

Policy on Congregational Communications

Policies and Protocols for SNUUC Communications: paper and electronic
Adopted by the Board of Trustees 3-10-2022

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Mindful of the SNUUC Mission Statement and Congregational Covenants, and the The Unitarian Universalist Association's "Statement of Principles and Purposes," the South Nassau UU Congregation strives to be an inclusive community, celebrating diversity and individual freedom of belief.

The Purpose of the Policy on Congregational Communications is to:

- Ensure high-quality, consistent and appropriate communications to congregants, prospective members and the outside community.
- Ensure that our communications are accurate and appropriate within the context of SNUUC's beloved community.
- Support the mission and vision of the congregation.
- All official congregational communications, (that is distributed on behalf of the congregation), including any not specified, should generally adhere to the spirit and letter of this policy.

The News You Can Use

- The purpose of the News You Can Use is to share information about congregational life, promote communication among the leadership, members and visitors, and to share information relevant to the Unitarian Universalist denomination.
- Information in the News You Can Use should generally be limited to SNUUC and UU programs and events, as well as listings for organizations with which the congregation has an affiliation.
- Items of a more personal nature (for example, life passages of current or former members, an honor bestowed upon a current member) may be listed under an Among

Ourselves column at the discretion of the office manager, minister and/or board president. These should be published with permission and care as they appear online.

- Notices of self-promotion and/or about items for sale, help wanted or that benefit one's own or another business or commercial entity or that promote another event are not permitted.

Order of Service Announcements

- The purpose of the Sunday Order of Service is to provide an outline of the worship service, identify professional, lay and shared ministry for that Sunday, and to provide summary information about upcoming congregational events and programming.
- Items and announcements should be limited to SNUUC and UU programs and events. Announcements for UU- and/or SNUUC-affiliated organizations will be at the discretion of the office manager, minister and/or board president.

Board Note and Announcements

- The Board Member on Duty each Sunday shares information that is timely and relevant to congregational life and that adheres to the same guidelines as for News You Can Use and the Order of Service Announcements.

Universal Signage, Digital and Social Media Policies

Our congregation's digital and social media presence is often the first image presented to newcomers and those seeking a spiritual or religious home. We must be mindful that the postings and publishings from SNUUC honor and comply with our Congregational Covenants and the Principles of Unitarian Universalism.

Our digital and social media presence serves three main purposes:

1. Community building, inspiration and announcements for current members and friends
2. Information for visitors, newcomers, seekers
3. To cultivate an ever-widening sanctuary with outreach and connection to the greater community and denomination.

Our communications should further our Mission and Vision statements. We must remember that in representing SNUUC in the social media universe, we are speaking for the congregation, not for our individual selves.

Policies:

- Any electronic mail or social media account set up with the purpose of representing the congregation or any committee, group, team, or task force of the congregation must receive prior approval from the Board of Trustees. All such accounts shall include the official name of the congregation, its address, website address link, other relevant congregational contact information, and days/times of Sunday services and Religious Education. The names and contact information of the administrators of such accounts must be shared with the Board of Trustees and Office Manager.
- South Nassau UU Congregation has the right to delete any inappropriate content including, but not limited to: irrelevant content, hateful content, attacks against an individual, financial solicitations, endorsements of a political candidate or party, and content that violates that particular platform's terms of use, code of conduct or other policies. Posts from a congregant/visitor that seem to violate our policies should be brought to the attention of the Minister or a Board of Trustees member. Posts that violate congregational policies will be deleted, and a private message will be sent to the poster, bringing attention to the relevant policy. Posters who engage in repeated offenses will be banned from congregational social media sites.
- When we post something of a social justice nature as SNUUC, it comes across as the official stance of the congregation. Therefore, posts dealing with social justice issues must reflect a position voted upon by the congregation or have been initially posted by the UUA or any of its Justice groups.
- No posts advertising private businesses or political candidates are allowed under any circumstances using official congregational accounts. Events/posts from partner nonprofits/affiliated groups that the congregation has worked with in the past or further our mission/values/ends are acceptable unless they conflict with any policy in this document or of the congregation.
- Any posting/publication that has a picture or image of an adult should be with that adult's oral permission. Written permission is required if the adult is identified by name in a picture or image. Any posting/publication that has a picture or image of a child requires a parental waiver. If a child/youth from our congregation posts something that is alarming, implies abuse or suicidal thoughts, **immediately** bring attention of the post to the Religious Education Staff and/or Minister or Board of Trustees member.
- All signage and social media sites need to be updated regularly for timeliness and relevance. Content should look professional, be free from typos and grammatical errors. All words, pictures, videos, music, and any other media must either be the original work of the poster or include appropriate attribution. No posts may violate copyright laws.

- Social media page or group administrators should “like” only denomination-wide pages, region-wide pages, cluster-wide pages or those of our interfaith partners, and affinity groups within our congregation. Administrators can also “like” official UUA affiliates and other congregations with which we have a current, clearly established partnership.

Member Bulletin Board(s)

- Separate bulletin boards shall be established and maintained for official and unofficial congregational communications. Such bulletin boards shall be maintained by the Officer Manager, Minister, Board of Trustees and/or other properly constituted committee/ministry/group of the congregation.
- Bulletin boards established solely for unofficial communication among members and friends shall allow notices of self-promotion and/or about items for sale, help wanted or that benefit a member’s own business or commercial entity. Notices may promote another event in which a member is involved so long as the aims of the event do not undermine the mission or established principles of the congregation.

Member Directory

- The information in the member directory is to be used only for purposes of building community among the members of South Nassau Unitarian Universalist Congregation.
- Information included in the directory is not to be used for solicitation or commercial purposes.
- Copies of the Member Directory should be made available only to staff and members/ friends. If maintained in an electronic form, the directory shall be accessible only to staff and members/ friends.
- If a violation of this policy has been reported, the Board of Trustees will be responsible for communicating the policy to the offender and will be charged with stopping such behavior.

• **Policy Regarding Behavior that Violates Covenant(s)**

Adopted by the Board of Trustees March 10, 2022

Mindful of the SNUUC Mission Statement, Congregational Covenants, and the The Unitarian Universalist Association’s “Statement of Principles and Purposes,” the South Nassau UU Congregation strives to be an inclusive community, celebrating diversity and individual freedom of belief.

We recognize that exchanges and situations will arise that violate our covenant(s) by threatening the well-being of a person or the well-being of the congregation as a whole. The respectful expression of beliefs or opinions may also be threatened. These situations must be dealt with firmly and promptly, even if this ultimately requires the expulsion of the offending person or persons. Respecting the worth and dignity of each individual includes compassionately holding individuals responsible and accountable for their behavior.

Behavior of an individual within the SNUUC building, on the grounds, or at a SNUUC sponsored event off-site that is in violation of our covenant(s) may lead to concerns about one or more of the following:

- Perceived threats to the well-being and/or safety of any adult or child.
- Disruption of congregational activities.
- Diminished appeal of the congregation to its potential and existing membership.

In the unlikely event that the covenant(s) are violated, we need to be prepared with procedures to address the situation. While the primary concern will be for the good of the community as a whole – now and in the future – compassion requires that we also take into account the needs of the individual.

Therefore, the following shall be the policy of SNUUC with regard to behavior that violates the covenant(s) by an individual or individuals.

REPORTING BEHAVIOR that Violates the Covenant(s)

Congregational leaders, staff, and any person who believes that they have witnessed or experienced covenant(s) violating behavior or who has had an incident reported to them should immediately report it to any of the following:

- The Minister
- Any member of the Board
- Religious Education Coordinator
- The Conflict Management Team (composed of the Minister, Religious Education Coordinator, and a member of the Board of Trustees unless one or more of these people are involved in the incident, in which case the Board will appoint replacement members)

(If required by law, ordinance or similar regulation, the minister or a designated member of the church staff will immediately report the incident to the proper authorities.)

SNUUC will not retaliate against anyone who brings forward a complaint.

While SNUUC cannot guarantee absolute confidentiality, SNUUC will make every reasonable effort to maintain confidentiality by disclosing the identity of the individuals involved only on a “need-to-know” basis and as necessary to investigate the complaint.

IMMEDIATE RESPONSE

If necessary, the Minister and/or the leader of the group involved will undertake an immediate response to such behavior. If no leader or Minister is present, any member of the group may respond. This may include asking the offending person or persons to leave, or suspending the meeting or activity until such time as it can safely be resumed. The police department may be called if further assistance is required. Any time any of these actions is taken, the Conflict Management Team must be notified. The Team, in turn, will then determine what steps must be taken before the offending person or persons may be allowed to return to the activities involved. A letter detailing these steps will be sent to the offending party or parties.

MORE DELIBERATE RESPONSE

All situations requiring or not requiring an immediate response will be referred to the Conflict Management Team by the leader of the group in which the initial incident occurred, the victim, perpetrator or any third party having knowledge of the incident. The Conflict Management Team will keep written records of all responses in a locked cabinet in the SNUUC or Minister’s office.

The Conflict Management Team will respond in terms of its own judgment, observing the following:

- There will be no attempt to define “acceptable’ behavior in advance.
- Persons identified as covenant(s) violating will be dealt with as individuals.
- The response will make an effort to understand power imbalances and cultural differences that might be at play in the situation.
- The Conflict Management Team will collect all necessary information. To aid in evaluating the problem, the following points will be considered:

DANGEROUS—is the individual the source of a threat or perceived threat to persons or property?

DISRUPTIVE—how much interference with SNUUC functioning is occurring?

OFFENSIVE—how likely is it that prospective or existing members will be driven away by the disruptive behavior?

To determine the necessary response, the following points will be considered:

- CAUSES—why is the disruption occurring? Is it a conflict between the individual and others in the congregation? Is it due to a professionally diagnosed condition or mental illness?
 - HISTORY—what is the frequency and degree of disruption in the past?
 - PROBABILITY OF CHANGE—how likely is it that the covenant(s) violating behavior will diminish in the future?

The Conflict Management Team will decide on the necessary response on a case-by-case basis. However, the following levels of response will be followed:

LEVEL ONE: First occurrence —The Conflict Management Team will meet with the person or persons and other related parties to discuss the behavior, the action requested, and to implement conflict management. This provides individuals with an opportunity for empathetic hearing and a gentle warning. The Team will communicate the concerns about the covenant(s) violating behavior and facilitate conversations between the affected parties if appropriate. If the behavior cannot be resolved, it would proceed to Level Two.

LEVEL TWO: Second occurrence — If, after conflict management process attempts do not resolve the situation and the covenant(s) violating behavior continues, the Conflict Management Team will meet with the individual to clearly communicate that the recurrence of the behavior has taken place. The individual will be counseled to bring one or two congregants of his/her/their choosing to the meeting for emotional support.

After such meeting, the Conflict Management Team will report to the Board of Trustees. It may be determined by the Board that the offending individual(s) needs to be excluded from the congregation and/or specific SNUUC activities for a limited period of time, with the reasons for such action and the conditions of return made clear in a written notification and with the hope that the individual can return to full participation at some time in the near future. Decisions regarding exclusion from the congregational premises and activities will be communicated in writing or electronically to the congregation in general terms.

LEVEL THREE: Third occurrence — Upon continued covenant(s) violating behavior and a Level Two response already made, the Board of Trustees, after careful consideration and following the SNUUC Bylaws, may determine that the offending individual(s) may be removed from membership and, if appropriate, excluded from the SNUUC premises and all SNUUC activities. Notification of such a decision will be made in writing, and will explain the individual's right and possible recourse.

Any action taken under Level Three may be appealed, in writing, to the Board of Trustees within thirty days of the letter of notification. An ad hoc appeal committee shall be formed by the Board of Trustees in the event that the action taken under Level Three is appealed. The appeal committee shall be composed of two members of the Board of

Trustees, two members selected by the Conflict Management Team who are not members of the Conflict Management Team nor members of the Board of Trustees, and a fifth member being an active member of the congregation, chosen by the removed person. In a case where the individual does not have a member to propose, the fifth member would be selected by the other four members of this appeal committee. The majority decision of the appeal committee shall be final and not subject to further appeal.

The removal of an individual from membership in the congregation will be communicated in writing or electronically to the congregation explaining that in accordance with the Bylaws and the Policy on Covenant(s) Violating Behavior, a member has been removed from membership.

POSSIBLE REINSTATEMENT OF REMOVED INDIVIDUAL

Any request for reinstatement must be made by the member who was removed from membership. The request must contain information concerning the rationale for the reinstatement: 1) a statement of understanding of the reasons for which she/he/they was removed from membership and 2) an explanation in detail how circumstances and conditions have changed, such that a reinstatement would be justified. The request shall go to the Board of Trustees. The Board will review the request and respond within sixty days as to whether or not to reinstate the removed member. The decision of the board shall be final and not subject to further appeal. A reinstatement request may be made no sooner than one year following the removal. In the event that a reinstatement request is not granted, any subsequent reinstatement requests may be made no sooner than one year following the member being informed of a negative decision on the previous request.

SNUUC BUILDING USE POLICY

Approved by the Board of Trustees March 10, 2022

Mindful of the SNUUC Mission Statement and Congregational Covenants, and the The Unitarian Universalist Association's "Statement of Principles and Purposes," the South Nassau UU Congregation strives to be an inclusive community, celebrating diversity and individual freedom of belief.

The Purpose of the Policy on Building Use is to:

Provide guidance for appropriate uses of the facilities which promote the mission and activities of SNUUC, including uses that provide income to SNUUC. This policy applies to the entire building as well as the grounds of SNUUC.

Building use will be allowed according to the following guidelines:

- All SNUUC groups and individuals wishing to use space in the building/grounds must make reservations with the Office Manager/Administrator.
- Congregation-sponsored activities, such as meetings, fund raisers, social events, religious education, etc, open to SNUUC members, friends and others, shall be allowed, scheduled, and conducted in a manner that does not interfere with worship, other SNUUC activities or the activities of contracted tenants. The right is reserved to make reasonable accommodation, including moving regularly used space or time, in order to allow for special events.
- SNUUC groups may also sponsor events relevant to their program activities and run by outside groups as long as both the activity and the outside group fit in with the mission and the values of SNUUC as expressed in the current Mission Statement and the Unitarian Universalist Statement of Principles and Purposes. Members designated by the SNUUC sponsoring group are responsible for setup, breakdown, clean up, and are required to be in attendance for the entirety of the event. There is no set fee; however, the sponsoring group may request voluntary contribution from the outside group. Any such contribution will go into SNUUC general operating funds.
- SNUUC groups may request permission from the Board of Trustees to hold a fundraising activity either on their own behalf or on behalf of a sponsored outside group as long as both the activity and the outside group fit in with the mission and the values of SNUUC as expressed in the current Mission Statement and the Unitarian Universalist Statement of Principles and Purposes. Members designated by the SNUUC sponsoring group are responsible for setup, breakdown, clean up, and are required to be in attendance for the entirety of the event. There is no set fee; however, the sponsoring group may request voluntary contribution from the outside group. Any such contribution will go into SNUUC general operating funds.

— Ritual services for weddings, funerals, memorials, child dedications, etc. are allowed in the sanctuary if the SNUUC minister conducts or participates in the event. At his/her/their discretion, the SNUUC minister may make an exception to this requirement of conducting or participating. There is no building use fee for a member's ritual service; non-members pay standard building use fee plus applicable minister's fee.

— Congregation sponsored receptions following a ritual service for members may be held. Designated congregation members are responsible for setup, breakdown and cleanup, and are required to be in attendance for the entirety for the event.

— Space may be rented by members for private events, or by friends, individuals, or groups unaffiliated with SNUUC on the condition that their purpose and activities support the values and mission of SNUUC as expressed in the current Mission Statement and the Unitarian Universalist Statement of Principles and Purposes. A Building Use Agreement will be signed and a copy of the Building Security Procedures given to all renters. A continuing program lasting more than twelve months is required to submit a new rental contract for each twelve-month rental period.

— Parking in the SNUUC lot is for those who are attending SNUUC-sponsored and/or approved events. Overnight use without special permission from the President of the Board of Trustees is prohibited. Non-SNUUC groups may obtain permission to use some or all of the parking lot space.

Where questions concerning the appropriateness of proposed or ongoing building use arise, the Office Manager/Administrator will consult with the Minister and/or Board as appropriate.

Fee schedule: The fee schedule is for internal use only and will be kept by the Office Manager/Administrator. It guides the Office Manager/Administrator, Board and Minister in negotiating fees appropriate to the request. Annually, the Finance Committee will review the schedule and revise as appropriate.

SNUUC Building & Grounds Fee Schedule
Effective March 2022

SANCTUARY: \$50/hr

FOYER: \$25/hr

LARGE ROOM in Brantley wing: \$25/hr

SMALL ROOM in Brantley wing: \$15/hr

ADDITIONAL FEES:

Use of AV System **Add 15%**
(SNUUC member operating)

Use of Piano **Add \$75.00**
(to be used with prior permission of SNUUC)

Kitchen Use **Add 15%**
Charged whenever food is served, even if prepared offsite

Storage of Materials at SNUUC (for long-term renters)
Add 10% to the first month's payment

Long-term Rental Discount **Less 10%**
(13 or more consecutive weeks)

Member Discount **Less 30%**
Not transferrable. The member discount does not apply for business, community organization, or other activities that are not purely *personal, social* events.

ALL RATES TO INCLUDE SETUP AND CLEANUP TIME WHERE APPLICABLE

ALL RATES ARE ROUNDED UP TO THE NEAREST WHOLE HOUR

BUILDING SECURITY PROCEDURES and CLEAN-UP
For all users of the building

Please follow the procedures set forth below EACH TIME that you use space at SNUUC. It is crucial to the safety of all users that the building be secured and cleaned-up when it is empty.

SECURITY

1. Before leaving your event, verify that ALL doors leading to the outdoors in the room you are using are locked & secured. Close & lock windows.
2. If you are the last person out of the building, please turn out all lights except the ones in the coat room. Please make sure any overhead fans and portable air filters are also turned off.
3. If the sanctuary lights are on: turn them off. All lights except back row sanctuary lights are controlled from the panel in the passage behind chancel. (Marked Rows 1 and 2) Please don't touch anything else on the panel. Turn off stained glass window light (on the wall behind the window). Turn off back row sanctuary lights from within the foyer – switch on east wall corner.

BUILDING CLEAN UP

- Please wipe down tables and put the tables and chairs back into their original arrangement
- For members using the space: Please take any dirty tablecloths or dishtowels home to wash and return.
- Please pick up all trash and anything left lying around
- Please take home any leftovers, especially milk products.
- Garbage and recyclables:
 - Empty all coffee grinds, small garbage cans in foyer and/or RE wing into the large can in kitchen and then place in outside dumpster.
 - Recyclables go in garbage can in the pantry area beside the kitchen.
- Vacuum the foyer carpet if necessary; the vacuum cleaner is in utility area between the kitchen and foyer.

APPLICATION FOR BUILDING USE

Note: Renter is responsible for the setup, breakdown, and clean up after all activities. Rental time is from setup thru closing.

Name: _____

Address: _____

Phone: cell _____ . home _____

E-mail: _____

Details:

Type of event: _____

Date(s) or Frequency: _____

Times needed (includes set-up/clean-up): _____

Number of participants: _____

Is there a charge or requested donation? If so, what is the amount? _____

Facilities requested:

All rooms are ground level and handicapped accessible. Our building also features handicapped accessible restrooms.

Sanctuary (holds 125, piano, podium, AV system): _____

Foyer (holds 25, large table present): _____

Large room in Brantley Wing (holds 25): _____

Small room in Brantley Wing (holds 10): _____

Kitchen (Please describe the extent of food to be served) _____

Furnishings needed: _____

(Please see the reverse side of this application.)

DESCRIPTION OF APPLICANT ORGANIZATION

On a separate sheet, please provide a narrative description of yourself (if an individual) or your organization in enough detail that we can understand the nature of it. Please include a description of your business practice and mission. Supporting materials in the form of links to websites or attachments are accepted, but should not replace this section. Please also indicate whether you are a 501 (c) 3 not-for-profit organization.

DESCRIPTION OF PROGRAM

On a separate sheet, please describe the activity or program to be held in the space.

INSURANCE and LIABILITY:

Please attach a copy of your certificate of liability insurance.

It is understood that each organization or group using the South Nassau Unitarian Universalist Congregation’s building agrees to pay for all damages resulting directly or indirectly from the conduct of any member or guest and that it will save harmless and indemnify the South Nassau Unitarian Universalist Congregation from any and all liabilities which may be imposed upon the Congregation for any injury to persons or property caused by the organization or group or any other person connected with the event.

It is understood that the South Nassau Unitarian Universalist Congregation assumes no responsibility whatever for any property placed in the building in connection with a meeting or program held on the premises.

SNUUC reserves the right to display on its property banners and other signs expressing SNUUC’s mission and values.

I/We have read and agree to abide by the Building Use Regulations, Security, and Clean-up Procedures and the Duties and Responsibilities set forth.

SIGNATURE OF AUTHORIZED PERSON:

DATE: _____