

## BYLAWS, POLICIES AND PROCEDURES TASK FORCE REPORT

### Introduction

The Bylaws, Policies and Procedures Task Force (TF) serves in an advisory capacity to the Administration Board to support good church governance. Recently, the Administration Board approved four proposed bylaw changes. Per Article 16 of the IUCC Bylaws, amendments to the bylaws must be approved by the Administration Board and the congregation. The congregation shall have 10 day prior notification of the proposed amendments when there is to be a vote at an upcoming congregational meeting. Changes to policies and procedures are approved by the Administration Board and do not require congregational approval.

Current copies of the IUCC Bylaws and the IUCC Policies and Procedures Handbook are always available in the "Bylaws, Policies & Procedures" tab at <http://iucc.org/portal/documents/>.

### Proposed Bylaw Changes

The specific language for the below proposed amendments is provided in the following pages; please also see the proposed IUCC ORG chart.

#### 1. New Member Development Ministry

Per their request, a name change for the *New Member Development Ministry* to the *Membership Ministry* plus the addition of one new responsibility.

#### 2. Bylaws, Policies and Procedures Task Force

A change in status for the TF from task force to standing committee to reflect the ongoing nature of this work.

#### 3. Human Resources Committee

Changes to the HR Committee's responsibilities to reflect IUCC's strong commitment to equal employment opportunity.

#### 4. Technology Committee

An addition to the Technology Committee's responsibilities.

### Policies and Procedures

The Administration Board also approved two new policies and procedures, along with an addition to one existing policy and procedure.

#### 1. IUCC Hiring Practices (new)

At the Administration Board's request, the TF undertook the development of hiring practices that would reflect IUCC's strong commitment to equal opportunity employment. Drawing from UCC resources, the TF developed a draft policy and associated checklist. Review and input on these drafts was sought from the below individuals and groups; their thoughtful input was deeply appreciated.

- HR Committee Chair
- Administrative Pastor
- Diversity & Inclusion Task Force
- Child Care Committee
- MYP Staff

## **2. Key Policy (new)**

In its review of facility-related policies and procedures, the TF identified the need to establish a key policy. Feedback on it was sought from Administrative Pastor Steve Swope.

## **3. Facility-Related Policies and Procedures (revised)**

In anticipation of our expanded facilities, revised facility-related policies and procedures were implemented last summer. The TF recently revisited these policies and procedures to ensure actual use is informing our policies by soliciting feedback from Ministries Board chairs and Administrative Pastor Steve Swope. One addition was made in the interest of safety and security: keeping doors locked once everyone has arrived for a meeting or event.

Kudos and gratitude to TF members (and fellow wonks) Keith Boyum and Ron Steiner for their tremendous expertise, dedication and commitment.

Respectfully Submitted,

Anne Rosse  
Chair, Bylaws, Policies and Procedures Task Force

## Proposed Bylaw Changes

Note: New or revised bylaw language is designated by red text.

### #1 The Ministry of New Member Development

The ~~Ministry of New Member Development~~ **Membership Ministry** shall perform the following duties:

1. provide volunteers called "Visitor Hosts" to administer programs for greeting persons at each of the Sunday services with such related hospitality activities and materials
2. be responsible for the solicitation and orientation of new Members. Manage inquirers' classes.
3. Work closely with the respective Ministries, Boards and Committees of the Church to assimilate new Members into the mission and life of the Church.
4. **If directed by the Senior Pastor, take attendance at both services.**

### #2 The Bylaws, Policies and Procedures Committee

**The Bylaws, Policies and Procedures Committee:**

1. **Shall serve in an advisory capacity to the Administration Board, recommending changes to the IUCC Bylaws to be endorsed by the board prior to undergoing approval at IUCC's biannual congregational meetings as established by Article 16 of the Bylaws. As appropriate, the Committee shall seek the review, input and approval of the Ministries Board on proposed bylaw changes.**
2. **Shall create or modify existing policies and procedures at the request of the Administration and/or Ministries Board(s). All policies and procedures must be approved by the Administration Board, followed by dissemination as outlined in Article 17 of the Bylaws.**
3. **Shall ensure that changes are appropriately reflected in the IUCC Bylaws upon congregational approval and that new policies and procedures, upon Administration Board approval, are appropriately integrated with or replace existing policies in the IUCC Policies & Procedures Handbook. The most current versions of the IUCC Bylaws and IUCC Policies & Procedures Handbook shall be available on the IUCC website.**

### #3 The Human Resources Committee

The Human Resources Committee

1. shall act as an advisory committee to the Administration Board and/or Pastoral Leadership of the Church, to provide expertise, guidance and problem resolution for staff in the area of human resource management. In addition to ensuring that the Church follows state and federal employment laws, specific responsibilities include creating, reviewing and monitoring policies and practices in the areas of job descriptions, recruitment and selection, compensation, performance review, grievance handling, disciplinary action and termination. The Human Resources Committee and/or its representative shall act as

mediator in handling personnel issues involving the staff of the Church.

2. shall not have the power to make final decisions regarding staff but shall make recommendations to the Administration Board and/or Pastoral Leadership. In presenting recommendations, both the majority and minority opinions of the Human Resources Committee will be presented to provide complete understanding of the issues.
3. shall have the Chair (or representative) attend all Administration Board meetings.
4. shall ~~perform~~ ensure an annual review of all job descriptions and ~~make changes~~ so that changes can be made to reflect current duties.
5. shall ensure that all staff have annual performance goals and reviews.
6. shall ensure an annual review of benefits plans for staff.
7. shall ensure an annually review of the Employee Handbook and make updates as needed.
8. shall support IUCC's strong commitment to equal opportunity employment in all areas of employment, including recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation benefits, social and recreational programs, and all other conditions and privileges of employment in accordance with applicable federal, state, and local laws.
9. shall ensure an annual assessment of IUCC's equal opportunity employment efforts and report said findings to the Administration Board.

#### **#4 The Technology Committee**

The Technology Committee

1. working in close conjunction with the Administration Board and Church staff, shall coordinate the assessment, acquisition and/or maintenance of IUCC's technology including but not limited to: audio/video equipment in Plumer Hall and the Sanctuary, staff hardware and software, website, servers, phone systems and off-site back-ups.
2. shall support pastoral leadership, staff and the Ministries of Deacons and Worship regarding the use of technology in worship, and other ministries as needed for Church programming.
3. shall assist with providing training to Church staff, lay leaders and other volunteers on the appropriate use and troubleshooting of IUCC's technology.
4. shall augment church staff in providing technical support for meetings, events, lectures, etc. via "Technology Deacons."

ORGANIZATION CHART

