



# **A. How Do I...?**

UNITARIAN  
UNIVERSALIST  
CONGREGATION OF  
SOUTH COUNTY

*A guide for frequently asked questions about  
procedures in the Unitarian Universalist  
Congregation of South County.*

**As Of Annual Meeting, June 2011**

Use in Conjunction with Name & Contact Info Supplement Updated Annually

**HOW DO I ???  
A REFERENCE MANUAL OF COMMON TASKS & PROCEDURES  
Version Date June 2011**

**Table of Contents**

	<i>Page</i>
<b>1. BECOME MORE FULLY INVOLVED .....</b>	<b>5</b>
<i>Become a member</i>	
<i>Get a copy of the Visitor's packet</i>	
<i>Change my contact information</i>	
<i>Get listed in the church directory</i>	
<i>Get on the newsletter or email list</i>	
<i>Volunteer my time and talent.....</i>	<i>6</i>
<i>Join the choir</i>	
<i>Give feedback regarding music at Sunday services</i>	
<i>Get involved with entertainment and fun activities</i>	
<i>Small Group Ministry .....</i>	<i>7</i>
<i>Develop a new group, activity or program</i>	
<b>2. SEEK HELP &amp; COMFORT .....</b>	<b>8</b>
<i>Obtain pastoral services from the Minister</i>	
<i>Obtain pastoral service when the Minister is away</i>	
<i>Get help for a member experiencing a spiritual crisis</i>	
<i>Get help for someone needing temporary life assistance</i>	
<i>Arrange to see a Peggy Huddleston trained person before surgery .....</i>	<i>9</i>
<b>3. SEARCH FOR INFORMATION .....</b>	<b>10</b>
<i>Find a committee's job description</i>	
<i>Find a list of officers &amp; committee chairs</i>	
<i>Find someone's address &amp; contact info</i>	
<i>Find out if my proposed meeting/event conflicts with another church event</i>	
<i>Find out when the Board or a committee is meeting</i>	

Find out if service or an event is canceled due to weather  
 Find out what events/lectures/music offerings are happening and when  
 Find out how to propose a program or event  
 Get onto the Members only page on the website

**4. COMMUNICATE..... 11**

Make an announcement at Sunday service  
 Get information sent by congregation email  
 Get information included in the Sunday Order of Worship Insert  
 Get on the newsletter or email list  
 Get information into the newsletter  
 Get information posted onto the website..... 12  
 Connect with the church on Facebook  
 Get an event on the calendar..... 13  
 Get on the newsletter or email list  
 Contact the church (administratively)  
 Get photography or videography assistance  
 Get an event publicized in the local media  
 Get assistance with publicity for my event..... 14  
 Ensure affected persons are “in the loop” ..... 15  
 List of Board Members  
 Other personal growth groups & activities ..... 16

**5. USE THE UUCSC FACILITY.....17**

Arrange/reserve meeting/event space  
 Find out if I can use Hospitality supplies  
 Find out where equipment is stored  
 Find out how to dispose of trash & recycling after an event or meeting .....17  
 Volunteer to help at Fellowship  
 Help reduce our carbon footprint  
 Find out how to make the coffee ..... 18  
 Hospitality hour setup guideline  
 Arrange to donate excess food to Fellowship..... 20  
 Get the sound system to operate  
 Rent the facility for an event  
 Reserve use of the outside spaces for an event  
 UUCSC Facility Use Policy (January 2009)..... 21  
 Facility Usage Guidelines (October 2009)..... 22  
 Secure the facility if I am the last to leave (checklist) ..... 23  
 Gain access to the church ..... 24  
 Operate the sanctuary lights

**6. PERFORM COMMITTEE FUNCTIONS..... 25**

Purchase supplies for my committee  
 Request reimbursement  
 Collect & account for money from a fundraiser or event

<b>7. FINANCIALLY SUPPORT .....</b>	<b>26</b>
<i>Initiate my pledge</i>	
<i>Find out when is the church's fiscal year</i>	
<i>Know when to begin making payments if I pledge in April</i>	
<i>Change my pledge .....</i>	<i>27</i>
<i>Make payment toward my pledge</i>	
<i>Keep track of what I contributed</i>	
<i>Donate money by mail</i>	
<i>Donate stocks, bonds or mutual funds shares</i>	
<i>Include UUCSC in a bequest</i>	
<i>An overview of UUCSC's financial management team.....</i>	<i>28</i>
<i>Know whom to contact for my question/need</i>	
<b>8. Religious Education .....</b>	<b>29</b>
<i>Register my child</i>	
<i>Learn about the RE curricula</i>	
<i>Contact the Director of Religious Education</i>	
<i>Help in RE on an occasional basis</i>	
<i>Have a background check to work with the children .....</i>	<i>30</i>
<i>Get involved with the Sr. youth group or Jr. youth group</i>	
<i>Learn what qualifications must I have to be an RE teacher, advisor or volunteer</i>	
<i>Use the Nursery</i>	
<i>Get involved in the RE Committee</i>	
<i>Find out what do I do if my child has a special need .....</i>	<i>31</i>
<i>Help in the RE library</i>	
<i>Learn what to do if I have a concern or idea regarding any facet of the RE program</i>	
<b>9. Celebrate with Worship.....</b>	<b>32</b>
<i>Put on a lay-led or summer service</i>	
<i>Arrange for music at a service or event</i>	
<i>Arrange for childcare during worship</i>	
<i>Get permission for a donation box or special collection</i>	
<i>Contribute a floral display for worship service</i>	
<i>Get an Order of Worship template</i>	
<i>Order of Worship template .....</i>	<i>33</i>
<b>10. Governance &amp; Documents .....</b>	<b>34</b>
<i>Bring an issue or concern to the Board</i>	
<i>Get on the Board agenda</i>	
<i>Get minutes of past Board meetings</i>	
<i>Get a copy of the strategic plan</i>	
<i>Get a copy of the bylaws</i>	
<i>Get a copy of the 5 year Evaluation of UUCSC Ministry</i>	
<i>Get a copy of UUCSC's budget</i>	
<i>Get onto the Members only page on the website</i>	
<b>11. Ensure Safety And Security .....</b>	<b>34</b>
<i>Deal with a disruptive or threatening behavior</i>	

*Deal with a safety concern in the building*  
*Deal with a safety concern regarding policy & procedure* ..... 35  
*Know if a service or an event is cancelled due to weather*

**12. Work For Justice, Equity & Peace In The Larger Community ... 36**

*Get information about committees addressing Social Justice in the larger community*  
*Green Team/Green Sanctuary*  
*Common Ground*  
*Standing-on-the-Side-of-Love*  
*Contribute to causes in the community*  
*Share-the-Plate*

**HOW DO I ???**

**1. BECOME MORE FULLY INVOLVED**

**Become a member**

*Speak to our Minister or a member of the Membership Committee (purple nametags), pick up a **Path to Membership** flyer on the Visitor's Table in the foyer and attend the next set of three Path to Membership classes, held each Spring and Fall. And definitely make an appointment to speak with our Minister, Rev. Betty, who looks forward to meeting you.*

**Get the Visitor's Packet**

*Please stop by the Visitor's Table in the foyer any Sunday and receive one from a member of the Membership Committee or just pick one up from the table.*

**Change my contact information**

*Please use the yellow Welcome card in the hymnals to change your information and place it in the plate during Offertory collection or place it in the basket on the Visitor's table in the foyer. The yellow card is the prime resource for the church to add and update congregational information.*

**Get listed in the church directory**

*This can be accomplished by one of two ways:*

- *Either fill out a Directory Registry form in the blue binder in the Community Room on Sunday mornings **OR***
- *Check that request on the back of the yellow Welcome card in the hymnals and place it in the plate during Offertory collection or place it in the basket on the Visitor's table in the foyer.*

## **Get on the newsletter or email list**

*Fill out the yellow Welcome card found in the hymnals and place it in the plate during Offertory collection or place it in the basket on the Visitor's table in the foyer.*

## **Volunteer my time and talent**

*If you know what committee you'd like to assist, just call the chair of that committee. Committees and their chairs are listed on the back of the calendar in each month's newsletter and in the brochure found on the Visitor's Table in the foyer.*

*If you aren't sure what committee you might be interested in, please speak to a member of the Membership Committee (purple nametags). They will guide you using the Gifts and Interests Survey to find your best match(es).*

*In either case, there are many ways to help committees even if you aren't ready to join one yet. Just call the chair and start the conversation.*

*You are most welcome to assist for a single event to see if you enjoy the group or tasks. You do not have to be a member of the committee sponsoring an event to volunteer to help on an event. Committees frequently seek additional help for projects or events.*

## **Join the choir**

*Contact the Music Director or any Music Committee member to learn more about the choir. Be prepared to commit to Thursday night rehearsals at 7 p.m. and Sunday morning at 9 a.m.*

*The Music Director's schedule is from September through June of the church year. The choir sings regularly on Sundays from September through June.*

## **Give feedback regarding music at Sunday services?**

*Bring your feedback to any Music Committee member and/or the music director or use the worship committee suggestion box. Your feedback will then be shared with the rest of the Music Committee and the Music Director.*

## **Get involved with entertainment and fun activities**

*UUCSC has a Special Events Committee that organizes and arranges group activities. These include dances, concerts and like activities that promote local live performance while raising money for the church and its social mission activities. Occasionally there are group visits to plays, performances and museums.*

## Learn what Small Group Ministry is (and what it is not)

*Small Group Ministry is another way for people to build connections within our growing congregation. Groups of between 6 and 10 people create an environment in which we can come together to talk about the significant events of our lives and about the ideas that engage us. They are not therapy groups, affinity groups, or study groups. Inclusive small groups make time for each of us to be heard, and to practice the art of listening and ministering to each other.*

## How Do I Join a Small Group?

*At UUCSC new small Groups form in October and February. At those times there is an orientation workshop offered to interested congregants, and an opportunity to sign up to join a group.*

## Develop a new group, activity or program

- *Create a written description of the goals of the new group, activity, program, or event, including target population to be served, congregation resources needed and how the proposal fits within the congregation's mission*
- *Review if the proposed action(s) is within the charge of any existing committee and if appropriate, contact that committee for advice then-*
- *Present the proposal to the Chair of the Program Council to determine whether it can be accepted at that time or needs to be presented to the next Program Council meeting or needs further approval and discussion by the Governing Board \**
- *Communicate the goals and mission of the new group, activity, program, or event by employing the steps in the next section-use the steps that will maximize COMMUNICATION, given the time that is available*
- *Use the **Get Assistance With Publicity For My Event** guide in the COMMUNICATE section of this handbook to effectively promote and market your group, activity or event.*
- *- this policy statement recognizes that some activities may be short in duration or time sensitive if a response to an event. In those cases board president and chair of the Program Council can approve expedited use of the process.*

## **2. SEEK HELP & COMFORT**

### **Obtain pastoral services from the Minister**

*Just ask for an appointment with our Minister, Rev. Betty. You can call her office, 284-3321, email her at [bkornitzer@aol.com](mailto:bkornitzer@aol.com) or ask her personally for a time to meet.*

### **Obtain pastoral service when the Minister is away**

*The Pastoral Associates Team (PAT) is trained in providing Pastoral Care supplementing the work of the minister. When Rev. Betty is away, contact the Pastoral Associates Team leader for a pastoral care referral.*

### **Get help for someone experiencing a spiritual crisis**

*Call or email the minister. In her absence, contact the Pastoral Associates Team*

### **Get help for someone needing temporary life assistance**

*Contact the chair of the Caring Connection or any of its members. The Caring Connection ministry relies on referrals from concerned members and friends to identify folks needing help or personal support during times of crisis, emergencies or illnesses.*

*The Caring Connection sends card and makes telephone calls to provide a friendly and caring personal touch to those in need of help or assistance. The Caring Connection can provide meals and rides to church, shopping and medical appointments. Each intervention is tailored to the person's specific needs.*

## **Arrange to see a Peggy Huddleston trained person before surgery**

*Contact the coordinator of Wellness Team Ministry.*

### ***UUCSC's Wellness Team – Trained By Peggy Huddleston***

*Our Wellness Team and Rev. Betty were trained in a technique that helps people prepare for surgery, heal faster and use less pain medication. Our "Wellness Team" has taken two full days of training in this hospital-tested mind, body spirit technique that has been in use for over 20 years.*

*This program is also used successfully in lessening the side effects of chemotherapy, radiation, and the challenges of acute and long-term health issues. The method we have learned is validated by substantial clinical research done in major hospitals including the Brigham and Women's Hospital in Boston, and Kaiser Permanente in California. Many UUCSC congregants have benefited greatly from working with this method.*

*Our purpose is to reach out to members and friends of UUCSC who would benefit from experiencing this proven process. We are so happy to be able to bring this simple and beneficial technique to our faith community. With this method the Wellness Team helps people to help themselves. The process takes about one hour, teaches how to help your body heal, it is empowering and effective. We envision a community that focuses on Faith, Health and Spirituality and ministers to all these ways of being fully human.*

*The Caring Connection can refer people to the Wellness Team, or you can request a session yourself by contacting the Wellness Team Coordinator*

### **3. SEARCH FOR INFORMATION**

#### **Find a committee's job description**

*Our committee job descriptions are on our Website*

#### **Find a list of officers & committee chairs**

*Our committee job descriptions are on our Website and in the Sunday Order of Service*

#### **Find someone's address & contact info**

*Congregational Directory*

#### **Find out if my proposed meeting/event conflicts with another church event**

*Contact Keeper of the Calendar*

#### **Find out when the Board or a committee is meeting**

*Check newsletter (the calendar should be up on the website soon)*

#### **Find out if service or an event is cancelled due to weather**

*For a service, check the television or radio stations. For event...needs to be worked out*

#### **Find out what events/lectures/music offerings are happening and when**

*Check newsletter (the calendar should be up on the website soon)*

#### **Get onto the Members Only pages of the UUCSC website**

*Contact the Webmaster or President and they will give you the name and password needed to log in.*

## **4. COMMUNICATE**

### **Make an announcement at Sunday service?**

*There are two ways to accomplish this:*

1. *Download the announcement form from the UUCSC website <http://www.uusouthcountyri.org/documents.html>  
Fill out the form and deliver it to the church Sunday morning. The box for announcements is just inside the rear door of the sanctuary. Do not email the announcement, it must be hand delivered.*
2. *Fill out a blank Announcement form on Sunday prior to service. The Announcement forms are just inside the rear door of the sanctuary. Please print legibly.*
3. **NOTE:** *Announcements from the pulpit are for church activities ONLY*

### **Get information sent by congregation email?**

*The only persons who may place a message on the UUCSC email are: the minister, the president and the director of Religious Education. You may speak with or email them to request a posting.*

<i>Rev. Betty Kornitzer</i>	<i>bkornitzer@AOL.com</i>
<i>Charlie Donnelly</i>	<i>charlieandiris@yahoo.com</i>
<i>Debby Hedison</i>	<i>debbymay@verizon.net</i>

### **Get information included in the Sunday Order of Worship Insert**

*Contact Sunday Bulletin Administrator [UUCSC27@gmail.com](mailto:UUCSC27@gmail.com)  
Deadline: 6:00 PM Wednesday before announcement*

### **Get information into the newsletter**

*Contact our Newsletter Editor for submissions. Note submission deadlines.  
Deadline is the 20<sup>th</sup> of the month except for the July-August issue.*

*The deadline for the July-August issue is published in the June newsletter; it usually is the end of the first week in July.*

## Get information posted onto the website

All requests for posting information onto the UUCSC web site must be approved by our Webmaster. The Webmaster uses established guidelines for posted material and all publication requests must come from an approved primary source person (see below).

### 1. Requirements for publication requests to be accepted by webmaster:

Requests to publish information on the UUCSC Web Site will be processed when received from any of the following primary sources:

- A. The Minister, or designated representative thereof.
- B. The UUCSC Board, or designated representative thereof.
- C. A committee Chairman, or designated representative thereof.
- D. Director of Religious Education.
- E. Music Director.

**Requests from the congregation at large will be referred to the Minister, President of Governing Board, or appropriate committee for authorization. Requests from the general public (nonmembers) will not be considered under any circumstances.**

### 2. Formatting of publication requests for website posting:

- A. All requests for publication shall be accompanied by a specific message of intent (e.g. "Please publish this on our web site:").
- B. Publication requests shall be worded exactly as they are intended to appear. The web master reserves the right to request confirmation for requests that contain personal information such as personal addresses and/or telephone numbers.
- C. Publication requests that include the intent to link to another web site shall include the specific Uniform Resource Location (URL) of that site.
- D. All publication requests shall concern only events and activities sponsored by the Unitarian Universalist Congregation of Rhode Island.
- E. All publication requests should be accompanied by appropriate non-copyrighted images, clip-art and/or photographs to attract the reader's interest.

## Connect with the church on Facebook

Church page: [www.facebook.com/UUCSC](http://www.facebook.com/UUCSC)

Music at Lily Pads page: [www.facebook.com/lovelilypads](http://www.facebook.com/lovelilypads)

To access Facebook Pages you do not have to have a Facebook Profile. You can easily access our pages anonymously. Just type one of the above addresses into your browser.

### Facebook updates

Contact our FaceBook editor. Entries can be posted within 24 hours. Entries can include text, photos, videos and links.

## **Get an event on the UUCSC calendar**

### **UUCSC uses a volunteer Keeper of the Calendar to schedule events**

*Contact our Keeper of the Calendar. The Keeper schedules all activities using any of the rooms or spaces. Information required: name of the event/committee meeting, time, approximate duration, date, and preferred room(s).*

*We are expecting to install an online calendar for advance lookups of dates in 2011-12.*

**Note:** *All Committee Chairs attend a Program Council Meeting four times per year. An Agenda item is to plan out events/offerings as far into the future as possible. The Past President leads the Program Council. These planned events generally have priority over other events.*

## **Get on the newsletter or email list**

*Fill out the yellow Welcome card found in the hymnals and place it in the plate during Offertory collection.*

## **Contact the Church (administratively)**

*Mailing Address: 27 North Rd., Peace Dale, RI 02879*

*Email: [uucscri@yahoo.com](mailto:uucscri@yahoo.com)*

*Phone: 401-783-4170*

## **Get photography or videography assistance**

*Contact Publicity Committee chair Myron Waldman [mywald@neededhere.net](mailto:mywald@neededhere.net)*

## **Get an event publicized in the local media**

*Contact our Publicity Committee chair for assistance.*

*Publicity prefers that you use the online form at [http://neededhere.net/x\\_link/Publicity%20Form%20100115.pdf](http://neededhere.net/x_link/Publicity%20Form%20100115.pdf)*

*3 to 4 weeks advance notice to Publicity Committee is needed to get a piece in the local media publications. Pictures in electronic format increase chances of publication.*

## **Get assistance with publicity for my event**

(Details for each step in the process are included elsewhere in the manual)

The general publicity process includes:

**Calendar:** *Once approved, e-mail the “event” to the Calendar Keeper to establish an available time(s) and place to hold the “event”. Event is added to the calendar.*

**Publicity:** *Contact Publicity Chair at least 5 weeks in advance to develop a Publicity Plan for a Congregation and Community event.*

*For events that are 6-8 weeks in advance, Publicity can help with posters or inclusion in local newspapers. Newspapers love pictures. So pictures in an electronic format should be included if possible. Sometimes speakers or presenters can provide these. Sometimes it is possible to use photos of previous time if this is an annual event. Where appropriate the local newspapers may be asked to send a photographer to the event; which yields backend publicity for the church.*

**Newsletter:** *One to 2 months in advance provide an announcement to the Newsletter Editor for placement in the monthly newsletter. Be aware deadline for Newsletter is 20<sup>th</sup> of the previous month except for summer issue; which is usually early July.*

**Order of Worship:** *One, 2, 3 weeks in advance, provide an announcement to be placed in the Sunday Order of Worship Insert.*

**Service Announcements:** *One and 2 weeks in advance, make an oral announcement at the Sunday Service. Oral announcements are limited to UUCSC and UUA activities and functions.*

**Handouts:** *One or 2 weeks in advance, if desired, handout flyers or announcements in paper form to individuals in the community room following service.*

**Congregational E-Mail:** *One week and one day prior to the event, submit an e-mail to be sent out to the Congregation.*

**Cancellation:** *If an event time, place or content is changed or cancelled, immediately relay this fact and corrections to the Congregation via the Congregational e-mail. Then proceed as necessary to reverse the flow of communication.*

**Outside Publicity Resources:** *Most of these need two weeks notice.*

*The Narragansett Times* 789-9744  
<http://www.ricentral.com/content/send-us-your-event>

*The South County Independent* 7789-6000  
Doug Norris - Arts & Living Editor [dnorris@scindependent.com](mailto:dnorris@scindependent.com)  
Liz Boardman - South Kingstown reporter [boardman@scindependent.com](mailto:boardman@scindependent.com)  
Iain Wilson - Narragansett reporter [narragansett@scindependent.com](mailto:narragansett@scindependent.com)

*The Westerly Sun* 348-1000 <http://www2.thewesterlysun.com/entertainment/calendar/submit/>

*The Providence Journal (LifeBeat)* 277-7000  
Contact Myron Waldman to have your notice placed in LifeBeat

*Email lists from affinity groups in the community (i.e. Hunger Task Force, SKJPAG, etc.)*

## **Ensure affected persons and functions are “in the loop”**

*UUCSC’s email policy is that any person mentioned by name in an email also be copied on the email.*

*Email on any activity that will require the participation of another committee or other church personnel should copy that committee or individual once the activity has been scheduled. Examples of expected notification might include: Facilities Committee, Publicity Committee, Webmaster, Newsletter.*

*The minister and president should receive a courtesy notice of all events and activities held at the church or sponsored by a committee of the church.*

*The director of Religious Education should be notified of any activity involving children, needing childcare or using RE space for activities other than simple meetings.*

*Committees should notify their board liaison of any events they are sponsoring. In general committees should have an email list of all their members and copy everyone on that list of any events.*

## **Board Membership**

Charles Donnelly, President  
Linda Whyte Burrell, Vice President  
William Bender, Treasurer  
Tracy Hart, Past President  
Ali Buffum, Trustee  
Rich Evans, Trustee  
David Hamel, Trustee  
Joan Youngken, Trustee

## **Other Personal Growth Groups & and Activities**

### **Transcendental Discussion Group**

*The Transcendental Discussion Group is currently inactive. Its purpose was to discuss sustainability, community building and creative solutions to some of societies most pressing and lasting problems. The group traditionally met on Sunday Afternoons at Walden Pond Two. Look for announcements when it resumes activity or speak with the group contact.*

### **Women Of Wisdom**

*WOW [women of wisdom] All women are invited to attend the WOW luncheon, which meets of the first Monday of each month[except in the Summer] at a local restaurant at 12:30. Contact the group coordinator for more detail.*

### **The Knitting Group**

*The Knitting Group is open to all knitters, novice and experienced. We meet on the third Monday of each month at a private home in West Kingston. Contact the group coordinator for more detail.*

### **The Meditation Group**

*Contact the Minister for more detail.*

### **The Book Group**

*The book group meets the 3<sup>rd</sup> Wednesday of the month in a member's home. Selection of books is determined by recommendations of members of the group. Please contact the book group coordinator for more information.*

## **5. USE THE UUCSC FACILITY**

### **Arrange/reserve meeting/event space**

*Contact the Keeper of the Calendar*

*Information required: name of the event/committee meeting, time, approximate duration, date, and preferred room(s)*

### **Find out if I can use Hospitality supplies for my event**

*Equipment that belongs to the church can be used for church events & returned in the condition in which it was found. Food items purchased by Hospitality are for Hospitality use only.*

### **Find out where equipment is stored**

<i>Coffee pots, accessories, etc.</i>	<i>In labeled kitchen cabinets</i>
<i>Chairs and tables</i>	<i>In closet behind coffee area</i>
<i>Cleanup items</i>	<i>Cleaning supplies under sink, brooms to left of refrigerator</i>
<i>Spill cleanup</i>	<i>Closet in Ladies restroom</i>

### **Find out how/where to dispose of trash, garbage & recyclables**

*Recycling containers are labeled. Trash & cardboard go in dumpsters at far end of parking lot.*

### **Volunteer to help at Fellowship**

*Call or email Hospitality committee co-chairs to schedule. A team of 2 - 4 people typically hosts fellowship hour & guidelines are sent to new hosts.*

### **Help reduce our carbon footprint**

*The Green Task Force is working on making our coffee hour greener as part of our church's commitment to environmental responsibility.*

*Members are encouraged to bring a non-disposable mug to fellowship hour.*

*We now have greener paper goods, which we plan to use until we can install a dishwasher. There will be a separate donation can to help defray the extra cost for these.*

*Members of the task force take items that have been separated out for recycling and compost at the end of each coffee hour to appropriate locations.*

## Find out how to make the coffee

*Instructions are taped to cabinet door. Hospitality chairs are happy to clarify if necessary*

## Hospitality hour setup guidelines

### UUCSC Hospitality Set-Up Directions for Hosts

1. Thank you for being the Host/Hostess today! Please follow the guidelines below to make your experience go smoothly and well.
2. Please arrive early on Sunday between 9:00 and 9:15 at the latest.
3. You will be working with co-hosts, so you can share the tasks.
4. On long tables place tablecloths located in big closet, or use your own.
5. Decorate and arrange the tables as you choose.
6. Fill urns with water (urns are below counter to left of sink).
7. Regular coffee in large round-top urn. Water to 55 cup mark. 8 half cup measures of coffee (measuring cup hanging on side of the fridge, or in freezer or in drawer right of sink). Coffee is in freezer.
8. Tea urn filled to 35 cup mark---water only, no basket or stem.
9. Decaf coffee in 10 cup drip maker---very little is consumed.
10. Place “regular” urn on wood platform, wrap cord around cleat, plug into wall behind table (place chair to prevent people tripping).
11. Plug tea urn in kitchen to prevent tripping circuit breaker! Carry to Community room to serve. Secure cord to cleat.
12. If decaf made, plug in kitchen, carry to Community room with tea urn. Secure cord to cleat.
13. Place a small plate or bowl under each spigot to catch drips.
14. Place cups near the hot beverage containers.
15. Place napkins at each end of tables (tartan box, second shelf of cart).
16. Cloth napkins should be placed in the bag in box to be taken home and laundered by Hospitality committee member.
17. Arrange sweeteners and teas in bowls or baskets (upper left of sink).
18. Place spoons on the table with a dish for soiled spoons (drawer right).

19. Place juice and water (from Filter in fridge) on table away from hot beverages. Glassware, or paper, may be used for cold drinks.
20. Place a few red “newcomer” mugs on table (some are in K cabinet, some are on window ledge in Sanctuary).
21. Arrange the food on tables, extra cookies and crackers may be in or on top of the fridge.
22. If you need to purchase last minute items, use money from the donation can/jug, which should also be placed on the table for more donations.
23. Keep an eye on the tables, straightening, refilling and clearing as needed.
24. Clear the tables when there are very few people remaining in the Community Room. Wash tablecloths and return to closet.
25. All dishes should be washed, dried and put away.
26. Counter and sink should be washed. Stove and cart (top shelf) should be cleared of all items and washed.
27. Any open bags or boxes of food should be sealed with “chips clips” (on top of fridge) or placed in fridge.
28. Please refill the top of the water pitcher and return to the fridge.
29. Sweep kitchen and community room floors.
30. Recycling should be orderly within the containers---not on the floor.
31. Compost should be left in container with cover secure.
32. Trash should be bagged and taken to the dumpster at rear of parking lot.
33. Clean cardboard can be recycled in the correct dumpster. Please replace in trash cans any removed plastic bags.
34. If any supplies are low, please make note of it on clipboard in the kitchen.

Suggestions for Coffee Hour goodies: crackers, cheese, pretzels, healthy cookies (like ginger snaps), small muffins, coffee cake, tea cakes, cut fruit (toothpicks upper left of sink), cut veggies, bite-size pieces of bagels, hummus and pita, guacamole and corn chips.

Please pick one or two items enough for all,  
rather than small amounts of many different items.

**Thank you again for your willingness to participate in this way.  
Everything you do is appreciated by us all.**

## **Arrange to donate excess food to Fellowship**

*Check with Hospitality Committee co-chairs*

## **Get the sound system in the sanctuary to operate**

*The two microphones (podium and altar) should already be plugged into the mixing board. There should also be a yellow piece of paper on the mixing board; which has some written instructions.*

### **Procedure:**

*Plug in the power bar behind the piano. Everything is plugged into that, including the piano and the light behind the piano.*

*The mixing board and amplifier are in a black crate on a dolly behind the piano. The amplifier is under the mixer, and consists of two controls, a push-button power switch on the right, and a knob on the left.*

*Press the power button. A blue LED should come on (It goes off shortly thereafter).*

*Turn the knob on the left completely clockwise, so the amplifier is all the way up.*

*Test the microphones. If no sound, check the mixing board. There are several yellow "master" slider switches on the right-hand side. One is marked with a piece of masking tape to the left of the slider, maybe 2/3 of the way up. The tape has a badly smudged "level line". Match the black line on the slider knob with the line on the tape.*

*Test the microphones. If still no sound, check the white "input" slider switches to the left of the mixing board. Make sure that at least two are at a similar level to the yellow master slider. The masking tape labels should say Pod[ium] and Choir.*

*You might have to enlist an assistant if you need to tweak the microphone sliders.*

## **Rent the facility for a non-church event**

*Contact our Facility Rental Coordinator, if this is a non-church use.*

## **Reserve use of the outside spaces for an event**

*Contact the Keeper of the Calendar.*

## **UUCSC Facility Use Policy - January, 2009**

- 1. The scope of this policy is the use of UUCSC facilities for UUCSC events only.*
- 2. Use of UUCSC Facilities will be consistent with UUA Principles, be consistent with the UUCSC Mission Statement, and comply with State and local law.*
- 3. Each committee or group using a space is responsible for cleaning after each use, including emptying trash as necessary, replenishing toilet paper, soap, paper towels, etc. All areas should be left in the state in which they were found.*
- 4. Keys are property of UUCSC. The keys are assigned to individuals, and each individual is responsible for their assigned key and is the only authorized user. An Event Sponsor can check out a key for access during a specific event. This key should be returned after the event. All keys must be returned upon request of UUCSC.*
- 5. An Event Sponsor becomes the responsible party to ensure that health and safety standards are met during their event.*
- 6. The heat is to be set to conserve energy when the building is vacant.*
- 7. The sound system is only to be used by trained church members or by a professional company approved by the church.*
- 8. No artwork or decorations are to be hung by tape, tacks screws or nails to walls, ceilings, furniture, windows or equipment.*
- 9. If candles are to be used, they must have a protective covering underneath them, and all candles are to be extinguished*
- 10. No alcohol or drugs are permitted in the building.*
- 11. No guns or firearms are permitted in the building.*
- 12. Lily pads is a non-smoking building. Smoking is permitted at the bench near the pond, and cigarette butts are to be disposed of properly, and not thrown on the ground.*

**SEE ALSO POLICY HANDBOOK FOR SAME POLICY**

## **UUCSC Facility Usage Guidelines \*\* October 2009**

1. *No events shall be scheduled on Sundays prior to 2:00 pm.*
2. *All rentals need to end by 11:00 p.m.*
3. *The number of persons permitted in each room may not exceed the number specified on the Facility Fee Schedule.*
4. *Charges are per event (2 hr. minimum – 5 hr. maximum).*
5. *Any damage must be reported immediately to the UUCSC on-site representative when they come to close the building and witness that the checklist for closing procedures has been completed. Cost of repair will be the responsibility of the renter, if it exceeds the security deposit.*
6. *It is the user's responsibility to ensure that, at the conclusion of the event, each room is properly cleaned, organized and returned to the same condition they found it in. Renter is responsible for all trash removal. A damage/security deposit is required for all rentals. (This may be waived at the discretion of the Building Use Committee or Minister.) Further, certain events may require a clean-up fee (for 2 hrs. of custodial services) to be paid in advance. Rules governing these deposits can be found on the Facility Fee Schedule.*
7. *Only spaces designated for rental in the UUCSC Rental Agreement may be used.*
8. *Non-church members may not use office equipment, including the telephone, unless in an emergency.*
9. *All non-members applying for use of the facility must be at least 18 years of age.*
10. *Decorations - No nails, tacks, screws, staples, nor paint or damaging tape may be used on the walls and/or ceilings, nor may any other modifications be made to the building, its electrical system, carpeting, walls, furnishings, or surroundings.*
11. *Smoking is not permitted in any part of our facility. If guests smoke outside, all cigarette butts must be disposed of properly.*
12. *Storage is not available for non-church uses.*
13. *Alcoholic beverages may not be consumed on the premises.*
14. *No food or beverages are allowed in the Sanctuary, without prior permission.*
15. *No animals are permitted on the premises, with the exception of service animals.*
16. *Children must be supervised at all times within church buildings and grounds. Adequate adult supervision is required for events involving children or youth. Use of playground equipment is at user's own risk.*

17. *THERE IS NO ACCESS TO PEACE DALE POLIABILITY FOR ANYONE USING THE POND.*

18. *Publicity - No facility user may advertise the UUCSC name, as a sponsoring organization, in their marketing or promotional literature without approval from the Publicity Committee unless it is a Unitarian Universalist Church event or affiliated organization event. Non-Church events are prohibited from listing the UUCSC phone number on advertising materials as a contact number for further information. It is the responsibility of the user to provide all necessary information, including directions, to those who may need them.*

19. *Requests for use of the piano, audio equipment or any other equipment belonging to the UUCSC shall be made through the UUCSC Rental Administrator and arrangements will be specified in Rental Agreement.*

20. *All users must complete a Facility Check-Out Form (Attachment C) with the UUCSC on-site representative upon event conclusion.*

21. *If the Church determines at any time that a violation of the terms of this agreement or any applicable laws, ordinances or regulations is likely to occur in your use of our premises for your function, we reserve the right to cancel your function at any time. Any such determination shall be pursuant to our sole discretion and shall be binding and final and we shall not be liable either to you or your caterer for any such cancellation.*

\*\* Adapted from the policy of the Unitarian Universalist Church of Fort Myers, Inc. 3/17/09]

## **Secure the Facility if I am the Last to Leave**

### **Checklist for Closing UUCSC - After Events**

1.     \_\_\_\_\_ Replace chairs in proper configuration
2.     \_\_\_\_\_ Close windows.
3.     \_\_\_\_\_ Clean kitchen counters, make sure no food is left out
4.     \_\_\_\_\_ Collect all garbage and dispose of in dumpster to left rear of building
5.     \_\_\_\_\_ Sweep floors in all rooms used
6.     \_\_\_\_\_ Lower thermostat back to 60 degrees (in cold months)
7.     \_\_\_\_\_ Turn off all lights
8.     \_\_\_\_\_ Sanctuary, Community Room, and Exterior doors are to be locked.

**\*\*\*Cleaning supplies are located in closet in women's bathroom.  
Broom for sweeping is in closet in Community Room.**

## **Gain Access to the Church**

### **1) Obtain A Key From One Of The “Key Keepers”**

*Call Alice Buckley, Facilities Committee Chair (265-7677) for a list of “key keepers” and make arrangements with one of them to borrow the keys.*

### **2) Open And Close The Outside Church Doors**

- a. *The key with green plastic opens the outside church door. After entering and letting the glass door close, look at the doors and notice a silver “push bar” in the middle of each door. This is a second lock.*
- b. *The bar will be in the **OUT** position when you have just unlocked the main door. When the bar is pushed **IN** the door is unlocked. When the bar is **OUT** - the door is locked to outside access. You can always get in or out from the inside by pushing the bar. This is a fire safety egress feature. The door will lock behind you unless you have performed the procedure below.*
- c. *To allow the door to be opened from the outside to let people in, the bar must be in the **IN** position.*
- d. *To do this first find an “L” shaped metal wrench or key (Allen Wrench) which is located to the right of the doors on top of the cross bar that separates the top and bottom glass windows (all the way on the end of the bar next to the wall that has the door to the community room). Put the end of the wrench in a small hole on the end of the silver cross bars, turn it as you push the bar in. The door is now unlocked.*
- e. *To **lock** the door put the Allen wrench in the hole and turn it the opposite way until the silver bar pops out.*

### **3) To Open The Community Room**

*The access to the community room is from inside the sanctuary. Unlock sanctuary, use lights on right at top of stairs if necessary and proceed to access door to community room. After gaining access to the community room, you can manually unlock door to entry hall and unlock door for handicap access.*

### **4) To Open The Door To The Sanctuary**

*Use the key with the red plastic to unlock sanctuary door.*

## **Operate The Sanctuary Lights**

*Turn on the lights to the sanctuary which are located at the top to the steps on the right hand wall as you enter the sanctuary. There are also light switches on wall near community room access.*

*The rest of the lights are operated by breakers in the electrical panel in kitchen on the right hand wall as you enter the kitchen from the sanctuary. Posted information will be there.*

## **6. Perform Committee Functions**

### **Purchase supplies for my committee?**

*Each committee has an annual budget allocation set by the governing board after reviewing committee requests in the Spring for the upcoming fiscal year. Committees may allocate spending as desired to meet their annual goals but the Board must approve purchases that are \$500 or more.*

*To find out how much of the committee's budget remains available, the committee member should contact their Board liaison; who gets a monthly budget update. When purchasing, our RI sales tax exemption number is 6602.*

### **Request reimbursement?**

There is a form to be filled out. Please attach the receipt to the form and place it in the Disbursing Agent's folder; which is in the church office. You may also hand it to Virginia Carter, our Disbursing Agent.

#### **How can I receive one of these forms?**

*Each committee Board liaison will have the forms. Just contact your committee's liaison.*

#### **What if I am not on a committee?**

*Contact Virginia Carter or Aline Couture.*

### **Collect and account for money from a fundraiser or event?**

*Fill out the following information and give it, along with the money collected, to Dave Hurdis, our Collector. If he is not available, please give to Jeff Berry.*

- 1. Name of Function and Date*
- 2. Amount collected*
- 3. Expenses*
- 4. Dollar figure that is to be paid to UUCSC as %age of net receipts.*
- 5. Allocation of funds collected (e.g., Social Events)*

## **7. FINANCIALLY SUPPORT**

### **Initiate my pledge**

*You may make a pledge at any time during the year. During our canvass in March, you will be asked to pledge for next fiscal year. Contact the Finance Committee Chair to make an initial pledge.*

### **Find out when is the church's fiscal year**

*The Congregation operates according to a fiscal year running from July 1 to June 30 of the following year.*

### **Know when to begin making payments if I pledge in April**

*Most pledgers begin payment for FY11-12 after July 1, 2011, completing by June 30, 2012.*

### **Make payment toward my pledge**

*Pledges may be paid in any installment desired: weekly, monthly, quarterly, or lump-sum annual payment.*

*When preparing your payment by check, please include the information on the memo line as in this example:*

*(Brown Family Pledge, FY10-11).*

*If paying in cash, please place the money in an envelope with that information written on or placed in the envelope.*

*Any of the following payment methods are recommended:*

*1. Mail check made out to UUCSC, addressed to:*

*UUCSC*

*27 North Road*

*Peace Dale, R.I. 02879*

*Attn: Collector*

*Please write "Pledge FY (fill in specific fiscal year)" on check memo line.*

*2. Place check in Sunday service collection plate at church. Again, please remember to fill in the Pledge FY information on the memo line.*

*3. Place cash in sealed envelope in collection plate. Please note your name and fiscal year somewhere on or within the envelope. Example: "John and Jane Brown, Pledge FY (fill in specific fiscal year)."*

## Change my pledge

*Q. I find I cannot fulfill my pledge because of a financial setback. I am very sorry about this, what do I do?*

*A:* We understand. Please notify the Finance Chair in order to change the amount of your pledge. If you are unable to contribute, you may consider changing to an “Inactive Member” status. All information pertaining to your ability to complete pledge payments is held **strictly confidential**.

*Q: What happens when I become an “Inactive Member”?*

*A:* It reduces the Congregation’s obligation to the UUA and the District, currently assessed at \$96 per active member. It does not affect your relationship to the Congregation or the Congregation’s relationship to you, except that you will be unable to vote at congregational business meetings.

## How do I keep track of what I contributed toward a pledge?

*Periodically, the Finance Chair will send you a statement indicating what your total pledge amount is and how much has been received toward that amount. This is done in order to check our records against yours. If you have any questions about this statement, or the amount shown, please call or email the Finance Chair.*

## How do I donate money by mail?

*Send checks to the following address:*

***UUCSC, 27 North Road, Peace Dale, R.I 02879***

*Please include a note of explanation as to how the money is to be allocated, for example; for Youth Group, pledge for fiscal year, for the general fund, for rental of the facility.*

## How do I donate stocks, bonds or mutual funds shares?

*Contact the Finance Committee for specifics as to how to donate stocks, bonds, mutual share funds of other assets to UUCSC.*

*The Board must formally accept any donation before it can be transferred to the UUCSC account.*

## How do I include UUCSC in a bequest?

*Consult with your estate planning professional for specific advice about naming UUCSC in a bequest.*

## **Overview of the UUCSC's Financial Management**

1. *The Congregation's current financial leadership includes a Treasurer, Disbursing Agent, Collector and Chair of the Finance Committee.*
2. *The Treasurer maintains the financial records and reports the status to the Board monthly. Our current Treasurer is Will Bender.*
3. *The Disbursing Agent administers the congregational bank accounts, which includes the check book, and makes necessary payments. Currently, Virginia Carter is our Disbursing Agent. Aline Couture, the Finance Committee Chair, steps in when Virginia is away.*
4. *The Collector secures and classifies all funds received. This includes the cash and checks received in the Sunday service collection plate as well as payments received through the mail. The Collector records all income, prepares and completes the bank deposit, reports these deposits to the Chair. This task is being managed by Dave Hurdis currently. Jeff Berry stands in for Dave when he is away.*
5. *The Chair forwards the deposit information to the Treasurer and the Disbursing Agent. The Chair also maintains the pledge status of each pledging unit for the fiscal year. Jeff Berry assists in this task also. The current Chair is Aline Couture.*
6. *The Finance Committee includes other volunteers who provide general oversight of the Congregation's financial status, including fundraising, investments, annual budget preparation and organization of the annual pledge canvass. At the moment, our other members are Cindy Berry and Ron Marcy.*

### **Know who to contact for my question/need?**

*For **general inquiries** into Congregation finances: Treasurer or Finance Chair*

*To request **payment for services or reimbursements**: Disbursing Agent*

*To **submit a pledge**: Finance Chair or place pledge card in Sunday plate*

*To **modify pledges** amount: Finance Chair*

## **8. RELIGIOUS EDUCATION**

### **Abbreviation Codes:**

RE:	Religious Education
DRE:	Director of Religious Education
Sr. YG:	Senior Youth Group
Jr. YG:	Junior Youth Group
COA:	Coming of Age
Con:	Conferenc Usually for Senior High Youth

### **Register my child?**

*Babies, children and youth are required to be registered. The Director of Religious Education makes sure every family receives a Registration packet in late August each year. The registration packet contains a current Religious Education program brochure, a registration form, a photo release form, peaceful behavior guidelines for both kids and adults to sign, an emergency contact card and, for the youth groups, a generic permission slip.*

*Packets are also available in the hanging files by every classroom door.*

### **Learn about the RE Curricula?**

*All curricula being utilized is listed and briefly described in the RE Brochure. Brochures are always available on the Membership welcoming table at the church entrance. Curricula can be looked at on any given Sunday as all teachers have copies. All curricula not currently being used are stored in the DRE's office and available for reference and can be borrowed only with the permission of the DRE.*

### **Contact the DRE?**

*The DRE's contact information is on our church website, in our directory and in the RE Brochure.*

### **Help in RE on an occasional basis?**

*You can ask the DRE or the RE Chairperson if there are specific needs that won't be a huge commitment. Examples of such projects are:*

*Nursery Adult Supervisor  
Library helper  
Youth Con Advisor  
Host for Jr. YG*

*DRE Substitute  
Clean up day helper  
Holiday Program Helper  
Summer teacher/Assistant*

## **Have a Background Check done if I am volunteering in RE?**

*Background Checks can be done through the South Kingstown police department. The background check forms are available from the DRE and also are in the hanging files by every classroom door. A copy will be sent from the police department to both you and the DRE. They are completely confidential,*

## **Get involved in the Sr. Youth Group or the Jr. Youth Group?**

***For a youth Participant:** You can contact the DRE who will provide you with information about the groups and put you in touch with the groups' advisers. You must also be registered to participate. You can also sit in on a gathering to get a feel for it.*

***For an Adult:** Same as what is listed for a youth participant except you won't need to be registered. You will also be asked to have a completed Background check. Areas where an adult can volunteer are as Sr. YG advisers, COA facilitators or mentors and Jr. YG leaders.*

## **Find out qualifications must I have to be an RE Teacher, adviser, or other volunteer?**

*All adults volunteering to work with the children and youth are asked to have a completed background check done through the South Kingstown police department.*

*Consistent attendance for what you've signed up for is also important.*

## **Use the nursery?**

*The nursery is available during church service with two paid teen caregivers and one adult supervisor. Parents are asked to sign their children in when bringing them in and to sign them out when collecting them promptly at the end of service.*

*The sign out is right by the entrance door to the nursery. No food or drink is allowed in the nursery and the door needs to be closed when the nursery is in use. Parents are asked to sit towards the back of the sanctuary during service in case a caregiver needs to come get them.*

*Parents are always invited to stay in the nursery if they wish.*

## **Get involved in the RE Committee?**

*Find out from the DRE when the committee meets and attend a meeting to get a feel for the mechanics of the program and the aspects of a meeting.*

*You can also ask for a copy of the committee's job description. You can also talk to the chairperson of the committee or the DRE and ask how you can get involved.*

## **Find out what to do if I have a child with a special need?**

*Every child is welcome in our church and in our program. The DRE and the RE Committee are dedicated to working with families on any specific needs or issues that arise.*

*If the special need has to do with allergies that will be listed on the child's Registration form and taken seriously to allow a safe classroom environment.*

*The DRE also has office hours at the church during the week and an appointment can be made to meet with her to discuss how we can minister to your child and your family.*

## **Help with the RE Library?**

*You can participate in the RE Adopt a Box program which is advertised when there are books to be catalogued. Folks that "adopt a box" of books can take them home to work on. Complete instructions and all needed materials are in each box. They are asked to:*

- 1) Place a manila sticky-back card holder on the inside front cover of the book.*
  - 2) Please fill out a library card listing the Author and Title and put it into the holder.*
  - 3) List the book's Title, Author and brief description on the Book List*
- Completed Boxes are returned to the DRE or her office.*

## **Learn what to do if I have a concern or idea regarding any facet of the RE Program?**

*The DRE has office hours at the church during the week and an appointment can be made to meet with her (office hours are listed in the church calendar) or you can talk with her after a service. You can also contact the RE Chairperson who is in the Church directory.*

*If your concern is with the DRE you can discuss it with the Minister who has office hour listed in the church calendar.*

## **9. CELEBRATE WITH WORSHIP**

### **Put on a lay-led or summer service**

*The Worship Committee will be glad to help you organize a service. If you wish to share your thoughts in a sermon, or to invite a guest speaker, we have a liturgy (script) to guide you with the elements of the service. For summer service you need to contact Membership committee for welcoming and ushering assistance. You should also be aware that there is no childcare or RE program at summer services.*

### **Arrange for music at a service or event**

*The Music Director has the right of first refusal so contact him. Be aware that it would be appropriate for him to be paid for music beyond his usual contract. If he is unable to accommodate your needs, you may then make other arrangements.*

### **Arrange for childcare during worship**

*Arranging for childcare during worship is handled by RE September through June. Presently we have no childcare during the summer services, so families are invited to bring their children to services and/or use the nursery themselves if needed.*

### **Get permission for a donation box or special collection**

*Permission for special collections or donation boxes may be granted by the Governing Board. Contact the president at least two weeks before a monthly Board meeting to request permission.*

### **Find out how I can contribute a floral display for worship service**

*Our worship floral displays are coordinated by the Floral Arrangement Team plan and create flowers in the niches, so speak with one of them.*

### **Get an Order of Worship template?**

*The template follows on next page:*

# TEMPLATE FOR ORDER OF WORSHIP

## ORDER OF WORSHIP

Date, 20--

*"Quotation"*

WELCOME AND ANNOUNCEMENTS

PRELUDE

OPENING WORDS

LIGHTING OF THE CHALICE

\*OPENING HYMN #

\*\*CALL TO WORSHIP      "It is a blessing to be.  
(spoken together)      It is a blessing to be here.  
                                         It is a blessing to be here now.  
                                         It is a blessing to be here now together.

CONVERSATION WITH THE CHILDREN

ON YOUR WAY      *"Go with wisdom, go with wonder, go to meet a brand new day.  
Learn to see the Light within you, as we send you on your way."*

HYMN#

SERMON

ANTHEM *OPTIONAL at discretion of Music Director & Worship Leader*

EXPRESSIONS OF JOY AND CONCERN      Pastoral Care Associate

PASTORAL PRAYER

OFFERTORY

\*WORDS OF COVENANT      "Love is the Spirit of this congregation,  
                                         And service is its prayer,  
                                         This is our great covenant:  
                                         To dwell together in peace, to seek the truth in love,  
                                         And to help one another."

\*CLOSING HYMN #

\*CLOSING WORDS

\*EXTINGUISH THE CHALICE

\*CLOSING CIRCLE      "Carry the flame of peace and love  
                                         until we meet again." (sung three times)

\*You are invited to stand in body or in spirit

\*\* Interpreted in American Sign Language

## **10. GOVERNANCE & DOCUMENTS**

### **Bring an issue or concern to the Board**

*Contact the President or Trustee*

### **Get on the Board agenda**

*Contact the President*

### **Get minutes of past Board meetings**

*Contact the Board Clerk*

### **Get a copy of the strategic plan**

*Our Strategic Plan is on our Website*

### **Get a copy of the bylaws**

*Our Bylaws are on our Website*

### **Get a copy of the 5 year Evaluation of UUCSC Ministry**

*Contact the Committee on Ministry*

### **Get a copy of UUCSC's budget**

*Contact the Treasurer*

### **Get onto the Members Only pages of the UUCSC website**

*Contact the Webmaster or President and they will give you the name and password needed to log in.*

## **11. ENSURE SAFETY AND SECURITY**

### **Deal with disruptive or threatening behavior**

*Contact the President as soon as practical. See POLICY HANDBOOK for detailed policy.*

### **Deal with a safety concern in the building**

*Contact the President or Facilities Committee Chair*

## **Deal with a safety concern regarding policy & procedure**

*Contact the President*

### **Know if a service or an event is cancelled due to weather**

- I. *Determination of **service cancellation** will be made by the congregation president in consultation with the minister (or lay leader) preferably 12 hours before the service (8 pm Saturday).*
  
- II. **Non-service event cancellation**
  - A. *Any other event cancelled will be determined by the event chair*
  - B. *Event chair will call the president or vice president to notify media*
  
- III. **Procedure**
  - A. *Responsible parties confer night before and “make the call” to cancel or delay service. Then*
  - B. *President (or stand in)*
    1. *Activates notice to media – Pinpoint Closing Network*
    2. *Notifies the DRE*
    3. *Notifies Web Master*
    4. *Notifies Facilities Committee chair*
  - C. *Minister (or stand in)*
    1. *Notifies Worship Committee chair*
    2. *Notifies Music director*
    3. *Notifies Membership chair*
    4. *Sends email notice with Blessing (Virtual Service alternative)*
  - D. *Web Master*
    1. *Posts cancellation message on the web site*
  
- IV. **Virtual Service Alternative**

*It will be the custom of this congregation that when emailing the notice of cancellation, the minister will offer a blessing and meditation or reflection that can be performed at the usual service hour by those wishing to worship together while apart.*
  
- V. **Cancellation/Postponement Information Sources**
  - A. *The congregational email list is activated to inform users of emergency response and to offer a virtual service alternative for worship.*
  - B. *The website will have a prominent posting regarding closure or postponement.*
  - C. *The congregation uses the Pinpoint Closing Network for cancellation or delay announcements. The network consists of Channels 12 and 64, AM station WHJJ (920) and FM stations WWBB (B101), WHJY (94.1) and WSNE (93.3).*

**See Storm Cancellation Policy (2005) in policy handbook for more detail**

## **12. WORK FOR JUSTICE, EQUITY & PEACE IN THE LARGER COMMUNITY**

### **Get information on existing, functioning committees addressing Social Justice in the larger Community**

*Our Social Action Committee has organized into a Social Justice Council, which is composed of a **Green Sanctuary Committee/Green Team** Taskforce, a **Common Ground** committee, and a **Standing on the Side of Love** Committee, each of which has many program activities.*

*The Social Justice Council meets bi-monthly. Its objective is to model the spirituality of social justice and legislative work to the congregation and the larger community. Contact the SJC chair for more specific information.*

*The **Green Team** plans and carries out activities to empower individuals, families and the congregation to practice greater sustainability in their use of the material world and living more simply. The **Green Sanctuary** committee is charged with overseeing our congregation's effort to become certified as a UUA Green Sanctuary church.*

***Common Ground** is a subcommittee of the Social Justice Council that works to oppose racial and ethnic discrimination. Common Ground's mission is to support the rich diversity of our world by educating ourselves and others and by exploring issues involving prejudice, racism and inequality, and reaching out to those who are experiencing racial and ethnic discrimination.*

***Common Ground** sponsor discussions, speakers, and movies, lead the annual Journey Toward Wholeness service, and sponsor projects connecting with other ethnic or racial groups.*

*The **Standing-on-the-Side-of-Love** Committee is engaged in transforming cultural practices that validate the inherent worth and dignity of every person including but not limited to Gay, Lesbian, Bi-sexual, Transgendered individuals and immigrant workers and their families. Activities include organizing and supporting legislative efforts, attending rallies and expressions of welcome. UUCSC is certified as a UUA "Welcoming Congregation".*

### **Contribute to Causes in the Community**

*Our congregation engages in a "**Share-the-Plate**" for charitable causes the first Sunday of every month. All non-pledge monies are donated to a specific cause. The Social Justice Council is charged with developing, implementing and monitoring Share-the-Plate guidelines for these collections.*

*These contributions are made to local, national and international organizations that conduct activities conducive to the social mission of UUCSC. Contact the Social Justice Council chair for more details of the process for recommending and approving specific charities.*