

UNDERSTANDING OUR CHURCH

The Unitarian Church of Montreal / Église unitarienne de Montréal
5035 de Maisonneuve Blvd W.
Montreal QC H4A 1Y5

This booklet contains the By-Laws and Standing Rules (policies, information about the Church's financial operation, and mandates of standing committees.)

This booklet is intended to provide every member and prospective member with information about the operation of our Church.

Part of the definition of "Church Member" is acceptance of the By-Laws. Therefore, this booklet shall be given to prospective members before they sign the Membership Book. Each prospective member shall be provided an opportunity to question and discuss all information in the booklet with a member of the Board of Management before joining the Church.

The Secretary of the Board of Management is responsible for maintaining the accuracy of this booklet. The file is maintained as a print-on-demand document by the Church Office. Date of approval of the By-Laws is April 21, 2013. Date of approval of the Standing Rules is May 15, 2013, unless otherwise indicated.

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BY-LAWS

ARTICLE I: NAME

The name of this religious Congregation is The Church of the Messiah recognized as a church in the Province of Lower Canada in 1845 (Chap. 35, 8 Vict., March 17). Incorporated in the Province of Quebec in 1906 (Chap. 91, 6 Ed VII, March 9) and with clarification on the keeping of registers in 1922 (Chap. 137, 12 Geo. V, March 21). This Congregation is commonly known as The Unitarian Church of Montreal.

ARTICLE I.b: CHANGE OF NAME

That the name of the ‘Church of the Messiah’ pursuant to an act passed by the late Province of Canada, 8 Victoria, chapter 35 and duly incorporated by an Act of the Province of Quebec, 6 Edward VII, chapter 91 as amended by 12 Geo. V chapter 137 be and is hereby changed to “Unitarian Church of Montreal”.

ARTICLE II: PURPOSE

The purpose of this Church is to affirm and promote: the inherent worth and dignity of every person; justice, equity, and compassion in human relations; acceptance of one another and encouragement to spiritual growth; a free and responsible search for truth and meaning; the right of conscience and the use of the democratic process within our Congregation and in society at large; the goal of world community with peace, liberty, and justice for all; respect for the interdependent web of all existence of which we are a part.

ARTICLE III: MEMBERSHIP

Section 1 A Church Member is a person eighteen (18) years of age or over who has subscribed to the By-Laws by signing the Church Membership Book and who makes an annual identifiable financial contribution (amount to be decided by the Board) to the operating funds of the Church- unless granted a waiver at the discretion of the Minister. A Church member is eligible to vote on regular business matters, to serve on and chair committees, to observe at Board of Management meetings, and to hold elected office.

Section 2 A Life Member is a person who has been a member for many years but is no longer able to make a financial contribution and/or participate in the life of the Church. Life members shall be appointed by the Wardens, after consultation with the member involved, if that is possible. The Board will then be advised of the decision. Life Members shall enjoy all of the advantages of membership except the vote and elected office.

Section 3 A Special-voting Member is a person who has been a Church member for at least the twelve (12) months immediately preceding the special vote. Only special-voting members are eligible to vote on the calling or dismissal of a Minister, purchasing or selling land, building a church, selling or alienating the immovable property of the Church, amending the By-Laws, merging the Congregation with another, or disbanding the Congregation.

Section 4 In cases where two people contribute jointly, when either or both persons have made identifiable financial contributions, either or both shall be considered Church members and special-voting members if they individually meet the other requirements.

Section 5 A person shall cease to be a member of the Church:

A. by delivering his/her resignation in writing to the Board Secretary or by mailing or delivering it to the address of the Church;

B. on his/her death;

C. on failing to make an identifiable financial contribution to the operating fund during an entire fiscal year unless this has been waived.

Section 6 A member may be expelled from Church membership only as a result of a special resolution at a Congregational (regular business) meeting passed by at least two thirds of those casting votes by secret ballot. (See Robert's Rules of Order for details of process.) [See also Disruptive Member Policy in the Standing Rules.]

ARTICLE IV: DENOMINATIONAL AFFILIATION

This Congregation shall be a member of the Canadian Unitarian Council.

ARTICLE V: COMMUNION

For those who wish to partake, communion shall be observed on Easter Sunday and on a Sunday close to All Souls' Day.

ARTICLE VI: RULES OF PROCEDURE

The rules of procedure set out in Robert's Rules of Order shall be followed at all meetings in all cases in which they are not inconsistent with the By-Laws.

ARTICLE VII: MEETINGS

There are three kinds of business meetings: the Annual General Meeting, regular business meetings, and special business meetings called to consider calling or dismissal of a Minister, purchasing or selling land, building a church, selling or alienating the immovable property of the Church, amending the By-Laws, merging the Congregation with another, or disbanding the Congregation.

The Annual General Meeting shall be held on the first Monday of June unless the Board of Management selects another date within a few weeks thereof. The Annual General Meeting shall conduct required elections, and any other business as may properly come before it.

In addition, regular business meetings shall be called in the autumn to approve the budget for the following year, and in March to approve the year-end financial report for the preceding fiscal year.

Regular and special business meetings may be called by the Executive Committee or at the written request of ten (10) Church members. The business to be transacted at any business meeting shall be set forth in the notice of meeting.

Notice of all business meetings shall be given by the Secretary at least thirty (30) calendar days in advance. Notice of meeting shall be posted in the Church, announced from the pulpit, and published in the Congregation's newsletter.

ARTICLE VIII: QUORUMS

Fifteen percent (15%) of the voting members shall constitute a quorum at the Annual General Meeting and regular business meetings. Thirty percent (30%) of the special-voting members shall constitute a quorum at special business meetings. Three (3) shall constitute a quorum for meetings of the Executive Committee. Fifty percent plus one (50% + 1) shall constitute a quorum for the Board of Management from September through June. During July and August, the Board of Management quorum shall be five (5), of which at least two (2) are members of the Executive Committee.

ARTICLE IX: VOTING

Section 1 A simple majority of votes cast is sufficient for all regular business decisions including elections. A majority of two-thirds of votes cast is required for decisions on calling or dismissal of a Minister, purchasing or selling land, building a church, selling or alienating the immovable property of the Church, amending the By-Laws, merging the Congregation with another, or disbanding the Congregation.

Section 2 Each member shall have one vote and votes shall be cast in person or by written proxy. No person present may cast more than one proxy vote and no person shall be entitled to vote as a proxy unless that person is entitled to vote in his or her own right at the meeting at which he or she acts as proxy.

Section 3 Voting in regular business meetings, including the Annual General Meeting, shall be by show of hands unless a member moves for a secret ballot on a particular vote. Such a motion is not debatable and the chair shall immediately call a vote to determine the group's wishes. A positive vote will lead to the use of paper ballots for the vote under debate. A negative vote will lead to a vote by show of hands.

Section 4 Voting to consider calling or dismissal of a Minister, purchasing or selling land, building a church, selling or alienating the immovable property of the Church, amending the By-Laws, merging the Congregation with another, or disbanding the Congregation shall be by secret vote using paper ballots.

ARTICLE X: ELECTIONS

Section 1 At each Annual General Meeting there shall be candidates for election for the following offices: President, Vice-President, Treasurer and Secretary, which together shall constitute the Executive Committee, as well as a Council Moderator, the chair of the Stewardship Committee, and one member-at-large. One Warden, chosen by the other Wardens to represent them on the Board, shall be ratified to serve on the Board of Management for one (1) year.

Official recognition shall be given to prospective Council members, i.e., committee and other group chairpersons.

Ratification of Lay Chaplains may take place at this meeting or at any other regular business meeting (see Article XX).

Section 2

All elected persons shall hold their offices until the next Annual General Meeting and their successors have been elected, with the exception of each member-at-large who shall serve a two-year term. Each elected person shall perform the duties usually pertaining to these offices.

Section 3

No person may serve as an elected member of the Board of Management and/or Executive Committee for more than six (6) consecutive years. Within the six-year limit, the President or Vice-President shall serve for two (2) years with a possible extension of one (1) year. No one may serve as Treasurer or Secretary for more than four (4) consecutive years. The term of a member-at-large is two (2) years in staggered terms so that a new member-at-large is elected each year with a term which overlaps the term of the member elected previously.

Section 4

The Vice-President shall assume the office of President if that office becomes vacant. If the offices of President and Vice-President both become vacant, the Secretary shall assume the office of President until a regular business meeting can be properly called to elect a new President and Vice-President. With these exceptions, the Board of Management shall, with the advice of the Nominating Committee, fill vacancies for all offices which occur between annual general meetings.

ARTICLE XI: GOVERNANCE

Governance of the Unitarian Church of Montreal is vested in two complementary and collaborating bodies: The Board of Management (hereafter referred to as the Board) and the Council, both decision-making on behalf of the Church. The Board is the administrative, planning and visioning body, responsible for all financial matters, while the Council is the information and action body, coordinating day-to-day Church activities.

Section 1

Board of Management

- A. **Composition:** The Board shall consist of eleven (11) members: President, Vice-President, Treasurer, Secretary, Past President (chair of the Nominating Committee), Council Moderator, two members-at-large, a Warden (chosen by the Wardens), the chair of the Stewardship Committee, and the Minister (non-voting).
- B. **Meeting Frequency:** The Board shall meet on a monthly basis from September through June and only as necessary in July and August.
- C. **Responsibilities:** The Board shall be responsible for the Church as a whole, charged with the overall vision, planning for the future, establishing priorities, and developing and maintaining, in conjunction with the Council, any policies that affect the congregation. Subject to the By-Laws, the Board shall have general control and management of the Church and its departments with power to invest money belonging to the Church and to change investments, on the advice of the Investment Committee. The Board shall employ the services of an established financial investment advisor group with a proven track

record, pursuing conservative, low-risk strategies. It shall also have authority to borrow money for Church purposes

- D. **Indemnity:** Board members, officers and staff of the Unitarian Church of Montreal shall be indemnified against actions against them resulting from their exercising their mandate in good faith and to the best of their abilities on behalf of the Church. An appropriate insurance policy shall be maintained by the Church in order to ensure adequate indemnification if necessary
- E. **Board Committees:** The Board shall ensure the existence of functioning Nominating and Stewardship Committees, as per Article XV.

Section 2

Executive Committee

A. The Executive Committee shall consist of President, Vice-President, Treasurer, Secretary and the Minister, and shall meet regularly to consider the overall operations of the Congregation. It shall establish the agenda for Board meetings. It shall serve as the responsible committee to act on financial and personnel matters.

B. Any two members of the Executive Committee are authorized to sign contracts, cheques, and other formal papers on behalf of the Church. Contracts signed by members of the Executive shall be reviewed by the Board at its monthly meeting.

C. The Executive Committee shall appoint a Personnel Committee charged with the overall coordination of the working conditions and duties of all Church staff.

D. The Executive Committee shall maintain an overview of all financial activities including, but not limited to, investments, audits, and all Church funds. It shall consider and make recommendations to the Board before any significant deviations are made from the annual budget when approved. It shall screen all requests for funds to be used outside normal activities and shall recommend appropriate action to the Board in relation to such requests.

Section 3

Council

The Council is an assembly of all chairs or representatives of committees or groups recognized by the Congregation at the Annual General Meeting, plus Church staff as deemed appropriate, and meets a minimum of five (5) times between September and June. The Council shall be moderated by a duly elected Council Moderator who shall convene and facilitate the Council meetings, act as the formal liaison between the Board and the Council, and share both financial reports and minutes of Board meetings with the Council members. The Council members are expected to share information about their respective activities and, with the appropriate staff, coordinate scheduling and use of the Church building. Concerns about day-to-day problems and proposals for new policies shall be conveyed to the Board via the Council Moderator, who shall, in turn, share information about Board discussions and decisions with individuals or groups on the Council.

Members of the Council may include -- but are not limited to -- representatives of the following committees or groups: Activités en français, Art Collective, Associational Affairs, Building & Grounds, Caring Network, Communications, Hospitality, Membership, Music Collective, Religious Education, Social & Environmental Concerns Committee, Worship Committee, and

Young Adult Group. The Minister and a member of the Church administration also sit on the Council. Council meetings are open to all Church members.

ARTICLE XII: THE TREASURER

The Treasurer shall

- keep account of the finances of the Church. All moneys collected for Church purposes shall pass through and be recorded in appropriate accounts supervised by the Treasurer. Disbursements shall be made only as authorized by the Board.
- submit year-end financial statements, as prepared by a qualified professional accountant covering the preceding financial year, at a regular business meeting called in March.
- with the approval of the Board and the advice of the Stewardship Committee, prepare the annual operating budget for presentation and approval at a regular business meeting in the autumn, usually November, to approve the budget for the following year.
- ensure the appointment of an independent qualified professional accountant for the year to follow.

ARTICLE XIII: THE SECRETARY

The Secretary shall

- keep the Minutes of all meetings of the Board, the Annual General Meeting, regular business meetings and special business meetings, and post these for public view.
- publish notices of all business meetings, as per Article VII.
- following each Board meeting, regular business meeting or special business meeting, ensure that approved Minutes are added to the Minute Book.
- ensure the accuracy of information in the By-Laws and Standing Rules by amending these following instructions from the congregation.
- preserve items of importance to the history of the Church and turn these over to the Archivist when appropriate.

ARTICLE XIV: MEMBERS-AT-LARGE

The major responsibilities of members-at-large are to ...

- enhance communication between the Board and the congregation.
- assist in the organization and presentation of Town Halls, information sessions and congregational surveys.
- act as contact persons for Church members` concerns regarding operations, governance and the long-term vision of the Church.
- assume special responsibilities assigned by the Board and/or Executive Committee.

ARTICLE XV: COMMITTEES

Section 1

Personnel Committee

The Executive Committee shall appoint members of a committee responsible for working with the staff to set goals, to perform regular personnel evaluations, and to make recommendations about hiring or dismissal of staff to the Board. This committee shall prepare contracts and salary

recommendations for the staff and shall submit them to the Board. Any staff member having ongoing concerns about job description or working conditions may request a meeting with any member of this Committee.

Section 2

Nominating Committee

The Nominating Committee shall consist of a Past President, who shall chair the Committee, the chair of the Membership Committee, a Warden to be named from among themselves, and two (2) other Church members. The Nominating Committee shall prepare a slate of candidates for election to the Board at the Annual General Meeting and suggest possible candidates for positions arising between Annual General Meetings.

In addition, the Nominating Committee shall request, from the Council, names of a person or persons to be considered for the position of Council Moderator.

In all cases, the Nominating Committee shall verify the eligibility and willingness of each candidate and discuss with each person the responsibilities of the office proposed.

Section 3

Stewardship Committee

The Stewardship Committee shall consist of a chair, elected at the Annual General Meeting, and at least two other members. This committee shall take care of the resources entrusted to the Church, developing them, and using them for the continuing welfare of the congregation.

Working with the Board and the Council, this committee shall plan and execute the yearly financial commitment campaign, following up on pledges from congregation members and friends, and ensuring that timely information is available for planning and budgeting purposes.

ARTICLE XVI: THE BUDGET

Section 1 The Congregation shall approve an operating budget at a meeting called for that purpose (or follow-up meetings, if necessary). It is understood that this would be a working budget subject to modification as the fiscal year progresses and various situations arise and that the Board of Management is responsible for the expenditure of moneys for the Church.

Section 2. Annual withdrawals from the endowment fund shall not exceed 4.5% of its market value calculated as the average of the year-end value for the last three years.

Section 3. During any fiscal year, should the Board of Management find it necessary to spend moneys in excess of 10% over the approved operating budget, approval of the Congregation shall be required. Any such increase shall respect the condition in section 2 above.

Section 4. The Board of Management shall not lend moneys without Congregational approval.

ARTICLE XVII: FISCAL YEAR

The fiscal year of the Church shall run from 1 January through 31 December.

ARTICLE XVIII: THE MINISTER

Section 1 The Minister shall be responsible for the conduct of religious services within the Congregation and for the Congregation's spiritual interests and affairs. The Minister shall have freedom of the pulpit as well as freedom to express personal opinions outside the pulpit.

Section 2 The Minister shall be an ex officio member of the Board of Management and of such other committees as the Board of Management shall designate.

Section 3 In the event of the Minister's dismissal, salary and benefits will be continued for three (3) months from the date of dismissal. If the Minister resigns, three months' notice must be given unless the Board of Management allows an interval of less time.

ARTICLE XIX: WARDENS

Section 1 There shall be four (4) Wardens one of whom shall be elected at each Annual General Meeting of the Congregation for a period of four (4) years. The new Warden shall be nominated by the current Wardens for ratification by the Congregation at the Annual General Meeting. The Wardens serve on a rotating four-year term from Junior to Senior Warden.

Section 2 The duties of the Wardens shall be as follows:

- a) to choose one of themselves to serve as a member of the Board of Management with both voice and vote for the full Church year;
- b) to participate in the welcoming of new members, including the signing of the Membership Book;
- c) to receive, administer, and disburse charitable funds of the Church Memorial and Fellowship Fund;
- d) to be entrusted with the care, retention, or disposal of Church treasures, to include an annual inventory;
- e) to be responsible for the maintenance of the Archives and of the Heritage Library through the appointment of an Archivist and a Librarian;
- f) to choose one of themselves to serve on the Nominating Committee;
- g) to choose one of themselves to serve as a member of the Lay Chaplains' Committee;
- h) to appoint Life Members after consultation with the member involved, if that is possible, and so advise the Board.

ARTICLE XX: LAY CHAPLAINS

Section 1 Lay Chaplains shall be appointed by the Board of Management on the recommendation of the Minister in consultation with the Lay Chaplains' Committee. Appointment of Lay Chaplains is subject to ratification at any business meeting or the Annual General Meeting, at which time the Congregation will be asked to confirm the appointment for an initial period of three years from the date of that meeting. Lay Chaplains may subsequently be reappointed for one additional period of three years. If individual circumstances warrant, an appointment may be extraordinarily extended for a seventh year. Appointment of a Lay Chaplain may be revoked at any time by the Board for a valid reason.

Section 2 Lay Chaplains may perform Acts of Civil Status, use the Register of such Acts, and perform such other duties as may be delegated to them jointly by the Board and the Minister. Their remuneration and terms of employment shall be as determined by the Board.

ARTICLE XXI: STANDING RULES

The Secretary shall maintain a set of Standing Rules which supplement the By-Laws. Changes to these Rules may be proposed by the Council or by the Board, then approved by the Board and presented at the next Annual General Meeting.

ARTICLE XXII: DISSOLUTION

Should this Congregation cease to function and the membership vote to disband, all assets of the Congregation shall be transferred to the Canadian Unitarian Council. Should the Canadian Unitarian Council not exist, then all assets shall be transferred to the Unitarian Universalist Association, such transfer to be made in full compliance with all applicable laws.

STANDING RULES

A. GOVERNANCE

1. BY-LAWS AND STANDING RULES

Our By-Laws contain only the most basic regulations and are intentionally difficult to change (see Article III, section 3, and Article IX, Sections 3 and 4). The Standing Rules are easier to modify to reflect changing needs and desires of the Congregation; they may be changed as outlined in Article XXI of the By-Laws. *Understanding Our Church*, a document comprising the By-Laws and the Standing Rules, shall be given to each Church member and to prospective members before they sign the Membership Book. A copy of this document shall be available for review in the Church office and at the Information Table in the foyer.

2. REVIEW OF BY-LAWS AND STANDING RULES

By-Laws shall be reviewed by the Board of Management in every year divisible by five so that they may be adapted to changing conditions. However, so far as allowed by appropriate laws, they may be amended or replaced at any time at a meeting properly called and constituted for that purpose.

The Secretary of the Board shall be responsible for a review of the Standing Rules in every year divisible by two. She/he may delegate review of particular sections to other members of the Board of Management.

B. MEMBERS AND ADHERENTS (FRIENDS)

1. MEMBERSHIP LIST

Membership is defined in Article III of the By-Laws. The Church membership list shall be treated as confidential in accordance with "right to privacy" concerns. The Church directory is a list of members and adherents.

2. NEW MEMBERS

New members shall be received into the Church at brief ceremonies, at regular intervals as the need arises, but new members may also be received at any time by signing the Membership Book in the presence of the Minister or a Warden.

Before signing the Membership Book, a copy of *Understanding Our Church* shall be given to each prospective member who will also be given time to question and discuss information in the booklet with a member of the Board of Management

3. ADHERENTS

Adherents (also known as Friends) are people who are not Church members, but who show continuing interest in Church activities, receive the UCM Newsletter, and who have made identifiable financial contributions to the operating funds of the Church. Adherents may serve on committees and attend Congregational meetings as observers.

C. BUSINESS, BOARD AND COUNCIL MEETINGS

1. NOMINATIONS

The Nominating Committee consisting of the Past President, Membership Chair, a Warden and two Church members (Article XV, Section 2 of the By-Laws) shall prepare a slate of one or more names of members for each position open for election at the Annual General Meeting. When seeking candidates for Board positions, each position will be related to a specific office or portfolio, and each candidate shall agree to serve if elected.

Members of the Congregation are encouraged to submit to the Nominating Committee, in writing, names of persons recommended for specific offices and/or portfolios, provided the person recommended agrees to serve if elected. Such recommendations must be in writing, signed, and submitted no later than the second Sunday in March.

The slate, including any nominations properly received before the posting date, shall be posted in the Church on the second Sunday in April and printed in the May newsletter.

In addition, after the slate has been posted and at least two weeks before the start of the Annual General Meeting, any eight (8) Church members may submit to the Nominating Committee, as additions to the slate, the names of members and the offices and/or portfolios for which they are standing. Persons nominated must have agreed to serve if elected.

The Nominating Committee is also responsible for the nomination of the “Unsung Hero” which is then approved by the Board. The award is presented at the Annual General Meeting but not necessarily every year. The award goes to a member or long-time friend of the Church who has a history of being helpful to others, both in and out of the Congregation, and who is not already recognized for such activities by most of the Congregation. The chair of the committee will then assume responsibility for having the name engraved on the Unsung Hero plaque.

2. ANNUAL GENERAL MEETING

The Annual General Meeting shall be held each year in the month of June in accordance with Article VII of the By-Laws. If the date is changed after the May newsletter has been distributed, each member shall be officially notified.

The agenda of the Annual General Meeting shall normally contain at least the following items:

- approval of the minutes of the previous AGM and any congregational business meetings of the past year, as required;

- receipt of reports from the Board, each committee, and such additional reports as the Board may authorize;
- receipt of the reports of the Minister and Lay Chaplains;
- election of nominated members of the Executive Committee and the Board of Management for the ensuing year (as per Article X, Section 1 of the By-Laws);
- election of Wardens, as required;
- approval of Lay Chaplains if required;
- recognition of representatives of committees or groups as members of the Council;
- recognition of changes in the Standing Rules, as approved by the Board;
- consideration of any other matter which may properly be brought before the meeting.

3. LIST OF VOTING MEMBERS

At least two weeks before any Congregational meeting, a list of Church members eligible to vote will be prepared and posted in the Church. Any Church member may contest the omission of a name on the list by submitting a written request to the Church Office at least seven (7) working days before the meeting. Requests will be reviewed and names added, or not, as determined by the office staff and at least one member of the Board of Management.

4. BOARD MEETINGS

The meetings of the Executive and Board of Management are customarily held monthly, except in July and August. The June meeting will be a joint meeting of the outgoing and incoming members, but outgoing members will not have a vote.

5. COUNCIL MEETINGS

Meetings are held at least six (6) times during the Church year (September to June). One of these shall be devoted to the budget, with additional meetings called as required.

6. READING OF MINUTES

Minutes of the Board of Management should be approved at the next meeting of the Board and posted on the notice board within two weeks.

Minutes of the Annual General Meeting should be reviewed by the Board of Management at its June meeting, and posted on the notice board within two weeks. These minutes should be formally approved at the next AGM.

Minutes of all other Congregational meetings should be reviewed by the Board of Management at its next meeting, and posted on the notice board within two weeks. These minutes should be formally approved by the Congregation at the next meeting of the Congregation.

D. FINANCES

1. FINANCIAL OPERATIONS

Income

The yearly operating costs of our Church activities and building are funded from four basic sources:

- donations (pledged and casual) from members, adherents and visitors;
- wedding and infant dedication fees;
- space rental fees;
- Endowment Fund (in accordance with Article XIII, Section 2).

Expenses

The principal operating costs are for program portfolios, employee salaries, building maintenance (repairs, insurance, utilities), and office supplies and equipment. The Church also contributes an Annual Program Contribution per member to the Canadian Unitarian Council.

Annual Canvass

The Stewardship Committee (see Article XV, Section 3, of the By-Laws) is responsible for organizing a pledge campaign during which each member and adherent is contacted in order to assess the funds likely to be pledged in the coming year. The Church administrator then tracks contributions so that the Treasurer can monitor actual as compared to expected income in preparing reports to the Board.

Budget Process

Each portfolio/committee chair is responsible for submitting a budget request to the Treasurer who presents the aggregated result to the Board of Management for discussion and approval. Based on this information, the Treasurer prepares a detailed budget including all projected income and operating expenses for the coming calendar year. This budget is submitted to the Congregation for approval at a meeting in the autumn, usually November, and called for that purpose.

Annual Financial Statements

A financial statement from the previous calendar year, prepared by a qualified professional accountant and reviewed by the Executive Committee and the Board, shall be presented to Church members for their approval at a special congregational business meeting in March. At this same meeting, appointment of a qualified professional accountant shall be approved for the year to follow.

2. WAIVER OF FEES FOR RITES OF PASSAGE

Costs for rites of passage normally include fees for the officiant and space rental. Those fees obtained from weddings, child dedications, memorial services, services of union, and other such events shall be waived for persons who are Special Voting Members and Life Members [Article III, Sections 3 & 2]. Spouses, partners, parents and dependent children of Special Voting Members are also covered by this waiver. However, items such as musician(s), flowers, food, etc., will be paid by the person(s) requesting the rite of passage no matter their membership status.

There will be no charge for the rental of the Sanctuary for any memorial service conducted by our Lay Chaplains or Minister.

3. GUIDELINES FOR GIFTS OF MATERIAL ITEMS

When a gift to the Church consists of stocks, bonds, artwork or the like, these items must be sold by the Church, on the open market, as soon as practical after receipt of the donation. This is the only way in which the tax authorities recognize “fair market value” and, therefore, the associated tax receipt.

Note: There are special rules for the gifts of publicly-traded securities and other specific types of items which are of considerable advantage (tax deductions, capital gains payments, carry forward, etc.) to the donor. However, the tax advantages for making such gifts change nearly every year. When considering such gifts, individuals should check with their financial advisor or tax consultant.

4. GUIDELINES FOR EXPENSES

- a. All expenses over five hundred dollars (\$500) are subject to approval by the Treasurer before any expense is incurred. If deemed necessary, the Board of Management may override the Treasurer’s decision.
- b. Requests for equipment and technology costing more than two hundred dollars (\$200), and software at any price, must be submitted to the Treasurer and Church administrator for review. If such requests are not approved, the person requesting the purchase may submit a written proposal, preferably by e-mail, to the Board of Management for further consideration.

5. GUIDELINES FOR ISSUING TAX RECEIPTS

The following guidelines, based on current legislation governing such matters, are intended to assist the Treasurer and Administrator in issuing and approving receipts for use by individuals for tax purposes. Exceptions must be approved by the Treasurer.

a. **Minimum donations and time limits**

Receipts in any given year will be issued for donations of cash, cheques or money orders totaling fifty dollars (\$50.00) or more either delivered to the Church or in an envelope clearly postmarked not later than December 31st of that year. A letter dated December 31st or earlier is not in itself proof of delivery. Receipts will be issued before February 28th of the following year.

b. **Stocks and bonds in lieu of cash**

Receipts will be issued for the net value after the stocks or bonds have been liquidated and the proceeds deposited in the Church bank account or Endowment Fund.

c. **Donating personal time**

Receipts will not be issued for donations of personal time or professional consulting by members and adherents.

d. **Donations in kind**

- When used or new equipment is donated to the Church, a receipt will be issued only if there was an evident need and the Church would have had to buy it. Written proof of cost or value must be submitted by the donor (works of art are not normally in this category).
- When used equipment or household items are donated by members or adherents for the purpose of fund-raising by garage sale, Church bazaar, Bid-Nite or similar event, no receipt will be issued.
- When works of art or specially made items are donated by outsiders for purposes of fund-raising through resale, and where the profits go to the Church, then a receipt may be issued. The donor must submit a bill of sale marked “donation” which shows a value not higher than the sale price.

e. Pass-through donations

Receipts for a pass-through donation to another organization or individual will be issued, provided that the Church recognizes such as a legitimate charitable end use which it supports.

f. Cheque exchanges

A cheque exchange means a donation is made to the Church (your cheque) and a cheque is issued by the Church to you (repayment of your approved expenses). You have spent the money and get a tax receipt. This allows: 1) the Church to hold properly receipted expenses; 2) the Church to show a cheque from the individual as a donation to the operating fund; and 3) to issue a valid tax receipt. Individuals thus pay for the item or conference expenses [their gift to the Church], but this process allows them to have a tax receipt for their donation.

In order to qualify under Canadian tax laws as “a donation eligible for the issuance of a tax receipt by a registered, charitable, non-profit organization,” there must be clear value to the goals of the organization. Whether the donation is of material or of costs associated with participation in conferences or training, the general rule is that the organization must receive a definite benefit consistent with its aims and needs.

To meet both government and Church goals, cheque exchanges are only possible when proper receipts for the item, travel costs, or registration fees are submitted. To ensure that only donations of clear value to the Church are compensated, permission for the cheque exchange must be obtained from the Treasurer (or, in the absence of the Treasurer, the President).

Each individual must submit receipts to support the request along with a cheque to the Church for the amount to be covered. (A properly issued receipt must be submitted – except for automobile kilometrage where a hand-written note is adequate.) A cheque is then issued by the Church to the individual for the claimed amount.

6. JOHN CORDNER FUND

In 1955, under the terms of the will of the late Caroline Cordner, daughter of the Rev. John Cordner, a sum of about one hundred and thirty thousand dollars (\$130,000) was given to the Board of the Church of the Messiah [now the Unitarian Church of Montreal] as trustee of a fund in perpetuity, to be spent for the benefit of women in reduced circumstances. There are certain stipulations attached to this fund, including:

- The Minister of the Church shall have responsibility for deciding how the income from the fund shall be spent.
- The principal amount of the fund shall not be spent but shall remain in perpetuity.
- Any interest not spent in any year shall be added to the principal, and may not be spent in subsequent years.

In keeping with the above, the following guidelines shall be followed by the Minister, the Investment Committee and the Treasurer acting for the Board.

- In any one year, withdrawals from the fund shall not exceed 4.5% of the average fund value from the prior three years.
- The fund should be invested in a conservative manner so as to minimize the risk to the capital, yet invested in the market so as to produce an increase in capital value. The ratio of these two shall be determined by the Investment Committee, subject to keeping the Board informed.

- The Minister shall inform the Board from time to time, and the Congregation annually, how the money has been spent.
- The Treasurer, in consultation with the Minister, shall arrange for periodic transfers from the Investment Fund to the bank account of the Cordner Fund. In addition, special amounts, when available, may be transferred at the Minister's request.
- During the month of December each year, the Minister and Treasurer shall meet to determine how much additional money may be withdrawn from the Investment Fund before the year end, in keeping with the above guidelines.

7. EDITH LOW BEER FUND

In 2011, a new Fund was established to underwrite and enhance the Music Ministry program in the Church. Under the terms of this Fund, one hundred thousand dollars (\$100,000), equivalent to the amount received from Edith Low Beer's estate, was transferred from the Endowment Fund to an Edith Low Beer Fund. An annual disbursement of no more than 4.5% of the Fund's market value, calculated as the average of the year-end value for the last three years, shall be used to finance appropriate musical initiatives.

E. PROPERTY

1. ACQUISITION & FURNISHING OF BUILDING & PROPERTY ITEMS

Items should reflect as many as possible of the following criteria, and not be inconsistent with any.

- Be consistent with one or more of the seven Unitarian principles.
- Reflect enduring symbols and ideals.
- Connect with programs and activities of the Unitarian community, rather than outside organizations and groups.
- Be aesthetically appropriate to the space.
- Be free of unacceptable donor restrictions.
- Honour our heritage and nurture our present.
- Express our message of hope.

Items should be accepted by a two thirds vote of the deciding body, whether the Executive, the Board, or the Congregation.

F. BUILDING ACCESS

1. EVENTS IN THE CHURCH

There must be an authorized key holder in the building when it is in use. The key holder must meet the requirements as a special-voting member of the Church and may be required to provide a verbal reference from a known member of the Congregation. To sponsor use of space in the Church building, the key holder will be personally responsible for:

- allowing access to the space (unlocking doors and turning off the alarm);
- ensuring the group is using the correct space at the correct time;

- ensuring the space is returned to its proper condition – chairs and tables put away, windows closed, thermostats turned down, etc.;
- if no other activity is being held in the building, closing and locking the doors and turning on the alarm.

Use of space

Once approved, all the physical facilities are available to the organizers of the event, provided the policies and rules governing the use of various rooms and facilities in the Church building (e.g., supervision of children in the nursery) are followed. This includes use of the Sanctuary – where food and drink are not permitted – and other rooms, with the understanding that furniture and furnishings in all areas are returned to their normal state of cleanliness and readiness.

Children and infants

Child care is available in principle for all Congregational programs and events. However, caregivers should be requested with as much advance notice as possible, generally five days. The caregiver is paid a standard rate by the group or committee sponsoring the event. The R.E. Office has a list of caregivers who are qualified to provide this service and only they should be used. Those in charge should know about the location of appropriate fire exits, the First Aid kits and the defibrillator.

Further, where children are present, the **Safety and Health Policy** adopted by R.E. will apply regarding child care, drop-offs and pick-ups, diaper changing, types of snacks, and presence of an adult in the room. Persons using the R.E. section of the building should be aware that there is a nut-free policy enforced in this area.

Where applicable, an attempt should be made to identify potential allergens by providing a clear list of ingredients in any foods, and by asking participants about any food allergies. Moreover, any medical conditions that may potentially require emergency action should be identified to the organizer of the program

Fire drills

Drills should not be held during the activities described, but those in charge should be made aware of exit routes and proper procedures in the case of fire.

2. CONGREGATIONAL PROGRAMS

Existing programs: Scheduling of space is the responsibility of the Church administrator jointly with members of the Council who will ensure that key holders and custodians are present as needed. Ideally, a representative of each program or group using the Church should attend Council meetings. However, when this does not occur, and there is conflict over a particular space and/or time, the Council member's program will take precedence.

New programs: A written proposal seeking preliminary approval must be submitted to Council during the first week of September or the first week of December. (Proposals for new programs can be submitted at any time but the approval process may take longer.) Once approved, the program can be publicized in the weekly e-bulletin and the monthly UCM newsletter.

Custodial services and expenses:

Custodial costs are paid through the Church office, not directly to the custodian. For Congregational programs, custodians are provided at Church expense unless there are fewer than five participants, in which case they may be asked to schedule their program for times when staff is in the building. For special and outside events, custodial staff is available to help set up tables and chairs as needed in time for the event, to carry out necessary tasks in collaboration with the volunteers during the event, and to participate in the clean-up after the event. The organizing committee must work with the Church staff while respecting other staff responsibilities. If additional custodial time is needed (over and above regular custodial schedule), the cost of such additional time may be paid, at the discretion of the Board, from the operating budget or by the event's organizing group(s).

3. SPECIAL EVENTS

Outreach events (e.g., Empty Bowls, Fair Trade Fair, Concert for Peace) should fit with our mission statement and must be organized under the auspices of a Council member and his/her committee, approved by that committee, and quickly brought to the Council for approval and endorsement. Events are scheduled on a first-come-first-served basis. The organizer should check with the Church administrator regarding available time and space and complete the required form.

4. OTHER PROGRAMS

Any group that wishes to rent Church space may do so provided they meet the following requirements:

- they are willing to pay the rental rate;
- the space is available for the time needed;
- the activity of the group is consistent with the UCM mission statement.

Special rate reduction requests: When a rate reduction is requested from an outside group, a delay of up to three months may be required in order to evaluate the request. A member of the Executive Committee, with optional input from the Minister, will decide if a rate reduction is warranted. Favourable consideration will be given to groups whose mission is in line with the UCM and where use of the space does not disrupt other activities taking place in the building. The Church administrator does not have authority to offer special rates until after consultation with the Executive Committee.

Priority of congregational use: The use of space by Congregational programs will take priority over rental of space by outside groups.

G. SAFETY & HEALTH POLICY FOR RELIGIOUS EDUCATION

1. IN THE CHURCH

Ratio of caregivers to infants/children

- No more than three infants/toddlers (up to age 3) per caregiver;
- No more than five small children (ages 3 through 5) for each caregiver;
- No more than twelve children aged six or over for each caregiver/teacher;

- All R.E. classes must have two adults present at all times for insurance/safety reasons. In unforeseen circumstances, when only one adult is available, the classroom door must be kept open.

Drop-offs and pick-ups

- A sign-in/sign-out sheet on a clipboard is kept near the entrance of the nursery/preschool area. It will be monitored by caregivers and teachers.
- The person signing a child in will be asked if he/she will be picking up the child. If not, the person to pick up the child should be identified to the caregiver/teacher.
- In case of an emergency exit (e.g., fire drill), the sign-up and attendance sheets for all the infants/children go with the group/class;
- Children on the Nursery/Garden Room level will not be permitted to leave the area with anyone except teachers, recruited adult volunteers, or caregivers.

Diapers: At registration each week, parents of nursery/preschool children should be encouraged to bring a change of clothes and diapers. The door of the changing room is to be left open when changing a diaper. Diaper changers must wash their hands afterwards.

Allergies: All R.E. rooms are nut-free on both levels. Ask about possible allergies and other medical conditions at registration. A list of children with food allergies should be posted in each classroom.

Snacks: Let parents know what kind of snacks will be served and, if they wish to bring some, ask them to bring fruit. If home-baked goods are served, get a list of ingredients. Note also the provisions under ‘Allergies.’

First Aid: All teachers and sitters should be aware of the location of first aid supplies, and parents should be notified of any injury treated while a child is in our care. Efforts should be made to identify members of the Congregation qualified in First Aid.

Fire Drills (Building Evacuation): Fire Drills will be conducted at least twice yearly so teachers and caregivers should be made aware of exit routes and the rally spot.

Toys and Furniture: Toys and furniture will be chosen to be age-appropriate as deemed by the D.R.E. Those in the nursery/preschool area will be washed twice a year. The crib sheet in the nursery will be washed, as needed, by the nursery/preschool coordinator. Any donations of books and toys will be checked by the D.R.E. for content and appropriateness.

Security Checks: Volunteers, and paid caregivers and teachers will be asked to agree to a police check.

2. ON CHURCH OUTINGS

- When children are driven in private cars by people other than their parents or legal guardian, the car must be no more than six years old and the driver should have a minimum liability insurance of one million dollars (\$1,000,000.) Collision insurance is the responsibility of the driver.
- When children are driven by persons other than their parents or guardian, whether in rental or private vehicles, the driver (whether volunteer or staff) must be 25 or older, must show a valid

driver's license to the D.R.E. and must not drink alcoholic beverages within 24 hours before taking the wheel.

- If the vehicle is rented, liability and collision insurance should be purchased with no deductible.
- The ratio of adults to children per vehicle should be at least one to four for children aged 11 or younger, and at least one to five for youths aged 12 or older.
- Children weighing less than 100 lbs. (45 kilos) should not ride in the front seat.
- Car seats should be used for infants and children weighing 40 lbs. (18 kilos) or less.
- All passengers should use seat belts at all times.
- In hazardous weather conditions, the driver should exercise caution in deciding whether to postpone the trip, pull off the road, or carry on.
- When attending a conference or similar events, volunteer drivers using their own cars are entitled to reimbursement for the cost of fuel, provided receipts are submitted. Alternatively, the driver may request a 'cheque exchange' as per the Standing Rules (see Paragraph f under Guidelines for Issuing Tax Receipts) for an amount calculated on the basis of kilometres driven, this rate to be set by the Executive Committee.

Parents will be asked to sign a waiver, as follows:

<p>I give permission for my son/daughter _____ (name) to attend _____ at _____ on _____ with the full understanding that: (a) transportation may be provided by private vehicles (drivers will have personal liability insurance); and (b) while the Church and its representatives will take every reasonable precaution, the Church cannot be held responsible for unforeseen events, illness, accident, or injury during the trip.</p> <p>_____ Printed name of parent or guardian</p> <p>_____ Signature of parent or guardian</p> <p>Date _____</p>
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The following guidelines are not binding; but should be followed when financial and human resources allow:

For a large group of youths attending a conference, multiple vehicles are preferable to one large vehicle (e.g., a bus or van). When planning a trip, there should be a designated back-up driver or drivers in case complications are encountered.

At the discretion of the parent(s) or guardian.

For trips outside Quebec, it is recommended that parents check their medical insurance coverage and/or apply for additional medical coverage for their child(ren).

H. COMMITTEES AND THEIR MANDATES

Notes on the formation of committees: Committees are open to all Church members and adherents (friends). Persons who are neither Church members nor adherents may participate by invitation of the committee chairperson. Some committees are specified in By-Law Articles XI (i.e., Board of Trustees, Executive Committee) and XV (i.e., Personnel, Nominating, and Stewardship Committees). The Wardens are covered under Article XIX.

The following committees have representation on the Council and the chairs are recognized at the Annual General Meeting.

ACTIVITÉS EN FRANÇAIS

Thanks to the long and dedicated work of the *Mouvement unitarien universaliste au Québec* (MUUQ), and the energetic work of the now defunct *Regroupement francophone unitarien universaliste* (RFUU) on the Canadian and international level, a group at the Unitarian Church of Montreal has come together to celebrate Unitarianism in French. Since this group is primarily composed of members of the Congregation and a few are longstanding friends of the Church, they became part of Congregational Programs as of 17 May 2006 with the following mandate:

Le Comité des activités en français de l'église unitarienne de Montréal assume le mandat d'assurer des célébrations en français et de promouvoir et organiser des activités en français.

The chair of this group shall sit on the Council, submit a request for funds when required, and send a report to the Annual General Meeting in June.

ART COLLECTIVE

The Art Collective was formed to support and develop the artistic talents of UCM members by providing a space where their work could be exhibited and, if they wished, offered for sale. The Art Collective is responsible for selecting and hanging visual art in the Stairwell Art Gallery* with the following provisions:

- Artists must sign a waiver releasing the church from liability from loss or damage.
- Artists agree to give 25% of their sales proceeds to the church (20% to the operating fund, 5% to the committee for costs involved in maintaining the gallery and developing art activities). Work need not be for sale however.
- Work with images that could be disturbing to children will be avoided, and there will be periodic special children's art exhibits.
- Invitations/applications for inclusion in group shows are reviewed by the Art Collective, with priority given to UCM members and friends.
- Invitations/applications for solo shows are reviewed by a rotating jury of three persons qualified to evaluate art OR, more commonly, approved on evidence of professional standing (art training, prior exhibition in a juried show, a website). Again, priority will be given to UCM members and friends.

The chair of this group shall sit on the Council, submit a request for funds when required, and send a report to the Annual General Meeting in June.

* The space allocated to the Art Collective by the UCM Board in June 2010 includes: the stairwell walls to the foot of the stairs to the lower levels, the wall to the left of the Chaplain's board, and the space on the right just inside the entrance into Phoenix Hall from the foyer.

ASSOCIATIONAL AFFAIRS

The Associational Affairs Committee shall

- serve as the major liaison between the Canadian Unitarian Council, other Unitarian Universalist congregations, and UU international organizations;
- publicize within our Congregation associational activities going on outside our own Church;
- encourage our Church members to participate in associational activities.

The chair of this committee shall sit on the Council, submit a request for funds when required, and send a report to the Annual General Meeting in June.

BUILDING & PROPERTY MAINTENANCE

The Building & Property Maintenance Committee shall:

- oversee maintenance and repairs of the physical plant, both inside and out;
- ensure the physical safety of Church premises;
- with the Minister and Church Administrator, supervise the work of the Church custodian(s);
- seek approval from the Board of Trustees for alterations and repairs to Church property where such costs are beyond budgeted amounts.

The chair of this committee shall sit on the Council, submit a request for funds when required, and send a report to the Annual General Meeting in June.

CARING NETWORK

The Caring Network shall consist of at least six Church members who act as coordinators, each managing the Network for two months during the year. The Caring Network shall

- recruit volunteers from the Congregation who are willing to help others during times of transition – loss of a job, moving to a new neighbourhood or city, the arrival of a new baby or unexpected illness, family problems, separation or divorce, or bereavement.
- enlist volunteers to do telephone check-ups, make hospital and home visits, prepare and deliver food, help with shopping, or act as chauffeur.
- endeavour to keep in touch with those members who are no longer able to attend Church services or activities.

The chair of this committee shall sit on the Council, submit a request for funds when required, and send a report to the Annual General Meeting in June.

COMMUNICATIONS COMMITTEE

The Communications Committee's responsibilities comprise a monthly newsletter (electronic and print versions), weekly e-bulletin, the Church website, in-house publicity (bulletin boards and kiosk) and media publicity where possible. When requested, this committee shall also assist church groups in publicizing their activities. Although this committee has the mandate to publicize and promote activities and events taking place in, or sponsored by the Church, no individual may conduct himself/herself in a manner that implies that she/he represents the views of the Unitarian Church of Montreal as a whole, unless he/she has been empowered to do so by agreement of the Board of Trustees. The chair of this committee shall sit on the Council, submit a request for funds when required, and send a report to the Annual General Meeting in June.

MEMBERSHIP COMMITTEE

The Membership Committee shall:

- maintain the Information Table; order pamphlets and copies of sermons as required;
- seek out, welcome and invite visitors to sign the guest card or book and to read Church literature;
- maintain an up-to-date visitors' list in conjunction with the Church Administrator;

- send letters of welcome to visitors;
- twice a year send letters to prospective members inviting them to attend information sessions on Unitarian Universalism and to consider joining the Church;
- encourage new members to participate in Church committees and activities;
- assist in long-range membership growth with other committees and individuals.

The chair of this committee shall sit on the Council, submit a request for funds when required, and send a report to the Annual General Meeting in June.

MUSIC MINISTRY COLLECTIVE

The Music Ministry Collective shall, in collaboration with the Church Music Director, plan and host musical events throughout the church year. This committee benefits from funds accrued through the investment of monies donated by the estate of the late Edith Low-Ber. The chair of this committee shall sit on the Council, submit a report to the Treasurer covering use of funds from the Low-Ber bequest, and send a report to the Annual General Meeting in June.

RELIGIOUS EDUCATION

The Religious Education Committee shall consist of a chairperson, the Director of Religious Education, the Minister and at least two (2) other Church members. This Committee shall elect its own chairperson. This committee shall be responsible for curriculum selection and general operation of the Religious Education program. The chair of this committee shall sit on the Council, submit a request for funds when required, and send a report to the Annual General Meeting in June.

SOCIAL AND ENVIRONMENTAL CONCERNS

The Social & Environmental Concerns Committee shall consist of the Council member holding that portfolio, who shall chair the Committee, and at least two (2) other Church members. The Social & Environmental Concerns Committee shall stimulate and coordinate Congregational action on issues of social concern that are of significance to our members; when appropriate, sponsor and organize meetings designed to advance understanding and action on issues of social concern. Where appropriate, this committee shall work with the Communications Committee to publicize, via e-mail to anyone interested, social justice events, news and information that they find potentially relevant. The chair of this committee shall sit on the Council, submit a request for funds when required, and send a report to the Annual General Meeting in June.

WORSHIP COMMITTEE

The Worship Committee consists of the Minister, the Chair of the committee and other members who may take on specific roles or assist generally and take on specific tasks on an as-needed basis. The committee's mission is to assist the Minister in providing meaningful, organized worship experiences for members, friends and visitors. The Sunday Service is the main focus for those experiences. The committee is responsible for

- training and providing liturgists for each Sunday service;
- supervising the organization of greeters and flowers;
- arranging guest speakers when the Minister is to be absent and guest musicians when the Church Musician is to be absent;
- organization of services during July and August.

To ensure the quality of worship services offered, the committee seeks feedback regarding all aspects of worship (including music, which is an integral part of our worship experience) from members, friends and visitors. This information will be discussed and changes made as appropriate.

The chair of this committee shall sit on the Council, submit a request for funds when required, and send a report to the Annual General Meeting in June.

The following committees do not have representation on the Council and the chairs are not recognized at the Annual General Meeting, but are approved by the Board.

LAY CHAPLAINCY

The Lay Chaplains' Committee shall consist of a Chair (appointed by the Executive Committee), the Minister, a Warden, and two other members-at-large. The two members-at-large and the Warden will each sit for a three-year term. The terms will be staggered so that only one person goes off the committee each year. The lay chaplain(s) sit on the committee except when discussing specific issues related to performance, or choosing another lay chaplain. The goal of the Lay Chaplaincy Committee is to oversee the CUC Lay Chaplaincy Program in the name of the Unitarian Church of Montreal, as recommended by the CUC.

The specific responsibilities of this committee are to:

- function as a search committee in finding candidates for the role of lay chaplain, and to screen and recommend a selected candidate to the Board for final approval by the Congregation;
- review the contract with the duly appointed candidate regarding the terms of the appointment;
- recommend procedures for the public recognition of incoming, continuing, and retiring lay chaplains;
- ensure that lay chaplains receive adequate training and to encourage ongoing training opportunities;
- support the lay chaplain(s);
- provide the personnel committee with an evaluation of the lay chaplains' performance when requested;
- deal with grievances and to seek resolution;
- make recommendations to the Personnel Committee with regard to renewal or termination of the contract with a lay chaplain with appropriate rationale for the recommended action;
- recommend and review fees charged to non-members for rites of passage, as well as other financial guidelines;
- establish policy with regard to equipment and resource materials for lay chaplains;
- develop such resources as appropriate;
- meet on a regular basis as needed; circulate minutes of their meetings to committee members; report to the Congregation at the annual meeting; and forward a yearly report to the CUC Ministry and Lay Chaplaincy Committee.

COMMITTEE ON MINISTRY

The Committee on Ministry shall consist of at least three Church members who are actively involved in the life of the Congregation. Committee members should have the confidence of both the Minister and the Congregation and should represent as many aspects of the life of the Congregation as possible (i.e., gender, age, years of participation, interest groups, etc.).

To fill a vacancy, the Minister, in consultation with existing Committee members, shall submit to the Executive Committee, the name of a suggested replacement. If approved, the name chosen will be presented to the June AGM. Terms of office will be three years, renewable to an additional period of three years, for a total of six years, and staggered so as to assure both continuity and renewal.

The goals of the Committee on Ministry are to:

- strengthen the quality of ministry within the Congregation by providing a place for reflection on the overall status of the Congregation; and
- provide a place where the Minister and its members can discuss sensitive matters relating to his/her work in a confidential and supportive environment. All matters discussed by the Committee are confidential and meetings are closed to non-members of the Committee unless the Committee decides otherwise.

The Committee shall make every effort to make itself known to the Congregation (i.e., via announcements in the UCM newsletter, listing names of members in Church publications, etc.).

INVESTMENT COMMITTEE

This committee, composed of the Treasurer and two members with experience in financial matters, is struck by the Board of Management to oversee the management of the Church's portfolio.

HERITAGE COMMITTEE

The chair of this committee is appointed by the Executive Committee each June and should not hold the position for more than three consecutive years. This committee is to ensure the maintenance, use, and development of the Heritage Library and Archives, and has the following responsibilities:

- to manage the funds of the Unitarian Universalist Heritage Library Fund;
- to work with the archivist to establish policies about retention and disposal, and to ensure that these policies are carried out;
- to assist the archivist when requested;
- to maintain the Heritage Library as a specialized research collection with emphasis on Unitarianism in Canada;
- to investigate, propose, and select appropriate materials for the Heritage Library, with the aid of the Minister, scholars, and Unitarian and Universalist historical societies, journals, and theological schools;
- to make known to interested groups the resources of the Heritage Library and the Archives, and to manage the access of books, documents, and other materials when requests are received;
- to manage the preservation of the collections of the UCM through appropriate preventative actions as guided by the advice of qualified professionals and conservation treatment, when and if necessary, carried out by qualified professionals in the field of conservation.

I. COMMUNICATIONS POLICY

1. The UCM Newsletter

Purpose: To communicate with members and friends regarding the life of the church.

Frequency: Monthly from September to June, plus a single July/August issue.

Production schedule: Deadline is generally the third Wednesday of each month; an electronic version is emailed eight days later; a print version mailed or distributed nine days later. The Church office is responsible for printing, mailing and distributing the print version.

Content:

Priority is given to messages from the Minister, Director of Religious Education and the President (approximately 700 words each) and to messages (approximately 300 words) from committees (e.g., Social and Environmental Concerns).

Copy is edited for grammar, spelling and factual details. If more substantive editing is deemed necessary, either for length or content, the edited version should be approved by the writer. If the editor(s) has/have questions about the suitability of the content of a submission then two members of the newsletter team and the chair of the Communications Committee shall discuss the matter. If the matter is still considered unsuitable for publication, the editor(s) shall contact the author and seek a resolution. If a decision is not reached by the deadline, the submission shall be held for possible publication in the next issue. A resolution shall be sought between times. If no resolution is found, the submission shall not be published.

2. Website

Purpose: To communicate with the public, as well as members and friends, about the life of the church.

Content: Current and topical postings (e.g., summary of weekly activity, weekly sermon) plus information about all aspects of church life (i.e., programs, committees, governance). The site also serves as an electronic repository for church information published by the Church from 2009 onwards (i.e., annual reports, calendar of Religious Education activities, etc.).

Web Editor's Responsibilities:

To write, edit, solicit and post updates, and to keep postings and links relevant and timely working with the Minister, Communications Committee, Church administrator, and lay leaders. This is a paid position (occupying approximately four hours per month). Should there be disputes about content, the Web Editor shall follow the procedure described above.

3. Publicity (media and in-house communications)

The publicizing of UCM events is a joint responsibility of the Communications Committee and the group organizing a particular event.

- All possible free media will be used for each event.
- A list of possible press and other media as well as suggestions for approaching them shall be made available.
- The UCM website, newsletter, weekly e-bulletin, sidewalk sandwich boards and, if available, the Wayside Pulpit shall be available for promoting in-house events.

4. Week at a Glance

Purpose: A weekly, memo-style e-bulletin emailed to members and friends as a reminder of coming events and activities. The e-bulletin shall also be available in hard copy on the membership table in the foyer for the convenience of those not on e-mail, or for visitors.

Production Schedule:

Deadline for information is the Thursday noon the day before publication; it is prepared by a designated editor and emailed on Friday of each week, with the exception of Christmas break and summer months.

Content: Focuses primarily on events that have a date and time. It is complementary to the newsletter and website.

5. Bulletin Boards, Phoenix Hall wall unit and Info Kiosk

Oversight of the bulletin boards and the shelves of the wooden wall unit in Phoenix Hall, as well as the rolling and information kiosk, are the responsibility of the Communications Committee with the sole exception of the bulletin board outside the kitchen door which is designated for use by the Board of Management for the posting of Minutes and other Board information.

Purpose: To provide space for committees to post information relevant to their activities.

Content:

- Each group is responsible for its own space, keeping it tidy and timely.
- The information kiosk is updated weekly by a telecrew volunteer.
- The bulletin board covering Community Events is updated by church staff and/or a telecrew volunteer.

J. POLICIES RELATING TO UNACCEPTABLE BEHAVIOURS**1. SEXUAL HARASSMENT**

Sexual harassment is defined as unwanted touching; repeated sexual comments or questions; the use of crude, sexually-oriented language which is offensive, demeaning, and inappropriate; or any other behaviour in which someone uses sexual language, behaviour, or threats in unwanted and intimidating ways.

There are clear criminal cases of sexual assault which demand immediate involvement of the civil authorities (police, Quebec Human Rights Commission, etc.). Moreover, all instances of child abuse are required, by law, to be reported to the youth protection agency (*Commission de protection des droits de la jeunesse*).

There are also less clear situations of sexual harassment, sometimes caused by miscommunication rather than misconduct, but unacceptable whether intentional or not. It is this area of harassment and discomfort that is covered by this policy.

The Church does not tolerate sexual harassment. It must be both reasonable and safe to make a complaint, and all complaints must be treated swiftly and confidentially. The goal is to provide support and information both to the person who feels that s/he is being harassed and to the person who is thought to have been the harasser.

Procedures:

Complaints may be registered with a member of the Sexual Harassment Advisory Group, with the Minister or with the President of the Board.

The Advisory Group consists of Church members who are able to maintain an objective, non-judgmental position, and to be empathetic without becoming emotionally involved. Members of the Advisory Group are not expected to provide counselling, judging, application of sanctions, or face-to-face mediation.

Members of the Advisory Group are appointed by the Executive and may be reappointed. At all times, two members of the Group shall be of one sex and one of the other. The names and of the Sexual Harassment Advisory Group will be published in the newsletter and posted on the kiosk by the Secretary of the Board.

Upon receipt of a complaint, the contact (i.e., an Advisory Group member or the Minister or the President of the Board) will offer to meet with the person making the complaint. Specific invitation shall be made for the complainant to bring a friend.

At this first meeting, the emphasis shall be to explore the complainant's feelings and to offer support while noting what is alleged to have happened, together with the relevant dates, names, places, etc.

If the complaint involves sexual harassment and falls within the Congregation's area of responsibility, the contact person shall

- explain the services and support that are available from public and private agencies and those available within the Congregation;
- emphasize that the complainant will be able to carry the matter further or drop it at any time;
- explain that no action (other than that required by law for children or for assault) will be taken without the express consent of the complainant;
- assure the complainant that all statements and incidents will be kept confidential unless the complainant authorizes release, and that the purpose is to support, not to judge.

In addition, the contact person will offer:

- to assist in the preparation of a written statement of the actions that are causing concern and to have another member of the Advisory Group take a copy of the statement to the alleged perpetrator,
- to discuss it with that person, to explain that the behaviour is causing distress to the complainant, and to request that it be stopped. Should that interview not resolve the situation satisfactorily,
- to have the two members of the Advisory Group meet separately with the complainant and, on separate occasions, meet the alleged perpetrator -- several times if necessary -- to attempt to bring about a mutually acceptable resolution. If these efforts are not successful,
- to refer the matter to a support centre or a lawyer who is conversant with sexual harassment matters.

If the complaint involves sexual assault, as well as assisting in reporting the incident to proper civil authorities, the contact person shall find out if the complainant is afraid for her/his personal safety. The contact person shall immediately contact a shelter and, if necessary, provide transportation to a shelter. If a shelter space is not available, the contact person shall arrange for alternate accommodation for one day.

If the complaint concerns a person in authority in the Congregation, the contact person shall try to help the complainant prepare a brief written statement of the incidents involved, with dates, names, places, and will get the complainant's signature on the statement. One copy shall be given to the complainant and one copy shall be kept by the contact person.

If the alleged perpetrator is other than the Minister or the President, the contact person shall immediately deliver a copy of the statement to both of those individuals.

If the alleged perpetrator is either the Minister or the President, the contact person shall immediately deliver a copy of the statement to the other of those individuals and to another member of the Advisory Group, the two of whom shall seek legal counsel.

Depending upon the advice received from legal counsel, the contact person may deliver a copy of the statement to another member of the Advisory Group, who will deliver it to, and discuss it with, the alleged perpetrator.

2. DISRUPTIVE BEHAVIOURS

Situations involving disruptive behaviour shall be referred to a committee consisting of the Vice-President of the Board as chair, *ex officio*, and two members of the Congregation. The names of these two members will be presented to the Board by the Executive and the Nominating Committee. No member may serve more than three years on this committee. If the complaint/conflict should involve one of the committee members, this person shall step aside and be replaced by a third person until such time as the conflict/complaint is resolved.

Tolerance of diversity is a central value of our religious principles, but the Church must maintain an atmosphere where such tolerance can exist. To the extent that anyone's freedom of belief, expression, opinion, personal physical and/or emotional well-being is intimidated or threatened by another or others, the source or cause should be met firmly, forthrightly and expeditiously, even if it means expulsion. Disruptive behaviour may be defined as involving

- potential threats to the safety of members or of members' children;
- disruption of essential Church activities; or
- diminution of the appeal of the Church to its potential and existing membership.

The committee will:

- respond to problems as they arise with no attempt to define "acceptable" behaviour;
- deal with persons identified as disruptive as individuals (i.e., avoiding stereotypes);
- systematically collect information from the complainant(s) concerning the incident(s) before action is taken;
- contact the person named as the source of the problem and take notes of the situation both from the point of view of the individual and from a committee member's point of view.

If the problem is established, clearly communicate this to the offending individual, then draw up a contract stipulating clearly defined behavioural changes and have him/her sign. If this is not possible and the behaviour continues, the offending individual should be excluded from the Church for a limited period of time – with reasons for the exclusion clearly explained, as well as the conditions required for the individual's reinstatement.

If suspension of Church privileges is ineffective, the committee will then consult with the Board regarding:

- any danger posed by the offending individual to persons and/or property;
- the degree of disruption caused to essential Church activities;
- the likelihood of prospective or existing members being driven away;
- the reasons for the disruption (e.g., conflict between the individual and others in the Church or a professionally diagnosed condition of mental illness);
- the likelihood that the problem behaviour will diminish in the future;
- the frequency and degree of disruption caused in the past.

After consideration of these aspects, the offending individual may be permanently excluded from the Church and Church premises and, where warranted, membership in the Church revoked. [See Article III, Section 5 of the By-Laws and Robert's Rules of Order, 75:6]

