

**FIRST UNITARIAN UNIVERSALIST CHURCH OF SAN ANTONIO  
SENIOR MINISTER LIMITATIONS POLICIES**

**Policy 2.0: Global Policy**

If the Executive Team consists of more than one person, the Senior Minister is responsible for managing the day to day activities of church. In doing so, the Senior Minister is empowered to take whatever actions he or she deems prudent to achieve the Ends other than those actions specifically prohibited here.

The Senior 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 Senior Minister shall not allow 1) conditions, procedures, or decisions that are unsafe 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 Senior Minister may not cause or allow conditions that are discriminatory, unsafe 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 Senior 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, 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. differentiates among classes of employees with regard to retirement contributions.

#### **Policy 2.4: Financial Planning and Budgeting**

Financial planning shall not risk financial jeopardy nor deviate from the congregation's Bylaws, Ends policies, or Strategic Plan.

Accordingly, the Senior Minister shall not allow budgeting which:

- 1) Plans expenditures that exceed conservatively projected revenues for the budget period.
- 2) Omits key planning and/or operational assumptions.
- 3) Assumes unrealistic projections of revenue, expenses, or cash flow.
- 4) Provides less for Board prerogatives during the year than is set forth in the Cost of Governance Policy (see Policy 4.7).
- 5) Commit the congregation to any initiative that lacks a clear and comprehensive funding plan.
- 6) Given anticipated trends, end the fiscal year with a deficit.

#### **Policy 2.5: Financial Condition and Activities**

With respect to the congregation's actual, ongoing financial condition and activities, the Senior 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 Senior 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 unless authorized by the Board to do so.
- 4) Be untimely in the settlement of payroll and accounts payable.
- 5) Deviate materially from line item amounts established in the approved budget unless so authorized by the Board.
- 6) End the fiscal year with a deficit without prior approval by the Board.
- 7) Commit to expenses in a future fiscal year budget without approval from the Board.

- 8) Acquire, encumber or dispose of real property, as this right is reserved solely for the congregation.
- 9) Be untimely in the pursuit of receivables.
- 10) Be unprepared for First UU Church of San Antonio to receive undesignated, unexpected gift income in accordance with board-approved procedures related to gift income, shown below at Appendix 1.

### **Policy 2.6: Asset Protection**

The Senior Minister shall not allow the congregation's assets and property to be unprotected, inadequately maintained, or unnecessarily risked.

To this end, the Senior 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.

This limitation includes the expectation that the Minister will observe the requirements stipulated in the Minister's Discretionary Fund Policy shown below at Appendix 2.

- 4) Neglect to report to the Board at least annually on the status of the Asset Protection Policies.
- 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) Fail to address instances when the building, grounds or equipment suffer from improper wear and tear, insufficient maintenance, or environmental degradation, nor fail to provide for building security.
- 8) Endanger the congregation's public image or credibility.

### **Policy 2.7: Asset Utilization**

The Senior 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 Senior 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 2.8: Grants and Contracts**

The Senior Minister may not enter into any grant or contract arrangement on behalf of the congregation that fails to realize the production of Ends or that involves unacceptable means.

Accordingly, the Senior Minister shall not:

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

### **Policy 2.9: Emergency Succession**

In order to protect the church and Board from sudden loss of Senior Minister services, the Senior Minister must not fail to designate and inform the Board of at least one other person familiar with Board and Senior Minister issues and processes.

### **Policy 2.10: Communication and Support of the Board**

The Senior 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 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 report in a timely manner an actual or anticipated non-compliance with any policy of the Board

### **Policy 2.11 – Church Membership Requirements**

Prior to accepting a new member into voting status, the senior minister shall not fail to require an application, insure a responsible contribution of record has been collected, and require an orientation that educates new members in basic Unitarian Universalist history and theology. (September 19, 2012)

### **Appendix 1: Gifts Policy**

Gifts are solicited and received by the Senior Minister for the benefit of the church and will be used in accordance with the church's bylaws and stated mission. Gifts can include, but are not limited to: cash, marketable securities, real estate, fine art, vehicles, or other tangible personal property.

1. The Senior Minister shall not accept any gift which:
  - a. Violates the terms of the church's bylaws or stated mission or end 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 offered in payment of, or in lieu of, a pledge.
2. The Senior Minister shall not fail to bring to the Board for its approval, any gift that falls within any of the following categories:
  - a. Permanently restricted gifts of any amount with the exception of donations to existing Funds;
  - b. Tangible personal property valued at over 1% of the church's total operating budget;
  - c. Life insurance policies or real estate;
  - d. Gifts involving trusteeship, fiduciary, or other legal duties;
  - e. Use-restricted gifts which are intended to be used within 12 months following their receipt
  - f. Undesignated gifts in an amount over 2% of the operating budget.
3. The Senior Minister shall not fail to disclose to the donor(s), and document the terms of acceptance, for any Use-Restricted Gifts prior to accepting such gifts. (December 18, 2014)

## Appendix 2 – Minister’s Discretionary Fund Policy

### PURPOSE:

The Minister is often made aware of situations where individuals, families or a group, who may or may not be members of the congregation, are in need of assistance. It is the practice of the First Unitarian Universalist Church of San Antonio to offer congregants opportunities to contribute to a Minister’s Discretionary Fund which the minister may, at his or her discretion, use to respond confidentially to requests for assistance from members and others. Funds may be given as a gift or a loan, depending on the individual recipient’s circumstances.

### POLICY:

1. The funds in the Minister’s Discretionary Fund are to be spent:
  - a. In accordance with the mission and vision of the Church as interpreted by the Minister;
  - b. Only for needs and purposes in keeping with the Church’s tax exempt status;
  - c. As part of the Church’s ministry to members and beyond; and
  - d. As deemed appropriate by the Minister.
  
2. Although the Church expects that the Minister will exercise due diligence in making decisions about expenditure of funds from the Minister’s Discretionary Fund, the Minister has sole discretion over expenditures, with the following restrictions:
  - a. Funds may not be used for the direct or indirect benefit of the Minister and/or the Minister’s family.
  - b. Funds may not be used to provide compensation, benefits or gifts to staff.
  - c. Funds may not be solicited for specific purposes (e.g. to support a specific person in need or to provide scholarships for a designated purpose).
  - d. Funds may not be spent on any line item already covered in the church’s operating budget or for standard programming for which budget coverage would normally be provided.
  - e. Disbursements or reimbursements must be requested through regular church channels. Without violating the confidential nature of the disbursement, the Minister shall provide a general description of the purpose for which the funds are requested.
  - f. Annually in May the Treasurer shall sit with the Minister to review the general purposes for which the funds have been used.
  
3. Funds in the Minister’s Discretionary Fund shall be maintained as a reserve in the church’s financial records and totals reported according to the church’s standard reporting procedures. Monies retained in this Fund shall not lapse at year end and shall be retained in the Minister’s Discretionary Fund for subsequent fiscal years.
  
4. In the event of a Minister’s departure from First Unitarian Universalist Church, all monies in the Fund remain with the Church. The Fund belongs to the Congregation and not to the past, current or any future Ministers.