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POLICY PREAMBLE

The policy presented herein is based on Bylaw No. 1 of the Lakehead Unitarian Fellowship (in section A of this manual). It attempts to describe the functions within our caring community in more detail. This is a flexible document and will be reviewed annually. As the Fellowship changes, so too will this manual. There are only four Standing Committees: The Board of Directors, the Finance, Nominating and Bylaw and Policy committees. Ongoing Committees may, depending on the focus and direction of the fellowship, amalgamate, change, or even be eliminated. Ad Hoc Committees are called for specific short term purposes. Their temporary nature requires them to state definite time lines regarding inception and dissolution.

It is common practice for committees of all types to keep the Board and the Administrator abreast of decisions, plans, budget needs, and ideas. The Administrator may be invited as a resource person to attend committee meetings.

If also a fellowship member, the Administrator may choose to sit on some committees as a member but should not chair any committee.

The President is an ex-officio member of all committees and should be informed when meetings are scheduled.

The primary duty of a Board Liaison to a committee is to be the conduit between each committee to which s/he has been assigned, and the Board. Liaisons are aware of committee activities and may represent the President at committee meetings. At the request of the committee chair, they bring forward requests and concerns of the committee to the board. The liaison comments on the committee reports at the board meeting. If a committee involves personnel, the liaison may be requested by the personnel committee for advice and/or attendance. A liaison should not chair the committee on which s/he is the liaison.

Committees of all types are encouraged to follow a similar format in describing their reason for being. In general, that would include their Purpose, Composition (members), Duties and Meetings (frequency). The role of the ex-officio President and the Board Liaison are already explained in this preamble and therefore need not be further referred to within each committee description. Please read the following guidelines for all Standing, Ongoing and Ad hoc Committees.

STANDING, ONGOING AND AD HOC COMMITTEES

GENERAL GUIDELINES

PURPOSE:

The goal of all committees is to further the cause of the Lakehead Unitarian Fellowship which is to bring Unitarian Universalists and religious liberals into closer relationship with one another and to unite them in the quest for the highest values in religion and in life. (See Section A of this manual).

DUTIES:

Appoint a committee chairperson at least annually or as required and notify the board of your choice.

Establish regular meeting dates and notify all committee members, the President, the Board Liaison and the Administrator well in advance of all meetings, to ensure that said dates are put onto the Fellowship calendar, into the Email Update, the Newsletter and the Order of Service.

Enlist a sufficient number of committee members to accomplish the designated duties of the committee.

Set both short and long term goals for the committee.

Prepare and submit an annual budget estimate, including those of any sub-committees, as requested by the Board.

Communicate to the Board, the Board Liaison other committees and staff as appropriate, ideas and information, including copies of minutes and correspondence.

Ensure that all meetings are open to the membership and that the membership is informed of all significant activities and decisions of the committee.

Transfer all files of the committee and other related information to the new Chair of the committee or to the Administrator at the end of the current Chair’s tenure.

**BOARD OF DIRECTORS**

PURPOSE

To provide leadership, direction and control to the affairs of the Lakehead Unitarian Fellowship, as directed by the members, in accordance with the content of the Bylaw and Policy Manual.

COMPOSITION

The affairs of the Fellowship shall be managed by a Board of six to eight Directors, consisting of the Past President, four Directors who shall have been elected as Officers of the Fellowship, and one to three elected Directors at Large. 50% plus one members of the Board shall constitute a quorum for the transaction of business. All Directors shall be elected for a one-year period, and shall be eligible for re-election if otherwise qualified. No Director shall serve as an Officer for a period in excess of six consecutive years.

DUTIES

1. Schedule a special orientation meeting of outgoing and incoming Board members after the Annual General Meeting (AGM). At this orientation meeting, review the main elements of the Bylaw and Policy manual.
2. Be the guardian of bylaws and policy, ensuring that both are followed.
3. Maintain control of the property, business affairs, administration and progress of the Fellowship.
4. Appoint all types of committees as deemed necessary, ensuring that each committee has an effective Chair and sufficient members to carry out its respective functions as well as maintaining continuity from year to year.
5. Delegate to the constituted committees the authority to carry out their functions.
6. Ensure that a member of the Board is appointed as a liaison to each of the ongoing or ad hoc committees.
7. Require each committee to submit a budget to the Finance Committee to assist in drafting a budget for the financial campaign.
8. Review and approve the Finance Committee Proposed Budget for presentation by the Treasurer at the Annual Budget Meeting (ABM).
9. Encourage the exchange of ideas and information among the committees and with the Board. To this end, the Board shall
	1. invite or encourage Chairs to attend Board meetings and
	2. encourage all Chairs to announce their upcoming meetings and invite members to attend.
10. Ensure that important decisions are made known to the membership through all appropriate means.

BOARD COVENANT

How we will treat and relate to each other

* To treat others with dignity and respect
* To respect other’s opinions or positions
* To encourage and support one another in self care
* To assume good intentions
* To do our best to have fun
* To encourage and support the participation of all board members
* To honour our limits and those of others
* To listen deeply and ask questions to facilitate understanding
* To engage in face-to-face communication to resolve conflict

How we will behave ethically as board members

* To respect confidentiality
* To speak with one voice on board decisions
* To speak about the issue not the person
* To respect the decision making process
* To work hard to represent members and friends
* To take our roles but not ourselves seriously
* To follow through with our commitments and we when we cannot,

let others know

* To be prepared for meetings and other duties
* To monitor our adherence to our covenant
* To regularly review our Principles

Adopted by LUF Board December 9, 2013 (revised from 2008 covenant)

**STANDING COMMITTEES**

EXECUTIVE

PURPOSE

This committee acts as a management team for the Board. It is accountable to the Board.

COMPOSITION

The President, Vice-President, Secretary, Treasurer and the Past President form this management team.

DUTIES

1. Communicate with available executive members as appropriate, by meeting, phone, email, etc. for the efficient operation of the Board between meetings.
2. Report regularly to the next Board meeting those executive actions taken between Board meetings. Resolutions passed by the Executive Committee are to be ratified at the next Board meeting.
3. Four of the five members of the Executive Committee shall have signing authority, excluding the Past President. When fewer than four signing authority members are expected to be available in the long term, then the Past President may be designated as a signing authority as well.

FINANCE

PURPOSE

The Finance Committee, subject to the approval of the Board, shall be responsible for the financial affairs of the Lakehead Unitarian Fellowship. This committee will provide monthly financial reports to the Board with any recommendations regarding financial policy and use of funds.

COMPOSITION

The Finance Committee shall consist of the Treasurer, one or more members of the Board and one or more members of the Fellowship.

DUTIES

1. Manage Fellowship funds.
2. In conjunction with the Nominating Committee, make recommendations to the Board to name and appoint a member to be the Canvass Chair nine (9) months prior to the annual canvass.
3. Prepare a Campaign Budget from preliminary budget requests submitted by committees for the Board’s approval for use in the Campaign.
4. Prepare a budget, based on canvass results, after consultation with appropriate committees for approval by the Board for subsequent submission to the Congregational Budget Review and Ratification Meeting.
5. Approve and ensure coordination of all fund raising activities of the Fellowship.
6. Assist and encourage the Endowment Trust Fund Trustees in their endeavours. For a description of Endowment Fund, see Section C – Appendices.
7. Ensure that building rentals reflect the short or long term rental policy. Review this policy yearly and bring recommendations to the Board. Ensure that all hall rental rates are posted and communicated in the newsletter.
8. Prior to the Congregational Annual Meeting, make all financial records available, as and when requested by the Financial Reviewers.
9. Following preparation by the bookkeeper, review the Annual Income Tax Return to the Canada Revenue Agency (CRA) prior to the due date each year (6 months following the end of the fiscal year).
10. Ensure the appropriate number of volunteers are recruited, trained and scheduled to count and record the collection after each Sunday Service, and make deposits.
11. Review the Fellowship finances monthly and recommend changes to budget allocations and supplementary fund raising activities and spending guidelines when warranted.
12. Prepare and monitor a written procedure for handling, counting, recording depositing, and dispensing all monies received and expended in accordance with sound financial practices.
13. Maintain and establish special funds as directed by the Board.
14. Liaise with the Canvass Sub-Committee.

CANVASS SUB-COMMITTEE OF FINANCE

PURPOSE

To prepare and execute the annual canvass.

COMPOSITION

Canvass Chair and co-chairs, if any, the Treasurer and any number of members of the congregation.

DUTIES

1. Conduct the annual financial canvass campaign.
2. Recruit and train canvassers.
3. Prepare and maintain a procedures manual for the canvass committee. Plan and implement the campaign kick-offs in conjunction with any other committees.
4. Acquire the materials necessary to conduct the canvass/visitation.
5. Report financial results to the finance committee.
6. Conduct a review following the completion of the canvass and make suggestions for changes and or improvements.
7. Report changes regarding the membership list to the FL/Membership committee.

NOMINATING

 PURPOSE

To ensure that nominees for the Nominating Committee, the Board of Directors, the Endowment Fund and the Financial Reviewers are chosen and their names are delivered to the Secretary in writing for distribution in the call to the AGM. Also, if necessary or they are so requested, to help find members or friends within the congregation for other committees any time during the current term.

COMPOSITION

The Past President and two (2) non-Board members who were elected at the

most recent past Annual General Meeting.

DUTIES

1. Endeavour to present to the Secretary in writing the required number of names of candidates for each of the following: the Nominating Committee, the Board of Directors, the Endowment Fund and the Financial Reviewers ,(each of whom has agreed to serve), for distribution in the call o the Annual General Meeting, along with any other nominations received.
2. Conduct an election by secret ballot if more than one candidate has been nominated for any position, the ballots to be distributed at the meeting.
3. To be declared elected, a candidate must receive at least fifty-one (51) percent of the votes cast. Where there is only one candidate for a position, that person shall be declared elected by acclamation.
4. In the event of a mid-term vacancy on the Board or any committees, recommend a suitable replacement for the Board’s or the committee’s approval.
5. The new Nominating Committee shall assume the Nominating Committee’s duties for the coming year at the close of the AGM.

BY-LAW AND POLICY

PURPOSE

To review the Bylaw and Policy Manual annually and to make, or recommend that others make revisions as deemed necessary to meet current needs of the Fellowship.

COMPOSITION

The Past President and two or more members of the Fellowship.

DUTIES

1. Review or coordinate the review by those members most concerned with each section of the B&P Manual to ensure that the entire Manual reflects current realities and needs of the Fellowship.
2. When the annual review suggests a need for significant changes in various aspects of policy, distribute the previous year’s policy description for Standing and Ongoing committees to the Chair of each committee requiring changes (or to all committees). Request that in a specific period of time, they review and revise their policy to current practices and return their recommendations to the B&P Committee for insertion into the Manual.
3. In other aspects of the manual, make changes as the need for them is indicated during the annual review.

**ONGOING AND AD HOC COMMITTEES**

PERSONNEL

PURPOSE

To serve as the liaison between the Board, the Administrator, the Director of Religious Exploration, the Building Care Worker, the Summer Service Coordinator and the Chaplains of the Fellowship.

COMPOSITION

Members normally will be the Vice-President, a director of the Board and a member of the congregation.

DUTIES

1. Ensure that contracts between the Lakehead Unitarian Fellowship and the Administrator, the Director of Religious Exploration, the Building Care Worker, the Summer Services Coordinator and the Chaplains of the Fellowship are drawn. The term of said contracts shall be made known to the membership and shall contain:
	1. Financial details
	2. Duties and terms of reference for each position
	3. The agreed upon time of commitment
	4. The length of the contract
	5. Review the terms of such contracts with each individual as deemed necessary on a regular basis.
	6. Update or revise the terms of the contracts when necessary
	7. Perform related duties, such as:
		1. Appointment of a search committee in case of vacancy
		2. Advertising of positions
		3. Performance evaluations
		4. Recommending adjustments in fees
		5. Dealing with the cancellation of contracts
2. MEETINGS As required.

SUNDAY SERVICES/WORSHIP

PURPOSE

To plan and implement the creation of meaningful Sunday services in concert with a minister (if present), service leaders and invited speakers, with the view to encompass, express and enrich the spiritual and religious journeys of the members and friends of the LUF community.

COMPOSITION

Current committee members will strive to recruit between five (5) and ten (10) members or friends of LUF who represent the diverse interests of the congregation. The maximum term for each member on this committee shall be 12 years. A minister (when present) shall be a member of this committee.

DUTIES

1. Report regularly to the Board through the board liaison.
2. Plan and implement Sunday services in accordance with any general directions from the congregation.
3. Plan services for the September to June church calendar.
4. Provide limited summer programming.
5. Reflect UU Principles and Sources, offering a balance in the presentations.
6. In the planning of services, be cognizant of the various traditions represented in the LUF community.
7. Prepare annual budget requests based on the cost of providing Sunday services including speakers’ fees, their travel and/or accommodation costs, and musicians’ fees. (Costs for advertising and/or printing are not charged to this committee’s budget.)

MEETINGS

This committee will meet monthly throughout the year, except for July. It will adopt its own procedures and/or covenant for the conduct of meetings.

POLICY RE PAYMENT FOR SPEAKERS, MUSICIANS, WORKSHOPS

Rates for honoraria

* lay speakers or  musicians - $75 each, student musician - $50
* music director when working with a musician - $80
* visiting ministers -  overall estimate is $1,000 per visit, based on $250 for a service, $200 for a workshop, travel and accommodation expenses

Amended January 14, 2019

RELIGIOUS EXPLORATION – CHILDREN

PURPOSE

To create a religious ‘home’ for children and youth, including the Young Religious Unitarian Universalist group (YRUU), ages 13-18 years. To provide a relaxed space in which all children and youth may consider the important questions of life. To impress upon the parents of the children and youth that the religious exploration program offered is based on the cooperative model in which parents and guardians take an active part.

COMPOSITION

The Religious Exploration Coordinator (when present) may call upon any number of members and friends of the congregation, including parents to participate in the RE program.

DUTIES

1. Secure and support teachers and assistants for the RE classes.
2. Encourage and promote attendance at area denominational meetings and conferences pertaining to RE.
3. Work hand in hand with the REC.
4. Formulate goals in consultation with parents and, in keeping with Unitarian Universalist philosophies, review curricula and design and evaluate a yearly RE program for children and youth.
5. Prepare budget requests for the following year.
6. Communicate with parents and other members and friends by various means, including the monthly newsletter and Facebook page.

MEETINGS

As deemed necessary to complete reports to the Board, liaise with parents and plan with volunteers and employees for RE programs for children and youth.

ADULT RELIGIOUS EXPLORATION (ARE) and SOCIAL ACTION

Adult Religious Exploration and Social Action will no longer be governed by a committee. Projects or programs will be developed by individuals or groups and will present these on approval by the Board.

Workshop Proposals

Workshops can be organized and presented by champions WITH the approval of the Board. Approval depends on the relevance of the, proposed workshop to LUF's mission and strategic plan and our CUC vision.

A suggested minimum $3.OO donation per participant is called for. If expenses will be incurred for presenters or materials then a larger registration fee may be needed to cover these costs. In some cases, LUF may be able to cover a planned shortfall, depending on the relevance of the topic and availability of funds.

Alternatively, the hall or a portion of the building can be rented at the prevailing rate for the space, which participants can cover with their fees. This option does not require Board approval.

A workshop proposal needs a champion and LUF liaison who will shepherd the process through approval, participant recruitment and implementation. The champion would make the workshop request to the Board and if approved, follow through on the implementation (logistics, etc.).

The following elements should be included in the request.

* Title of the Workshop
* Date and Time - based on space availability from LUF Calendar on website - e-mail

Administrator to tentatively book desired space/time, pending Board approval

* LUF champion
* Content of workshop - including reason for workshop, relevance to mission, strategic plan, etc.
* Financial implications - if a subsidy is requested please outline the proposed revenues and expenses
* Time implications - state date approval required if there is a time crunch.

(Adopted by LUF Board, 13 March 2019)

FELLOWSHIP LIFE/MEMBERSHIP (FLM)

PURPOSE

The purpose of the Fellowship Life/Membership (FLM) Committee is to create community and to provide support for members and friends of the Fellowship, and to welcome and help newcomers to integrate into the life of the Fellowship.

COMPOSITION

Committee members may be chosen in numbers as required from among both members and friends of the Fellowship. Chairs must be members who are chosen by the committee. Maximum term on this committee is 6 years.

DUTIES OF COMPONENT GROUPS

SOCIAL EVENTS

Members and friends of LUF are given the opportunity to be in community with each other through social events initiated by the FLM Committee, such as potluck suppers, lunches and special gatherings (receptions) for rites of passage. These events are coordinated in consultation with the Board, Sunday Services Committee and the Lay Chaplains. Together with the Administrator, the members of the FLM committee ensure that information of these social events is communicated.

POD SYSTEM

With the POD System all LUF members and friends can participate in the life of the congregation. There are currently three (3) POD groups: Belugas – last names starting from A-D; the Great Whites, from E-M; and the Greenlands, from N-Z. Each has a leader who contacts the people regarding greeting, preparing Sunday morning coffee, children’s snack, clean-up, plant care and purchases of refreshments.. Detailed duty lists are posted in kitchen and in the drawer of the front entrance of the sanctuary.

KITCHEN MAINTENANCE

Several people form the kitchen maintenance sub-committee. They manage their own budget. Laundry and kitchen maintenance supplies are purchased by this group.

MEMBERSHIP FUNCTION AND ROLES

Welcome newcomers and help them become acquainted.

Provide information about Unitarian Universalism and the Lakehead Unitarian Fellowship.

Ensure that sufficient and appropriate pamphlets are ordered and displayed.

Facilitate process for frequent attendees to get name buttons and be included in the contact list.

Schedule and host “New to UU” sessions to provide in depth information about Unitarian Universalism and LUF.

Invite newcomers and friends to become members. (Keep track of who might be approached to join and look after the application process.)

Send membership application to the Board for welcome and work with the Administrator to ensure appropriate inclusion and forwarding information to the Canadian Unitarian Council.

In consultation with the Sunday Services Committee and the Lay Chaplains, schedule and participate in new member recognition ceremonies. Arrange for signing the register and provide a welcoming gift.

Work with the Administrator and the Finance Committee to maintain membership records, databases and revisions of the membership and contact lists.

Ensure that members with lapsed contributions of record are contacted before the end of January of the following year to determine if they should be removed from LUF’s membership roll.

CARE AND CONCERNS GROUP

Through the actions of this sub-committee, care is provided to LUF members and friends who are faced with illness, bereavement and other traumatic but also joyous occurrences. By mutual agreement, a Captain Care is chosen. Support is given according to the wishes of the individual. Greeting cards are made available to be signed by congregants to LUF members and friends for felicitous or grievous occasions. In the event of death and the need for a memorial service, guidelines are to be made available to assist the Care and Concern Group with the preparation and execution of the hospitality concerns of said service.

HOSPITAL VISITOR

The Fellowship has an appointed hospital visitor who is registered as such at the Thunder Bay Regional Health Centre and other medical centres and long term care facilities. The hospital visitor will make contact with the patient when notified to do so.

MEETINGS

The committee overseeing all sub-committee components of FLM meets 3) times a year, more likely up to nine (9) times. Minutes are taken and shared with many groups and individuals within the Fellowship and are put on file in the Fellowship office.

PROPERTY

PURPOSE

To be in charge of the repair, upgrading, maintenance and security of the Fellowship’s property.

COMPOSITION

Members of the congregation appointed by the Board.

DUTIES

1. Responsible for required maintenance contracts as approved by the Board.
2. Establish and update for routine maintenance procedures.
3. Take responsibility for grounds-keeping and snow removal arrangements.
4. Ensure that fire and safety building codes are adhered to.
5. Establish and update a document for congregational, public, individual and group building users, including such matters as thermostat and vent control, lights, keys, locking up, tidying up. Collaborate with the Administrator to ensure that building users are familiar with this information.
6. Organize work parties as required.
7. Develop short range plans for the upkeep and enhancement of the building that fall within the scope or the annual budget.
8. Develop a building master plan that reflects the Fellowship’s present and future needs and present same first to the Board and then to the congregation along with options and financial considerations.

MEETINGS

As required.

LAY CHAPLAINCY (LCC)

PURPOSE

To oversee the Lay Chaplaincy program at LUF and make recommendations for its implementation within the framework of the CUC Lay Chaplaincy Guidelines, as contained in the most current CUC Congregational Lay Chaplaincy Program Manual. The LCC is an Ongoing committee.

COMPOSITION

Members of the Fellowship along with the current Lay Chaplains as determined annually. The Chair will also be determined annually by the committee.

DUTIES

1. Ensure that the terms of appointment and termination of Lay Chaplains shall be in accordance with the guidelines set out in the current CUC Congregational Lay Chaplaincy Program Manual.
2. Ensure that the work of this committee results in the effective administration of the Lay Chaplaincy program at LUF, within the framework of the CUC Lay Chaplaincy Guidelines, as contained in the most current CUC Congregation LAY Chaplaincy Program Manual.
3. Monitor the portion of the annual Board approved budget for the LCC which is based on the LUF portion of fees received by the lay chaplains.

MEETINGS

The LCC should meet at least four times a year to discuss lay chaplains’ feedback and needs regarding rites-of-passage observations, resources, training, funding for training and outreach. The LCC may adopt its own procedures and/or covenant for the conduct of meetings.

MINISTRY COMMITTEE

PURPOSE

This is an ad-hoc committee which will meet with a contract or consulting minister as a liaison between the Board and the congregation.

COMPOSITION

Approved by the Board, and will consist of the President, Treasurer, Chair of the Sunday Services/Worship committee, and a member of the congregation who may be chosen by the minister.

DUTIES

1. Formulate yearly contract and get signed by appropriate parties.
2. Establish compensation for a Sunday Service, including sermon preparation and delivery, accommodation [whether hotel or home stay], and mileage. Establish compensation for other services: May include pastoral care, consultations, committee work, adult religious education classes, one-time workshops, newsletter column, articles for the Thunder Bay *Chronicle* *Journal* [usually done for Easter & Christmas], other opportunities to visit with the minister.
3. Subject to Board approval, establish a budget for total compensation.

MEETINGS

1. Meet with minister at beginning of church year [September or October] to establish guidelines for work expected.
2. Meet with minister at beginning of calendar year [January or February] to review work done under the guidelines, review budget.
3. Meet as needed to review compensation guidelines and work expectations.
4. Maintain lines of communication; e.g.:
	1. Notification by Administrator of significant events, especially re members.
	2. Possible attendance at Board and SSWC meetings in person or via Zoom.
	3. Email minutes of committee meetings, especially Board, Sunday Services/Worship committee, Religious Education
	4. Visits from other ministers
	5. Annual Board Retreat date & place, so minister may attend
	6. Formal contacts with CUC representative

**STAFFING POLICY**

(LUF Policy Manual 2012)

LUF VALUES AND GUIDELINES

1. We value the many and varied contributions to the work of the fellowship made by both staff and volunteers.
2. We value an atmosphere of collaboration and cooperation which will further the LUF in achieving our mission.
3. We value a clear and open decision-making process. Information is power. To be empowered people need access to information. We are committed to information flow and sharing so that no one uses information as a control or as a tool to manipulate others.
4. People who accept leadership roles are also accepting the responsibility to lead within the core values of the fellowship. If you have power, you are responsible to use it in an empowering way. If you have responsibility, you need the power to meet it.
5. We acknowledge that in any group there are power differences based on many factors: experience, training, knowledge, personality, and opportunity. By making this information open to everyone, we hope to reduce the power differential among members.
6. We recognize that due to the complex nature of our work and the number of people involved, roles will often need to be clarified. Both staff and volunteers need to show leadership in identifying ambiguous situations and in clarifying proper communication and decision-making channels.
7. We strive to value people over task. All are required to treat each other with respect and care while being sensitive to each other's personal journey.
8. We are committed to being in a relationship of integrity with the staff.

STAFFING POLICIES

Fair Wage Policy: The LUF is committed to paying fair wages for professional services. It will establish the wage goal based on comparable professional positions. The fellowship will make every effort to bring staff wages up to those levels.

Benefit Policy: The LUF needs to establish what, if any, level of benefits it will provide over and above direct wages to its employees. It would of course meet the legal requirements of any employer for CPP, El, and WCB. In addition it could include supplementary medical benefits, dental benefits, long-term disability and/or pension benefits. Contract employees would not be eligible for benefits but could include provision for benefits as part of their fee.

Work Environment Policy: The LUF will contribute to WCB and will attempt to provide a healthy, safe workplace.

Training Policy: The LUF is committed to providing adequate training for staff. This will be discussed as the need arises or during the performance review.

Leave Policy: Part-time employees and contractors have flexibility of hours and are normally expected to work their hours when they are able. There is no provision for sick time or sick pay. In the case of a more serious illness, application for sick leave could be made to the personnel
committee. Full-time employees will receive their pay as normal when they are sick, on the understanding that they catch up their work when they are well. Normally the fellowship does not track sick time unless an individual is sick so much they are not getting their work done.

 Employees should communicate if they are not available for work because they are sick, so that the fellowship can arrange appropriate coverage of duties. Employees may apply to the personnel committee for special leave for a variety of reasons:

* Death of a family member
* Parental leave
* Education leave

The personnel committee will determine if the leave will be granted and whether or not the leave will be paid or unpaid using a number of criteria including :

* legal requirements
* if budget is available
* the merit of the case for both the individual and the fellowhip
* the length of service of the employee

STAFF/CONGREGATION RELATIONS AND DAY-TO-DAY COMMUNICATION

Staff positions are professional in nature. The staff person will be expected

* to act in a professional manner with regards to confidentiality,
* to represent the LUF and its values in a positive way while performing the job, and
* to use discretion in fulfilling the expectations of the job.

The staff person works with various committee chairs, committee members, and congregants as colleagues. Relations are collegial and respectful. This requires open, direct communication. Individual congregants are not a staff member's boss and should not behave as such.

Staff positions are service positions. The purpose of the staff is to facilitate the on-going work of the LUF.

Congregants may request help from staff or inquire how to get something done. If staff cannot help with a congregant's request due to heavy work demands, staff should refer them or direct them how that would be done and by whom.

All staff positions may include the responsibility of organizing volunteers.

 Staff is expected to show appreciation for their contribution.

We encourage people to raise and deal with concerns early while they are still minor.

Volunteers must be conscious that the staff person interacts with many congregants and one or more committees and that their immediate requests may not be met by the staff.

Staff are usually responsible for maintaining LUF files and records. Staff will make sure the board and committee(s) have any information that they need, and committee chairs will make sure that staff are up-to-date on committee work and have copies for the LUF files.

If there is a dispute, then either the congregant or the staff member can bring the problem to the spokesperson for the executive committee for further resolution.

STAFFING PROCEDURES

Decision Process for Hiring

The LUF makes a decision to hire staff when there is a task to be done, when the budget is available, and when volunteers are unable to carry the load by themselves.

Normally, the committee(s) which have the responsibility of the task make a request to the Board to hire staff. If the committee is not functioning well, the Board may have to make the decision to build the committee by hiring staff.

Hiring Process

The Board must first decide whether this will be an employee position or a contract position and will establish a hiring committee to define selection criteria, advertise, interview, and recommend a candidate for the position.

Establish the probationary period for the position. For clerical staff this might be three to six months and for professional staff, one year.

The committee chair(s) who will be working with a particular staff person should be on the hiring committee. Boards which have no experience hiring staff may benefit from involving professionals outside the congregation. They can also access job descriptions, salary levels, sample contracts, etc. from other congregations.

A high level of consensus by the hiring committee is required in selecting the successful candidate.

Employees

All employees will sign an employment contract which states:

* the wage rate
* the number of hours to be worked
* holidays and benefits
* the payroll deductions to be made. A job description and performance evaluation process will also be agreed upon by both parties.

All employment arrangements will meet Revenue Canada guidelines and requirements.

Contractors

Contract staff agree in writing to do a specific task for a maximum number of hours for a specified fee and a specified period of time.

Contract staff are independent professionals, in business for themselves, who provide their own office and equipment. They may submit claims for direct expenses, but not for overhead expenses. All contract arrangements will meet Revenue Canada guidelines and requirements.

Supervision

The personnel committee is made up of the Board executive and the minister (if there is one). It has the full responsibility to supervise staff.

This committee will designate one of its members (either the minister or another) to be the spokesperson for the committee.

The spokesperson is responsible for maintaining dialogue with the staff person regarding the work being done and any problems that may be occurring. The spokesperson will ensure that staff have the support they need.

Complaints from either congregants or the staff person can be fielded through the spokesperson who will arrange a process to resolve the problem.

Each staff person may have an advocate to support them in a conflict situation. The natural advocate would be the appropriate committee chair (RE chair for the DRE, Worship chair for the Music Director, etc.) If this is not acceptable, the person can ask whom they choose to be their advocate.

The spokesperson for the executive will initiate and conduct the performance review.

Performance Evaluation

Each staff person will have an evaluation at a time agreed to in their contract. Employees with indeterminate contracts should have a review once a year.

The goal of the evaluation process is to improve staff effectiveness and thus the overall functioning of the fellowship.

The process will include:

* a self evaluation of the year's performance goals, the results achieved, problems encountered and recommendations for the coming year
* feedback from at least 3 congregants (chosen by the staff person and agreed to by the personnel committee) who work closely with the staff person
* review of the various documents by the personnel committee which will make an overall assessment of the situation and the year's accomplishments
* discussion of the evaluation between the spokesperson and the staff member and negotiation of any changes to be made
* set goals for the next period, a written copy signed by both parties for the staff member and the fellowship files.

If either the staff member or the spokesperson requests it, the staff member can meet with the personnel committee as a whole to resolve any issues.

The spokesperson will ensure that new employees receive an evaluation well before their probationary period has expired and that appropriate action is taken out of that review.

Discipline Procedure

If a staff member breaks the law or breaks the professional guidelines of their position or of LUF policy, it may be necessary to enter the disciplinary process. The personnel
committee will assess:

If the person is still within a probationary period the committee can determine whether immediate dismissal is warranted or if they wish to use the regular discipline procedure to work with the person to correct the problem.

If the person has been employed past the probationary period, the steps would be:

1. Verbal warning (with a notation to file.)
2. Written warning
3. Short suspension of duties
4. Dismissal

Depending on the seriousness of the problem, the personnel committee could decide to enter the discipline process at a higher level.

Salary Review Procedure

The personnel committee will review staff compensation on an annual basis. The review will take into consideration the changing requirements of the position, economic factors such as the cost of living, the fellowship's fair pay policy and pay goals, and the most recent performance evaluation.

Recommendations for salary changes will be incorporated into the budget planning process, to be approved by the Board and presented to the congregation for approval.

Final implementation of the salary changes will be dependent on a successful canvas and will be implemented in the new LUF year.

Termination Policy

Normally, either the LUF or the Staff Member is expected to give 30 days notice before employment is terminated.

This notice period can be waived in cases of termination coming out of disciplinary procedures.

The LUF may wish to establish a severance policy for the case of long-term employees whose jobs are cut.

**RENTAL POLICY**

 Lakehead Unitarian Fellowship offers its facilities for the use of its members and friends, and for the benefit of the community, **whose activities align with LUF’s principles and values. We are a non-partisan organization and do not rent to political groups. Renters are required to describe the type of event they wish to hold.** LUF will determine fees and guidelines for the use of the building and will make these requirements known to potential rentals in advance of the rental agreement being signed. (April 6, 2020)

# USER GUIDELINES

All LUF space must be arranged and booked with the LUF Administrator.

The rental of LUF space is considered on a first-come, first-served basis, with respect to the following priorities:

|  |  |
| --- | --- |
|  Rites of Passage (e.g. wedding, memorial) | may be booked anytime |
| Celebrations (birthday, etc) for LUF member | may be booked anytime |
| Non-LUF activities - Sunday to Thursday | may be booked anytime |
| Non-LUF activities - Friday & Saturday  | may only be booked a maximum of six weeks prior to the event |

1. Special arrangements may be made, by written application to the LUF Board of Directors.
2. Alcohol may only be served with a liquor license and LUF Board approval. The renter is responsible for acquiring their liquor license.
3. The kitchen can be used for re-heating, staging and organizing food but not for cooking. If tea and coffee are being prepared, renters are encouraged to use and wash LUF’s dishes in the dishwasher, which is preferred over the use of paper plates and cups.
4. Confetti is not permitted.
5. Lakehead Unitarian Fellowship is a SCENT FREE and NUT FREE building. Please respect this policy and ask your participants to respect it as well.
6. Following your event, make certain that ALL doors are locked, fire doors are closed, lights are off.
7. Any garbage and recycling resulting from the event should be placed in receptacles provided.
8. The hall and kitchen must be left clean and organized the way it was upon arrival. All rentals require a $50.00 Deposit which will be refunded upon satisfactory inspection of the premises.
9. Payment of the Rental Fee and Deposit (by cash or cheque), will secure the booking. If paying by cheque, please write a separate cheque for the $50.00 deposit. Cheques are payable to Lakehead Unitarian Fellowship (or LUF).
10. In case of damage and/or extra-ordinary cleaning requirements, additional fees will be charged in order to return the facility to its original condition.
11. The building key must be picked up during LUF office hours prior to the event and returned during office hours following the event.
12. This rental does not include audio-visual equipment unless special arrangements are made, additional fees will apply.

|  |  |  |
| --- | --- | --- |
| Maximum Hall Capacity | LUF Recommendation | By Order of Fire Department |
| Non-Fixed Seats | 120 | 150 |
| Non-Fixed Seats with tables | 90 | 132 |
| Non-Fixed Seats with tables and dancing space | 70 | 112 |

**BUILDING RENTAL FEES**

These fees apply to the use of the facility for a morning, an afternoon or an evening

For 2 time blocks in one day multiply by 1.5

(Fees current as of June 2017. Contact Administrator for any changes)

|  |  |  |
| --- | --- | --- |
| Hall: Sunday to Thursday | $65.00 | $98.00 |
| Hall: Friday Evening & Saturday  | $85.00 | $128.00 |
| Basement  | $25.00 | $38.00 |
| Kitchen  | $20.00 | $30.00 |
| Whole Building | $130.00 | $195.00 |

RITES OF PASSAGE ... PERFORMED BY A CHAPLAIN

|  |  |  |
| --- | --- | --- |
| Wedding Service | Member | NO charge |
| Naming or Dedication | Member | NO charge |
| Memorial Service | Member | NO charge |
| Wedding Service |   | $250 |
| Wedding with rehearsal |  | $250 + $50/hr rehearsal |
| Memorial Service with or without eulogy |   | $250 |
| Mileage expense (if any) |   | $0.40/km |
| Naming or Dedication |  | $125 |

Revised April 2012

**Concepts Under-pinning LUF Facility Use and Rentals 2018**

**Worship - Sunday mornings and related events**

* Basket is passed at each session with an expectation/hope but not requirement for contribution
* Regulars are invited to pledge

**Rites of Passage at LUF**

* Child dedication, generally part of a service, no fee
* Weddings and Memorials - standard rental fees

**Internal work of the Fellowship**

* Standing Committees - Executive, Finance, Canvass Sub-Committee, Nominating, Bylaw and Policy
* Ongoing and Ad-Hoc Committees - Personnel, Sunday Services/Worship, Religious Exploration, Fellowship Life/Membership, Property, Lay Chaplaincy, Ministry, Building
* Time-limited planning groups such as Service Auction, THR, Co-housing, etc. with approval of the Board
* No fees for use of facilities for meetings of these and similar groups or for fundraising events which raise money for the Fellowship or its selected donees.

**Programming**

* LUF’s mission supports personal growth, reflection, health, and social action
* Open to members and non-members
* Programming of this type, e.g., Men’s Group, Warriors, Meditation, Mindfulness, Yoga, Tai Chi, Chalice Circles, NUUMoon, etc.: suggested donation of $3.00 per person per session to contribute to utilities and costs for operating the building.
* Adult Religious Exploration workshops: suggested donation of $3.00 per person per session as above or fundraising in lieu of individual contributions. May or may not be additional fees to cover programming costs There are no direct costs to LUF from these activities.

**Rentals**

* Persons or groups who want to have exclusive use of a portion of the building for a particular time.
* The purpose of these rentals is primarily to raise money for the Fellowship and secondarily to make the facility available for suitable groups/uses.
* Renters will pay a fixed fee. This will be set to be competitive with other similar facilities around town.
* The Board may on occasion make exceptions for groups, e.g., Grandmothers for Africa

When all requests cannot be accommodated the following will assist in prioritizing:

* 1. The highest priority for the use of our space is LUF events.
	2. In case of a conflict, priority will go to regular events over an individual one-time event which may be more able to adjust its timing or will not likely deliver as much revenue as the regular event.
	3. One-time events come next.
	4. LUF meetings may be asked to move to other parts of the building, as appropriate to make room for paying events.

 **(Approved by Board December 12, 2018)**

**CONFLICT RESOLUTION POLICY**

1. Talk directly with the person (fellow member, minister, etc.) with whom you have the disagreement.
2. Examine your own role in the conflict. Why is this matter important to you? Do some soul searching.  At this step, and at all succeeding steps that become necessary, own your issue. Anonymous complaints are not acceptable.
Get a reality check from a trusted third party. Compare your perceptions. Did they see it or hear it in the same way?
Based on your telling of events and your feelings about it, would they feel the same way?
3. Agree on a mutually acceptable time and place to talk in private and as soon as possible after the incident.
4. Use "I" statements in your discussion ("I feel..." not “You did..."); use active listening.
5. If a direct conversation is too difficult, consider putting your thoughts into writing. Be available to hear the response.
6. If you feel that safety is an issue, use an appropriate third party or committee to provide a safe environment for the discussion.
7. If the conflict is less with a person than with how they are performing a job (staff, religious educator, etc.), address the concern to the proper supervisor so that individuals are not being "supervised" from all sides.
8. If still unresolved, the matter is taken before LUF Board of Directors.
9. The Board is empowered to make recommendations, behaviour contracts and judgements. They are not limited to achieving compromises. When they believe that a situation exists where behaviours are harmful to the fellowship, or not expressive of our collective values, they can recommend counselling, limits to participation in fellowship life, or other behaviour changing strategies. Should one or both of the parties refuse to participate in the resolution process, the behaviour is unchanged and/or the belief of the committee is that the behaviour is a threat to the fellowship, the matter will go to the Board for consideration.
10. The Board can solicit assistance from the CUC.
11. The Board sets its own recommendations and requires the recommended behaviour.
12. The Board can take action to exclude a person from attending for a period of time based on a refusal to honour our LUF covenant.
13. The Board, given just cause, by a two-thirds majority can exclude a person from the fellowship and the LUF premises, and remove their name from LUF membership.
14. The Board may specify conditions for returning as a welcomed member of our community and set criteria for evaluation of compliance.
15. Assent of the Board by a two-thirds majority will be required for return to the community.
16. The Board can call a congregational meeting to address the conflict with the collective compassion and shared wisdom of the entire body.
17. We hope that most conflicts can and will be resolved by effort on the part of individuals to live our Covenant and Principles and approach the individual with whom they are having a conflict directly. We anticipate that these later steps will be necessary only when behaviours are seen to be dangerous (threatening to people or property), disruptive (interfering with essential fellowship functions), or image tarnishing (driving people away). We further anticipate that all who participate in the process will use the Unitarian Universalist Principles and Purposes to reform their own actions and will treat everyone with compassion and dignity. Finally, when no resolution is possible, concern for the well-being, openness, safety and stability of the congregation as a whole shall be given priority over the feelings or actions of any individual.

MOTION TO ADOPT SAFE STEPS POLICY

WHEREAS the Lakehead Unitarian Fellowship has a moral, legal, ethical and spiritual duty of care to its members, friends, volunteers, staff, visitors and others in its care; and

WHEREAS this duty of care is an obligation to take reasonable measures to care for and protect individuals and the Congregation from harm; and

WHEREAS this obligation is particularly significant to those who are vulnerable because of age, disability, or other circumstances: and

WHEREAS the risk of harm is greater when people are in a position of trust because of their authority over another and/or their unsupervised access to persons and/or property, or because their role depends on a close personal relationship with a person to whom service is provided,

BE IT RESOLVED THAT the Lakehead Unitarian Fellowship endorse a zero tolerance policy for abuse and neglect; and

BE IT FURTHER RESOLVED THAT the Lakehead Unitarian Fellowship adopt the proposed Safe Steps policy of risk assessment for all positions within the Religious Exploration Program; and

BE IT FURTHER RESOLVED THAT the Lakehead Unitarian Fellowship adopt the proposed Sexual Harassment Policy; and

BE IT FURTHER RESOLVED THAT the Lakehead Unitarian Fellowship adopt the proposed Child Care Policy; and

BE IT FURTHER RESOLVED THAT the Lakehead Unitarian Fellowship adopt the proposed Child Abuse Policy; and

BE IF FUTHER RESOLVED THAT the policies are reviewed on a biennial basis (every 2 years).

Adopted September 15, 2014

SEXUAL HARASSMENT POLICY

Whereas the Congregation believes that the Fellowship should be a safe environment for all and that no form of sexual harassment can be tolerated,

BE IT RESOLVED THAT:

Complaints of sexual harassment will be taken seriously and dealt with immediately in a spirit of compassion and justice.

Those who have a complaint relating to one or more incidents of sexual harassment will follow a standard procedure.

Procedure

The complainant should bring the concern to anyone of the following first contacts: the Director of Religious Exploration, the Chair of the Personnel Committee, or the President.

75144280. If illegal actions are suspected by any of the people involved at any stage of the procedure, the police will be contacted.

75144360. If the complainant wishes to pursue the matter within the Fellowship, the first contact shall bring the matter to the Board of Directors, which shall appoint an Action Group of three members to investigate the concern. The Action Group will consist of the President, the Vice-President, and one other member of the Fellowship as required and agreeable to both parties.

75144440. After the Action Group has spoken confidentially with all those concerned with the complaint, The Action Group may recommend any of the following actions, or others as appropriate:

* A restriction or ban on communication between the parties involved,
* Counselling as required,
* Withdrawal of membership for one or both parties
* Dismissal of the complaint.

75144520 Any person who may be affected by this process has the right to appeal by petition the Board. The Board will convene within ten days to consider the petition. The decision of the Board in this regard is final upon a majority vote at a legally constituted meeting.

CHILD CARE POLICY

WHEREAS the Congregation is concerned for the welfare of the children while their parents are engaged in Fellowship activities; and

WHEREAS disruptions of Services and meetings should be avoided when possible; and

WHEREAS it is not feasible to provide child care at all Fellowship's functions;

BE IT RESOLVED THAT

Children under the age of 10 may not be left unsupervised outside.

75144600. During periods of organized childcare, the ratio of caregivers to children shall be (as close as possible to) one caregiver for every two infants/toddlers, and one caregiver for every four children over the age of two.

75144680. Childcare shall be provided on a regular basis for the following Fellowship's events: Sunday morning Services, daytime Congregational meetings, and during other worship services, workshops or meetings as need becomes apparent.

75144760. Each committee or work group shall address the issue of childcare when planning an event, and arrange for proper childcare if there is a reasonable expectation that children will be present. When childcare is provided, advertising for the event shall include the following phrase: "child-care provided".

75144840. If a child is disruptive in the childcare setting (e.g.: prolonged crying or aggressive behaviour), the child will be returned to the parent's care.

75144920. Toileting: Parents will be responsible for toileting of their child(ren) during the service. If not possible, a screened worker should do so in the presence of another screened worker. Parents will sign a consent clause for diaper changes of children 0 - 2 years of age.

LUF childcare shall be overseen by the RE Committee consisting of at least three members.

CHILD ABUSE POLICY

WHEREAS the Congregation is concerned for the welfare of the children while they or their parents are engaged in Fellowship's activities,

BE IT RESOLVED THAT the following procedures be followed in the case of suspected child abuse:

* When concerns arise regarding the risk of abuse to a child or children in the Congregation or to a child or children who may have access to the bUilding, the concern shall be immediately reported to the Director of Religious Exploration, or the President of the Board of Directors.
* The DRE or the President shall inform the RE Chair. These three persons shall constitute the Child Welfare Action Group, and shall initiate a process designed to minimize the risk of abuse. This committee shall assume responsibility for the process of assessing the degree of risk to the child(ren), initiating appropriate protective measures, and monitoring the outcome of the process.
* An appropriate designate shall interview each party involved in the situation before the next anticipated contact.
* If such a process begins, a representative of the Child Welfare Action Group shall notify all parties involved, and keep them informed of all steps taken.
* Any person who may be affected by this process has the right to appeal by petition to the Board. The Board will convene within 10 days to consider the petition.
* The decisions of the Board in this regard are final upon a majority vote at a legally constituted meeting.

**Duty to Report**

**In addition to the-above procedures, all persons working with children and youth are legally obligated under the Child and Family Services Act to report suspected abuse as outlined in section 72.** The Act states:

Any person who performs professional or official duties with respect to children, and has reasonable grounds to suspect one of the following, the person will immediately report the suspicion and the information on which it is based to a society:

a) the child has suffered physical harm, either inflicted by the person having charge of the child or caused by that person's failure to adequately:

* care and provide for the child, or
* supervise the child, or
* protect the child;
* the child has been sexually molested or sexually exploited, including by child pornography

b) by the person having charge of the child, or by another person where the person having charge of the child:

* knows or should know of the possibility of sexual molestation or sexual exploitation, or
* fails to protect the child;

c) the child requires medical treatment to cure, prevent, or alleviate physical harm or suffering, and the child's parent or the person having charge of the child:

* does not provide the treatment, or
* refuses to provide the treatment, or
* is unavailable to consent to treatment, or
* is unable to consent to the treatment;

d) The child has suffered emotional harm, demonstrated by:

* severe anxiety; or
* severe depression; or
* severe withdrawal; or
* severe self-destructive or aggressive behaviour

e) the child's parent or the person having charge of the child:

* + does not provide services or treatment to remedy or alleviate the harm,
	+ refuses to provide such services or treatment,
	+ is unavailable to consent to such services or treatment,
	+ is unable to consent to such services or treatment;

f) the child suffers from a mental, emotional, or developmental condition that, if not remedied, could seriously impair the child's development, and the child's parent or the person having charge of the child either:

* does not provide treatment to remedy or alleviate the condition;
* refuses to do so;
* is unavailable to consent to treatment; or,
* • is unable to consent to treatment.

A person must report directly to the society and shall not rely on any other person to report on his or her behalf.

**INCLUSION AND SAFETY POLICY**

Openness to a wide variety of individuals is one of the prime values held by our congregation and expressed in our denomination's principles and sources. We, the congregation of Lakehead Unitarian Fellowship, strive to understand, accommodate, and be compassionate toward all persons, while maintaining a secure atmosphere where such openness can exist.

As a community, and as individuals, we will seek to appreciate the uniqueness of each person. At times this may include the following:

1. Accessing community resource materials to help understand those with differences.
2. Hiring a representative from a community agency to host a workshop or a Sunday service to assist the congregation to bridge connections.
3. As individuals, seek out volunteer opportunities to help remove apprehension, and increase comfortability engaging with and relating to special populations.

When any person is threatened, the source of this threat must be addressed firmly and promptly, even if this ultimately requires prompt action to ensure the safety, and perception of safety, of those involved.

There have been times when disruptive behaviour of an individual in the church building or on the church grounds has led members to voice their concerns about one or more of the following:

1. Perceived threats to the safety of any adult or child
2. The disruption of church activities
3. Diminishing appeal of the congregation to its potential and existing membership.

The following shall be the policy of Lakehead Unitarian Fellowship in dealing with these issues:

1. A “Prevention and Intervention” committee shall be formed; comprised of composed, understanding, and willing people, who are regular attendees at LUF services and events.

The committee shall hear concerns of the congregation, as identified above, continue with fact-finding, and remain non-judgmental in listening to all sides; before determining how concerns are justified. All instances, approaches, and interventions shall be documented. Confidentiality will be respected.

The committee shall make it a priority to engage with individuals of concern, on a frequent basis, when they are well, and when unwell. This relationship building may also take place outside of LUF activities.
2. If an immediate response is required, this will be done as discreetly and tactfully as possible, ideally undertaken by a member(s) of the Prevention and Intervention committee, if available, and/or the leader of the group involved. This may include leaving the area or premises with the individual(s), OR suspending the meeting or activity until such time that it may be safely resumed. When all attempts to de-escalate the situation have been unsuccessful, the Police Department may be called. The incident and interventions shall be documented by or for the committee, who shall report to the Board.
3. Situations not requiring immediate response will be referred to the Prevention and Intervention Committee appointed by the Board. The committee will respond in terms of their own judgment observing the following:

	* 1. The committee will respond to problems as they arise. There will be no attempt to define "acceptable" behaviour in advance.
		2. Persons will be dealt with as individuals. Stereotypes will be avoided. The committee will collect all necessary information.
		3. To aid in evaluating the problem, these points will be considered:

			1. DANGEROUSNESS - Is the individual the source of a threat or perceived threat to persons or property or to themself? Is this perceived threat vindicated?
			2. DISRUPTIVENESS - How much interference with church functions is going on? What attempts have been made to reduce the disturbance? Which of these attempts has been most effective? What strategy could we implement to help further diffuse disturbances in the future?
			3. OFFENSIVENESS - To what degree has the person been insulting, aggressive, or dismissive etc? Has there been offensive, derogatory language that goes against our principles & values? Is it possible to work with this person(s) around reducing the offensiveness?

To determine the necessary response, these points will be considered:

* 1. CAUSES - Why is the disruption occurring? Is it a conflict between the individual and others in the church? Is there a possibility that those responding have participating factors at play as well? In building relationships with those who may present as erratic, the person may become comfortable enough to disclose a medical condition such as physical or mental illness, as an underlying cause. The Board/ Committee/ Congregation should remain cautious about making assumptions. There may be additional underlying causes at play.
	2. HISTORY - What is the extent, if any, of disruption caused in the past? Are there patterns aligned with these instances?
	3. PROBABILITY OF CHANGE - How likely is it that the problematic actions will diminish in the future? Brainstorm options of different responses that could be used in the future. How can we strengthen or improve our plans? Investigate what community resources and tools are available.
1. The committee will decide on the necessary response on a case by case basis. However, three levels of action/response are recommended:

	1. LEVEL ONE - The committee shall inform the Board and Minister (if available) of the situation, and one or two members, or the minister (if available) will meet with the person or persons to communicate the concern and discuss potential solutions.
2. LEVEL TWO - The individual could be excluded from specific church activities for a limited period of time, or under certain circumstances, with reasons and conditions of return written and made clear (with a copy going to all parties, and one going into congregational files). The policy and any orders should be made known to the congregation.
3. LEVEL ONE or LEVEL TWO action taken may be appealed to the Executive Committee of the Board, and/or the Minister.
4. 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. If it is agreed that the expulsion take place, a letter will be written and sent by the Board president to the individual outlining the expulsion, the individual’s rights, and any possible recourse.

Lakehead Unitarian Fellowship 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 may be given priority over the privileges and inclusion of the individual. To the degree the volatile actions compromises the health of this congregation, our actions as people of faith must reflect this emphasis on security. (Adopted May 4, 2020)