

Documentation Policy

Policy Overview

This policy defines how documents related to the structure and governance of the UUCP—such as policies, procedures, and minutes—are created, stored, updated, and made available to the UUCP Congregation. Procedures for other forms of information used by the Church, and for document archiving, are described in the **Information Management Policy**. Procedures for financial documentation are described in the **Finance Policy**.

In the interests of transparency, as much of the Church's documentation as possible will be available on the UUCP website. However, in the interests of privacy and confidentiality, documents that are of interest to the Congregation but which should not be shared outside the Congregation (budgetary documents) will only be available on a password-protected site (e.g. Google Docs) or subsite of the main UUCP website. The login credentials for the password-protected site will be made available to any member of the UUCP congregation upon request but will not be generally disseminated for security reasons. These login credentials will be updated annually.

Board Documents

While the creation and maintenance of the documents described in this section is the responsibility of the UUCP Board as a whole, the Board Secretary is responsible for ensuring that they are archived and posted to the UUCP website. This is done with the aid of the Administrative Staff and Website Administrator. Unless noted otherwise, all Board documents will be kept on a dedicated page of the UUCP website that will serve as the Board Policies and Procedures Manual described in the UUCP Bylaws.

UUCP Bylaws

The UUCP Bylaws are the primary governing document of the Church and of the Board. They can be updated only with the approval of the Congregation, as defined in the Bylaws themselves.

Policies

Policies function as the laws of Church. They formalize decisions that have been made about how the UUCP operates, and while they are often drafted and updated by Committees, they

require Board approval to take effect. They are authoritative, long-term documents that can only be changed through Board review and approval.

Church Mission and Covenant

In addition to Church policy, the Board is also responsible for defining the vision of the Church through such documents as the Church Mission and Covenant of Right Relations. These documents should be updated rarely and only with approval of the Congregation. They shall be stored and made available on the public-facing UUCP website.

Meeting Minutes

Minutes will be kept for every Board meeting to provide a written record of issues discussed and decisions made, to resolve disputes, and to provide continuity to Board discussions. The Board Secretary is responsible for providing the final, approved minutes of each month's Board meeting and associated reports (Director of Family Ministries' report, Minister's report, Operations Committee minutes, financial reports, etc.) and submitting them to the Church office. Administrative Staff compiles the minutes from either written notes taken by the Board Secretary or Board meeting recording.

These minutes along with all reports given or documents reviewed, will be permanently stored on a password-protected site (UUCP Google drive or similar archiving site.) . The meeting minutes and agenda will be posted to the public-facing UUCP website. The Administrative Staff will also provide a short summary of each meeting's minutes for the public-facing UUCP website. This will be posted along with the "Notes from the Board", taken from the UUCP newsletter.

Financial Documents and Budget

Procedures for financial documentation are covered by the **Finance Policy**.

Committee Documentation

While Committee documents are the responsibility of each Committee's chair, the Board Secretary will provide oversight only in as far as ensuring that Committee Chair contact information is up to date.

Committee Documents

Creating and maintaining the documents described below is the responsibility of each Committee's Chair. While the Operations Committee is not an ordinary Committee, its documentation is essentially the same.

Committee Charter

Each Committee is expected to provide a Charter to the Board to summarize the Committee's purpose, responsibilities and scope. This document must be approved by the Board to take effect. Once the Charter has been approved by the Board, it only needs to be updated on an as-needed basis, with all such changes requiring Board approval. This document will be available on the public-facing UUCP website.

Annual Budget

Once a year, at the request of the Finance Committee, each committee shall submit a proposed budget for the following year with explanations of how the proposed funds will be spent.

Procedures

Procedures are functional documents created by Committees as needed to define how they carry out their work. They are meant to capture best practices to assist the work of the Committee, and they can be changed by the Committee as needed.

Because Procedures are not church policy, they do not require Board approval. However, they cannot conflict, in word or spirit, with the Church policies, mission, bylaws, or values, nor can they extend beyond the scope defined in the Committee's Charter. These can be posted to the public-facing UUCP site with the Committees' Charter. However, how best to maintain, update, and disseminate these procedures is ultimately up to the Committees themselves.

Reports to the Board

Each committee must submit any changes to the name and/or contact information of the Committee's current chair to the Board in order for that information to be updated on the UUCP site. Once per year each committee is required to provide a short, written report to the Board summarizing the committee's activities during the previous year and plans for the year ahead. The report must include the name and contact information of the current chair.

Meeting Minutes

Committees are encouraged to record minutes of their meetings to provide continuity to Committee discussions. Due to their special role in church governance, the Operations Committee is required to keep minutes during the time it is convened, which should be submitted to the Board prior to the next Board meeting.

Task Force Documents

Because Task Forces are temporary in nature, they do not require any official documentation for their formation. Definition of their scope and reason for being should be captured in the minutes of the Board or the Committee that commissioned the Task Force. Task Forces are not required to keep minutes of their meetings. The overseeing Committee or Board is responsible for documenting the progress and results of the Task Force in their own minutes or in whatever other form makes the most sense.

Minister and Staff Documents

The activities and decisions of the Minister and Church staff as they relate to the UUCP structure and governance will generally be captured in the minutes of the Board, and as such, no additional documentation is necessary. The Lay Pastoral Ministry Team and Small Group Ministries are likewise not required to maintain any particular documentation.

Procedures related to other staff documentation, such as the Minister's Letter of Agreement, are covered by the UUCP Bylaws, Information Management Policy, Personnel Policy, or Finance Policy.

Other Groups and Activities Documents

Other groups and activities of the UUCP that are not overseen by the Board, the Minister, a Committee, or a Task Force do not require any kind of formal documentation. However, scheduling and contact information for all such groups and activities must be provided to the UUCP's Administrative Staff in a timely manner so that the opportunities provided by the Church can be consistently available and up-to-date on the Church's public-facing calendar and website.

If desired, ongoing groups can provide a summary of their group's purpose and activities to the Administrative Staff so that a page can be created for each group on the UUCP website.