

February 2023 Board of Trustees Meeting Packet

<https://us02web.zoom.us/j/89722686555>

Meeting ID: 897 2268 6555

One tap mobile +13017158592,,89722686555# US (Germantown)

Covenant of First Parish Brewster UU Board of Trustees

“Entrusted by the congregation, we recognize that ours is a sacred duty and we will bring our highest selves to all work on their behalf. We promise to arrive on time, come prepared, speak gently and respectfully with each other, and allow everyone time to speak. We will operate by majority vote, trying whenever possible to work toward consensus and support a decision once it has been made.

We pledge to use one-on-one communication to express concerns or resolve conflicts with each other. When communicating with the congregation and community at large, the Board speaks with one voice. Our primary commitment is to the long-range health of First Parish Brewster Unitarian Universalist congregation.”

Table of Contents:

Meeting Agenda

January Meeting Minutes

President’s Report

Minister’s Report

DLRE’s Report

AFD’s Report

Request from Music Director

Personnel Manual

Policy Documents

Treasurer & Financial Reports – Reconciled December 2022 & 6mo review docs

FPBUU Board of Trustees Meeting Agenda
February 21, 2023, 6:30 PM Hybrid Meeting at Winslow House

- 6:30 Welcome Board, Staff, and Visitors (questions/comments) - Carol
- 6:35 Chalice Lighting, Spiritual Opening and Focused Check-in - Rev. Jessica
- 6:55 Read Board Covenant - Jim
- 7:00 Land Acknowledgement - Tia Cross
- 7:10 Updated Personnel Policy Manual - Personnel Committee
- 7:20 Common Read Discussion (Chapter 5) - Rev. Jessica
- 7:25 Managing Conflict - Rev. Jessica
- 7:40 Donation Acceptance Policy - John
- 7:50 Financial Futures Update - Susan & Jim
- 8:05 Consent Agenda: January Minutes, Minister's Report, Lifespan Religious Education Director's Report, President's Report, Treasurer's Report, December Financial Reports
- 8:15 Executive Session: New Salary Guidelines - Rev. Jessica
- 8:30 Check out/Closing
- 8:40 Adjourn

Minutes of FPBUU Board of Trustees Meeting January 17, 2023, 6:30 PM Hybrid Meeting at Winslow House

Board of Trustee members in attendance: Carol Yerby, President; Susan Smith, Past President; Karen Witting, Treasurer; Rand Burkert, Clerk; John Kielb, Member at Large; Tom O'Brien, Member at Large; Diane Willcox, Member at Large. Absent Members at Large: Liz Libby, Jim Lieb

Staff present: Reverend Jessica Clay; Twinks Hastings, Director of Lifespan and Religious Education

Board President Carol Yerby welcomed all Members and Staff

Reverend Jessica led the Chalice Lighting, Spiritual Opening and Check-in, reading the poem "The Heart of our Faith" by Monica Tennison. She led the Board in a reflection on what we value, from "Soul Matters."

Rand Burkert read the Board Covenant

Board Read, "Congregational Leadership in Anxious Times"

Rev. Jessica led discussion of Chapter 4, inviting reflection on our anxieties and how we cope with them. Chapter 5 is the reading for our next meeting.

A Request for Leased Access to 6A via our Annex Parking Lot by a Neighbor

The Board discussed Leased Access to 6A via the Annex parking lot, at the request of our neighbor, Mr. Holden, for trucks and cars coming and going from his property. He has proposed to pay \$1,500/year for this use. There were questions about his using our access to 6A via Kinlin Grover's driveway, which is an easement for us. John Kielb made a motion that we form a subgroup to meet Mr. Holden and gather more information, and also to indicate to Mr. Holden that he must meet with Kinlin Grover to obtain permission to use their driveway as well. The motion was seconded by Karen Witting and unanimously approved. John Kielb will convene this group and frame a list of topics of concern.

Managing Concerns - Rev. Jessica

The Board agreed to move this discussion to the next session.

Financial Futures Update – Susan Smith

Susan said the weekend of events with financial consultant Barry Finkelstein started our Stewardship Campaign with energy and clarity, and we are prepared for our February 5 kick off. Barry strongly recommended development of a new Strategic Plan.

The Financial Futures “Tiger Team” has started the Vehicle Donation program and CYM children will choose a name for it. We will have an easy link on the website for donations. Grants are also in our sights. The Meetinghouse Speaker Series has received one small Cultural Council grant from the Town of Dennis. Gail Webb is helping with some grant applications. We have signed up for Federal Funding Resources for Nonprofits and Houses of Worship. A Cape Cod 5 grant seems promising.

We continue to look at ways to increase rental income, better leveraging our many real estate assets. As we think of increasing the rental of our Meetinghouse and Parish Room, we must think in terms of consistently presenting a neat, ready to go public space. To this end Paula Lieb has been helping Susan declutter the Parish Room, Alcove, Hallway and Library for potential events income. If we are able to hybridize another space, beside this Winslow House living room, (perhaps the Parish Room and even the Sanctuary), we could increase rental opportunities there.

As concerns possible housing on our campus, Laura Gill met with contractors, researching the creation of a 1 BR apartment in the Barn, either a parsonage for our housing insecure staff or as an ADU to rent to others. However, quotes for utilizing the 2 rooms on the upper level of the Barn were VERY high and that is cost prohibitive. The quotes using the 2 rooms on the lower level were also higher than expected; payout would take several years and moving ahead on the project may not be advisable at this time.

The “Tiger Team” continues to discuss a minister's parsonage, either a condo or single family house, and will keep speaking with the Board, the Endowment Board, and congregants about this. Regarding condos, a possible example for price range might be Cape Colony Condos in Dennis, where 2 units have recently been available in the high \$200,000s.

The next Financial Futures Meeting is on March 7th.

Chatham UU Meetinghouse Collaboration – Carol Yerby

Carol said that the Chatham UU Meetinghouse has contacted us to discuss possible collaborations. Ideas included a shared youth program, and shared social justice work. A Zoom call with them is planned for February, and Board Members are invited to attend.

Strategic Planning Listening Session – Carol Yerby

Barry Finkelstein has recommended preparing a 5 Year Financial Plan. Rev. Jessica recommended that projections of staff compensation over time should be central to this project. Spreadsheets projecting finance into the future would be outside the current activities of the Finance Committee, but would likely be a part of the process, as are

discussions of aspirational goals. A congregational listening session could be the most open way to start a shared process, and could lead to a group to work on a long term plan. Karen Witting said the Finance Committee is presenting its 6-month Financial Review on Feb. 26, a presentation which could also stimulate thinking; this could be coupled with a presentation from the Board. Members of the Board agreed to facilitate a Financial Futures listening session on Feb. 12.

8:20 Consent Agenda: December Minutes, President's Report, Minister's Report, AFD's Report, Treasurer's Report, November Financial Reports

Regarding the November financial reports, Karen Witting said that 2023 pledges were still weak, and could result in an estimated \$21,237.00 shortfall. There is hope that late pledges or a spring drive could help with this, however other measures may become necessary, for example drawing in the newly named Sustainability Fund, or possibly from ERTC funds applied for.

Diane Willcox made a motion to approve the Consent Agenda; Karen Witting seconded; all approved.

The meeting adjourned at 8:30 PM

Minutes respectfully submitted by the Clerk, Rand Burkert, on January 23rd, 2023

Email Vote to Approve Request from the Building Maintenance Committee

On January 18, 2023, the Board of Trustees voted by email to approve a request from the Building Maintenance Committee to pay a bill from High Point Siding, Inc. for \$3,756.

This request was approved by the Endowment Board at their meeting on January 17, 2023.

President's Report for February 2023

The stewardship theme **Community, Connection, and Commitment: Moving Forward Together** invites us to reflect on why we came to FPB, why we stay, how we give back, and what we would like the future to look like. Many of us joined this congregation to make friends and participate in the life of this vibrant **community**. As members of the Board of Trustees, we rely on important **connections** with each other and members of this congregation who we represent when we vote on issues that affect the overall health of this congregation. We pledge our financial support because we believe in our shared values and want to show our **commitment** to the future of this beloved congregation. We are inspired by our mission and are committed to moving it forward together. Thank you to everyone who has participated in the Stewardship Campaign.

Rev. Jessica established an **Executive Leadership Team** to support staff members while she is on Parental Leave. Members include Tavia Ossola, Barry Powers, and myself. The team will meet every two weeks starting at the end of March. While Rev. Jessica is on Leave, the call is to move slowly and calmly. Our intent is to make no major changes or decisions regarding church life while Rev. Jessica is on Leave.

Richard Holden, CEO of Holden Building Corporation located at 2022 Main Street, would like to **lease access to route 6A** from his storage lot through our Annex Parking Lot. A group of parishioners including three members of the Board of Trustees will meet with Mr. Holden to discuss our concerns (zoning restrictions, insurance liability for potential damage to the solar field and drainage system, authorized use of the driveway easement owned by Kinlan Grover and report back to the Board at the March meeting.

Members of the staff and Board met with members of the **UU Meetinghouse of Chatham** to explore areas of collaboration. We discussed our social justice initiatives, youth program, Meetinghouse Speaker Series, and ways to find administrative support.

The Financial Futures Tiger Team has been exploring the idea of purchasing a parsonage for our minister. We anticipate the need to provide housing due to the high cost of real estate and low inventory of affordable rentals on Cape Cod. We scheduled an **Information Session on Sunday, March 26th at 11:30 in the sanctuary** to discuss this topic with the congregation.

Major kudos to Susan Smith and the members of the Social Justice Committee who have collaborated to provide this

Sincerely,
Carol Yerby

Ministers Board Report January 2023 from Rev Jessica Clay

Overall thoughts:

The congregation seems to be full of momentum as I prepare to go on parental leave. The mood in Sunday services is upbeat and energetic. I am grateful for everyone's donations to the baby center in honor of Penelope and Elanor.

Worship and Rites of Passage:

Worship continues to go well, our attendance hovers between 100-150 people and averages 20 people online. I am grateful to Rev. Bill Clark who will be leading the memorial for John Myers on March 25th.

Pastoral Care:

We have had 6 heed requests this year totaling \$1600. This is higher than average and may indicate a trend for this year. So far there is an adequate balance in the fund, but if requests continue to be as high in the months ahead we may need to limit asks and request a replenishment of the fund. Currently I have put a \$400 limit on individual requests from the fund. I am grateful to local colleagues Joe Cherry (Falmouth) and Tracy Johnson (Chatham) who will cover pastoral care at the end of March while I am gone.

Administration:

All staff has had their annual evaluations, during our executive session I will be presenting possible budget options for staff raises. I will also be presenting a proposal for Kaeza Fearn and a temporary pianist.

The executive leadership team met, the team is comprised of Barry Powers, Tavia Ossola, and Carol Yerby. Also in attendance at this meeting was Twinks Hastings, Karena Stroh, and previous members Chuck Ross and Susan Smith. We discussed learnings from my previous leave, and a tentative plan for this upcoming parental leave.

The Covid task force will be polling the choir and the congregation in April to query how everyone is feeling about unmasking.

I met with the chair of the membership committee to discuss plans for a new member service and the Getting to know UUs information sessions. Attendance at these sessions has been quite low, this was a worthy endeavor but may not be a good fit for us at this time.

Social Justice in the Public Square

I met with the reparations task force to discuss the land acknowledgment, they have made good progress and have produced a draft that I support. I also met with the UU Connections committee to discuss the Ware lecture, they are aware of the copyright issues and will be reaching out to the UUA to share their concerns.

Serves the Larger Unitarian Universalist Faith:

I continue to attend the UUMA cluster meetings and the local interfaith women ministers group.

For our conversation about conflict this month I invite you to ponder these questions for our discussion:

How do you as a board want to handle conflict & complaints?

What if different board members disagree about how conflict & complaints are handled?

What agreements can we come to about how we will handle conflict & complaints?

Director of Lifespan Religious Education, Twinks Hastings

Board Report February 2023

Overview

This month I got to spend time with our youth as we attended the first youth CON since Covid - it was such a joy to connect with our youth, but also to plug back into the broader district UU youth energy, and reconnect with colleagues and UU friends. I need that reminder, and the burst of energy, to remember that our faith movement is bigger and wider than our little corner of the world, and worth fighting for.

CYM

We continue to use the World of Wonder curriculum with the elementary-aged group, unfortunately, we lost one of the volunteers we were counting on for the spring. COA is coming along, I am considering making this a two-year program for these youth due to the nature of this year, and the needs of this group. HSYG is doing well with two new youths joining, I have been meeting with the youth advisors to offer them more support in their roles.

Pews

The project is moving forward with the building and maintenance committee.

Trainings

I am halfway through my pastoral care training and am really skilling up. This has been an increased part of my workload over the last three years, and I am thankful for this opportunity. I am registered for GA and continue to work on Wellspring.

Adult Ed

We have a sweet group of adult Ed offerings for the next session, I feel good about the direction we are heading with adult ed, but really am hoping that I will be able to spend some time with leadership looking at the big picture of all RE programs at FPB and creating a long term master plan of Religious Education at FPB.

Summer Program

We are going to be offering a summer program at the end of the summer. Traditionally those last two weeks are incredibly hard for working parents on Cape Cod to find affordable childcare as all camps and programs close down. This program is an important social justice effort for FPB. Laura Gill and I are taking on the leadership of the program, it's important to note this is not a "CYM program", but an FPB program. It covers social justice, fundraising, and outreach.

In conclusion.

As we head into Rev Kenn's covering ministry I look forward to working with him and learning from his systems theory expertise. We have a really special opportunity this Spring and I hope we make good use of it.

Report from Administration and Finance Director – February 2022

Financial Highlights & Pledges (see the Treasurer's report for more info)

- For FY22-23, we have received, as of 2/16/23, 186 pledge units for a total of \$346,406.
- For FY23-24, we have received, as of 2/16/23, 61 pledge units for a total of \$271,640. The majority of the early pledges were increased from the prior year, which is optimistic. Our goal of \$432,000, which will just get us to where we are this year, is a stretch. Yet I see many hopeful signs only halfway through the Stewardship month.
- I spoke with the IRS regarding our Employment Retention Tax Credit and was told we should see partial credit in the next week and the rest by the beginning of March. It looks like it's a little less than we expected but still \$84,500. Once we have received all of it, I will follow up with the company who paid to prepare the forms. They can refund part of the fee which is based on what we actually get.
- We have had several successful small church fundraisers over the last month including Rog Smith's book talk and Souper Sunday. Many thanks to the Fundraising Team and all the amazing soup makers for creating these well received events.

Property Management

- There is a lot more activity in our buildings as more and more members are returning to in person services and events. The Meetinghouse Speaker Series has been an ambitious undertaking and by all accounts has gotten off to a fantastic start. I appreciate all the time and energy that the organizers have put into this great community offering. With more people in our buildings, it is important to communicate any issues regarding our buildings to Dave, and he has put up signs in all the buildings with a QR code to make it easy to access the sexton form. Dave give monthly reports to the Building Maintenance Committee to help maintain good communication between the regular maintenance and the special projects needed for our buildings. It takes a village, and this team of staff and volunteers who keep their eyes on the buildings and grounds and "get the work done" certainly deserve our gratitude for their commitment.

Administration as Ministry

- Sue Weber and I continue to work together to make the most of our combined hours. She is taking lead on PR, the Order of Service, the Weekly and Quarterly Angles. I am focusing mainly on General Administration. Finances and Supervision. Each week presents something that was unexpected, so we reprioritize and do our best to get as much done as possible. Sometimes the copier just does not want to cooperate and the hours streak by with few checks to the to do list. Sometimes a grieving family member drops by to connect about their loved one's memorial. Although they haven't made an appointment, I change directions. Recentering to what matters the most.
- I continue to meet regularly with the 5 staff that I supervise and offer support to other staff as needed. All 4 evaluation were completed in January and the goals for the coming year have been set. It's important to take this time to reaffirm what is expected of each of these staff positions, and how it is all going. We have a really lovely staff team, and they all work quite diligently to support the work of this church.
- Although Rev Kenn Hurto doesn't begin until April, I have begun to prepare for our leave minister to make sure he's all set.

Professional Development

- In January I started working with my systems coach again, which is extremely helpful. Since I have exhausted all of my professional expense funds, I will be paying for these monthly sessions out of pocket. I will also be attending GA and prodays which will be out of pocket expenses as well. By reducing my hours my professional expense funds were decreased as well. I encourage the Board to increase the % for professional expense funds to get us closer to the UUA recommendation of 10% of salaries.
- As part of the AUUA professional development team, I will be leading a workshop for AUUA members around the episode called "How to Complain Productively" from Hidden Brain podcast. It is very relevant to congregational life, and I will be weaving some pieces of this podcast into my service on February 26th.

Kind regards, Karena Stroh, Administration and Finance Director

From Interim Music Director 2/16/23

I have been making efforts at finding a choral accompanist since January who can serve Sept - mid June, during the FPBUU choir season. I put an ad on Indeed, Craigslist, Facebook, distributed postcards, and have networked to area musicians and am continuing to put the word out. My father offered to volunteer starting in January, during the search. He has been coming 2-3 Wednesdays per month, and 2 Sundays per month since January. He has been happy to do this and has not specifically requested to be paid. I, however, have become aware that it begins to grow a dynamic between us that he is doing this ongoing kind of favor for me, and for the choir. I don't want myself or the choir to start feeling indebted, and after these couple of months, that feeling is imminent.

Section L in the Personnel Policy Manual states:

EMPLOYMENT OF RELATIVES AND MEMBERS

Other members of an employee's family may be considered for employment; however, relatives may not supervise one another. "Relative" means a spouse, domestic partner, parent, sibling, child, grandparent, or grandchild.

I discussed all of this with Jessica and as per her recommendation, I would like to ask that the board waive this policy in this particular situation so that he can be paid for a temporary period of time, such as the upcoming 3-4 months in case we don't find someone until September. The choir season ends June 11, and we will not need a choral accompanist during the summer. Surely by September, we will find a season-long accompanist!

Thank you,
Kaeza Fearn
Interim Music Director

Personnel Policy Manual

for

FIRST PARISH BREWSTER
Unitarian Universalist Church



Revised February 2023

TABLE OF CONTENTS

I.	EMPLOYMENT POLICIES AND PRACTICES	3
A.	STATEMENT OF PURPOSE	3
B.	FPB HISTORY	4
C.	EQUAL EMPLOYMENT OPPORTUNITY	4
D.	SEXUAL HARASSMENT	4
E.	HARASSMENT	5
F.	GRIEVANCE POLICY INVOLVING WORKING CONDITIONS	6
G.	INTERNET POLICY	7
H.	MEDIA INQUIRIES	7
I.	CONFIDENTIALITY	7
J.	CONFLICTS OF INTEREST	8
K.	OUTSIDE EMPLOYMENT	8
L.	EMPLOYMENT OF RELATIVES AND MEMBERS	8
N.	INITIAL REVIEW PERIOD	9
O.	PERFORMANCE EVALUATION	9
II.	WAGE AND HOUR ADMINISTRATION	9
A.	EMPLOYMENT CLASSIFICATIONS AND HOURS OF WORK	9
B.	TIMEKEEPING AND OVERTIME	9
C.	PAY AND PAYROLL DEDUCTIONS	10
III.	EMPLOYEE BENEFITS	10
A.	GROUP INSURANCE PROGRAMS	10
B.	RETIREMENT BENEFITS	11
C.	PAID TIME OFF (PTO)	12
D.	HOLIDAYS	13
E.	LEAVES OF ABSENCE	13
F.	VEHICLE USAGE AND REIMBURSEMENT	14
G.	CREDIT CARD POLICY	15
IV.	OTHER FPB POLICIES	16
A.	ATTENDANCE AND PUNCTUALITY	16
B.	WORK AND DISCIPLINARY GUIDELINES	17
C.	SEPARATION FROM EMPLOYMENT	17
D.	SAFETY AND ACCIDENTS	17
E.	PERSONAL PROPERTY	18

F.	WORKPLACE THREATS AND VIOLENCE	18
G.	PROFESSIONAL BEHAVIOR	18
H.	INSPECTION RIGHTS	18
I.	EMPLOYMENT AUTHORIZATION	18
APPENDIX		19
A.	PERSONNEL COMMITTEE JOB DESCRIPTION:	19
B.	HIRING PROCESS	19
C.	PROCEDURES FOR REPLACING STAFF OR HIRING NEW STAFF	19
D.	CORI/SORI POLICY	20

I. EMPLOYMENT POLICIES AND PRACTICES

A. STATEMENT OF PURPOSE

This FPBUU Personnel Policy Manual is not a contract and can be modified or changed at any time. The relationship between FPB and employee is legally defined as “employment at will”, which means that such employment may be terminated without penalty by either party. FPB may not be compelled to pay wages to persons no longer in their service, and employees may not be compelled to render their labor without their consent.

We have prepared this Personnel Manual to help employees understand some of the policies and procedures of First Parish Brewster Unitarian Universalist (referred to herein as "FPB"). Employees should familiarize themselves with the Manual, as it will provide answers to some questions employees may have about their employment. Nothing in this Manual or in any other written or unwritten policies and practices of FPB creates an express or implied contract, promise or representation between FPB and any employee.

FPB’s policies generally will be applied consistently. However, FPB reserves the right to deviate from normal policy in certain situations. Since every employment situation cannot be anticipated, this Manual provides a general overview only.

From time to time, changes in the Manual may become necessary. Therefore, FPB reserves the right to amend, supplement or rescind any provisions of this Manual as necessary.

The Manual applies to all staff, whether full-time, part-time, exempt or nonexempt, except where otherwise stated. This Manual does not apply to ordained Senior Ministers called by vote of the congregation, except where indicated.

This Manual supersedes all previous employment policies, whether written or oral, expressed or implied. If any provisions of this Manual are found to be invalid or unenforceable, the remaining provisions will remain in full force and effect.

If an employee has any questions or comments about this Manual, or needs more information, the employee should ask their supervisor or Administration and Finance Director. An employee’s comments and suggestions are genuinely encouraged.

B. FPB HISTORY

A Brief History of First Parish Brewster

The original First Parish was organized in 1700 on the current site as a Congregational Church in the Pilgrim Tradition. In the early and mid-18th century Brewster was home to many prominent sea captains and the church became known as the Church of the Sea Captains. Their names remain on the pews. The church is an historic landmark in the Town of Brewster.

Over the first half of the ninetieth century the church evolved into Unitarianism and went with the denomination at the merger of the Unitarians and Universalists in the twentieth century—in 1961.

The current Meetinghouse, dedicated in 1834, is the third building on the site upon the hill. Dawes Hall, built in 1909, was used for many purposes, including as a sanctuary in cold weather during hard times. The Parish Hall was built in the 1980s and the Barn and Winslow House were purchased in the late 1990s. When the Meetinghouse began to show serious signs of decay in 2005, the leadership with the support of the parish and the wider community, raised the funds and restored the building to its present state.

First Parish is a leader in social justice, addressing a variety of societal concerns. It was the first Welcoming Congregation among all the UU churches. In 2014 we gained green sanctuary status.

By John Myers, 2015

C. EQUAL EMPLOYMENT OPPORTUNITY

FPB is an equal employment opportunity church for all qualified persons, without regard to race, color, ancestry, national origin, religion, sex, age, disability, medical condition, veteran status, marital status, sexual orientation or gender expression. This applies to all employment practices, including recruitment, hiring, compensation, benefits, promotions, demotions, training, disciplinary action, and termination.

Employees who have questions about discrimination in the workplace, or who believe this policy has been violated, should report their concerns immediately to the Administration and Finance Director. If the complaint involves the Administration and Finance Director, then it should go to the Senior Minister. Retaliation against individuals who make a claim of discrimination or participate in the investigation of such a claim is prohibited by this policy and will not be tolerated.

D. SEXUAL HARASSMENT

Sexual harassment is prohibited and will not be tolerated. This policy applies to sexual harassment regardless of gender. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment when:

- submission to the conduct is made either explicitly or implicitly a term or condition of employment;
- submission to or rejection of the conduct is used as a factor in employment decisions affecting an individual; or
- the conduct unreasonably interferes with an individual's employment or creates an intimidating, hostile, or offensive employment environment.

Some examples of conduct, which may constitute sexual harassment, depending on the circumstances, include but are not limited to the following:

- repeated and unwelcome suggestions regarding, or invitations to, social engagements or social events; or
- any indication, expressed or implied, that any aspect of employment conditions depends or may depend on the granting of sexual favors or on a willingness to accept or tolerate conduct or communication of a sexual nature; or
- unwelcome or coerced physical proximity or physical contact which is of a sexual nature or sexually motivated; or
- the deliberate use of offensive or demeaning terms which have a sexual connotation; or
- inappropriate remarks of a sexual nature.

Employees who believe they have been sexually harassed by another employee, a supervisor, or any other person encountered in the course of employment should report in writing that conduct immediately to the Senior Minister or member of the Safer Congregation Committee. If there is a complaint against the Senior Minister, this complaint needs to be brought to the President of the Board of Trustees.

The person who receives the complaint will promptly investigate the complaint or report of sexual harassment or cause it to be investigated. If there is a complaint against the Senior Minister, this complaint will be investigated by the President of the Board of Trustees or Safer Congregational Committee. Although investigations will be conducted with sensitivity to confidentiality issues, investigative information will be communicated as appropriate to those with a need to know. The person who investigates the complaint will arrange a meeting with the employee within seven days of the submitted written complaint. If the investigation indicates that a violation of this policy may have occurred, timely and appropriate action will be taken. Often such situations may necessitate outside counsel, and it is highly recommended that FPB use this resource. The Senior Minister, President of the Board of Trustees and Personnel Committee Chair will always be consulted unless the complaint is against one of these individuals.

Retaliation or reprisal against employees who report sexual harassment claims is prohibited and will not be tolerated. Any violation of this policy will be treated as a serious matter and will result in disciplinary action, up to and including termination.

All staff including clergy will have a CORI/SORI (Criminal and Sexual Offender Record Information) report on file. All new staff hiring will be subject to background checks and completion of the screening form. CORI/SORI checks will be the responsibility of the Director of Admin and Finance and Director of Lifespan Religious Education. New hires will be contingent upon clean reports about sexual offenses. (See APPENDIX, D. CORI/SORI POLICY for more information)

E. HARASSMENT

FPB prohibits conduct that shows hostility or an aversion toward an individual because of their race, color, religion, sex, national origin, age, disability, sexual orientation, gender expression or any other classification protected by law, and that:

- has the purpose or effect of creating an intimidating, hostile, or offensive work environment;

- or
- has the purpose or effect of unreasonably interfering with an individual's work performance;
- or
- otherwise adversely affects an individual's employment opportunities.

Some examples of conduct, which may constitute harassment, depending on the circumstances, include but are not limited to, the following:

- epithets or slurs; or
- threatening or intimidating acts; or
- written or graphic material;
- written, verbal or physical acts that purport to be jokes or pranks.

Any employee who believes they have been harassed by another employee, a supervisor, or any other person, in the course of employment should submit a description of that conduct in writing immediately to the Senior Minister. If there is a complaint against the Senior Minister, this complaint needs to be brought to the President of the Board of Trustees.

The person who receives the written complaint will promptly investigate the complaint or report of harassment or cause it to be investigated. If there is a complaint against the Senior Minister, this complaint will be investigated by the President of the Board of Trustees or their designee. Although investigations will be conducted with sensitivity to confidentiality issues, investigative information will be communicated as appropriate to those with a need to know. The person who investigates the complaint will arrange a meeting with the employee within seven days of the submitted written complaint. If the investigation indicates that a violation of this policy may have occurred, timely and appropriate action will be taken. Often such situations may necessitate outside counsel, and it is highly recommended that FPB use this resource. The Personnel Committee Chair and the President of the Board of Trustees will be available for consultation.

Retaliation or reprisal against employees who report harassment claims is prohibited and will not be tolerated. Any violation of this policy will be treated as a serious matter and will result in disciplinary action, up to and including termination.

F. GRIEVANCE POLICY INVOLVING WORKING CONDITIONS

Effective communication is essential for productive working relationships. To that end, employees are encouraged to discuss any concerns about work or suggestions for improving operations in the following manner:

In the event of any disagreement with respect to being treated fairly in matter of pay, benefits, promotions, or other specific working conditions, the employees are encouraged to first speak to their supervisor in an attempt to resolve the problem.

If discussion with the supervisor does not resolve the matter to the employee's satisfaction, the employee should submit the original grievance in writing to the Minister.

The Minister or their delegate shall gather the evidence necessary to complete an investigation and submit their findings to the President of the Board and chair of the Personnel Committee. The President will arrange a meeting with the employee and their supervisor, the Minister and a member of the Personnel Committee in an agreed-upon time. Upon review of this material, the Minister,

Board president, member of the Personnel Committee and supervisor will render a decision. The President will provide the employee with the final decision within seven days.

G. INTERNET POLICY

FPB provides Internet access (including e-mail) to its staff members to assist and facilitate business communications and work-related research. These services are for legitimate business use only in the course of assigned duties. All materials, information and software created, transmitted, downloaded or stored on FPB's computer system are the property of FPB and may be accessed only by authorized personnel. If a personal computer or device is used for work related activity, FPB may have access to work related material and emails.

Inappropriate Internet use includes, but is not limited to:

- transmitting obscene, harassing, offensive or unprofessional messages; or
- accessing, displaying, downloading, or distributing any offensive or inappropriate messages including those containing racial slurs, sexual connotations or offensive comments about race, color, religion, sex, national origin, age, disability or any other classification protected by law; or
- transmitting any of FPB's confidential or proprietary information to anyone not authorized to receive it. This information includes member/friend data or other materials covered by FPB's confidentiality policy. More information on confidentiality can be found below, in subsection I.

FPB reserves the right to monitor employee use of the e-mail system or the Internet at any time. Employees should not consider their Internet usage or e-mail communications to be private. Personal passwords are not an assurance of confidentiality, and the Internet itself is not secure.

Any software or other material downloaded into FPB's computers may be used only in ways consistent with the licenses and copyrights of the vendors, authors or owners of the material. Prior written authorization from the Administration and Finance Director is required before introducing any software into FPB's computer system.

Only authorized staff members may communicate on the Internet on behalf of FPB. Employees may not express opinions or personal views that could be misconstrued as being those of FPB. Employees may not state their church affiliation on the Internet unless required as part of their assigned duties. Any violation of this policy may result in disciplinary action.

H. MEDIA INQUIRIES

Requests for information about FPB from newspapers, television and radio media should be directed to the Administration and Finance Director.

I. CONFIDENTIALITY

Employees may in the course of their employment have access to confidential information about FPB, including but not limited to information about members, friends or other staff members. Such information must remain confidential and may not be released, removed from the FPB's premises, copied, transmitted or in any other way used for any purpose by employees outside the scope of

their employment. All requests for information concerning past or present employees received from organizations or individuals should be directed to the Administration and Finance Director.

J. CONFLICTS OF INTEREST

Employees are expected to avoid conflicts of interest, defined as any situation where an employee may attain personal gain or which may be detrimental to FPB, either monetarily or to its public image, because of the use of information or personal contact which is not generally available except through employment with FPB.

Employees shall not engage in any business or transaction or have a financial or other personal interest which is incompatible with their employment duties or which would impair their judgment or actions in the performance of their duties for FPB. Employees who have questions about whether an activity violates this policy should discuss the matter with the Administration and Finance Director.

K. OUTSIDE EMPLOYMENT

We understand that employees may take on employment outside their job with FPB. However, employees should not engage in any collateral employment or business activity that is incompatible or in conflict with their duties, functions or responsibilities as an FPB employee. Activities that may constitute a conflict include use of FPB's time, facilities, equipment or supplies, or the use of the title, prestige or influence of the congregation for private gain or advantage.

An employee shall not engage in any outside business activity which, by its nature, hours or physical demands, would impair the employee's performance of FPB duties, reflect discredit on FPB, or tend to increase FPB's payments for sick leave, worker's compensation benefits or long term disability benefits. Collateral employment should not result in outside telephone calls while on duty for the congregation.

L. EMPLOYMENT OF RELATIVES AND MEMBERS

Employees' family members may be considered for employment; however, relatives may not supervise one another. "Relative" is defined for this purpose as a spouse, domestic partner, parent, sibling, child, grandparent, or grandchild.

M. PERSONNEL RECORD

It is very important that employees keep up-to-date all the information provided to FPB at the time of hire. This information will be recorded on a Personnel Record Form and is essential for many purposes, including benefit administration, mailing information to the employee's home, and contacting friends or family in case of emergency. The Administration and Finance Director should be promptly notified of any changes in:

- Address and telephone number;
- Marital status (including legal separation);
- Legal change in employee's name;
- Dependents;
- Changes in beneficiaries;
- Criminal and Sexual Offender Record Information (CORI); (SORI)

- Person to notify in case of emergency; and
- Any relevant changes in licensing or education.

N. INITIAL REVIEW PERIOD

New employees and employees who are transferred to another position are required to complete an initial review period of ninety days, but this may be shortened or lengthened at FPB's discretion. Upon satisfactory completion of this period, the employee will be considered a regular employee. Completion of the initial review period does not alter the employment-at-will relationship. Employees must continue to perform satisfactorily even after the initial review period is completed.

O. PERFORMANCE EVALUATION

Employees will receive a written performance evaluation at the end of the first six months of employment and again at the end of the first year and each year going forward. Factors considered in assessing performance include but are not limited to quality and quantity of work; dependability; attendance and punctuality; effective interpersonal relationships with the congregation and colleagues; and professional conduct.

Employees are requested to identify goals and objectives with their supervisors in advance so that their work may be evaluated on the basis of clear criteria they have helped to develop.

The Administration and Finance Director will assure that annual evaluations of all staff have been completed and placed in the employee's personnel file, dated and signed by the employee and the supervisor. The written evaluation will be maintained in the employee's permanent personnel file.

II. WAGE AND HOUR ADMINISTRATION

A. EMPLOYMENT CLASSIFICATIONS AND HOURS OF WORK

For purposes of determining the applicability of various policies, practices, and benefits, employees are classified by the nature of the position to which they are assigned and by their regular work schedule.

Full-time employees are regularly scheduled to work 40 hours per week. Employees scheduled to work less than 40 hours per week will be considered part-time employees and their eligibility for benefits will be pro-rated according to the percentage of time worked, except as otherwise noted in this manual.

Employees who are subject to state or federal minimum wage and overtime laws are referred to as "non-exempt" employees. Those in administrative, management, or supervisory positions who are not subject to such regulation are referred to as "exempt" employees and include the Administration and Finance Director, Music Director, and Lifespan Religious Education Director.

B. TIMEKEEPING AND OVERTIME

Non-exempt employees are required to submit a written and signed record of their time worked each day at the end of each month to the Administration and Finance Director. Any scheduled hours not worked, or time worked in excess of their regular schedule must be noted. Employees should not work overtime without written authorization in advance.

C. PAY AND PAYROLL DEDUCTIONS

Pay adjustments generally will be considered for all employees once a year and any adjustments will normally begin at the beginning of the fiscal year. There is no guarantee of an annual pay adjustment. Pay is usually based upon such factors as cost of living increase, UUA guidelines, job responsibilities and the financial status of FPB.

Deductions made from employees' wages are reflected on the stubs of their paychecks. Federal law requires deductions from pay for income tax, Social Security and Medicare. Other deductions may include state and/or local taxes or wage garnishments. Some deductions are optional and are made only if the employee has authorized their deduction.

Employees are responsible for promptly notifying the Administration and Finance Director of any changes to or errors in their deductions. Any necessary adjustments usually are made and reflected in the employee's next paycheck.

III. EMPLOYEE BENEFITS

Outlined below is a brief summary of the types of employee benefits currently available through FPB. This summary is not intended to and does not create an express or implied contract, promise or representation between FPB and the employee. These benefits are subject to change at any time at the discretion of FPB. In the event of any discrepancy between the benefits outlined below and the plan itself, the plan will govern. Any questions about employee benefits should be directed to the Administration and Finance Director.

A. GROUP INSURANCE PROGRAMS

1. Health Insurance

For employees who work at least 20 hours per week, FPB makes available (as of the date of hire) and pays for a portion of their health insurance. FPB currently pays 80% of the premium for employees who work at least 35 hours per week and prorates coverage payments for those working less than 35 hours per week based on the number of hours worked. The insurance is the UUA Standard PPO "Gold" insurance plan and UUA Medicare supplemental insurance plan.* For employees who are enrolled with the UUA group health insurance, FPB will pay 50% of health insurance premiums for their children for employees who work at least 35 hrs per week and prorates coverage payments for those working less than 35 hours per week based on the number of hours worked.

For example:

- Employee A works 40 hours per week and FPB pays 80% of Employee A's health insurance premium.
- Employee B works 30 hours per week and FPB pays 69% of Employee B's health insurance premium.
- Employee C works 20 hours per week and FPB pays 46% of Employee C's health Insurance premium.

This percentage of contribution is reviewed annually as part of the budget process.

*Note: Employees who work at least 750 hours per year (approximately 15 hours per week, year-round) are eligible for the UUA health insurance plan, but FPB only pays a portion of the health insurance premium for those who work at least 20 hours per week, year-round.

2. Group Dental, Term Life, and Long-Term Disability Insurance

Term Life and Long-Term Disability must be signed up for at the time of hire. Health and Dental Insurance have open enrollment every December if an employee doesn't sign up at the time of hire. Employees who work at least 750 hours per year (approximately 15 hours per week) are offered the option of purchasing, on their own, term life insurance, through the group plan sponsored by the UUA. FPB currently pays 100% of the premium for dental insurance for employees who work at least 35hrs/wk or 1820 hours annually. For employees who work at least 15hrs per week but less than 35 hours per week benefits will be prorated based on the number of hours worked. Further information concerning these policies is available from the Administration and Finance Director. For these same employees (who work at least 750 hours per year), FPB offers and pays for (through the employee's salary/wages) the UUA group plan for long-term disability insurance.

3. Workers' Compensation Insurance

FPB carries workers' compensation insurance that pays for certain medical expenses and provides partial income protection in the event of illness or injury arising out of or in the course of employment.

All on-the-job injuries or illnesses, regardless of severity, should be reported immediately to the employee's immediate supervisor. Employees are required to provide a physician's statement in order to receive worker's compensation benefits, or to return to work.

B. RETIREMENT BENEFITS

The Unitarian Universalist Association (UUA) maintains a defined contribution qualified retirement plan to assist eligible employees to accumulate tax-deferred savings for retirement. Under the plan, FPB contributes a percentage of the employee's wages, and the employee has the option of making additional voluntary contributions on a pre-tax basis.

All employees may enrollment in the plan for purposes of making their own employee contributions toward their retirement. For employer contributions, employees must meet the following criteria: employed by FPB for 1000 hours or more per year, a minimum of 21 years old, and completed one year of service with FPB or a combination of UUA organizations.

First Parish Brewster does not automatically enroll employees. If an employee wishes to be part of the retirement plan, the employee will need to complete the enrollment forms. The forms are available from the Administration and Finance Director.

FPB will contribute 10% of an employee's compensation base to the Plan. In addition, an employee may contribute up to 5% of their compensation base to the Plan. Compensation "base" means an employee's salary only and does not include any other compensation (value of health insurance premiums, professional development funds, etc.). This retirement plan is available only to

employees of First Parish Brewster (whose income is reported on Form W2) and is not available to any contract employees (whose income is reported on Form 1099). More information on the retirement plan is available from the Administration and Finance Director or from the UUA.

C. PAID TIME OFF (PTO)

First Parish Brewster offers paid time off (PTO) to employees who work at least 10 hours per week that can be used as they wish for sick days, vacation and/or other personal needs.

The Administration and Finance Director oversees the record-keeping and use of paid time off (PTO). During the first six months of employment, an employee will accumulate PTO. However, an employee is not eligible to use PTO until after that six months.

1. Earning Paid Time Off

Employees earn time off based on hours worked and years of service.

During the first three years of employment, full-time employees earn 176 hours of PTO each year. If they work less than full time, this benefit will be prorated.

From four to ten years of service, full-time employees earn 216 hours of PTO per fiscal year. Again, if an employee works less than full time, the hours will be prorated.

After ten years of service, full-time employees earn 256 hours of PTO per fiscal year, prorated as above for part-time employees.

The amount of PTO available to an employee will be specified in the annual Letter of Agreement.

Employees may be given the week between Christmas and New Year's Day off without using their PTO.

2. Accumulation of Paid Time Off

PTO is available at the beginning of each fiscal year (July1-June30) and approved by the employee's supervisor or Minister. If an employee uses paid time off and terminates employment before the paid time off is accrued, it must be paid back. The total accumulated PTO hours for each employee is presented in the annual employee agreement. Two weeks of PTO earned by June 30 of the fiscal year may be carried over to the next fiscal year providing an employee uses it within the first six months of the following year.

3. Upon Resignation

If an employee resigns (after working beyond an employee's probationary period), an employee will be paid time for any time off an employee has accumulated as of the date of an employee's resignation.

4. Applying for PTO

Employees must submit a written request for PTO to their supervisor for approval. Overlapping requests will be negotiated so that the needs of the church are covered.

5. Emergency or Unplanned Leave

If employees need emergency, unplanned leave, they must report their absence promptly to their supervisor before the emergency leave begins. These hours will be deducted from their PTO.

6. Short-Term Medical Leave

Employees, who work a minimum of 10 hours per week, have been diagnosed with a serious illness or disabling condition by a physician and have exhausted their paid time off benefits, will be paid short-term medical leave sick benefits at 75 percent of their regular pay until the earlier of release to return to work by the physician, approval for long-term disability payments, or 90 days whichever occurs first. Paid time off benefits do not accrue during this period. Short-term medical leave goes into effect after all paid time off hours have been used. If an employee is covered by the Congregation's health insurance, the Congregation portion of the health insurance premium will continue to be paid by the Employer during the unpaid medical leave. Employees will remain responsible for their contributions to these plans.

D. HOLIDAYS

The following paid holidays are observed each year:

- New Year's Day
- Martin Luther King Day
- President's Day
- Patriot's Day
- Memorial Day
- Juneteenth
- Fourth of July
- Labor Day
- Indigenous People's Day (Columbus Day)
- Veteran's Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas (or another holiday to be arranged with your supervisor)

If an observed holiday falls on a Saturday, the preceding Friday generally will be observed as the holiday. If an observed holiday falls on a Sunday, the following Monday generally will be observed as the holiday. If employees are required to work on an observed holiday, they generally will be granted another day off.

E. LEAVES OF ABSENCE

1. General provisions

The policies in this section describe various types of paid and unpaid leaves of absence provided by FPB. Leaves must be requested in advance in writing and require the approval of the employee's immediate supervisor. The exact nature of the leave and its anticipated length must be included in the written request. Employees are expected to return to work upon the expiration of the leave as granted. If prevented from returning as expected, the employee must immediately notify their

supervisor.

2. Personal leave without pay

Employees can request in writing days for unpaid personal leave from their supervisors and such requests must be approved by the supervisor, the President of the Board of Trustees (or designee), and Chair of Personnel Committee (or designee).

3. Military leave without pay

Employees who are members of the uniformed services of the United States (including the National Guard or other reserve unit) will be granted unpaid leaves of absence in accordance with state or federal law to perform military duties on a voluntary or involuntary basis. Requests for military leave of absence must be made in writing and should include verification of the duty call from military authority, the date the leave is to commence and the expected date of return.

Employees may choose to use any accumulated vacation time for all or part of the period of military service. Leaves of absence in excess of any available vacation time will be without pay. In accordance with applicable law, eligible employees will be reinstated to the same job upon returning from an authorized military leave of absence.

4. Funeral or bereavement leave with pay

Employees working 20 hours or more may be eligible for a leave of absence for up to 10 days (prorated on FTE, Full Time Equivalent) with pay for the death of an immediate family member. The number of paid hours off will be determined by the supervisor and Administration and Finance Director based on the circumstances.

5. Jury duty leave with pay

Employees called for jury duty are paid their regular pay for up to twenty working days. Employees should appear for work upon being excused from jury duty on any day.

6. Parental Leave with pay

In the case of the birth or adoption of a child, the employee shall be granted twelve weeks of paid leave after one year of employment. Unpaid leave should be extended only after all paid leave has been used. Accrued paid time off can be used for the unpaid portion of parental leave. If an employee is covered by the Congregation's health insurance, the Congregation portion of the health insurance premium will continue to be paid by the Employer during the parental leave. Employees will remain responsible for their contributions to these plans. The employee must give 30 days' notice of parental leave to their supervisor.

F. VEHICLE USAGE AND REIMBURSEMENT

Employees using their own cars for church-related business will be paid mileage at the current rate per mile as established by Internal Revenue Service. The employee, with approval by their supervisor, will be reimbursed for mileage upon request. The employee's supervisor must authorize trips. Employees must have a current and valid driver's license and proof of insurance. Employees may not take unauthorized passengers on such trips.

All tickets for parking and traffic violations are the responsibility of the employee. The employee must pay all fines promptly and will not be reimbursed by FPB.

G. CREDIT CARD POLICY

FPBUU may supply a credit or debit card (CARD) to some staff members. The following governs use of any CARD supplied to staff by FPBUU:

- CARDS are to be used only for legitimate expenses of FPBUU. Documentation for each transaction must be provided by the staff member making the charge. The Administration and Finance Director (AFD) will define and manage the process used for submission of the documentation and will ensure that staff are consistently supplying accurate documentation. Whenever possible, receipts should be included. Included in the documentation is a description of which budget line item, special fund, or endowment expenditure this expense is coming from.
- CARDS may not be used for personal expenses. If a card is accidentally used, the staff member involved should notify the treasurer as soon as possible and provide a check payable to FPBUU to cover the cost of the transaction.
- CARDS should not be used for cash withdrawals. Exceptions are allowed in the case of an emergency, and with approval of a member of the Board, preferably the Treasurer or Board President.
- Use of a CARD should not be beyond the assigned credit limit, which is supplied to each CARD holder when given the card.

H. PROFESSIONAL EXPENSES

U.S. tax law provides that congregations and other organizations employing ministers and other religious professionals may consider certain items as usual business expenses. Such expenses are not included in the compensation paid to individuals; they are part of the necessary expenses of the organization and are not reported for income tax purposes. The Minister(s) and Directors of FPBUU are entitled to professional expenses per their letters of agreement.

Items of enduring value purchased with non-taxed professional expense funds are the property of the congregation. Such items may subsequently be purchased at their depreciated value by the employee. Items will reduce by 1/3 each year, if the employee leaves FPBUU before 3 years they will reimburse FPBUU the depreciated cost of the item or leave the item.

The items below are allowable as professional expenses. However, basics that a staff member needs in order to perform their job should be funded through an appropriate budget line. (For instance, an employee should not need to pay for their office supplies or furniture through their professional expenses.)

Allowable Expenses

Automobile expenses will be reimbursed as described above while on official business (such as to meetings, hospital or home visits, trips for educational purposes or to purchase supplies, travel with

a youth group or a church school class, etc.). The costs of commuting to and from home to work are not allowable as business automobile expenses.

Travel expenses while away from home overnight for work or business, including air fare, taxis, rental automobiles, lodging, meals, and incidentals are all professional expenses. This includes costs to attend professional conferences.

Entertainment expenses directly related to the mission or programs of the organization are considered professional expenses. These may include entertainment at home or in restaurants of members or potential members of the congregation.

Books and journals acquired and used for professional purposes may be treated as business expenses.

Computers and related equipment costs may be treated as a business expense through a Section 179 deduction if the items are used 50% or more for professional activities. It is customary today to consider computers and peripherals as essential for the performance of one's duties.

Educational expenses such as tuition, books, and supplies are professional expenses if related to one's professional status or responsibilities, or to maintain skills needed in one's work. Travel solely for entertainment cannot be treated as a professional expense. Travel in connection with educational activities, conferences, or worship services will usually be legitimate.

Where the purpose of travel is both personal and business, the expense may be pro-rated as partly a business expense and partly a personal one.

Dues for membership in professional organizations are legitimate expenses.

Telephone expenses, except for the basic charge for a home phone, may be counted as business expense if related to the performance of one's duties.

Religious garments or robes may be purchased and cleaned with funds for professional expenses, but this does not apply to garments worn as ordinary clothing.

IV. OTHER FPB POLICIES

A. ATTENDANCE AND PUNCTUALITY

Each employee is expected to be prompt and regular in his or her attendance at work. Personal appointments should be scheduled before or after work hours, if possible. The supervisor must approve all scheduled absences in advance. Employees who are unable to report to work at their scheduled time must call their supervisor as soon as possible to report the absence and the expected time of return to work. Employees must call in each day they are absent, unless otherwise authorized by their supervisor.

The employee's supervisor must approve unscheduled absences. If the employee expects to be absent the following day, he or she should inform the supervisor of that fact at the same time.

Any employee who fails to report to work without notice for three or more consecutive expected working days will be considered to have voluntarily terminated employment, effective immediately.

B. WORK AND DISCIPLINARY GUIDELINES

Certain guidelines must be observed by all employees to protect the integrity of the congregation. Violations may result in disciplinary measures including verbal warnings, written warnings or termination.

Engaging in any of the following examples of unacceptable conduct may result in disciplinary actions. These examples are intended only as a guide and are not all-inclusive.

- Failure to perform work in a manner acceptable to FPB.
- Absenteeism or tardiness.
- Leaving work without notice.
- Failure to report absences as required.
- Sexual harassment or harassment described in this Manual.
- Entering into a romantic relationship with someone you serve in your capacity as a staff member at FPB.
- The use, possession or sale, or being under the influence of alcohol or controlled substances (other than those used for bona fide medical purposes) while working.
- Unauthorized possession of weapons.
- Disclosure of personal data.
- Smoking tobacco or cannabis on any church grounds and buildings.
- Failure to report on-the job injuries.
- Working another job while absent.
- Arrest and conviction for criminal offenses that are job related, including those that may affect the employee's ability to perform his or her job.
- Theft or dishonesty.
- Falsifying records or information (or misuse or unauthorized manipulation of any computer or electronic data processing equipment or system).
- Discourteous treatment of others.
- Taking FPB property without paying for it or without written permission.
- Reckless, careless or unauthorized use of FPB property, equipment or materials.
- Improper or profane language.
- Violation of any other FPB policy.

C. SEPARATION FROM EMPLOYMENT

Non- exempt employees who resign are expected to give at least two weeks written notice in order for the congregation to find a suitable replacement. Exempt employees must give at least four weeks' written notice.

When an employee is leaving their position, they will be offered an exit interview with a member of the board and a member of the Personnel Committee.

D. SAFETY AND ACCIDENTS

The safety of employees, as well as members and visitors, is of paramount concern. All employees are expected to abide by accepted safety standards at all times. They should know the whereabouts of fire extinguishers and the first aid kit.

Any unsafe condition, equipment or practice observed by an employee should be reported immediately to the supervisor or Administration and Finance Director. All on-the-job accidents or injuries to employees, no matter how minor, should be reported immediately to the Administration and Finance Director. In the event of a fire or other emergency, the fire department and/or police should be called immediately, and all staff and members of the congregation should leave the premises.

E. PERSONAL PROPERTY

FPB cannot be responsible for damage to or loss of personal property, including loss or damage to vehicles or other property in or on church property. Employees should report any lost items to the Administration and Finance Director so that the item can be returned if it is found. If an employee finds an item, it should be immediately turned in to the Administration and Finance Director.

F. WORKPLACE THREATS AND VIOLENCE

Threats, threatening behavior, or acts of violence against persons by anyone on church property will not be tolerated. Anyone who verbally or physically threatens another, exhibits threatening behavior or engages in violent acts on church property may be removed and will remain off church property pending the outcome of an investigation. If FPB determines that a violation of this policy has occurred, FPB may take appropriate disciplinary action that may include, but is not limited to, suspension and/or termination of employment, and/or legal action as appropriate.

All employees shall inform the Administration and Finance Director or their supervisor of any behavior, which they have witnessed or experienced, which they regard as threatening or violent, when that behavior is job-related or is connected to employment.

G. PROFESSIONAL BEHAVIOR

If a FPBUU member is hired as a staff member, they will be asked to rescind their membership in order to keep clear boundaries between the congregation and staff. When they leave their position at FPBUU, a conversation will be had with their supervisor on whether they wish to reinstate their membership and the outcome will be documented in their employment file. Employees should maintain professional behavior and appearance that is appropriate to their position and the FPB community. Personal mail and non-essential telephone calls at work are discouraged.

H. INSPECTION RIGHTS

Churches, like other organizations, are sometimes the victims of thieves. The church has on its premises storage facilities such as desks, file cabinets, closets and storage areas for the use of employees, however, the church can make no assurances that they will always be secure. The storage of any unauthorized alcohol, illegal drugs or drug-related paraphernalia is prohibited on church premises. Therefore, FPB reserves the right to open and inspect any desk, file cabinet, storage closet or storage area at any time and without prior notice or consent. Employees may not use personal locks on church owned desks, cabinets, closets or storage areas.

I. EMPLOYMENT AUTHORIZATION

Federal law requires that prospective employees must show proof of eligibility to work in the United States in the position for which they are applying.

APPENDIX

A. PERSONNEL COMMITTEE JOB DESCRIPTION:

Purpose: It is the purpose of the Personnel Committee to assist and support FPB in the appropriate, safe, fair, and fiscally responsible use of its human resources. The Committee serves the Board of Trustees and the Senior Minister in an advisory capacity. It will be made up of two to four members with personnel and/or management experience.

Duties include: Assist in the development of job descriptions, salary administrative practices, benefits, and other employment policies needed to comply with applicable Massachusetts and federal laws; serve on each hiring sub-committee established when a position is vacated or created; participate in grievance procedure if employee has followed the procedure and a resolution has not been reached.

B. HIRING PROCESS

The Board has the final authority to hire, terminate, or change terms of employment in consultation with the Senior Minister

Terminated employees may continue to be enrolled in the company's health insurance plan by law (C.O.B.R.A.) for 18 months after separation provided the employee pays the entire cost of the insurance by the first of every month.

Each staff position has a written job description, approved by the Board, outlining the general duties of the job, annual Paid Time Off, and other benefits. Your job description will be reviewed each year at the time of your annual evaluation. Proposals for any major changes from the original job description will be approved by the Senior Minister, in consultation with the Personnel Committee, prior to the job opening being posted. The Senior Minister will then submit the proposed changes to the Board of Trustees for approval.

C. PROCEDURES FOR REPLACING STAFF OR HIRING NEW STAFF

1. An ad hoc Hiring Team made up of the supervisor, congregational member(s) with expertise in the area of focus (a parent for CYM or choir or member of the orchestra for music director, for example) and a member of the Personnel Committee, will be formed.
2. The existing job description will be reviewed by the supervisor, Senior Minister, and the Personnel Committee and an approved job description will be reviewed by the Hiring Team.
3. The salary and benefits, recommended by the Hiring Team in consultation, as needed, with the Senior Minister and Personnel Committee, will be reviewed and approved by the Board of Trustees.
4. The Hiring Team will post the position advertisement in the weekly Angle, on the website and in other relevant media and receive resumes.
5. The Hiring Team will review resumes/applications and conduct interviews of selected candidates. The Hiring Team is responsible for checking applicable references.

6. The Hiring Team, in consultation with the Senior Minister, will make a recommendation to the Board of Trustees for their approval.

D. CORI/SORI POLICY

As required by the Commonwealth of Massachusetts, employees of FPB must have a background free of conduct that may adversely affect the church's ability to provide for the safety and well-being of the congregation. Upon application for employment and periodically thereafter (at the discretion of the Minister and Board of Trustees), Criminal and Sexual Offender Record Information (CORI/SORI) will be requested.

Where Criminal and Sexual Offender Record Information (CORI/SORI) checks are part of a general background check for employment or volunteer work with children and youth, the following practices and procedures will be followed;

The Administration and Finance Director and the Director of Lifespan Religious Education will be certified to request CORI/SORI checks.

The Minister (for job applicants and staff) and the Director of Lifespan Religious Education (for CYM volunteers) will be certified to access CORI/SORI records.

Only individuals in these staff positions are authorized by First Parish Brewster to review CORI/SORI reports. All CORI/SORI reports are filed separately from other personnel files in a locked file cabinet in the Senior Minister's office. The Senior Minister and the Administration and Finance Director are the only individuals with access to the key.

FPB maintains two certifications to request and receive CORIs/SORIs:

1. The Director of Children and Youth Ministries is authorized to request and receive CORIs/SORIs via the Internet.
2. Administration and Finance Director is authorized to request and receive CORIs/SORIs by mail.

PERSONNEL POLICY MANUAL ACKNOWLEDGMENT FORM

I, _____, hereby acknowledge that I have received a copy of the Personnel Policy Manual of First Parish Brewster (**Revised February 2023**). I understand that it is my responsibility to read the Manual and to comply with the policies, practices and rules of FPB.

I specifically understand and agree that my employment is at will and for an unspecified period of time and that either the FPB or I may terminate the employment relationship, at any time, with or without reason and with or without notice. I specifically understand and agree that this statement of policy contains all of the terms relating to termination of employment and that no representations may be made contrary to the foregoing, either express or implied. I understand that this statement of policy is not subject to change.

I understand that this Manual supersedes all previous policies, written or oral, express or implied. I also understand that this Manual is neither a contract of employment nor a legal document, and that FPB reserves the right to add, change or rescind any policy, practice or rule at any time with or without notice.

I understand that my signature below indicates that I have read and understood the above statements and have received a copy of the Personnel Policy Manual,

Dated: _____.

Employee Name (Print)

Employee Signature

Summary of Changes to the Donation Acceptance Policy

The committee reviewed the policy to ensure the wording considered the new Car Donation program or other such significant donations, which may be considered part of fundraising activities. The committee determined that no significant changes were needed but did clarify wording regarding restricted donations and made other minor editorial changes.

Summary of Changes to the Board Meetings Policy

The committee was asked to incorporate changes provided by the Board to executive sessions and voting by email. The guidance by the board for these items is recorded in the minutes to the December board meeting. The policy was changed to incorporate the guidance.

Additionally, the committee noticed that procedure item 4 that communicates Board information via a bulletin board in the hallway is not being followed as there is no longer a bulletin board in the hallway. That procedure was reworded to generalize the method of communication.

First Parish Brewster Unitarian Universalist Policy

Policy Title: Donation Acceptance Policy

Board Review Date: Sept 2019, February 2023

Policy Number: 3.3

Congregations' Review Period: 10-25-2019 to 11-25-2019

Purpose: Describe only whether a donation will be accepted by FPBUU, especially donations of personal property.

Effective Date: 1-7-2020

Revisions: January 2023

POLICY STATEMENT

There are many types of donations received by FPBUU, all of which are defined within the Financial Controls Policy. Some types of donations come with implied restrictions, i.e. pledges are given to fund a particular fiscal year's operating budget. In this policy, the restrictions referenced are special restrictions requested by the donor. Implied restrictions are addressed in the Financial Controls policy.

FPBUU will accept all unrestricted donations of cash or marketable securities. Unrestricted donations of tangible and intangible property of limited value will usually be accepted. Acceptance of other types of donations, for example, closely-held securities, limited partnership interests, interests in real estate, and tangible and intangible property of significant value, are at the discretion of the Board of Trustees. Restricted donations will be subject to the procedures described below.

PROCEDURES

- **Donations without restriction:** Securing outright donations without restriction is FPBUU's highest priority, permitting the Board of Trustees, Minister and Endowment Board to best direct the use of resources to accomplish FPBUU's mission. Donors of unrestricted donations of tangible property should understand that FPBUU may use the property in any way desired and may sell or dispose of the property at any time.
- **Tangible Personal Property:** As a general rule, FPBUU will accept donations of tangible personal property (jewelry, books, works of art, collections, equipment and other tangible property). In determining whether a donation should be accepted, the size, value and usefulness of the property must be considered. Acceptance of any property of significant size or value must be approved by the Board of Trustees.
- **Restricted Donations:** Outright donations with restrictions that are directed to programs included in FPBUU's operating budget, its Endowment Fund, or an existing restricted reserve fund will be accepted. All other restricted donations must be approved by the Board of Trustees and the restrictions on the donation fully documented. The following general rules apply:
 - Outright donations with restrictions may be accepted on a case-by-case basis, if they further FPBUU's mission.

- FPBUU reserves the right to decline donations that are too restrictive in purpose, too difficult or costly to administer, or for purposes outside of its mission.

GUIDELINES

No guidelines are recommended at this time

STANDARDS

No standards are recommended at this time

DEFINITIONS

Donation – all contributions of cash, cash equivalent or personal property given to FPBUU. The following types of donations are further defined in the Financial Controls policy: Pledge, Offertory, Special Appeals, Fundraising, Thrift Store Donations, Gifts.

Intangible property - Intangible personal property is something of individual value that cannot be touched or held. Intangible personal property can include any item of value that is not physical in nature but instead represents something else of value. Examples of intangible personal property include patents, copyrights, life insurance contracts, securities investments and partnership interests. This can be contrasted with tangible personal property, such as real estate, jewelry, electronics and other items which can be physically touched and have value. Intangible property is not just limited to individuals. Companies also have intangible property, such as goodwill.

First Parish Brewster Unitarian Universalist Policy

Policy Title: Board Meetings

Policy Number: 2.2

Purpose: To establish relations and communications between the Board and the members of FPBUU

Revisions: Revised

Board Review Date: February 18, 2021

Congregations' Review Period: September 2017

Effective Date: February 22, 2021

POLICY STATEMENT

This policy establishes the procedures/standards for relations and communications between the FPBUU Board of Trustees, hereafter referred to as the Board, and the members of the FPBUU Congregation.

The Board will hold open meetings so FPBUU members can share in important decision making. The Board will communicate Board decisions with the Congregation through the FPBUU web site, the weekly Angle and quarterly Angle. The Board may also enter into an executive session to discuss confidential personnel and legal matters.

PROCEDURES

1. At the beginning of each Board meeting, time will be allotted for members of the congregation to come before the Board to make comments or questions. Members wishing to make comments should contact the Board President prior to meeting.
2. Approval of Board minutes:
 - a. Minutes of the Board meetings will be sent to Board members soon after each meeting for review and correction.
 - b. The Board will have one week to submit corrections to the clerk.

c. The clerk will send the revised version of the minutes to the Board president for final approval, and the President will send the approved version of the minutes to the Administration and Finance Director (AFD).

d. When the AFD sends the Board packet to the Board, it will also be posted on line.

e. Members of the congregation will have access to the previous month's minutes and the agenda in advance of each upcoming meeting.

3. When a member or members of FPBUU bring proposals or concerns to the Board that require further study, a written response by the Board will be made to the initiating member(s).

4. Names and photos of all Board members, along with an invitation for FPBUU members to contact the Board president with their ideas and concerns, shall be made visible to congregants in a manner or manners consistent with current FPBUU communication practices.

5. The following procedures apply to executive sessions:

a. Executive sessions may be held to manage the following:

i. Selection of members to fill Board or Committee vacancies;

ii. Human resource issues, including evaluations, compensation, and disciplinary issues;

iii. Legal issues

iv. Any other issues that arise requiring confidential discussion by the Board.

b. The Board shall decide to go into executive session in one of two ways: (1) The Board President decides in advance that an item should be addressed in executive session and indicates the item on the agenda, or (2) During discussion, a Board member suggests that an item be moved to executive session and the Board agrees to do so by consensus.

c. Board members, the minister(s) and others whom the Board invites as needed for the purposes of the session shall be the only persons entitled to attend the executive session. When human resource issues regarding a minister are to be addressed during the executive session, the minister shall be absent from that portion of the session after being given an opportunity to address the matter and answer questions.

d. No votes or binding decisions will be made in an executive session, unless the nature of the issue is such that it must remain confidential until fully resolved.

e. Decisions made in executive session discussion shall be formalized in the open Board meeting with a motion that is properly made, seconded, and voted upon.

6. Voting by email - Under special circumstances, the Board may be required to vote on a specific issue by email. In such an event, responses by a quorum of Board members shall be required for the vote to be valid. The results of an email vote shall be recorded by the Clerk in the minutes of the next Board meeting.

GUIDELINES

1. When issues arise that require tasks beyond Board members' available time or special skills or knowledge, the Board will be mindful of the possibility of appealing to the church community for assistance in order to ensure the best outcome and as a way of inviting greater numbers of church members to become involved in the operation of the church.
2. The Board will seek congregational input when considering Board decisions that would create a major departure from current practices.
3. The Board shall consider holding some meetings during the day to accommodate those who want to attend Board meetings but do not drive at night.
4. Before any vote by the Board, comments and opinions from any congregants present will be solicited.

STANDARDS

No standards are recommended at this time.

DEFINITIONS

1. Executive sessions are exclusive to Board members and the minister(s), but others may be invited. The core functions of the executive sessions are to assure confidentiality, create a mechanism for Board independence and oversight, and enhance relationships among Board members. While such sessions seem contrary to the expected openness and transparency of the Board, these sessions provide a mechanism to respond to confidential issues.

Treasurer's Report

A) December Financial Reports

Below are the financial reports from December 2022, which will be the basis for the 6-month report to the congregation on February 26. I've also included my draft 6-month report which will be sent to the congregation prior to February 26.

B) 2023-2024 Budget Planning

The Finance Committee met with Reverend Jessica this month to review the recommendations regarding the Staff Budget which will be coming to the Board for discussion this meeting.

This month we will be reviewing budget goals. I propose the following:

- Fund fair wages for staff, working toward mid-point of UUA salary ranges.
- Fund our buildings and grounds.
- Build towards sustainability in our operating budget.

ERTC: We are expecting to have received the ERTC money by March 1. It appears that we will be getting less than was estimated, but still a significant amount. We will know the details once we have the money. In March I will be asking the Board to decide how much of the ERTC money should be used to fund the budget for the next fiscal year.

Endowment support: Many have suggested that Endowment Distributions could be used to fund the UUA Dues which have been covered within the operating budget. As we develop the budget, we need to know whether this is possible. So, I am requesting that the Board send a request to endowment to cover UUA Dues for fiscal year 23-24. This fiscal year the UUA requested \$31,454 and we paid \$18,000.

Budget Timeline:

- March 21 – first review of the draft budget. Discuss how to cover shortfall and/or staff raises. Decide how much of ERTC money should be used to fund 22-23 fiscal year.
- April 18 – second review of draft budget. Refine decisions from March.
- May 16 – approve budget for congregational vote
- June 4 – Budget presentation to the congregation
- June 11 – congregational vote at annual meeting

B) Finance Committee Resignation

As many of you may know, Bob Mauterstock has had a stroke and consequently resigned from the committee. Please let me know if you have any suggestions for someone who might be a good fit for the finance committee.

First Parish Brewster Unitarian Universalist

Fiscal Year (FY) 2022-23

Six-month Financial Report

It is the Finance Committee's responsibility to monitor income and expenses throughout the fiscal year. The first six months of this fiscal year is tracking very close to the budget. At the end of December we would expect income and expenses to be close to 50% of the budget. Income is at 55% of the budget and expenses are at 48%. Compared to last year, income is lower and expenses are about the same. This year's budget included a hopeful pledge level of \$360,000 and the budget was supplemented from previous year government funds by \$72,637, meaning the budget plans for 72K more dollars in expenses than we will have in income.

Below are the highlights of our six-month report.

- Although we used a hopeful pledging value of \$360K, to date we have received pledges for FY 2022-23 of the amount of \$345K. This projects a 15K shortfall in pledging income. Note that the budget number is actually \$349K because we assume a 3% pledge loss when we set the budget. If we, in fact, do not have that 3% pledge loss, we should be very close to on budget for pledges.
- Offertory is below budget, but is higher than the prior year.
- The Thrift Shop is running at a record-setting pace, currently at 65% of its budgeted income
- Other sources of income are doing well.
- Most expenses are at or below budget, with an overall 6-month expense at 48% of budget. There will be some expense savings from staff openings in the Music Director and Pianist which will balance the few expenses that are over budget.
- Endowment has allocated 68% of its available funds. 68% of this allocation has been allocated to Building repair, 16% has been allocated to programs and 16% has been allocated to interim staffing.
- We have submitted for an ERTC refund which we expect to receive by March 1.
- The broader community is casting a wide net looking for ways to increase our income and build our financial sustainability. The Financial Futures Tiger team has several initiatives in progress, including the Meetinghouse Motors project which was recently launched.

In conclusion, we are cautiously optimistic as we proceed into the second half of this fiscal year. We would be very appreciative if all members made sure their pledge payments for this year are current. If by some good fortune you are able to increase this year's pledge (as well as next year's), please do so. The Fundraising Committee is always open to new ideas for the Spring Auction.

Operating Funds Profit & Loss Budget vs. Actual July through December 2022

1		Jul - Dec 22	Budget	\$ Over Budget	% of Budget
2					
3	Ordinary Income/Expense				
4	Income				
5	Pledges				
6	2022-2023 Pledges	183,360.15	349,200.00	-165,839.85	52.51%
7	2020-2022 Pledges	9,044.72	10,000.00	-955.28	90.45%
8	Total Pledges	192,404.87	359,200.00	-166,795.13	53.57%
9	Offertory	8,498.57	20,000.00	-11,501.43	42.49%
10	Fund Raising				
11	Thrift Store/Annex Income	61,360.38	95,000.00	-33,639.62	64.59%
12	Church Fundraisers	8,385.55	19,000.00	-10,614.45	44.13%
13	Food Certificate Sales	1,000.00	1,500.00	-500.00	66.67%
14	Women's Circle Alliance	160.00			
15	Welcoming Congregation-Income	0.00	2,000.00	-2,000.00	0.0%
16	Total Fund Raising	70,905.93	117,500.00	-46,594.07	60.35%
17	BldgUse	2,797.00	7,000.00	-4,203.00	39.96%
18	Investment,Interest,Misc Income	4,118.37	5,550.00	-1,431.63	74.21%
19	Total Income	278,724.74	509,250.00	-230,525.26	54.73%
20	Gross Profit	278,724.74	509,250.00	-230,525.26	54.73%
21	Expense				
22	Staff Salaries	155,579.08	323,183.00	-167,603.92	48.14%
23	Staff Benefits/Payroll Expenses	46,869.49	93,069.20	-46,199.71	50.36%
24	Staff Professional Expenses	9,498.70	17,253.00	-7,754.30	55.06%
25	BldgGrounds	38,105.14	82,322.00	-44,216.86	46.29%
26	Office Expenses	7,893.09	18,900.00	-11,006.91	41.76%
27	Loan & Mortgage Payments	3693.66	7,200.00	-3,506.34	51.3%
28	Denominational Dues	9,000.00	18,000.00	-9,000.00	50.0%
29	Committees				
30	Board of Trustees	90.99	400.00	-309.01	22.75%
31	Landscape Committee	140.00	850.00	-710.00	16.47%
32	Membership	343.03	750.00	-406.97	45.74%
33	Social Justice	0.00	1,000.00	-1,000.00	0.0%
34	Stewardship	0.00	300.00	-300.00	0.0%
35	UU Connections	150.00	1,360.00	-1,210.00	11.03%
36	Total Committees	724.02	4,660.00	-3,935.98	15.54%
37	Lifespan Religious Education	2,024.66	6,200.00	-4,175.34	32.66%
38	Music	896.25	5,600.00	-4,703.75	16.0%
39	Worship	3,467.12	5,500.00	-2,032.88	63.04%
40	Total Expense	277,751.21	581,887.20	-304,135.99	47.73%
41	Net Ordinary Income	973.53	-72,637.20	73,610.73	-1.34%

First Parish Endowment Fund
Distribution Report
July 2022 through January 2023

	<u>Jul '22 - Jan 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
Gifts	16,455.98			
Interest Income	0.48			
Trans Fr Operating Fund	417.06			
Total Income	<u>16,873.52</u>			
Expense				
Endowment Distributions				
Soul of Aging program	539.90	3,200.00	-2,660.10	16.87%
"Voices of Cape Cod"	350.00	1,500.00	-1,150.00	23.33%
Barn Repair	3,756.00	3,756.00	0.00	100.0%
Meeting House Windows	14,000.00	14,000.00	0.00	100.0%
Playground Materials	581.49	600.00	-18.51	96.92%
Power Wash MH	1,850.00	1,850.00	0.00	100.0%
Barn Painting	7,450.00	9,450.00	-2,000.00	78.84%
CYM Retreat	1,920.92	3,300.00	-1,379.08	58.21%
AFD Substitute	8,000.00	8,000.00	0.00	100.0%
Electrical Work	3,229.00	4,000.00	-771.00	80.73%
Remaining for Distribution	0.00	22,871.00	-22,871.00	0.0%
Total Endowment Distributions	<u>41,677.31</u>	<u>72,527.00</u>	<u>-30,849.69</u>	<u>57.47%</u>
Total Expense	<u>41,677.31</u>	<u>72,527.00</u>	<u>-30,849.69</u>	<u>57.47%</u>
Net Income	<u><u>-24,803.79</u></u>	<u><u>-72,527.00</u></u>	<u><u>47,723.21</u></u>	<u><u>34.2%</u></u>