

2 MINISTERIAL LIMITATIONS

2.1 MINISTERIAL LIMITATIONS OVERVIEW

The Minister shall not cause or allow any practice, activity, decision, or organizational circumstance that is imprudent or in violation of:

1. Our Unitarian Universalist principles
2. UUA best practices
3. Our Bylaws
4. Commonly accepted business and professional ethics

In case of conflict among the above limitations, the Minister shall abide by them in the order listed and inform the Board.

2.2 TREATMENT OF MEMBERS, FRIENDS, AND VISITORS

With respect to interactions with members, friends and visitors of the congregation the Minister shall not allow conditions, procedures, or decisions that are unsafe, undignified, unnecessarily intrusive, or that fail to provide appropriate care and support, confidentiality and privacy. Nor shall the Minister fail to follow written policies for processing member concerns and suggestions.

2.3 TREATMENT OF STAFF

With respect to the treatment of paid and volunteer staff, the Minister may not cause or allow conditions that are dismissive, unfair, unsafe, unprofessional or undignified.

Accordingly, the Minister shall not:

1. Operate without written personnel manual that clarifies personnel rules for staff, provide for effective handling of grievances, and protect against wrongful conditions such as nepotism and grossly preferential treatment for personal reasons.
2. Discriminate (as defined by city, state, and federal laws) among existing or potential staff/volunteers on other than clearly job-related criteria, individual performance, or individual qualifications.
3. Fail to appropriately supervise staff.

2.4 COMPENSATION AND BENEFITS

With respect to employment, compensation, and benefits to employees, consultants, contract workers, and volunteers, the Minister shall not cause or allow jeopardy to fiscal integrity or public image.

Accordingly, the Minister shall not:

1. Change his or her compensation, benefits and professional expenses.
2. Promise or imply permanent or guaranteed employment.
3. Establish current compensation and benefits that deviate materially from the UUA fair compensation guidelines for the skills employed.

2.5 FINANCIAL PLANNING/BUDGETING

Financial planning for any fiscal year or the remaining part of any fiscal year shall not deviate materially from the Board's goals and priorities or risk fiscal jeopardy.

Accordingly, the Minister shall not allow budgeting that:

1. Contains too little information to enable credible projection of revenues and expenses.
2. Contains too little information to ensure separation of capital and operational items.
3. Contains too little information about cash flow and fails to disclose planning assumptions.
4. Plans the expenditure in any fiscal year of more funds than are conservatively projected to be received in that period.

2.6 FINANCIAL CONDITIONS AND ACTIVITIES

With respect to the actual, ongoing financial condition and activities, the Minister shall not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditures from Board priorities established in goals.

Accordingly, the Minister shall not

1. Use any long-term reserve without approval of the Board of Trustees.
2. Conduct inter-fund shifting in amounts that deviate materially from the Board's goal priorities.
3. Fail to settle payroll and debts in a timely manner.
4. Allow tax payments or other government-ordered payments or filings to be overdue or inaccurately filed.
5. Acquire, encumber, or dispose of real property.
6. Fail to pursue unpaid non-pledge receivables after a reasonable amount of time.
7. Authorize a line of credit without the approval of the Board of Trustees.

8. Fail to inform the Board before any decision is made to use unexpected and undesignated income over the amount of \$2,500 in any fiscal year.
9. Violate contracts entered into by the Church without prior approval of the Board.
10. Award any contract with a cost equal to or above \$5,000 without either securing competitive bids or getting approval from the Board for a sole source justification and approval.
11. Receive, process, or disburse funds intended for church use (e.g. collections, bookstore revenues, etc.) or allow others to receive, process, or disburse such funds in a way that might reasonably allow the funds to be misappropriated.
12. Reallocate funds between budget items without prior consent from the responsible team leads. Any reallocation shall have no net impact to the budget.
13. Fail to establish and fund a reserve account for the purpose of meeting financial needs for which there are no budgeted funds available.
14. Fail to maintain a cash reserve fund of not less than 1 ½ months operating expenses.
15. Fail to establish and fund a sabbatical leave account

2.7 ASSET PROTECTION

The Minister shall not allow the assets to be unprotected, inadequately maintained, or unnecessarily risked.

Accordingly, the Minister shall not:

1. Fail to establish, implement and report annually to the Board plans and procedures for risk management safety and security.
2. Fail to adequately insure against theft and casualty losses at replacement value less reasonable deductible and/or co-insurance limits.
3. Fail to insure against liability losses to Board members and the organization.
4. Unnecessarily expose the organization, its Board, or staff to claims of liability.
5. Subject facilities, premises, and equipment to improper wear and tear or insufficient maintenance.
6. Make any purchase where normally prudent protection has not been given against conflict of interest.
7. Fail to protect intellectual property, information, and files from loss or significant damage.
8. Hold operating capital in insecure instruments
9. Make any purchase of goods or services of over \$2,500.00 without comparative price quotes.

10. Fail to preserve property by selling, encumbering, or disposing of real property without advance authorization from the Board.

2.8 GOALS FOCUS OF GRANTS AND CONTRACTS

The Minister shall not enter into any grant or contract arrangements on behalf of the congregation that fail to emphasize primarily the achievement of goals and, secondarily, the avoidance of unacceptable means.

Accordingly, the Minister shall not fail to:

1. Oversee the grant application or contract bidding process.
2. Collect, review and retain information about the grant application or contract bid.
3. Collect, review and retain timely follow-up reports on grant or contract activities.
4. Consider the budgetary, staff, and facility impacts of the grant or contract.
5. Seek legal advice, when necessary, to interpret and assess contractual terms.

2.9 COMMUNICATIONS AND SUPPORT OF BOARD

The Minister shall not permit the Board to be uninformed or unsupported in its work.

Accordingly the Minister shall not:

1. Neglect to submit monitoring information required by the Board in a timely, accurate, and understandable fashion, directly addressing provisions of Board policies being monitored.
2. Let the Board be unaware of relevant trends, anticipated adverse media coverage, material external and internal changes, particularly changes in the assumptions upon which any Board policy has previously been established.
3. Fail to advise the Board if, in the Minister's opinion, the Board is not in compliance with its own policies on Governance Process and Board-Minister Linkage, particularly in the case of Board behavior that is detrimental to the working relationship between the Board and the Minister.
4. Fail to marshal for the Board as many staff and external points of view, issues, and options as needed for fully informed Board choices.
5. Fail to provide a mechanism for official Board, officer or committee communications.
6. Fail to report in a timely manner an actual or anticipated non-compliance with any policy of the Board.
7. Fail to recommend changes in Policies as needed.
8. Fail to limit the Minister's public statements about the official position of the congregation or Board on controversial social, political, and/or congregational issues to what the

congregation or Board has formally and explicitly adopted as positions of record. Nothing in this policy shall be construed to infringe upon the fundamental principle of freedom of the pulpit.