

OPERATIONS LIMITATION 1  
Global Operations Constraint

1. The Operations Team shall not cause or foster/support any practice, activity, decision, or organizational circumstance that is either unethical or in conflict with this church's mission statement or constitution and by-laws or the Principles and Purposes of the UUA (Article 2).
  
2. The Operations Team shall operate according to federal, state, and local laws.

OPERATIONS LIMITATION 2  
Treatment of Members, Friends, and Visitors

The Operations Team shall not allow conditions, procedures, or decisions that are unsafe, disrespectful, or unnecessarily intrusive, or fail to provide appropriate confidentiality and privacy to members, friends, and visitors.

1. The Operations Team shall not permit the collection or use of personal information for which there is no clear purpose related to the church's mission.
2. The Operations Team shall not use methods of collecting, reviewing, transmitting, or storing personal information that fail to protect against improper access to the subject material.
3. The Operations Team shall not fail to coordinate with the staff of this church to maintain a reasonable level of safety, access, and functionality in church facilities. All conditions of a Welcoming Congregation must prevail.
4. The Operations Team shall not fail to inform the congregation of the availability of the policies in this document or fail to provide a grievance process to those who feel that they have not been reasonably accorded their rights under these policies. The Operations Team shall develop and maintain a written form for documenting grievances.

Grievance referrals:

Volunteer or staff issue → Supervisor → Ops Team - - -> rarely - - > Board

Program related issue → PLT → Ops Team → Board

Non-program issue → Minister → Board

Disagreement of a Minister(s) → Minister → Committee on Ministry → Board of Trustees

OPERATIONS LIMITATION 3  
Treatment of Staff

The Operations Team may not cause or allow conditions that are unsafe, unprofessional in treatment of any paid or volunteer staff members. The Operations Team will not:

1. Discriminate among existing or potential staff on other than job-related criteria, individual performance or individual qualifications.
2. Subject staff to unsafe or unhealthy conditions.
3. Withhold a due-process internal grievance procedure.
4. Operate without written personnel policies that clarify and comply with accepted employment practices, provide effective handling of grievances and protect against wrongful conditions.
5. Fail to apply the standards of the church's mission, values and ends to interactions with staff.
6. Fail to distribute the personnel policy manual and its amendments to the staff.
7. Fail to provide a description of duties and responsibilities to staff.

## OPERATIONS LIMITATION 4

### Communications: Support to the Board of Trustees

1. The Operations Team may not cause or allow the Board to be uninformed or misinformed. Accordingly, the Operations Team:
2. Shall not fail to inform the Board in a timely manner of relevant trends, public policy I initiatives, public events of the organization, and material external and internal changes, particularly changes in the assumptions upon which any Board policy has previously been established.
3. Shall not fail to submit monitoring data required by the Board in a timely, accurate and understandable fashion.
4. Shall not fail to advise the Board if, in the Operations Team's opinion, the Board is not in compliance with its own policies on governance process and Board-Operations team relationship.
5. Shall not fail to gather as many staff and external points of view, issues, and options as needed for fully informed Board decisions.
6. Shall not fail to facilitate official Board, officer, or committee communication to the congregation.
7. Shall not fail to deal with the Board as a whole except when fulfilling individual requests for information or responding to officers or committees duly charged by the Board.
8. Shall not fail to report in a timely manner, any actual or anticipated failure to comply with any policy of the Board.
9. Shall not fail to recommend a review in Board policy when a need for such a review has become known to them.
10. Shall not fail to supply to the Board all monitoring information, documents, and other items needed for legally or contractually required Board approvals to be given, even though the Board may have delegated the routine management of these issues to the Operations Team.
11. Shall limit public statements about the official position of the Board on social, political, and/or congregational issues to what the Board has formally and explicitly adopted as positions of record. Nothing in this policy shall be construed to infringe upon the fundamental principle of freedom of the pulpit.
12. Shall evaluate the effectiveness of the ministries of the church and the sufficiency of staff to sustain and enhance those ministries.

Adopted April 8, 2008  
Revised April 8, 2008

OPERATIONS LIMITATIONS 5  
Financial Conditions

With respect to the church's ongoing financial health and activities, the Operations Team may not cause or allow the development of fiscal jeopardy or a material deviation of actual expenditures from Board priorities established in the Ends policies. The Operations Team may not:

1. Expend funds by the close of the fiscal year in excess of revenues received, without a board approved plan to eliminate the deficit.
2. Expend any endowment or restricted funds other than for the purposes determined at time of receipt or designation .
3. Conduct inter-fund shifting or allow allocations in the operating budget that deviate materially from the Board's Ends priorities, and without appropriate consultation with the Program Leadership Team.
4. Use any designated long-term reserve without approval of the Board.
5. Borrow funds for other than short term operating cash needs for which there is a timing difference in the due date of expenditures and the revenues related thereto.
6. Fail to fund payroll and debts by the due dates.
7. Allow tax payments or other government-ordered payments or filings to be overdue or inaccurately filed.
8. Make any material expenditures not provided for in either the approved capital expenditure plan or the approved operational budget in excess of \$2,500.
9. Fail to inform the Board before any decision is made to use unexpected and undesignated income over \$2,500.
10. Purchase, encumber or dispose of real estate property without advanced authorization from the Board.
11. Fail to pursue unpaid pledges and unpaid non-pledge receivables after end of the fiscal year.
12. Authorize a line of credit without approval of the Board.
13. Fail to inform the Board in writing monthly (or regular period) concerning actual revenues and expenditures and appropriate comparisons and projections.

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OPERATIONS LIMITATIONS 6  
Compensation and Benefits

With respect to employment, compensation, and benefits to employees, consultants, and contract workers, and volunteers: the Operations Team may not cause or allow jeopardy to fiscal integrity or public image. Accordingly, the Operations Team may not:

1. Change individual Operations Team members' budgeted compensation, benefits, or professional expenses without prior Board of Trustees approval.
2. Promise or imply permanent or guaranteed employment.
3. Plan and/or execute compensation and benefits plans and/or obligations that exceed available funding or deviate materially from the UUA guidelines or geographic market for the skills employed.
4. Create financial obligations over a term longer than revenues can be safely projected, in no event longer than one year and in all events subject to losses of revenue.
5. Establish deferred or long term compensation or benefits programs without Board of Trustees approval.
6. Enter into a long term employment agreement or individual professional services agreement on behalf of the church without prior Board approval.

OPERATIONS LIMITATIONS 7  
Asset Protection

The Operations Team shall not allow the church's material assets to be unprotected, inadequately maintained or unnecessarily risked. Nor shall the Operations Team endanger the church's public image or credibility, particularly in ways that would hinder its accomplishment of the UUCL mission.

Accordingly, the Operations Team may not:

1. Risk the church's non-profit status.
2. Fail to cooperate with and provide reasonable assistance to the church's external financial auditors.
3. To unnecessarily expose or fail to insure against theft and casualty losses at replacement value less reasonable deductible and/or co-insurance limits and against liability losses to Board members, staff, and the church.
4. Fail to provide protection for intellectual property, personal information and files from loss or damage or breach of confidentiality.
5. Fail to comply with Board approved policy on internal controls.
6. Invest or hold operating capital in insecure instruments, including uninsured checking accounts and bonds of less than (A,AA) rating, or in non-interest-bearing accounts except where necessary to facilitate ease in operational transactions.
7. Allow buildings and equipment to be subjected to improper wear and tear or insufficient routine maintenance.
9. Fail to create a church maintenance plan in collaborations with the appropriate lay leader which estimates the time and cost of repairing and/or replacing all church-owned property including all buildings and equipment.
10. Fail to adhere to the church's current investment policy.
11. Fail to maintain records of the church's activities, decisions, membership, and finances.

## OPERATIONS LIMITATIONS 8

### Financial Planning & Budgeting

Financial planning for any fiscal year or the remaining part of any fiscal year shall not deviate materially from the Board's Ends priorities, risk financial jeopardy insufficiency or fail to be derived from a multi-year plan. The Board reaffirms the congregation's ultimate authority to approve all annual budgets as recommended to them by the Board.

Accordingly, the Operations Team shall not:

1. Propose budgeting that contains too little information to enable reasonably accurate projection.
2. Propose deficit budget without a plan to eliminate the deficit.
3. Propose budgeting that is not based on a multi-year operating fund and capital expenditure financial plan which shall be updated yearly and shall be consistent with these policies.
4. Propose budgeting that does not include necessary expenditures identified in the church's maintenance plan.
5. Propose budgeting that provides less for denominational dues than our church's full fair-share payment, without prior board approval.
6. Propose budgeting that fails to provide for a contingency allowance. Expenditures from the contingency shall require approval of the Board.
7. Fail to communicate to the congregation via program leadership team the means by which they can provide meaningful and timely input during the budget development process.
8. Fail to submit a timely budget as directed by the BOT.
9. Fail to budget funding for settled minister(s) contractual obligations including benefits that the church is contractually obligated to provide, such as accrued sabbatical.

OPERATIONS LIMITATIONS 9  
Endowment and Trust Fund

1. The Operations Team shall not fail to budget available EMGF to further the purposes of the Church in accordance with an approved strategic financial plan and the directives and restrictions that govern the Fund.
2. Gift Acceptance
  - a. The Operations Team shall not fail to evaluate, accept and decline gifts and receive gifts into the (EMGF) on behalf of the Committee.
  - b. The Operations Team shall not fail to establish, maintain, and communicate an appropriate gift acceptance policy for restricted and unrestricted gifts.
  - c. Said gift acceptance policy must not fail to include provisions for donor-designated purposes and allow for the acceptance of non-endowment gifts.
  - PARK d. No gift or bequest shall be received and accepted if it is conditioned or limited in such manner as to require the disposition of the income or principal, to any person or organization other than a charitable or religious organization.

OPERATIONS LIMITATIONS 9  
Spending and Budgeting Endowment and Trust Funds

1. The Operations Team shall not fail to budget available income to further the purposes of the church in accordance with an approved strategic financial plan.

The Operations Team shall not fail to evaluate, and accept or decline gifts to the endowment fund on behalf of the congregation.