

First Universalist Church of Auburn Maine, Unitarian Universalist  
**Board Response to 11/6/22 Congregational Vote**

**Purpose/Background**

- To address the motion adopted at the November 6, 2022 congregational meeting.
- October 29, 2022 session with Leah Boyd laid the basis for the November 6, 2022 meeting.
- November 6, 2022 adopted motion:
  - Continue the Pleasant Street Drop-In Center.
  - By April 17, 2023. The Board of Directors and the Pleasant Street Drop-In Center Steering Committee will present recommendations regarding the future parameters of the Pleasant Street Drop-In Center.
  - Continue discussion and discernment with the goal of re-establishing balance between and among the various Church Ministries (the Board will lay out the details soon)
  - Request that the Pleasant Street Drop-In Center Steering Committee explore other collaborators and sites for the Pleasant Street Drop-In Center.
- Since November 6:
  - 4+ months of observation/interaction/discussion.
  - Exhaustive review of Facebook, email, and individual conversations by Board President to identify 100 specific questions, issues, and concerns which were then all reviewed by the Board and Rev. Jodi.
  - 2 discernment sessions with and recommendations (both written and verbal) from Rev. Paul Langston-Daley.
  - Board discussed and approved plan for engaging the Pleasant Street Drop-In Center Steering Committee group in the process of creating operational parameters with the goal of re-establishing balance between and among the various Church Ministries.
  - Board President created a preliminary operational parameters document for discussion.
  - 2 lengthy meetings between the Board President and the Pleasant Street Drop-In Center group, recorded by the Board Clerk and attended by Rev. Jodi.
  - Board reviewed meetings and resulting document at April 5, 2023 Board meeting, which was open to and attended by members of the congregation.
- The Board also recognizes the need for ongoing review and updating of general church policy documents.

## Parameters Specific to the PSDiC

1	The Board and PSDiC leadership will review this document biannually. The first review will be conducted the first week of June, 2023 and November, 2023.
2	Changes to these parameters may be made by the Board in consultation with the PSDiC outside of the biannual review process.
3	The PSDiC is a Church committee and will follow Church systems of operation (TBD).
4	Changes to PSDiC regular scheduled operating hours/days must be approved by the Board.
5	The PSDiC will not operate during the following times: like the week prior to the Gingerbread Fair, the weekend of the Gingerbread Fair, Christmas Eve, or during large funerals. Otherwise, there needs to be a 3-week notice to the PSDiC before a Sunday event in the vestry.
6	The PSDiC will continue to pay for their own consumable goods, cleaning supplies, professional cleanings, and make a monthly financial contribution to the general Church fund for utilities and printing. Amount TBD by Finance Team.
7	The PSDiC will investigate the possibility of Saturday operation instead of Sunday.
8	The PSDiC will notify the Board when a guest has been issued a No Trespass Order by the police or if action has been taken under the Disruptive Persons Policy. The information will be added to a binder for anyone who wants the information. The binder will be kept in the office.
9	The PSDiC entrance will be the keypad door direct to vestry. If there is an event (such as a wedding or funeral), the PSDiC will use the kitchen entrance to go in and out.
10	There will be an open/closed sign (similar to a business) on the side vestry entrance door for PSDiC guests to know when the PSDiC is open.
11	The PSDiC will install a bike rack in a location that does not block or hinder access to any entrance. Location TBD.
12	All trash must be removed from the building after each operation, either offsite or to an on-site locked dumpster or trash cans (paid for by the PSDiC).
13	All bathrooms used by the PSDiC must be cleaned after each operation.
14	New sharps containers will be installed at legally required height in all bathrooms used by the guests.
15	The PSDiC will continue to follow their internal Training Manual (current version as of 3/20/23), and will inform the Board when changes are made.
16	The PSDiC will continue to make monthly financial reports to the Church's Finance Committee.
17	Hiring staff and subcontractors needs to follow Church process (TBD).
18	Appliance changes that require electrical and/or plumbing work must be done by professionals.
19	Damaged equipment and Church property will be replaced to the like or repaired by professionals.
20	There will be a designated contact person who can respond if issues arise when the PSDiC is closed.

## Parameters Applicable to All Church Committees/Groups

1	All operations must be in accordance with federal, state, and local ordinances, laws, and codes; insurance and liability requirements (TBD); and Church bylaws and policies.
2	Committee activities that occur in the Church building outside of regular scheduled events must be added to the Church calendar if expected to last more than 1 hour or to have a substantial physical or sonic impact in common areas. Exceptions will be allowed for facility emergencies.
3	The kitchen is a shared space. All Committees are entitled to space in the kitchen if needed. All Committee-specific food/consumables in the kitchen must be clearly marked. There will be a section for general use.
4	On Church grounds there will be no: smoking, drug use, drug dealing, obvious intoxication, fighting, yelling obscenities, panhandling or soliciting for money, interaction with unaccompanied minors.
5	All event leaders will walk through the entire Church building after each operation to ensure the building is empty of people and all exterior doors and windows are locked.
6	All people who are known to be sex offenders must meet with the Minister to create a safety plan when they are on Church grounds.
7	When a person has been issued a No Trespass Order by the police or if action has been taken under the Disruptive Persons Policy, the information will be added to a binder for anyone who wants the information. The binder will be kept in the office.
8	The main lobby will be kept clear.
9	All Church committees or events will remove their own trash.
10	Hallway and stairs between vestry and mezzanine level must be kept clear.

