

**UUFSD Policy and Procedure Document****Policy ID: 310****Title: Hiring of Personnel and Staff****Date Approved: June 30, 2019 by the Board of Directors****Date Revised: January 7, 2021**

It shall be the policy of this Fellowship to hire only non-members for the positions of Congregational Administrator, Music Director, Director of Religious Education, Accompanist, Audio Visual Technician, Bookkeeper, Custodian and any personnel who is directly supervised by the minister. Immediate relatives of members (spouse or partner, child, sibling, or parent) will not be considered for these positions. People holding any of the Fellowship staff positions enumerated above shall be ineligible for membership, unless they first resign from said position.

Religious Education Teachers, Childcare Workers, Set-up Staff may be members or relatives of members at time of hire, with board approval, although these positions shall also be competed outside the Fellowship. Board approval will be sought after the member candidate is interviewed and chosen as the top candidate, but before a job offer is made.