

3.1 Care and Administration of Personnel

PRIOR VERSION OF BOARD POLICIES FOR REFERENCE

As Head of Staff, the Senior Minister creates a culture of care for paid staff, supported by processes, procedures, and active involvement, including hiring, supervision, discharge, and termination of all paid staff.

3.1.1 Professional Conduct

The Senior Minister is responsible for the professional conduct of themselves and staff. If any individual violates the ethical or professional standards of practice applicable to their position, the Senior Minister investigates, takes action, and informs the Board.

The staff, including the Senior Minister, acts in the best interest of the Congregation and its Mission. They promptly report the existence of actual or potential conflicts of interest that arise to the Senior Minister (if staff) or to the Board (if the Senior Minister).

3.1.2 Compensation and Benefits

The Senior Minister ensures that compensation for all paid staff (excluding those under specific contracts) is reviewed annually as part of the budget process. The review process includes recommended adjustments as needed to ensure that staff compensation, benefits, and professional development funding are aligned with UUA policies and guidelines.

3.1.3 Hiring Limitations

Employment with the Church is not open to members of the Congregation except in exceptional circumstances as determined by the Senior Minister. This policy is intended to preserve the singular relationship between a minister and a congregant.

With the exception of called ministers, all employees are employed “at will” within the meaning of Colorado employment regulations. Board approval is required for any employment contract that states otherwise.

3.1.4 Paying Congregants for Services

In general, the Congregation does not pay congregants for services provided to the Church on an ad-hoc basis in order to maintain the opportunity for people to share their gifts in service and avoid conflicts of interest.

The Senior Minister has the discretion to pay a congregant for services based on the congregant’s financial need, urgency of the work, and specialization of congregant skills to meet a particular Church need.

When the Senior Minister decides to pay a congregant for services, the Senior Minister reports the decision to the Board.

3.1.5 Honoring and Recognizing Religious Professionals

The Senior Minister may recommend honorary or special covenantal status - such as Community Minister or Minister Emerita/Emeritus - for Board approval, to recognize individuals whose service and values strengthen the Church’s mission.

These designations affirm a clear covenantal relationship and support ongoing clarity, respect, and alignment in any continued involvement with the Church.

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