

# Grand River Unitarian Congregation Guidelines, Policies and Procedures

The entire document was reviewed and approved by the GRU Board in **February 2021**, with amendments approved in **November 2022**.

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## 1. Policies

This document contains all the policies of Grand River Unitarian Congregation with the exception of the Building Fire Policy which is located in several locations around GRU and the Safe Steps Policy with which the following policies must align. The policies and procedures were all approved as of November 2022 unless otherwise noted.

### 1.1 Congregational Structure and Functioning

The Congregation is made up of its members as defined in the Congregation's By-laws. Each year at the Annual General Meeting the Congregation elects a Board of Trustees to serve as the governing body of the Congregation. The Congregation may also call a minister through procedures established in the By-laws.

The Board of Trustees delegates many operational tasks to Operational Groups which includes Committees, Task Forces, and Networks. All Operational Groups are directly accountable to the Board of Trustees.

The Board may also hire staff such as the Director of Religious Education, Office Administrator/Manager and Music Director to support ministry in the Congregation. To enhance operational decision making and to facilitate communication of Operational Groups with the Board and with each other, the Board has established the Leadership Council.

## 1.2 Operational groups: Committees, Networks/Teams and Task Forces

Operational groups are one of the vehicles by which the Congregation accomplishes its mission both in the Congregation and in the community at large. Their purpose is to channel the individual talents and skills of Members of the Congregation into this common task. All Operational Groups are directly accountable to the Board of Trustees.

A **Standing Committee** (also referred to as a Committee) is a group of at least three individuals which is delegated by the Board to take responsibility for some aspect of congregational life. A committee normally meets at least quarterly and has decision making, planning and self-evaluating functions. A committee has Terms of Reference and a chair who is a member of GRU and who has been ratified by the Board.

A **Network or Team** is similar to a committee in that it has been delegated certain responsibilities by the Board or by a sponsoring committee. It is less structured than a committee. It may not have regular meetings, but instead communicates largely through a coordinator or via phone or email. A network or team is generally a list of resource people who serve on an ad-hoc basis and are responsible for carrying out certain regular tasks, such as maintaining the web site or assisting the minister with Sunday services.

A **Task Force** is appointed by the Board to carry out a specific task and is dissolved once the task is completed or the mandate has expired.

### Guidelines for Operational Groups

Operational groups are formed by the Board of Trustees which defines their goals and areas of responsibility. (Section 4.004 of the By-laws describes the functioning of Committees.)

An important role of Operational Groups is to develop leadership amongst its Members and to recruit new Members to their Group.

Meetings of Operational Groups listed in the weekly calendar in the newsletter are open to both Members and Friends unless the calendar states otherwise. The Minister is an ex officio non-voting member of all Operational Groups with the following exceptions. The Minister shall not be a member of the Nominating Committee, but shall play a consultative role to that Committee. The Minister shall be a voting member of the Lay Chaplaincy Committee. The President is an ex-officio non-voting member of all Committees except the Nominating Committee and the Committee on Ministry. (For further details refer to the By-laws.)

### Terms of Reference for other Operational Groups

While less formal than Standing Committees, other Operational Groups should have written terms of reference which specify their purpose, duties and membership. In addition, it should be specified how communication will happen, whether directly to the Board on an occasional or regular basis, and/or through the Council. If expenses are to be incurred, a budget should be prepared in the fall for presentation to the Board. The Network or Task Force will designate one of its members to prepare a report for the Annual Report. Terms should be submitted to the Board for approval and updated at least every three years.

### 1.3 Leadership Council Terms of Reference

#### Purpose

- Encourage communication among committees and with the Board
- Offer support and exchange ideas on leadership issues

#### Membership

Chairs or designated Board Liaison of all operational groups (such as committees, networks, task groups, etc.)

#### Council Meetings

The Council will meet annually in the Fall.

#### Responsibilities

1. Each operational group will have an appointed liaison with the Board. This would normally be the chair but another person can be appointed.
  - a. This must also be communicated with the Board when it changes.
2. Ensure the Board has a current Terms of Reference.
3. Reporting:
  - a. Submit a report to be included in the Annual Report for the Annual General Meeting
  - b. Submit a report to the Board by Nov 1<sup>st</sup> with their budget requests for the following year, and any information they think the Board would find useful.
4. Ensure that all expenses are claimed with the appropriate receipts, Ledger code, and approval
5. Follow GRU policies and procedures.

## 1.4 Affiliate and Affinity Groups

In addition to Operational Teams, the GRU Board approves both Affiliate groups and Affinity Groups. These groups are able to book rooms in our building through the Office Manager, and will not be charged rent.

Affinity Groups gather for social , educational, and/or community-building purposes.

Affiliate Groups gather to enact Social Justice projects to support action within the congregation and in the wider community.

A group wishing to be considered an official affiliate or affinity congregational group must submit a “Rule of 3: Pilot Programs and Projects” form to the Board (see 1.5 below) which includes a brief statement with the following details:

- who will participate in the group
- frequency of meetings
- activities of the group
- who is responsible for building usage, ensuring building policies are followed including clean up

In making a decision about granting the designation of official congregational group the Board will ensure that the following criteria are satisfied:

- The group is open to all members. (There may be exceptions to this that would be dealt with on a case-by-case basis - such as a women’s group.)
- The group is advertised to members on a regular basis.
- No fee is charged for participation.
- The group’s activities further our mission and vision and are consistent with UU principles.
- The organizers of the group are members of the congregation. One member is designated as taking responsibility for the group’s use of the building and for communicating with the Board.
- Approximately 1/4 or more of the group participants are members or friends of the congregation.
- The group agrees to provide yearly reports to the Board each January on their group’s activities to ensure that the above criteria continue to be met and .
- Congregational groups are required to submit a report for publication for the Annual General Meeting in January of each year.

The Board will keep an up to date list of all approved affiliate and affinity groups. This list will be reviewed each year to make sure the groups still meet the above criteria.

## 1.5 Rule of 3: Pilot Programs and Projects.

“*The Rule of 3*” was adopted as board policy in spring 2021 to encourage the creation of new groups, activities, projects, or ministries that may be of interest to GRU members or that may serve the wider world. This could also serve as an intermediary step before becoming an affinity or affiliate group, allowing interest and longevity to be explored. Any individual may form a new group within the congregation as long as (1) the group’s general purpose is in alignment with the mission, vision, and values of the congregation, (2) the group agrees to follow all GRU policies and procedures, and (3) there are at least 3 congregants who are interested in actively organizing and participating in the group. Note that for building use, there must always be at least one GRU member in good standing present to meet our insurance requirements. Applications are reviewed by Rev. Jess and a Board liaison.

## 1.6 Welcoming Congregation

At the annual meeting of February 2005 the congregation voted to apply for CUC designation as a Welcoming Congregation. The congregation received the Welcoming Congregation designation at the Annual Conference and Meeting of the Canadian Unitarian Council in May of 2005.

## 1.7 Delegate Selection and Expectations

Those wishing to serve as CUC delegates to represent Grand River Unitarian Congregation must be members in good standing who have submitted an application to the Board. The application is updated each year and made available by request and posted on the GRU website.

The Board reviews applications and presents viable candidates to the congregation at its AGM for election. In the event a full slate of delegates is unable to attend, the Board of Trustees will appoint qualified alternates, as needed.

The expectations of a delegate are:

1. to join the relevant CUC delegate e-lists for information updates and discussion
2. to become familiar with all the resolutions and issues to be voted upon
3. to solicit feedback from the whole congregation before the CUC AGM
4. to attend any plenary session on the CUC AGM resolutions.
5. to attend all parts of the CUC AGM
6. to report to the GRU Board and congregation regarding one's experience at the AGM/ACM
7. to present receipts for reimbursements to the GRU treasurer within 30 days of returning.

Delegates are requested to consider the congregation's feedback in voting, but are free to vote according to their own conscience.



## 1.8 Reimbursement Policy

Groups must operate within the budgets submitted to the Board and approved by the congregation with any overspending approved by the Board of Trustees, in accordance with GRU's By-Laws.

For cheque requests under \$300, the committee chair has the ability to approve their own expenses. There is no second signature required.

For non-committee chair expenses of any amount, a second signature is required, by the committee chair.

For all cheque requests over \$300, a second signature, **by a member of the board who is not the Treasurer is required.**

## 1.9 Fundraising

According to our By-laws, fundraising must be approved by the Board of Trustees. Within the congregation, money collected goes to the General Fund unless waived for another purpose. Our approval of outside fundraising is necessarily limited. Congregants wishing to host a fundraiser should submit a written proposal to the Board which includes information about the fundraising cause, the rationale for GRU involvement, and the proposed event with timeline. The Board has developed a Request Form and a decision-making matrix to help in their discernment.

## 1.10 Congregational Policy on Communication with the Community at Large

Grand River Unitarian Congregation encourages its members and friends to take part in activities consistent with and flowing from Unitarian Universalist principles. We also encourage a free and frank discussion of issues both within the Congregation and in the broader community. The Board and Committees shall produce Policy Statements, which, after approval by the Board and, if appropriate by the Congregation, may form a resource on the basis of which public statements can be made or actions taken on behalf of the Congregation, as the need arises.

Whenever persons or groups within the Congregation make statements or take actions on issues of concern in the community, if membership in a religious community is relevant to the issue, they are encouraged to identify themselves as members of the Congregation. Whenever relevant, an officer or Minister of the Congregation may also be identified as such. Anyone who makes such statements or takes such actions should, however, use language which makes it as clear as possible that they are speaking on their own behalf, unless they have taken care to obtain agreement of the Board.

While Committees may take actions and make statements on their own behalf, they shall always inform the Board about such actions. The Board may ask the Committee to desist, if the Board believes that it is acting beyond its mandate.

### 1.11 Announcements Policy

Announcements are included as an insert in the order of service. Announcements should normally pertain to congregational activities. However, brief announcements that relate to community events relevant to congregational efforts may be included on a space-available basis at the discretion of the minister, the Board President or the Office Manager.

Spoken announcements shall be made only by the service leader or Minister, except those concerning major congregational events during the year such as the Canvass or Dream Auction. Requests for spoken announcements must be handed to the service leader on Sunday morning before the start of the service, and may be edited for length. Announcements will not be requested from those in attendance.

Announcements regarding fundraising will only be made for fundraising activities previously approved by the Board. Announcements for fund raising activities not sponsored by the congregation will not be included.

Anyone wishing to make the congregation aware of a non-congregational event may post it neatly on the large Community Bulletin Board in Whitton Hall or email a flyer to the Office Manager for printing and posting. UU-specific events take priority; all other events are posted on a space-available basis.

#### Printed Announcements

Starting in 2019, the Sunday insert of announcements was recrafted as our Weekly Newsletter. The text must be submitted to the Office Manager no later than the previous Thursday night (holiday deadlines may vary). Announcements should be succinct and refer people to where more information can be obtained. The printed announcements will be limited to a one-page folded insert whenever possible.

Prioritization of announcement requests include:

- items pertaining to that day's worship service
- the calendar for the week & major congregational events (Dream Auction, Canvass, AGM)
- other events happening that Sunday / the coming week / or major "Save the Dates"
- next week's sermon description
- changes or corrections to previously printed materials
- a notice from the library pertaining to that day's events
- Guidelines for writing printed announcements

Please print the date, time, location, a short sentence of description and invitation. The announcement should:

- be no more than 2 -3 sentences long.
- have CONTACT information and/or explain where to get details.
- appear no more than 2-3 weeks running (It's more effective if the announcement is refreshed and not just copied from week to week.)
- not appear more than 4 weeks prior to the event.

On a space available basis, we may print a section called BEYOND OUR DOORS suitable for a list of events in KW, with the instruction: Please see our Bulletin Boards for details of these UU-friendly events.

## 1.12 Privacy Policy

We believe in the inherent worth and dignity of every person. Therefore, we respect the right of every person to control his or her private identity. Our Privacy Policy pertains to our collection and use of personal information. We want to provide a welcoming and safe place for the spiritual growth of our members, friends, and visitors.

We maintain a database of the names, addresses, records of donations, authorized financial transactions, and other information which is provided freely by Members and Friends. We maintain records of staff as required by law. We use security in the form of password protection to the computer and its records, and locked cabinets for storage of printed records, accessed by our minister, professional staff, and elected executive on the Board of Trustees and their designates. We ensure that personal records are securely destroyed at the end of their life-cycle.

To ensure that our information is accurate and up-to-date, the individual has the right to view his or her own record and correct errors. The individual has the right to withhold or restrict personal information. An individual can view his or her own record with a request to an executive of our Board of Trustees: President, Vice-President, Secretary or Treasurer.

Our Directory of Members and Friends is published for internal use only, and may not be used for commercial purposes. We do not post videos or photos of individuals without express consent. We sometimes photograph or video-record special congregational events with participants' permission, for inclusion in our archives, publications, or website. However, we are not responsible if other individuals make recordings with cameras or video cameras.

Our website, [www.grandriverunitarian.ca](http://www.grandriverunitarian.ca), does not collect or use information from a visitor, except to answer emails requesting general information. Our Privacy Policy does not extend to hyperlinks to other organizations' websites. We recommend reviewing their policy.

A weekly newsletter is distributed in print, posted on our website, and emailed through MailChimp. You may unsubscribe at any time. We will not make any personal information about our subscribers available to any third party except as required by law. MailChimp's [privacy policy](#) outlines what specific information is gathered on their site and how that information is used.

We maintain one Facebook page for the congregation, and our leaders and staff offer Facebook groups, blogs and other online tools to facilitate communication with our members, adherents, volunteers, and interest groups. While we try our best to select trustworthy and reputable third-party tools, these services are not controlled or maintained by the congregation, and we cannot guarantee the privacy or security of any information you provide to these services. We recommend you review the privacy policy for each service before disclosing personal or sensitive information.

Anyone who works with our children is required to provide a recent "Police Records Check for Service with the Vulnerable Sector", as per our Safe Steps Safe Congregation Policy). The original Police Record Check is kept indefinitely in a secure locked cabinet.

We do not share personal information with any organization unless permission is explicitly acquired.

### 1.13 Social Media Policy

Grand River Unitarian Congregation authorizes two Facebook groups in addition to the Grand River Unitarian page: Grand River Unitarians (monitored by the minister and the Office Manager), and the YUUth Group page. The first site is open to the public, including minors. The YUUth page membership is restricted to currently registered youth and their authorized advisors, parents, staff, or chaperones (at the advisors' discretion). We recognize that other social groups maintain pages that include church members, but these pages are not sponsored or monitored by the congregation, its minister, or its Board.

It is the policy of Grand River Unitarian that adults not 'friend' youth under 16 on their personal pages without the express permission of the youth's parents. Parents are expected to monitor their children's use of social media. Please also reference the Safe Steps Policy

### 1.14 Rental Policy

#### General principles regarding rentals

Our building on Sydney Street must first and foremost be used in a manner that supports the mission and vision of the congregation, with congregational activities taking priority. Rental of our building for outside activities can yield a valuable source of revenue for GRU, as well as serve as community outreach, introducing others to our organization and Unitarian Universalism.

When our building is not needed for congregational activities, the Board of Trustees may make it available for rent to individuals and groups in the community that seek to serve and enrich human life, whether through the arts, education, politics, recreation, business, celebrations or other activities that are compatible with our mission and vision statements, congregational policies and Unitarian Universalist principles.

#### Activities subject to rental fees

For the purposes of this policy, the term "congregational activity" will include such items as Sunday Services, meetings of congregational committees, member's rites of passage, meetings of board-approved congregational groups (such as affiliate groups and others as defined in the GRU Policies and Procedures document), and other events sponsored by the congregation. ALL other events (non-congregational activities) hosted at the church will be charged a rental fee as detailed below. Non-congregational activities must be reviewed and approved by the Board before a room is booked. (The Board may delegate a sub-committee to expedite these approvals.) If there is any doubt about whether an event is a "congregational activity," the Board and its minister will be asked to make a decision.

#### Payment of fees

ALL GRU members, GRU friends and the general public must pay a rental fee for non-congregational activities (see attached schedule of fees).

#### Rules regarding insurance coverage

Congregational activities are covered by the Congregation's current liability insurance policy and therefore no additional coverage is required for the use of rooms.

Those sponsoring the non-congregational activity will normally be asked to provide a certificate of liability insurance confirming not less than \$2,000,000 Comprehensive/Commercial General Liability Insurance for the renters operations and activities at the landlord's premises. This shall also include Grand River Unitarian Congregation as an additional named insured with respect to any legal liability arising out of the negligent actions of members or adherents of Grand River Unitarian Congregation.

This requirement for insurance may be waived if the renter is a member of the congregation and the event is judged to be of very low risk. Any waiver of the requirement for insurance will be decided on a case-by-case basis by the Office Manager in consultation with the Board or rental subcommittee.

If an event is to include alcohol, a liquor permit must be obtained and posted. All requirements under the AGCO (Alcohol and Gaming Commission of Ontario) must be adhered to. In addition, a certificate of liability insurance must be obtained whether or not the renter is a GRU member.

### Forms

The renter must sign the Tenant Release Form and the Rental Contract. One individual will be designated as being responsible for ensuring the rules listed in the contract are followed.

### Bookings

All the activities regarding congregational events will be coordinated and booked by the congregation's Office *Manager*.

Requests for rental space outside of congregational activities will be managed by the Office *Manager* in collaboration with volunteer Rental Coordinators as appointed by the Board.

Rental requests by For-Profit Organizations require Board approval.

The rental representative and Board subcommittee will endeavor to ensure that rental bookings are kept to a reasonable number during the program year (Sept-June), so that congregational activities are not unduly infringed upon. As such, requests for ongoing weekly rentals, monthly evening rentals, or others with anticipated significant impact on building use require Board approval. Rental requests cannot be confirmed beyond the current congregational year without Board approval until the Congregational Events calendar has been approved (usually June 15 of each year).

### Rental Rates

The rates in the following table apply to the entire occupancy time, not just the event time frame.

<b>Space</b>	<b>Capacity</b>	<b>Rate</b>
Sanctuary & Upper Lobby	250	\$50/hr
Whitton Hall	85	\$20/hr
Kitchen	n/a	\$25/hr
Multi Room	20	\$10/hr
Window Room	8	\$10/hr
Corner Room	8	\$10/hr
Lounge	8	\$10/hr

Previous draft updated by Board May 2019, but this version has several updates.

## 1.15 Building Use

Our building is collectively owned; its use for events is covered under our rentals contract available through the office and meet or exceed the requirements of our insurance company.

Use of the building must be booked through the GRU Office.

In order to ensure compliance with the Occupational Health and Safety Act, Board approval is required for any alterations to the building including fixtures, furniture, and hanging pictures or materials from the walls, and must be apprised of the use and storage of hazardous materials (including cleaning supplies, paint, etc.)

If an event is to include alcohol, a liquor permit must be obtained and posted. All requirements under the AGCO (Alcohol and Gaming Commission of Ontario) must be adhered to.

### Door Code

To better ensure building security, the door code for general use is changed on or about Canvass Sunday each November. The Board decides on a code, which is shared with staff, Council, and other leaders. Leaders are empowered to share the code on an as-needed basis, and asked to treat the codes confidentially.

The code to the audio closet is maintained by the audio crew.

The code to the office is maintained by the office staff.

Some of our volunteers and staff have private codes that do not change annually.

Renters are issued their own codes which expire at the end of their lease. A record of active codes is maintained by the Office Manager.

## 1.16 Food Policy

We want to provide a welcoming environment to members and friends with food allergies. However, we cannot guarantee that any foods or utensils provided have not come into contact with peanuts (which are legumes), nuts or other allergens (or food sensitivities). To assist people who suffer from food allergies, we will undertake the following steps.

- State and post the fact that we cannot guarantee the items which we provide for consumption are made in a “nut free” facility/environment.
- Ask that peanut and nut products not be brought into the building
- Encourage congregants to provide a list of ingredients of donated homemade goods.
- Publish reminders of ALLERGY AWARENESS in our newsletter and elsewhere reminding congregants of the realistic and manageable approach we take on this health concern.

Grand River Unitarian Congregation will encourage members and friends to identify ingredients when sharing food at congregational functions (on congregation grounds or the congregational picnic). The congregation will continue its policy of being a nut-free environment. Food containing nuts in any form will not be served at GRU events.

## 1.17 Parking Lot Use Policy

The parking lot at Grand River Unitarian (GRU) is private property and is primarily for people attending Sunday service and other events at GRU. Parking is in designated spaces. Any other vehicles parked in the lot will be ticketed or towed, with the following exceptions:

Staff at Delta Elevator are welcome to park at GRU for their Monday meetings, and at other mutually agreed upon times as long as the vehicles are clearly identified as being connected to Delta Elevators. For times outside the Monday meetings, please email [parking@grandriverunitarian.ca](mailto:parking@grandriverunitarian.ca) 48 hours beforehand.

Special permit can be given to neighbours to allow parking at GRU provided:

- the vehicles are moved off the lot prior to 9:30 on Sunday mornings
- the vehicles are parked in one of the designated spaces
- in the event of snow, the vehicles must be removed so the parking lot can be plowed
- vehicle owners assume all responsibility and liability for entering onto the property both in their vehicle and on foot

To receive a special permit, the owner of the vehicle must register with GRU. If approved by church administration, the owner of the vehicle will be given a permit. The permit must be displayed at all times when parked at GRU. An appeal of a decision can be made to the Board of Trustees.

Grand River Unitarian is not responsible for any loss or damage to a vehicle parked in the lot. Any vehicle in violation of the policy may be ticketed or towed without notice.

## 1.18 Safe Steps in the Workplace: Harassment Policy

approved by the GRU Board January 2021

Grand River Unitarian Congregation is committed to providing safe environments for work, worship, and fellowship that are free from discrimination, harassment, and violence. The congregation will not tolerate any behaviour by any person—including but not limited to its members, adherents, lay employees and ministry personnel, and elected members or volunteers—that constitutes discrimination, harassment, or violence. All complaints of discrimination, harassment, and violence toward anyone within the church—including lay employees or ministry personnel, and elected members or volunteers—will be taken seriously and dealt with in a spirit of compassion and justice. Everyone has a right to participate in the processes under this policy in good faith, without reprisal or threat of reprisal for doing so. Discrimination, harassment, and violence in the workplace are prohibited by the church and by provincial, territorial, and federal law. Every province and territory has human rights legislation; these laws apply in the congregational setting.

Workplace harassment means engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome. This also includes workplace sexual harassment. Workplace sexual harassment means:

- a. engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- b. making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome;

Harassment does not include constructive criticism, evaluating or monitoring performance or setting performance standards, corrective or disciplinary action, or organizational change for business reasons.

Workers are encouraged to report any incidents of workplace harassment to an appropriate person: either the supervisor, a member of the Board, or a member of the Committee on Ministry. Contact information is available through the GRU Directory. The Board will assign a task force to investigate and deal with all complaints or incidents of workplace harassment in a fair, respectful and timely manner. Information provided about an incident or about a complaint will not be disclosed except as necessary to protect workers, to investigate the complaint or incident, to take corrective action or as otherwise required by law.

Lay leaders, supervisors and workers are expected to adhere to this policy, and will be held responsible for not following it. Workers are not to be penalized or disciplined for reporting an incident or for participating in an investigation involving workplace harassment. Nothing in this policy is intended to prevent a complainant from filing a complaint under applicable human rights legislation.



## 2 Procedures

### 2.7 Pastoral Response

#### Rationale

Given the nature of the community, and the many informal connections between our friends and members, there is a wide variety of expectations and preferences (and tolerance) concerning disclosure of personal information, health status, and requests for support. At GRU, we want to model good boundaries and process.

#### Procedure

Before sharing personal information with the congregation about the health status or circumstances of another person, we **MUST** have explicit permission from that person regarding what to share and with whom. When we do so, **LESS** is **MORE** (e.g. better to share that “X is ill” rather than describing X’s diagnosis). When in any doubt, invite concerned others to contact the party directly. To avoid confusion, and to model good process, please *make the permissions explicit* in email and other communications, whether they be public announcements, or targeted requests.

## 2.8 Directions for Evacuating Children and Youth in the Event of a Fire

The following procedure uses the word Teacher and Advisor interchangeably and where the word child is used youth can be substituted.

The Designated Safe Area is the green grass area beyond the parking lot. This has been established as the fire safe area in the Church Fire Plan. Building and grounds are responsible for conveying the fire plan to the congregation at large. This is the CRE portion only.

### CRE responsibility

- The Teacher/Advisor will line the children/ youth up in the room, and quickly review the exit plan with the children.
- The Teacher or assistant will check the attendance list for that day and make sure all children are present in the room.
- The Teacher will take the attendance book with them when they leave.
- The Teacher will lead the children in single file out the nearest safest exit. (Please review and know where the fire doors are located see map posted in room.) The assistant will follow the last child out.
- All children will go to the designated safe area outside the building. If a parent arrives at your class, ask them to go with you and the class to the safe area.
- Children will stay in their class groups and with their teachers/assistants until after a final count has been done at the safe area.
- Once you arrive at the designated safe area check the attendance sheet to make sure all children are with you.
- The DRE or designate will meet you at the designated safe area and go over the list one more time.
- A final count will be done by DRE or designate before Children/ youth leave the area.
- After the count, children must only leave with a parent or guardian (not with siblings or friends).
- No child, youth, or adult will reenter the building after exiting until an all clear has been given by the fire department or designated fire chief.

## 2.9 GRU Cheque Requisition Procedure

Approved by the GRU Board Nov 2020

### Principles

- Must follow By-Laws and any related policies and procedures
- In addition to an authorizing signature, it also needs to be authorized by a designated Board member (previously done by the Treasurer). Authorization must occur before the cheque is requested from the Bookkeeper.

### Step 1: Requester

Before spending any money with the expectation of reimbursement, make sure that you:

- a) have authorization from the chair of your committee
- b) are within the spending limit for your committee
- c) have board approval if over the spending limit of \$300.

If these three things are in place, make the purchase and keep the receipt.

You may fill out a cheque requisition form by hand or digitally. Paper copies are found in the file folder outside the GRU office.

Please fill the form out fully, including “Authorization of Committee Chair” even if that person is the same as the requester. Account numbers are posted outside the GRU office and included in this document. The form and receipts may be turned in physically (place in Office Manager’s folder outside the office) or by email to [manager@grandriverunitarian.ca](mailto:manager@grandriverunitarian.ca). Please include the form and receipts as an attached scan or photographs and NOT in the body of the email.

### Step 2: Office

1. Office Manager checks that all required information and documentation is present
2. Office Manager puts together an email for designated Board member (and back up) to authorize (can be multiple requests in one email), outlining:
  - Requester and committee or function
  - Purpose
  - GRU Account Number
  - Date of Transaction
  - Amount of Transaction
  - Any other relevant information
  - Attaches the requisition(s)
3. Scans/PDFs sent to Board member should be named with format “GRU YEAR MO DA cheque requisition” with similar email subject line
4. Designated Board member reviews and replies to Office Manager with approval, denial or follows up asking for more information (could be to requester)
5. Office Manager then emails this information to the bookkeeper at BDO

<b>Committee Expense Accounts</b>	
Aesthetics	5505
Amenities, Sunday Service	5510
Quest	5515
Board of Trustees	5520
Care Network	5527
Chaplaincy	5530
CRE, approved by DRE	5535
Finance Committee	5540
Library Expense	5543
Community Builders	5545
Music	5550
Communications (Newsletter)	5555
Worship Arts	5560
Public Relations/Ads	5565
Congregational Events	5570
Social Action	5575
Web Page	5590
<b>Property Management</b>	
Furniture	5626
Custodial Supplies	5641
Maintenance & Repair	5646
Audio Visual	5650
<b>Dream Auction Expenses</b>	4505
<b>Coffee House Expense</b>	4121
<b>Leadership Training</b>	5300
<b>Members Conference Expense</b>	5350
<b>OWL K-6</b>	4805
<b>OWL 7-9</b>	4810

## 2.10 Money Counting Process

Collect unidentified money from the plate and the blank envelopes

Count and record the amount in the Weekly Offering Log under “unidentified donations”

Discard the blank envelopes

Open identified envelopes and record the amount of money on the envelope. Keep the envelopes and record the amount and name in the Weekly Offering Log, If the money is designated for a specific fund, indicate that on the sheet as well.

Collect the cheques, check for post-dated cheques. Record the name and amount on the Weekly Offering Log. Check to see if the money is for a designated fund.

Subtotal the cheque and identified donation amounts and record on the sheet along with the unidentified cash amount.

Record this information on the summary sheet in the back of the binder, following the previous Sunday’s entry. This stays in the binder.

Put the envelopes, cash and cheques along with the Weekly Offering Log into a plastic baggie and give to the Treasurer or designate.

## 2.11 HR Handbook

Approved by the GRU Board Nov 2020

### Other relevant Policies and Procedures

- GRU By-Laws
- Safe Steps
- Ontario Employment Standards Act <https://www.ontario.ca/document/your-guide-employment-standards-act-0>

### Introduction

This handbook is intended as a guide for staff and members regarding employment standards and are to be considered guidelines. In all matters, GRU commits to meeting or exceeding the requirements of the Ontario Employment Standards Act. GRU reserves the right to amend or update as circumstances warrant and will distribute updates to staff within 30 days of any changes.

### Hiring Practices

- All hiring committees will be composed of at least two people, including the direct supervisor of the position. The committee will be appointed by the Board.
- At least 2 referrals will be sought.
- A Police Records check is required before the start date.
- Relatives cannot supervise one another

### Probationary Period & Performance Appraisals

- Probationary Periods will be the first six months of employment
- Performance appraisals will be in the form of ongoing conversations with direct supervisor. This will include periodic setting and reviewing of goals.
- Concerns should be brought to the supervisor. If there is a concern with the supervisor, the Committee on Ministry can be approached.

### Pay

- Adjustments to salary are normally approved as part of the Budget process by the congregation at GRU's Annual General Meeting and will normally take effect March 1<sup>st</sup>.
- Pay is paid monthly on or around the 5<sup>th</sup> of the month.
- Hours of Work will be covered in the contract.
- For hourly work, any week with no hours claimed will be considered a week of vacation, unless otherwise approved by supervisor.
- Overtime must be approved in advance.
- All staff will have a provision in their contract for professional development and can apply to the Board if there is an extraordinary opportunity

### Leave Policy

- Staff should take every effort to take their vacation and not have it paid out. It cannot be carried over to the next year.
- Vacation allowances will be for the calendar year and will be pro-rated if necessary.
- Staff will be paid for a Sunday closed due to snow.

- Paid Public Holidays
  - Staff will be paid for Public Holidays
    - If worked, they will be paid time and a half
    - If not worked, the amount owing will be calculated by the bookkeeper following Ontario law
  - At the time of writing Ontario has nine public holidays: New Year's Day, Family Day, Good Friday, Victoria Day, Canada Day, Labour Day, Thanksgiving Day, Christmas Day, and Boxing Day.

## OnBoarding

- Read and acknowledge the Safe Steps Policy and GRU Policies document
- Location of Staff Bulletin Board
- Be provided with the Employment Standards Poster, available online <https://www.ontario.ca/page/posters-required-workplace#section-1>
- View OHSA videos and forward certificate of completion to our office:
  - Here is the link for required MOL awareness training for all other workers including supervisors who are also considered workers. <https://www.labour.gov.on.ca/english/hs/elearn/worker/foursteps.php>
  - This is a link to the required MOL awareness training for **supervisors**. <https://www.labour.gov.on.ca/english/hs/elearn/supervisor/fivesteps.php>
- Work with the Bookkeeper to fill in required forms for ensuring payment and correct deductions.