

WILDFLOWER UNITARIAN UNIVERSALIST CHURCH

BOARD OF TRUSTEES, CONGREGATIONAL, AND TEAM POLICIES

Approved by the Board of Trustees, September 14, 2016 with Additional Policies Approved or Revised During 2017-2020

BOARD AND GENERAL POLICIES

FUNCTION OF THE BOARD

Policy 1. The Board will lead the congregation in discerning and articulating the congregation's mission and vision of ministry.

Policy 2. The Board is ruled by the Bylaws, which are approved by the congregation. In case of conflict between this document and the Bylaws, the Bylaws control.

Policy 3. All policies of Wildflower Church will be approved by the Board of Trustees.

Policy 4. The Board will ensure the Church's Policies are available to members and friends of Wildflower Church.

Policy 5. Wildflower Church will promote the full participation of persons in all our activities and endeavors without regard to race, color, gender identity or expression, physical or mental challenge, affectional or sexual orientation, age, class, or national origin.

Policy 6. The Board of Trustees and the congregation have developed a covenant that affirms the church's highest values and describes the manner in which members and friends of the church promise to interact with each other. The Board will reexamine this Covenant, with the congregation, from time to time to determine if it should be changed.

Policy 7. All Board members will attend a Board orientation training session, to be conducted each year for that purpose, prior to new Board members taking office. Included in this training will be 501(c)(3) Internal Revenue Service requirements. The Board will ensure that the congregation is offered training on 501(c)(3) Internal Revenue Service requirements .

Policy 8. The Board, including the Minister, will develop annual goals to further implement the mission of the church through its ministries for each church year. Goals may span more than a single year. The Board may develop a process for periodic input from the congregation on goals for current and future ministries.

Policy 9. The Board and the Minister will annually conduct a joint evaluation of progress toward the goals.

Policy 10. The Board will make recommendations as to merit and cost-of-living raises for the Minister. The Board will refer to salary recommendations by the UUA in deciding such raises.

Policy 11. The Board will lead the congregation in developing a healthy relationship with clergy. Therefore, within the early months of a relationship with a Minister, a workshop will be held to develop an understanding of the appropriate roles and responsibilities of the Minister, lay leaders, and members, as well as to develop a covenant between members and Minister.

Policy 12. The Board should attempt to reach consensus on decisions and should be open to slowing down the decision-making process if doing so will result in better understanding and/or increased unity. When consensus cannot be reached and a Board member is opposed to a decision, that Board member should support the implementation of the decision publicly, but may state that they voted against it.

Board members should always vote their conscience, are permitted to change their minds upon receiving new information, and are encouraged to share their reasons for doing so, with the Board and/or with the congregation. (Approved by the Board 9/21/17)

Policy 13. The Board will make its meetings and decision-making processes as transparent as possible. Congregants are invited to attend all Board meetings unless, because of the sensitivity of an issue, the Board chooses to meet in executive session. The Board will hold public congregational forums to explore the annual budget and other significant issues to ensure that congregants are fully informed prior to voting. Periodically, the Board will hold “soft chair” meetings to facilitate dialogue around ideas, issues or opportunities or engage in reflection on past experience and our functioning as a church or Board beyond what can occur in our regularly scheduled meetings. These meetings held either at Wildflower or in a local site will be publicized in advance and open to the congregation. No decisions will be made at “soft chair” meetings. (Approved by the Board 3/22/18)

PUBLIC STATEMENTS

Policy 1. The Board must approve all public statements on behalf of the church made by someone other than the Minister, the President of the Board, or the President’s designee.

Policy 2. Without exception, no member of the congregation may use the church’s name or the name of any church entity when advocating for or against a political candidate or party.

Policy 3. Church members may meet with public officials to educate them about UU positions on social issues and proposed legislation as long as members follow the requirements governing a 501(c)(3) entity.

Policy 4. The Wildflower name and banners may be used at marches, festivals, and other such events in support of major issues in keeping with the congregation’s values and mission. (Revisions Approved by the Board 3/22/18)

Policy 5. Non-member candidates currently running for an elected office may not be a featured speaker at an event on Church premises, nor may they speak from the pulpit. They may begin to attend Wildflower and speak to congregants individually, but cannot be invited as a speaker to a public event. These limitations do not apply to those who hold elected office but are not actively campaigning. Members, staff, and ministers who begin a campaign for office may maintain current leadership positions (including as a board member or lay worship leader), but may not be the featured speaker at an event and may not reference their campaign or the election from the pulpit. (Approved by the Board 4/19/18; amended 6/28/18)

LIMITED LOBBYING

Policy 1. Any limited lobbying on behalf of or naming Wildflower Church must be approved by the Board and must follow requirements governing a 501(c)(3) entity.

VOTING MEMBERSHIP

Policy 1. The voting membership list will be reviewed at least annually after the stewardship campaign. Anyone who has not made a pledge and a contribution of record in the previous 12 months and has not actively participated in the work of the church will be contacted to see if they wish to remain on the voting membership rolls. Those who do not respond in the affirmative will be removed from voting membership.

DISRUPTIVE BEHAVIOR

Policy 1. The Board of Trustees will manage disruptive/offensive behavior and have the power to terminate membership if no other resolution can be found. Disruptive/offensive behavior is defined as behavior that fails to honor the church Covenant regarding appropriate behavior.

Policy 2. If behavior demands an immediate response, it will be undertaken by the Minister, if available; in the absence of a Minister, a member of the Board; in the absence of a member of the Board, the leader of the church activity during which the disruptive behavior is taking place. An immediate response may include asking the offending person or persons to leave; suspending the meeting or activity until such time as it can be safely and productively resumed; or calling 911 for assistance.

Policy 3. The Minister and members of the Board will be notified within 24 hours of any course of action undertaken as a result of Policy 2 above.

Policy 4. Situations not requiring immediate response will be referred to the Beloved Community Relations Team. (Revision Approved by the Board 3/22/18)

MULTICULTURAL PLANNING

When planning or publicizing any Wildflower service or event that includes multicultural rituals, readings, music, video or symbols, due diligence should be taken to ensure offerings honor cultural significance and history. Wherever possible leadership should be by those who are a part of the culture. [Refer to multicultural planning guide for events and services for further guidance on how to facilitate this policy] (Approved by the Board 6/28/18)

BELOVED COMMUNITY RELATIONS

Policy 1. Background for Establishing a Beloved Community Relations Policy
Conflicts arise naturally simply because we are different from one another. As Unitarian Universalists, we honor and celebrate differences but often struggle with how to manage them. Effectively managed conflict has many positive results. When people can disagree with each other and lobby for different ideas, our church is healthier. Disagreements often result in a more thorough study of options and better decisions and direction.

It is the assumption of this policy and related process that most conflicts can and will be resolved by efforts on the part of individuals and groups at Wildflower to live up to the Wildflower Church (WFC) Covenant for Beloved Community and Unitarian Universalist (UU) Principles. It is expected that all congregants will use the Wildflower Covenant for Beloved Community and UU Principles to inform their own actions and will treat everyone with compassion, respect and dignity.

Policy 2. Purpose

The purpose of the Wildflower Church (WFC) Beloved Community Relations Policy and related process is to guide our church community towards a healthy approach to the management, resolution and transformation of conflict. In the spirit of the WFC Covenant for Beloved Community and Unitarian Universalist Principles, this policy and process seeks to:

- Foster and maintain harmonious relations within the Congregation
- Mitigate conflict through education, facilitation and training for the Congregation and its leaders
- Establish a congregational process and structure for resolving conflicts

Policy 3. Guidelines

The guidelines that support this policy and related process are:

A. Parties finding themselves in conflict should:

- Take responsibility upon themselves to resolve the conflict
- Use the conflict to mend relationships and provide healing
- Use conflict as an opportunity for spiritual growth

B. Persons asked to assist in resolving conflicts should:

- Respect and offer compassion to all of the parties
- Listen with an open mind
- Approach the matters raised with impartiality
- Explore the facts with care
- Recuse themselves from matters in which they have an interest
- Utilize best practices in dealing with the parties and their issues
- Balance strict confidentiality and transparency with the safety of the parties in conflict and the Congregation
- Refer individuals to pastoral care, counseling or other services, as needed

Policy 4. Scope

The scope of this policy and related process includes interactions of congregants with other congregants, groups, ministers, and/or staff and group-to-group conflicts.

The scope does not cover conflicts between staff, between ministers, and between ministers and staff, as these are covered in the WFC Personnel Policy. This policy and related process does not cover complaints regarding matters of church policy or other authorities given to the Board of Trustees. Such complaints may be addressed to the Board of Trustees. If a conflict arises that the Beloved Community Relations Team considers beyond its purposes, scope or skill level, it may refer the matter to the Executive Team or Board of Trustees.

Policy 5. Organizational Structure

The Beloved Community Relations Team (BCRT), which is appointed by the Board of Trustees is responsible for implementing the Beloved Community Relations Policy and related processes and will recruit and oversee the volunteer facilitators and coaches which will assist it in carrying out its mandate. (Approved by the Board 7/20/17)

ACCESSIBILITY AND NON-DISCRIMINATION

Policy 1. To the extent possible, Wildflower will provide special needs accommodations for those who request them.

Policy 2. When selecting locations and facilities for Wildflower services and activities, the Board will consider accessibility and safety as important criteria.

Policy 3. To the extent possible in our status as lessees, procedures will be put in place to ensure the facility meets or exceeds local, state, and federal safety requirements.

Policy 4. Wildflower Church will promote the full participation of people in all our activities and endeavors without regard to race, color, gender identity or expression, physical or mental challenge, affectional or sexual orientation, age, class, or national origin.

ENVIRONMENTAL CONCERNS

Policy 1. Wildflower Church will attempt to provide an indoor environment that is supportive to the well-being of our congregants and those with environmental sensitivities.

Policy 2. Wildflower church will aspire to create a minimal footprint on the environment by conforming to procedures that support this goal. We encourage that guidelines for these areas of concern be issued on a regular basis. (Revisions Approved by the Board 3/22/18)

PETITIONING OUTSIDE SANCTUARY

Policy 1. In order to remain congruent with the atmosphere created during our wonderful worship services and also to avoid congestion in the area outside of the sanctuary doors, petitions and other forms of soliciting after services should not occur outside the sanctuary doors. Instead, they should occur in the community room or the area outside and in front of the community room. {Approved by the Board 5/10/17}

EMERGENCY CLOSURE

In the event of an emergency, the minister has the authority to cancel a worship service. In the minister's absence or unavailability, the chair of the worship team may cancel a worship service.

Cancellations should be publicized in three ways:

1. An email to the "weekly news" publication list
2. A Facebook notification
3. An email to secretary@wildflowerchurch.org, who is responsible for posting the announcement on the homepage of the website; the secretary must also remove the announcement 48 hours later
4. To the extent that it is safe, the worship chair will arrange to have a sign placed on the sanctuary door.

[Approved 11/16/17]

SAFETY AND SECURITY

Policy 1. Wildflower Church will follow its Child and Youth Safe Congregation Policy included in the addendum to this policy.

Policy 2. At least two adults will be present at any church activity which includes minors.

Policy 3. Suspected abuse or assault which occurs during a church activity or in church facilities will be reported to appropriate law enforcement authorities.

Policy 4. A first aid kit will be available in the church facility at all times.

Policy 5. No pets will be allowed inside church facilities except for service animals.

DOCUMENT SECURITY

Policy 1. Documents relating to financial, personnel (including both paid and volunteer workers and the background checks of these workers), and financial contributions by members will be kept in a manner befitting their confidential nature.

FINANCIAL PRACTICES

Policy 1. The Board of Trustees may authorize cumulative unbudgeted expenses or budget overruns in a budget year of up to \$10,000.00 without congregational approval.

Policy 2. Board minutes and Financial Reports will be readily available to the congregation.

Policy 3. Wildflower Church will invest in socially responsible funds whenever possible.

Policy 4. The church will manage its assets to gain a reasonable monetary return.

Policy 5. The Board will review and approve all fundraising projects for the church, taking into account state laws regarding the tax implications of fundraisers.

Policy 6. Wage-related items will always be first priority payment items and are to be paid in a timely manner.

Policy 7. Acceptance of a non-cash gift will be provisional until the Board has determined to accept it on behalf of Wildflower Church. Financial gifts may be pre-approved for acceptance by the Board as soon as all documentary requirements for conversion to cash have been met, as determined by the Board Treasurer.

Policy 8. With the exception of those non-cash gifts, which the Board decides to accept for the use of Wildflower Church, all non-cash gifts will be converted to cash. This includes donations of appreciated stocks and/or bonds.

Policy 9. Financial and business records for the church will be maintained as recommended by the American Institute of Certified Public Accountants. These recommendations will be reviewed by the Finance Team in January each year to ensure that Wildflower is following the most current recommendations.

EMERGENCY OPERATING RESERVE FUND (summary)

The purpose of the fund is to provide emergency funding to cover operating expenses when available cash is inadequate to cover such expenses. The fund will be maintained in an account linked to our checking account and will provide overdraft protection to the congregation.

This fund will be kept at a level equal to three months' average yearly operating expenses for our congregation. This amount will be calculated at the end of October each year and a determination will

be made about the amount of money that needs to be added to the fund to achieve this total. This amount will be included in the following year's budget.

The annual review by the Internal Audit Team will determine the adequacy of the Emergency Operating Reserve amount and will recommend any changes as deemed necessary.

Cash to replenish the fund may come from members' contributions, funds remaining in the budget at the end of a year, and other sources designated by the Board of Trustees.

The fund may be used to meet emergency and/or unexpected expenses. One such situation might be an inability to meet the entire payroll. Authorization of the use of this fund is governed by Policy 1 under Financial Practices.

Once the need for the funds is identified, the Finance Committee will make a recommendation to the Board about providing the funds and how to stabilize the financial situation. The Board will then evaluate the situation and approve action based on their evaluation. Congregational approval may be needed to comply with the Board Financial Policy quoted above.

This policy will be reviewed every three years by the Finance Committee or sooner if conditions warrant. (Approved by the Board 11/1/18)

CAPITAL TRANSFER OPERATING RESERVE FUND (summary)

The purpose of the Capital Transfer Operating Reserve Fund (CTORF) is to fund new or continuing programs not covered by the annual budget, and to meet commitments, obligations or other contingencies not met by the Emergency Operating Reserve Fund.

The CTORF was established to hold original "Capital Designated Funds" as a transfer account to serve either the Operating Fund on approved uses, or to replenish the Emergency Operating Reserve Fund on an approved basis.

The CTORF goal will be to provide funding of programs consistent with the congregation's Strategic Plan and Operating Costs for which the current budget provides no or inadequate funding.

Additional funding for the CTORF may come from any sources the Board of Trustees may deem to be appropriate.

The CTORF may be used to meet unfunded and emerging needs, and funds to replenish the Emergency Operating Reserve Fund. Authorization of the use of this fund is governed by Policy 1 under Financial Practices.

A procedure and form for application and justification of a funding request can be obtained from the finance team.

Once the need for the funds is identified, the Finance Committee will make a recommendation to the Board about providing the funds. The Board will then evaluate the Funding Request and approve action based on their evaluation. Congregational approval may be needed to comply with the Board Financial Policy quoted above. (Approved by the Board 11/1/18)

FACILITIES USE

All uses of the space on the Faith Presbyterian Church (FPC) campus that is reserved for Wildflower's use (the "Leased Premises") must be consistent with the terms of our space sharing agreement (see below), FPC's other facility use policies, and Wildflower's mission, **values**, and tax-exempt status. Determinations of whether a proposed use meets those conditions will be made by the Facilities & Safety Team. The Wildflower Board of Trustees has final authority to approve or disapprove the use of Wildflower Facilities.

All persons or groups other than members or staff of WFC requesting use of the Leased Premises must be approved based on compliance with the above criteria. A list of approved individuals and groups will be maintained. All events held by anyone other than members or staff of WFC must be sponsored by a voting member of the congregation who will ensure that a voting member is in attendance or on the campus throughout the event.

Appropriate space is available on a first-come basis, and reservations will be honored except in the event of a church emergency. When a request is made for space already committed, we may, but are not obligated to, try to find an accommodation for both events by suggesting alternate days, times, and/or spaces to the new requester, or by obtaining consent of the spaceholder to a change. We may relocate groups from the Wildflower Community Room to a Classroom, if it can comfortably accommodate their event, to allow both requests to be granted. (Approved by Board of Trustees 3/15/20)

RELEVANT SPACE SHARING AGREEMENT PARAGRAPHS:

"B. Facility Usage

2. WUUC may not sublet the Leased Premises or allow the use of the Leased Premises to be used for profit. The Leased Premises may not be used for overnight occupation without the permission of FPC.
3. The leadership of WUUC will be given keys and security system codes, *if any*, to access the Leased Premises. *Keys, codes and security systems, if any, may change from time to time at FPC's discretion upon adequate notice to WUUC.* WUUC is responsible for sharing such keys and codes discreetly among its staff and members with a need to know, and for securing the Leased Premises after their use, and will report to FPC any security issues that arise while WUUC is utilizing the Leased Premises. (Revision Approved by the Board 3/22/18)

RELATIONSHIPS WITH OUTSIDE ORGANIZATIONS

Policy 1. Wildflower Church may assist and support other organizations – through coordination, second offerings, sharing of resources, and more - - if they are service or policy-oriented rather than political, and if the services or policies they promote are in line with our values, mission and strategic goals. (Approved by the Board 9/21/17)

PERSONNEL

Policy 1. The Board will appoint three members of the Congregation to serve as a Personnel Team which answers directly to the Board.

Policy 2. Wildflower Church will not hire or contract with Wildflower Church members. This policy pertains to all people hired or contracted with after March 29, 2007.

Policy 3. Wildflower Church will hire qualified personnel without regard to race, color, gender identity or expression, physical or mental challenge, affectional or sexual orientation, age, class, or national origin.

Policy 4. Personnel files will be confidential and stored in a secure location. Confidentiality does not mean that the Board or legal authorities will not have access to information as needed to perform appropriate oversight.

Policy 5. Wildflower Church will pay all support staff at least a living wage, as determined by an appropriate Austin agency.

Policy 6. Wildflower Church will obtain a criminal background check on all potential employees prior to employment. Wildflower Church will also conduct other screening of potential employees as appropriate.

If a disqualifying offense is revealed in a candidate's background check, the candidate may appeal the "unfavorable" result to the Personnel Committee. Factors considered by the Personnel Committee to determine disqualification include the nature and severity of the offense, the length of time since the offense occurred, the likelihood of rehabilitation and other factors that the Personnel Committee may deem appropriate under the circumstances. If the "unfavorable" result is due to false information or mistaken identity, the candidate is directed to the source of the information to have the error corrected. Unless the "unfavorable" status is overturned by the Personnel Committee, the applicant is not eligible to participate in programs with children or youth. (Refer to the Child and Youth Safe Congregation Policy for further details and information.)

Policy 7. Concerns that the church is not following its own personnel policies will be referred to the Personnel Committee for action. The Personnel Committee will notify the Board immediately and recommend action if violations are contrary to law. The Board will act to rectify the situation.

Policy 8. Annual Evaluations will be written by staff supervisors and submitted to the Board and the Personnel Committee for review.

Policy 9. Merit and cost of living raises will be proposed by supervisors to those making up the annual budget.

Policy 10. Complaints of ethical misconduct of the Minister will be reported directly to the Board.

Policy 11. Complaints of criminal misconduct of the Minister will be reported to law enforcement and the Board.

Policy 12. Complaints not involving ethical or criminal misconduct will be referred to a supervisor, or, in the case of the Minister, to the Board. (Deletion of policies approved by the Board 3/22/18)

MINISTER

Policy 1. Every Minister hired or called by Wildflower Church will be required to abide by ethical standards as set forward in the UUMA Professional Code of Conduct and to refrain from violations of applicable criminal codes.

Policy 2. A Minister believed to be in serious violation of legal or ethical codes may immediately be suspended with pay from his or her duties by the Board pending further investigation. A hired Minister's contract will be terminated if the Board finds the Minister to be in violation of ethical standards. In the case of a Minister called by the congregation whom the Board finds to be in violation of such standards, the Board will immediately call a congregational meeting to recommend termination. The UUA District staff will also be notified immediately and appropriate charges, if any, will be filed by the church.

Policy 3. These policies, as well as employment requirements stated in the Bylaws, will be written into contracts or letters of agreement with all clergy.

POLICIES THAT APPLY TO ALL TEAMS

TEAM ACTION PLANS

Policy 1. Each team will develop an annual action plan that supports the church's Vision and Missions.

Policy 2. Each team is responsible for implementing its action plan and reporting its progress during committee-wide meetings.

Policy 3. Each team will provide a report to the Board twice yearly at the Board meeting in the month before the semi-annual congregational meetings.

TEAM BUDGET AND EXPENDITURES

Policy 1. Each team will develop and submit an annual budget request necessary to implement its Action Plan.

Policy 2. With a majority vote of approval by Team members, Wildflower Church Team chairpersons may spend program-specific budgeted funds for the benefit of the church in an amount not to exceed that allocated in the approved church budget for the current fiscal year.

Policy 3. No amount exceeding a team's total budgeted amount may be spent without prior approval from the Board

TEAM CHAIRPERSON

Policy 1. The Board will appoint chairpersons or co-chairs of all teams except the chairs of the Nominating Committee and the Endowment Committee which are determined by the Bylaws.

Policy 2. No team chairperson or co-chair may serve more than three (3) consecutive full one-year terms.

Policy 3. A team may choose to operate on the model of shared leadership as long as someone is identified as the point-person for communication to the team. (Changes and Additions Approved by the Board 3/22/18)

TEAM MEMBERS

Policy 1. Team members are encouraged to serve for six months and may serve longer if so desired.

TEAM COUNCIL

Policy 1. The Board will convene a quarterly meeting of a collaborative body called the “team council”. Members of this council are team chairs or co-chairs or their designee. It is helpful to have all teams represented at these meetings to exchange information, generate ideas to address issues, and plan together to help Wildflower live its mission and move toward its vision and strategic goals. (Approved by the Board 3/22/18)

SPECIFIC TEAM POLICIES

TEAM FOR ANTI-RACISM, ANTI-OPPRESSION AND MULTICULTURALISM

Policy 1. The Team for Anti-Racism, Anti-Oppression, and Multiculturalism (TARAOM) advises, collaborates with, and assists Wildflower Church and its Board of Trustees in developing strategies, programs, and best practices to achieve Wildflower’s mission, vision, and goals for anti-racism, anti-oppression, and multiculturalism.

Specifically it:

- a. Creates, recommends, and/or reviews resources, programs, and group experiences to address racism and other oppressions and enhance and celebrate multiculturalism within Wildflower Church;
- b. Collaborates with other Wildflower teams/Board of Trustees to support initiatives to identify and impact on the institutional racism embedded in our structures and practices;
- c. Enhances Wildflower’s relationship with People of the Global Majority and ally organizations in our community to create webs of interconnection in this work. (Approved by the Board 10/18/18)

BELOVED COMMUNITY RELATIONS TEAM

Policy 1. The Beloved Community Relations Team (BCRT) is composed of three members of the Congregation. The Board of Trustees will communicate to the Congregation the names of those appointed to the BCRT. BCRT members will elect a chair annually. BCRT members should each be members of the congregation who:

- a. Have been a member for three years or more
- b. Are respected by the membership
- c. Have served in leadership positions
- d. Have exhibited good listening skills
- e. Have demonstrated the ability to remain neutral in disputes
- f. Have experience with best practices in conflict resolution or is willing to learn
- g. Have demonstrated a willingness to serve the entire congregation

Policy 2. BCRT members will serve staggered terms of three (3) years with the possibility of renewing for one additional term. Terms start at the beginning of the calendar year. Vacancies that occur during a calendar year will be filled by appointment by the Board of Trustees. The Board will consult with the sitting members of the BCRT in appointing new members.

Policy 3. Responsibilities of the BCRT:

- a. The BCRT oversees the beloved community relations process outlined in the WFC Beloved Community Relations Process (in WFC procedure manual). It receives requests for assistance, determines what assistance and resources are needed, if any, and makes them available.
- b. The BCRT oversees communication to the Congregation regarding the conflict resolution process and policy. The BCRT also oversees education and training in conflict resolution for the Congregation and its leaders.
- c. The BCRT recruits the volunteer facilitators and coaches which assist in carrying out the policy and process.
- d. In the event that the first two levels of conflict resolution process outlined in WFC Beloved Community Relations Process are unsuccessful, the BCRT is empowered to make recommendations for resolution, consistent with the WFC Bylaws and Policy Governance. It is also empowered to refer any conflicts for which a resolution cannot be reached to the Board of Trustees for disposition.
- e. The BCRT may also be called upon to facilitate different perspectives and varying viewpoints within the congregation. In doing so, the BCRT will work to ensure that all voices are heard and that the best practices of conflict resolution are applied. The BCRT will encourage the framing of these kinds of conflicts as opportunities for healing and building community.

(Approved by Board 7/20/17)

COMMUNICATION TEAM

Policy 1. The Communication Team will guide and enable communication between and among Board members, teams, members and friends, prospective members, staff, and the larger community.

Policy 2. The Communication Team will assist and support the Administrative Assistant and other staff as requested. (Changes Approved by the Board 3/22/18)

FACILITIES AND SAFETY TEAM

Policy 1. The Facilities and Safety Team, working with the Board and in conjunction with Faith Presbyterian Church, will ensure church facilities are safe, accessible, and free from health hazards.

Policy 2. The Facilities and Safety Team, assures that our “leased premises” are used in ways that are appropriate, meet the criteria outlined in our shared agreement, and adhere to the Facilities Use policy.

(Revisions approved by the Board 3/22/18)

FELLOWSHIP TEAM

Policy 1: The Fellowship Team will plan, schedule, organize, and develop a variety of fun and social activities to promote fellowship among members and friends of the Wildflower congregation.

Policy 2: The Fellowship Team will work with the Communication Team to promote events.

FINANCE TEAM

Policy 1. The Finance Team will develop, manage, and monitor financial systems that ensure the financial health of Wildflower Church.

Policy 2. The Finance Team will advise the Board regarding financial management and reporting policies, advise the Board on investing the church's non-endowment financial affairs wisely, and assist the Treasurer in accomplishing his/her duties.

Policy 3. The Finance Team will monitor all church finances and financial policies.

Policy 4. The Finance Team will establish an orderly and consistent procedure for the acceptance and processing of non-cash gifts to Wildflower Church.

Policy 5. Acceptance of a non-cash gift will be provisional until the Board has determined to accept it on behalf of Wildflower Church.

Policy 6. The Finance Team will sponsor and implement planned giving programs and define processes and technology to provide options and support for giving.

Policy 7. Expenditures from deposited funds will be made by checks, credit cards, or other instruments, with such signature authority as the Board of Trustees determines from time to time.

Policy 8. Financial records will be maintained in electronic form where practicable in a secure location accessible by password to designated persons on a need-to-know basis. They may also be maintained in hard copy that is kept in locked, fire retardant storage accessible to designated persons on a need-to-know basis. A schedule for records retention may be found in Finance Team procedures.

HOSPITALITY TEAM

Policy 1. The Hospitality Team is responsible for overseeing and staffing church events at which refreshments are served.

INTEGRATION TEAM

Policy 1. The Integration Team will work to integrate new and existing members, as well as regular attendees who are not members, into the Wildflower community. (Approved by the Board 3/22/18)

RELIGIOUS EDUCATION

Policy 1. The Director of Religious Education (DRE) and Minister are responsible for ensuring that children and youth religious education (C/YRE) and adult religious education (ARE) programs reflect Wildflower's Mission, Values, Vision and Goals and nourish and support each participant's spiritual

growth are planned, coordinated, implemented and evaluated. The C/YRE Team supports these programming activities for children and youth and the ARE team for adults.

Policy 2. If there is no DRE, the C/YRE and ARE teams, with guidance from the Minister, will carry out the responsibilities for Religious Education described in this policy.

Policy 3. The Director of Religious Education (or C/YRE Team if there is no DRE) will ensure that everyone who works with children, both paid and volunteer, member and non-member, signs release forms for a background check through a professional service approved by the Board of Trustees with the church paying the costs of all background checks. [See Child and Youth Safe Congregation Policy for more information regarding background checks.]

Policy 4. The Director of Religious Education (or C/YRE Team if there is no DRE) will oversee adherence to the Wildflower Child and Youth Safe Congregation Policy to protect the safety of children and youth. (Revisions Approved by the Board 3/22/18)

MEMBERSHIP TEAM

Policy 1. The membership team will support visitors in continuing to connect with WFC and choosing to become members and/or financial supporters of the church.

Policy 2. The Membership Team will welcome visitors NEW: and follow-up with them to encourage their continued engagement with WFC.

Policy 3. The Membership Team will educate visitors about Wildflower's vision, mission and programs and about the expectations and privileges of membership (e.g., orientation sessions and literature) and hold new member ceremonies to transition visitors to members. (Revisions Approved by the Board 3/22/18)

PASTORAL CARE TEAM

Policy 1. The Pastoral Care team will provide supportive services to members of Wildflower Church as needed.

Policy 2. The Pastoral Care Team will inform members in multiple ways about services provided by the team.

Policy 3. The Pastoral Care Team will recruit and train member volunteers willing to provide services to members and friends of the church who need them.

Policy 4. The Pastoral Care Team will provide workshops and support groups for members and the community as interests and needs are identified.

PERSONNEL TEAM

Policy 1. The composition of the Personnel Team shall be governed by the bylaws.

Policy 2. The Personnel Team will meet in closed session when discussing or acting on personnel issues.

Policy 3. The Personnel Team will annually review and recommend revisions to the Employee Guidelines and Policies manual for approval by the Board of Trustees.

Policy 4. The Personnel Team will work with the employee's supervisor in developing and reviewing job descriptions for staff as directed by the Board.

Policy 5. The Personnel Team will review salary and benefits for all employees from time to time to monitor that they are in accord with responsible practices. (Revisions Approved by the Board 3/22/18)

SOCIAL ACTION COMMITTEE

Policy 1. the Social Action Committee oversees the Justice Team, the Climate Action Team, and the Austin Interfaith Team.

Policy 2. The Social Action Committee will educate congregants and the public about major social and environmental justice issues and engage them in activities to support a focused justice agenda.

Policy 3. All Statements of Conscience will be approved first by the Social Action Committee, then by the Board, and then by the congregation. In order to become effective, the Statement of Conscience must be approved by 90% of the voting members present and voting or voting by proxy at a regular or called congregational meeting.

Policy 4. In conjunction with the Minister, the Social Action Committee will determine the recipient (following approved written eligibility criteria), frequency and timing of supplementary offerings. (Revisions Approved by the Board 3/22/18)

STEWARDSHIP TEAM

Policy 1. The Stewardship Team will foster congregational awareness of the importance of personal service to and financial support of our religious community so it can realize its vision and mission while living out its values.

Policy 2. The Stewardship Team will assess the congregation's giving potential as it relates to the needed church operating budget/expenses and conduct a year-long stewardship initiative. (Revision Approved by the Board 3/22/18)

Policy 3. The Stewardship Team will respect confidentiality as reasonable.

WORSHIP TEAM

Policy 1. The Worship Team will support Wildflower's Minister and Music Director to produce meaningful Sunday services.

Policy 2. In the absence of Wildflower's Minister/Ministerial intern, the Worship Team will coordinate Sunday worship services including recruiting speakers and lay worship leaders, coordinating music with the Music Director, preparing the Order of Service, and arranging for payment of guest speakers and guest performers.