**Proposed Amendment to UCFL Policy Document – Operations Section**

The confidentiality of specific information is important to the sacred safety with which we maintain it at UCFL. As such, the Giving and Financial books of the church, and information regarding Kids and Family Programs are deemed confidential. Furthermore the membership list and attendee list, and mailing lists are deemed confidential. This information is stored in the softwear Planning Center.

This information should be available to the officers of the Board of Trustees during their term in office, the Sr. Minister, other designated staff members as the Sr. Minister assigns on staff. And by a few designated volunteers which provide specific services to the church, and are approved by Sr. Minister or the Board. This access is not given lightly. And the access should be removed when a person is no longer serving in the positions stated.