

Starr King UU Fellowship Policies

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Accountable Reimbursement – September 18, 2002

The following resolution was duly adopted by the Board of directors of SKUUF at a regularly scheduled meeting held on September 18, 2002, a quorum being present.

SKUUF hereby adopts an accountable expense reimbursement policy upon the following terms and conditions:

1. **Adequate accounting for reimbursed expenses.** Any employee now or hereafter employed by SKUUF shall be reimbursed for any ordinary and necessary business and professional expense incurred on behalf of SKUUF, if the following conditions are satisfied: (1) the expenses are reasonable in amount; (2) the employee documents the amount, date, place, business purpose (and in the case of entertainment expenses, the business relationship of the person or persons entertained) of each such expense with the same kind of documentary evidence as would be required to support a deduction of the expense on the employee's federal tax return, and (3) the employee substantiates such expenses by providing the SKUUF Treasurer or Assistant Treasurer with an accounting of such expense no less frequently than monthly (in no event will an expense be reimbursed if substantiated more than 60 days after the expense is paid or incurred by an employee). Examples of reimbursable business expenses include local transportation, overnight travel (including lodging and meals), books, subscriptions, education, and professional dues. Under no circumstances will SKUUF reimburse an employee for business or professional expenses incurred on behalf of SKUUF that are not properly substantiated according to this policy. This requirement is necessary to prevent SKUUF's reimbursement plan from being classified as a nonaccountable (taxable) plan.

2. **Excess reimbursements.** Any SKUUF reimbursement that exceeds the amount of business or professional expenses properly accounted for by an employee pursuant to this policy must be returned to SKUUF within 120 days after the associated expenses are paid or incurred by the employee, and shall not be retained by the employee.

3. **Tax reporting.** SKUUF shall not include in an employee's W-2 form the amount of any business or professional expense properly substantiated and reimbursed according to this policy, and the employee should not report the amount of any such reimbursement as income on Form 1040.

4. **Retention of Records.** All receipts and other documentary evidence used by an employee to substantiate business and professional expenses reimbursed under this policy shall be retained by SKUUF.

Alcoholic Beverages – November 2014

Purpose of Alcoholic Beverages Policy:

- Minimize SKUUF's liability and the chance for alcohol related tragedies.
- Assure that no alcohol is served to underage people.
- Make events comfortable for non-drinkers and drinkers.
- Assure that alcohol is not abused at SKUUF events.

Liability:

- The host for any SKUUF event where alcohol will be served must ensure that proper liquor liability insurance coverage is in place. This insurance may be purchased in addition to our existing insurance policies or can be provided by the establishment where the event will be held.
- The event host must have the permission of the Board in order to serve alcohol at an official SKUUF event.
- If alcohol is to be sold or distributed by donation, a temporary one day liquor license must be obtained.

What must also be served:

- Non-alcoholic beverages must also be served and prominently displayed.
- Food must be served along with alcohol.

How it must be served:

- The area in which alcohol is being served must be staffed at all times. Alcohol may only be served by an adult supervising the table: no self-serve.
- The event host must ensure that no alcohol is served to anyone under the age of 21.
- The amount of alcohol consumed and behavior at the event shall be monitored. If someone becomes intoxicated, they will be asked to leave, but will not be allowed to drive; a taxi or other alternate means of transportation will be provided,
- No alcohol is to be left behind at the conclusion of the event.

This policy does not pertain to events held in individual member's homes or when groups of members gather to socialize privately.

Archiving SKUUF Documents & Artifacts - June 17, 2015

The purpose of this policy is to identify documents and artifacts that must be retained permanently or temporarily for historical, legal or administrative reasons, and provide for the routine and timely disposal of documents which need not be retained.

1. The Governing Board, in consultation with the Budget & Finance Committee, shall determine which documents will be archived in hard copy format, electronic format, or both. The Office Administrator will be responsible for filing and cataloging the administrative materials and the Budget & Finance Committee will maintain the financial materials.
2. Documents containing no confidential information shall be destroyed by regular disposal methods; all other records will be shredded. The Archiving Procedure, located in the "Procedures" section, outlines which materials to retain, the retention period, and the storage method of all records subject to this policy.
3. Ideally (according to UUA guidelines), the following materials should be archived:
 - a. Legal documents (deeds, founding documents, bylaws)
 - b. Annual Reports & Annual Financial Statements
 - c. Minutes of Board and Congregational Meetings
 - d. Membership, dedication, marriage, and funeral records
 - e. Congregational publications (newsletters, directories, & orders of service, and brochures)
 - f. Copies of important sermons or talks
 - g. Records of congregational groups committees, and events
 - h. Property records and architectural plans
 - i. Biographical information on ministers and prominent members
 - j. Scrapbooks and identified photographs
 - k. Film, sound, and video recordings
 - l. Important correspondence
 - m. Financial Ledgers and Journals (other financial records for 6 years)

Coffee Purchasing - Adopted May 2001, Revised May 2004

Coffee for the Fellowship use comes solely from companies known to give the coffee grower a fair price and to grow coffee in an environmentally conscious manner.

Endowment Fund Investment Policy - September 2014

GENERAL PRINCIPLES:

1. Obtain investment management from a managed fund that is external to the Budget and Finance Committee and other members of the Fellowship.
2. Maintain a diversified portfolio of assets. - A significant downturn in value of a single holding or market sector should not significantly disrupt the overall strategy. - Include approximately equal positions in both "growth" and "value" securities.
3. Maintain a moderate level of risk and return.
4. Avoid market timing.
5. Remain fully invested (less than 10% in cash) regardless of market conditions.
6. For investments in the bond market avoid both those with durations longer than 10 years and those below investment grade.

RESPONSIBILITIES OF THE BUDGET & FINANCE COMMITTEE:

1. Determine and maintain asset allocation.
2. Review, as necessary, to ensure that spending from the Fund does not exceed the limitations stated in the Plan Document.
3. Review investment performance quarterly and annually.
4. Review Investment Policy Statement annually.
5. Periodically, perhaps every 5 years or so, complete a thorough review of all investment practices, performance, options to change investment management, and provide recommendations for any changes that should be considered.
6. Report performance annually to Governing Board and to the general membership.

GOAL:

Implement and continue a strategy that will maintain the value of contributions to the Fund, over time, after inflation. This means that growth in the market value of securities plus income earned from dividends and interest must exceed the total of both the long-term rate of inflation and the spending from the Fund.

STRATEGY:

Invest: approximately 60% of total assets in equities and 40% fixed income; primarily in equities and fixed income that represent a broad spectrum of the domestic market; and in passive investments; avoid active management.

Endowment Fund Memorial Donations and Gifts – November 2011

The Board approved the following:

“Undesignated or individual gifts of \$500 or less donated to the Fellowship in memory of deceased persons shall be credited to the Starr King Fellowship UU Endowment Fund.”

Donations received by SKUUF in memory of someone who is deceased and not directed to a particular fund or project are now automatically credited to the SKUUF Endowment Fund if the gift is \$500 or less. If such designated fund is more than \$500, the Governing Board will determine where the donation should be credited.

The Endowment Fund was established many years ago for the purpose of providing annual funds for projects and purposes that cannot be paid from the Operating Budget.

Hiring – January 21, 2015

Starr King Unitarian Universalist Fellowship will fill contracted positions with people who are not members of the congregation. This policy may be waived in the case of the position of Director of Religious Education.

Maintaining the SKUUF Operations Manual – June 17, 2015

The SKUUF Operations Manual is published in both notebook and electronic versions. Keeping both versions up-to-date and equivalent is essential to its usefulness.

The Board Secretary will work with the Office Administrator to recognize when updates are needed, arrange for the appropriate person or committee to produce the update, and carry-out the distribution of those updates.

In Addition, the Board Secretary and Office Administrator will conduct an annual review to determine the currency and relevance of the Manual contents and make appropriate changes.

Meetings – January 21, 2015

Covenant

- Each group which meets regularly either on a short term or long term basis will create a covenant annually.
- Each group will create a unique covenant that meets the needs of its members and facilitates productive work by the group

Although not all the following are included in each covenant, common topics addressed are:

- Topics arising from our seven principles
- How conflicts are addressed and resolved
- How meetings are run
- Expectations for communications among members outside the meetings
- How groups assure that all members participate and are heard in meeting

It is suggested that at the start of each meeting the group's covenant is read as a reminder to all members.

Paper Cups – November, 1987

The use of Styrofoam cups will be discontinued at all SKUUF functions for concern and protection of our treasured environment.

Parking – November 19, 2014

Purpose:

- Provide adequate availability by defining parking areas and uses.
- Ensure satisfactory accessibility for those with disabilities.

Entrance/Exit:

- Members and guests should enter the upper parking area from Fairgrounds Road and the exit onto Morgan Drive.
- Entrance/exit to the lower parking area behind the building is from Morgan Drive.

Accessibility:

- Handicap parking spaces are located in the upper lot.
- Do not park in a handicap parking space if you do not have a disabled parking tag or license plate – not even when the lot is otherwise full and the only available space is reserved for those with accessibility issues.
- The remainder of the spaces in the upper lot should be prioritized for the elderly and others with reduced mobility.

Good practices:

- In the lower lot, form two parking lines with enough distance between for safety.
- When parking on the grassy area on the circle, park perpendicular to the street to form one line and perpendicular to the rear boundary to form the second line.
- Park away from adjacent vehicles to avoid hitting them with open doors but close enough to provide space for others.
- Consider “Park to Leave” (reversing into a space) as this reduces the potential for collisions.

Cars parked on the travelled ways of Fairgrounds Road and Morgan Drive are subject to ticketing and towing.

In cases when a large crowd is expected for an event at SKUUF, traffic control should be provided.

Renters and Alcoholic Beverages – January 21, 2005

Purpose of Alcohol Policy:

- Minimize liability and the chance for alcohol related tragedies.
- Assure that no alcohol is served to underage people.
- Make events comfortable for non-drinkers and drinkers.
- Assure that alcohol is not abused on SKUUF property.

Liability:

- The renter for any event on SKUUF property where alcohol will be served must ensure that proper liquor liability insurance coverage is in place. If necessary, this insurance must be purchased in addition to any other existing insurance policies.
- If alcohol is to be sold or distributed by donation, a temporary one day liquor license must be obtained.

What must be served:

- Non-alcoholic beverages must also be served and prominently displayed.
- Food must be served along with alcohol.

How it must be served:

- The area in which alcohol is being served must be staffed at all times. Alcohol may only be served by an adult supervising the table, no self-serve.
- The event host must ensure that no alcohol is served to anyone under the age of 21.
- The amount of alcohol consumed and behavior at the event shall be monitored. If someone becomes intoxicated, they will be asked to leave, but will not be allowed to drive; a taxi or other alternate means of transportation will be provided,
- No alcohol is to be left behind at the conclusion of the event.

The renter must acknowledge receipt of this policy.

Safety – April 15, 2015

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 expulsion of the offending person or persons.

Threats include:

- Perceived threats to the physical safety of any adult or child
- Perceived threats of non-violent disruption to church activities or SKUUF reputation

Threats to physical safety:

- Fire evacuation
 - o The minister or governing board will call 911
 - o The primary RE teacher will take attendance list and children to the farthest edge of the closest parking lot to the classroom. The teacher will take attendance outside.
 - o The secondary RE teacher take any children from the bathroom to the nearest parking lot. Once outside they will find the RE class.
 - o All adults will exit the building to the nearest parking lot.
 - o All people will make their way to the bottom parking lot. The Minister and RE Director will account for everyone. Children can only be released to their parents or designated guardian with a signature.
 - o Explain and/or practice this procedure annually.
- Violent intruder
 - o If a violent disturbance is heard, DO NOT INVESTIGATE.
 - o RE teachers lock doors and hide children away from windows.
 - o Minister or leader of adult groups lock or brace doors. Governing board members call 911. Adults should stay away from windows and doors.
 - o Everyone should be silent.
 - o Explain and/or practice this procedure annually.

Threats of non-violent disruption to church activities or SKUUF reputation:

- The minister or the leader of the group will ask the offending person or persons to leave, OR suspending the meeting or activity until such time that it may be safely resumed.
- If further assistance is required the Police Department may be called.
- The Minister must be notified; a follow-up letter detailing the offense and the action taken because of the offense, should be written and distributed to the Minister and the Board President.
- Situations not requiring immediate response will be referred to the Board. A committee comprised of the DRE, Minister, and a member at large will respond to problems as they arise.
 - o There will be no attempt to define "acceptable" behavior in advance.
 - o Persons identified as disruptive will be dealt with as individuals. Stereotypes will be avoided.
 - o The committee will collect all necessary information.
 - o To aid in evaluating the problem, these points will be considered:

DANGEROUSNESS - Is the individual the source of a threat or perceived threat to persons or property?

DISRUPTIVENESS - How much interference with church functions is going on?

OFFENSIVENESS - How likely is it that prospective or existing members will be driven away?

- To determine the necessary response, these points will be considered:
 - 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?
 - HISTORY - What is the extent, if any, of disruption cause in the past?
 - PROBABILITY OF CHANGE - How likely is it that the problem behavior will diminish in the future?
- The committee will decide on the necessary response on a case by case basis. However, three levels of action/response are recommended:
 - LEVEL ONE - The committee shall inform the Minister of the problem and either the Minister or a member of the committee shall meet with the offending person or persons to communicate the concern.
 - LEVEL TWO - The offending individual(s) is excluded from specific church activities for a limited period of time, with reasons and conditions of return written and made clear (with a copy going to the offender and one going into congregational files)
 - LEVEL ONE or LEVEL TWO action taken may be appealed to the Executive Committee of the Board, and/or the Minister(s).
 - LEVEL THREE - The offending individual is permanently excluded from church premises and all church activities. Before this is carried out, the committee will consult with the Board and the Minister(s). If it is agreed that the expulsion take place, a letter will be written and sent by the Minister to the individual outlining the expulsion, the individual's rights, and any possible recourse.

SKUUF strives to be an inclusive community, affirming our differences in beliefs, opinions and life experiences. However, 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. To the degree the disruptive behavior compromises the health of this congregation, our actions as people of faith must reflect this emphasis on security.

Special Collections - December 2003

Special Collections should be separate from the Sunday offering collection. It is suggested that a donation can be placed in the back of the church. Starr King may donate the non-pledge cash and specific designated check proceeds of one collection basket per month to a chosen charity and the Social Justice Committee will act as administrators of the monies. (See Governing Board minutes, December 2003).

Welcoming Congregation Policy Statement - May 22, 1999

The Starr King Unitarian Universalist Fellowship became a Welcoming Congregation by a vote of 66 to 0 on May 22, 1999. This means that our Fellowship welcomes lesbians, gay men, bisexuals, and transgender persons into our congregation. It also means that we affirm different sexual orientations and are willing to make this affirmation publicly.

In 1988, the UUA Board of Trustees formed a Common Vision Planning Committee to create a program for congregations interested in becoming more inclusive. No set of guidelines can address the diverse needs of the wide range of Unitarian Universalist congregations, but the following Commitments to inclusion and Actions for achieving those Commitments were adopted by the delegates of the 1989 General Assembly as the outline for the Welcoming Congregation Program. Please remember that these guidelines are not a precise blueprint, but rather a suggestive road map for congregations beginning the journey toward becoming truly welcoming.

Commitments:

1. A Welcoming Congregation is inclusive and expressive of the concerns of bisexual, gay, lesbian, and/or transgender persons at every level of congregational life - in worship, in program, and in social concerns, welcoming not only their presence but the unique gifts and particularities of their lives as well.
2. A Welcoming Congregation does not assume anyone's affectional/sexual orientation and/or gender identity. Vocabulary of worship reflects this perception; worship celebrates diversity by inclusivity of language and content.
3. An understanding of the experience of bisexual, gay, lesbian, and/or transgender persons will be fully incorporated throughout all programs, including religious education.
4. The bylaws and other official documents of a Welcoming Congregation include an affirmation and non-discrimination clause affecting all dimensions of congregational life, including membership, hiring practices, and the calling of religious professionals.
5. A Welcoming Congregation engages in outreach into the bisexual, gay, lesbian, and/or transgender communities, both through its advertising and by actively supporting other bisexual, gay, lesbian, and/or transgender affirmative groups.
6. A Welcoming Congregation offers congregational and ministerial support for services of union and memorial services for bisexual, gay, lesbian, and/or transgender persons, and celebrations of evolving definitions of family.
7. A Welcoming Congregation celebrates the lives of all people and welcomes same-gender couples, recognizing their committed relationships, and equally affirms displays of caring and affection without regard for sexual orientation.

8. A Welcoming Congregation seeks to nurture ongoing dialog between people of different affectional/sexual orientations and gender identifications, and to create deeper trust and sharing.

9. A Welcoming Congregation encourages the presence of a chapter of Interweave (Unitarian Universalists for Lesbian, Gay, Bisexual and Transgender concerns).

10. A Welcoming Congregation affirms and celebrates bisexual, gay, lesbian, and transgender issues and history during the church year (possibly including Gay Pride Week, which is in June).

11. A Welcoming Congregation, as an advocate for bisexual, gay, lesbian, and transgender people, attends to legislative developments and works to promote justice, freedom, and equality in the larger society. It speaks out when the rights and dignity of bisexual,

Youth & Adult Protection Guidelines - May, 2015

Introduction:

We, the members of the Starr King Unitarian Universalist Fellowship, have a responsibility for and an investment in the protection of our children and adults from abuse imposed on them by others. We are in the unique position to listen to and assist those who may have experienced abuse.

By overcoming the secrecy involved and by providing a forum for the possible problems and concerns, we will create an opportunity for victims to gain the power necessary to pursue their search for help and support. We will also support in their treatment those who are perpetrators of abuse, including facilitating accountability by reporting suspected abuse.

Purpose:

We will strive to ensure the existence of a caring religious community that will be free of all forms of abuse, with special attention to sexual abuse, for our children, youth, and participating adults.

We will establish procedures that will make this Fellowship a safe place and one that supports survivors of abuse.

We will provide support for any person responsible for abuse, whether alleged or convicted. In this context, we understand 'support' to mean staying engaged with someone in the search for truth and healing, as well as reporting any suspected abuse to proper authorities.

Scope of Policy:

This policy applies to all committees or groups that are part of the fellowship. It applies, as well, to any groups using our meetinghouse that are not renting space but are, in effect, sponsored by the Fellowship. For example, when District Youth Conferences are held in our meetinghouse, our expectation is that all adult supervisors will have been through a screening process similar to the one described below.

Definitions:

Child Abuse: Pursuant to NH RSA 169-C: 3,II - "an abused child is any child who has been: sexually abused; intentionally physically injured; or psychologically injured so that said child exhibits symptoms of emotional problems generally recognized to result from the consistent mistreatment or neglect; or physically injured by other than accidental means."

Two Deep Leadership: We intend to avoid creating situations where children and adults may be vulnerable. We will seek to have two leaders who have been through the screening process, one of whom must be at least 21 years of age, always working with our children. When it is not possible to have two leaders, the group will meet in an open area that is visible to other adults, and the adult with the overall responsibility for that function, such as the director of Religious Education, will circulate through that area.

Procedures:

1. Primary Responsibility for This Policy:
 - A. Overall responsibility for administering this policy lies with the Religious Education Committee. Each year it will appoint a Screening Committee.

- B. The minister and the Screening Committee will be knowledgeable about the available resources concerning child abuse and about reporting procedures for children. The committee will be available to all who have concerns about child abuse within the Fellowship. If a situation arises that has implications for the Fellowship, the Screening Committee will inform the Governing Board.
- C. It is understood that everyone is a mandated reporter meaning “if you suspect abuse, you must report it.” It will be the responsibility of the RE Committee to educate the volunteers on how to report.
- D. If the concern involves either the minister or one of the members of the Screening Committee as an alleged perpetrator, the concern should be brought to the President of the Governing Board.

2. Procedures to prevent abuse from occurring within the fellowship:

- A. The DRE and RE Committee will be responsible for organizing and overseeing the screening process each year. This process will include police background checks for anyone working directly with the children and youth. The sex offender registry will also be checked.
- B. Each year, a Screening Committee, consisting of one Governing Board member, one RE Committee member, and a third Fellowship member, will be appointed by the Religious Education Committee to handle any concerns arising from the screening process. The final responsibility for ensuring that this process is implemented resides with the Governing Board. The information screened by this committee will be regarded as confidential.
- C. All staff must complete the screening process at the time they are called or hired. Volunteers and others from outside the Fellowship who are to be entrusted with the care and supervision of our children or youth must also complete the screening process before they work with children.
- D. Staff and others from outside the Fellowship, as well as members and friends who volunteer to care or supervise the children on a regular basis, such as teaching in the RE program, will complete the Primary Screening Form for Children and Youth Work (Appendix 1), the Code of Ethics, and the Request for Criminal Records Check.
- E. Members and friends who volunteer to care for or supervise the children only occasionally, such as filling in one or two Sundays at the nursery, will complete the Secondary Screening Form for Children and Youth Work (Appendix 2) and the Code of Ethics.
- F. The DRE will review the forms and check the responses from the criminal records check.
- G. If, upon reviewing the forms or checking of references, the DRE feels there is a need for an interview, she or he will contact the Screening Committee. That committee will conduct an interview with the applicant.

3. Criteria for determining whether an applicant can be entrusted with the care or supervision of children or youth:
 - A. Before a new member or friend can be considered as a potential volunteer who may be entrusted with our children, he or she must have participated in the Fellowship with some regularity for a minimum of six months.
 - B. Adults or youth who have legal charges pending, who appear on the sex offender registry, or who have been convicted of or have pleaded guilty to either sexual abuse or physical abuse, will not work with children or youth.
 - C. Those instances in which adults or youth have been charged with, but not convicted of, either child sexual or physical abuse will be independently evaluated by the Screening Committee.
 - D. The DRE will apprise the Governing Board of all who have successfully completed the screening process.

4. Procedures for reporting suspected abuse:

The child/person tells their story to the minister, an RE teacher, the Director of Religious Education, another child, a Board Member, friend, or an adult in the congregation. Here's what to do:

- A. Listen carefully.
 - B. If a child begins to reveal abuse during a RE Program, be honest with the person telling the story. Don't make promises you can't keep, but offer support and hope.
 - C. Volunteers need to avoid interviewing or encouraging children to continue to disclose. Instead, validate the child and tell him or her that you are going to help make sure that he or she is safe. You can mention that he or she will be telling a caring adult about the situation, but you want to make sure the child only has to tell his or her story once.
 - D. If you are concerned for a child's immediate safety, contact local law enforcement.
 - F. The entire matter must be kept confidential.
5. Procedures for working with and caring for a person against whom allegations have been made:
 - A. If an incident occurs within the realm of the Fellowship, we will do all we can to support the victim. However, we cannot disregard the well being of the alleged perpetrator. We may need to set limits on the participation of the alleged perpetrator, such as outlined below, but we will not rush to judgment or ostracize that individual.

- B. If a reported incident of child abuse involves either a paid staff person or volunteer, the Governing Board will suspend the person from all activities involving the supervision of children. This is true for an incident that allegedly occurred either within or outside the realm of the Fellowship. Again, because we cannot disregard the wellbeing of the alleged perpetrator, we will not rush to judgment or ostracize that individual.
 - C. Suspension from activities involving children will continue, pending the outcome of the investigation by the appropriate authorities.
 - D. Regardless of where or under what circumstances the alleged incident takes place, if a paid staff person is involved and convicted, or legal charges are brought but not acted upon for reasons that leave too many questions unanswered, it may be considered as job related and affecting job performance.
 - E. Reinstatement of a paid staff member or volunteer will occur only after all allegations have been cleared to the satisfaction of the Governing Board.
6. Procedures for working with and caring for a person who has been convicted of abusing a child:

Because we “affirm the inherent worth and dignity of every person,” we do not believe any person should “automatically” be excluded from our Fellowship because of his/her past actions. However, we also believe we have a responsibility to ensure the well being of all our participants, especially the most vulnerable. To date, it is our understanding that the ability of pedophiles to change their behavior is problematic. If someone who has been convicted of sexually abusing a child, regardless of where it occurred, wishes to participate in this Fellowship, we will welcome him or her, but their participation may be limited in ways – to which all parties agree – to ensure the safety of our children.

7. Responding to the media:

If you are contacted by the media, you need only to say that our church has adopted Youth and Adult Protection Guidelines, and that we are following those guidelines at this time. If more information is requested, suggest contacting the minister or President of the Governing Board. To speak about the specifics could significantly alter the ability to prosecute.

8. Procedures for transporting youth to Fellowship events:

- A. Drivers should be at least 21 years old and hold a valid driver’s license.
- B. Every person transported in the vehicle must wear a seatbelt.
- C. Regardless of where or under what circumstances the alleged incident takes place, if a paid staff person is involved and convicted, or legal charges are brought but not acted upon for reasons that leave too many questions unanswered, it may be considered as job related and affecting job performance.
- D. There should be two unrelated adults in each car for every trip.

Adopted December, 2003

Revised Spring, 2010

APPENDIX 1: Primary Screening Form For Children or Youth Work at Starr King Unitarian Universalist Fellowship

This application is to be completed by all applicants for any position (volunteer or compensated) involving regular supervision or custody of minors. This is not an employment application form. Persons seeking a position with Starr King Unitarian Universalist Fellowship (SKUUF) as a paid employee will be required to complete an employment application in addition to this screening form.

The following policies reflect our commitment to provide protective care of all children, youth, and volunteers who participate in activities sponsored by Starr King Unitarian Universalist Fellowship (SKUUF).

1. Adults who have sexually abused or physically abused a child, or have been convicted of such abuse, will not volunteer service in any SKUUF sponsored activity or program for children or youth.
2. Only adult volunteers who have participated in the fellowship for at least six months will be given primary responsibility for an activity or program involving our children or youth.
3. Adult volunteers should observe the “two deep leadership” rule. Two Deep Leadership: We intend to avoid isolating our children with individual group leaders. We seek to always have two leaders who have been through the screening process, one of whom must be at least 21 years of age, working with our children.
4. Adult volunteers should immediately report to their supervisor any behaviors which seem abusive or inappropriate.
5. Adult volunteers are mandated reporters. If you suspect abuse you must report to DCYF 1-800-894-5533.

Date: _____

Name: _____

Last

First

Middle

(Identity must be confirmed with a state driver’s license or other photographic identification)

Address: _____

City: _____ State: _____ Zip: _____

Home Phone: _____

1. Do you have a current driver's license? ___ No ___ Yes

License Number _____

2. List (names and addresses) other churches you have attended regularly during the past five years:

3. List all previous work involving youth (list each organization separately with name, address, type of work performed, and dates):

4. List any training, education, or other factors that may have prepared you for children or youth work: _____

5. Have you ever been convicted of or pleaded guilty to a crime which has not been annulled in a court of law? ___ No ___ Yes (If yes, please explain.)

6. Have you ever abused or molested a minor? Child abuse is defined as the non-accidental injury, sexual abuse/exploitation, neglectful treatment or the maltreatment of a child (from birth to 18 years) by any person under circumstances that indicate that the child's health, welfare, or safety is harmed. ___ Yes ___ No

7. Personal References (include a non-relative):

Name: _____ Name: _____

Address: _____ Address: _____

Phone: _____ Phone: _____

8. The information contained in this application is correct to the best of my knowledge. I authorize any references or organizations listed in this application to give you any information (including opinions) they may have regarding my character and fitness for children and youth work.

In consideration of the receipt and evaluation of this application by SKUUF, I hereby release any individual, church youth organization, charity, employer, reference, or any other person or organization, including record custodians, both collectively and individually, from any and all liability for damages of whatever kind or nature which may at any time result to me, my heirs, or family, on account of compliance or attempts to comply, with the requests of this organization. I waive any right that I may have to inspect any information provided about me by any person or organization identified by me in this application.

Should my application be accepted, I agree to abide and comply with the Bylaws and Policies of SKUUF.

I further state that I HAVE CAREFULLY READ THE FOREGOING RELEASE AND KNOW THE CONTENTS THEREOF AND SIGN THIS RELEASE AS MY OWN FREE ACT. This is a legally binding agreement that I have read and understand.

Applicant's signature: _____ Date: _____

Witness: _____ Date: _____

Criminal Record Release Form

As part of our Youth Protection Policy, the DRE at will be submitting the names of all volunteer teachers for a national background check. Please sign below to authorize this process. Thank you

I hereby authorize the release of my criminal conviction(s), if any, to the current Director of Religious Education at the Starr King Unitarian Universalist Fellowship, Plymouth, New Hampshire.

_____ Signature

_____ - _____ - _____ Social Security Number*

_____ Date

_____ Date of Birth*

*for identification purposes only

Code of Ethics for Adults and Older Youth Who are in Leadership Roles with Children/Youth

Adults and older youth who are in leadership roles are in a position of stewardship and play a key role in fostering spiritual development of both individuals and the community. It is, therefore, especially important that those in leadership positions be well qualified to provide the special nurture, care and support that will enable children and youth to develop a positive sense of self and a spirit of independence and responsibility.

The relationship between young people and their leaders must be one of mutual respect if the positive potential is to be realized. There are no more important areas of growth than those of self-worth and the development of a healthy identity as a sexual being. Adults play a key role in assisting children and youth in these areas of growth. Wisdom dictates that children, youth and adults suffer damaging effects when leaders become sexually involved with young persons in their care; therefore, leaders will refrain from engaging in sexual, seductive or erotic behavior with children and youth. Neither shall they sexually harass or engage in behavior with youth that constitutes verbal, emotional or physical abuse.

Leaders shall be informed of the code of ethics and agree to it before assuming their role. In cases of violation of this code, appropriate action will be taken.

I understand that if I have been charged and/or convicted of a crime involving a minor, I will notify the Minister or DRE of this fact, and/or will resign from my church school responsibilities.

I have read and understand the above statements of position, expectations and actions.

Date

Name (printed)

Name (signed)

Adopted December 2003

Revised Spring 2010

APPENDIX 2: Secondary Screening Form For Children or Youth Work at Starr King Unitarian Universalist Fellowship

This application is to be completed by all volunteers who occasionally work with children and youth. Regular volunteers should complete the primary screening form.

The following policies reflect our commitment to provide protective care of all children, youth, and volunteers who participate in activities sponsored by Starr King Unitarian Universalist Fellowship (SKUUF).

1. Adults who have sexually abused or physically abused a child, or have been convicted of such abuse, will not volunteer service in any SKUUF sponsored activity or program for children or youth.
2. Only adult volunteers who have participated in the fellowship for at least six months will be given primary responsibility for an activity or program involving our children or youth.
3. Adult volunteers should observe the "two deep leadership" rule. Two Deep Leadership: We intend to avoid isolating our children with individual group leaders. We seek to always have two leaders who have been through the screening process, one of whom must be at least 21 years of age, working with our children.

Please answer each question. (Your response will be kept fully confidential.)

Name:

Last	First	Middle
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1. As a volunteer, do you agree to observe all SKUUF policies regarding working with youth or children? No Yes

2. Do you have a current driver's license? No Yes
If yes, license number: _____

3. Have you ever been convicted of any motor vehicle offenses? No Yes
If yes, please describe when they were and what they involved.

4. Have you ever been convicted or pleaded guilty to a crime that has not been annulled in a court of law? No Yes
If yes, please describe when they were and what they involved.

5. Have you ever abused or molested a minor? Child abuse is defined as the non-accidental injury, sexual abuse/exploitation, neglectful treatment or the maltreatment of a child (from birth to 18 years) by any person under circumstances that indicate that the child's health, welfare, or safety is harmed. ___ No ___ Yes

I have read the above policy and agree to observe the safeguards listed.

Signature _____

Date _____