

POLICIES OF THE UNITARIAN UNIVERSALIST CHURCH OF SILVER SPRING
(Current as of September, 2006)

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INTRODUCTION

Church policy is meant for the guidance of Church officers, employees, committees, and members. It is the intention of the Board that the policies effectively and flexibly support the goals of our Church members. It is subordinate to the Church Constitution, and is supplemented by Committee Charters and job descriptions approved by the Trustees, which also constitute official Church policy.

Adopting and Changing Policies. Policies may be added or the extant policies amended by a majority vote of the Trustees present at any regularly scheduled meeting of the Board of Trustees, provided that the text of the proposed change or addition is given in writing to the members of the Board at the regularly scheduled meeting prior to that at which the vote is taken. A recommendation to the Board that a policy be amended or added may be endorsed by a majority vote of those members present at any Congregational Meeting. Such a recommendation will then be presented to the Board for action.

Responsibility for Updating Policies. The Secretary of the Board assures a current version of the Church policies is kept on file in the Church office. The Board conducts a comprehensive review of the policies each odd-numbered year, suggesting revisions when necessary. Dates of changes in each policy are designated on Introduction page 0-1, and the latest date of revision is indicated in a footer on each policy page.

I. **CHURCH STRUCTURE**

A. Board of Trustees

The responsibility for the functioning of this church shall be delegated to the Board, as stated in the UUCSS Constitution, Article IV.

B. Program Coordinating Council

1. The Program Coordinating Council assists in the efforts to achieve better communication among and support for these Operating Committees for Church Programs.
2. Structure of the Council
 - a. All Chairs of all Operating Committees of the Church or their designated representatives sit on the Program Coordinating Council, attend the monthly meetings, and act as liaisons between their committees and the Council.
 - b. The Second Vice President of the Board of Trustees is the Chair of the Council, acting as its leader and liaison to the Board.
 - c. The Vice Chair of the Council is invited to attend the Annual Board Retreat and monthly Board meetings to aid the Second Vice President.
 - d. The Secretary of the Council takes minutes at the Council's monthly meetings and provides them to the Vice President for the Board of Trustee meetings.

