

Unitarian Universalist Fellowship of Dubuque
POLICIES AND PROCEDURES MANUAL
(Revised 2018)

Note: This is intended to be an evolving document. It should be reviewed annually.

ADMINISTRATION

Acronyms

- EIN – Employer Identification Number
- OOS – Order of Service
- RE – Religious Education
- UUA – Unitarian Universalist Association
- UUFD – Unitarian Universalist Fellowship of Dubuque

Annual Meeting

One regular Sunday service is set aside each autumn in November (date determined by the Board) as an official annual meeting for the congregation. An annual meeting in November gives the Board of Trustees an opportunity to follow up on recommendations from the congregation before the end of the official church year on December 31. At the annual meeting, members of the congregation elect the Board of Trustees, and vote on any changes in the bylaws of the Fellowship. The budget and plans for the coming year are discussed. A report of the official number of members is given to the congregation. (See Board of Trustees section.)

Annual Report

An annual report is compiled by the President and distributed at the annual meeting. The annual report includes reports from the board and each committee regarding actions taken and plans made during the previous year, as well as a complete report from the treasurer on the church's finances and a budget for the coming year.

Answering Machine

The UUFD answering machine is checked weekly. The message includes the date and time of the service, the address of the Fellowship and an invitation to leave a message.

Archives

The UUFD strives to document, honor and inform members, friends and the community of activities and accomplishments. (See Book of Celebrations section.) A plaque honoring past presidents hangs in our church hallway upstairs. A second plaque placed next to this one is of members and friends who have given money to purchase our property at 1699 Iowa St in 2004. The designated archivist will update both plaques after a president completes his/her commitment and when additional gifts are given to UUFD.

Background

The first phone calls to the UUA to establish a Unitarian Universalist congregation in Dubuque, Iowa were made by Lisa and David Fryxell in January 1983. The small congregation met bi-weekly for two years. The UUFD received its charter from the Unitarian Universalist Association in January 1985.

Board Meetings

Board Meetings are held monthly at the Fellowship office. The meetings are open to the members of the Fellowship, but the board may ask visitors to leave before discussing confidential matters. The meeting is called to order by the President. The Secretary presents minutes from the previous meeting for review by the Board. Following any discussion of the minutes, they are approved and amended if necessary. Reports from the treasurer and various committees are also submitted and reviewed. Old business and new business are discussed. A date for the next meeting is determined. Roberts Rules of Order are used.

Board of Trustees

The Board of Trustees (Board) shall consist of: President, Secretary, Treasurer, and three Trustees, elected in accordance with the bylaws. The Board of Trustees shall have general charge of the property of the church, the conduct of all its business affairs, and the control of its administration, including appointment of such committees as it may deem necessary. It may fill vacancies on the Board with persons who shall serve until the next annual meeting. A quorum of the Board of Trustees shall be four members. The Board of Trustees is ultimately accountable for the hiring, evaluation, firing, and salary determination of any employees, freelancers and contractors of the church. The Board will recommend annual goals and plans of activities for the congregation.

Nominating Committee

A nominating committee will be established by mid-October to gather nominees for open Board positions. Three members should serve on this ad hoc committee. They should contact members and provide them with descriptions of Board responsibilities (see below). At least two nominees for each position will be sought. Nominations may also be taken from the floor at the annual meeting.

Elections are held at the annual meeting in November. (See Annual Meeting section.) The term of each position is two years, except for one trustee position which is one year. The goal is to stagger the terms each year.

Newly elected Board members are encouraged to attend the December Board meeting. The president is responsible for the orientation of new members, including their roles and the way in which meetings should be conducted.

Descriptions for the positions are as follows:

President

The President shall be chief executive officer of the Fellowship and in general supervise the business affairs of the church. The term is two years. The President will preside at all meetings of the Board of Trustees and shall see that all orders and resolutions of the Board of Trustees are carried into effect. The President will designate a Board member to preside at all meetings of the Board in his/her absence. Duties include:

1. Review correspondence from the UUA and MidAmerica District and bring pertinent issues to Board meetings.
2. Act as liaison between Board and Fellowship members.
3. Act as liaison between employees, freelancers, and contractors of the UUFD and the committees, the Board of Trustees and the UUFD Fellowship.
4. Sign official documents.
5. Sign checks in the absence of the Treasurer.
6. Preside over annual meeting.
7. Submit Board update articles to the weekly email announcements.
8. Act as liaison between Fellowship and MidAmerica District and UUA.
9. Other duties as assigned.

Secretary

The Secretary keeps written documentation of church business, both electrical and in print. The Secretary shall:

1. Read, answer, and maintain email account at UUFDMain@gmail.com.
2. Take and preserve minutes of all meetings of the Board of Trustees and the annual meeting. Paper copies should be kept in the Emerson House office.
3. Send up-to-date Weekly Announcements to a mailing list of friends and members of the UUFD, and keep this list of contacts current. (A back-up person should be appointed to handle this task as needed.)
4. Record all official and legal documents of the church.
5. Maintain a current list of the voting membership (which will be reviewed by the Board quarterly as required by the UUA).
6. Assure the biennial renewal of incorporation 501(c)(3) and record changes to the Bylaws. Such records shall be kept electronically and in the church office.
7. Convene a working group, preferably annually, to review and update the Policies & Procedures Manual.
8. Other duties as required by the President or Board of Trustees.

Treasurer [TO BE UPDATED]

The Treasurer shall receive and disburse all church funds and keep proper records of these transactions. The Treasurer shall be responsible for financial records that

represent the funds, property, or liabilities of the church. The term is two years. Duties include:

1. Prepare monthly reports for the Board
2. Submit a year-to-date financial report at the annual meeting.
3. Prepare pledge letters to be sent via email to members and friends in September for the upcoming church year so canvass committee can contact members of the congregation.
4. Send follow-up letter to members who have not yet pledged during the two months prior to the annual meeting.
5. Collect proposed budget requests from committees in October for the annual meeting.
6. Prepare a draft of the proposed budget to be presented to the Board in September to be finalized at the October Board meeting before the annual meeting in November.
7. Send final letter to members in November thanking them for their financial support for the current church year and if necessary informs them of any remaining balance on pledge.
8. Upon request, send statement of calendar year donations by January 31 for member's tax records as well as an update regarding status of pledges for current church year in the two months prior to the annual meeting.
9. File all appropriate forms with the IRS including a W-2 and the 1099 & 1096 reports.
10. Pay for the multi-peril liability insurance and Worker's Compensation insurance if the UUFD has employees or independent contractors. Prepares and submits required audit documents to Workers Compensation Insurance Company.

Trustees

The trustees ensure that all orders and resolutions of the Board of Trustees are carried into effect and serve as liaisons between the committees and the board by requesting written reports from the committees.

Board Retreat

The Fellowship shall have an annual Board retreat during which the participation of the Board members and committee chairs are encouraged. The Board President is responsible for making or delegating arrangements. An annual church calendar will be reviewed and might include official business, special services, and social events.

Book of Celebrations

The Book of Celebrations documents membership from our beginning. An album of pictures and original documents is a continuing endeavor. The archivist is responsible for selecting materials and maintaining the album. A file cabinet in the RE/Office Building holds records of Board minutes, activities, and Policies and Procedures manual.

When a person joins the Fellowship, they are invited to sign our Book of Celebrations in a ceremony as part of a Sunday service. It includes a record of all members' signatures including the original 20 who applied for our charter in 1984. An electronic copy of this list is maintained by the board secretary.

The Book of Celebrations also has the signatures of all the Unitarian Universalist ministers who served our congregation beginning in 1983. It documents all the children who have been dedicated in our congregation. From time to time a photocopy will be made and placed in the Fellowship safety deposit box because it is an important record that has legal status. The board will designate a person to keep an electronic copy of these records. The Book of Celebrations does not leave the Fellowship property without special permission of the president and then with a time limitation.

Building Fund

In 1992, at the suggestion of the Rev. Dr. Jeremy Brigham, the UUFD opened a savings account which was a concrete step toward actualizing the congregation's dreams for growth and permanency in the community. At the annual meeting in 1999 the UUFD voted to include in the bylaws the following line: "Unitarian Universalist Fellowship of Dubuque has a building fund, the purpose of which is to purchase or construct a building for its meeting place. This money will not be used for any other purpose."

The collection at the Christmas Eve worship service traditionally is designated to go to the building fund. In addition, the proceeds from some fundraisers have been designated to go to the building fund.

Bylaws

The bylaws are the legal parameters within which the UUFD functions as a non-profit religious organization. The bylaws and Policies and Procedures are reviewed at the annual Board Retreat. They are kept on file in the office as well as electronically and available to the membership in a member only section of the UUFD website. Any changes in the Bblaws must be voted upon by the entire membership after at least 7 days written notice. Written notice will include at least two of the following: written announcements at church services, electronic notice, special mailing.

Caring for the Congregation

A Pastoral Care Committee, consisting of three members or friends of the congregation, will handle all requests for weddings, memorial services, and outreach to members and friends hospitalized or otherwise in need. One committee member will be designated to purchase and send/deliver gift cards, flowers, or other items. The treasurer will reimburse preapproved purchases. This committee may also promote end-of-life conversations and planning.

Childcare & Youth Programming

Religious education for youth, kindergarten through 6th grade, is offered in the basement of the church building. A room with a door is designated as a playroom and contains toys, books and games. This room is for preschool aged children, while school aged children have a lesson in the adjacent fellowship hall area. After the lesson the older children are free to go into this room to play with toys also. Volunteers are needed to clean this area and toys regularly.

Childcare is provided by the Fellowship during all Sunday services except as notified by email and announcements. Childcare may also be provided during other church sponsored events, at the board's discretion. Children under kindergarten age are supervised by a childcare provider. If more than five pre-school children are present, an additional person will help with childcare. Anyone applying for a position as childcare provider/educator must undergo a background check.

Church Calendar [TO BE UPDATED]

Some events will take place at certain times of the year. These will be publicized in the weekly announcements.

January

- New Board members begin terms
- Beginning of fiscal year
- Souper Sunday UUFD Anniversary Potluck
- DRA grant applications open

February

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March

- Pledge dinner
- DRA Grant Due

April

- Earth Day – Green Congregation

May

- Cleaning of church and Emerson House
- Inventory
- DRA grants announced

June

- Flower Ceremony

July

- Summer gathering potluck

August

- Annual Board Retreat

September

- Water Ceremony
- October
-
- November
- Committees submit charters and budget requests for next year
 - Annual Meeting – Board Election
- December
- Christmas Eve gathering, collection for Building Fund

Committees

The current committees of the UUFD may be: Finance, Long Range Planning, Membership, Program, Religious Education, Social Action, Building and Grounds. Members are encouraged to take an active part in the administration and development of the Fellowship by joining one or more of the committees. The Board will designate a liaison to serve on each committee. Each liaison will provide monthly written committee reports to the Board summarizing committee activities. Each committee has a charter which defines its purpose. Charters are to be submitted to and approved by the Board, and updated prior to the annual meeting. In addition, ad hoc committees may be formed by the Board (e.g. Nominating Committee, Space Committee). One member will record the discussion and decisions of each committee meeting using the Standardized Note Taking/Minutes format (See Appendix A.) and forward to Board members one week prior to the monthly Board meeting.

Communication

The Secretary maintains two email lists: 1) all members, friends, and interested people in the community, and 2) a shorter list of members, plus friends of the Fellowship who are active in the church. Every Thursday the weekly announcements are sent to the first list with a reminder about the next Sunday service. This mailing list and its distribution will be used only for UUFD, MidAmerica District, and UUA communication. This email list will not be sold or shared with other organizations.

In most cases, if it is necessary to communicate with the entire congregation other than during the regular Sunday service (e.g. a special event), an email will be sent to the second, shorter list.

Congregational Meetings

The Board will hold quarterly meetings after a Sunday service, preferably when the minister is presenting. This is an opportunity to provide information to members and friends, and to receive feedback.

Copyworks Procedures

The UUFD has an account at Copyworks, located at 136 Wacker Plaza in Dubuque. An original copy of the cover for the Order of Service is on file there.

When a job has been completed, Copyworks includes a yellow copy of the receipt. This copy is to be turned in to the Treasurer. It is important to indicate on the receipt what was copied. This insures that the cost is assigned to its proper account category.

Disruptive Behavior

Openness to a wide variety of individuals is one of the prime values held by our congregation and expressed in our denomination's purposes and principles. We affirm the belief that our congregation must maintain a secure and hostility-free environment. We particularly want to insure the safety of all people, avoid disruption of activities, and maintain the appeal of the church to potential members.

The following shall be the policy of Unitarian Universalist Fellowship of Dubuque:

If an immediate response is required, this will be undertaken by the leader of the group present. During church services, this is the facilitator. During meetings, it is the chair or leader of the group. This may include asking the offending person or persons to leave, or suspending the meeting or activity until it can safely be resumed. If further assistance is needed, the police department will be called at 911. The board president must be notified of any actions taken when he or she is not present. Situations not requiring immediate response will be referred to the board. The board will respond in terms of its own judgment, observing the following:

1. The board will respond to problems as they arise. Persons identified as disruptive will be dealt with as individuals; stereotypes will be avoided.
2. The Board will collect and retain all information about the event.
3. The following points will be considered:

DANGER – Is the individual the source of a threat or perceived threat to persons or property?

DISRUPTION – How much does this behavior disrupt the fellowship activity that is occurring?

4. In some situations immediate action is warranted and should be taken. It is appropriate to call 911 to have police remove a person exhibiting disruptive or dangerous behavior.
5. No one should follow a disruptive person to the basement. If the person goes to the basement, the police should be called at 911.

6. The Unitarian Universalist Fellowship of Dubuque strives to be an inclusive community, affirming our differences in beliefs, opinions, and life experiences. However, concern for the safety and well-being of the congregation must be given priority over the inclusion of the individual.

Documentation, Record Keeping and Storage

Committees should submit a written report at each monthly Board meeting. The Board Secretary prepares board-meeting minutes. All of these documents are kept on file in the office and electronically. In addition, copies of these documents are to be kept in a binder and organized by year. This is to be handled by the Secretary.

Fiscal Resources

The UUFD Fiscal year begins January 1. An annual budget with submissions by committees is prepared by the Treasurer and reviewed by the Board for approval. The final budget is presented to the UUFD membership at the annual meeting. (See the duties of the Treasurer under “Board of Trustees.”) A regular checking account as well as a savings account and CDs are held at Fidelity Bank. Currently, the Treasurer and the President are the only individuals who are authorized to sign checks and have access the checking account. Money is in four accounts:

- Checking Account: Operating Expenses
- Savings Account: Restricted (includes seed money for upcoming projects and prepaid pledges)
- Savings Account: Restricted for Building Fund
- Certificates of Deposit: Restricted for Building Fund or as needed

Grant Applications

The UUFD Board will identify and apply for any and all grants available to churches. This includes the Dubuque Racing Association grant, usually open in mid-January and due the last day of February. Grants are announced in May. Other grants, such as from the UUA, should also be pursued. If a project is not awarded grant funding after two attempts, the Board should consider other means of fundraising.

Guests/Visitors [NEEDS TO BE UPDATED By New committee]

Guests are always welcome at every service. Special effort should be made to recognize guests at services and to encourage them to sign the guest book. The Membership Committee member designee follows up the guest’s visit with a “welcome and thanks for visiting” letter and a text copy of the most recent weekly announcement. The letter should include an email address to the board secretary through uufdmain to request to receive weekly emails. After three visits, a nametag is made by the membership committee. The membership committee then follows its procedures for guests and encouraging future membership.

Human Resources

Independent Contractors

The UUFD may have agreements with a childcare provider and other staff as needed throughout the year. The positions are considered independent contractors and 1099 and 1096 forms are submitted to the IRS annually. Mutual expectations between these independent contractors and the UUFD are negotiated annually and contracts are signed. Reimbursement for services is made on the first of the month after the month services were rendered. Generally, a sitting Board member will not be considered eligible for a contract for which there is paid remuneration. Upon approval by the board, independent contractors may attend committee meetings, board meetings or any other meetings in which they have interest. The bylaws do not allow them an official vote at Board meetings.

Volunteers

The UUFD is particularly dependent upon the time and talent of volunteers. No Board members or committee members are paid although the Board may offer a modest stipend to attend meetings or training to defray mileage or fees. The Religious Education Coordinator/Teacher donates considerable time to the Fellowship and plans lessons for most Sundays except those few designated as “intergenerational.” The RE Coordinator/Teacher is not currently a paid position.

Volunteers are encouraged to serve on ad hoc, short-term teams such as a nominating committee for new board members, a library readiness team, a painting or maintenance job, and so on.

Insurance

The UUFD is covered by multi-peril and worker’s compensation insurance through Church Mutual Insurance Agency.

“Interoffice” Mail

Each member of the board, committee chairs and some volunteers have an “in box.” Reports, mail, messages, and other paperwork may be left for the appropriate people in these files. These files should be placed in an easily accessed location. People who have a box should check it regularly for new items. The purpose of this system is to prevent important messages and paperwork from becoming lost. Notes should never be placed in the USPS mailbox outside.

Inventory

An annual inventory will be conducted by volunteers, after the annual church cleaning. This includes hymnals.

Issue Management

Issues brought to the attention of the Board that require additional discussion, research, or specific action will be referred to the appropriate committee when

possible. The committee will complete the task and report back to the Board as to the resolution of the issue or with a recommendation for Board action.

Occasionally the Board will request information or help from MidAmerica District or UUA staff. If necessary, the Board may consider the services of an impartial conflict resolution consultant.

Legal Status

The UUFD is a non-profit organization and is registered in the State of Iowa. It has an Employer Identification Number (75-2974756). It is chartered by the Unitarian Universalist Association. The UUFD does have a 501 (c)(3) status with the federal government.

Lending Library

The UUFD Library will support Sunday services, promote exploration of Unitarian Universalist principles, facilitate intellectual and spiritual growth of our members, assist in “doing church” (managing, developing vital UU fellowship), make noteworthy UU books, DVDs, and other materials available to members, with a special emphasis on publications from Beacon Press, Skinner House Books, and Tapestry of Faith, and keep an updated catalog of books on the UUFD webpage. A library team will be formed as needed to take care of tasks, such as putting pockets and cards into books and keeping a list on the website. Materials may be checked out for three weeks. Donated books will be screened and accepted only if they further the mission of the fellowship.

Lost and Found

Any items found after services (or other events held at the UUFD) will be placed in a designated area at the back of the church. Notice will be given in the weekly announcements about significant items lost or found. Items unclaimed after three months will be cleaned and donated to charity.

Mail (US Postal Service)

The mailing address of the Fellowship is P.O. Box 1369, Dubuque, IA 52001. Mail is to be picked up twice a week by a designated person and distributed as appropriate. Mail received at 1699 Iowa Street will be distributed. Messages from the Fellowship must not be placed in the outside USPS mailbox.

Membership [TO BE UPDATED BY NEW COMMITTEE]

The UUFD is committed to preparing interested people to make the decision to become an active member and participate in the UUFD community. When an individual expresses interest in becoming a member, the person will receive an official UUFD membership packet and follow-up meetings and/or visits will be set up according to the procedures established by the membership committee. Upon joining the Fellowship, a new member will sign the Book of Celebrations (see Book of Celebrations section) The Board of Trustees Secretary is responsible for gathering appropriate contact information about the new member and

subscribing to the “World” magazine for them. This is done quarterly. The Board of Trustees, the program committee, and membership committee should work together to plan new membership services on a date close to the UUA quarterly membership updates so new members receive their UUA benefits in a timely manner.

New members will be recognized in ceremonies held throughout the year, when one or more people wish to become members.

Members/Friends Directory/Database

The membership committee maintains an online contact list of members and friends of the UUFD. It is accessible via a password-protected link on the website. This list may include the street/ mailing address, email address, and/or telephone numbers (landline and cell) for any members/friends who wish to be listed. This list is to be used with care, and should not be misused as a dating app, solicitation or marketing tool, for surveys, or for political purposes.

MidAmerica District

The MidAmerica District is the regional UUA governing group under whose jurisdiction the UUFD falls. Dues based on number of members are assessed annually. Those congregations that pay the full-assessed amount are said to have paid their “fair share” and are designated as doing so in both the MidAmerica District and UUA directories. While the UUFD acts independently of MidAmerica District, we are welcome to approach them for guidance as needed. The Board will identify MidAmerica District activities at which the UUFD should be represented. The Board encourages participation by members of the congregation in professional development opportunities offered by MidAmerica District. The MidAmerica District offers a variety of services:

- Liaisons for support of congregational functions
- Consultants for specific actions that need to be taken (fees may be charged)
- Annual MidAmerica District meeting
- Directory
- Lending library
- Religious Education support
- Youth Conventions

Minster

The UUFD Board is responsible for finding and hiring a Unitarian Universalist minister, to provide guidance and Sunday services monthly or more often. The Program Committee will recommend people for this role. [See Program Committee Charter for minister compensation.]

Mission Statement

“To provide a religious community that inspires growth by encouraging individuals and families to examine their religious and spiritual beliefs, to explore new ideas, and respect and enjoy of each other’s differences.” This statement was developed by the congregation and adopted by the Board. It may be revised at the annual meeting.

Music & Musicians

The Program Committee identifies pianists for the Sunday services. The service facilitator oversees the hymns and other music for each service. [See Program Committee charter.]

Policies and Procedures Manual

The Policies and Procedures Manual provides guidelines about how the UUFD operates throughout the church year. The policies and procedures are reviewed and adopted by the Board. Changes in the Policies Procedures are voted upon by the Board. A print copy of the Policies and Procedures Manual is on file in the office and an electronic version is in the member only section of the UUFD website. The Secretary should convene a working group, preferably annually, to review and update the Policies & Procedures Manual.

Publications (UUFD)

The Fellowship may publish brochures and documents as needed. Print items may be authored by committees within the Fellowship and the Board of Trustees and must be approved by the UUFD Board of Trustees. Brochures may be distributed according to membership committee procedures and Board of Trustees requests. The UUA also has brochures covering a wide variety of topics available for purchase, as well as cards and bookmarks. These items may be ordered by the board secretary upon approval from the Board of Trustees.

Social Media

The effective use and benefit from social media on the world wide web for UUFD are maximized with good management and administration of these platforms. UUFD strives to maximize its use of social media and therefore identifies and authorizes persons to this task. One member will serve as administrator and manager of all social media platforms, including Facebook. The president of the board will also have passwords necessary to serve as “admin” for social media posts.

Social media also includes media releases to newspapers and other outlets, both print and online. The Board secretary will write and/or edit all media releases.

Solicitation

Half of the cash in the collection UUFD offering basket goes to a charity chosen quarterly by the Social Action Committee. Any requests to the congregation for monetary donations or service assistance to causes other than UUFD must have prior approval of the Board.

The only offering basket passed at services will be the UUFD offering. Any other basket or solicitation container besides the offertory basket will have prior approval from the Board and then only be for a special event of the UUFD, UUA, or MidAmerica District. Half of the cash in the collection UUFD offering basket goes to a charity chosen quarterly by the Social Action Committee.

The Board approval of an additional offering will be assumed to be a one-time approval for a monetary or service solicitation event unless the Board states otherwise. Other Board approved functions (example: food pantry or crop walk) for donations or services will not have a basket or container passed, but the basket or container will be placed at a location in the back of the church. The location can be pointed out in an announcement and/or by a poster/sign. Another option for collection of Board approved monetary or service solicitations is that a person can be designated to accept donations outside the Sunday service. The designated person will not approach those present for solicitations.

The membership list and other UUFD materials will not be used for commercial or solicitation purposes.

Speakers

The Program Committee selects and schedules speakers for the Sunday services. See Program Committee charter for recommended compensation (honoraria) for speakers, including UU ministers, other ministers, and outside speakers. UUFD speakers are not compensated. The Program Committee assigns facilitators for each speaker, and they will communicate with speakers regarding the UUFD's principles and the order of Sunday services.

Supplies

The Board of Trustees is responsible for maintaining the supplies inventory including, but not limited to: unscented soap and lotion for restrooms, candles for Joys, Sorrows, and Concerns, stationery, copies of brochures, file folders, beverages at services, napkins, and so on.

Unitarian Universalist Association (UUA)

The Unitarian Universalist Association is the national organization of Unitarian Universalists and is headquartered in Boston, MA. The Unitarian and Universalist denominations merged in 1961. The UUFD pays dues to the UUA based on the number of members. The Board will identify UUA activities at which the UUFD should be represented. The UUA maintains an extensive website (uua.org) about activities and services. It publishes the "World" magazine, has a Congregational

Handbook, sponsors a national convention annually called General Assembly, and sponsors two publishing houses called Beacon Press and Skinner House Books.

UUA Publications

The UUA (UUA.org) and MidAmerica District (MidAmerica Districtuua.org) have newsletters and magazines online. Members of UUFD receive complimentary subscriptions to the UU World. Some publications are:

- UU World magazine
- MidAmerica District Newsletter
- Interconnections
- UU Bookstore

Vision Statement

A vision statement expresses where we are going. Our current statement is: “Our vision is to become a religious community of at least a hundred persons of a liberal faith in the Tri-State area which will meet our intellectual, emotional and spiritual needs while working toward the wellbeing of others and the Earth in our area, nation, and world.” This statement will be discussed and updated as part of the long-range planning process.

Website

The UUFD website is located at <http://www.uuf-dbq.org>. The site is hosted by WordPress. The Webmaster and Membership Committee Chair maintain the password for updates. The UUFD website is linked to Dubuque365.com. and the UUA and MIDAMERICA DISTRICT websites. The website can communicate information including the following:

- Updated description of Sunday services
- Map for directions to UUFD
- Committee Charters
- Annual Report
- Member Testimonials
- Members Only section (interested members can request access information from the Webmaster)
 - This section includes a directory of members and friends, policies and Procedures Manual, logos, reimbursement form)
- Links to MidAmerica district, UUA and other sites of interest to UUs
- Newsletter
- Online calendar

BUILDING AND FACILITIES

Parts of the Church [TO BE UPDATED]

(name parts of the church, for ease of communication. e.g. sanctuary, altar, nave, fellowship hall, “back of church”)

Classroom

Religious education for youth kindergarten through 6th grade is offered in the basement of the church building. A room with a door is designated as a playroom and contains toys, books and games. This room is for preschool aged children, while school aged children have a lesson in the adjacent fellowship hall area. After the lesson the older children are free to go into this room to play with toys also. Volunteers are needed to clean this area and toys regularly.

Community Use of Buildings

As feasible, the UUFD makes its facilities available for use by certain community groups, mainly nonprofit. For instance, a Historic District Coffeehouse is held several times a year in the church building. This event features an “open mic” opportunity for musicians, writers, and other performers to entertain an audience of people from the greater Tri-State area. (See section of Keys, below, for information on scheduling and giving access to outside groups.)

The Emerson House is also in use as a sanctioned meeting place for families facing separation. Parental visitation with children, under the supervision of the Iowa Child Welfare System staff, are arranged through an area agency. Families have access to the entire house – living room, kitchen, bedrooms, and outdoor space – except for the church office, which is kept locked.

It is essential to check our insurance policy regarding outside groups using our facilities.

Facilities

The UUFD currently meets at 1699 Iowa Street. Another building named the Emerson House is located at 145 17th Street. The Emerson House contains the church office. This building may also be used as overnight lodging for out-of-town speakers.

Inventory

An inventory of UUFD property (purchased, donated and loaned) will be maintained by the Board of Trustees. The document as well as pictures (paper and electronic) will be kept in the file cabinet in the office. This is needed for insurance purposes as well as to demonstrate stewardship of church property to members. Before church property is discarded, the committee that uses the property will be consulted by the Board and an attempt to contact the original donor will be made. All purchases or donations must be approved by the Board. Any book in the library must have a bookplate.

Keys

The board will keep a record of all keys given to members and others as needed. Two keys are available – 1) one opens only the church, and the other 2) opens both the church and Emerson House. Keys will go mainly to board members,

committee chairs, and other members with regular duties such as cleaning and maintenance.

One member will be responsible for scheduling the church when requested. The UUFD seeks to accommodate community groups wishing to use the church for events such as meetings. The designated scheduler will keep track of non-service uses on the Google calendar. He or she is responsible for unlocking the door, and for making sure the leader of groups using the church clean up, turn off lights, and lock doors as they leave. Under no circumstances may the scheduler, or any member with a key, give that key to any unauthorized person.

Maintenance & Repairs

Cleaning the space used by the UUFD is by volunteers. The Board coordinates signup and procedures for cleaning. Instructions for cleaning are listed in the appendix. Repair of property is also by volunteer. A request for help may be sent by email or mentioned in the weekly announcements.

Any equipment, including sound equipment, television, hearing assistance apparatus, and so on, should be regularly checked and maintained. If repairs are needed and a volunteer is able to make them, they should let the board know they will do so. If outside help is needed, an estimate should be requested, and the board should be contacted, so the cost can be considered and, if approved, funds reimbursed.

Appendices [TO BE ADDED]

- Contract for ministers
- Committee charters
 - Program (includes Music)
 - Social Action
 - Membership (new)
 - Pastoral Care – New
 - Religious Education
 - Finance
 - Building & Grounds
- Meeting Guidelines (simplified Robert's Rules)
- Procedures
 - Emerson House
 - Coffee/Hot Water
 - Cleaning & Maintenance
 - New Member packet
 - Speaker information