

# WESTSIDE UNITARIAN UNIVERSALIST CHURCH POLICIES AND PROCEDURES

## INTRODUCTION

### SECTION 1

Policies and procedures adopted by Westside Unitarian Universalist Church Board of Directors in conformity with the church's bylaws, congregational directives, and the Unitarian Universalist Principles and Purposes. These policies and procedures are considered to be in the best interests of church process and in conformity with applicable federal, state, and local laws and regulations.

It is the policy of Westside UU Church to make known these general administrative policies to staff, members and friends in the form of a written Policy and Procedures Manual and to make said manual available to the staff and congregants in both "hard copy" form and "virtual" form on the Church website.

#### **Purpose**

This manual is the source for the general administrative policies of Westside Church as approved by the Board of Directors. The specific purpose is to provide information and guidance to the church staff, committees, committee chairs, the minister, and the Board. It is published to establish orderliness, uniformity, and mutual understanding, and prescribe procedures to carry out adopted policy.

This manual contains the Policy and Procedures of Westside Church as passed by the Board of Directors in keeping with the bylaws of the Congregation and in keeping with the congregational directives established at congregational meetings. It is the duty and responsibility of elected officers, committee, committee chairpersons, minister, and staff to ensure the safe and healthy operation of Westside. Additions and amendments will be made from time to time as needed and may be changed at any regular board meeting by a majority of a quorum of the board members.