

3.2 Care for Members and Guests

PRIOR VERSION OF BOARD POLICIES FOR REFERENCE

The Senior Minister creates a culture of care for members and guests, supported by processes, procedures, and active involvement.

The Senior Minister informs the Board of significant health and safety issues related to care for members and guests in a timely manner, especially those that impact vulnerable populations.

3.2.1 Membership and Service

The Senior Minister ensures there is a clear path to membership and engagement so all are encouraged, welcomed, and supported in becoming more deeply involved, and so engaged volunteers and lay leaders can serve the Congregation.

3.2.1.1 Membership Rolls and Eligibility

The Senior Minister keeps the membership rolls current to identify who is engaged and is eligible to make decisions on budgeting and the governance of the Church, and reports membership numbers annually to the UUA.

Per the Bylaws, a member shall be removed from the membership rolls in case of death, written request by the member, removal by a $\frac{2}{3}$ vote of the Board for actions that threaten the well-being of the congregation, or a period of inactivity as defined by Board Policy.

Members are considered inactive after more than one year of not attending services or activities in person or virtually, and/or not pledging or contributing to the Church (without requesting a financial hardship waiver).

The Senior Minister can designate long-term members who are unable to participate due to life circumstances as Lifetime Members to be retained as members despite inactivity.

3.2.2 Health and Safety

The Senior Minister takes all reasonable care to prevent harm to the members and guests who take part in Church activities or use Church property.

The Senior Minister ensures:

- The Church is physically accessible, meeting or exceeding all legal requirements, with facilities in a safe, sanitary, and secure condition.
- Firearms and other weapons are prohibited on Church grounds except when carried by on-duty public law enforcement officials.
- The Church has safety procedures and training to de-escalate situations including non-violent and trauma-informed methods in addition to the option of contacting law enforcement for support.
- The Church has an effective plan for responding to reasonably foreseeable emergencies such as medical incidents, behavioral or mental health crises, fire, toxic conditions, weather problems, power outages, and natural disasters, threatening communications, digital threats, data breaches, or online harassment.
- Procedures and practices are in place limiting tobacco, vaping, and controlled substance use, and for managing alcohol use within Church functions and by renters and other non-Church groups.

3.2.3 Preventing and Resolving Behavioral Issues

The Senior Minister promotes and lives out the Foothills' Covenant of Right Relations (1.1.5) with ministers, staff, members, volunteers and guests, and ensures ministers and staff do the same.

3.2.3.1 Harassment and Destructive Behavior

The Senior Minister promotes a culture free of harassment for staff, volunteers, members and guests, and is responsible to address instances of destructive behavior from individuals to protect the wellbeing and interests of the Congregation as a whole.

Destructive behavior is defined as any behavior that is dangerous, could be perceived as a threat, is disruptive to the functioning of Congregational activities, or offensive and likely to diminish the Congregation's appeal to members and guests.

3.2.3.2 Protection of Children and Vulnerable Adults

To protect children and vulnerable adults, the Senior Minister establishes and implements written procedures for the selection, training, and supervision of all Ministry team members who work with persons aged eighteen and younger or any vulnerable adults.

3.2.3.3 Process for Voicing Concerns

Whistleblower Protection - Staff or members need to report their concerns to the Senior Minister if they believe they have been subject to retaliation for a good faith report of: (a) a suspected violation of any law or local, state or federal rule or regulation; (b) mismanagement; (c) gross waste or misappropriation of Church funds or assets; (d) a suspected danger to public health and safety; or (e) other alleged wrongful conduct.

Minister and Staff Conduct - Staff or members need to contact the Senior Minister if they believe a minister or other professional working at the Church has violated their profession's code of conduct, or if the member or staff has a grievance about wrong or unfair treatment.

Escalation to the Board - Staff or members need to contact the Board President if they believe there is a violation of Board policy, if there is a question as to the sufficiency of existing policy, or if there is misconduct or a grievance that directly involves one of the Board members or the Senior Minister.

3.2.3.4 Congregational Healing

In the wake of any ministerial, staff, or lay leader misconduct, the Senior Minister tends to the health of the Congregation as a whole through pastoral work informed by principles of restorative justice, honesty, transparency, compassion, respect, and personal responsibility. If the misconduct involves the Senior Minister, the Board can enlist outside support.

3.2.4 Privacy Policy

The Senior Minister ensures the agency of members, guests, volunteers and staff to determine what personal information they wish to share or to keep private. Personal data, including but not limited to photos, videos, and stories, is respected and safeguarded in all aspects of Congregational life.

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