



UNITY NORTH ATLANTA CHURCH POLICY AND PROCEDURE MANUAL

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PURPOSE OF THIS MANUAL

This policy and procedure manual (“Manual”)¹ exists to help members of the Unity North Atlanta Church (“UNAC”) community exercise good judgment in the daily use, administration and operation of the Church.

UNAC’s bylaws as well as federal, state and local laws and regulations ultimately govern every subject addressed in this Manual. Anything in this Manual that conflicts with any of those authorities shall be deemed superseded by the applicable authority.

This Manual supersedes any and all previous manuals and/or written or unwritten policies and procedures.

The UNAC Board of Directors may establish, administer, change or eliminate policies at any time. Such changes are not effective unless and until they are published in an updated version of this Manual.

I. WHO WE ARE

A. Vision Statement

Unity North Atlanta Church is a nurturing and supporting community that honors all paths to God, and inspires each of us to live our principles through our thoughts, words and actions. Together, we transform the world through love one heart at a time

B. Mission Statement

To recognize, demonstrate and share the Divinity in each of us.

With purpose, direction and Spiritual focus, we achieve the full realization of our Mission as demonstrated through meaningful and measurable outcomes. As we do, our community experiences spiritual growth and the world becomes a more loving, healthy and abundant place for all.

C. Core Intentions

- Enrich, Educate, and Empower Youth
- Clearly Communicate the Purpose, Direction, and Programs of UNAC
- Sustain Wellness of Body, Mind, and Spirit
- Engage Community through the use of Technology
- Honor All Paths to God
- Cultivate a Reverence for the Miracle of Earth
- Live in a Consciousness of Prosperity

¹ All references to the Manual include the entire appendix as well.

D. Values

Unconditional love is the basis of all we value at UNAC:

- Acceptance – We acknowledge everyone as unique expressions of God.
- Community – We celebrate the connection that unites us creating a place of belonging.
- Diversity – Our differences are a source of our strength and create opportunities to learn from one another.
- Spirituality – We celebrate God, honor the Divinity within each person, and acknowledge our oneness through living the Truth principles.
- Service – We joyfully and energetically serve each other, our families and our community.

E. The Five Unity Principles

Unity is often referred to as *practical Christianity*. The following five principles are the central teachings of Unity:

1. God is the source and creator of all. There is no other enduring power. God is good and present everywhere.
2. We are spiritual beings, created in God's image. The spirit of God lives within each person; therefore, all people are inherently good.
3. We create our life experiences through our thoughts and feelings.
4. There is power in affirmative prayer and meditation, which we believe increases our connection to God.
5. Knowledge of these spiritual principles is not enough. We must live them.

F. Affiliation

Unity North Atlanta Church ("UNAC") is affiliated with Unity Worldwide Ministries and related to Unity Institute, headquartered at Unity Village, Missouri.

II. MEMBERSHIP

Anyone desiring a closer relationship with the church and its ministry may become a member of UNAC by attending classes and services in accordance with established policy. [Policy UNAC-140005]

III. OPERATIONS AND ADMINISTRATION

A. Use of UNAC Facilities

The UNAC facilities are to be used primarily in furtherance of the Vision, Mission Statement, Core Intentions, Values and Five Unity Principles set forth above. Such uses include the following:

1. Weddings

Rental of space for weddings and corresponding receptions will be arranged through the Facility Manager and/or his/her designee. [Policy UNAC-140003]

2. Funerals/Memorials

Rental of space for funerals, memorials and corresponding receptions will be arranged through the Facility Manager and/or his/her designee. [Policy UNAC-140003]

3. Events, Classes and Workshops

Events sponsored by individuals or organizations other than UNAC may be scheduled at UNAC after consultation with and approval from Rental Coordinator and after the sponsoring individual or organization enters into a UNAC Rental Agreement generally set forth in Appendix B.

Classes and workshops sponsored by individuals or organizations other than UNAC may be scheduled at UNAC after consultation with and approval from Facility Manager and after the sponsoring individual or organization enters into a UNAC Rental Agreement as generally set forth in Appendix B.

B. UNAC Standards

1. Smoking

No smoking or vaping of any substance is permitted in any UNAC facility. Smoking is permitted outside if more than 15 feet away from doorways leading into the buildings.

2. Guns

Guns are prohibited on all property owned by UNAC at all times.

3. Tape

No tape may be placed on any painted wall or other painted surface.

4. Food and Drinks

No food or drink may be brought into or consumed in the sanctuary or Peace Chapel with the exception of water in a closable container.

5. Solicitations

Persons not employed by UNAC may not enter its premises at any time for the purpose of solicitation of employees or distribution of literature to employees. Prohibited activities include, but are not limited to: soliciting signatures, selling merchandise, distribution of literature, pamphlets or printed material of any kind on the premises.

6. Bulletin Boards

All bulletin boards at UNAC are reserved for ministry and community information, activities and programs. All items posted on the ministry bulletin boards must be reviewed and approved in advance by the Office Manager.

7. Cleanup

Refreshments are permitted in the fellowship and/or kitchen area. The sponsoring group is responsible for serving and cleanup. If refreshments are served in other areas, the sponsoring group is responsible for serving, cleaning and the repair or removal of any stains, spills or damage to facilities.

C. Conflict of Interest

It is the policy of UNAC that every Board Member, Committee Member and Employee shall abstain from involvement, whether by voting or otherwise participating in the decision-making process, in those situations where they have or may have a conflict of interest. A conflict of interest is deemed to exist where:

1. The person has a substantive interest, whether direct or indirect, in the matter at hand or the other party involved;
2. The person is either a director, officer, or employee of the other party involved; or
3. The person's spouse, children, parent, or siblings are in substantive relationships with the other party involved.

In those situations where a conflict of interest does exist or has the potential to exist, any Board Member, Committee Member or Employee aware of such shall notify the Executive Director or Spiritual Leader.

In addition, no Board Member, or Employee, or members of their immediate families may participate in any Raffle sponsored by UNA or any of its Ministries/Fellowships. Committee Members are allowed to participate in Raffles.

D. Political Activities

UNAC does not participate in political campaigns on behalf of any candidate for public office.

UNAC does not make statements for or against any particular candidate for national, state and local elections.

UNAC may publicize its position on social issues, but will not link that position to a specific candidate.

E. Privacy

UNAC is committed to uphold, respect, and protect the privacy and confidential information of members, visitors and the church. UNAC will not share membership lists and member information with outside parties.

UNAC will not divulge personnel information to outside parties except as required by state and federal law or appropriate judicial order.

UNAC considers the following documents to be confidential and are kept in a secure location:

- payroll records;
- membership information
- credit card information
- employment agreements;
- pledge and giving records;
- personnel files;
- pastoral care files;
- information covered by the clergy/penitent privilege; and
- Executive Session minutes of the Board of Directors and other committees.

UNAC members have the right to inspect certain financial books and records and approved minutes from meetings of the Board of Directors.

F. Record Retention

Unless otherwise governed by legal statute or specified by any issuing authority, UNAC will retain records according to the following record retention schedule:

<u>Records</u>	<u>Retention Periods</u>
Membership/Inactive Membership	Indefinitely
Bills/Utilities	Current and prior year
Personnel Files	Seven years
Property	Seven years
Contributions	Seven years
Gift Data	Indefinitely
Real Estate/Land	Indefinitely
Baptisms	Indefinitely

G. Equipment

1. Use

All equipment is to be used only by persons authorized and approved as follows:

- a. Facility Manager: All tools and power equipment for use in maintaining our physical structures. This includes but is not limited to landscaping tools, blowers, mowers, painting supplies, carpentry tools, and power tools. All equipment for maintaining or operating the ministry remains on the premises, unless otherwise approved by the Facility Manager.
- b. Office Manager: All equipment used for the operation of day to day business. This includes but is not limited to copiers, collators, folding machines and binding machines.
- c. Technology Manager: All computers, printers and phones used by UNA staff and volunteers for the operation of day to day business. This does not include cell phones.
- d. Anyone wishing to borrow UNA property must first speak to Facility Manager or Executive Director for approval. An Agreement to Borrow form is completed and kept on file until items are returned in good working order.

2. Training

The appropriate Manager will ascertain a person's qualifications for using designated equipment before allowing an individual to operate the equipment.

3. Maintenance

A maintenance schedule will be kept by the Facility Manager for all equipment requiring periodic servicing. Records will be maintained by the Facility Manager assuring the schedule is adhered to.

4. Inventory

An inventory of furnishings and equipment is maintained and updated on a six (6) month basis by the Facility Manager or as items are changed and/or replaced.

IV. APPENDIX

- A. Financial Management Policies
- B. Administration Management Policies
 - Facility Forms
- C. Safety Policies and Forms
- D. Employee Handbook
 - Organizational Chart
 - Job Descriptions

Employment Forms

Chair Signature Linda Minnick _____
Date

Executive Director Signature Diane Glynn _____
Date

Spiritual Leader Signature Richard Burdick _____
Date