



Westside Unitarian  
 Universalist Church  
 901 Page Ave.  
 Fort Worth, TX 76110

## WUUC Policies and Procedures

<b>Title</b>	Index of Policies and Procedures
<b>Number</b>	A.2
<b>Purpose</b>	To provide an index of all WUUC Policies and Procedures.
<b>Scope</b>	This will apply to all WUUC Policies and Procedures.
<b>Definitions</b>	
<b>References</b>	A.1 Introduction and Procedure for Revising WUUC Policies and Procedures
<b>Appendices</b>	None
<b>Author/Review Responsibility</b>	Board of Directors
<b>Approval Dates</b>	Origination: 3/19/2019 Last Revision: Last Reviewed: Next Review Date: AS REQ'D

### Index of Policies and Procedures

<u>No.</u>	<u>Title</u>	<u>Author / Review Responsibility</u>	<u>Last Revised</u>	<u>Next Review</u>
<b>A.</b>	<b>Introduction and Index of Policies and Procedures</b>			
A.1	Introduction and Procedure for Revising	Board of Directors	3/19/2019	7/1/2023
A.2.	Index of Policies and Procedures	Board of Directors	3/19/2019	<b>AS REQ'D</b>
<b>B.</b>	<b>Building Policies and Procedures</b>			
B.1	Building Use Policy	Building and Grounds	5/2012	6/1/2019

<u>No.</u>	<u>Title</u>	<u>Author / Review Responsibility</u>	<u>Last Revised</u>	<u>Next Review</u>
B.1.1	Contract for Rental Use	Building and Grounds	Unknown	6/1/2019
B.1.2	Renters Post-Function Checklist	Building and Grounds	Unknown	6/1/2019
B.2	Building Alterations Policy	Building and Grounds	Unknown	6/1/2019
B.3	Alcoholic Beverage Policy	Building and Grounds	Unknown	7/1/2019
<b>C.</b>	<b>Committee Policies and Procedures</b>			
C.1	List of Active Committees and Task Forces	Board of Directors	3/19/2019	7/1/2019
C.2	Responsibilities of Standing Committees	Board of Directors	Unknown	7/1/2019
C.3	Committee Chair and Board Liaison Responsibilities	Board of Directors	9/21/2016	7/1/2019
C.4	Social Justice Council Charter	Social Justice Council	2/18/2015	7/1/2020
C.4.1	Suggested Designated Plate Offertory Recipient Form	Social Justice Council	Unknown	7/1/2020
C.5	COSM Mission Statement	COSM	9/11/18	7/1/2022
<b>F.</b>	<b>Financial Policies and Procedures</b>			
F.1	Procurement Card Policy	Finance Committee	11/15/2017	7/1/2020
F.2	Procurement Card Procedures	Finance Committee	5/16/2018	7/1/2020
F.3	Financial Matters Policy	Finance Committee	Unknown	7/1/2019
F.4	Endowment Committee Bylaws	Endowment Comm	6/10/2018	7/1/2020
F.5	Socially Responsible Investing Policy	Endowment Comm	2/2/2014	7/1/2021
F.6	In Reach Fund Administration Policy	Pastoral Care	5/18/2016	7/1/2021
F.7	Donation Policy & Process	Finance Committee	8/23/2017	7/1/2022
<b>M.</b>	<b>Miscellaneous Policies and Procedures</b>			
M.1	Inclement Weather Policy	Board of Directors	Unknown	7/1/2019

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M.2	Digital Communications Policy	Dig. Comm. Comm	2/17/2015	7/1/2019
M.3	Communication and Privacy Policy	Dig. Comm. Comm	2/16/2006	7/1/2019
M.4	Public Witness Policy	Board of Directors	5/16/2018	7/1/2020
M.5	Policy for Hiring Short-Term Employees	Board of Directors	4/2/2020	7/1/2022
<b>S.</b>	<b>Safety Policies and Procedure</b>			
S.1	Criminal Background Check Policy	Office Admin	Unknown	7/1/2019
S.1.1	Background Check Release Form	Office Admin	Unknown	7/1/2019
S.2	Child and Youth Protection Policy	CRE Comm	6/30/2002	7/1/2019
S.2.1	Application Form For Workers With Children And Youth	CRE Comm	6/30/2002	7/1/2019
S.2.2	Reporting Accident Form	CRE Comm	6/30/2002	7/1/2019
S.2.3	Reporting Abuse Form	CRE Comm	6/30/2002	7/1/2019
S.3	Safe Congregation Policy	Safe Congregation	5/20/2015	7/1/2021
S.4	Disruptive Behavior Policy	COSM	6/27/2018	7/1/2022
S.5	Including Sex Offenders in Westside UU Church	Safe Congregation	8/23/2017	7/1/2022