

Policy Manual

Unity of Fairfax

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Mission, Vision and Core Values

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Mission Statement

We are a vibrant spiritual community awakening each life to the Christ within.

Vision Statement

Centered in Divine Love, we honor and celebrate a world awakened to peace, abundance, and respect for all creation.

Core Values

- Spirit Centered:** We turn to Spirit for guidance and active communication.
- Love in Action:** We actively express unconditional love in all we think, say and do.
- Inclusive:** We are welcoming, cooperative, connected, accepting and compassionate to all.
- Peace:** As bearers of Spirit's divine inspiration we are the peace we hope to see in the world.
- Integrity:** Our thoughts, words and deeds are trustworthy, authentic, respectful and responsible.

Statement for Peace

and

Honoring Diversity

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1. APPROVAL DATE: October, 2015
2. SCOPE: This policy applies to all programs, services, activities and decisions of Unity of Fairfax.
3. POLICY: As a participating church within Unity Worldwide Ministries (UWM), Unity of Fairfax upholds the Joint Statements of Peace and Honoring Diversity from UWM and Unity World Headquarters, as follows:

3.1. Statement for Peace

Unity stands for peace in the presence of conflict; for love in the presence of hatred; for forgiveness in the presence of injury. Unity honors the many names for God, the many paths to God, the many ways to worship God; for there is only one power and presence of God and that God loves each one of us equally. It is therefore the position of Unity Worldwide Ministries and Unity World Headquarters at Unity Village to urge all nations, their leaders and their people to turn to God by whatever the name for guidance during these challenging times and pursue peace, not war, for this is what honors the God of all our faith traditions. Unity stands for peace in our lifetime.

3.2. Honoring Diversity

We believe that all people are created with sacred worth. Therefore, we recognize the importance of serving all people within the Unity family in spiritually and emotionally caring ways. We strive for our ministries, publications and programs to reach out to all who seek Unity support and spiritual growth. It is imperative that our ministries and outreach be free of discrimination on the basis of race, color, gender, age, creed, religion, national origin, ethnicity, physical disability, gender identity, gender expression or sexual orientation. Our sincere desire is to ensure that all Unity organizations are nondiscriminatory and support diversity.

In our effort to reach out to all people as did our Way Shower, Jesus Christ, we support the modification of our facilities to make them accessible to all people, regardless of physical challenges; the translation of our materials into Braille and other languages; and respect for the wonderful variety of human commitments and relationships.

We encourage ministers, teachers and others within Unity to honor the strength of diversity within their spiritual communities. It is with love and in celebration of our unity, in the midst of our wondrous diversity, that we affirm this position.

4. REFERENCE: These statements are taken from the Unity Worldwide Ministries website, as adopted by Unity World Headquarters at Unity Village and Unity Worldwide Ministries, January 23, 1995; revised November 5, 2014.

Climate Responsibility Resolution

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1. APPROVAL DATE: November, 2015
2. RESOLUTION: Unity of Fairfax supports the following statements of commitment to the church's responsibility to the environmental future of our planet Earth.

2.1. Paris Pledge

In an act of solidarity with global leaders and nations at the 2015 UN Climate Talks in Paris, our faith community pledges to reduce its carbon pollution 50% by 2030 and to strive to become carbon neutral or 100% renewable energy powered by 2050. We believe a brighter future is within reach - a world with an economy that works for people and the planet, a world safe from the ravages of climate change, a world with good jobs, clean air and water, healthy communities, and where people of faith everywhere act as stewards of Creation and begin to build a new relationship with the Earth.

2.2. Unity Worldwide Ministries Resolution

We, the leadership of Unity Worldwide Ministries, hear the urgent call to co-create a world that nourishes all life forms. We positively declare our love for and spiritual interconnectedness with all beings and our responsibility to protect the sustainability of the environment. Aligned with the empowering spiritual teachings of Unity co-founders Charles and Myrtle Fillmore, Jesus and other inspired spiritual teachers, we advocate our worldwide prayer partners to take into affirmative prayer and meditation the personal inquiry of "what is mine to do" to improve the quality of life of all beings and our planet. UWM affirms that climate change is real and that human activity is a significant cause of climate change. UWM also acknowledges that climate change is an issue resulting in both environmental degradation and social injustice. As such, we commit to serve, as our faith leads us, to take steps in healing the planet. Unity Worldwide Ministries, in accordance with its God-centered five basic principles, commits to advancing the Unity movement by:

1. Promoting active stewardship of the environment and an awareness of our oneness with the earth.
2. Cultivating a consciousness of EarthCare that includes both spiritual and practical actions that support and balance the environment and our human needs, in accordance with Unity's Fifth Basic Principle, "Through thoughts, words and actions, we live the Truth we know."
3. Promoting sustainable living practices that honor the earth's ecosystems and resources in a responsible manner.
4. Transforming attitudes and commitments by embracing concrete actions that reduce human ecological impact and promote social justice for all.
5. Educating, supporting and encouraging individuals to align their (individual) lifestyle choices with values that promote environmental sustainability and recognition of their moral imperative to care for creation.

Governing Documents

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Each document listed needs to be consistent with the document under which it is indented. For example, the Employee Manual and all documents listed at that indentation level have to be consistent with the Policy Manual, which must be consistent with the Bylaws.

<u>Unity of Fairfax Documents</u>	<u>Authority to Update</u>
Mission	Voting Membership
Vision	Voting Membership
Core Values	Voting Membership
Bylaws	Voting Membership
>Policy Manual	Board of Trustees
>>Employee Manual	Staff
>>Procedures	Staff
>>>Forms	Staff
>>Rules and Regulations	Staff
>>Communications Manual	Communications Committee
>>Investment Guidelines	Investment Committee

Additional Resource

A wealth of information and direction is available on the **UnityWorldwideMinistries.org website**, search **“Church Policy Manual.”** This resource includes guidelines, samples and models for many, many considerations for churches in the effective management and execution of the church business and programs. Many of the policies of Unity of Fairfax are derived directly or indirectly from this resource. Some of the topics covered are:

- Employee and Administrative policies and procedures
- Job Descriptions
- Volunteer Management
- Codes of Ethics
- Sample forms
- Guidelines for Board Effectiveness
- Federal Laws

Unity of Fairfax leaders, staff, committee members, other volunteers and all members of the community are all encouraged to browse through this resource for valuable guidance.

Operational and Administrative Policies

Youth and Family Ministry

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1. APPROVAL DATE: May, 2016
2. BACKGROUND: Unity of Fairfax is a warm and welcoming multigenerational community dedicated to developing the Spiritual Presence within every member of the families in our community.
3. POLICY: Unity of Fairfax accepts children as full participants in our congregation, offering classes and activities for all ages at age appropriate levels. Children are integrated into our Sunday worship program and are encouraged to perceive the congregation as their own community as well as that of their parents.
4. ROLES AND RESPONSIBILITIES
 - 4.1. Senior Minister: Employ and supervise a Director of Youth and Family Ministry to provide age appropriate programming for children in families in our congregation.
 - 4.2. Director of Youth and Family Ministry
 - 4.2.1. Recruit and support volunteers to provide an effective ministry to children and youth in a family-friendly environment.
 - 4.2.2. Provide a curriculum with age appropriate classes for children and youth.
 - 4.2.3. Maintain effective communication with families in the congregation to ensure understanding of the program and what it has to offer.
 - 4.2.4. Provide family activities periodically throughout the year to support the integration of the family as a whole.
 - 4.2.5. Maintain appropriate security practices to ensure the safety of the children.

Music Ministry

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1. APPROVAL DATE: May, 2016
2. BACKGROUND: Unity of Fairfax believes in the power of music to lift up the God Spirit in each member of the community, bringing love, peace and joy through the gift of song.
3. POLICY: Unity of Fairfax offers a strong program of music for the participation and inspiration of the community. The program provides opportunities for member participation, as well as programs and concerts at various special services and events throughout the year.
4. ROLES AND RESPONSIBILITIES
 - 4.1. Senior Minister: Employ and supervise a Director of Music Ministry to provide leadership and management of the music program.
 - 4.2. Director of Music Ministry
 - 4.2.1. Provide a variety of musical experiences for the community.
 - 4.2.2. Recruit and support participants to provide music at the Sunday services and at special services and church events.

Building Use

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1. APPROVAL DATE: March, 2015
December, 2015, modified to acknowledge rental to non-affiliated parties and to assign the responsibility for setting rental rates to the staff.
2. SCOPE: This policy applies to governing bodies, clergy, staff and congregants as well as non-affiliated groups that use the church facility.
3. POLICY: The primary use of the building is for the furtherance of the Unity way of life. Other uses of the building are secondary, and can be arranged with approval of the Senior Minister or Senior Minister's designee. The facility is available to be rented to non-affiliated parties. All uses of the building are subject to the Facility Use Rules and Regulations.
4. ROLES AND RESPONSIBILITIES
 - 4.1. Board of Trustees: Define policy for renting the facility.
 - 4.2. Senior Minister: Conduct weddings, funerals and memorials held in the facility, or designate another to that responsibility for specific events.
 - 4.3. Staff
 - 4.3.1. Schedule and manage rentals of the facility, including:
 - 4.3.1.1. Maintaining related processes and forms as needed
 - 4.3.1.2. Setting rental rates.
 - 4.3.1.3. Executing a contract for each facility rental, which may be revised as needed for specifics of any rental agreement.
 - 4.3.2. Maintain a document of the Facility Use Rules and Regulations and provide access to each group using the facility.
 - 4.3.3. Maintain a document of the building Lock Up Procedures and provide each group using the facility with access to it.
5. REFERENCES: These documents are available from the church office:
 - 5.1. Rental Application
 - 5.2. Rental Contract
 - 5.3. Facility Use Rules and Regulations
 - 5.4. Lock Up Procedures

Greening the Church

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1. APPROVAL DATE: November, 2015
2. SCOPE: This policy applies to governing bodies, clergy, staff, and congregants as well as renters and other non-affiliated groups that use the church facility.
3. POLICY: The congregation of Unity of Fairfax has pledged to be a "green" church. As such, the selection and use of products on the church property will be made with priority given to the environmental impact.
 - 3.1. Kitchen paper products and utensils will be biodegradable and compostable.
 - 3.2. When available, recyclable materials will be used and recycled.
 - 3.3. Lawn and garden products will be selected to minimize harm to the environment.
 - 3.4. Office paper will be conserved.
 - 3.4.1. Use of other media will be prioritized in meeting the need for effective communication.
 - 3.4.2. Excessive paper use will be minimized by printing on both sides where effectiveness is not compromised.
 - 3.5. All products will be selected, used and disposed of with high regard to environmental impact.

Alcohol Use on Church Premises

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1. APPROVAL DATE: April, 2015
2. SCOPE: This policy applies to governing bodies, clergy, staff, and congregants as well as non-affiliated groups that use the church facility.
3. POLICY: The purpose of this policy is to define the parameters within which alcoholic beverages may be served at events on the property of Unity of Fairfax. Any attempt to circumvent this policy before or during an event will result in immediate suspension of alcohol service at the event.
 - 3.1. Alcoholic beverages may include beer, wine, champagne and cordials, while not including hard liquor;
 - 3.2. Selling alcoholic beverages is prohibited;
 - 3.3. Non-alcoholic beverages must also be served and made prominently available;
 - 3.4. Food must be served along with alcohol;
 - 3.5. Any beverage that contains alcohol will be clearly labeled as such. This requirement also applies to food in which alcohol has not been volatilized (cooked out);
 - 3.6. Alcohol service will be incidental to any function or event held at Unity of Fairfax;
 - 3.7. Each event is required to have an Event Host, who meets the following requirements:
 - 3.7.1. Is a member of the Unity of Fairfax community;
 - 3.7.2. Is over 21 years of age;
 - 3.7.3. Holds active certification from TIPS (Training for Intervention ProcedureS), an online training and certification course for the “responsible service, sale, and consumption of alcohol.”
 - 3.7.4. Is approved by the Board of Trustees based on an interview, a background check and/or other criteria deemed advisable by the Board;
 - 3.8. The area in which alcohol is served must be staffed at all times by the Event Host or bartender, no self-service is permitted; the bartender and Event Host retain the right to refuse service of alcohol to any individual;
 - 3.9. Alcohol bar and set-up stations are restricted to the atrium;
 - 3.10. Alcohol service and consumption is limited to the atrium, kitchen, and the multipurpose room, but will not be consumed on the platform or in the prayer corner;
 - 3.11. No event attendee is allowed to leave the church premises with an alcoholic drink.
4. ROLES AND RESPONSIBILITIES
 - 4.1. Board of Trustees
 - 4.1.1. Ensure that proper liquor liability insurance coverage is in place;
 - 4.1.2. Approve the event for including alcohol;
 - 4.1.3. Approve and designate the Event Host.

4.2. Event Host

- 4.2.1. Ensure that the appropriate license/permit is present before alcohol is served;
- 4.2.2. Monitor that no alcohol is served to anyone under the age of 21;
- 4.2.3. Not drink alcohol himself/herself during the event;
- 4.2.4. Monitor the removal of all alcohol at the conclusion of the event;
- 4.2.5. Ensure the prevention of property damage;
- 4.2.6. Possibly serve as bartender at Unity of Fairfax events;
- 4.2.7. Additional duties as determined by the Board of Trustees for specific events.

4.3. Executive Director

- 4.3.1. Maintain a list of qualified Event Hosts;
- 4.3.2. Obtain the appropriate Commonwealth of Virginia Alcohol Beverage License/Permit for any events affiliated with Unity of Fairfax;
- 4.3.3. Assign an Event Host for church-affiliated and non-affiliated events.

4.4. Church Affiliated Individuals or Groups

- 4.4.1. Ensure the prevention of property damage;
- 4.4.2. Ensure the safety of any person who might become intoxicated;
- 4.4.3. Make transportation available for any person attending an event who indicates that his or her capacity to drive is impaired.

4.5. Non-Affiliated Groups or Organizations

- 4.5.1. Secure a separate rental contract which will govern the use and protection of the Unity of Fairfax campus. The required paid Event Host will be provided by Unity of Fairfax with all rental contracts;
- 4.5.2. Cover the cost of the Event Host's services as part of the rental fee (for events, such as wedding rentals);
- 4.5.3. Obtain the appropriate Commonwealth of VA Alcohol Beverage License/Permit;
- 4.5.4. Provide a TIPS certified bartender;
- 4.5.5. Ensure the safety of any person who might become intoxicated;
- 4.5.6. Make transportation available for any person attending an event who indicates that his or her capacity to drive is impaired.

Facility Maintenance and Improvement

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1. APPROVAL DATE: March, 2015
2. SCOPE: This policy applies to maintenance and improvement of the building and grounds.
3. POLICY: The building and grounds of the church facility will be maintained in good working order and in aesthetically attractive condition.
4. ROLES AN RESPONSIBILITIES:
 - 4.1. Board of Trustees: Review and approve recommendations for alterations or additions to the building or interior decoration affecting the aesthetic value of the property.
 - 4.2. Executive Director: Authorize day-to-day repairs, maintenance and purchase of supplies in accordance with the budget, or assign a designee.

Classes, Seminars, Workshops and Speakers

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1. APPROVAL DATE: March, 2015
December, 2015, modified to encompass presentation of non-Unity specific programs
2. SCOPE: This policy applies to all events presented by Unity of Fairfax for education, service or practice.
3. POLICY: Unity of Fairfax will offer frequent classes, seminars or workshops and will present speakers for events that incorporate and/or reflect the Truth principles taught by Unity. Additionally, programs may be presented that are non-Unity specific in order to offer a broad spectrum of teaching. All events will be compatible with Unity principles and with the tone of the Unity ministries.
4. ROLES AND RESPONSIBILITIES:
 - 4.1. Persons or groups desiring to present a class, seminar or workshop or desiring to be a speaker at an event: Complete an application to schedule the event.
 - 4.2. Senior Minister or Senior Minister's designee: Select or approve all classes, seminars, workshops and speakers as available and desired.
 - 4.3. Staff
 - 4.3.1. Maintain a form for application to schedule an event.
 - 4.3.2. Maintain communication with Senior Minister or Senior Minister's designee to ensure that scheduled events are approved.
5. REFERENCE: The online form for applying to schedule an event is on the Unity of Fairfax website.

Clubs and Other Special Interest Groups

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1. APPROVAL DATE: March, 2015
2. SCOPE: This policy applies to all clubs and special interest groups of any kind at Unity of Fairfax.
3. POLICY: Each club or group under the auspices of Unity of Fairfax will include consciousness-raising and service activities, and may include social functions in their purpose.
4. ROLES AND RESPONSIBILITIES:
 - 4.1. Senior Minister or Senior Minister's designee: Review and approve the formation of clubs or organizations.
 - 4.2. Staff:
 - 4.2.1. Maintain a form for application to schedule an event, to include club and group meetings.
 - 4.2.2. Maintain communication with Senior Minister or Senior Minister's designee to ensure that scheduled events are approved.
5. REFERENCE: The online form for applying to schedule an event is on the Unity of Fairfax website.

Publications

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1. APPROVAL DATE: October, 2015
2. SCOPE: This policy applies to all material that is published by Unity of Fairfax, whether in print or digital format, including but not limited to the Weekly Highlights, the Monthly Bulletin and the website.
3. POLICY: As a participant in the Unity Identity Program, Unity of Fairfax will comply with the guidelines and policies in the toolkit provided by Unity Worldwide Ministries. Publications will be current, in concert with the mission and vision of the ministry, and within budget.
4. ROLES AND RESPONSIBILITIES:
 - 4.1. Senior Minister or Senior Minister's designee: Approve all publications of the ministry.
5. REFERENCE: The Unity Identity Program toolkit is available on the Unity Worldwide Ministries website.

Media

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1. APPROVAL DATE: November, 2015
2. SCOPE: This policy addresses the various types of media that Unity of Fairfax may use to market itself and the events that it sponsors.
3. POLICY: Unity of Fairfax uses a variety of media to provide information about the church, its events, programs and services, choosing effective media to suit the target audience. Any media releases that include material addressed by the Unity Identity Program will be consistent with the guidelines and policies in the toolkit provided by Unity Worldwide Ministries. All media releases will be consistent with the mission and vision of the ministry, within the approved budget, and approved by the Senior Minister or a designated member of the staff.
 - 3.1. Website: Unity of Fairfax maintains an informative, innovative website that is updated and maintained on a frequent and regular basis.
 - 3.2. Advertising: Unity of Fairfax advertises within a program and budget approved annually by the Board of Trustees.
 - 3.3. Radio: Unity of Fairfax endeavors to present creative radio/television programming.
 - 3.4. Social Media: Unity of Fairfax maintains a presence in popular social media.
 - 3.5. Media Relations: Unity of Fairfax provides articles to local press publications to announce events and programs.
 - 3.6. Other media: Unity of Fairfax will use whatever media is determined to be effective for the event and target audience.
4. ROLES AND RESPONSIBILITIES
 - 4.1. Board of Trustees: Approve an annual budget that defines the funding available for marketing and advertising.
 - 4.2. Senior Minister or Senior Minister's designee: Approve or designate responsibility for approving material that is disseminated over the variety of media opportunities.
 - 4.3. Staff: Work with the Communication Team or points of contact for individual programs or events to implement the plan for media usage.
5. REFERENCE: The Unity Identity Program toolkit is available on the Unity Worldwide Ministries website.

Information Access

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5. APPROVAL DATE: November, 2015
6. SCOPE: This policy addresses the handling of church membership lists and contribution information. The handling of employee information is addressed in the Employee Manual.
7. POLICY: Neither the membership list nor the mailing list is ever sold or otherwise provided to unauthorized persons and/or organizations. Those authorized to use this list are Senior Minister, Chair of the Board of Trustees, and/or a designee of the Senior Minister or Chair of the Board of Trustees.

Access to financial records pertaining to contributions will be limited to the Senior Minister, Treasurer, and/or a designee of the Senior Minister or Treasurer.

8. ROLES AND RESPONSIBILITIES

- 8.1. All staff members: Share membership lists and information as requested by the Senior Minister, Chair of the Board of Trustees, and/or a designee of the Senior Minister or Chair of the Board of Trustees. Report requests from other sources to the Senior Minister.
- 8.2. Senior Minister, Chair of the Board of Trustees, Treasurer and/or designee of the Senior Minister or Treasurer: Use membership lists and information only for the expressed purpose of the request for such information, without sharing it further with unauthorized parties.

Solicitation

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1. APPROVAL DATE: November, 2015
2. SCOPE: This policy addresses all forms of solicitation on the property of Unity of Fairfax, including fund raising, marketing, advertising, recruiting or any other type of solicitation.
3. POLICY: No solicitation or fundraising drive is introduced or supported which directly benefits an individual member of the ministry. No materials are distributed, nor outside fundraising projects permitted, without the specific approval of the Senior Minister or the Senior Minister's designee. Requests for approval must be in writing.
4. ROLES AND RESPONSIBILITIES
 - 4.1. Senior Minister or Senior Minister's designee:
 - 4.1.1. Being mindful of the policy, respond to any requests for solicitation or fundraising.
 - 4.1.2. Approach and stop anyone doing any unauthorized solicitation.
 - 4.1.3. Keep the Board of Trustees informed of any outside solicitation that has been authorized.
 - 4.2. Members of the Board of Trustees: Approach and stop anyone doing any unauthorized solicitation.
 - 4.3. All members of the church community: If you see any solicitation that you suspect might not be authorized, report it to the Senior Minister or the Senior Minister's designee or a member of the Board of Trustees immediately.

Voting Membership

1. APPROVAL DATE: November, 2015
2. SCOPE: The Bylaws of Unity of Fairfax distinguish two classes of members: member and Voting Member. Anyone who states that he or she is a member is accepted as a member. Voting Members have rights and powers such as voting in elections of the Board of Trustees, or in adoption of changes to the Bylaws, or in any other matters that are brought to the membership for vote.

This policy applies to the process to become a Voting Member.

3. POLICY

- 3.1. The New Member Program at Unity of Fairfax provides an opportunity to meet some of the leadership of the church community, to learn more about the Unity movement and Unity of Fairfax, and to become involved in the church community.
- 3.2. People are accepted into voting membership by vote of the Board of Trustees based on recommendation by the Senior Minister.
- 3.3. People interested in becoming Voting Members are invited to participate in the New Member Program. Any exceptions to participation will be considered when the Board votes to accept candidates for membership.
- 3.4. Candidates who are able to attend are formally accepted into Voting Membership at a ceremony in the Sunday morning services.

4. ROLES AND RESPONSIBILITIES

- 4.1. Candidates: Participate in the New Member Program.
- 4.2. Senior Minister:
 - 4.2.1. Assure that the New Member Program adequately meets the criteria stated above in paragraph 3.1.
 - 4.2.2. Manage the New Member Program or designate a coordinator to manage the program.
 - 4.2.3. Work with the Board of Trustees to clarify reasonable exceptions to full participation in the New Member Program.
 - 4.2.4. Discuss exceptions with candidates who do not fully participate in the New Member Program. For examples, the Senior Minister and the Board may exempt graduates of Y.O.U. from participation in the program; or they may accept limited participation for people who come to Unity of Fairfax as Voting Members of another Unity congregation.
 - 4.2.5. Present the candidates to the Board for approval, reviewing any exceptions to participation in the New Member Program.
- 4.3. Board of Trustees:
 - 4.3.1. Work with the Senior Minister to clarify reasonable exceptions to full participation in the New Member Program so that he or she is able to be accurate in discussions with candidates.
 - 4.3.2. Review and vote on acceptance of candidates for Voting Membership.

Complaints and Allegations

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1. APPROVAL: October 2018, by Rev. Russell Heiland, Sr. Minister
2. SCOPE: This policy applies to all complaints and allegations concerning the behavior of minister/s, staff, congregants and Trustees brought to the attention of the Board of Trustees.
3. BACKGROUND: This policy is intended to support the Unity of Fairfax Core Value of Integrity by providing a means by which complaints and allegations of all sorts may be addressed in a timely and fair way that honors the dignity of those bringing complaints and allegations and those against whom complaints and allegations are made.
4. POLICY: When a complaint or allegation of misconduct is brought to the attention of the Board of Trustees, the Board will appoint two of its members to communicate with the complainant within 5 (five) days of receiving the complaint or allegation. Communication may be in person, online (video conference), telephone, or other means with the intention of receiving a full report from the complainant of what happened, when it happened, where it happened, who was involved, and any other relevant details. Those two Trustees will then determine:
 - 4.1. The complaint/allegation is without merit.
 - 4.2. A resolution of the matter can be implemented that does not require action by the full Board of Trustees. Possibilities include but are not limited to:
 - 4.2.1. Information share with the minister/s with a request for actions to be taken.
 - 4.2.2. Facilitated conversation with complainant, defendant and any other relevant parties (including one or more representatives of the Board of Trustees, if appropriate). The intention of the conversation is to bring resolution to the matter.
 - 4.2.3. Referral of matter to outside mediation or professionals (e.g. a complaint/allegation brought to the attention of the Board that is, in fact, not a church issue).
 - 4.2.4. Request for information or guidance from Unity Eastern Region and/or Unity Worldwide Ministries.
 - 4.3. The matter should be brought to the attention of the full Board of Trustees for review.
 - 4.3.1. The Board may address the matter in the following ways:
 - 4.3.1.1. Special Meeting
 - 4.3.1.2. In Executive Session at its next regular meeting
 - 4.3.1.3. As an agenda item at its next regular meeting
 - 4.3.2. After consideration of the matter, the Board will then determine:
 - 4.3.2.1. The complaint/allegation is without merit.
 - 4.3.2.2. Facilitated conversation with the complainant, defendant, and other relevant parties (including all or designated Trustees). The intention of the conversation is bring resolution to the matter.
 - 4.3.2.3. Referral of the matter to outside meditation or professionals (e.g. a complaint/allegation brought to the attention of the Board that is, in fact, not a church issue).

- 4.3.2.4. Referral of the matter to outside professionals in the event the complaint/allegation is determined to be a church matter that warrants subject matter expertise for resolution.
- 4.3.2.5. The Unity of Fairfax Bylaws address the matter and provide guidance on the issue under consideration.
- 4.3.2.6. Request for information from Unity Eastern Region and/or Unity Worldwide Ministries.

4.4. Legal authorities should be contacted immediately.

5. ROLES AND RESPONSIBILITIES

5.1. Board of Trustees

5.1.1. The Board of Trustees is responsible for providing means for complainants to contact the board. This includes, but is not limited to, providing an email address that is readily available to church members and being physically present at church activities.

5.1.2. Any complaint or allegation received by any Trustee must be brought to the attention of the Chairperson of the Board. The Chairperson, or her/his designee, will assign two other Trustees to contact the complainant. In the event a complaint or allegation involves a Trustee or an individual in relationship to a Trustee (life partner, business partner, family member, etc.), that Trustee will recuse her/himself from investigations regarding the complaint or allegation.

5.2. Complainant, if a voting member of Unity of Fairfax, is expected to conduct her/himself in alignment with the Core Values of Unity of Fairfax and respect the investigation process outlined to her/him in the initial communication with the investigating members of the Board of Trustees.

5.3. If the complainant is not a voting member of Unity of Fairfax, the same expectations apply as if they were a voting member.

5.4. Defendant, if a minister, staff member, or Trustee or voting member of Unity of Fairfax, is expected to conduct her/himself in alignment with the Core Values of Unity of Fairfax and respect the investigation process outlined to her/him in the initial communication with the investigating members of the Board of Trustees.

5.5. All parties involved in the investigation and resolution of a complaint or allegation will be provided with copies of the "Agreeing and Disagreeing in Love" document and expected to commit to upholding the principles contained therein.

6. **OUTCOMES AND RESOLUTIONS:** Any outcomes or agreements as a result of actions taken pursuant to this policy will be considered final.

7. **REFERENCE:** "Agreeing and Disagreeing in Love" (adopted with permission from Lombard Mennonite Peace Center).

Disruptive Behavior

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1. APPROVAL DATE: September, 2018
2. SCOPE: While inclusivity is one of the core values of Unity of Fairfax and expressed in the principles held by Unity Worldwide Ministries, we affirm our belief that our congregation must maintain a secure atmosphere where such openness can exist. When any person's physical and/or emotional well-being or freedom to safely participate in this community is threatened, the source of this threat must be addressed firmly and promptly, even if this ultimately requires the expulsion of the offending person or persons.
3. BACKGROUND: Unity of Fairfax strives to be an inclusive community, affirming both our differences and our oneness; however, concern for the safety and well-being of the congregation as a whole must be given priority over the privileges and inclusion of the individual. To the degree the disruptive behavior compromises the health of this congregation, our actions as people of faith must reflect this emphasis on sacred safety and security.

There have been times when disruptive behavior of an individual in the church building or on the church grounds has led members to voice their concerns about one or more of the following:

- 3.1. Perceived threats to the safety of any adult or child;
 - 3.2. The disruption of church activities;
 - 3.3. Diminishing appeal of the congregation to its potential and existing membership.
4. POLICY: The following shall be the policy of Unity of Fairfax in dealing with these issues:
 - 4.1. If an immediate response is required, this will be undertaken by the Minister(s), if available, and/or the leader of the group involved. This may include asking the offending person or persons to leave, OR suspending the meeting or activity until such time that it may be safely resumed. If further assistance is required, the Police Department may be called. Anytime any of these actions are undertaken without the Minister(s), the Minister(s) must be notified; a follow-up letter detailing the offense and the action taken because of the offense, should be written and distributed to the Minister(s) and the Board Chair.
 - 4.2. Situations not requiring immediate response will be referred to an ad hoc committee appointed by the Board. The committee will respond in terms of their own judgment observing the following:
 - 4.2.1. The committee will respond to problems as they arise. There will be no attempt to define "acceptable" behavior in advance.
 - 4.2.2. Persons identified as disruptive will be dealt with as individuals. Stereotypes will be avoided.
 - 4.2.3. The committee will collect all necessary information.
 - 4.2.4. To aid in evaluating the problem, these points will be considered:
 - 4.2.4.1. DANGEROUSNESS – Is the individual the source of a threat or perceived threat to persons or property?
 - 4.2.4.2. DISRUPTIVENESS – How much interference with church functions is going on?
 - 4.2.4.3. OFFENSIVENESS – How likely is it that prospective or existing members will be driven away?

4.2.5. To determine the necessary response, these points will be considered:

4.2.5.1. CAUSES – Why is the disruption occurring? Is it a conflict between the individual and others in the church? Is it due to a professionally diagnosed condition or mental illness?

4.2.5.2. HISTORY – What is the extent, if any, of disruption cause in the past?

4.2.5.3. PROBABILITY OF CHANGE – How likely is it that the problem behavior will diminish in the future?

4.2.6. The committee will, after prayerful discernment, decide on the necessary response on a case by case basis. However, three levels of action/response are recommended:

4.2.6.1. LEVEL ONE – The committee shall inform the Minister(s) of the problem and either the Minister(s) or a member/s of the committee shall meet with the offending person/s to communicate the concern.

4.2.6.2. LEVEL TWO – The offending individual/s is excluded from specific church activities for a limited period of time, with reasons and conditions of return written and made clear (with a copy going to the offender/s and one going into congregational files).

4.2.6.3. LEVEL ONE or LEVEL TWO action taken may be appealed to the Executive Session of the Board, and/or the Minister(s).

4.2.6.4. LEVEL THREE – The offending individual is permanently excluded from church premises and all church functions. Before this is carried out, the committee will consult with the full Board and the Minister(s). If it is agreed that the expulsion take place, a letter will be written and sent by the Minister, or a designated member of the Board if that is more appropriate, to the individual outlining expulsion, the individual's rights, and any possible recourse.

[Adapted from <https://www.uua.org/safe/disruptive-behavior-policies>. Accessed 28 August 2018]

Background Checks Policy

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1. APPROVAL DATE: October 2018, by Rev. Russell Heiland, Sr. Minister
2. PURPOSE

Unity of Fairfax seeks to ensure the safety of its volunteers while on duty (whether on or off premises), the safety of its constituents (staff and community) and the protection of its assets and reputation. To reduce risks to our volunteers, staff, constituents and the organization, prospective and, as applicable, current staff and volunteers for certain position (namely, Board of Trustees, anyone working with minors, anyone providing one-on-one service in the name of Unity of Fairfax - e.g. Helping Hands, other volunteer positions as deemed warranted by the Board of Trustees) at Unity of Fairfax will undergo a background check that complies with the Fair Credit Reporting Act (FCRA). Volunteers are treated as applicants under the FCRA.

This policy sets forth guidelines for performing such background screens. Unity of Fairfax has selected an approved background screening provider, namely Protectmyministry.com. The Board of Trustees may, at its sole discretion, change the vendor providing background checks for all screenings or particular screenings, at its discretion.

Any questions or special considerations concerning this policy should be directed to the Senior Minister at Unity of Fairfax or the first chair of the Board of Trustees.

3. SCOPE: This policy applies to all prospective and current staff and designated volunteers with rescreens occurring every three years.
4. POLICY

4.1. Disclosure and Authorization

Selection, retention, and reassignment of applicants and volunteers are subject to meeting the requirements of a background screen. In addition, all applicants/volunteers will be required to complete a Disclosure and Authorization form, which requests information that the approved background investigation provider requires to conduct the background screen. The approved Disclosure and Authorization form allows Protectmyministry.com, or other duly approved vendor, to perform updates to the background check to the extent permitted by law. After a period of three years, Unity of Fairfax will initiate a new background check (rescreen) with Protectmyministry.com, or other duly approved vendor, and a new authorization form will be completed by the volunteer or staff member.

4.2. Checks to be Conducted

4.2.1. The following reports will be obtained for time periods permitted by law for a background screen:

4.2.1.1. National Criminal Database: This includes OFAC and OIG/GSA search.

4.2.1.2. National Sex Offender Database: We go directly to all 50 states sex offender registry, at the state level. Instead of using the Dru Sjodin federal database, we go directly to the source of the data. This is done because it can take some time for the federal database to update with the information and 14 states do not report date of birth to that registry.

4.2.1.3. SSN verification: Validate that the SSN provided is accurate.

- 4.2.1.4. Address History: Our system pulls a list of addresses and alias names that are tied to the SSN.
 - 4.2.1.5. Alias/Maiden Name Search: Using the information provided on the SSN Verification and Address History, we automatically submit any names tied to the SSN through the National Criminal Database and National Sex Offender Registry.
 - 4.2.1.6. Re-Verification: When a report comes back with a record, the consumer reporting agency's research team conducts our re-verification process on a background check before reporting it on the final report, insuring the accuracy of the report. Additional information on Protect My Ministry's re-verification process can be found here, <https://protectmyministry.com/background-checks/re-verification/>.
- 4.2.2. If warranted based on the position being considered, the following checks may be ordered from ProtectMyMinistry.com:
- 4.2.2.1. Motor Vehicle Record Check
 - 4.2.2.2. Social Security Trace (SS Trace) - A Social Security Trace uses the applicant-provided social security number to find all reported address information for an individual over the last 7 years. The trace also finds all names used by the applicant – the given name as well as any alias/maiden names used. The information returned from the trace is then used to determine the name/court of record combinations that will be searched.
 - 4.2.2.3. County/State Residence Criminal Search (Current) - The address entered during the background check order process is used to determine the county and state of residence (U.S.) for the volunteer. The search should look for any reported criminal history for the volunteer in that county or state at the primary source of information (the state or county courthouse).
 - 4.2.2.4. County/State Search(es) – 7 Years of Address History - All counties/states in which the applicant has lived in the last 7 years should be identified. Those counties/states should be searched at the primary source of information (the state or county courthouse) using the name in question and other personally identifiable information.
 - 4.2.2.5. Nationwide Criminal History Search with Validation - A Nationwide Criminal History search uses the full name and date of birth provided by the applicant during the order process to search over 900 criminal information data sources from all 50 states.
 - 4.2.2.6. National 50 State Sex Offender Registry Search (Dru Sjodin/NSOPW) - The National 50 State Sex Offender Registry Search / National Sex Offender Public Website (NSOPW) is a comprehensive 50-state sex offender search – *it is the only up-to-date, comprehensive source of sex offender information.*
 - 4.2.2.7. Alias/Maiden Name Search - An alias or maiden name is any name an individual has used at another time, in another place, or in another circumstance, for any reason. An alias/maiden name search should search those names provided during the screening order process as well as those names uncovered through an SSN Trace.

4.3. Disqualification Criteria

The Senior Minister and relevant supervisor will review the report and determine if any negative information has a direct connection with an applicant's ability to fulfill the applicant's duties with competence and integrity, or that might impact safety. Matters that might raise a concern include but are not limited to the following:

4.3.1. Criminal History Search

A criminal conviction will not automatically prohibit an individual from volunteering at Unity of Fairfax, but will be reviewed on a case-by-case basis. In some cases, statutes dictate the types of offenses that disqualify applicants from volunteering with certain organizations or in certain positions. Those lists will be referenced as well by Unity of Fairfax when making a decision regarding the applicant's eligibility.

For Example: In accordance with Virginia law regarding "Barrier Crimes," convictions for the following categories of crimes are generally considered role-related when working with vulnerable populations including children, the disabled, and the elderly, and, therefore, will be considered in making decisions:

- 4.3.1.1. Any felony conviction – these serious crimes are usually defined by statutory guidelines, and in general, are punishable by more than 1-year incarceration.
 - 4.3.1.1.1. Theft – including burglary, robbery, embezzlement, forgery, fraud.
 - 4.3.1.1.2. Violent crimes – including murder, robbery, assault, battery.
 - 4.3.1.1.3. Drug-related crimes – including use, sale, possession, distribution, or manufacture of illegal drugs.
 - 4.3.1.1.4. Sex offenses – including rape and sexual assault.
 - 4.3.1.1.5. Serious motor vehicle offenses – includes driving under the influence of alcohol or drugs.
- 4.3.1.2. Arrests that are not pending and did not result in conviction should not be considered. Arrests pending disposition that are role-related may be considered subject to state law.
- 4.3.1.3. Prior to making a decision regarding eligibility, Unity of Fairfax will validate, using approved identification (e.g. Driver's license), that the background check was run using the same correct information.
- 4.3.1.4. Arrest information: Arrests that are disclosed within 48 hours pursuant to Unity of Fairfax policy or that are revealed during the background check process will not necessarily result in termination of application/employment/volunteer status but will be reviewed on a case-by-case basis.

4.3.2. Motor Vehicle Reports – This report can indicate that the applicant has a suspended or revoked license. Further, serious motor vehicle violations such as Driving While Intoxicated, Driving Under the Influence, Driving While Ability Impaired or reckless driving may be relevant for all positions.

4.3.3. Reference Interviews – These checks may reveal information that indicates an applicant is not an acceptable fit for Unity of Fairfax. Information gained in a reference interview will be carefully reviewed for any omissions or inaccuracies contained in the applicant's application or made during the interview process.

4.4. Pre-Adverse Action and Adverse Action Based on Information in Background Check

4.4.1. Pre-Adverse Action – Unity of Fairfax will notify the applicant of a negative report BEFORE any adverse employment action is taken. If the consumer reporting agency reports information which may be used, in whole or in part, as a basis for an adverse action (e.g. denying applicant position), the applicant will receive notification before a final decision is made to deny the staff or volunteer role. This will provide the applicant with an opportunity to dispute the information in the consumer report directly with the consumer reporter agency. Unity of Fairfax will provide a copy of the consumer report, a pre-adverse action letter and another copy of the FCRA notice of rights.

The applicant shall also receive any applicable state rights as required.

4.4.2. Waiting Period to Find Out What, if Any, Explanation is Offered by the Applicant

If the applicant does not respond at all to the notification within a reasonable period of time (5 days), Unity of Fairfax may proceed with its decision to deny the position. If the applicant responds, Unity of Fairfax will carefully consider the information submitted and then make a decision. If the explanation is reasonable under the circumstances, then it may still be possible to go forward with hiring or onboarding (e.g. a case of mistaken identity). However, if the applicant's explanation is determined to be insufficient, then Unity of Fairfax will proceed to the next step, notification of Adverse Action.

4.5. Notification of Adverse Action – Unity of Fairfax will provide the applicant with written notice of the adverse action and the name and contact information of the consumer reporting agency.

4.6. Equal Employment Laws

Unity of Fairfax will adhere to all equal opportunity laws. When reviewing any criminal record information that appears on a background check, Unity of Fairfax shall factor in any known factors relating to:

- 4.6.1. The facts and circumstances surrounding the offense
- 4.6.2. The number of offenses for which the individual was convicted
- 4.6.3. The age of the individual at the time of conviction or release from prison
- 4.6.4. Evidence that the individual has performed the same type of work, post-conviction, with the same or a different organization, without incidents of criminal conduct
- 4.6.5. Any efforts of the application towards rehabilitation.
- 4.6.6. Employment or character references obtained regarding the individual's fitness for the particular position.
- 4.6.7. Whether the individual will be bonded for the position.

4.7. Confidentiality

- 4.7.1. Unity of Fairfax assures all applicants that personal data and information collected from the background screening will not be used for purposes other than determining the eligibility and appropriateness to work in the specific role to which they are applying.
- 4.7.2. Unity of Fairfax assures all applicants that their personal information will be securely stored, and access available to only to those who have a need to know.
- 4.7.3. All documents related to the background screen process must be retained for at least five years.

Staff Employment

1. APPROVAL DATE: November, 2015
December, 2015, updated Equal Opportunity Employment paragraph to itemize additional classes.
2. SCOPE: This policy applies to all activities of recruiting, hiring and managing staff at Unity of Fairfax.
3. POLICY: It is the intent of Unity of Fairfax that the work environment be one of care and respect for others. Our policy is to maintain a safe, productive working environment free from sexual harassment, inappropriate and other disruptive behavior. Personal conduct that interferes with operations, creates safety hazards, brings discredit to the ministry, or is offensive to members or fellow employees will not be tolerated.

3.1. Equal Opportunity Employment

In accordance with applicable Federal Laws and Regulations, the employment policies and practices of Unity of Fairfax are administered without regard race, color, gender, gender expression, marital status, age, creed, religion, national origin, ethnicity, physical disability, sexual orientation, military obligation and political ideology.

This Equal Employment Opportunity Program will have as its firm objective, equal opportunity in recruitment, hiring, rates of pay, promotion, training, termination, and benefit plans, and all other forms of compensation, conditions, and privileges of employment for all employees and applicants.

3.2. Americans with Disabilities Act

Unity of Fairfax is committed to providing equal employment opportunities to otherwise qualified individuals with disabilities, which may include providing reasonable accommodations where appropriate. The employee will be responsible for notifying her/his designated supervisor of the need for any such accommodations. The employee may be asked for input on the type of accommodation necessary, or the functional limitations of the employee's disability. When appropriate, Unity of Fairfax may need permission to obtain further information from the employee's physician, or other medical, or rehabilitation professionals.

3.3. Harassment / Sexual Harassment

Unity of Fairfax is committed to maintaining a positive, constructive working environment where all employees may pursue personal career satisfaction. Unity of Fairfax will not tolerate harassment based on race, color, religion, ancestry, national origin, sex, age, disability, veteran status, sexual orientation, or political ideology. Harassment not only violates church policy but also may be a violation of state and federal law. Both Unity of Fairfax and each of its employees are responsible and accountable for maintaining an environment free of harassment.

Discriminatory harassment includes verbal or physical conduct intended to threaten, intimidate, offend, demean, or coerce; and may impair an employee's ability to do his/her job.

Sexual harassment is a form of employee misconduct that undermines the integrity of the employment relationship. It is also a violation of the law and will not be tolerated. It is the intent of Unity of Fairfax to be in full compliance with Equal Employment Opportunity Commission, 29 CFR Part 1604.11 45 FR 25024, "Guidelines on Discrimination Because of Sex."

3.4. Safety and Health

Unity of Fairfax intends to provide a safe place of employment, and maintain sound operating practices which result in safe working conditions and efficient operation. This includes compliance with all applicable health and safety regulations issued by the Federal Occupational Safety and Health Administration (OSHA) and applicable Virginia Commonwealth laws and regulations.

3.5. Drug and Alcohol-Free Work Place

Unity of Fairfax is a drug-free workplace. The purpose of this policy is to ensure the safety of all employees and to promote productivity. This policy applies to all employees, contractors, temporary workers and volunteers. Substances covered under this policy include alcohol, illegal drugs, inhalants, and prescription and over-the-counter drugs. The employee who begins work while "under the influence" or who becomes impaired while at work is guilty of a major violation of ministry policies and is subject to disciplinary action which can include suspension, dismissal, or any other penalty appropriate under the circumstances. Likewise, the use, possession, transfer, or sale of any substance on company premises is prohibited. Company premises include our buildings, grounds, parking lots, and company-provided vehicles.

An employee is considered to be "under the influence" if any substance:

- impairs behavior or his/her ability to work safely and productively
- results in a physical or mental condition that creates a risk to the employee's own safety, the safety of others or company property.

4. ROLES AND RESPONSIBILITIES

- 4.1. The Senior Minister or the Senior Minister's designee is responsible for ensuring the timely maintenance of a written and up-to-date Employee Manual supporting this policy.
- 4.2. All staff are responsible for following the policies and procedures as written in the Employee Manual and for providing input and suggestions to improve the document.

Grievance Policy

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1. APPROVAL DATE: March, 2016
2. SCOPE: This policy applies to grievance of the Senior Minister only.
3. POLICY
 - 3.1. ***Grievance Procedure for the Senior Minister***: If the Senior Minister has a grievance, it is discussed with the First Chair of the Board of Trustees. If the grievance is not resolved, it is filed in writing on a Grievance Review Form (see “Grievance Review” in *Personnel Forms* section) and given to the Board of Trustees. Copies of all grievances, appeals, evidentiary information, and decisions are placed in a separate file maintained by the Secretary of the Board. No copies are filed in the Board minutes.
 - 3.2. Unity Worldwide Ministries’ resources are available to the Senior Minister and Board when there is a dispute. The Regional Representative and Unity Worldwide Ministries (UWM) staff can clarify policy. If differences between the Senior Minister and Board are significant, consideration might be given to contacting UWM to discuss whether initiating a conflict transformation process might be appropriate.
4. REFERENCE
 - 4.1. These statements are taken directly from the Unity Worldwide Ministries website, as adopted by Unity World Headquarters at Unity Village and Unity Worldwide Ministries, January 23, 1995; revised November 5, 2014.
 - 4.2. Grievances for other employees are addressed in the Employee Manual, which is available at the church office.

Ministerial Job Descriptions

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SENIOR MINISTER JOB DESCRIPTION

Position Title: Senior Minister

Reports To: Board of Trustees

A. General Description of Position

The Senior Minister empowers and enables Truth seekers to become Truth finders. He/she creates an atmosphere in which people can come to know and express their Christ nature. This position is responsible for over-all administration of operations and day-to-day fiscal management of the ministry. He/she delegates programs and activities to staff personnel to fulfill, but retains responsibility for the sound financial and program management of the ministry.

B. Position Duties and Responsibilities

1. Upholds the Mission, Vision, Goals and Core Values of Unity of Fairfax.
2. Creates Sunday Services.
3. Leads congregation in worship services, special services and ceremonies.
4. Teaches classes/workshops.
5. Serves as a leader in prayer and meditation.
6. Provides spiritual leadership.
7. Provides counseling services and pastoral care as needed.
8. Fully supports development and implementation of Unity education for children and adults.
9. Supervises administrative functions and personnel.
10. Serves as a shepherd for Sacred Service Ministries and supports their visions.
11. Oversees Sacred Servers coordination and recognition.
12. Maintains open communication:
 - Meets regularly with the Board of Trustees.
 - Prepares and presents Minister's reports.
 - Contributes to newsletter and other communications.
13. Participates in Eastern Region and Unity Worldwide Ministries activities.
14. Represents Unity Worldwide Ministries and Unity of Fairfax in the larger community and to the media.
15. Participates in community outreach activities.
16. Supports the development of new ministries as needs become apparent.

C. Position Skills/Standards

The Senior Minister will be a licensed or ordained Unity Minister, approved and in-good-standing with Unity Worldwide Ministries. The position requires an individual who can adapt to various situations, who is growth-oriented, and who is able to empower and encourage others.

ASSOCIATE MINISTER JOB DESCRIPTION

Position Title: Associate Minister

Reports To: Senior Minister

A. General Description of Position

To assist the Senior Minister to fulfill their job as the primary spiritual leader and Chief Executive Officer of the church.

B. Position Duties and Responsibilities

1. Upholds the Mission, Vision, Goals, and Core Values of Unity of Fairfax.
2. Demonstrates/models spiritual consciousness.
3. Creates/conducts worship services when requested.
4. Teaches/creates adult education classes/workshops.
5. Manages all day to day operations/supervises personnel.
6. Administers policy/ develops procedures.
7. Advisor to prayer ministry/responsible for Wednesday prayer service.
8. Provides spiritual counseling.
9. Other duties as assigned by Senior Minister.

C. Position Skills/Standards

The Associate Minister will be a licensed or ordained Unity minister, approved and in good standing with Unity Worldwide Ministries. The position requires an individual who can adapt to various situations, who is growth-oriented, and who is able to empower and encourage others.

PASTORAL CARE MINISTER JOB DESCRIPTION

Position Title: Pastoral Care Minister

Reports To: Senior Minister

A. General Description of Position

The Pastoral Care Minister is responsible for the implementation of Pastoral services as defined by the Senior Minister and in keeping with the Mission, Vision, Goals, and Core Values of Unity of Fairfax.

B. Position Duties and Responsibilities

1. Supervision and training of Prayer Chaplains.
2. Advisor to Loving Hearts Ministry
3. Advisor to Helping Hands Ministry
4. Pastoral care visits and phone calls.
5. Advisor to Senior Connections Group.
6. Provides Spiritual Counseling.
7. Plan and conduct Annual Memorial Service.
8. Officiate at weddings, funerals, and baptism and christening services.
9. Other duties as requested by the Senior Minister.

C. Position Skills/Standards

The Pastoral minister will be a licensed or ordained Unity Minister, approved and in good standing with Unity Worldwide Ministries. The position requires an individual with a concentration in Pastoral care, education/training.

Board of Trustees Policies

Nominating Ministry Team

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1. APPROVAL DATE: October, 2015
2. SCOPE: The Bylaws of Unity of Fairfax call for a policy for the execution of the duties of the Nominating Ministry Team, a policy that will prescribe the communication goals to adequately inform the membership about the candidates for the Board of Trustees and provide opportunities for the candidates to meet with members prior to the election at the annual meeting.
3. POLICY: The identification, vetting and introduction of candidates for the Board of Trustees is accomplished each year by a Nominating Ministry Team, formed as prescribed in the Unity of Fairfax Bylaws.
4. ROLES AND RESPONSIBILITIES OF THE NOMINATING TEAM
 - 4.1. Identify nominees based on a review of the statements in the Bylaws of the qualifications and responsibilities of Board members, as well as consideration of the needs on the current Board and any known challenges the Board is or will soon be facing.
 - 4.2. Provide an opportunity for members to nominate candidates.
 - 4.3. Provide nominees with a schedule of the election activities and a schedule of the meetings of the Board of Trustees in the coming year.
 - 4.4. Consider the background and qualifications of each nominee to confirm that he or she meets the requirements prescribed in the Bylaws for Board members.
 - 4.5. At least 15 days before the membership meeting at which the election of Board members will occur, provide the community with background information about each candidate.
 - 4.6. Provide interactive opportunities for the membership community to meet the candidates and learn about their background and interest in serving on the Board.
5. REFERENCES: Unity of Fairfax Bylaws, Article VI. Board of Trustees.
 - 5.1. Section 3. Prohibition of Service [on the Board of Trustees].
 - 5.2. Section 9. Duties and Responsibilities of the Board of Trustees.
 - 5.3. Section 10.A. Qualifications [for the Board of Trustees]
 - 5.4. Section 10.B. Nomination and Election

Conduct of Elections

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1. APPROVAL DATE: November, 2015
2. SCOPE: This policy applies to the election of Board of Trustee positions. The Bylaws of Unity of Fairfax specify that the election of Board of Trustee positions is held as part of the annual membership meeting, and can also be held at a special membership meeting when the total number of trustees, including the Senior Minister, falls below four.
3. POLICY
 - 3.1. A ballot for the election of members to the Board of Trustees will be distributed to each attendee upon confirmation of Voting Membership for the annual meeting.
 - 3.2. A proxy ballot will be given to each attending Voting Member who presents a signed proxy from a Voting Member not in attendance.
4. ROLES AND RESPONSIBILITIES
 - 4.1. Staff: Make proxy authorization available to the membership no less than three weeks prior to the annual meeting for Voting Members who do not plan to attend the annual meeting.
 - 4.2. Board of Trustees
 - 4.2.1. Assign an Election Ministry Team to count votes for candidates to the Board of Trustees.
 - 4.2.2. Manage the registration of Voting Members and distribution of ballots at the annual meeting. Report to the counting team the total number of ballots distributed to reconcile number of votes.
 - 4.2.3. Manage the collection of the ballots to protect the secret ballot process.
 - 4.3. Chair of the Nominating Ministry Team: Give each candidate an opportunity to introduce him or herself at the annual meeting, and call for the ballots to be cast and collected.
 - 4.4. Election Ministry Team: Count the votes and report the results to the Chair of the Board of Trustees.
 - 4.5. Chair of the Board of Trustees: Announce the results of the election.
5. REFERENCES: Unity of Fairfax Bylaws, Article VI. Board of Trustees.
 - 5.1. Section 10.D.1. Election Requirements
 - 5.2. Section 10.D.2. Election Procedure

Communications with the Board of Trustees

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1. APPROVAL DATE: March, 2016
2. SCOPE: This policy applies to communications with the Board of Trustees at Unity of Fairfax
3. POLICY
 - 3.1. Communication with the Board of Trustees will be facilitated by:
 - 3.1.1. Maintaining a group email address that will forward emails to all elected members of the board.
 - 3.1.2. Publishing contact information for the Board in the Sunday bulletin and on the church website.
 - 3.2. Emails from the community will be responded to within a one-day period. When further communication is appropriate, the initial response will acknowledge that the email has been received and will clarify the expectation for further communication.
4. ROLES AND RESPONSIBILITIES
 - 4.1. Board of Trustees: Maintain a current and valid group email address for the elected members of the board.
 - 4.2. Staff:
 - 4.2.1. Publish contact information for the Board in the Sunday bulletin.
 - 4.2.2. Forward contact information to the webmaster for publication on the church website.

Remote Attendance and Electronic Voting

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1. APPROVAL DATE: November, 2018

2. BACKGROUND

- 2.1. Unity of Fairfax desires to keep its technology and related practices up to date and deploy those practices consistent with our core values of inclusivity, love in action, spirit centered, peace, and integrity. Unity of Fairfax affirms Board participation that leverages technology to promote inclusivity, attracts as broad a range of Board members as possible, maximizes Board input, and maintains Board rapport, congeniality, and effectiveness.
- 2.2. Each Board member brings a valuable perspective to the Board. Using technology for remote participation can reduce the impact when a Board member cannot be physically present. We seek to meet in person when possible for all the benefits that provides. The remote participation and electronic voting policy creates agile ways for the Board to discharge its duties efficiently.
- 2.3. Additionally, although not necessary, Unity of Fairfax historically has attempted to harmonize its bylaws with those of Unity Worldwide Ministries (“UWM”). UWM’s bylaws permit Board and ministry teams to meet by telephone conference or other electronic communications that allow all participants to interact simultaneously. This policy follows though does not wholly duplicate that policy.
- 2.4. Accordingly, Unity of Fairfax affirms its desire to:
 - 2.4.1. Use technology efficiently and intelligently;
 - 2.4.2. Enhance its effectiveness and productivity;
 - 2.4.3. Render Unity of Fairfax and its volunteer leadership roles appealing to modern generations;
 - 2.4.4. Enable the Board of Trustees efficiently and effectively to address issues as they arise in a timely manner, which may often include matters that should be addressed before the next regularly-scheduled Board meeting;
 - 2.4.5. Enhance inclusivity in Unity of Fairfax matters, which is a core Unity of Fairfax value;
 - 2.4.6. Respect Board members’ dedication and commitment to their Board duties which drives their desire to participate in Board meetings even if out of the area or otherwise unable to attend due to unforeseen scheduling conflicts;
 - 2.4.7. Enable representative participation (voices and perspectives) and allow for flexibility for the Board to fulfill its role with excellence and diversity of thought despite challenges that might arise from family, health, travel, business, weather, or other unforeseen conditions;
- 2.5. Allow for meaningful participation of:
 - 2.5.1. Working adults to serve on the Board;
 - 2.5.2. Adults with children or caregivers to serve on the Board;

- 2.5.3. Board members who may not, on account of health reasons, be able to participate in person;
 - 2.5.4. Board members who may have requirements or opportunities to travel for business or personal reasons;
 - 2.5.5. Allow for the Board to maintain its meeting schedule virtually in the event of inclement weather or other unavoidable issues (e.g., injuries, family emergencies, etc.);
 - 2.5.6. Allow virtual participation of congregation members in alignment with the Unity of Fairfax practice of having open board meetings; and
 - 2.5.7. Encourage and ensure willingness of qualified volunteers who bring the technical and leadership skills needed for effective Board functioning to become Board members.
3. POLICY: Unity of Fairfax permits appropriate remote participation in regularly-scheduled Board meetings via technology that allows all Board members to hear and speak to each other. Unity of Fairfax permits electronic voting provided certain conditions are met, as set forth below.

3.1. REMOTE MEETING PARTICIPATION

- 3.1.1. Board Members are expected to attend all Board Meetings. Given competing priorities such as family, business, caregiving, and health, it is recognized that Board members may occasionally miss a Board Meeting. The bylaws limit the number of meetings each Board member may miss per year. This limit has been established in order to sustain continuity and information exchange. The Board meeting attendance requirement set forth in the bylaws remains in effect.
 - 3.1.2. Board members and community members may attend regularly-scheduled Board meetings remotely through technology that allows all Board members to hear and speak to each other.
 - 3.1.3. Though preferred, the technology chosen may or may not include video capabilities.
 - 3.1.4. Board members attending a meeting remotely in accordance with this policy are considered “present” for all purposes.
 - 3.1.5. Board members may exercise their sound discretion in deciding whether to attend a regularly-scheduled Board meeting remotely, balancing the five core values of Unity of Fairfax and any other factors the Board member deems appropriate.
 - 3.1.6. Board members may not attend more than two consecutive regularly-scheduled Board meetings remotely, or more than three in any calendar year.
 - 3.1.7. Board members must attend the January retreat in person.
- 3.2. ELECTRONIC VOTING: Action to be taken by the Board may be taken without a meeting if each Board member signs a consent describing the action to be taken and delivers it to the corporation. Such consent may be accomplished by one or more electronic transmissions. A consent so signed has the effect of action taken at a Board meeting and may be described as such in any document.

Youth and Family Ministries (YFM)

Establishment of Programs for Children and Youth

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1. APPROVAL DATE: May, 2016
2. BACKGROUND: Unity of Fairfax is a warm and welcoming multigenerational community dedicated to developing the Spiritual Presence within every member of the families in our community.
3. POLICY: Unity of Fairfax accepts children as full participants in our congregation, offering classes and activities for all ages at age appropriate levels. Children are integrated into our Sunday worship program and are encouraged to perceive the congregation as their own community as well as that of their parents.
4. ROLES AND RESPONSIBILITIES
 - 4.1. Senior Minister: Employ and supervise a Director of Youth and Family Ministry to provide age appropriate programming for children in families in our congregation.
 - 4.2. Director of Youth and Family Ministries:
 - 4.2.1. Recruit and support volunteers to provide an effective ministry to children and youth in a family-friendly environment.
 - 4.2.2. Provide a curriculum with age appropriate classes for children and youth.
 - 4.2.3. Maintain effective communication with families in the congregation to ensure understanding of the program and what it has to offer.
 - 4.2.4. Provide family activities periodically throughout the year to support the integration of the family as a whole.
 - 4.2.5. Maintain appropriate security practices to ensure the safety of the children.

Sacred Safety

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1. APPROVAL DATE: August, 2019
2. BACKGROUND: Sacred Safety is about keeping children and adults safe with policies and procedures that reduce the possibility of loss, injury or danger. Unity of Fairfax has plans in place that provide a safe environment yet have clear steps to be taken in the event of an emergency situation. The Unity of Fairfax Safety Manual outlines various scenarios and the associated action items for the whole church community. In addition to the Safety Manual, other policies in this YFM section address specific Sacred Safety considerations.
3. POLICY
 - 3.1. In the event of extreme and threatening weather conditions during a YFM class or event, youth and children will be directed to an interior room.
 - 3.2. In the event of fire, teachers will calmly lead the children to the parking lot of the adjacent Fairfax County Library. Parents will come to this area to unite with their children.
 - 3.3. YFM classes are held in rooms that have windows to the hallway in the door or in one or more classroom walls, allowing viewers to see into the classroom at any time.
 - 3.4. Volunteers in the YFM program must be members of the Unity of Fairfax community for 6 months and must pass a background check. Refer to policy on Background Checks in the Board of Trustees section of this manual.
4. ROLES AND RESPONSIBILITIES: Volunteers are to report safety concerns to the Directory of Youth and Family Ministries.

Code of Ethics

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1. APPROVAL DATE: August, 2019
2. BACKGROUND: Unity of Fairfax puts strong emphasis on the responsibility of working with children and youth. All participants in the program are held to a high standard of conduct which the church management believes is of supreme importance to protect the safety and to promote the spiritual development and health of the young people in the community.
3. POLICY: All persons working with children or youth at Unity of Fairfax will be required to sign a code of ethics, effective each year at the beginning of the Sunday school year in September and valid through August of the following year. This code of ethics includes commitment to appropriate behavior both on and off of church property and addresses the understanding of policies in this manual pertaining to the Youth and Family programs.
4. ROLES AND RESPONSIBILITIES
 - 4.1. The Director of Youth and Family Ministries will maintain the YFM Code of Ethics.
 - 4.2. The Senior Pastor will approve the content of the YFM Code of Ethics.
 - 4.3. The Director of Youth and Family Ministries will keep a file of the signed Code of Ethics documents in the church office.

Adult-to-Child Ratio

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1. APPROVAL DATE: August, 2019
2. BACKGROUND: Knowing that safety and effectiveness is compromised when there are too many children or students for supervision by the number of program leaders available, Unity of Fairfax is committed to assuring that enough program leaders are present for all program activities.
3. POLICY: The goal of the YFM program is to have 2 adults per classroom. In the event that there is only one adult in the classroom, our hallway-angel volunteers should always be in the classrooms and hallways during youth classes. They are to be watchful to any safety issue, to aid in any classroom that has a need and to monitor the safety of everyone.
4. ROLES AND RESPONSIBILITIES
 - 4.1. The Director of Youth and Family Ministries will assure that one adult is in charge of each occupied classroom during the Sunday school hour.
 - 4.2. The responsible adult in each classroom will assure that at least one adult assistant is present. If at any time during the hour, the presence of two adults in the classroom cannot be sustained, the responsible adult will notify the Director immediately.

Nursery Staffing

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1. APPROVAL DATE: August, 2019
2. POLICY: The Unity of Fairfax Nursery is staffed by Unity of Fairfax volunteers over the age of 18. Teens in the YFM program also help out in the Nursery from time to time, under supervision of the volunteer in charge. The target ratio of volunteers and helpers to infants/toddlers in the nursery will be no less than 1:4.
3. ROLES AND RESPONSIBILITIES
 - 3.1. The Director of Youth and Family Ministries will assign one or more volunteers to provide nursery services.
 - 3.2. The assigned volunteer(s) are expected to arrive by 15 minutes prior to the beginning of the service or program for which the nursery is staffed.
 - 3.3. Parents may bring their children to the nursery no sooner than 15 minutes before the beginning of the service or program and need to pick up their children immediately after the service or program ends.
 - 3.4. Nursery attendants will follow the Diaper Changes policy in this section.

Child Abuse Reporting

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1. APPROVAL DATE: August, 2019
2. BACKGROUND: Virginia requires mandatory reporting of child abuse, which includes physical, sexual or mental abuse or neglect by a child's parent or other person responsible for his care.
3. POLICY: If anyone working with the children at Unity of Fairfax suspects physical, sexual or mental abuse, he or she is to immediately contact the Director of Youth and Family Services or the Senior Minister who will be responsible to call and report their suspicions to Fairfax County Child Protective Services (CPS) and to complete a CPS Report Form. These forms will be kept onsite at Unity of Fairfax, accessible to the YFM Director and the Senior Minister.
4. ROLES AND RESPONSIBILITIES
 - 4.1. Anyone working with youth or children at Unity of Fairfax is to report any indication of possible physical, sexual or mental abuse.
 - 4.2. The Director of Youth and Family Services and Senior Minister are to report any suspicion of abuse to Fairfax County Child Protective Services.

Social Media

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1. APPROVAL DATE: August, 2019
2. BACKGROUND: Unity of Fairfax recognizes the potential impact of social media in our culture and provides guidance for its appropriate use by the Youth Ministry staff and volunteers.
3. POLICY: All use of social media by the Youth Ministry staff and volunteers is subject to the following parameters:
 - 3.1. Limit use to ministry-related business.
 - 3.2. Do not engage in proactive one-on-one communication with Unity of Fairfax youth under 18 on social networking sites.
 - 3.2.1. Accept invitations to profiles, groups and events but do not initiate any type of communication with the youth.
 - 3.2.2. Respond to minor-initiated communications ONLY on professional social media sites and NOT on personal pages.
 - 3.2.3. Discourage private one-on-one communications.
 - 3.3. Recognize that you are a role model for the youth of Unity of Fairfax at all time and limit your public presence on social media to information, comments, photos, etc., that are appropriate for a youth or parent to view.
 - 3.4. Be respectful of Unity of Fairfax, its youth and adult leaders and its policies in all postings in profiles, blogs and other mediums of internet communication.
 - 3.5. Do not use blogs, social media sites and other internet communication mediums to disparage individuals or ministries of Unity of Fairfax.
 - 3.6. Do not use a social networking profile, group page, blog or other internet communication medium to discuss behavior that is against the Unity of Fairfax code of conduct, including but not limited to alcohol or drug use, sexual behavior, delinquent behavior, etc.
 - 3.7. Any pictures of youth posted on the Unity of Fairfax website, Facebook page, blog or other type of social media must have a written permission form from the parent for minors under 18 or the youth if 18 or older.
 - 3.8. Limit access to any site directed toward youth under 18 to authorized members and leaders by use of password or similar protection.
 - 3.9. With any electronic communication with youth, always apply TAP principles:
 - 3.9.1.T—Transparent, maintain openness, visibility and accountability;
 - 3.9.2.A—Accessible, consider all electronic communication to be a matter of record;
 - 3.9.3.P—Professional, use correct grammar and tone, choose appropriate subject matter and choose words that are courteous.

4. ROLES AND RESPONSIBILITIES

- 4.1. All volunteers and staff of the Youth and Family Ministry program at Unity of Fairfax are subject and to be held accountable to this policy.
- 4.2. Any member of Unity of Fairfax is empowered to bring infractions of this policy to the attention to the Director of Youth and Family Ministries or to the Senior Minister.
- 4.3. The Director of Youth and Family Services and Senior Minister are responsible to follow-up on any reports received and to address the behavior of the communicator using social media appropriately according to their own judgment, even to the extent of discontinuing his or her role with the youth of the church.
- 4.4. The Youth and Family Ministries Director and the Senior Minister share the responsibility for addressing infractions. Decisions about addressing the situation will be collaborative and will not be treated or spoken of as having been made by either one or the other of the two leaders.

Junior Sponsors

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1. APPROVAL DATE: August, 2019
2. BACKGROUND: Junior Sponsors in the Youth and Family Ministries program at Unity of Fairfax are from 21-24 years of age.
3. POLICY
 - 3.1. Junior Sponsors will not be assigned nor authorized to drive youth to or from rallies and other program events.
 - 3.2. They cannot be head sponsors and consequently will not be given sole responsibility for students at regional and sub-regional events.
4. ROLES AND RESPONSIBILITIES: Head sponsors are to provide supervisory guidance to the Junior Sponsors assigned to them.

YFM Disruptive Behavior

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1. APPROVAL DATE: August, 2019

2. BACKGROUND

- 2.1. This policy is consistent with the church's broader Disruptive Behavior Policy in the Operational and Administrative Policies section of this manual. As presented in this Youth and Family Ministries (YFM) section, the policy is focused specifically on behavior of and response to youth in the YFM programs. Disruptive behavior by adults in the program falls under the church's broader policy.
- 2.2. Unity of Fairfax Youth and Family Ministry (YFM) affirms the inherent worth of all people and seeks to create an open and inclusive spiritual community. This requires a safe and supportive environment which includes addressing any situation which impinges on the individual's or the community's well-being. Such situations will be addressed promptly, directly, clearly and with compassion and consistency.
- 2.3. Disruptive behavior under this policy means one or more of the following behaviors:
 - 2.3.1. HARMFUL: The youth's behavior perceived to be harmful to people engaged in Unity of Fairfax's activities or property for which it is responsible. Examples are children running or shoving in the building, playing on equipment without permission, food fights, etc.
 - 2.3.2. DISRUPTIVE: The youth's behavior has a significant negative impact on ministry activities and /or significantly interferes with the development of healthy relationships within the spiritual community. Examples are disruptive classroom behavior that impacts the experience of other children, attitudes toward others that cause negative impact, bullying behavior, etc.
 - 2.3.3. OFFENSIVE: The individual's behavior is such that persons attending Unity of Fairfax activities could reasonably decide to leave or not join the community. Examples are extreme disrespect toward other, name-calling, inappropriate language, drawings or writings, etc.

3. POLICY

- 3.1. Since prayer is foundational to who we are, when disruptive behavior arises, the leadership will respond first with prayer, holding the situation and all those involved in a space of love and wholeness.
- 3.2. In order to address disruptive behavior fairly and effectively, leaders will keep accurate and timely records which document the disruptive behavior and the actions taken.
- 3.3. If the disruptive behavior presents an immediate danger to anyone in the ministry or if an individual is disrupting a class to the point the leadership decides the lesson cannot go on or that other students are being negatively impacted, an immediate response is required.
 - 3.3.1. The youth will be escorted to his or her parents or guardians or a Unity of Fairfax staff member.
 - 3.3.2. The meeting or activity will be suspended until such time as it can safely be resumed.
 - 3.3.3. The YFM Director will be notified as soon as possible and a written report will be submitted promptly to the YFM Director.

4. ROLES AND RESPONSIBILITIES

- 4.1. The teaching team and YFM Director will prayerfully discern when action needs to be taken on disruptive behavior. To determine the necessary response, the following questions may be appropriate:
 - 4.1.1. Is it a conflict between the individual and others in the ministry?
 - 4.1.2. Is there a known, professionally diagnosed condition of emotional, psychological or educational conditions?
 - 4.1.3. What is the frequency and degree of disruption caused in the past?
 - 4.1.4. How likely is it that the problem behavior will diminish in the future?
- 4.2. The teaching team and YFM Director, with prayerful consideration, will decide upon the necessary response on a case-by-case basis. The following three levels of response are recommended for consideration:
 - 4.2.1. LEVEL ONE: The teaching team or representative and YFM Director will meet with the individual and parents or guardian. The team will clearly articulate the Unity of Fairfax YFM Disruptive policy and current concerns and will work with the youth and family to co-create a plan of action which addresses the impact of the disruptive behavior on the community and will work to assure that such behavior does not continue.
 - 4.2.2. LEVEL TWO: The teaching team and YFM Director will give written notice that the individual will be excluded from ministry activities as appropriate for a defined period of time, with clearly identified reasons, the conditions of return and reference to the previous response step taken in Level One.
 - 4.2.3. LEVEL THREE: The teaching team and YFM Director will give written notice that the individual will be permanently excluded from ministry activities. This notice will be provided in a letter from the YFM Director to the youth and parents or guardian explaining the expulsion and the individual's rights and possible recourse, if any.
- 4.3. The teaching team and YFM Director will review the immediate response. Next, the YFM Director will, as soon as possible, meet with the Unity of Fairfax minister about the "immediate response" situation. If further follow-up restrictions are considered to be appropriate, a follow-up letter will be sent to the youth and family explaining in reasonable detail the further restrictions and what steps, if any, must be taken before returning to the activities involved.

Background Checks

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1. APPROVAL DATE: August, 2019
2. POLICY: All staff and volunteers working with youth and children at Unity of Fairfax are subject to a background check, which will be reviewed by both the Youth and Family Ministries Director and the Senior Minister. Refer to the policy in the Operational and Administrative Policies section of this manual.

Sign-In and Sign-Out

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1. APPROVAL DATE: AUGUST, 2019
2. POLICY: For the sacred safety of our children, the Youth and Family program at Unity of Fairfax uses a Sign-In and Sign-Out process.
3. SCOPE: The Sign-In and Sign-Out process is used for children in the 5th grade and younger.
4. POLICY:
 - 4.1. Sign-In/Sign-Out sheets are located near each classroom door.
 - 4.2. A parent or guardian must Sign-In any child in the 5th grade or younger each time the child is dropped off for a class or program event and Sign-Out the child at the end of the class or event.
 - 4.3. Sign-Out will be after the service in the sanctuary is over.
 - 4.4. Children who are taken into the sanctuary at the end of a service will remain on the platform with their teacher, who will have a Sign-Out form, until their Sign-Out is complete. Children who stay in the classroom will be signed out from the classroom.
 - 4.5. The Sign-In/Sign-Out form will include a space for concerns for the teacher's attention that are not listed on the child's registration form. The teacher will review these concerns at each meeting of the class or program event.
 - 4.6. If there is no class being held on any given Sunday, including the YOU, a sign will be put on the closed classroom door indicating that there is no class that day and that those students are invited to attend the Sunday service in the sanctuary.
5. ROLES AND RESPONSIBILITIES
 - 5.1. A parent or guardian will sign the child in and out for each class or program event.
 - 5.2. The teacher or event leader will not release any child who is not signed out.

Drivers

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1. APPROVAL DATE: August, 2019
2. BACKGROUND: Sometimes there are events in the Youth and Family Ministries program that include transportation. Unity of Fairfax considers the safety of the youth and children during that transportation with the same priority, care and emphasis as during programs and classes that are conducted at the church site.
3. POLICY
 - 3.1. When a YFM program or event involves transportation, the leaders will provide a list of the drivers' names, license numbers and youth or children in particular vehicles. The list will be left in the church office with the administrative staff member.
 - 3.2. Once a youth or child is assigned to a particular vehicle, he or she will not be switched to another vehicle for the duration of the event's transportation.
 - 3.3. Driver requirements
 - 3.3.1. Driver must be 25 years of age or older.
 - 3.3.2. Driver must have a valid Virginia driver's license and a minimum of 5 years driving experience.
 - 3.3.3. Drivers must provide proof of current liability insurance on the vehicle being driven with a minimum of \$250,000 for bodily injury and property damage.
 - 3.3.4. Drivers must not have had a DUI in the past 5 years.
 - 3.4. Vehicles will have a working seatbelt for the driver and each passenger.
 - 3.5. A current Medical/Liability Release Form for all occupants must be in the car at all times.
 - 3.6. Parents will sign a Hold Harmless agreement which will be held in the church office.

Diaper Changes

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1. APPROVAL DATE: August, 2019
2. BACKGROUND: Recognizing that changing a baby's diaper is a sensitive and privileged action, the nursery at Unity of Fairfax provides a form granting permission for performing this action while the child is in the care of the nursery.
3. POLICY:
 - 3.1. Nursery volunteers and staff may change diapers of children for whom a signed Diaper Changing form is on file. If a signed form has not been submitted, the diaper will not be changed and the parent or guardian will be immediately notified and required to change the soiled diaper in order for the child to remain in the Nursery.
 - 3.2. Forms are to be available in the nursery.
 - 3.3. Diaper changes must occur on the diaper changing table, and used diapers must be disposed of in the designated container.
 - 3.4. The diaper changing table must be cleaned after each diaper change.
4. ROLES AND RESPONSIBILITIES
 - 4.1. The nursery attendant is to assure that a form granting permission to change diapers of the specific child has been signed by the parent or guardian before performing that action.
 - 4.2. The child's parent or guardian is to sign the Diaper Changing form.

Rallies and Retreats

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1. APPROVAL DATE: August, 2019

2. BACKGROUND

2.1. Unity of Fairfax is a part of the Unity Worldwide Ministries Eastern Region, which holds rallies and retreats for youth in member churches.

2.2. YOU Rallies

2.2.1. The Eastern Region's annual Fall and Spring Rallies are open to high-school-age Youth of Unity in grades 9, 10, 11 and 12 with a minimum age of 14 and a maximum age of 19 or if not in high school, a maximum age of 18, as well as ministers, sponsors, parents and chaperones. Teen participants should be active members of their YOU chapter or home church.

2.2.2. The intention of the Regional YOU team is to create a safe place of unconditional love and acceptance where youth from across the Eastern region can gather for a weekend of spiritual growth and fun.

2.2.3. The annual Winter Rallies are hosted by a YOU chapter with the Eastern Region.

2.3. UNITEEN Retreats

2.3.1. A Regional Uniteen Retreat is an overnight or weekend spiritual event specifically geared to Unity middle school teens and pre-teens, planned and facilitated by Regional staff and/or Uniteen leaders, at a camp or host church located within the Eastern Region.

2.3.2. To attend a Uniteen Retreat, teens and pre-teens must be in grades 6, 7, 8 or equivalent, with a minimum age of 11. Participants should also be active in the church Uniteen group.

3. POLICY

3.1. YOU Rally eligibility

3.1.1. For the YOU Fall Rally, the youth must attend YOU classes at least 2 times between the start of fall quarter and Rally, or 4 times in April through September.

3.1.2. For the YOU Winter Rally requires attendance at YOU classes at least 4 times in October, November and/or December.

3.1.3. For the YOU Spring Rally, participants are required to have attended YOU classes at least 4 times in January, February and/or March.

3.1.4. Participation in YOU Rallies requires the signature of the Director of Youth and Family Ministries and the Senior Minister on the registration form.

3.2. Uniteens Retreat eligibility

3.2.1. For the Fall Retreat, participants are required to have attended 6 Uniteen classes between and including the months of May through October.

3.2.2. For the Spring Retreat, participants are required to have attended 5 classes between and including the months of November through April.

3.2.3. Participation in Uniteen Retreats requires the signature of the Director of Youth and Family Ministries and the Senior Minister on the registration form.

Financial Management Policies

(Entire Section Up for Revision)

[This entire section will need to be revised, working with the Treasurer, who is familiar with UoF's Financial Management. Many of these topics have legacy policy documentation, which is included here.]

Finance Committee

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General Commission

The Finance Committee is commissioned by and responsible to the Board of Trustees to assume primary responsibility in matters concerning the ministry's finances. It operates in ways intended to fulfill the ministry's mission and maintain quality programs and services. This committee functions subject to, and in conformity with, established policies as approved by the Minister and the Board of Trustees.

Appointments and Composition

The Treasurer of the Board, or his/her delegate serves as Chairperson of the Finance Committee, and appoints members of the ministry to serve on an annual basis. Additional members may be appointed from the Board of Trustees as needed, according to particular ability.

Responsibilities

1. Maintain and supervise endowment and investment portfolios and makes recommendations on investments of funds.
2. Participate and coordinate the preparation of the Financial Plan.
3. Review monthly financial reports received from the Minister and reports to the Board of Trustees. (Understandable financial statements provided to Board at monthly meeting.)
4. Control current financial operations within the limits of total approved Financial Plan.
5. At the beginning of each calendar quarter, prepare and present to the Board a financial projection for the current year and make appropriate recommendations concerning necessary actions to achieve a balanced Financial Plan.
6. Submit financial plan guidelines and recommendations to the Board.
7. Prepare all forms, procedures, and processes required for the Financial Plan.
8. Work with other committees in data preparation.
9. Consolidate all budgets into one overall financial plan for presentation to the Board.
10. Review and make recommendations on salaries, raises, pensions, benefits, and compensation plans as applied to the Financial Plan.
11. Annually submit financial goals, objectives, action steps, resources required, and implementation results as part of the financial planning process.
12. Annually review for accuracy the three-year Planning Summary developed for the direction of the ministry.
13. Evaluate the implementation of goals and objectives.
14. Submit deletions, additions, or modifications of approved goals and objectives as appropriate.

Investments

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[Include or reference “Guidelines from the Investment Committee,” in a policy saying that the Board reviews and approves investment practices periodically.]

Deposits and Disbursements

Deposits: Procedure for Sunday and weekly deposits will be determined by the Minister, Treasurer, and/or designee, and approved by the Board of Trustees. All cash assets generated by the church will be counted and listed for deposit by two (2) individuals, who are present/past and/or board members.

Disbursements: All checks dispersing funds will bear two (2) signatures: the minister and a Board member.

Tithes

The tithe is paid on the gross income of the ministry.

Interest Bearing Accounts

It is at the discretion of the Board whether interest is accrued to each individual account, or to the general fund taking into consideration the needs of the general fund and the size of the fund in question.

Memorial Funds

Designated: Designation is by approval / acceptance of the Board and such funds are deposited to a high interest bearing account until “designation” is completed. Final payment for a designated project is by approval of the Board, after acceptance of the finished project. Any remainder not necessary to fund “designation” reverts to “undesignated” category.

Undesignated: Such funds are placed in a special account for capital improvements or other uses for the further development of the ministry as the Board of Trustees designates. A statement of philosophy is printed and made available to interested donors.

Special Purpose Funds

Such funds are established by approval of the Board of Trustees for special, short-term projects. On completion of the project, said fund is closed and any residual amount accrues to the general fund.

Minister's Expenses

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The Board of Trustees normally approves reimbursement to the Minister for expenses in entertaining visiting dignitaries upon submission of a request by the Minister. Any membership dues, fees, or other expense for the Minister in appropriate clubs or organizations is decided by the Board on an individual basis.

The Minister's travel expenses to the Annual Unity Worldwide Ministries Conference, Pre-Conference, Regional Conference, and to Minister/Board/Lay Person Workshops is to be paid by the ministry, in accordance with the financial plan. If the Minister serves on a Unity Worldwide Ministries Team, his/her expenses to the January Unity Worldwide Ministries Meeting are paid by the ministry. Travel expenses for the Minister's spouse are normally paid to the Annual Unity Worldwide Ministries Conference and to the Regional Conference.

Bookstore

The Senior Minister and Board of Trustees of Unity of Fairfax may declare that the existing Bookstore operates as a taxable entity and thereby may pay property taxes. Effective as of the date of the tax formula determination by the Department of Revenue, an area designated as the "Bookstore" will be set aside in the ministry with the perimeters determined. The rest of the ministry continues to operate as a tax-exempt entity.

The Bookstore is operated by a manager who has daily responsibility for and authority over the store. The manager will present goals and plans to the Senior Minister and Board for approval. The Minister or other designee receives and reviews a quarterly financial report from the Bookstore Manager and makes appropriate reports and/or recommendations to the Board.