consist of at least three members, one of whom is the chair. The chair also will attend all C-CAT meetings, provide regular reports of activities to the C-CAT chair, and assist C-CAT in matters related to buildings and grounds.

Other responsibilities of the committee include:

- Managing the safekeeping, protection, maintenance, repair, and upgrade of facilities to include parking areas and signage, furnishing, and attached equipment such as heating, cooling, lighting and storage. Request funding for repairs and projects that exceed budget from the Executive Board as needed.
- Conducting annual inventory, inspection and evaluation of all property and equipment.
- Making recommendations on replacement of worn items or equipment, landscaping, and care of grounds and parking facilities.

- Making recommendations to the Finance Committee or Executive Board as to necessary funds to provide for the annual maintenance of all facilities, furnishings and grounds.
- Leading actions in emergency situations regarding facilities, furnishings and grounds. Ensuring evacuation plans are current and actionable.
- Serving as a resource team in facility safety, security and crime prevention issues.
- Assisting, supporting, and directing the custodial personnel/handyman in matters related to the building and grounds.
- Ensuring a monthly article is written for the Telescope that will at a minimum describe trends in repairs and security and upcoming events.
- Maintaining a list of vendor points of contact.
- Managing Building Security.

Palomar Unitarian Universalist Fellowship

Policy and Procedures

CHAPTER 2.00: Executive Board Minutes

Publication of Minutes.....2.10

Date Approved: August 8, 2013

Purpose: To ensure that members of the congregation are informed about the action of the Executive Board.

Policy: Minutes of all Palomar Unitarian Universalist Executive Board shall be saved and made available to the congregation for viewing.

Procedure: The Executive Board secretary shall send minutes of all Executive Board meetings to the office manager and webmaster.

The office manager shall keep an electronic copy in a file accessible on the office computer and a hard copy in a binder in the business office. The office manager also shall make ten copies of the Board minutes and place them with the greeter desk material to be available on Sunday mornings.

The webmaster shall post the Executive Board minutes on the Palomar UU Fellowship website.

Palomar Unitarian Universalist Fellowship

Policy and Procedures

CHAPTER 3.00: Facility Usage

Facility Use.....3.10

Date Approved: August 2011

Purpose: To ensure that our facility is available for the use of appropriate groups.

Policy: The use of the facilities of Palomar Unitarian Universalist Fellowship (Palomar UU Fellowship or Fellowship) shall have the primary and overriding purpose of supporting the mission of Palomar UU Fellowship. As stewards of our resources, we shall make our facilities available both to groups within and to groups outside the Fellowship. In order to maintain and develop our facilities, we shall ask that all users care for our facilities through their time, treasures, and talents.

Procedures:

Palomar UU Fellowship Groups: All Palomar UU Fellowship groups, must be recognized by the Fellowship's Committee on Committees, Activities, and Teams (C-CAT). C-CAT shall maintain an accurate and up-to-date listing of all recognized groups. Palomar UU Fellowship groups, recognized by C-CAT shall have the benefit of:

- First choice of available rooms and/or facilities, and
- Reduced or no-cost for facility usage.

C-CAT recognized groups shall reserve facilities with the Fellowship's Office Manager. If it is later determined that a room will not be used at the time reserved, then the group's representative is asked to immediately release the reservation so that the facility may be offered for other purposes. Groups that reserve rooms but do not use them or that do not follow security and clean-up procedures of the Fellowship may be barred by C-CAT or the Executive Board from facility usage.

Outside Groups: Outside groups, or other groups not recognized by the Fellowship's C-CAT shall be considered for facility usage, but Palomar Unitarian Universalist Fellowship reserves the right not to allow facility usage to any group or individual. If an outside group is offered approval by an authorized representative of the Executive Board of Palomar UU Fellowship or by its Minister, they shall be allowed to use the facilities of the Fellowship according to the Palomar Unitarian Universalist Fellowship Procedure for Facility Usage.

All Groups: All groups, whether internal to the Fellowship or outside groups shall be expected to ensure the safety, security, and well-being of all users of the facility and of the facility itself. As such, all groups shall:

1. Follow all applicable Palomar UU Fellowship procedures
2. Minimize the use of unnecessary energy. (turn off heaters, limit the use of lighting, etc.)
3. Leave the facility orderly and cleaner than it was found.
4. Ensure that all children or individuals requiring assistance or with special needs are observed and kept safe at all times.
5. Ensure that all safety, security, and lock-up procedures are followed.
6. Report any facility issues (such as damage, vandalism, missing supplies, etc.) on the facility sign out sheet immediately.

ADDENDUM

Palomar Unitarian Universalist Fellowship Procedure for Facility Usage (August 2011)

Groups wishing to use the facilities of Palomar UU Fellowship, but not recognized by the Palomar UU Fellowship's C-CAT as a Fellowship group, shall abide by the following procedure.

1. Groups shall contact the office of Palomar UU Fellowship to request a Facility Use Application
Palomar Unitarian Universalist Fellowship
1600 Buena Vista Drive, Vista CA 92081-7423
Tel: 760-941-4319 Fax: 760-941-4523
E-mail: office@vistauu.org
2. Groups will submit the completed Facility Use Application form to the office manager at the Fellowship a minimum of 3 weeks prior to the event.
3. The office manager shall contact the group and determine if requested facilities are available. Should the applicant wish to tour the facilities, they may arrange to do so with the office manager.
4. The office manager and an authorized representative of the Executive Board shall determine if the applicant shall be eligible for use of Palomar UU Fellowship facilities.
5. Based upon purpose, frequency, and facilities requested, a usage rate shall be established. This rate shall include an hourly facility rate, plus a \$25.00/hour donation from the start time to end time for a Palomar UU Fellowship facility manager.
6. The facility manager will unlock, supervise, and secure the building at the end of the event. The facility manager will be available for questions, guidance, and ensure that the conditions of this agreement are enforced. The facility manager will not be responsible for room set-up, cleaning, or room reset.
7. Should both parties agree to all conditions of the requested usage, the office manager shall prepare a Facilities Usage Agreement for signature by the applicant.
8. No less than 2 weeks prior to the first day of rental, the applicant will submit to the Office Manager:
 1. The completed Facilities Usage Agreement,
 2. A donation check or money order made out to Palomar UU Fellowship for the first day of usage, and
 3. A separate check or money order made out to Palomar UU Fellowship for \$200 facility deposit. The facility deposit will be used if the facility or equipment is damaged, left dirty, or is not returned to the condition in which the facility was found, as determined by the Facility Manager. The renter shall be additionally charged for any damage to the facility or equipment that exceeds the \$200 facility deposit. Any unused portion of the facility deposit shall be returned to

the renter promptly.

9. The office manager shall provide the check for facility usage to the Finance Director of the Fellowship for deposit, the deposit check shall not be immediately deposited, but held until after the event.
10. Palomar UU Fellowship's Board of Director reserves the right to cancel the facility use agreement at any time with or without cause without liability, including financial liability.

I have read and understand the Policies and procedures for Palomar UU facility use.

Name

Title

Palomar Unitarian Universalist Fellowship
Facility Use Application (2011 - 2012)

Name of group _____

Basic purpose of group _____

Contact name: _____ Telephone Number _____

E-mail address: _____ For Profit or Non Profit? _____

Dates and hours of use requested _____

Rooms/facilities/services requested, with fee for each:

Auditorium _____ Kitchen, light refreshments _____ Kitchen, potluck or meal _____ Library _____

Reeve room _____ Alcott room _____ Nursery/preschool _____ Tables/chairs _____ Sound tech _____

Patio/grounds _____ Other _____

Person in charge: (please print clearly)

Name _____ Telephone _____

Address _____ Email _____

Do you plan to serve alcohol at your event(s)? Please describe: _____

This agreement is for: _____ one time only, or _____ on-going use for a trial period of 90 days, which may be extended if both parties agree. Permission to use the facilities may be revoked by the Fellowship Board of Directors for cause on 30 days notice.

Each of the undersigned has read and agrees to the following:

CONTRIBUTION: To assist in the defrayment of expenses, the group agrees to contribute \$ _____ for a one time only event on _____, (date) payable at the time of the event (**DEPOSIT?**), OR \$ _____ for an ongoing use, beginning on (date) _____. The contribution for monthly, weekly or bi-weekly users is payable on the first of the month prior to use. Contributions will be prorated for partial refund should the facilities be preempted by the Fellowship.

Insurance: The Palomar UU Fellowship carries liability insurance and will list the above group on an added lessors risk policy'. If alcohol is being served, the group must provide proof of a private one day liability rider for the event.

If approved for use, you and your group shall be required to follow the attached conditions.

Please forward the completed application to the Palomar UU Fellowship Office. 1600 Buena Vista Drive, Vista CA 92081-7423 Tel: 760-941-4319 Fax: 760-941-4523 E-mail:

office@vistauu.org.

The facility shall not be used for purposes contrary to the mission of Palomar UU Fellowship.

Our Mission:

- A liberal religious community, diverse and dynamic;*
- Nurturing mind, body and spirit;*
- Fostering compassion, peace and justice;*
- Caring for the Earth and the life that it sustains;*
- Building the Beloved Community.

The entire building – exterior doors, sliding glass doors in auditorium, and windows – shall be checked for security at the conclusion of each use; all indoor lights off, heat and stoves off, and security system armed.

The Check In/Check Out procedures indicated on the sign-in register at the Fellowship entrance shall be completed and the register signed by the person/s in the group designated to be responsible for security with the Facility Manager.

The Fellowship shall not be required to perform any special services as a result of the use of the building by the group, unless the group makes prior arrangements. The group using the facility shall be responsible for setting up the room as desired and returning the room to its original condition. The group using the facility is responsible for cleaning the facility and its contents to their original condition.

Use shall be confined to those rooms and facilities approved in the facilities use agreement. Members of the group shall avoid and not use any other areas, except public areas.

Neither the kitchen or its utensils and supplies shall be used unless prior arrangement has been made. If used, all dishes and equipment shall be cleaned, washed, and replaced in original place and condition.

No single use plastic water bottles or single use styrofoam items will be used at the Fellowship.

No smoking is allowed inside our buildings or on our grounds.

No alcoholic beverages may be served/consumed on the premises at non-PUUF events unless the user purchases and provides proof of a one day liability rider prior to the event.

No food, snacks or beverages other than water shall be consumed in carpeted areas, namely hallways and meeting rooms along the hallway or the auditorium/sanctuary, unless specific permission has been granted in advance.

No non-human animals are allowed in the meeting rooms, with the exception of service animals or unless previously approved by the Minister or Executive Board.

None of the Fellowship's audio-visual equipment (such as the sound system) may be used unless the renter secures the services of a Fellowship approved audio-visual technician.

Any group comprised predominantly of persons under the age of 21 shall use the facilities only in the presence of responsible adult chaperones 21 years or older, a minimum of one 21 year old or older adult leader per eight persons under 21 years of age.

Cars shall be parked in designated parking spaces; the entrance shall be kept clear for use by emergency vehicles.

Users of the facilities may not store any items on the premises without specific prior arrangement with a specifically assigned (in writing) storage space. An inventory of all such stored items shall be maintained and coordinated with a representative of the Executive Board.

The Palomar Unitarian Universalist Fellowship, in making its facilities available for use by the group designated, neither endorses nor assumes responsibility for the views of said group. The group agrees to make this position clear to its members and guests, and in any materials issued to publicize or promote activities of the group involving the facilities of the Fellowship.

Palomar UU Fellowship's Board of Director reserves the right to cancel the facility use agreement at any time with or without cause without liability, including financial liability.

I have read and understand the policies outlined above. _____

Palomar Unitarian Universalist Fellowship

Policy and Procedures

CHAPTER 3.00: Facility Usage

Distributing and Tracking Keys.....3.20

Date Approved: 11/11/14

Purpose: To maintain the security and safety of our shared fellowship building and grounds.

Policy: The Palomar Fellowship Office Manager shall make keys available to Palomar Fellowship staff and members or approved renters with an identifiable need to use the locked building. Members wishing to accept responsibility for fellowship building and grounds by virtue of possessing keys shall request keys and maintain fellowship building and grounds using established and approved procedures.

Procedures:

Members shall:

- Complete a key request form including all contact information and reason for key request;
- Submit request with \$20 deposit (plus an additional \$10 for an office key) to be returned upon surrender of key;
- Participate in updated security training session annually for the duration of key possession;
- Comply with and complete all calendaring, security and lock-up procedures when using fellowship space including signing in and out; non-compliance will result in additional training or relinquishing of the key;
- Not loan their key or provide their security code to anyone without the authorization of the Office Manager or Executive Board;
- Relinquish their key when need for key has ended or upon request of the board.

The Office Manager shall:

- Work in cooperation with the Buildings and Grounds Chair to
 - Process building and office key requests, ensuring that requesters are Palomar Fellowship members, renters approved by board, or staff with an identifiable need for a key;
 - Distinguish between long-term and short-term need for building keys (i.e., Committee Chair = long-term; member hosting a one-time party or gathering = short term and should return key immediately following event);

- Distribute office keys only to Executive board, staff and approved renters, CCAT Coordinator, Membership Chair. Exceptions must be approved by the Executive Board.
- Refer disputes regarding key distribution to Executive Board for final decision.
- Process (accept, document and return) deposits;
- Maintain an up-to-date log of key holders and security codes;
- Make security training sessions available for new key holders, and updated training sessions periodically available for existing key holders;
- Ensure that security and lock-up procedures are up-to-date and available to key holders;
- Report status of key policies and procedures to Past President at least annually, recommending updates or status quo.

Palomar Unitarian Universalist Fellowship Policy and Procedures

CHAPTER 3.00: Facilities

Playground Policy.....	3.30
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Date Approved: August 11, 2015

Purpose: In the past children over the age of eight have used the Fellowship playground inappropriately. The purpose of this policy is to extend the life of our playground and protect our preschool renter's property.

Policy: Only children age eight and younger who are supervised by an adult may play on the enclosed playground. Children above age eight may be allowed on the playground at DRE's discretion and in the role of an assistant to DRE or other adult.

Renters, in general, should not have access to the playground. If renters require the use of the playground, an extra deposit and/or a written agreement showing the designated adult shall be required.

Procedure: Rental Facilitator, Nursery Staff, Preschool Staff, and DRE will make children and parents aware either by verbal or written notice. DRE will add this policy to RE Booklet, which is distributed electronically and available via hard-copy. A sign may be posted in the future, depending upon the frequency of rentals, etc. DRE will email the policy to the congregation and include the policy in the September 2015 Telescope Newsletter. If the congregation needs reminders, the DRE will repeat these steps.

If a child over the age of eight is playing on the playground, the designated adult is responsible for reminding the child and/or parents of the policy.

Palomar Unitarian Universalist Fellowship

Policy and Procedures

CHAPTER 4.00: Animals

Companion Animals.....4.10

Date Approved:

Purpose: To provide for the safety of all while allowing the presence of needed companion animals.

Policy: No animals other than service dogs will be allowed within any area of the building or in the playgrounds. Exceptions may be made by the Minister, Director of Religious Exploration, or Preschool Director for educational or worship purposes. The Blessing of the Animals service is excluded from this policy.

Palomar Unitarian Universalist Fellowship

Policy and Procedures

CHAPTER 5.00: Financial Management

Investment Policy.....5.10

Date Approved: November 11, 2013

Purpose: To promote the long-term financial viability and vitality of the Fellowship.

Policy: Assets shall be invested with care, skill, patience and diligence under the circumstances then prevailing that a prudent investor acting in like capacity and familiar with such matters would use in the investment of a fund of like character and with like aims.

ADDENDUM

A. GENERAL

The investment objectives for the various funds of the Palomar Unitarian Universalist Fellowship (PUUF) are intended to promote the long term financial viability and vitality of the Fellowship through:

1. Achievement of reasonable long term growth in both the income and the market value of the assets, consistent with risks not greater than those associated with the broad financial markets, and supportive of the principles of socially responsible investing.
2. Provision of ample liquidity to meet anticipated funding needs as well as a reserve for unanticipated contingencies.
3. Maintenance of appropriate diversification.

B. RESPONSIBILITY AND AUTHORITY

The Executive Board has the responsibility to establish investment policy and to oversee the proper execution of that policy.

The Finance Director is responsible for implementation of the investment policy, including investment and reinvestment of funds, maintenance of timely and proper records, and regular reporting to the Executive Board.

C. GENERAL INVESTMENT PRINCIPLES

1. Investments shall be made solely in the interest of the Fellowship.
2. The assets shall be invested with care, skill, patience and diligence under the circumstances then prevailing that a prudent investor acting in like capacity and

familiar with such matters would use in the investment of a fund of like character and with like aims.

3. Investments shall be diversified to minimize the risk of large losses.
4. Funds and managers of varying styles and philosophies may be employed to obtain the investment objectives.
5. Cash should be employed productively at all times by investment in short term cash equivalents to provide safety, liquidity and return.

D. INVESTMENT MANAGEMENT POLICY

1. Reasonable efforts should be made to preserve capital, understanding that losses may occur.
2. Reasonable efforts will be made to control risk, and investments will be evaluated regularly to ensure that any risk assumed is commensurate with the given investment style and objectives.

E. INVESTMENT OBJECTIVES

1. Preserve the purchasing power of the investment assets.
2. Achieve income and growth that exceeds the current rate of inflation. Maintain a balance between volatile, high risk investments and very safe investments with very low earnings. Maintain a moderate investment strategy that balances the need for income with the need to preserve principle.

F. INVESTMENT POLICY

1. Given that the Fellowship is a non-profit entity of indefinite longevity, investments should be selected based on long-range performance with no concern for the taxability of their income.
2. Purchase of stocks and mutual funds is preferable to corporate or federal notes or bonds. There should be a good balance of large cap, mid cap, small cap and emerging market holdings.
3. Mutual funds are feasible only if managerial fees are low and their holdings are in keeping with our policy of social responsibility.
4. Borrowing of funds or securities is not permitted.
5. Funds may not be invested, nor obligations incurred in commodities and futures contracts, options, swaps, forwards, Collateralized Mortgage Obligations, any other financial derivatives, private placements, limited partnerships, or venture capital investments.
6. Short selling and margin transactions are prohibited.
7. No more than 30% of the funds may be invested in foreign securities.
8. No more than 10% of the funds may be concentrated in the securities of any one issuer (other than the U.S. Government), and no more than 30% in any one industry.

9. Donations of individual equities, non-income producing real estate and tangible property such as jewelry, gold, and gems shall not be held as investments, but converted to acceptable forms of investments as soon as practicable.
10. All securities should be invested in liquid securities that are readily marketable, and fixed securities shall be of investment grade. Investments that cannot be reasonably and efficiently liquidated with less than one year's notice shall be limited in aggregate to no more than 15% of the total invested assets.
11. No specific restriction is placed on portfolio turnover, though the portfolio should not be managed for short-term gains or generation of fees.
12. The Finance Director may further restrict security selection based on ethical investing criteria on his own or as directed by the Executive Board or the congregation.
13. Any changes to this policy must be approved by the Executive Board.
14. This policy shall be reviewed at least every five years.

Palomar Unitarian Universalist Fellowship Policy and Procedures

CHAPTER 5.00: Financial Management

Minister Discretionary Fund5.11

Date Approved: 7/12/16

Purpose: To establish that disbursements from the Minister Discretionary Fund are confidential and that the Minister is responsible for accounting for Minister Discretionary Fund disbursements (to congregants/others).

Policy: The Minister Discretionary Fund exists to financially support pastoral care provided by the congregation's Minister, as needed, on a short-term or emergency basis. Pastoral care disbursements from the Minister Discretionary Fund are to be confidentially managed by the Minister. All requests for financial assistance through the Minister Discretionary Fund will be submitted directly to the Minister for confidential consideration

Procedure:

1. The congregation will establish a Board Designated Account in the congregation's General Fund named "Minister Discretionary Fund".
2. Fundraising for the Board Designated "Minister Discretionary Fund" account will occur periodically and in coordination with the Minister.
3. At any time, congregants may submit a restricted contribution for deposit to the (General Fund) Board Designated "Minister Discretionary Fund" account.
4. The (General Fund) Board Designated "Minister Discretionary Fund" account will be reported as a restricted use account on the congregation's Balance Sheet.
5. The congregation's Finance Director will assure that a unique checking account (separate from the congregation's primary checking account) is established specifically for disbursements from the "Minister Discretionary Fund".
6. The Minister will be the designated primary signature for that checking account established for disbursements from the "Minister Discretionary Fund".
7. The Minister will receive statements for that "Minister Discretionary Fund" checking account as the designated custodian, along with all processed checks.
8. Any bank fees associated with that "Minister Discretionary Fund" checking account will be expenses of the "Minister Discretionary Fund" checking account (not congregation General Fund expenses).

9. The Minister may designate an alternate signature for the “Minister Discretionary Fund” checking account.
10. If an alternate person is authorized by the Minister to approve “Minister Discretionary Fund” checking account checks, that person will consider any disbursement confidential.
11. Periodically, as needed, the Minister will request that the Finance Director transfer part or all of the balance in the (General Fund) Board Designated “Minister Discretionary Fund” account into the (Minister controlled) “Minister Discretionary Fund” checking account.
12. The Finance Director will disburse the requested amount.
13. The Minister will maintain confidential records that support all “Minister Discretionary Fund” disbursements.
14. The congregation’s accounting records will not document specific recipients of “Minister Discretionary Fund” disbursements.
15. The congregation’s accounting records will account for each transfer from the congregation’s General Fund into the (Minister controlled) “Minister Discretionary Fund” checking account.
16. The Finance Director shall maintain appropriate support for each transfer into the “Minister Discretionary Fund” checking account (including the Minister’s request).

Palomar Unitarian Universalist Fellowship Policy and Procedures

CHAPTER 6.00: Nominations for Office

Nominations from the Floor6.10

Date Approved:

Purpose: To enable members of the congregation to nominate candidates, other than those selected by the Nominating Committee, for congregational office.

Policy: During the annual meeting, any member may make a nomination. However, the person so nominated must present a biographical letter before the nomination takes effect.

Procedures: The nominator should ascertain beforehand whether the person he or she wishes to nominate is both eligible and willing to serve. Candidates must be official members of the congregation. If the name of more than one candidate is in nomination, voting for that office must be conducted by secret, written ballot.

Palomar Unitarian Universalist Fellowship Policy and Procedures

CHAPTER 7.00: Plate Share

Plate Share Submissions7.10

Date Approved:

Purpose: Palomar UU Fellowship is a Plate Share congregation, donating 50% of undesignated offerings collected each Sunday to a local charitable cause. Because we want our contribution to be impactful, the Executive Board will designate one charitable cause to receive the Plate Share contribution each quarter.

Policy: In order to be good stewards of the congregational offerings and ensure that contributions reflect the values of the membership, the Executive Board solicits nominations from the membership for the Plate Share contribution. Guidelines are as follows:

- Any Palomar UU Fellowship member or youth member may submit a maximum of one nomination per quarter. Palomar Fellowship youth who are not members may submit a nomination with member sponsorship.
- The nomination may be for any local (within San Diego County, preferably north San Diego County) charitable social service, environmental, health, or social justice cause.
- The nomination may not be for a political candidate.
- A charitable cause may receive the Plate Share contribution a maximum of once annually.

Procedure: In order to provide time for review, deliberation and announcement, nominations must be received prior to the Executive Board meeting in the second month of each quarter (February, May, August, November). The completed Plate Share Nomination Form should be submitted to office@vistauu.org, any board member via email or by placing it in a board member's mailbox at the Fellowship. Submissions should be typed or printed legibly. Nominations must be complete and received by the deadline in order to be considered. Nominations that are declined will not receive further consideration and will not be returned but may be resubmitted by the nominator in future quarters. Members may submit a maximum of one nomination per quarter.

Palomar Unitarian Universalist Fellowship Policy and Procedures

CHAPTER 7.00: Plate Share

Plate Share Submissions Retention7.20

Date Approved: 1/15/15

Purpose: To provide for consideration of plate share submissions in quarters subsequent to the quarter in which they were submitted.

Policy: Any member may submit a recommendation for plate share recipient. Submissions which are not accepted will be retained by the Executive Board for consideration in subsequent quarters of the same church year.

Procedures: Members will submit recommendations using the form provided.

Palomar Unitarian Universalist Fellowship Policy and Procedures

CHAPTER 8.00: Community Volunteers

Applicant Screening Procedure 8.10

Date Approved: May 12, 2015

Purpose: To provide opportunities for non-members to do community service at Palomar UU Fellowship if appropriate work is available when requested.

Policy: All requests to fulfill community service requirements will be channeled to the minister who will determine whether the applicant has the skills and commitment to perform the tasks available.

Procedure: The minister will meet with the applicant, determine whether appropriate work is available, and establish an agreement on hours, scope of the work, and supervision if the applicant is accepted.