

**FIRST UNITARIAN UNIVERSALIST CHURCH OF SAN ANTONIO**  
**SIGN-ON PROCEDURE FOR LETTERS, STATEMENTS, AND PETITIONS**

The Social Justice Committee (SJC) is often asked to respond to requests from organizations to sign letters or petitions. These requests often have a short turnaround time. Some requests come from organizations of which First Unitarian Universalist Church of San Antonio (First UU) is a member, e.g., Texas Unitarian Universalist Justice Ministry, while others come from other organizations.

This document clarifies the procedure for handling these requests to sign petitions or letters regarding social justice issues.

The board and minister(s) delegate decisions about these sign-on requests to the SJC, with the following understanding:

- Consideration of a request depends on the balance of the time and energy available, anticipated benefits and risks, and the importance of the request.
- Requests to sign on *as First UU*:
  - A member of the SJC, often an SJC Co-Chair, will review the request and research it, if needed. In addition to the content of the letter or petition, research includes consideration of whether First UU is a member of the group, the history and mission of the requesting group, and the reputation and public perception of the organization.
  - Requests can be approved by an SJC Co-Chair to sign on *as First UU* if they are understood to be compatible with UU Principles and existing church positions and similar requests have been previously approved by the minister(s). An SJC Co-Chair will notify the minister in writing/email that this sign-on occurred.
  - If the SJC Co-Chair(s) are uncertain about whether to sign on, the SJC Co-Chair(s) will consult with the minister(s). With minister written/email approval, the SJC can proceed with sign-on *as First UU*.
  - The minister(s) may require that the First UU Board of Directors or the congregation as a whole should be involved in a sign-on decision they consider to be potentially divisive or controversial.
- When time constraints limit the feasibility of consultation with the minister(s), requests can be approved by an SJC Co-Chair to sign on *as the Social Justice Committee of First UU*, as follows:

- A member of the SJC, often an SJC Co-Chair, will review the request and research it, if needed. In addition to the content of the letter or petition, research includes consideration of whether First UU is a member of the group, the history and mission of the requesting group, as well as the reputation and public perception of the organization.
- The SJC member, if not an SJC Co-Chair, discusses the request with SJC Co-Chair(s). With a Co-Chair's approval in writing/email, the SJC member then proceeds to sign on *as the Social Justice Committee of First UU*.
- The SJC Co-Chair will notify the minister in writing/email that this sign-on occurred.
- Sign-on requests and decisions will be reported each month for review by the SJC and included in SJC meeting minutes. A form may be developed to report such decisions, documenting the requesting organization, the letter or petition signed on to (with link, if possible), and the SJC member(s), Co-Chairs, and the minister(s) involved.
- Letters and petitions actually signed onto will be included in the SJC's Annual Report for the Annual Congregational Meeting.