

The Unitarian Church in Westport
Limitations Policies
Adopted 03/21/2017

The Senior Minister shall not cause or allow any practice, activity, decision, or congregational circumstance that is unlawful, in violation of professional ethics or commonly accepted business practices, or inconsistent with our values.

3.1. Treatment of Congregants, Friends and Visitors

With respect to interactions with congregants, friends and visitors of the Congregation the Senior Minister shall not allow conditions, procedures, or decisions that are unsafe, disrespectful, unnecessarily intrusive, or that fail to provide appropriate confidentiality and privacy.

Accordingly, the Senior Minister shall not:

- 3.1.1. Violate the confidentiality of congregant pledge or donation information, except as required by designated individuals to carry out their responsibilities.
- 3.1.2. Fail to provide a reasonable level of safety, upkeep, access and functionality of the facilities.
- 3.1.3. Fail to maintain and enforce procedures to ensure the safety of congregants and children while at Congregation functions.
- 3.1.4. Fail to establish, publicize and follow written policies for processing congregant grievances and suggestions.
- 3.1.5. Fail to maintain a process to address serious breach of covenant(s).

3.2. Treatment of Staff

With respect to the treatment of paid staff, the Senior Minister shall not cause or allow conditions or practices that are unsafe, unclear, disrespectful or unprofessional. Accordingly, the Senior Minister shall not:

- 3.2.1. Operate without written personnel policies that provide for effective handling of employee evaluation and grievances, and protect against wrongful conditions such as harassment and preferential treatment.
- 3.2.2. Fail to make available to staff a written copy of the personnel policies.
- 3.2.3. Prevent staff from approaching the Board when internal grievance procedures have been exhausted.
- 3.2.4. Discriminate among existing or potential staff/volunteers on a basis other than clearly job-related criteria, individual performance, or individual qualifications.

3.3. Financial Planning / Budgeting

Financial planning for any fiscal year or remaining part of any fiscal year shall not deviate materially from the Board's Ends priorities, or risk fiscal jeopardy.

Accordingly, the Senior Minister shall not allow budgeting that:

3.3.1. Fails to communicate a reasonably accurate projection of revenues and expenses, balance sheet changes along with disclosure of planning assumptions.

3.3.2. Plans the expenditure in any fiscal year of more funds than are reasonably projected to be available in that period.

3.4. Financial Conditions & 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 Ends policies or the most recent budget plan. The Senior Minister shall not fail to abide by the Financial Policies and any applicable sections of the Constitution. The Senior Minister will not fail to:

3.4.1 Maintain current, accurate, auditable financial records or to make such records available to the Board, authorized auditors or other appropriate persons as requested.

3.4.2 Fail to settle payroll and other obligations in a timely manner.

3.4.3. Allow tax payments or other government-ordered payments or filings to be overdue or inaccurately filed.

3.4.4. Commit the Congregation to any contract outside of approved budget authority as outlined in the Financial Policies.

3.5. Continuous Operations Plan

In order to protect the Congregation and Board from sudden loss of the Senior Minister, the Senior Minister shall not fail to maintain an emergency continuous operations plan.

3.6. Asset Protection

The Senior Minister shall not cause or allow Congregation assets to be unprotected, inadequately maintained, or unnecessarily risked. Accordingly, The Senior Minister Shall not:

3.6.1. Fail to insure against theft and casualty losses and against liability losses to Board members, staff, and the organization.

3.6.2. Allow facilities, premises, and equipment to be subject to improper wear and tear or insufficient maintenance.

3.6.3. Fail to protect information, and files from loss or significant damage, or the lack of application of appropriate documentation and retention standards.

3.6.4. Fail to seek competitive bids as described in Financial Policies.

3.6.5. Receive, process, or disburse funds under insufficient controls.

3.6.6. Endanger the organization's public image or credibility.

3.7. Compensation & Benefits

With respect to employment, compensation and benefits to employees, consultants, and contract workers, the Senior Minister shall not cause or allow jeopardy to fiscal integrity and shall not fail to strive for fair compensation. Accordingly, the Senior Minister shall not:

3.7.1. Change his or her own compensation, benefits, or allocated professional expenses as established by the Board.

3.7.2 Promise or imply permanent or guaranteed employment.

3.7.3. Establish current compensation and benefits that:

- i. Deviate materially from the geographic market for the skills employed
- ii. Create contractual obligations over a term longer than revenues can be safely projected and in all events subject to losses of revenue.

3.8. Communication and Support of the Board

With respect to providing information and counsel to the Board, the Senior Minister shall not cause or allow the Board to be uninformed or unsupported in its work. Accordingly, the Senior Minister shall not:

3.8.1. Fail to submit the monitoring data required by the Board in a timely, accurate, and understandable fashion, directly addressing provisions of the Board policies being monitored.

3.8.2. Fail to report in a timely manner an actual or anticipated non-compliance with any policy of the Board.

3.8.3. Fail to report to the Board behavior or conditions that are detrimental to the work relationship between Board and the Senior Minister.

3.8.4. Fail to advise the Board if, in the Senior Minister's opinion, the Board is not in compliance with its own policies.

3.8.5. Fail to recommend changes in Board policies, as the need becomes known to the Senior Minister.

3.8.6. Deal with the Board in a way that favors or privileges certain Board members over others.

3.8.7. Make public statements about the position of the Congregation, if the official position is not formally adopted.

3.8.8. Fail to schedule and organize periodic congregational meetings as needed and any necessary pre-congregational meetings.