

UUCA Church Programs, Groups, Events & Sponsorship Information

The Administrative Team includes the UUCA Ministers and the Church Administrator—

Our role is to:

- Encourage, empower, and applaud church members in leading initiatives.
- Monitor the use of UUCA resources in accordance with principles of good stewardship.
- Ensure that groups, programs, and events support the mission and goals of the church.
- Clearly communicate about which activities are sponsored by the church.
- Have responsibility for risk and security management at UUCA which includes activities falling under this document.

The Administrative Team informs its decisions about programs, groups, and events in light of its policies, as well as understanding of best practices in these areas.

As a Group or Program, what can you expect from UUCA?

- Use of the church name in your publicity
- Use of space at UUCA rent-free
- Use of our tax exempt status
- Use of our publications and website to advertise your program or group

The Administrative Team requires the following actions and understandings:

The Administrative Team reserves the right to review all programs, groups, and events on an annual basis. If what you are doing has changed or if you anticipate a change please include that in your annual Update or notify the Administrative Team.

Use of UUCA resources including rooms, advertising, and promotion by Church programs and/or Church groups is made available at the discretion of the Administrative Team.

Church programs and/or church groups may schedule meetings through the church office as needed with the understanding that the Administrative Team reserves responsibility and authority for making sure that calendaring of all activities in the church supports and maintains a focus on the mission and goals of this congregation, and abides by Church policies.

Church Member responsibilities will include:

- All church members who are listed on the application should regularly attend meetings of the group and the actual program(s) and events to ensure that the group or program complies with all UUCA policies and procedures.
- At least one church member listed on the application needs to be present at every event, meeting and sponsored program to handle concerns should they arise and in case of an emergency, and to come early and stay after to be responsible for opening and

closing the building, closing and locking doors and windows, turning off lights, and tidying space.

- All church members who are listed on the application should assist one another in making room requests, copying materials, and submitting articles to our publications. It is a responsibility of the church member leader to know the publication deadlines and guidelines. ***See attached for Publications Information & Policies.***
- All church members who are listed on the application should use UUCA approved cash handling procedures, if applicable. No non-church-members should handle money.
- Church members should remember that their group is tied to our UU faith community, and begin and end each meeting or gathering with a reading and chalice lighting, and attempt to tie in with our monthly worship themes whenever possible.

What kind of program or group are we? Definitions:

Exploratory Groups: Individuals may hold meetings to explore interest in a particular subject or area. If a member of the congregation leads the group, the group may be able to use church resources for up to **four** sessions. **Reserve space with the Administrative Assistant, 410-266-8044, MReese@UUAnnapolis.org, but no need to complete any forms yet.**

Church Program/Committee: A program of the congregation involving ongoing, sustained activities, which furthers the mission and goals of UUCA. Examples: Dignity Players, UU Legislative Ministry.

Church Group: A group of people gathering for connection, discussion, and/or fellowship.

- ***Inspirational Practice Groups*** meet regularly to explore a form of inspiration.

Sometimes called "spiritual" practice. Examples: Tai Chi, Drumming, Full Circle, or UU Humanists, among many others.

- ***Community Groups*** meet solely to form social and community connections among church members and friends. Examples: Bridge Club, Grandmothers' Circle, etc.

- ***Covenant Groups***

Church-Wide Events: A one-time activity including a large number of people, the whole congregation, and/or the public. Examples: UUCA Cabaret, Trunk or Treat.

Fund-Raising: Using UUCA resources to raise money for a cause. Fundraising may be sponsored by church programs, groups, or events. Fundraising may include donations of money/goods/materials. Example: Holiday Sharing.

Sponsorship of an Outside Program or Group: At times groups may want to sponsor an event or program from outside the church that is aligned with our principles and goals. Sponsorship of a group or programs means that active church members are actively involved in leading the group/program they are sponsoring. Example: Green Sanctuary's "Fresh" Screening & Event.

Communications Policies Summary

For the complete Communications Policies, contact Michele Reese, MReese@uuannapolis.org

The Communications efforts at UUCA support the church's global ends' statement, to "Create the Beloved Community by inspiring and empowering all souls to live bold and compassionate lives".

- Communications will **inspire** individuals through providing resources and stories of our church community, our action, and our message.

- Communications will **empower** individuals by providing accurate, clear, and timely information about ways in which the community is living out our values within and outside our walls.

** While the following means of communication are often, we hope, effective, they are secondary to the benefit of face-to-face contact and **word-of-mouth** communication. Never underestimate the power of talking to people about your event or issue!*

In the Know (weekly e-news)

Purpose: The purpose of "In the Know" is to communicate accurate, timely information regarding church activities.

Contact: Michele Reese; intheknow@uuannapolis.org

Applicable Deadline: **Mondays at noon** (for publication on Wednesday of each week)

Guidelines: *All submissions are subject to editing*

Weekly events: Events that fall from the Wednesday of publication to the following Wednesday.

Announcements: Non-events but important information for the two-week period following the publication date.

Upcoming Events: Events in this category fall in the two-week out period and are *out-of-the-ordinary events*. A regular meeting of a church program will not be publicized in the Upcoming Events section... unless there is a special agenda for that evening.

Save the Dates: Events or information two-six weeks outside of the publication date.

All Events should include title, date and time, location, contact information and brief description. If more information is necessary, a link to a pdf document or website can be included.

Highlights (monthly newsletter)

Purpose: The purpose of "Highlights" is to illustrate how UUCA is working toward the Beloved Community, and how we live out our UU principles.

Contact: Michele Reese; highlights@uuannapolis.org

Applicable Deadline: the 15th of the month for publication on the fourth Tuesday of the month

Guidelines: *All articles are subject to editing.*

Submissions should be "story"-based and approximately 350 words or less. They should relate to the UUCA community at large and/or our UU principles. They could be about past events, or outreach efforts, and could even include a "gratitude corner", membership information, or

chalice lightings for use at home. Articles can be inspirational in nature, or can relate to the monthly worship theme. While Highlights does publish events for the upcoming month, this is not the main purpose of the publication and therefore any submissions of this type are restricted to the Upcoming Events section.

Order of Service

Purpose: The purpose of the Sunday Order of Service is to provide an outline of the worship service, acknowledge lay and shared ministry for that Sunday and provide summary information about upcoming church events and programs.

Contact: Michele Reese; OOS@uuannapolis.org

Applicable Deadline: Wednesdays at noon for publication with the Order of Service on Sunday

Guidelines: *All submissions are subject to editing.*

Items listed in the Announcements will be limited to UUCA and UU programs and events, occurring that Sunday and in upcoming weeks. Submissions should be 50 words or less, and contain basic information such as – name of the event, date, time, location, brief description and contact person with email or phone number. To provide more detailed information, direct the reader to pick up a flier or visit a display table in the narthex (see display table reservation policy).

Inserts will be considered on a case-by-case basis. They should be sent as an MS Word or MS Publisher document to fit a half-sheet of paper (5½ by 8½ inches). All inserts must come through the order of service email account – please do not drop them off in the office expecting them to be included without first speaking to the office staff.

Facebook and Yahoo Group

Purpose: The purpose of these online forums is for more informal connection among church members and friends. The Facebook page is updated regularly by UUCA ministers and staff, but the Yahoo group is moderated by lay-members and is not an entity controlled by the staff.

Guidelines: Please use courtesy and respect when posting on these forums.

Facebook: Become a "Fan" at: www.facebook.com/UUCAnnapolis

Yahoo Group: Request admission to the group at: annapolisuus@yahoogroups.com

Narthex Table Space

Purpose: The purpose of the narthex display tables is to publicize an event or a cause, and possibly to recruit volunteers or participants for your event.

Contact: Michele Reese; mreese@uuannapolis.org

Deadline: Space is granted on a first-come, first-served basis to groups that meet the criteria below.

Guidelines: Table space is limited to church-sponsored groups, programs, and activities. All requests must be coordinated through the church office. On a typical Sunday there are three tables, or six half-tables, available for display use. The office will assign tables based on the information received when the request is made, as well as on availability. Requests for table space will be granted for no more than **one month at a time**, with a few exceptions. All display materials must be kept neat and orderly. When placing your display, look for a card taped to the table with the designation of your group or activity. Do not put out materials on someone

else's space, or without checking with the Church Office first. **Easels will no longer be allowed in the narthex area for display purposes.** They crowd the space and often block other groups' information.

Narthex Display Case

Purpose: The purpose of the narthex display case is to inform the church community of upcoming events.

Contact: Michele Reese, mreese@uuannapolis.org

Deadline: Please allow two business days for your item to be posted in the display case

Guidelines: Materials placed in the case are limited to those from church-sponsored groups or programs. Please do not tape items to the outside of the case. If there is no office staff on duty, simply place the item on the desk in the church office with a note requesting that it be placed in the case. You can also email items to the address above.

Poster Policy

Purpose: To publicize an upcoming event to the church community.

Contact: Michele Reese; mreese@uuannapolis.org

Deadline: Please allow two business days for your item to be posted, if approved.

Guidelines: In an effort to keep our walls, doors, etc. uncluttered – and to ensure that members and friends are well-informed about events and programs – the administrative staff has the following policy with regard to the posting of flyers and posters: To hang a poster or flyer, we ask that you bring it to the office where the staff will take care of displaying it in an appropriate place and manner. Posters or flyers should relate to UUCA events or events or issues of direct relationship to the mission of UUCA.

Email Blasts

Emails sent to the entire congregation in a "blast" are extremely limited, and applicable only to church programs and events that shape direction, mission and vision of the congregation, such as Congregational Meetings or Conversations, or Memorial Services of long-term active church members for which notice is too short to communicate via other channels.

Contact: Susan Eckert, SEckert@uuannapolis.org to request an email blast. Allow two days for processing, if approved by the Administrative Team.

Announcements from the Pulpit

In order to maintain an atmosphere of the sacred during our Sunday service time, announcements are made very rarely, and **only with the approval of the Preaching Minister.** They might be made before or after the service, or alongside Welcoming Newcomers. Announcements must be related to something happening that day, or of immediate importance to the congregation.

Contact: The Preaching Minister for that Sunday, as far in advance as possible. Please do not approach a minister minutes before the service begins, asking to make an announcement.