

Douglas Congregational United Church of Christ



DOUGLAS UCC
A JUST WORLD FOR ALL

Policy Handbook

TABLE OF CONTENTS

POLICY HANDBOOK

PAGE	TOPIC
3	2-1 Policy on Decision Making
	2-2 Policy on Prioritization of Projects
	2-3 Policy on Voting Protocol
	2-4 Policy on Seminarians and Interns
	2-5 Compensation Rate for Pulpit Supply
4	2-6 Policy on Project Expenditures
	2-7 Policy of Flying of Flags
	2-8 Policy on the Scheduling of Music
	2-9 Policy on Church Committees
6	2-10 Policy on Fundraising, Gifts, and Donations
7	2-11 Policy on Reporting Funds in the Weekly Bulletin and E-Pistle
	3-1 Policy on Facility Use Schedule
	3-2 Policy on Memorial Garden Guidelines
8	3-3 Policy on Lending of Church Property
	3-4 Policy on Parsonage Retreat House
9	4-1 Organizational Policy on the Isabel Graham Fund
	4-2 Policy on Investment of Isabel Graham Trust
10	4-3 Policy on Mission and Outreach Giving
11	4-4 Endowment/Asset Policy Statement
16	4-5 Policy on Audit
	4-6 Policy on Protecting the Privacy of Employees and Donors
	4-7 Policy on Record Retention

APPENDIX 1

1	Application for Burial of Cremations
2	Parsonage Retreat House

2-1 Policy on Decision Making

The Church Council is the authorized decision-making body for the Douglas Congregational United Church of Christ. The Council should act financially responsible, but at the same time make spiritual policy decisions that may not always make business sense, but faithfully reflect our Mission Statement as set forth in Article II of our Constitution and ensure that the welfare of all our congregation, family members, and community are a priority.

2-2 Policy on Prioritization of Projects

In order to give a sense of direction and to allow for funding of all projects in as timely manner as possible, Council will establish a list of short term projects (less than one year) and long-term projects (greater than one year), through involvement of all Council members, and review quarterly the resulting prioritization list to ensure relevancy.

2-3 Policy on Voting Protocol

In matters requiring a vote by Council, half plus one shall constitute a quorum, as outlined in Article VII (1) (A) of the Constitution of the Douglas Congregational United Church of Christ. While it is agreed that decisions will only be made at Council meetings, by either ballot voting or roll call vote, it is permissible for Council to survey its members, reach a consensus, and move on a matter deemed of necessity by the Pastor and Moderator, and conduct a vote at the next Council meeting, having that vote recorded in the minutes of the meeting.

2-4 Policy on Seminarians and Interns

Western Theological requires that seminarians' usual term of service is 40 hours per week for thirteen weeks with hourly remuneration. While Douglas Congregational United Church of Christ would like to be able to accommodate this requirement, to do so would not be within budget constraints. In an effort to still be able to draw seminarians and interns, Douglas Congregational UCC will continue its present policy to provide housing only. This is subject to being revisited as need arises.

2-5 Compensation Rate for Pulpit Supply

The rate of compensation for substitute clergy will be \$175 per Sunday. Additional compensation for mileage will be negotiable.

2-6 Policy on Project Expenditures

It is the policy of Douglas Congregational United Church of Christ that payment of any expense exceeding \$1,000.00 shall require two signatures.

It is the responsibility of the Trustees to solicit whenever possible at least three bids for Capital Projects when the cost is expected to exceed \$1000. In such cases it will be the responsibility of the Trustees to present these bids along with a recommendation to Council for approval, monitor progress and keep Council informed on matters pertaining to the project, sign off on work when terms of the contract have been fulfilled, and recommend to Council approval for final payment. It is also acknowledged that only Trustees will have the authorization to change the wording of any contract upon consultation with Council.

Trustees are permitted to move without Council approval on any matter not exceeding \$1000 or in emergency situations (broken water main, etc.) and are expected to apprise Council of matters pertaining to the emergency situation or other matters at the earliest possible time.

Any other repair would need Council approval before being undertaken in order to determine if bids would be necessary or if regular vendors would be used.

2-7 Policy of Flying of Flags

All flags (Peace, Rainbow, Whole Earth, American, etc.) would be centered around the Peace Pole or at the entrance to the Friendship Hall.

2-8 Policy on the Scheduling of Music

In order to best coordinate special music for worship at the Douglas Congregational United Church of Christ, scheduling will go through one designated person. Service music will be coordinated through the Pastor and the Music Director.

2-9 Policy on Church Committees

The following Committees have been created by the Church Council:

1. Pastoral Relations Committee.

Primary Function: To provide focused and consistent support for the pastor.

Secondary Function: To provide a regular channel of communication between the pastor and the congregation. With open and healthy communication, the church can most effectively carry out its ministry and mission.

Responsibilities: The following are examples of typical (but not all-inclusive) responsibilities.

- Supports the pastor's leadership, well-being, and growth
- Provides an opportunity for the pastor to reflect in confidence about personal concerns, hopes, ambitions, and frustrations
- Shares and helps interpret ideas, expectations, and concerns of the congregation to the pastor
- Shares and helps interpret ideas, expectations, and concerns of the pastor to the congregation.

Membership: Committee members are appointed by the church council in collaboration with the pastor, with the pastor having final say in approval/disapproval of appointments. It is recognized that unique skills and attributes are needed for this service and upholding confidentiality is crucial. An optimum number is 5 – 7 members, and always includes the pastor. Members agree to serve a three-year term. Every effort is made to rotate the membership schedule by odd and even years to maintain continuity as new members join.

Meetings: The committee meetings are closed in order to respect confidentiality and are held at least quarterly.

2. Grant Committee.

Function: to support the mission and outreach of Douglas Congregational UCC, the congregation strives to give as much as possible to others in need. Douglas Congregational UCC shall accomplish this by directing our donations to those non-profit organizations or individuals whose activities are consistent with the Church's Mission Statement:

To grow together spiritually as progressive Christians, welcoming all; pursuing peace, justice, love and healing for all creation.

The procedure for administering grants is set forth in the Financial Procedures Handbook.

3. Financial Oversight Committee.

Function: to perform the tasks of the Investment Advisory Committee in overseeing the investments of DUCC, to review financial issues relating to DUCC, and to advise the Church Council on financial issues and transactions.

4. Planned Giving Committee.

Function: to create and manage planned giving opportunities to DUCC through various personal estate documents and other financial mechanisms.

5. Capital Campaign Committee.

Function: to create and manage the fundraising required for major DUCC campus facility improvements as directed by the Church Council.

6. Facilities Planning Committee.

Function: to assess the existing physical facilities in relation to current and projected congregational needs and to engage professionals in developing a capital facilities plan to address these needs.

7. Stephen's Ministers.

Function: to provide one-to-one care for people in crisis.

Other DUCC Committees whose membership is not appointed by the Church Council.

1. Social Justice

The Social Justice Committee raises awareness and takes action aimed to influence local, state and national decision makers on matters of social justice.

2. Creation Justice

The Creation Justice Committee practices wise stewardship of the earth's resources and provides outreach in the community for environmental concerns.

3. Tutoring Program

The Tutoring Program provides one on one tutoring between a child and adult to assist in the child's success in school.

4. Growing Together Spiritually

DUCCs desire to grow together spiritually is the reason for various workshops and classes that are presented throughout the year on various topics to enhance and deepen our spiritual experience.

5. Congregational Care

Congregational Care provides care to those in the community in need of assistance due to illness, medical conditions and other debilitating situations by providing services ranging from errands, light housework, to meal preparation, rides, childcare and yard work.

2-10 Policy on Fundraising, Gifts, and Donations

All fundraising monies except those designated for the Memorial Garden are to be

deposited into the general operating fund for use to meet current financial obligations. Any fundraising monies not used for operating expenses would be used to address projects from the project priority list established by Council.

All gifts or donations stipulated for specific projects, programs, or acquisitions would need Council approval.

2-11 Policy on Reporting Funds in the Weekly Bulletin and E-Pistle

The reporting of funds from Retreat House use, Douglas Social funds, weekly giving, and other potential sources of revenue should be individually reported in the weekly bulletin and E-Pistle.

The combining of funds may be misleading. Consolidating only those line items that are in the budget for reporting in the weekly bulletin, offers a better alternative. Other monies, would receive a separate notation in the bulletin as those situations occurred throughout the year.

3-1 Policy-Facility Use Schedule

Douglas Congregational United Church of Christ recognizes that there are buildings on the Church campus that are capable of being used by members of the Congregation and other members of the community. Usage is subject to the restrictions contained in the Financial Procedures Handbook

3-2 Policy – Memorial Garden Guidelines

Arrangements for cremation and transportation of cremains to the church must be made in consultation with a licensed Mortuary facility. The Mortuary will provide a death certificate and certificate of cremation.

Arrangements for a funeral and burial service should be made in consultation with the church Pastor.

Upon Burial, the death certificate and cremation certificate provided by the Mortuary shall be filed with the Saugatuck Township office. The Church shall keep two copies; one filed at the church and another filed at the Retreat House.

Ashes are to be placed directly into the ground in designated areas. The exact location will not be marked in any way. It is understood that relocating the ashes in the future will not be feasible as they will be commingled with other remains.

A space on the Memorial Wall for a plaque to recognize the deceased shall be provided. All plaques shall be cast bronze, uniform in size and design; with deceased name, date of birth and date of death. Any additional text must be approved by the Church. Plaques

must be ordered by the Church and installed by the church Trustee. The cost of the plaque will be determined at the time of order and is the responsibility of the deceased's family.

To provide perpetual beautification, care and maintenance of the Memorial Garden, an application fee of \$200 shall be charged to church members and friends; a fee of \$400 shall be charged to all others. Costs are subject to change, but may be paid in advance to protect against future cost increases.

Fresh flower memorials may be placed in designated containers below the Memorial Wall, with faded flowers removed at the discretion of the church Trustee. Annual flowers may be planted, but bushes, shrubs, trees, perennial and artificial flowers are not permitted. Monetary donations for seasonal planting of the flower urn will be gratefully accepted.

The deceased shall be entitled to two pages in the Church Book of Life which is on permanent display in the Church sanctuary. The family may select photographs, letters and other tributes to be inserted in the pages as a permanent memorial to the deceased. The Book of Life is regularly available in the church, but may not be taken from the premises.

An Application for Burial Cremains is attached as Appendix 1.

3-3 Policy on Lending of Church Property

The practice of lending Church property (as specified in the list below) shall be allowed, provided that a \$50.00 security deposit is paid to; guarantee return of items by the following Sunday, and/or to cover any damage or replacement costs. Furthermore, a Coordinator shall be designated by Council to oversee such transactions. (If there is in question an ability to pay, the coordinator may waive the security deposit.)

Items to be lent:

- Tables
- Chairs
- Large coffee urn
- Carafes
- Large pots
- Ladders
- Punch bowl

Items not to be lent:

- Gas grill
-

3-4 Policy—Parsonage Retreat House

The Retreat House welcomes overnight guests of all faith traditions who are seeking a place

of spiritual retreat. That is its mission and purpose. The Retreat House, therefore, is not to be used as a short or long-term vacation rental or temporary housing. Our church remains committed to assisting those in our community in need of transitional or permanent housing, but the Retreat House is not intended to be used in that capacity. On special occasions, the Retreat House may serve as overnight accommodations to visiting ministers, guest speakers, presenters or others under the discretion of the Pastor and the Church Council.

4-1 Organizational Policy on the Isabel Graham Fund

The Isabel Graham Fund was established to manage the bequest of Isabel Graham and other bequests and donations to Douglas United Church of Christ.

Unrestricted donations will be accepted at any time.

The acceptance of restricted donations is subject to Church Council approval.

The Isabel Graham Fund's purpose is to assure the long-term viability of the church and its mission.

The Church shall use the Isabel Graham Funds assets to directly support expenses related to the Church's mission and large capital expenditure projects of the church. Every effort should be used not to use assets to support the ongoing operating expenses of the Church but, under emergency cases, funds can be used to assist in church operations.

Funds transferred from the Isabel Graham Fund to the Church will be calculated annually based upon the following. The Annual transfer will be calculated by multiplying 3% times the average for the last three years of the total investment of the Isabel Graham Fund invested in the United Church Funds (exclusive of the value of the 88 Spring Street property). This withdrawal will be distributed quarterly from the Isabel Graham Fund to the Church Operating checking account on the first day of each fiscal quarter. Said withdrawals will be spent on mission grants and projects approved by Church Council according to Policy 4-3.

The Church Council shall review the performance of the Isabel Graham Fund in conjunction with Policy 4-2.

Policy approved by Council December 15, 2020

4-2 Policy on Investment of Isabel Graham Trust

1. The Church's Council and the Financial Oversight Committee can establish investment accounts with the United Church Funds (UCF) and invest the monies in other opportunities (i.e. real estate).
2. To authorize the current Church Council Treasurer and the Financial Oversight Committee Manager to execute future transactions related to the Church's investments with the UCF. Any change in the ratio between equity and fixed-income investments shall be subject to the Church Council's prior approval.
3. To instruct the UCF to reinvest all of the earnings from each fund and withdraw funds on an annual basis based on the following. The annual withdraw will be

calculated by multiplying 3% times the average for the last three years of the total investment of the Isabel Graham Fund invested in the United Church Funds (exclusive of the value of the 88 Spring Street property). This withdraw will be distributed quarterly from the UCF Isabel Graham Investment Fund to the DUCC checking account on the first workday of the quarter. Said withdraw to be spent on projects approved by the Church Council according to Policy 4-1 "Policy on Isabel Graham Fund."

4. The Council shall review the performance of the UCF Funds and the percentage of earnings' distribution ratio annually to determine if there should be any adjustment in the mix of funds or earnings' distribution.

4-3 Policy on Mission and Outreach Giving

Operating Guidelines

I. Accountability

Responsibility for adhering to these guidelines and procedures lie with the Church Council. However, the Church Council is free to form a subcommittee, from within its number, or a separate committee, formed from the church membership, answerable to the Church Council, to carry out these Guidelines and Procedures.

II. Mission giving

The Church Council will designate not less than 10 per cent of the Annual Budget for Mission and Outreach. In accordance with Policy 4.1, the Isabel Graham Fund remits to Douglas Congregational UCC 3 per cent of the value of the investment averaged over the previous three years to support the church's mission and outreach.

III. Support to the mission of United Church of Christ

Douglas Congregational UCC recognizes and supports the following programs of philanthropy and stewardship of the United Church of Christ. Gifts to these programs are made annually according to the schedule listed here:

1. **Our Church's Wider Mission**—DUCC gives in accordance with our Conference's guidelines.
2. **The Christmas Fund**—DUCC matches the amount collected at our Christmas Eve Service.
3. **One Great Hour of Sharing**—DUCC matches the amount from a special collection during Lent.
4. **Strengthen the Church**—DUCC matches the amount from a special collection during Pentecost.
5. **Neighbors in Need**—DUCC matches the amount from a special collection in early October.

IV. Support for certain missions within Douglas UCC

Some expenses for programs and activities aimed to provide relief or comfort to people within or outside the congregation may be covered under Mission and Outreach. This might be especially true when a new program, approved by the Church Council, is in a startup phase and/or the amounts needed were unknown at the time the annual budget was prepared.

4-4 Endowment/Asset Policy Statement

Douglas Congregational United Church of Christ

Endowment/Asset Policy Statement

Introduction

- A. Douglas Congregational United Church of Christ in accordance with our mission and vision statements for long-term growth, mission and ministry of our church, has developed this statement to guide our church's management of endowment, long term and short-term assets with regard to the spending policy, investment management, and gift acceptance procedures in accordance with generally accepted accounting and management practices for non-profit organizations, including but not limited to, the Uniform Prudent Management of Institutional Funds Act (UPMIFA) and other applicable state and federal laws and guidelines.**
- B. Policies set forth in this document are intended to be used as guidelines with regard to the general management of the assets, consistent with the long-term and short-term objectives of the assets while providing sufficient flexibility to meet changing market conditions or changes in overall objectives of the assets.**

Mission Statement

Mission: At Douglas United Church of Christ, our mission is to grow together spiritually as progressive Christians, welcoming all, pursuing peace, justice, love and healing for all creation.

Vision Statement

Vision (2018-2023): To be a progressive and inclusive spiritual community with a powerful voice, advocating peace, justice and love in the world.

Governance

- A. See "Investment Policies" below delineating the responsibilities of the Church Council and the Investment Advisory Committee.¹
- B. Changes to any part of this policy may be made by written recommendation of the Committee to the Church Council and voted upon as required by the Church's constitution, by laws, or other governing document.

Gift Acceptance Policy

The Church will accept a variety of types of gifts which will be utilized for the benefit of the Church and managed in accordance with the distribution and investment policies set forth in this document. Upon request, a copy of this policy will be given to prospective donors to educate the donors on the policy guidelines. The Investment Advisory Committee will work with all parties to accept all gifts but reserves the right to reject a gift that is deemed to not be in the long-term best interests of the Church.

- A. **Donor-Specified Purpose-** If a gift is given with the donor specified intent to be

¹ The duties and responsibilities of the Investment Advisory Committee have been assumed by the Financial Oversight Committee as of August 2019.

used to fund a specific ministry or use, the Committee will honor the request of the donor and manage the gift based upon the guidelines put forth in this document. If a gift is given without a donor-specified purpose, those funds will be deemed to be unrestricted, and therefore the Committee and the Church Council will determine the use of the funds as required or dictated by the needs of the Church.

- B. **Gift of Stock, Bonds, or Financial Instruments-** A gift of stock, bonds, mutual funds, or other security, whether in certificate or book form, will be liquidated within a suitable time frame based on market conditions. After liquidation, the proceeds from the sale from the security will be invested based upon the guidelines of the investment policy.
- C. **Gift of Real Estate or ill-liquid Assets-** A gift of real estate or like ill-liquid assets will be liquidated in a suitable timeframe based on market conditions. Upon liquidation, the proceeds will be invested based upon guidelines in the Investment policy. If the Church Council determines that the sale of the asset is not in the long-term interests of the Church, the Council will not be required to manage the asset or act in a fiduciary capacity with regard to the asset.
- D. **Gifts of Life Insurance Policies-** A gift of a life insurance policy will identify as the beneficiary of the policy as “Douglas Congregational United Church of Christ”.
- E. **Segregated Funds-** A new fund may be established with the approval of the Church Council, in accordance with church by-laws.
- F. **Named Funds-** Such a fund may be identified as a “named” fund in association with the donor(s) and may be either a restricted or non-restricted fund. Special considerations may apply in approving “named” funds.

Spending Policy

- A. The goals of Funds will be to make periodic distributions, in accordance with the capital requirements of the Church and any mandates of the Funds, based on a total real (net of fees) return basis. The Church Council will be responsible for establishing policies regarding the annual expenditure formulae of the Funds, in accordance with church by laws.
- B. The Committee will determine the spending amounts based upon Church Council policies and as dictated by donor restrictions, end of fiscal year account balances, including principal and gains/losses from investment income and realized and unrealized capital gains.

Investment Policies

Purpose

This policy establishes investment objectives, policies, guidelines and eligible securities related to all assets held by Douglas Congregational United Church of Christ (DCUCC), primarily for investment purposes. In doing so the policy:

- Clarifies the delegation of duties and responsibilities concerning the management of DCUCC funds.
- Identifies the criteria against which the investment performance of the investments will be measured
- Communicates the objectives to the Church Council, investment managers, brokers,

donors, congregation, and funding sources that may have involvement.

- Confirms policies and procedures relative to the expenditure of DCUCC funds.
- Serves as a review document to guide the ongoing oversight of the management of DCUCC's investments

Delegation of Responsibilities

The Church Council has the direct oversight role regarding all decisions that impact DCUCC's institutional funds. The Church Council is responsible for establishing an Investment Advisory Committee to manage the DCUCC investment funds.

Responsibilities of the Church Council

The Council will ensure that its fiduciary responsibilities concerning proper management of DCUCC's institutional funds are fulfilled through appropriate investment structure, internal and external management, and portfolio performance consistent with all policies and procedures. Based on the advice and recommendations of the Investment Advisory Committee, the Church Council will:

- Select, appoint and remove members of the Investment Advisory Committee. The Advisory Committee will be made up of volunteers within the Church who perform their duties prudently and solely for the benefit of the Church. Any conflicts of interest by a member or other party should be avoided when possible, and always as required by law. Conflicts should be immediately disclosed to the Committee in writing.
- Approve investment policies and objectives that reflect the overall mission of the church and investment-risk orientation of long-term investments.

Responsibilities of the Investment Advisory Committee

The individual members of the Investment Advisory Committee are not held accountable for less than desirable outcomes, rather for adherence to procedures set forth in this policy. More specifically, the Advisory Committee will act in a fiduciary capacity as an investment steward for the overall management of Funds. In doing so, the Committee will:

- Determine the acceptability of a variety of types of gifts
- Determine the investment philosophy of the Funds
- Review financial performance of the Funds
- Make recommendations to the Church Council of changes in investment philosophy and/or specific investments to the Funds
- Make an annual report to the Congregation on pertinent investment activities and overall performance of investment funds
- Monitor and evaluate the performance of all those responsible for the management of institutional funds
- Meet not less than two times a year
- Provide a report of accounting and investment results to the Church Council within 30 days after such Committee meetings

Investment Considerations

In making any decision relative to the investment or expenditure of institutional funds, each of the following factors must be considered and documented in the minutes or other records of the applicable decision-making body:

1. General economic conditions
2. Possible effects of inflation or deflation
3. Expected tax consequences, if any, of investment decisions or strategies
4. The role that each investment or course of action plays within the overall investment portfolio of the fund(s)
5. Expected total return from the income and appreciation of investments as well as associated fees of investment managers
6. Other resources of DCUCC
7. The needs of DCUCC and the funds to make distributions and preserve capital
8. An asset's special relationship or special value to DCUCC's mission and objectives

Guidelines for Investing Church Operational Fund:

The purpose is to provide sufficient cash to meet the day-to-day financial obligations of DCUCC in a timely manner.

Objectives:

1. Preservation of capital
2. Liquidity
3. To optimize the investment return within the constraints above

Guidelines: operational funds will be invested in:

1. Interest bearing checking accounts with local banking institutions
2. Investment funds managed by United Church Funds or other Church approved Investment managers.

Long Term Reserve Fund:

The purpose of the Long-Term Reserve Fund (Isabel Graham Trust Fund) is to provide secure long-term funding for the mission of DCUCC. The assets of this fund will be managed in such a way as to facilitate the DCUCC's goals and objectives as outlined by the Church Council. Expenditure of the principal is Council designated with approval of the DCUCC's Congregation. The yearly return or portion thereof may be utilized for specified purposes as detailed in Church policies.

N.B. Other Long-Term Reserve Funds may be established by the Church Council as they relate to specific needs of the Church and/or specific donor bequests. Specific guidelines in relation to such fund(s) expenditures will be developed accordingly.

Objectives:

1. Long-Term growth of capital- to emphasize the long-term growth of capital while avoiding excess risk. Short-term volatility consistent with the volatility of a comparable market index is anticipated, though management should strive to contain it.
2. Preservation of purchasing power- To achieve returns in excess of the rate of inflation plus spending over the investment horizon.

Guidelines: long-terms reserve funds will be in accordance with the following asset allocation guidelines:

Asset Class	Minimum	Maximum
Equities	30%	70%
Fixed Income	30%	70%
Cash Equivalents	0%	20%

1. Long term reserve funds will be invested with funds managed by United Church Funds or with other Church approved investment managers.
2. Prohibited equity investments include: initial public offerings, restricted securities, private placements, derivatives, options, futures and marginalized transactions. Exceptions to the prohibited investment policy may be made only when assets are invested in a Mutual Fund(s) that periodically utilizes prohibited strategies to mitigate risk and enhance return.
3. Prohibited fixed income investments include: private placements, derivatives (other than floating rate coupon bonds), marginalized transactions and foreign denominated bonds. Exceptions: only when assets are invested in a Mutual Fund(s) that periodically utilizes prohibited strategies to mitigate risk and enhance return.

Legacy Fund:

The purpose of the Legacy Fund is to provide permanent funding for the mission of DCUCC. The assets of this Endowment will be managed in such a way as to facilitate the church's goal and objectives. The principal is permanent and irrevocable; thus, it can never be spent. At the discretion of the Church Council, up to 100% of the yearly total return may be utilized for program and agency expenses unless restricted for specific purposes by the donor(s).

Objectives and Guidelines: Same as those above for Long-Term Reserve Fund(s)
Endowment Policies will be established by the Church Council with approval of the Congregation.

Other Church Identified Funds

The Church may establish other opportunities for giving which may be considered as short-term funds. These funds will be specific in nature as to their spending purposes, i.e. *Building Fund, Music Fund, Pastoral Support Fund, Technology Fund, Community Outreach Fund, etc.*

Donations to these funds will be managed in the same manner as Long-Term Reserve Funds above. Accounting for each fund will be segregated with reporting quarterly to the Church Council and annually to the Congregation.

Spending of assets in these funds is restricted to the intended purposes of each fund and is managed by the Church Council as disbursements are requested in writing and evaluated according to the stated purpose/intention of the fund in question and the fund balance in relation to anticipated future requests.

Performance Measurement Standards

The investment goal of the Investment Funds is to achieve a total return (income and appreciation) of 5% after inflation, over a full market cycle (3-5 years).

Evaluation of fund investments occur regularly at Investment Advisory Committee meetings and utilize current industry recognized asset indices.

Sources: *New York Council of Nonprofits, "Sample Nonprofit Investment Policy Guidelines" 2014; Montana Nonprofit Association, "Sample Investment Policy 2", "United Church Funds- Endowment Policy Statement: Template for Local Churches". No date specified.*

4-5 Audit.

Audits of the DUCC financial records have been discussed by the Church Council on numerous occasions over many years. The cost of an official audit has been deemed to be cost prohibitive. However, the Church Council shall direct an audit (either formal or informal) to be performed not less than every three years and may so direct at any other time deemed by the Church Council to be necessary or prudent as circumstances dictate.

4-6 Protecting the Privacy of Employees and Donors.

The State of Michigan adopted the Identity Theft Protection Act (Act 452 of 2004) to minimize the risk of identity theft. It requires anyone who stores or maintains certain information about an individual to maintain a written plan to protect that information. The personal information covered under this law is a person's name in combination with their Social Security number, state-issued identification card number, or financial account, credit or debit card number. At DUCC, this information may be a part of personnel records, 1099 forms, pledge cards, photocopies of checks, or the checks themselves. DUCC adopted a Data Security Procedure in the Financial Procedures Handbook (See page 8) to comply with this requirement.

4-7 Record Retention.

The organization of our church files is important for a number of reasons. Files are kept securely at the church's official location of business. Annual files should include bank statements, IRS and state correspondence and reports filed, vendor files for paid bills, and deposit records. Permanent files should include legal papers, as well as any documentation regarding restricted gifts. All financial records should be clear and properly filed so they are easy to find and easy to follow. Clear records also make for a smooth transition of newly elected church officers when the current officers' terms expire. More specific requirements are set forth in the Financial Procedures Handbook.

A record shall be made of any personal property gifts accepted by the church. In the event that the church no longer wants a personal property gift as a part of its common life, efforts will be made to return the gift to the original donor (if identifiable and contactable) who could then determine its disposition.

APPENDIX 1

Application for Burial of Cremains

56 Wall Street - PO Box 519 -Douglas, MI 49406 - 616.857.2085

"God gave us memories so that we might have roses in winter."

J.M Barrie

This application for the burial of cremains assures that a burial site has been provided, along with a space for recognition on the Memorial Wall.

Cremains are placed directly into the ground; internment containers are not permitted. The exact location of interned cremains will not be marked in any way.

The names of the faithful departed who rest in the Memorial and Meditation Garden can be recorded on a bronze plaque, to be added to the Memorial Wall within the garden.

Two pages in the Memorial Book of Life will be available for those who wish to record memories of the deceased's life. The book will be on permanent display at the back of church.

Application fee \$ - provides perpetual beautification, care and maintenance of the Memorial Garden. (For current fee structure, reference Church Policy 3-2.)

Bronze Plaque fee \$ - cost of the plaque will be determined at the time of order and is the responsibility of the deceased's family.

Enclosed is the amount of \$ payable to the Douglas Congregational UCC Memorial and Meditation Garden.

I hereby request the burial site for the remains of:

Name (Please Print)

Date of Birth

Death

Signature:

Date

Witnesses:

Date

Copies of the document go to the church and to the applicant.

APPENDIX 2

Douglas Congregational United Church of Christ Parsonage Retreat House

Mission: The mission of the Douglas Congregational United Church of Christ Parsonage Retreat House is to provide a peaceful place of rest, renewal and reflection for all those seeking to strengthen their relationship with God.

Description: *Be still and know that I am God ...* The pace and demands of our lives often keep us from listening to God's small still voice. We can easily miss God's calling to live life fully in purpose, and love.

The Douglas UCC invites you to listen and discern God's presence in a unique, contemplative setting - the Parsonage Retreat House. Once an actual parsonage, this two-story 19th century home has recently been renovated and re-imagined to provide a quiet, comfortable and reflective stay.

Here you will find a place of rest and renewal which welcomes all who wish to reflect on their lives and relationship with God. The parsonage Retreat House is located in the friendly Village of Douglas, close to Saugatuck and Lake Michigan, along the banks of the Kalamazoo River; an area well known for its beauty and inspiration to countless artists and artisans.

There are three guestrooms, all on the second floor of the Retreat House, which is not handicapped accessible. All three guestrooms share one full bath. Linens and towels are provided for your stay; food is not. A variety of food choices are available in local stores and restaurants within walking distance of the Retreat House.

Reservations: Reservations must be made in advance with the Pastor via phone or email. A suggested donation is \$75.00 per person, per night. Contributions will be used only for the long-term maintenance of the retreat facility and related programming.

Pastor's Office: The Pastor's Office is located on the main level of the Retreat House. At retreatant's request, the Pastor may be available for one-on-one spiritual direction. Requests for spiritual direction should be expressed at the time of reservation.

Weekly Book Study/Prayer Groups: Retreatants will be made aware of days/times of any weekly Book Study, Centering Prayer or other church groups which may be meeting on the main-level of the Retreat House during retreatant's stay.