

UFR POLICY AND PROCEDURES MANUAL

Updated, October 1, 2025

1. INTRODUCTION

This Policy and Procedures Manual describes the UFR's governance and policies, including the role of committees and UFR financial procedures. It also includes several appendices, which contain more detail, and forms that may be useful to committees and other members of the leadership. The manual is intended to be flexible and informative rather than to impose binding rules on UFR leadership and members of the Fellowship. The manual is also intended to be consistent with the Articles of Incorporation and the Bylaws. If there is an inconsistency, the Articles of Incorporation and Bylaws take precedence. Finally, the manual is also intended to reflect the latest decisions of the Board of Stewards. To the extent a subsequent decision of the Board of Stewards, i.e., one made after this Manual is adopted, revises something in the Manual, the Board of Stewards decision takes precedence and the Manual will be revised as soon as possible to reflect it.

2. GOVERNANCE AND THE BOARD OF STEWARDS

UFR is a Tax-Exempt Corporation registered in the Commonwealth of Virginia and governed by a Board of Stewards.

Name of Committee: Board of Stewards

Preferred Terminology: The bylaws refer to members of the Board as Stewards and designate the titles of officers.

Primary Purpose: The Board oversees the work and finances of the Fellowship. It works with the Leadership Development Committee to create a ballot for leadership positions to be voted on by the Fellowship. In cooperation with the Finance Committee, it develops and approves an annual budget. It also plans and approves meetings and functions of the Fellowship. The Board is responsible for approving any policies developed by committees and policies that impact the entire Fellowship. The Board approves any project that is requesting funds from the Fellowship and the use of any undesignated Growth & Opportunity funds. It recommends expenditures from the endowments. The Board may delegate functions to committees regarding meetings, committee responsibilities, and other responsibilities consistent with the bylaws.

Membership Requirements: All members of the Board of Stewards must be members of the Fellowship.

Key Roles within the Committee:

The President leads the Board meetings and along with the Board is the overall coordinator of the activities of the Fellowship. The President receives periodic reports from the standing committees of the Fellowship and assembles the agenda for the Board meeting. In addition, the President:

- Sets the agenda for Board meetings and distributes prior to the meeting

- Presides at Board meetings
- Works with the Finance Committee to develop a draft budget for Board approval
- Sets the agenda and coordinates materials for Fellowship meetings
- Acts as liaison with minister and with UUA
- Serves as a liaison with the community in the absence of a minister

The Vice President assists the President in performing the President's duties and leads the Board meetings when the President is unable to do so. In addition, the Vice President:

- Oversees development of the strategic plan, including the mission and the vision for the future
- Plans and coordinates the Board Retreat
- Helps the President coordinate Fellowship activities
- Oversees Faith in Action activities

The Secretary:

- Takes minutes of Board of Stewards and Fellowship meetings
- Handles distribution of ballots and other materials for the annual Fellowship meeting
- Keeps the UUA database updated
- Handles official correspondence
- Handles distribution of other materials that go to members
- Files and maintains permanent records of Board meetings and actions

The Treasurer:

- Maintains accounts for the Fellowship's general operations, specified Board approved projects, and Growth & Opportunity investments.
- Manages all funds of the Fellowship except for endowment and Servetus funds
- Manages receipt of all incoming funds to the Fellowship and disbursements
- Ensures all disbursements of funds are properly documented
- Maintains records of individual contributions and prepares and distributes annual tax donation letters no later than January 31 of the following year.
- Works with individual committees and spending units, the Finance Committee, and the Board of Stewards in the development of the annual budget.
- Collects weekly donations during Sunday service and completes certification of the donations and attendance following the service.
- Completes all banking deposits in a timely manner and monitors all bank accounts
- See also Section 5 regarding finances.

Meetings: The Board meets in person every two months and conducts business in person or through email each month or more frequently if needed. Minutes, including the results of votes, are kept and maintained at the Fellowship available for anyone in the Fellowship to review. (See the Appendix for an example). For sensitive personnel issues, the Board can meet in executive session. Minutes of these meetings are not available to the Fellowship.

Reports: The Board reports to the Fellowship each year at the December Fellowship meeting, through direct emails and through the Chalice newsletter.

Brochures and publications: The Board reviews brochures and documents developed by other committees.

Records: Board records are kept in the file cabinets in the fellowship hall and with the Secretary.

Policy Documents: The Board's policy and procedures are reflected in the bylaws, in the Policy and Procedures manual, and in the minutes of the Board.

Other Document Procedures: The Board develops the annual administrative calendar and the strategic plan. The strategic plan is updated annually. The Board also develops the list of individuals who contribute articles for the Leadership Corner in The Chalice.

3. STANDING COMMITTEES

The Fellowship has the following standing committees: Programs, Membership, Building and Grounds, Finance, and Leadership Development. Each committee chair coordinates the activities within the scope of their committee. Committees are expected to carry out the activities within their annual budget, but they have flexibility to decide how to promote these activities. All committees provide a quarterly report to the Board and an annual report for the Fellowship. Each standing committee is responsible for submitting an annual budget request and approving expenditures for committee activities based on the budget approved by the Board and the Fellowship.

3.1. The Programs Committee

Name of Committee: Programs Committee

Preferred Terminology: Committee

Primary Purpose: The Programs Committee is responsible for planning Sunday Services at UUFR. The Committee schedules and guides the speakers and gathers the necessary information for advertising, publicity and the Order of Service. In addition, the Committee plans, along with the Music Director, the music for the Sunday Service. The Committee also plans and oversees other programs, such as fashion shows, music and movie nights and public forum events. In addition, the Programs Chair provides advice and support for other activities within UUFR, such as Adult Religious Exploration and UU for Kids.

Membership Requirements: The Chair must be a member of the Fellowship and is elected at the annual meeting. Please provide any other requirements.

Key Roles within the Committee: Special roles may include Service Leader Coordinator, Music Director, A/V Coordinator, Adult RE Director and Kids' RE Director.

Meetings (frequency, voting, minutes): The Programs Committee meets quarterly or as special circumstances require. The decisions of the Committee are documented in minutes by the Programs assistant. Depending on the discussion, a consensus is reached and recorded.

Other Committee activities and responsibilities: The Sunday morning service is the most important responsibility of the Programs Committee. Services are designed to present a diverse

range of topics and information that resonates with our Fellowship. The Committee ensures that the talk and accompanying music are integrated, creating a harmonious flow that enhances the overall quality of the service and fosters a deeper connection within our community.

The Sunday morning speakers are invited by the Programs Chair to provide presentations on topics consistent within the Fellowship's interests. Speakers are provided guidance as to the mix of sensitivities within the Fellowship, respect for all theological perspectives, and the objectives and principles of the UU Fellowship. Speakers can request technical support for presentations with prior notification and approval.

Speakers provide the title of their talk, a brief description, a brief biography and a photo for use in advertising and promotion. At least a week before their talk, speakers submit quotes for the Order of Service if they wish and a reading choice for the Order of Service.

The Speakers are usually selected at least two months in advance. The Program Director provides the Communications Committee with the schedule of speakers, the title of their talks and a brief description, a brief biography of the speaker, a jpeg photo, and the speaker's contact information. Ministers are paid an honorarium in amounts approved by the Board (currently \$250). Non-ministers are paid under special circumstances approved by the committee within the committee's budget (for example, speakers whom the UUFR has paid previously). Speakers are paid travel expenses approved by the Committee. The Programs Chair informs the Treasurer that a check is necessary for a speaker on the Sunday of the presentation.

A service leader is identified for each speaker. The service leader provides the Welcome, Chalice Lighting, opening remarks and the introduction of the speaker. The speaker usually provides closing words. **See the Appendix for the Service Leader Guide.**

Other Activities: The Program Committee is also responsible for overseeing the following activities:

Musical Appreciation, aka "Making Music," is a program designed to increase the musical knowledge of its participants and as a time to enjoy singing together. It currently meets once a month from 5:30 to 7:00 on the first Wednesday and regularly participates in Sunday Services in coordination with the Program Committee. No previous experience required.

Meditation programs are conducted periodically under the supervision of the Programs Committee. Typically, there is 30-minute meditation in the Sanctuary prior to the morning service on the third Sunday of the month. Participants are 18 and older.

Religious Exploration for Adults. The UUFR may provide religious education opportunities for adults.

The UU for Kids Program is designed annually by the Programs Committee or the RE Committee in consultation with the parents of the children that the program is designed to serve. The RE Committee seeks a commitment from the parents regarding attendance by their children

sufficient to justify hiring or training teachers and supplying necessary materials. The Program Committee Chair and the Kids RE Director conduct any necessary due diligence regarding persons working with children. Due diligence requires a background check of adults working with children. See the Appendix for the UUFR Child Protection Policy.

Brochures: The Programs Committee is responsible for the Bulletin cover.

Policies for Speaker: Speakers are chosen based on their background and qualifications and the interests of the Fellowship. See the appendix for estimating travel expenses.

Other Procedures: Service leaders are chosen from the Fellowship based on their interest. The Programs Chair may appoint someone from the Committee to coordinate service leaders.

The draft order of service is distributed to the speaker, service leaders and others in advance of the Sunday service, usually by Google doc. It is usually distributed by the administrative assistant under the supervision of the Programs Chair. The **Zoom Procedures** for communicating the service on the Internet and recording it are in the Appendix.

3.2. The Membership Committee

Name of Committee: The Membership Committee

Preferred Terminology: Committee

Primary Purpose: The Committee sponsors several events each year to promote interactions among UUFR family and friends. The leader of an event/activity forms a team to assist in facilitation and organization of their chosen event/activity. All Members are responsible for tasks relating to Sunday welcoming and hospitality which is prior to and after a Sunday service. All members are assigned to a Hospitality team and friends can ask to join too.

The Hospitality Teams are organized by the Committee as the primary action teams for the support of the Fellowship. These teams welcome visitors each Sunday and arrange for after-service refreshments, cleanup and the securing of the building each Sunday. They also provide a line of communication and caring support for lay pastoral care. All active members are on a team and are asked to participate for four months out of the year. The team leaders are usually

members of the Membership Committee but do not have to be. (See also the Appendix for Greeters and Kitchen hospitality team responsibilities.)

Membership Requirements to be on the Committee: Committee Members can be members or friends but should be committed for a minimum of a year. The Committee Chair must be a member of the Fellowship and is elected at the annual Fellowship meeting.

Key Roles within the Committee: The Chair of the Membership Committee is approved by the Fellowship for a two-year term. The Committee may also identify other key roles, including hospitality team leads, event coordinator and database administrator.

Meetings: The Chair organizes at least three meetings per year and more if needed. Meeting minutes are shared with the members and kept by the Chair.

Other activities and responsibilities: Committee members welcome new members by having them sign the membership book. It plans a Sunday service time to have the Fellowship welcome new members. The Committee provides updates on events to persons who prepare the Sunday bulletin, Chalice, Connections, UUFR Website, and the UUFR Facebook page. It adds events to the UUFR calendar, either directly or through the Communications team. It makes sure that new member and visitor packets are ready and updated. It also is responsible for making permanent nametags for members and friends.

The Committee keeps budget data regarding its expenditures. It writes an annual leadership article for the Chalice. It shares lay pastoral care information on members and friends with the pastoral care team.

The Membership Committee also prepares a UUFR brochure for distribution to increase familiarity with the Fellowship. The brochure is reviewed by the Board for approval. The Committee also works with the Communications Committee to arrange for advertising of services and events. (See the appendix for a copy of the UUFR brochure)

The Committee prepares name tags and maintains a visitor book for visitors and sends a follow-up note to invite their return and answer any questions. It also prepares a visitor information packet that provides information about UUFR and the UUA.

Once a visitor has made the decision to join the Fellowship and has signed the membership book, the Committee provides a new member packet and arranges for the new member to be welcomed by the President and minister. The Committee arranges for other orientation steps as appropriate, including a new member lunch and discussion and/or UU classes.

The Committee reports the new member's information to the Board Secretary and the UUA. It also invites new members to complete a "New Member Questionnaire" to assist in the integration of new members into the Fellowship. (See the Appendix for New Member Questionnaire and definitions of members, friends and visitors.) It also provides a gift to new members, such as a book.

When a member leaves the Fellowship, the Committee asks the departing member to evaluate their experience with the Fellowship and offers to arrange for the departing member to receive the newsletter. Departing members will be added to the inactive data list for recordkeeping (and possibly for adding a plaque to the Memorial Pathways in the future) noting the reason for leaving and the dates of membership.

Reports: The Committee sends reports to the Board, including updates on membership and sponsored events and tasks. It assists with keeping visitor data and updates membership and friend status on the online Breeze directory.

Brochures: The Committee is responsible for the general UUFR brochure. See the Appendix.

Records: The Membership Records and Directory is maintained by the Committee as the record of membership.

Other procedures: The Committee updates the online directory in Breeze and maintains the visitor and past member database. See the Appendix.

Ongoing Membership Committee-Sponsored Activities:

The **Phood and Philosophy** Event tries to meet monthly for an evening potluck, as hosts are available, either in their home or at the “UUFR Bistro” with a topic of discussion selected by the host. This may entail watching a video or other activity.

Ladies Luncheons are held on the 4th Friday of each month. A contact person is in charge of contacting those who wish to attend. The group decides at the end of each luncheon gathering where the next luncheon location will be.

Members of the Membership Committee organize and facilitate the **Yoga retreat breakfast** annually.

The Committee also organizes the **Sponsor a Family for Christmas** in coordination with the Haven.

The Committee sponsors the **Free Little Library** outside of the church near James Wharf Rd. New donated books are added as needed for adults and children.

3.3 The Buildings and Grounds Committee

Name of Committee: Building and Grounds Committee

Preferred Terminology: Committee Chair, and sub-Committee Team, Team Leader and/or Coordinator

Primary Purpose: The Committee oversees the maintenance and repair of the UUFR building and property and participates with others in new development projects, such as building expansion. The Committee develops plans for landscaping and for specific projects, such as the playground. It is also responsible for the building rental program (i.e., Facility Use Agreements), UUFR’s Safety and Security program and the purchase and installation of memorial plaques for the Pathways of Remembrance.

Membership Requirements: The Committee is organized in an informal way to accommodate the interests and participation of team members. Everyone is welcome to volunteer, and UUFR membership is not required. It is desirable, whenever possible, to maintain a team of at least 10 persons.

Key roles within the Committee: The Committee is led by a Chair, who is appointed by the Board of Stewards and is a member of the Fellowship. The Chair is responsible for coordinating

all Committee activities. At the discretion of the Committee Chair, additional roles may be appointed, including a Landscape Coordinator to assist with the design, implementation and maintenance of landscaped areas, a Facility Use Lead and a Security and Safety Lead.

Meetings: The Committee Chair conducts at least one meeting each year, usually in February, to coordinate with the Team members on the upcoming year's anticipated B&G workload and to assign leads for projects. The team usually comes together at least twice a month for regular workdays from late February to late November.

Other Committee activities and responsibilities: The Committee is responsible for all general maintenance, including grounds, landscaping, services and repairs, inside and outside the building. The Committee contracts for housekeeping, mowing, and termite prevention/control, for maintenance of the memorial pathways and for snow removal. (Note: it is the responsibility of the facility renter to arrange for snow and ice removal if the activity is not UUFR sponsored, e.g., if Yoga class is held independent of any other UUFR activities).

The Committee also arranges for regular inspection and maintenance of the HVAC systems, dehumidifier, the lighthouse, and safety equipment, which may include power washing, painting, gutter cleaning and carpet and window cleaning. The Committee is responsible for arranging for utilities, including water, electricity, telephone and Internet service. It works to control energy use to control costs and protect the environment.

It is also responsible for addressing safety concerns, including dangerous tree issues, safe walkways, lighting, visibility, etc. Work may be performed by volunteers from the Fellowship, hired contractors, or a combination of the two at the discretion of the Committee and consistent with the budget. The Committee also ensures the availability of consumables such as dish and hand soap, cleansers, toilet paper, coffee, and paper products.

The Pathways of Remembrance (PoR) is maintained by the Committee. The Committee is also responsible for ordering plaques for deceased members to ensure timely installation. The plaques and installation costs are funded via the operating budget. The Trustees of the Fellowship are responsible for approving expenditures from the PoR Endowment. These expenditures may include hiring a contractor to clear the pathways of debris for Sunday servicers, and for non-regular maintenance of the walkway, including resurfacing walkway, clearing dangerous trees, controlling drainage, etc. The B&G Committee works with the President on plaques for past members to determine eligibility.

The maintenance of the Nature Trail and Labyrinth is also overseen by the Committee. The Chair may appoint a Team member to oversee the Nature Trail and Labyrinth and to promote its use by Fellowship members and others. The Committee is also responsible for maintenance of the playground and other features on the property, such as the Butterfly Garden.

The Committee plans for periodic major repairs and maintenance, such as interior and exterior painting, replacement of carpet and furnishings, appliances, mechanical equipment, roofs, decking, etc. The Committee advises the Board and the Finance Committee at the time of the annual operating budget submission of anticipated needed expenditures. Long-term planning

for covering the costs of such major repairs and replacements is the responsibility of the Finance Committee.

The Committee is also responsible for building rental and appoints the Facilities Use Administrator who manages scheduling and administration of the rental agreements. In consultation with the Board and legal counsel, the Committee prepares facility use agreement templates. (See the Appendix.) A rental brochure may be prepared and printed for advertising purposes as necessary.

The Chair may appoint a Safety and Security Team Leader, who is responsible for arranging for security oversight during Sunday morning services. This team monitors potential risks to the members and visitors, including intruders, fire, medical crises, and extreme weather events. The Safety and Security Lead coordinates schedules to ensure there is a person on duty each Sunday and is responsible for providing training as necessary to the Team members.

The Safety and Security Lead identifies needed equipment purchases, such as security cameras and necessary building enhancements. Based on budget approval, the Committee may complete its work by volunteer members of the Fellowship or contractors. The Security Lead or the Committee Chair is responsible for managing building keys. A list of key holders is maintained and periodically confirmed.

Reports: The Committee provides quarterly reports to the Board of Stewards and prepares an article each year for the Chalice. It provides a final report of accomplishments for the year for the annual December membership meeting.

Brochures: The Committee does not develop brochures at this time.

Records: All Committee records, including copies of signed contracts and rental agreements, equipment and labor warranties, landscape designs, building plans and construction documents, etc. are maintained in the UUFR files located in the Administration files. Miscellaneous documents related to accomplishing the ongoing mission such as correspondence, work planning and schedules of work, contact information with contractors, copies of approved invoices (the official paid documents are maintained by the UUFR Treasurer), budget preparation documents and expenditure tracking spreadsheets, work papers, etc., are maintained by the Chair.

Document Specific Policies: The Committee is responsible for establishing and documenting policies and procedures as it applies to use of the building and grounds in accordance with the Facilities Use Agreement. See the Appendix for facility use documents.

Document Specific Procedures: The Committee maintains records of placement of memorials, plantings, changes to the building, such as installation of interior/exterior equipment, hanging of items on walls, moving of furnishings, etc.

3.4 The Finance Committee

Name of Committee: The Finance Committee

Preferred Terminology: Committee

Primary Purpose: The Finance Committee prepares the annual budget for Board approval, advises the Treasurer on managing the budgeted and non-budgeted funds and performs an annual

review of the Treasurer's financial records. In coordination with the President, it prepares the annual budget for approval by the Board. It also works with the Board on fund-raising, including annual appeals, Chalice Lighter grant writing. Events considered fundraisers are not the responsibility of the Finance Committee.

Membership Requirements: All members of the Finance Committee must be members of the Fellowship and elected by the congregation.

Key roles within the Committee: The Committee is made up of three elected Trustees, three elected Servetus Advisors, the Treasurer, who is elected and a member of the Board and the Assistant Treasurer, who is elected by the Fellowship. (See Roles of Finance Committee Positions in the Appendix). **[Note: the Board has approved a recommendation to change the bylaws to refer to the Servetus Advisors as Servetus Trustees. This change will be voted on by the fellowship at the December 2025 meeting.]** The Committee chooses a Chair (or Co-Chairs) at the beginning of the year. All non-elected members of the Finance Committee require Board approval.

Meetings: The Finance Committee holds quarterly committee meetings and documents the actions of the Committee in minutes.

Other Committee activities and responsibilities: The Finance Committee provides to committee chairs and spending units covered by the budget a budget history and the requisite budget forms for completion. Each year the Finance Committee establishes the operating budget preparation schedule. The committees and spending units are asked to submit to the Finance Committee their projected spending through the end of the current year. The Finance Committee solicits the projected needs for the coming year from the committee chairs and spending units. Additionally, the Finance Committee solicits the results of the Giving Letters from the Treasurer for planning projected income in the upcoming budget year. Based upon reported needs and projected income, the Finance Committee, working with the Board President, assembles a proposed budget for presentation to the Board at the November Board meeting, which the Board may modify as needed. The Board presents its proposed budget to the Fellowship at the December Fellowship Meeting.

The Finance Committee is responsible for developing a funding plan for future Funding Repair and Replacement (FR&R) based on projected depreciation and future cost projections.

Reports: The Committee provides quarterly reports to the Board, which include reports from the Trustees and Servetus Advisors.

Brochures: The Finance Committee prepares a financial brochure. See the Appendix.

Records: Finance Committee records are maintained **[where?]** These are available for an audit if necessary.

Policies: The Endowment Trustees are guided by policies included in the Fellowship's Endowment Investment and Distribution Policy adopted May 9, 2010. The Servetus Advisors are guided by the terms of the bequest of Dr. Pirkko Graves. See the Appendix.

Procedures: A review of UUFR's financial records is performed annually at or near the conclusion of the fiscal year by the Committee by a member of the committee other than the Treasurer or Assistant Treasurer.

3.5 Leadership Development Committee

Name of Committee: Leadership Development Committee

Preferred Terminology: Leadership Team and Team Leader

Membership requirements: The Team works with the Membership Chair and other relevant committees to become familiar with the skills and interests of the membership and to match them with the needs of the Fellowship. With the objective of helping members find an opportunity to contribute their leadership skills, the Team suggests to the Board and/or Committee Chairs persons they have identified as emerging or skilled leaders. Members selected to serve on the team should have organizational leadership experience and/or skills and a familiarity with the organization and goals of the Fellowship.

Key Roles: Strategic Leadership Development. The Team Leader invites a team of active leaders and interested members of the Fellowship to join the Leadership Team. The Team will determine their goals for the year in light of the administrative calendar and meeting schedules. The Committee's charge is to ensure a succession of UUFR leadership and an evaluation of Fellowship-wide leadership strengths and weaknesses and to identify leadership skill-building opportunities (e.g., workshops, seminars, leadership training, UU General Assembly workshops, etc.).

Nominations and Placement: Using available tools, such as the Skills and Interests questionnaires and personal interactions, the team assists the Board in preparing a list of nominees for the annual Fellowship meeting each December.

Meetings: The team sets its meeting schedule at the beginning of the year. A member of the committee records meeting minutes and votes are by simple majority.

Records: The Team Leader provides quarterly reports to the Board. Records of the Leadership Team are stored in the UUFR Committee Files.

4. SPECIAL COMMITTEES AND OTHER ACTIVITIES

The list below is a partial summary of other committees and UUFR activities approved by the Board. Not all these groups are active at any one time, but there is a tradition of support for each one. Members of the Fellowship are always free to propose other activities and special committees.

The Communications Committee

Name of Committee: The Communications Committee

Preferred terminology: Team and Coordinator

Primary Purpose: The Communications Team is responsible for both internal and external communications regarding the Fellowship. Internal communications include the monthly Chalice newsletter, weekly Connections, announcements in the Order of Service, social media, and UUFR website. The website and social media postings also provide external communication vehicles. Articles are promoted to local newspapers regarding Fellowship activities that may be of interest to the community. The Committee works in close cooperation with the Membership Committee and Programs Committee.

Membership Requirements: The Webmaster should be a member. Others can be friends or members. The Order of Service administrator is a member of the Program Committee and is a part of the communications team and is responsible for announcements each week in the Order of Service.

Key Roles: Webmaster (also handles calendar), Chalice Editor, Connections Editor, Newspaper Liaison, and Social Media content provider.

Meetings: A meeting is held at the first of the year to update new members and address any concerns. Otherwise, communications are done by email.

Reports: Quarterly reports to the Board

Brochures: None at this time.

Other responsibilities: Current social media include Facebook, Instagram and YouTube.

Records: An archive of the Chalice newsletter is kept on the website.

Faith In Action

There are several activities that fall within the category of **Faith in Action**. These 1) activities focus on activities that support **social justice** in our community and beyond, including community service and social justice, feeding the poor, serving the underserved, aiding those in crisis, understanding and addressing other injustices; 2) **charitable contributions** to local non-profit-organizations, which are recommended by the **Charitable Giving Committee**; 3) the **Kids First Foundation**, which provides support to low-income children in our region; **and 4) Community Service**, which includes **Road Cleanup**, **a Yoga Breakfast**, the **Adopt a Family** program; and 5) the **Little Free Library**. The Vice President oversees and coordinates these programs to assure they are consistent with the Fellowship's interests.

Other Activities

The River Readers is a monthly book discussion group, which meets the fourth Monday of each month. Typically, an annual dinner and "Big Book" discussion is held in addition to monthly meetings. The semi-annual book list is selected democratically from books that have received critical acclaim, literary prizes, or are otherwise deemed to be those which would generate lively discussions. The Membership Committee is the conduit for Board level decisions and actions regarding River Readers.

Coffee and Conversation is made up of members and friends of UUFR who gather weekly on Wednesday mornings from 9:30 to 11:30. The location may vary, but, currently, the group meets at the Local restaurant in Irvington.

Review of Legal Documents and Contracts. This responsibility includes review of the legal documents such as bylaws, policies, and any other documents for which the Fellowship

votes approval as a corporation; documents that may have implications regarding the Fellowship's tax-exempt status; deeds and other documents regarding real estate, rights of way, and insurance coverage; contracts for goods, employment, and/or services (including financial and investment services); contracts of obligation of the Fellowship; binding letters of agreement; and commitments of affiliation /cooperation with other organizations. All such documents require Board approval prior to signature. Legal counsel (currently, Eddie Correia) provides legal review before Board approval.

5. FINANCES

5.1 Non-Endowment Funds and Accounts

5.1.1 The Operating Fund

The Operating Fund income is received from the Sunday morning offering, mailed donations or from the Fellowship's designated online donation system (e.g., PayPal). Sunday morning donations and attendance (in person and virtual) are certified and recorded jointly by the Treasurer and the Assistant Treasurer, or, in the absence of either or both, by other members of the Finance Committee. In the event there are no Finance Committee members present, members of the Board of Stewards will assist. The weekly certification forms, UUFR Donations, are maintained in the Treasurer's files with corresponding bank deposit receipts. (See samples in the appendix). All operating expenses are paid in accordance with the approved annual operating budget upon receipt of the required documentation. In the event that a committee wishes to submit an expense not covered by the budget, it should consult with the Board in advance of the expenditure.

5.1.2 The Special Project Fund

Special Project funds for Board-approved projects are received through donations or fund raisers for particular projects. The Treasurer determines whether these funds are maintained in the regular checking account (generally for short-term projects with an expected immediate need) or in a designated investment fund when the need for the funds is not expected to be immediate.

5.1.3 The Growth and Opportunity (G&O) Fund

The G&O Fund consists of undesignated funds available to the Board to address needs outside of the annual operating budget and for Board-approved designated projects (e.g., building expansion project, depreciation funds, etc.). Fund income results from donations to the Fellowship for other than operating budget expenses, fund raisers, capital investments and end-of-year operating fund residuals. Donors may designate gifts for specific Board approved projects or toward undesignated future opportunities. The amount of the residual operating funds

to be transferred at the end of the year to the undesignated G&O is recommended by the Treasurer and approved by the Board.

The Treasurer establishes sub-accounts for approved G&O projects and maintains account records, monitors investments, and makes disbursements in accordance with the intent of the funds. The Treasurer may consult with the Trustees of the Fellowship regarding investment decisions but is responsible for the control of such funds.

5.1.4 The Emergency Financial Crisis Fund

This fund of at least \$1000 is maintained by the Board, which can be drawn upon at the discretion of the President and the Minister (if one is in place) as temporary assistance to someone going through an economic crisis.

5.1.5 Management of Non-endowment Funds and Accounts

Investment and expenditure decisions regarding the non-endowment funds and accounts are the responsibility of the Treasurer in coordination with the Finance Committee. Expenditures are based on the annual budget of the operating fund, which has been approved by the Board and the Fellowship.

5.1.6 Reports

The Treasurer provides reports on other funds and accounts to the Board of Stewards. These include the following:

- The Treasurer's Operating Budget v. YTD Actuals provides expenditures and balances in the operating fund by budget category for each month throughout the year.
- The Monthly Treasurer's Report provides income and expenditure data for the month for the operating fund and other designated funds. This report also reflects average weekly and monthly income versus the budgeted weekly and monthly income, providing data for the Board and Finance Committee to evaluate progress of actual activity versus budgeted.
- The Growth and Opportunity Fund Status is provided each quarter. This report also shows specific Board approved projects. (Sample of reports are included in the appendix).

5.2 Endowment Funds

NOTE: The Finance Committee is currently researching the appropriate description of the purposes of the endowment funds described below. Therefore, the descriptions below may change in a further version of this manual. (10/1/25)

5.2.1 The Ministerial Endowment

This fund consists of funds donated to the UUFR for purposes of supporting the hiring and retention of a minister. The funds may be used for salary, bonuses, retirement, recruiting or other purposes relating to hiring and retention of the minister.

5.2.2 The Building Fund Endowment

This fund consists of funds donated to the UUFR for purposes of constructing, maintaining and improving the UUFR building and grounds. Regular repairs and maintenance of the building are paid from the operating budget, if possible. If funds from the operating budget are inadequate, these costs may be paid from the undesignated G&O Fund. In general, the Building Fund Endowment is reserved for extraordinary expenditures. See also Section 5.3.2 dealing with exigent circumstances.

5.2.3 The Pathways of Remembrance Endowment

This fund consists of funds donated to maintain the Pathways of Remembrance.

5.2.4 The Servetus Endowment

This fund consists of funds originally donated to the UUFR under the terms of a bequest from Dr. Pirkko Graves and supplemented by other members. It has been transferred to the River Counties Community Foundation for use consistently with the terms of the bequest. RCCF invests these funds based upon the recommendations from the Servetus Advisors, who are elected by the Fellowship. [The Board decided at their meeting on 7/20/25 to amend the bylaws to refer to the Servetus Advisors as Servetus Trustees.]

5.3 Endowment Management

5.3.1 Investments

Except for the Servetus Endowment, the investment of endowment funds is managed by the Trustees, who are elected by the Fellowship. The Trustees are responsible for approving expenditures from the endowment funds, based on recommendations from the Board of Stewards. (See also 5.3.2 regarding exigent circumstances.) Investments of the Servetus Endowment is managed by the River Counties Communities Foundation (“RCCF”).

5.3.2 Expenditures from Endowment Funds and Exigent Circumstances

Decision about expenditures from the endowment funds are generally made by the Trustees, based on recommendations from the Board of Stewards. Approval or disapproval of distributions by the Trustees requires the votes of at least two Trustees. If there are two votes to approve, the request is granted; if there are two votes to disapprove, the spending request is rejected (except in cases of “exigent circumstances,” discussed below). If there are not two votes for a decision, for example, because of a tie or too few Trustees, the Board request is deemed to be approved.

The Board may decide, by a vote of at least five members of the Board, that “exigent circumstances” exist, which requires funding that is not provided for in the operating budget but which, in the Board’s view, falls within the purposes of a particular endowment fund. “Exigent circumstances” are defined as essential for the ongoing welfare of the Fellowship and time

critical, i.e., alternative funding sources are not available within the necessary timeframe. In the case of exigent circumstances, the Board can ask the Trustees to authorize the use of any funds in the Endowment consistent with the purposes of the fund, in excess of the original principal. The Trustees shall promptly consider the request of the Board, if at all possible, within 48 hours and inform the Board of their decision. If the Trustees do not approve the use of an endowment fund, the Board may still authorize the use of funds from the appropriate endowment in excess of the original principal.

5.3.3 Reports

The Trustees provide quarterly reports as part of the Finance Committee reports to the Board. These reports include budget, Trustees and Servetus Advisor updates.