

Date: October 12, 2015

Memo:

To: Peg Hall, President, Board of Directors
Unitarian Universalists of Transylvania County

From: Peter B Mockridge, Convener
Administration Committee

In re: September Report: Various Policy matters.

1. Nursery Care. In its most recent conversations, the Administration Committee (AdCom) reviewed policy regarding the requirement to have two responsible individuals present in the Nursery at any time UUTC is providing Nursery care. Following is a copy of the statement as received from the Board:

There shall be a minimum of one adult and one teen or other adult employee or volunteer in the Nursery at all times. CRE will coordinate qualified adult volunteers as needed to maintain appropriate ratio for infant care.

a. The AdCom considers the second sentence, "CRE will . . .", to be procedural in nature and thus recommends that it not be included in the Policy Manual.

b. AdCom recommends that the language of the first sentence be revised as follows. The revisions clarify the qualifications of the two individuals required to be present. In addition, AdCom recommends that this policy be extended to include Childcare (e.g., as provided during the second worship service), since the liabilities that the policy addresses are the same for both Nursery and Childcare provided under the auspices of UUTC.

c. Following is the policy reflecting changes suggested by the AdCom:

There shall be a minimum of one adult (preferably an employee) and one other person (teenager, employee or volunteer) present when UUTC provides Childcare or Nursery services.

2. Classrooms. In its review of the Nursery policy, the AdCom recognized that the policy regarding Classrooms was more restrictive (requiring two adults) than the Policy regarding Nursery (and Childcare). We believe that these policies should internally consistent and recommend that the Classrooms policy be revised as follows:

There shall be a minimum of one adult (preferably an employee) and one other person (teenager, employee or volunteer) present in classrooms when children are participating in classroom activities that are part of UUTC's ministry.

3. Procedures regarding the maintenance of the Policy Manual.

a. AdCom recommends that it be given the authority to reorder policies within and among various Sections of the Policy Manual, **without these changes being considered as revisions requiring tracking**. Such reordering would be brought to the attention of the Board. [When the

Policy Manual was initially revised by the AdCom, no particular attention was given to the order of the policies within sections. Insertion of new Policies, unless all new Policies are added at the end of each section, would necessarily result in renumbering of existing policies that have not been changed but follow the newly inserted Policy. The recommended procedure allows Policies to be grouped more easily by relatedness or importance, both within and between sections. Such reordering or reassignment would not affect the language or intent of any Policy.

b. AdCom recommends that it be given the authority to determine the Key Words by which individual Policies are titled and tracked. Such words are usually contained within the Policies themselves.

4. Consultation with Ministry Teams. The AdCom recommends that the Board consider whether the CRE and Worship Teams should be given an opportunity to review the recommendations contained in items 1 and 2 above.