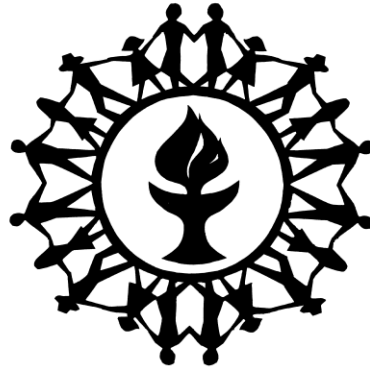


Northwoods Unitarian Universalist Church



POLICY / PROCEDURE MANUAL

Document summary:
 A description and structure of the By-Laws
 and Policies/Procedures for NUUC

<i>NORTHWOODS UNITARIAN UNIVERSALIST CHURCH</i>	TITLE: POLICY /PROCEDURE MANUAL		
	DOC No./ REV.	M040 / Rev A	
	ORIGINATOR	Mary Chimarusti	
	COMMITTEE	Board of Trustees	APPROVED DATE :6/18/07

Table of Contents

1.	<i>PURPOSE</i>	4
2.	<i>RESPONSIBILITES</i>	4
3.	<i>REFERENCE DOCUMENTS</i>	4
4.	<i>DOCUMENT STRUCTURE, RELEASE and STORAGE</i>	4
4.1.	STRUCTURE	4
4.2.	RELEASE and STORAGE	5
5.	<i>NUUC POLICY/PROCEDURES, WORK INSTRUCTIONS and MANUALS</i>	5
5.1.	P001 – By-Laws	5
5.2.	P002 – Conflict Resolution Committee	5
5.3.	P003 – Communications Committee	5
▪	P012 – Use of Member E-mail Information	5
▪	W019 – Beacon Work Instruction	5
▪	W020 – Website Work Instruction	5
▪	W021 – External Advertising Work Instruction	5
5.4.	P005 – Membership Committee	5
▪	P015 – Contribution of Record	5
▪	P024 – Welcoming Congregation	5
5.5.	M006 - Buildings and Grounds Manual	6
▪	W046 – Borrowing Church Property	6
▪	W047 – Key Policy	6
▪	W048 - Property Damage	6
▪	W049 – Rental Policy	6
▪	W050 – Church Art	6
5.6.	P008 – Community Relations Committee	6
▪	P035 – Millbend Coffee House	6
▪	P036 - Service Projects	6
▪	P037– Social Action	6
▪	P038 – Inter-Faith	6
▪	P030 - Equal Exchange Fair Trade – Coffee	6
5.7.	P009 – Finance – Budget Process	6
▪	P016 – Electronic Record Data Base	6
▪	P018 – Member Pledge	6
▪	P032 – Endowment	6
▪	P023 – Fundraising - Service Auction	6
▪	P029 – Stewardship- Canvas/ Generosity (Pledge Drive)	6
▪	P031 – Bohemian Circus	6
▪	P052 - Collection Plate	6
▪	P053 - Honorarium	6
5.8.	P011 – NUUC Religious Education	6
▪	M010 – Child Safety & Risk Management Manual	6
▪	P022 – YAC – YRUU	6
▪	P028 – Adult RE	6
5.9.	P014 – NUUC Committee on Ministry	6
▪	P004 –Lay Ministry Committee	6
▪	P033 –Joys and Concerns	6
▪	P039 – Quest Groups	6

- P025 – Sunday Services 6
- P026 – Music Coordination 6
- P027 - Kitchen Angels 6
- P054 – Nursery 6
- P060 – Sanctuary Use Policy 6
- 5.10. M042 – NUUC Church Administrator Manual 6**
 - W043 – Church Machine Use 6
 - W044 – Church Records Archive 7
 - W045 – Calendaring/Room Assignments 7
- 5.11. P041 – NUUC Affinity Groups – Description 7**
- 5.12. P058 – NUUC Board of Trustees Procedure 7**
 - P013 – Floor Nominations at Congregation Meetings 7
 - P055 – Appointment of Ministerial Search Committee (MSC) 7
 - P056 - Nominating Committee Procedure 7
 - P057 – Program Council Procedure 7
 - P059 – Appointment of Interim Search Committee (ISC) 7
- 5.13. M007 – NUUC Human Resources/Employee Manual 7**
- 5.14. M051 – NUUC Relationship with UUA, SWUU and GA Manual 7**

DRAFT

1. PURPOSE

The purpose of this Policy/Procedure Manual is to define the format for NUUC's required documents and the method by which they are released and implemented through the membership, committees and the Board of Trustees.

2. RESPONSIBILITIES

- 2.1. The Parliamentarian and the Secretary are responsible to work with Program Council Moderator and Committee Chairs to ensure that procedures are written, released, implemented and updated as required.
- 2.2. The Board of Trustees (BOT) is responsible to ensure that policies and procedures are reviewed, approved and released in a timely manner.
- 2.3. The Membership is responsible to follow all released procedures and is encouraged to suggest changes, additions or deletions of any policy/procedure that will help to improve the structure of NUUC.
- 2.4. The Church Administrator issues document numbers for all procedures and forms using the Procedure & Forms Log.
- 2.5. The Parliamentarian ensures that the Church Administrator stores and issues all approved documents to the appropriate committee and /or member as required.
- 2.6. The Webmaster is responsible to place all released policy/procedures on the NUUC Web page which is accessible to all the members.

3. REFERENCE DOCUMENTS

- 3.1. P001 - NUUC Policies are found in the By-Laws
- 3.2. Procedure & Forms Log –A sequential numbering log for Procedures (P), Work Instructions (W), Manual (M) and Forms (F)
- 3.3. Section 5 of this document lists all the procedures and sub-procedures required within NUUC. As a new procedure is defined, it will be added to section 5.
- 3.4. F001 – Procedure format
- 3.5. F015 – Manual format

4. DOCUMENT STRUCTURE, RELEASE and STORAGE

4.1. STRUCTURE

- Procedures and work instruction are written using Form F001 by the assigned committee or member responsible for the procedure. All forms that are named in procedures and used to record member information must have a form number in the footer of the form. Use Form (F015) as a template for Manuals.
- A Procedure is a general description of a standing, assigned or affiliate committee and all its processes. If there are sub-processes under a committee and those processes have specific steps that must be followed in a specific order to work, then a Work Instruction can be written to describe those steps. The Procedure will be published to the membership; the work instruction remains at the committee level.
- A Manual may serve several purposes such as: cross-functional processes throughout the church or internal and external documents used in the control of the processes.
- The numbering system for procedures, work instructions, manuals and forms is made up of a 3 digit number (XXX) with the alpha prefix identifying the document type:
 - P – Procedure
 - W- Work Instruction
 - M- Manual

- F-Form
- Documents - the number and revision are in the header on all pages of the document for control and ease of identification (the Header automatically is set for all pages).
- When a new procedure/work instruction is written for the first time, the first review is considered a “Draft Version”. Before the procedure is released, it will be marked “Draft 1, 2, 3 etc” depending on how many reviews it takes to release the document for the first time.
- Once a DOCUMENT is released, the “Draft” will change to an “Alpha Letter” representing that the document is now a released working document. The first release version of any document will start with “A”. As documents are updated they will sequentially be lettered B, C, D, etc.
- Any member may suggest improvements to a Procedure by redlining a copy of the document and reviewing it with the committee chairperson first. A master PDF copy of the document can be found on the church website: www.northwoodsuu.org/documents and will be listed in numerical order.
- Forms associated with Procedures - All forms associated with Procedures must have their number and revised date on the bottom of the form. Forms are also found on the church website: www.northwoods.org/forms and will be listed in numerical order.

4.2. **RELEASE and STORAGE**

- The Originator (normally the Committee Chairperson) of the document gives the document to the Program Council Moderator to review for consistency with the By-Laws and general practices of the church.
- The Program Council Moderator then forwards to the BOT for approval.
- Once the document is approved, the Parliamentarian ensures that the document is revised and is given to the Church Administrator for release storage of the master document on the NUUC website and placed in this P/P Manual M040. Electronic links are listed by each document so that the reader may access the web document easily. The web document is in a PDF format so that it cannot have unapproved changes made to the master.

5. **NUUC POLICY/PROCEDURES, WORK INSTRUCTIONS and MANUALS**

The following documents are procedures and work instructions and manuals approved and released by the Board of Trustees. The master document can be found on the church website: www.northwoodsuu.org/documents/ <document name>.

- 5.1. **P001 – By-Laws**
- 5.2. **P002 – Conflict Resolution Committee**
- 5.3. **P003 – Communications Committee**
 - P012 – Use of Member E-mail Information
 - W019 – Beacon Work Instruction
 - W020 – Website Work Instruction
 - W021 – External Advertising Work Instruction
- 5.4. **P005 – Membership Committee**
 - P015 – Contribution of Record
 - P024 – Welcoming Congregation

- 5.5. **M006 - Buildings and Grounds Manual**
- W046 – Borrowing Church Property
 - W047 – Key Policy
 - W048 - Property Damage
 - W049 – Rental Policy
 - W050 – Church Art
- 5.6. **P008 – Community Relations Committee**
- P035 – Millbend Coffee House
 - P036 - Service Projects
 - P037– Social Action
 - P038 – Inter-Faith
 - P030 - Equal Exchange Fair Trade – Coffee
- 5.7. **P009 – Finance – Budget Process**
- P016 – Electronic Record Data Base
 - P018 – Member Pledge
 - P032 – Endowment
 - P023 – Fundraising - Service Auction
 - P029 – Stewardship- Canvas/ Generosity (Pledge Drive)
 - P031 – Bohemian Circus
 - P052 - Collection Plate
 - P053 - Honorarium
- 5.8. **P011 – NUUC Religious Education**
- M010 – Child Safety & Risk Management Manual
 - P022 – YAC – YRUU
 - P028 – Adult RE
- 5.9. **P014 – NUUC Committee on Ministry**
- P004 –Lay Ministry Committee
 - P033 –Joys and Concerns
 - P039 – Quest Groups
 - P025 – Sunday Services
 - P026 – Music Coordination
 - P027 - Kitchen Angels
 - P054 – Nursery
 - P060 – Sanctuary Use Policy
- 5.10. **M042 – NUUC Church Administrator Manual**
- W043 – Church Machine Use

- W044 – Church Records Archive
- W045 – Calendaring/Room Assignments

5.11. **P041 – NUUC Affinity Groups – Description**

5.12. **P058 – NUUC Board of Trustees Procedure**

- P013 – Floor Nominations at Congregation Meetings
- P055 – Appointment of Ministerial Search Committee (MSC)
- P056 - Nominating Committee Procedure
- P057 – Program Council Procedure
- P059 – Appointment of Interim Search Committee (ISC)

5.13. **M007 – NUUC Human Resources/Employee Manual**

5.14. **M051 – NUUC Relationship with UUA, SWUU and GA Manual**

DRAFT