

POLICY ON CHURCH-SPONSORED EVENTS

Submitted by Ad Hoc Committee and Church-Sponsored Events on 18 May 2016

Adopted by UUCC Board: 20 July 2016

1.0 RATIONALE

We are committed to the care and safety of our children, members, friends, and guests as well as our volunteers and staff when participating in approved events located on or off UUCC property. This policy will help UUCC to knowingly select events to endorse, regardless where located, thereby ensuring that these events fall within the Mission of our Congregation and Principles of Unitarian Universalism as well as the scope of our liability insurance policy.

2.0 DEFINITIONS

UUCC Workers: All volunteer and paid employees of UUCC. Paid employees will undergo a personnel application process, which includes, but is not limited to, application, interview, reference checks, criminal history background checks, driving history background checks, and annual performance reviews. Volunteers may be divided into two categories: supervisors and assistants. All volunteers must be at least 18 years of age and 5 years older than the oldest child, youth or vulnerable adult whom they will come in contact with and must have attended the church regularly for a period of at least six months. Supervisors have responsibility for a group or groups of children. They will undergo an application process which includes, but is not limited to, a volunteer application, interview, and criminal history background checks. Driving background checks will be completed as necessary. Supervisors will be at least 21, have at least one year of experience in a leadership position, and have demonstrated leadership abilities. Assistants may be asked to complete a volunteer application and have criminal history and driving background checks.

UUCC Event: An event held on or off UUCC property that falls within the normal operation and/or support of the church. This would include but not be limited to: Sunday services, Religious Exploration classes, meetings regarding church groups or events. Special events that are an activity of a church group would be considered a church sponsored event (please see definition below). No rental payment or agreement required, although scheduling through the office is required. Event would be listed on the church calendars and in the order of service.

UUCC Sponsored Event: An event held on or off UUCC property that is supported by the church by originating from a UUCC committee or through specific board approval. Typically included in church sponsorship would be rent-free use of the facility or use at a reduced rate, at the option of the board. Most often this type of event would be introduced to the board by a church member who would also be involved in the planning, preparation and execution of the event. It is also possible that an outside individual or group could appeal to the board for rent-free use or a reduced rental rate in regard to an event with which the church is sympathetic. A rental agreement could be required on a case-by-case basis even though a cash rental payment may not be required. Event would be listed on the church calendars and in the order of service. Wording stating, "This event is sponsored by UUCC" could be included in printed materials relating to this type of event.

Private Member Event: An event held on or off UUCC property that is sponsored by a member for personal reasons. This would include: special event parties, weddings, funerals, seminars, workshops, other special interest events, and any building usage in association with this type of event. Rent at the

member rate is required along with a rental agreement and could include a security deposit. Event would be listed on the church calendars and in the order of service as a private event.

Private Event: A one-time event held on or off UUCC property that is sponsored by other than a church member or group. This would include: speakers, classes, special event parties, weddings, funerals, seminars, workshops, other special interest events, and any building usage in association with this type of event held by a non-member. Rent at the non-member or not for profit rate is required along with a rental agreement which could include a security deposit. Event would be listed on the church calendars and in the order of service as a private event and would not be advertised in church publications. Fliers could be placed in the lobby in the space made available for such non-church sponsored but philosophically related events or publications. Wording indicating that this is a private event or stating the sponsoring organization or person should be included in printed materials relating to this type of event.

Recurring Private Events: A recurring event held on or off UUCC property that is sponsored by other than a church member or group. This would include: association or group meetings, classes, seminars, workshops, other special interest events and any building usage in association with this type of event held on a recurring basis by a non-member. Rent at the non-member or not-for-profit rate is required along with a rental agreement that would be renewed and/or renegotiated annually and could include a security deposit. Events would be listed on the church calendars and in the order of service as a private event and would not be advertised in church publications. With board approval, fliers could be placed in the lobby in the space made available for such non-church sponsored but philosophically related events or publications. Wording indicating that this is a private event or stating the sponsoring organization or person should be included in printed materials relating to this type of event.

Official UUCC Communication: Within the context of this policy includes, but may not be limited to, the UUCC website, Google groups (or similar email method, which is controlled and moderated by the UUCC), UUCC Unigram, newsletters, posters, flyers or any other communication method specifically approved by the Board of Trustees, Standing Committees, DRE, Administrator, or Minister.

3.0 POLICY

1. Ensure that UUCC events and UUCC-sponsored events fall within the scope of our liability insurance policy coverage.
2. All requests for UUCC-sponsored events that do not originate from a Committee must be submitted to the UUCC Administrator, who will ensure delivery to the appropriate Committee that must coordinate internal review of the request prior to submission to the Board for final approval.
3. The UUCC Administrator will ensure that the event is publicized in accordance with the UUCC Newsletter policy.