 <p><b>Unitarian Universalist Congregation of Las Vegas</b></p> <p><b>Policies, Procedures, and Guidelines</b></p>	Policy: 4.05 Rev. 1	Date: 01/16/12	Page 1
	Board Approval: <i>Bette LaCombe</i>		
	Title: Hosting Family Promise Families		

## UUCLV Family Promise Program

### Policy , Procedures and Guidelines


The members of UUCLV come together at their annual General Meeting each year and vote upon the request of the Social Justice Council (SJC) to have our members and friends support our partnership with the local non-profit agency called Family Promise of Las Vegas and commit our space, time and energy to providing shelter for at least two weeks of the year to homeless families in the Family Promise program.

Procedures are needed to clarify expectations of this participation and to address costs. This is a major commitment of both our building resources and our congregation's personal time and energy. Families stay in our building at least twice a year, for one week at a time, and they need the use of our Social Hall for eating and social activity and our Worship Hall for temporary sleeping quarters. Care needs to be taken that all congregation requirements are accommodated. Scheduling this event falls under Policy 4.01, which will be carefully followed.

#### **Responsible Parties:**

The UUCLV-Family Promise coordinator(s) is a member of the Social Justice Council, and will: schedule the sheltering of the families in the building, minimizing and resolving conflicts for space, using Policy 4.01; and recruit church volunteers to set up, clean up, unlock the building, greet the families, be dinner hosts and overnight hosts, provide food for meals and to lock and secure the building upon leaving in the morning.

The SJC fully budgets for this activity within its own funds, using part of the money raised by providing Coffee Hour refreshments once a month. The budgeted amount of these funds are then transferred to the Expense line item "Family Promise" #5.300.009 in the budget, as needed. This will provide necessary funds to fulfill our obligations while the families are with us and the income will come from the Social Justice Committee restricted funds.

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The UUCLV-Family Promise coordinator will submit a calendar request to use the Worship Hall and the Social Hall, during the week the families will be housed as is normally done per Policy 4.01.

Upon request by the UUCLV-Family Promise coordinator, the Building and Grounds Committee will reprogram the heating/air conditioning controls for the times the families are in the building, normally from 5pm to 7am.

The Program Council will resolve any conflicts, as necessary per Policy 4.01.

Upon receiving a request from Family Promise for UUCLV to take any additional week(s), it will be the Program Council or Board of Trustees who will decide if the families can be scheduled for more than two weeks in any one-year period.

### Procedures


The UUCLV-Family Promise coordinator schedules our involvement by:

- Participating in the annual scheduling session where the participating faith houses reserve the weeks they will house the families.
- Preferably, scheduling the families for two weeks a year, one at Thanksgiving, and one during Easter week, as these weeks are normally difficult ones for other churches to accommodate the families in their buildings.
- Scheduling families for additional weeks **only** when an urgent request is received from Family Promise of LV and only upon approval from the Program Council or Board of Trustees.
- Scheduling the event at least one week in advance of the families arriving, per Policy 4.01..

The UUCLV-Family Promise coordinator minimizes and avoids conflicts in the following ways:

- Using Policy 4.01, which addresses the priority of events in using the building.
- Being sure to avoid days when congregational activity uses most of the building space, e.g., Faith Development workshops, board retreats, and Agave Spirit Grove sabbats, etc.
- Helping the church office staff contact other users in the building.



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- Designing sleeping spaces for the families that will accommodate other users' needs to the fullest, paying special attention to the needs that the congregation may have during the week, when the families will be in the building.
- Coordinating with the Building and Grounds Committee to reprogram the heating/air conditioning controls.
- Referring unresolved conflicts to the Program Council.

The UUCLV-Family Promise coordinator recruits volunteers and makes sure that:

- Church volunteers accompany the families when they are in the building, both to attend to needs of the families and to make sure that the building is taken care of and secure.
- The volunteers know how to check the building inside and out, make sure the building is ready for use by others, lock and unlock the doors, and work the alarm system.
- Those who need them have building keys and they are collected from volunteers after the event.
- volunteers who overnight with the families in the building have a checklist and phone numbers of Family Promise of LV director, Terry Lindemann, the UUCLV program coordinator and Buildings and Grounds chair, to call in case of any kind of emergency, problem or question concerning the families or the building.

**Summary:** Hosting homeless families through the Family Promise program has been an important part of UUCLV's social justice work for many years. Our congregation knows that it is an important and valuable service to our community. This overall policy and the underlying procedures should not be construed to be prohibitive. They are intended to provide efficient and effective administration of this project within the congregation. They will remain in effect until revision is required, accomplished and approved by the BOT.