

**FIRST UNITARIAN UNIVERSALIST CHURCH OF SAN ANTONIO  
MINISTER LIMITATION POLICIES**

**Policy 2.0: Global Policy**

The Minister is responsible for managing the day to day activities of Church, in doing so, the Minister is empowered to take whatever actions he or she deems prudent to achieve the Ends other than those actions specifically prohibited here.

The Minister shall not cause or allow any practice, activity, decision, or organizational circumstance that is imprudent or in violation of the Bylaws or of commonly accepted business and professional ethics, or is unlawful except where Unitarian Universalist Principles are at risk.

**Policy 2.1: Treatment of Congregants**

With respect to interaction with the congregants, which includes adult and youth members, friends and visitors to the Church, the Minister shall not allow

- 1) Conditions, procedures or decisions that are harmful or that fail to provide appropriate confidentiality and privacy to congregants, or
- 2) Conditions, procedures or decisions that are unwelcoming to the congregants.

**Policy 2.2: Treatment of Staff**

With respect to the treatment of paid and volunteer staff, the Minister may not cause or allow conditions that are discriminatory, harmful or unprofessional. Accordingly, he or she shall not operate without written personnel policies that clarify personnel rules for staff, provide for effective handling of grievances, and protect against wrongful conditions and grossly preferential treatment for personal reasons.

**Policy 2.3: Compensation & Benefits**

With respect to employment, compensation, and benefits to employees, consultants, contract workers, and volunteers, the Minister shall not cause or allow conditions that are manifestly unjust or cause jeopardy to fiscal integrity. Accordingly, he or she may not:

- 1) Change his or her own compensation and benefits.
- 2) Promise or imply permanent or guaranteed employment.
- 3) Set employment terms, set compensation, and benefits to employees, consultants, and contract workers without balancing principles of fair compensation with the financial means of the Congregation.
- 4) Establish or change pension benefits so as to cause unpredictable or inequitable situations, including those that:
  - a. incur unfunded liabilities.
  - b. provide less than some basic level of benefits to all full-time employees,
  - c. allow any employee to lose benefits already accrued or promised, or

d. differentiate among classes of employees with regard to retirement contributions.

The Minister shall not fail to recommend compensation and benefits to the Board.

#### **Policy 2.4: Financial Condition and Activities**

With respect to the Congregation's actual, ongoing financial condition and activities, the Minister shall not cause or allow the development of financial jeopardy or deviation from priorities established in the Ends policies or Strategic Plan. Accordingly, the Minister shall not:

- 1) Indebt the Congregation.
- 2) Spend or commit reserve account funds or budgeted contingency funds which represent more than one percent (1%) of the approved operating budget.
- 3) Deviate materially from the defined purpose of any dedicated reserves.
- 4) Be untimely in the settlement of payroll and accounts payable.
- 5) Deviate materially from line item amounts established in the approved budget.
- 6) End the fiscal year with a deficit.
- 7) Commit to expenses in a future fiscal year budget.
- 8) Acquire, encumber or dispose of real property.
- 9) Be untimely in the pursuit of receivables.
- 10) In regards to the Minister's Discretionary Fund (MDF)
  - a. fail to use the MDF as part of the church's ministry to members and beyond as deemed appropriate by the Minister.
  - b. use the MDF for the direct or indirect benefit of the Minister, the Minister's family or church staff.
  - c. use the MDF for any item already covered in the church operating budget.

#### **Policy 2.5: Asset Protection**

The Minister shall not allow the Congregation's assets and property to be unprotected, inadequately maintained, or unnecessarily risked. To this end, the Minister shall not:

- 1) Neglect to maintain appropriate policies for risk management, safety and security.
- 2) Neglect to maintain policies to protect and respect intellectual property, information and records, both paper and electronic.
- 3) Neglect to maintain a financial internal controls policy, including but not limited to
  - a. segregation of duties
  - b. proper authorization
  - c. adequate documentation and records
  - d. independent checks and audits.
- 4) Accept any gift that:
  - a. violates the terms of the Church's bylaws, stated mission or ends statements.
  - b. is expected to incur administrative costs exceeding the value of the gift, or would be excessively burdensome to administer.
  - c. is offered with the restriction that retention is not at the pleasure of the Church.

- d. is use-restricted without disclosing to the donor(s) and documenting the terms of acceptance prior to accepting the gift.
- 5) Withhold a timely notification to the Board of material losses incurred.
- 6) Allow the Congregation, in consideration of Texas law, to be inadequately insured, against
  - a. theft and casualty loss at less than replacement value
  - b. Congregational liability and personal liability of Board members and staff relating to Congregational business.
- 7) Allow the building, grounds or equipment to suffer from improper wear and tear, insufficient maintenance, or environmental degradation
- 8) Fail to provide for building security.
- 9) Endanger the Congregation's public image or credibility.

### **Policy 2.6: Asset Utilization**

The Minister shall not devote Congregational assets to endeavors that fail to support Ends policies or are incongruent with Unitarian Universalist principles. To this end, the Minister shall not:

- 1) Fail to develop and implement policies for building usage, by members, staff and by others, including fund-raising events, that are consistent with the Congregation's Mission, and the Board's Ends policies, that give priority to use by members and staff, and that protect the integrity and cleanliness of the building and the surrounding area.
- 2) Fail to develop and implement policies that permit the fullest practical use of the building by persons with disabilities.
- 3) Fail to develop and implement policies and procedures for reviewing, approving and reimbursing expenses incurred by members and staff on behalf of the Congregation.
- 4) Permit use of Congregational funds or accounts in any manner that endangers the Congregation's tax-exempt, not-for-profit status under federal and state laws.

### **Policy 2.7: Contracts**

The Minister may not enter into any contract arrangement on behalf of the Congregation that fails to realize the production of Ends of that involves unacceptable means. Accordingly, the Minister shall not:

- 1) Fail to inform the Board with sufficient prior notice of any plan or decision to solicit or terminate a contract that will have a significant impact on programs or that will be in effect for more than a year.
- 2) Fail to adequately assess the qualifications and capacity of a contractor to fulfill their responsibilities as identified in a contract.
- 3) Fail to administer a contract in a business-like manner that will avoid the appearance of favoritism.

### **Policy 2.8: Emergency Succession**

In order to protect the Church and Board from sudden loss of Minister services, the Minister must not fail to designate and inform the Board of at least one other person familiar with Board and Minister issues and processes, insofar as they pertain to these policies and limitations.

**Policy 2.9: Communication and Support of the Board**

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

Accordingly, she or he 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 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 report in a timely manner an actual or anticipated non-compliance with any policy of the Board.