

## **SAFETY, COMPLIANCE, AND THE ENVIRONMENT**

August 19, 2024

The Minister(s) and staff must take all reasonable care to prevent harm to members, guests, program participants, and others involved with the Congregation. The Senior Minister must ensure that the following policies and procedures related to the Safe Congregations Policy are adhered to.

**Smoking and Vaping** - The Congregation prohibits smoking and vaping of any kind in the building, in outdoor gathering areas, in the memorial garden, or during off-site activities. Smoking and vaping are allowed only in the parking lot at least 50 feet from the building (beyond the circle).

**Weapons** - The possession, use, or distribution of any explosives, guns, or other deadly or dangerous materials or weapons reasonably deemed capable of causing bodily injury are prohibited on the premises of UUCDC.

**First Aid** - The Congregation Administrator and Director of Religious Education must locate and maintain first aid kits, at least in the DRE office and administrative office. Additionally, a first aid kit should be taken on off-campus to Congregation-sponsored activities and events. The kits shall be inspected twice a year to ensure they are adequately supplied.

**Alcohol** - Alcohol must be removed at the end of any event at which it is served. The Congregation Administrator must ensure alcoholic beverages are not stored anywhere in the building or grounds.

**Poisonous substances** - Cleaning products and poisonous substances used in the maintenance and upkeep of the Building must be clearly labeled and stored together, whenever possible and practical, in a manner that prevents access by children. The DRE or their designated volunteer will make quarterly sweeps of the building to identify safety issues for children.

**Child and youth protection** - In addition to the policies listed below, the RE Director must create, document, and implement staff policies and procedures that protect the children and youth of the Congregation from harm. The policies and procedures must comply with Commonwealth of Pennsylvania and Federal laws.

- At least two Leaders will be scheduled and present for each Religious Education class or event for children and youth; otherwise, the class will be canceled.
- Corporal punishment must not be used to discipline children or youth.

**Confidential information** - The Board of Trustees, President, Treasurer, the Minister(s), and the Administrator must limit access to confidential member financial status, pledges, gifts, arrears, and pledge waivers granted. Staff and a very small handful of trusted volunteers may be granted limited access only as it pertains to important duties related to carrying out the mission of the Congregation. These decisions are at the discretion of the President and Minister.

**Property & equipment** - The Senior Minister must oversee/delegate the maintenance of Congregation property and equipment to keep it in working order, subject to reasonable wear and tear.

**Intangible property** - The Senior Minister must take reasonable steps to protect the Congregation's intangible property, including but not limited to intellectual property and electronic data, as well as the content of paper files from significant damage or loss.

**Media security** - The Senior Minister and staff must manage the creation, storage, and dissemination of audio and video recordings and photographic images of Congregation hosted and co-hosted activities, including both open and closed meetings as well as virtual and in-person or hybrid events, in a manner that safeguards the privacy and safety of all members and their children, as well as supporters, friends, visitors and staff.

**Inclement weather and other closures** - When inclement weather or other emergencies occur, the Senior Minister must determine when to close the building and cancel activities. To the greatest extent possible, the Senior Minister must ensure that members, supporters, friends, and potential visitors are alerted to closures. The Board President and/or Church Administrator will act in their stead if the Senior Minister is unavailable.

**Political activity** - The Minister(s) and staff must ensure that any political activity on campus does not violate applicable laws or regulations, create an unwelcoming atmosphere, or give the impression that the Congregation is endorsing a particular political party or candidate for public office.

**Building use** - Our building is a sacred space where members gather to worship, socialize, work for justice, and care for one another. The building may also be used by lending or renting space to individuals or organizations not in conflict with our mission. Our Administrator must oversee the rental and use of the Congregation facilities to further our mission and protect our assets. The Board must approve any use that is a significant departure from current or past activities.

**Environmental consideration** - As part of our mission to "protect and preserve the planet," the Minister, staff, and lay leaders must consider the impact on the environment of the goods and services we purchase and the decisions and practices we employ.

**Adoption of the Policy**

This policy by vote of the board is hereby adopted.

\_\_\_\_\_ UUCDC By \_\_\_\_\_ Marilyn Huff \_\_\_\_\_  
[Name of Congregation] President

and \_\_\_\_\_ John Davies \_\_\_\_\_  
Vice President

Dated this \_\_\_\_\_ 19th \_\_\_\_\_ day of \_\_\_\_\_ August \_\_\_\_\_, 2024.