SENIOR MINISTER LIMITATIONS

I. General Chief Executive Officer (CEO) Constraint. The Senior Minister shall not cause or allow any practice, activity, decision or organizational circumstance that is imprudent or in violation of commonly accepted business and professional ethics. Accordingly, he/she shall not:

A. Deal with employees and volunteers in an inhumane, unfair or unprofessional manner;
B. Budget for any fiscal period or the remaining part of any fiscal period in a manner that deviates materially from board Ends priorities, risks fiscal jeopardy, or fails to show a generally acceptable level of foresight;
C. Incur fiscal jeopardy or compromise board ends priorities;
D. Fail to provide information and advice to the board in a timely, complete, and accurate manner;
E. Fail to protect and maintain all church assets from unnecessary risk;
F. Fail to maintain employee compensation and benefits at levels consistent with the nonprofit labor market in the Denver metropolitan area;
G. Incur conflicts of interest in awarding purchases or other contracts; and
H. Fail to maintain First Universalist Church of Denver as a certified voting member in the Unitarian Universalist Association (UUA) and its Mountain Desert District without explicit and formal board approval.

II. Employee and Volunteer Treatment. With respect to treatment of employees and volunteers, the Senior Minister may not cause or allow conditions that are inhumane, unfair, or unprofessional. Accordingly, he/she shall not:

A. Discriminate against applicants for employment, employees, or volunteers based on race, color, sex, national origin, age, disability, sexual orientation, or gender identity (as defined by law);;
B. Subject employees and volunteers to unsafe or unhealthy conditions;
C. Withhold from employees a due process grievance procedure used without bias;
D. Prevent staff from grieving to the Board of Trustees when: a) the senior minister’s conduct is at issue in a grievance; or b) the employee alleges either that (i) board policy has been violated to his/her detriment or (ii) board policy does not adequately protect his/her human rights;

E. Discourage expression of concerns or observations by employees and volunteers; and

F. Fail to gather as many employee, committee and volunteer points of view, issues and options as needed for fully informed management decisions.

III. **Compensation and Benefits.** With respect to employment, compensation, and benefits to employees, consultants, and volunteers, the Senior Minister may not cause or allow jeopardy to fiscal integrity or the Church’s public image. Accordingly, he/she shall not:

A. Change his or her compensation, benefits or allocated professional expenses as established by the board;

B. Promise or imply permanent or guaranteed employment; and

C. Create compensation obligations over a longer period than revenues can be safely projected; in no event longer than one year and in all events subject to losses in revenue.

IV. **Financial Planning.** The Senior Minister’s financial planning for any fiscal year or the remaining part of any fiscal year shall not deviate materially from the board's Ends priorities, risk financial jeopardy, or fail to include prudent long-term planning. Accordingly, he/she shall not cause or allow fiscal projections that:

A. Contain too little detail to enable reasonably accurate projection of revenues and expenses, separation of capital and operational items, cash flow and subsequent trails, and disclosure of planning assumptions;

B. Plan the expenditure in any fiscal year of more funds than are conservatively projected to be received in that period;

C. Do not separately present a plan for capital expenditures and the means to pay for them. Capital expenditures are all repayments of debt and any building additions or equipment purchases over $2500 each; and

D. Deviate materially from the Board of Trustees’ current Ends Policy in allocation among competing fiscal needs.
V. **Financial Condition.** With respect to the actual, ongoing condition of the organization's financial health, the Senior Minister shall not cause or allow the development of fiscal jeopardy or the loss of fiscal control over church finances. Accordingly, he/she may not:

   A. Expend more than 5 percent of funds that have been budgeted and periodically adjusted in light of actual income;

   B. Expend any endowment or designated funds other than for the purposes determined at time of receipt or designation;

   C. Allow cash to drop below the amount needed to settle payroll and debts in a timely manner; and

   D. Acquire, encumber or dispose of real property.

VI. **Asset Protection.** With respect to proper stewardship of the corporation's assets, the Senior Minister may not risk losses beyond those necessary in the normal course of business. Accordingly, he/she may not:

   A. Fail to insure against theft and casualty losses at replacement value less reasonable deductible and/or co-insurance limits;

   B. Subject plant and equipment to improper wear and tear or insufficient maintenance;

   C. Unnecessarily expose the organization, its board, or employees to claims of liability or risk the nonprofit status;

   D. Make any purchases not provided for in either the capital expenditure or operational projections. Make any purchase of over $3,000 without at least two competitive bids; and

   E. Invest operating capital in insecure instruments, including uninsured checking accounts and bonds or CDs of less than an A rating.

VII. **Communication and Counsel to the Board.** With respect to providing information and counsel to the board, the Senior Minister may not cause or allow the board to be uninformed or misinformed. Accordingly he/she may not:

   A. Fail to inform the board in a timely manner of relevant trends, public policy initiatives, public events of the organization, material external and
internal changes, particularly changes in the assumptions upon which any board policy has previously been established.

B. Fail to submit the monitoring data required by the board policy "Monitoring Senior Minister Performance" in a timely, accurate and understandable fashion, directly addressing provisions of the board policies.

C. Fail to gather as many staff and external points of view, issues, and options as needed for fully informed board choices.

D. Fail to recommend changes in board policies, the need for which become known to him or her.

E. Fail to limit public statements about the official position of the congregation or board on controversial social, political, and/or congregational issues to what the congregation or board has formally and explicitly adopted as positions of record. Nothing in this policy shall be construed to infringe upon the fundamental principle of freedom of the pulpit.

F. Fail to certify that written performance evaluations of all employees of the Church have been completed by the end of each church year.

VIII. **Treatment of Members.** With respect to interactions with members or those applying to be members, the Senior Minister shall not cause or allow conditions, procedures or decisions that are unsafe, undignified, unnecessarily intrusive, or that fail to provide appropriate confidentiality or privacy. Accordingly, he/she may not:

A. Use forms that elicit information for which there is no clear necessity;

B. Use methods of collecting, reviewing, transmitting, or storing member information that fail to protect against improper access to the material elicited;

C. Discourage expressions of concern or observations by members; and

D. Fail to observe pastoral care responsibilities.

IX. **Social Justice.** With respect to Social Justice at First Universalist, the Senior Minister shall not cause or allow the Church to engage in Social Justice actions without first
ensuring due consideration and approval by the Social Justice Council. Accordingly, through the Social Justice Council, the Senior Minister shall not:

C. Approve a Task Force to advocate on an issue without determining in the Senior Minister’s best judgment that the congregation agrees with the position (e.g. a congregational vote, a long history of congregational support for the issue, or a clear survey result);

D. Approve the use of the Church name or Church banner regarding an issue without determining that it is highly likely that the congregation agrees with the position based on a congregational vote, a long history of congregational support for the issue, or a clear survey result;

E. Fail to evaluate applications in light of Social Justice priorities set by the Board;

F. Fail to provide a mechanism for church member input regarding the conduct of any Task Force;

G. Fail to require renewal of any approved application at least annually by the Social Justice Council;

H. Fail to monitor the activities of each Task Force for effectiveness and conformance with applicable policies and take appropriate action when necessary;

I. Through the Social Justice Tasks Forces, he/she may not:
   1. Allow non-members of First Universalist to have voting control of any Task Force;
   2. Advocate on issues that are not fairly contemplated and disclosed in the application without prior approval from the SJC and the Board;
   3. Fail to report at least annually to the SJC on the progress of the Task Force; and
   4. Use the name of the church directly or indirectly except in conformance with these policies;
J. Additionally, through those social justice groups formed under the auspices of the Church that are not Task Forces, he/she shall not:

1. Allow these social justice groups to form without approval of the SJC;

2. Pressure its members to adopt positions on social justice issues;

3. Use the name of the Church or the Church banner without approval of the Social Justice Council; and

4. Violate the Seven Principles, the Right Relations Policy, or any other Church policies.

X. Church Councils Generally. With respect to all church councils (e.g., Operations Council; Program Council; Social Justice Council; etc.), the Senior Minister shall not fail to review individual council structures and governing rules on a regular basis to ensure that they are serving the best interests of the church. Accordingly, the Senior Minister shall not:

A. Fail to conform the work of all church councils to the Ends Policy and other policies adopted by the board.

B. Fail to appoint a staff liaison to each church council;

C. Fail to make recommendations to the Board as necessary to modify the charter or other governing documents or structure of a church council when necessary.

D. Fail to make recommendations to the Board as necessary to modify the church members leading or otherwise involved with a church council when necessary.

E. Fail to recommend the creation of new Church Councils when circumstances require doing so.