

First Parish in Brookline Policy Handbook

Table of Contents

1. Facilities Usage Policy	2
2. Comprehensive Religious Exploration Policy	4
3. Comprehensive Alcohol Policy	7
4. Disruptive Behavior and Conflict Policy	9
5. Communication and Publicity Policy	14
6. Deacon Policy	15
7. Ministerial Search Committee	16
8. Hiring of Members Policy	18
9. Document Retention Policy	19

The policies in this handbook were drafted by the Parish Committee or under its supervision and were first circulated in draft form for congregational review and consultation in 2013-14, including presentation at a congregational open meeting on April 27, 2014. The policies were then voted by the Parish Committee, which bears responsibility for revision and maintenance as needed. The date of adoption of each section is noted at the beginning of that section. Suggestions for revision or addition may be submitted to the Parish Committee.

SEPARATE SECTION:

Personnel Policy adopted by Parish Committee April 2018.
Health Insurance Modified 1/1/10
Retirement Benefits Modified 7/1/14

FACILITIES USAGE POLICY

Objective: So as to provide space for meetings and programs compatible with the ministry and purpose of this church and the wider Unitarian Universalist movement, the First Parish in Brookline, institutes this policy to govern the use of our building facilities, our priorities for its use, and the process for use by members and community groups.

Connection to Unitarian Universalist Values: We as Unitarian Universalists are committed to embodying our values in the world. We value the use of our congregational democratic process to decide how our space is used, under the guidance of our principles and living tradition.

Terms:

- *Church Programs*-activities and events that are officially sanctioned by the ministry staff or church committees
- *Church members*- active members of the Church
- *Ceremonies* - Rites of Passage administered by First Parish Clergy or of First Parish members

All usage of facilities will consider the impact of the facilities needed and effect on other church functions. To facilitate this, the following priorities will be used to determine facilities use:

Priorities

1. Church Programs (Worship, Education, Committee Activities, and Church Fellowship)
2. Ceremonies for church members
3. Ceremonies for non-church members
4. Modest private functions for members (less than 100 attendees)
5. Non-profit groups and community groups whose goals are consistent with Unitarian Universalist principles.
6. Commercial for-profit groups whose goals are consistent with Unitarian Universalist principles.

The Facilities Usage Fee Grid determines fees for rental.

Conditions for Use of Facilities

- A security deposit of \$100 is required at the time of reservation and is refundable if the facilities are left in the same condition of cleanliness and configuration as they were found. Users are responsible for any additional costs e.g. from damage or cleanup, arising from their activities.
- When a church custodian is required, payment at \$25 per hour is payable directly to the custodian at the end of the event.
- All rentals by outside groups require authorization and oversight by First Parish in Brookline staff or church designate who may or may not be physically present in the building.
- If alcohol is present the event must follow the Comprehensive Alcohol Policy.

Key Access

All members of First Parish in Brookline are entitled to a key to First Parish. Anyone requesting a key for access to the building when it is not open is required to sign a Key Access Agreement (see Policy Manual procedures) prior to being given a key.

Administration of Policy

All events require booking of rooms through the procedures set out by the Church Administrator.

The Church Administrator will maintain a calendar of church activities. This will be used to judge the availability to community groups.

An event will be considered on the calendar when all agreements are signed (including the "Condition of Use" document) and all fees are paid.

The Church Administrator will be responsible for communication with members and community groups wishing to use church facilities, with appropriate church staff, and with the Parish Committee.

The Church Administrator need only consult with the Parish Committee regarding rentals that are considered out of the ordinary and may determine the fee structure for rentals in consultation with the ministry team and the Parish Committee when needed.

The Church Administrator will provide a yearly update on the rentals in the church to the Parish Committee.

Event Conflict Policy

Notwithstanding the priority, once an event has been scheduled, it is "on the calendar" and will not be canceled by the church to accommodate a program with a higher priority. If a scheduling conflict inadvertently occurs, the Church Administrator should notify both groups promptly and involve both parties in efforts of collaboration so that, if at all possible, both groups can be accommodated.

Adopted by Parish Committee on June 2, 2014

COMPREHENSIVE RELIGIOUS EXPLORATION POLICY

Scope of Policy: This policy covers only official programs of the Religious Exploration program. The Religious Exploration team is responsible for all participants who are attending official religious education programs while parents are responsible for their children when they are not attending their registered class.

Terms:

- Supervisor: A designated First Parish in Brookline adult (over 18 years of age)
- Participants: A member of the Religious Exploration program

Adult Supervision and Safety:

Adult supervision is an opportunity for mentorship, modeling and building intergenerational relationship. To insure adequate and safe supervision, Table I indicates the minimum ratio of adults to participants that will be maintained at all times in the classroom environment.

Table I		
Age Group	Adults	Participants
Nursery	1	3
Preschool	1	5
Elementary	1	7
Middle School	1	8
High School	1	10

In addition to ratios, Adult Supervisors must meet and respect the following conditions:

1. Supervisors should never be alone with a participant one on one. The only exception is when they are in an 'observable space' - a space that can be easily seen by others, for example the lounge area of a room when the doors are open.
2. Supervisors should have a Criminal Offender Record Information (CORI) check, with a copy kept on record by the church. If a Supervisor does not have a CORI they must always be paired with a supervisor who does.
3. Supervisors should be over the age of 25. If a supervisor is not over the age of 25 they are to be paired with another supervisor over the age of 25.
4. During overnights at the church all supervisors must have a CORI on record.
5. All Our Whole Lives classes must have two CORI checked supervisors at all times.

The church completes a CORI check in order to gain information about a person's interactions with the legal system. If an individual's CORI check contains interactions with the legal system it is up to the Minister to decide about that person's involvement in the religious education programming. The Minister will consider the applicability and impact of the information obtained for the role they are seeking to fulfill in the Religious Exploration program in determining if they will be allowed to participate.

Participant Conduct Requirements:

Participants can only register in a Religious Exploration program aimed at their target age group; only the Director of Religious Exploration permits exceptions.

To insure the safety of all participants in our whole church community, the following are considered intolerable and are strictly forbidden while on the Church premises:

Possession of any of the following:

- weapons of any kind
- materials for producing fire
- illegal drugs
- inappropriate materials for age, including cigarettes and sexually explicit materials not used as part of approved curriculum
- playing with matches, or fire, unless lighting a chalice in a group with permission from leader or teacher

Intolerable behavior includes the following:

- violent behavior towards oneself or others
- inappropriate sexual behavior
- threats or threatening behavior
- leaving supervised areas (classrooms, playground, church buildings, and patios) without approval from teacher or parent
- destruction of personal or church property
- physically aggressive play, without the permission of teacher or church

Healing from Breaches of Standards

The process of healing from breaching of behavior standards for all ages is outlined in the Congregations '*Conflict and Disruptive Behavior Policy*'.

Communication Policy

Communicating with participants and their guardians is essential for a vibrant program. The aim of this policy is to balance the need for effective communication with the responsibility of the church to keep guardians informed and maintain accountability for safe communication.

All church communication from staff must come through officially designated channels. Personal email addresses or Facebook accounts should never be used to communicate with any participants.

All church communication with participants below the age to participate in the Challenge Class will always be copied to the participant's guardian including: emails, letters, text messages, and Facebook messages or posts, among others.

All church communication, including from volunteers and Challenge Class mentors, with participants in the Challenge Class and those aged above is not mandated to be copied to the participant's guardian. All communication will follow the Communication Values and Guideline statement as listed below:

General Values and Guidelines

- Keep all communication related to the church program you are involved in.
- The best use of electronic communication is to facilitate face to face meeting.
- Volunteers should take great care over the language used to reduce misinterpretation.
- Limit the time of communication to between 8am and 8pm.
- Consider carefully and consult with a staff member before responding to any request to connect on social media with a youth. It is inadvisable to initiate a request with a youth on social media.
- All communication should be kept confidential unless it contains disclosure of harm including: self-harm, harm to another, or harm done to a youth.

Challenge Class Mentors

Must be a member of First Parish in Brookline to fill role of mentor.

However, in unique circumstances, a mentor can be a member of another Unitarian Universalist congregation if required. Unique circumstance might include a student with special needs who would require a mentor with particular skills not available in this congregation, or a child who has left the area but wanted to “graduate” with their class and could accomplish this by working with a mentor from another congregation.

All mentors must have a valid CORI check.

Driving and Transportation Policy

All transportation for special events sponsored by the First Parish in Brookline for children and youth shall be provided/supervised by adults associated with the Parish. Special events shall include field trips, youth conferences and evening/overnight events held at the Parish building. A driver must meet the following criteria to be allowed to provide transportation:

1. All adult drivers must have a valid drivers license.
2. Vehicles used must be currently licensed and have current inspection stickers.
3. There must be a functional seat belt available for each occupant. In the case of younger children, child car seats must be used.
4. If the driver does not have a CORI on record with the church they must not be the only adult supervisor in the car. Additionally they cannot be related to the other adult.
5. If the driver has a CORI on record with the church, they can transport more than one participant.
6. No driver, regardless of circumstances, is allowed to transport a participant to an event by themselves.
7. A driver under the age of 25, who meets the above conditions, must have the written permission from all legal guardians of those they are transporting.

This policy does not apply to regular Sunday meetings at First Parish these are not considered to be special events.

Photo Policy

No picture, or video, of a First Parish in Brookline Religious Education program or participant may be published in any newspaper, newsletter, brochure, or on the church web site, without written permission of the child’s guardian/s if taken in a non-public space. Worship services are assumed to be public.

First Parish in Brookline Religious Education students must not be individually identified in any photo displayed within the church without written permission of their parent/s. Identification is allowed without consent when sent in a private communication such as an email.

Adopted by Parish Committee on June 2, 2014

COMPREHENSIVE ALCOHOL POLICY

Objective: Outline and regulate the use and storage of alcohol at First Parish in Brookline and set out guiding principles for the role alcohol inhabits in community life.

Connection to Unitarian Universalist Values: As First Parish in Brookline is a diverse and multi-generational community, the use of alcohol should be regulated. While many enjoy the consumption of alcohol, many, including those who are underage or those in recovery do not partake. It is therefore important to balance the use of alcohol within the church community to recognize the dignity and inherent worth of all members.

Terms: Church sponsored: An event that has official sanction from a body within the church that has the authority to hold such an event.

Stakeholders: The Parish Committee holds ultimate authority for alcohol use. The Parish Committee delegates to the staff and other lay leaders responsibility for enacting this policy. The staff will be responsible for implementation.

Scope: This policy applies to First Parish in Brookline (FPB) events only— that is, those events hosted by FPB at the congregation's physical location or other public venue. This does not pertain to events held in individual members' homes or when small groups of members meet to socialize privately.

Guiding Principles: The policy is guided by five principles that aim to balance concerns with the consumption of alcohol in a diverse and multi-generational community. The principles are:

1. Alcohol should never serve as the center of a First Parish event
2. Minimize FPB's liability and the possibility of an alcohol related tragedy
3. Ensure that no alcohol is served to underage people
4. All events should be comfortable for drinkers and non-drinkers
5. Ensure that alcohol is not abused at official FPB events

Liability

- At any event where alcohol is served to the public there shall be adequate liability insurance in place either through the purchase of additional insurance or by the provision of coverage by the persons responsible for serving alcohol.
- In addition, all necessary permits must be obtained. It shall be the responsibility of the event organizers to secure adequate insurance and permits. Permits are required anytime there is the sale of alcohol.
- Staff shall not allow an event to take place without proof that such insurance and permits are in place before the holding of the event.

Serving of Alcohol

At all events only beer and wine, or similar type drinks, can be served.

In addition, non-alcoholic beverages must be served and attractively and prominently displayed.

Food must always be served along with alcohol. Food and non-alcoholic beverages must be given "equal time" in the presentation of refreshments.

The area in which alcohol is being served must be staffed at all times. Only an adult supervising the table may serve alcohol. Self-service is not allowed.

The event host must ensure that no alcohol is served to anyone under the age of 21.

An event organizer should be designated to monitor consumption and behavior at the event. If someone becomes intoxicated, they will be asked to leave, but will not be allowed to drive – a taxi will be called. Intoxication can include the following symptoms: slurred speech, clumsy movement, or aggressive behavior.

Alcohol Storage

Alcohol, open or unopened, may not be stored at First Parish in Brookline before or after events other than in the locked Minister's Study.

It is the responsibility of the event organizer to properly store alcohol.

Accountability

Staff shall not allow an event to take place without proof of insurance and/or permits before the event is held.

DISRUPTIVE BEHAVIOR AND CONFLICT POLICY

Objective: Outline the process for dealing with disruptive behavior and conflict in the First Parish Brookline community.

Guiding Principles: First Parish in Brookline strives to be an inclusive community, affirming our differences in beliefs, opinions and life experiences. Openness to a wide variety of individuals is one of the prime values of our congregation and is expressed in our denomination's purposes and principles. Finding ways to integrate all those interested in being a part of our community is a core value.

We affirm the belief that our congregation must maintain a secure atmosphere where such openness can exist. Concern for the safety and well-being of the congregation as a whole must be given priority over the privileges and inclusion of the individual. When the disruptive behavior compromises the health of this congregation, our actions as people of faith must reflect this emphasis on security. The ability of the First Parish in Brookline community to debate, exchange and explore ideas will always be preserved so far as the debate is respectful.

Scope: When any person's physical and/or emotional well-being or freedom to safely express his or her beliefs or opinions is threatened, the source of this threat must be addressed firmly and promptly, even if this ultimately requires the exclusion of the person causing the disruption. This policy covers all participants and members of the church community, regardless of age, during official events, and any event occurring on First Parish in Brookline property.

Community Behavior Standards

Behavior Standards of First Parish in Brookline outline what behaviors are considered to be disruptive. These behaviors can take a number of forms, for example (but not limited to):

- Perceived or real threats to the safety of any adult or child;
- Violent behavior towards oneself or others
- Inappropriate sexual behavior
- Disruption or obstruction of church activities
- Destruction of personal or church property
- Diminishment of the willingness of others to participate fully in church activities
- Possession of weapons of any kind, illegal drugs, inappropriate materials for age-- including cigarettes and sexually explicit materials, not used as part of approved curriculum
- Physically aggressive play, without permission
- Any behavior that may increase the chance of fire or injury

We know that it is good practice for groups, including Religious Education classes, to establish a covenant early on that describes how each member of that group intends to treat others. Such covenants will be the primary means of communicating the above expectations for living up to the church's Behavior Standards.

Responding to and Healing from Breaches of the Behavior Standards

As a covenantal faith, the heart of our faith is building relationships with each other as we embark on our collective journey. The goal of the policy is to assess, address, and begin to heal from a breach of the Church's Behavior Standards. Our goal, in every case, is to find ways to integrate and include the disruptive person(s) in the church community, within the limits of providing a secure environment for all. We hope to be able to use a restorative approach that aims to build a new covenant between the community and those involved in conflict, a covenant that will allow

the individual to participate safely and accountably in the church community. We seek to address issues of diversity in conflict and work toward being able to truly see each other and move past misunderstandings toward a deeper understanding. The policy aims to aid that process by providing three channels for conflict resolution depending on the age of the individual: Those who are age 18 and older, those 13 to 18, and those under 13.

Assessing Impact of a Breach of the Behavior Standards

No matter the age, when assessing the impact of a behavior, the following questions are to be asked and assessed:

- **CAUSES:** Why is the disruption occurring? Is it a conflict between the individual and others in the church? Is it due to a professionally diagnosed condition of mental illness? Is there a cross-cultural conflict aspect of the cause?
- **HISTORY:** What is the extent, if any, of disruption caused in the past?
- **PROBABILITY OF CHANGE:** How likely is it that the problematic behavior will diminish in the future?
- **DANGER:** Is the individual the source of a threat or perceived threat to persons or property?
- **DISRUPTIVENESS:** How much interference with the church functions is occurring?
- **OFFENSIVENESS:** How likely is it that the behavior will interfere with the willingness of others, both prospective and existing members, to participate fully in church activities?

Responding to a Breach of the Behavior Standards

No matter the age, those involved in responding will, on a case-by-case basis, consider the appropriate response depending on the severity of the behavior.

For Adults

Our goal, in every case, is to find ways to integrate and include the disruptive person in the church community, within the limits of providing a secure environment for all.

The following is the process of First Parish in Brookline for dealing with disruptive behavior with those who are age 18 and older:

1. If an immediate response is required, this will be undertaken by the leader of the group involved, or the Minister if present. This may include asking the disruptive person to leave or suspending the meeting or activity until such time as it can safely be resumed. If further assistance is required, the Brookline Police Department may be called. If any of these actions are undertaken without a Minister being present, a Minister must be notified.
2. In situations involving an acute disruption that precludes thoughtful discussion with the person at the time of the incident, as well as situations not requiring immediate response, the chair of the committee most closely associated with the activity at which the disruption occurred will speak directly and privately to the disruptive person, review and reaffirm the church's Behavior Standards, state that the behavior is not acceptable, and explain that their continued participation in that activity is contingent on their meeting the Behavior Standards.
3. If a second complaint occurs or if the chair prefers having the guiding input of others in the community before approaching the person, the Chair of the Committee may seek from the Minister guidance and participation in conveying our covenant and behavioral guidelines.
4. If disruptive behavior continues or more severe behavior begins, the Minister and involved Committee Chair may request the guidance or presence of the Personnel Chair and/or a member of the First Parish Board.

5. At any point in the sequence, Committee Chair and staff can seek guidance and support from the Personnel Chair, or designee.
6. All responses will aim to build, if possible, a new covenant between the First Parish in Brookline community and those involved in conflict, seeking a covenant that will allow the individual to participate safely and accountably in the community.
7. All decisions can be appealed by the person in conflict to the Parish Board with a written request.

For those age 13 to 18

The church recognizes the special transition period that occurs during adolescence. The transformation of an individual into a mature adult with increasing levels of independence often occurs during these formative years. The place of parents/guardians in the conflict resolution aims to balance this burgeoning independence with the responsibility of the church to include the youth's parent/guardian.

Our goal, in every case, is to find ways to integrate and include the disruptive person in the church community, within the limits of providing a secure environment for all. Except in cases in which the Minister or Director of Religious Exploration is directly involved, the Minister or Director generally will not participate in any investigative or enforcement role, as such involvement could compromise or be in conflict with the pastoral role.

The following is the process of First Parish in Brookline in dealing with disruptive behavior from those between the age of 13 and 18:

1. If an immediate response is required, the leader of the group involved or the Director of Religious Exploration, if present, will undertake this.
2. If the behavior was an acute, one time, disruption it should be dealt with directly with the aim of facilitating further participation supported by the religious exploration community. Depending on the situation the youth's teacher or the Director of Religious Exploration may be the best person to respond. The conversation will aim to facilitate further participation supported by the youth's parent/guardian. The youth will be reminded of the group's covenant, told that the behavior is not acceptable, and that their continued participation in that activity is contingent on their meeting the expectations of the covenant. The youth will be given an opportunity to express his/her reactions to the situation. The conversation will aim to facilitate further participation supported by the youth's parent/guardian.
3. If a second complaint occurs or if the teacher prefers having the guiding input of others in the community before approaching the youth, the teacher will refer the issue to the Director of Religious Exploration and the Chair of the Religious Exploration Committee.
4. If disruptive behavior continues or more severe behavior begins, the Chair of the Religious Exploration Committee, the Director of Religious Exploration and a Minister should be informed about the behavior and work together to find a solution. The youth's parent/guardian will be included in the solution.
 - a. The group's meeting will include a training session to understand the goals, context and issues of this work, including the risk of stereotyping behavior.
 - b. This group will collect all necessary information, including meeting with the parent/guardian(s) of the youth.
 - c. The group will construct a plan to respond to the situation, will choose one of its members and another related member in a leadership capacity (ex. the Religious Exploration teacher or Director of Religious Exploration) to respond to the situation

directly.

5. For the most serious of disruptions or disruptive patterns that put the youth's continued participation at First Parish in jeopardy, and when the above interventions have failed, the Parish Board should be consulted to determine next steps.
6. All responses will aim to build, if possible, a new covenant between the First Parish in Brookline community and those involved in conflict, seeking a covenant that will allow the individual to participate safely and accountably in the community.
7. After a response has been made and a meeting has been held, those who were involved in the issue or those connected will be informed about what had occurred and the plan going forward.
8. All decisions can be appealed by the person in conflict to the Parish Board with a written request.

For those under the age of 13

Those under the age of 13 are not eligible to be members of First Parish in Brookline. For these participants in the First Parish in Brookline community the process of dealing with conflict or behavioral concerns involves the parent or guardian of the child in any resolution process.

Our goal, in every case, is to find ways to integrate and include the disruptive person in the church community, within the limits of providing a secure environment for all.

Except in cases in which the Minister or Director of Religious Exploration is directly involved, the Minister and Director generally will not participate in any investigative or enforcement role, as such involvement could compromise or be in conflict with the pastoral role.

The following is the process for dealing with disruptive behavior and conflict with children under the age of 13:

1. If an immediate response is required, the teacher of the group involved or the Director of Religious Exploration, if present, will undertake this. This may include calling the parent or guardian of the child in conflict and asking them to pick up the child. If any of these actions are undertaken without the Director of Religious Exploration or a Minister being present, the Director of Religious Exploration must be notified.
2. If the behavior was an acute, one time, disruption it should be dealt with directly with the aim of facilitating further participation supported by the religious exploration community. Depending on the situation the child's teacher or the Director of Religious Exploration may be the best person to respond. The child will be reminded of the expectations of the covenant, told that the behavior is not acceptable, and that their continued participation in that activity is contingent on their meeting the expectations of the covenant. The child will be given opportunity to express his/her reactions to the situation. The conversation will aim to facilitate further participation supported by the child's parent/guardian.
3. If a second complaint occurs or if the teacher prefers having the guiding input of others in the community before approaching the child, the teacher will refer the issue to the Director of Religious Exploration and the Chair of the Religious Exploration Committee.
4. If disruptive behavior continues or more severe behavior begins, the Chair of the Religious Exploration Committee, the Director of Religious Exploration and a Minister should be informed about the behavior and work together to find a solution. The child's parent/guardian will be included in the solution.
 - a. The group's meeting will include a training session to understand the goals, context and issues of this work, including the risk of stereotyping behavior.
 - b. This group will collect all necessary information, including meeting with the parent/guardian(s) of the child.

- c. The group will construct a plan to respond to the situation, will choose one of its members and another related member in a leadership capacity (ex. the Religious Exploration teacher or Director of Religious Exploration) to respond to the situation directly.
5. For the most serious of disruptions or disruptive patterns that put the child's continued participation at First Parish in jeopardy, and when the above interventions have failed, the Chair of the Committee on Ministry brings the case to the Parish Board to determine next steps.
6. All responses will aim to build, if possible, a new covenant between the First Parish in Brookline community and those involved in conflict, seeking a covenant that will allow the child to participate safely and accountably in the community.
7. After a response has been made and a meeting has been held, those who were involved in the issue or those connected will be informed about what had occurred and the plan going forward.
8. All decisions can be appealed by the person in conflict to the Parish Board with a written request.

Adopted by Parish Board on March 3, 2020

COMMUNICATION AND PUBLICITY POLICY

The policy of First Parish in Brookline regarding internal and external communications is intended to honor congregational commitment and creativity while lending consistency to the way the church community presents itself, and respecting the sacred nature of this community and place. It is the responsibility of the staff and the Church Administrator in particular, to ensure that these priorities are met, and that a sense of dignified order is maintained that respects the sanctity of the church spaces, the vibrancy of programs, and the sense of welcome required for revenue-generating rentals.

To this end posting and publications of all official communications, internal and external, must be reviewed by the Church Administrator who will consult with the Ministers and/or Parish Committee chair when appropriate.

The First Parish in Brookline's Communication Policy is reflected in a set of 'avenues' available to committees, groups and individuals to call attention to their events and programs (copy posted and available from the church administrator)¹. Only the Minister(s) and the Parish Committee Chair are empowered to speak officially for the congregation.

Adopted by Parish Committee on June 2, 2014

¹ *The Communication Avenues is available is posted outside the Church office.*

DEACON POLICY

Objective: To describe the place and position of Deacons within First Parish in Brookline and the process for their selection when vacancies arise.

Terms:

Deacons are the designated elders of the parish.

Purpose:

The Deacons act as the Church's institutional memory and support the spiritual wellbeing of the congregation by being a strong presence in congregational life.

Term Limits:

Deacons serve as long as their health and life circumstances allow. The church has seven deacons including one senior deacon.

Selection:

When vacancies arise, the Minister(s) will nominate elders to be voted upon by the Parish Committee.

Adopted by Parish Committee on June 2, 2014

FORMATION OF A MINISTERIAL SEARCH COMMITTEE POLICY

Approved 1/9/17

Revised 3/6/17

Objective: So as to provide a fair and reasonable method for the formation of a Ministerial Search Committee compatible with the method endorsed by the UUA, the First Parish in Brookline institutes this policy to outline the method for insuring as near universal as possible participation by each and all members of the congregation, and also to insure the Ministerial Search Committee will fairly represent our mission.

Qualities of Committee Members:

The following are qualities that each Ministerial Search Committee member should have:

- 1) Respected and trusted by the congregation
- 2) Good listener and speaker
- 3) Able to represent the congregation as a whole
- 4) Invested in the congregation's future
- 5) Reliable
- 6) Able to commit to a long-term time intensive process

Members of a Ministerial Search Committee must be members in good standing of First Parish in Brookline.

Process:

The Parish Board will insure that the process below is followed:

- 1) Contact every First Parish in Brookline member household (by phone, in person, or preferably by email blast).
- 2) Emphasizing the qualities needed to be on the Search Committee, collect from every household the names of members whom they would trust to see on the Ministerial Search Committee.
- 3) Maintain a list of every household contacted, so that members are not contacted twice.
- 4) Form a list of all names mentioned, including the number of times they were mentioned.
- 5) From this list, determine the 12-14 names most often mentioned.

As soon as possible after these 12-14 names are determined, the Parish Board, will:

- 1) Determine willingness to serve by contacting each member on the list.
- 2) Prepare a written ballot with the names listed alphabetically.
- 3) Along with this ballot, share brief and consistent bios for each person on the slate with the congregation in advance of the annual meeting or other formally called congregational meeting.
- 4) Inform members that they have 4 votes to cast, and that each vote must be for a different individual.
- 5) Meet in executive session after the annual meeting has concluded to count the ballots. The 4 individuals with the most votes are elected.
- 6) Appoint 3 other individuals from the remaining names on the list, keeping the need for diversity on the committee in mind.

As soon as possible and in whatever way is expedient, the Parish Board will announce the members of the Ministerial Search Committee to the congregation. The congregation will not know who was elected and who was appointed by the Parish Board.

Self Nomination: Self nomination for the Ministerial Search Committee will be accepted during the time of congregational solicitation, and not after the Parish Board has prepared the ballot of names, and not at the Annual Meeting.

Conflicts of Interest: In order to prevent conflicts of interest on the Ministerial Search Committee, persons related by blood or by marriage or other affectional bond will not serve together on a Ministerial Search Committee. Also, if a selected and approved member is also on the Parish Board or the Transition Team, they will step down from that position in order to take on membership of the Ministerial Search Committee.

Revised Version - Adopted by the Parish Board March 6, 2017

HIRING OF MEMBERS POLICY

Effective May 1, 2017

Objective: So as to prevent conflicts of interest that would be created if a member of First Parish in Brookline were also to be paid staff:

Applications for open paid positions at First Parish in Brookline will be accepted solely from persons who are not currently members of First Parish in Brookline, and have not been members within the preceding twelve months.

Adopted by the Parish Board May 1, 2017

Document Retention and Destruction Policy

Effective March 3, 2020

I. Purpose

This Document Retention and Destruction Policy (Policy) provides for the systematic review, retention and destruction of documents received or created by the First Parish in Brookline in connection with the transaction of FPB business. This Policy covers all records and documents, regardless of physical form (including electronic documents), contains guidelines for how long certain documents should be kept and how records should be destroyed. The Policy is designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of records and to facilitate FPB's operations by promoting efficiency and freeing up valuable storage space.

II. Document Retention

FPB follows the document retention procedures outlined below. Documents that are not listed, but are substantially similar to those listed in the schedule will be retained for the appropriate length of time.

III. Corporate Records

Reports to Secretary of State/Attorney General	Permanent
Articles of Incorporation	Permanent
Parish Board Meeting Minutes	Permanent
Minutes of Meetings of the Congregation	Permanent
Parish Board Policies/Resolutions	Permanent
Bylaws	Permanent
Annual Reports to the Congregation	Permanent
Construction Documents	Permanent
Fixed Asset Records	Permanent
IRS Application for Tax-Exempt Status (Form 1023)	Permanent
IRS Determination Letter	Permanent
State Sales Tax Exemption Letter	Permanent
Contracts (after expiration)	3 years
Correspondence (general)	3 years
Accounting and Corporate Tax Records	
Audits and Financial Statements	Permanent
General Ledgers	3 years
Business Expense Records	3 years
IRS 1099s	7 years
Journal Entries	3 years
Invoices	3 years
Sales Records (box office, concessions)	3 years
Petty Cash Vouchers	3 years
Cash Receipts	3 years
Credit Card Receipts	3 years

Bank Records	
Check Registers	3 years
Bank Deposit Slips	3 years
Bank Statements and Reconciliation	3 years
Electronic Fund Transfer Documents	3 years
Payroll and Employment Tax Records	
Payroll Registers	3 years after employee departure
Earnings Records	3 years after employee departure
Garnishment Records	3 years after employee departure
Payroll Tax returns	3 years after employee departure
W-2 Statements	3 years after employee departure
Employee Records	
Employment and Termination Agreements	3 years after employee departure
Retirement and Pension Plan Documents	3 years after employee departure
Records Relating to Promotion, Demotion or Discharge	3 years after termination
Accident Reports and Worker's Compensation Records	3 years after employee departure
Salary Schedules	3 years after employee departure
Employment Applications of Hired Candidates	3 years after employee departure
I-9 Forms	3 years after termination
Time Cards/Sheets	3 years after employee departure
Donor Records and Acknowledgement Letters	3 years
Grant Applications and Contracts	3 years after completion
Legal, Insurance and Safety Records	
Appraisals	3 years
Copyright Registrations	Permanent
Environmental Studies	Permanent
Insurance Policies	3 years
Real Estate Documents	Permanent
Stock and Bond Records	3 years
Leases	3 years after expiration
General Contracts	3 years after termination

IV. Electronic Documents and Records

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files, including records of donations made online, that fall into one of the document types on the above schedule will be maintained for the appropriate amount of time. If a user has sufficient reason to keep an email message, the message should be printed in hard copy and kept in the appropriate file or moved to an "archive" computer file folder. Backup and recovery methods will be tested on a regular basis.

V. Emergency Planning

The FPB records will be stored in a safe, secure and accessible manner. Documents and financial files that are essential to keeping FPB operating in an emergency will be duplicated or backed up regularly and, when feasible, maintained off site.

VI. Document Destruction

The Treasurer is responsible for ensuring implementation of the ongoing process of identifying FPB records which have met the required retention period and their destruction. Destruction of sensitive financial and personnel-related documents will be accomplished by shredding.

Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation.

VII. Compliance

Failure on the part of employees or contract staff to follow this policy can result in possible civil and criminal sanctions against FPB and its employees or contract staff and possible disciplinary action against responsible individuals. The Treasurer will periodically review these procedures with legal counsel, a certified public accountant or another person with comparable expertise to ensure that they are in compliance with new or revised regulations.

This Policy was adopted by the Parish Board on March 3, 2020.