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1. Starting something new

To start a new group or project, you should do the following.

- a) Figure out *which program area* of the church your activity would fall under, and contact that staff person to talk about your idea. Please see the “Our Community” handout for a chart showing current staff liaisons for our programs and groups.
- b) After talking with the program staff liaison, does it still make sense to start something new, rather than partnering with an existing group or project? If it does, then obtain the “Application for Project” form, which comes with a discernment guide to help you think through what you want to do, and how you want to engage the congregation. These are available from the office or on the church web site.
- c) Recruit at least five people from the UUC community who will commit to be involved.
- d) Think through what you hope to accomplish; how it supports the mission and goals of the church; what your next specific action steps will be; and what kind of support you might want from the church congregation. With these considerations in mind, fill out the “Application for Project” form and submit it to the relevant staff liaison. You can find this on the web at http://uuchurch.org/files/application_for_project.pdf

2. Finding like-minded people

- Be sure you have a copy of the UUC Directory so you can get in touch with people. Directories are available in the Sunday Volunteer office.
- UUC has a membership database which tracks contact information and some information on current activities and interests of members. The office staff or program staff liaison *may* be able to provide you with a list of people whose previously expressed interests would match your idea.
- Are there other existing groups that may have similar interests? Check the Directory or check with the church office to find contact people for other like-minded groups.

3. Getting the word out

There are many ways to get the word out at UUC. Please remember that there are often many things competing for limited publicity. Office staff members have both the responsibility and the discretion to prioritize and edit.

Communication tool	Frequency, deadlines and requirements	Contact
<i>Gateway</i> newsletter notice	Biweekly September-June; Monthly June-August Deadline: see the most recent newsletter issue	Church office
<i>UUC eNewsletter</i> announcement	Weekly. Deadline: Monday noon	Church office
<i>Order of Service</i> announcement	Weekly. Deadline: Wednesday noon	Church office
<i>Order of Service</i> insert	Occasionally. May be an option for one-time activities with extensive information. Must have volunteers available to stuff the Orders of Service.	Check with the staff liaison
Coffee hour information table	Weekly Table reservation required	Church office
Poster or flyer	Check with the office about available space where related information is posted.	Church office
Pulpit announcement	Occasionally. May be an option for activities with broad congregational appeal or significance.	Ministers
Program-specific email newsletters	Varies among programs	Check with staff liaison
Website homepage or event calendar	Varies among programs	Church office or staff liaison
Spread the word through other groups	Varies among programs	Check the UUC Directory for groups and coordinators
Presentation and discussion forums	Monthly for ongoing groups such as Senior Focus and Wednesday Forum Sunday morning presentations can be arranged as one-time events	Check the UUC Directory Check with LRE staff liaison

4. Holding a meeting or event

Committees and groups are welcome to hold events and meetings at the church.

- a) Contact the church office to find out what rooms are available, and to make a room reservation. You'll need an idea of how many people you expect, and what kind of room you need. A floor plan of the church is available. You will need to let the office know the start and end time of the event itself, as well as when you need access and when you'll be completely done with the room.

- b) Once you have the room reserved, the event will show up on the event calendar in the Order of Service and the Gateway, unless you specifically ask that it be excluded. However, the Event Calendar on the Web site is not linked to the room reservation system, so you should request a notice on the Web calendar separately.
- c) Submit a room setup to the church office. Room setups are printed up for the custodians every Monday for the upcoming week, so be sure your set-up request is turned in no later than the Monday prior to your event. Room diagrams are available if you need to sketch out an arrangement. Some things to consider:
- Number and layout of tables and chairs. (Default setup for meetings is two 8-foot tables pushed together with 12 chairs.)
 - Sound equipment
 - Digital projector and screen, and the laptop computer if necessary
 - Flipcharts, markers and easels
- d) Finish your evening event by 9:00 p.m. so that we may ensure the building is empty by 9:30 p.m. The building is staffed (either office or custodial staff) from 9:00 a.m. to 10:00 p.m. Custodians need time after the end of all events at 9:00 p.m. to clean and prepare the building for activities the next morning, which is why we ask for everyone's support with our 9:00 p.m. end time.

5. Frequently Asked Questions

- *Can we make some photocopies?*
A reasonable amount of photocopying for church purposes is fine. Please see the instructions for making black and white photocopies on the photocopier cover.
- *Can we use office supplies?*
A reasonable amount, for church purposes only. If you are meeting in one of the classrooms downstairs, please do not use the classroom supplies. Ask a staff member for materials from the office.
- *Can my group get some kind of budget for expenses?*
If you think that your activity merits financial support from the church operating budget, talk to your program staff liaison. Staff members are responsible for program budgets, and they make their requests in January for the coming fiscal year (which starts July 1st). If you approach your staff liaison after the congregation has approved the budget in June, there may or may not be room for your group's expenses during that fiscal year.
- *How do I submit and receive budgeted reimbursements?*
There is an expense request form available at the office. Reimbursement requests must be signed by your program staff liaison. Turn in reimbursement forms with receipts by the Monday before you need the check.
- *What if we'd like to do fundraising?*
UUC members are passionate about many causes, but as a congregation we need to focus on annual operating pledges to fund our church activities. If your group has an exceptional funding need, please discuss it with your staff liaison.

- *If we are collecting money to cover costs of an activity, how should we do it and how should we deposit it with the church?*
 - Contact the Director of Operations before an event or Sunday when you plan to collect money. We prefer that payments be made with checks payable to UUC, with the particular program or event clearly labeled in the memo line. We can provide a cashbox and a credit card imprint machine with slips if you expect to receive cash and credit payments.
 - Deposit slips are available from the Sunday volunteer desk. After you collect money, have two people count the donations separately, record the amounts on the form, and put it in an envelope marked with your activity's name. Put your deposit in the drop safe as soon as possible. The safe is also located in the volunteer workroom, on the floor behind the mailboxes.
- *Can we bring and serve food at our event?*
 - If you need to use the main kitchen, you need to reserve it along with Nathan Johnson Hall. If you're unfamiliar with the main kitchen, schedule a quick walk-through with the office staff before your event. The Knatvold and Frazee rooms also have basic kitchen facilities.
 - Be sure you have volunteers to clean up afterwards, and don't leave personal dishes behind. Please do not leave food in rooms or in refrigerators. It will be thrown away.
 - Consider sorting and labeling foods as vegetarian, vegan or otherwise, and also identifying any foods that contain nut products.
- *Can we offer childcare for our event?*

The church has childcare policies, as well as a list of UUC youth trained as caregivers. Groups are responsible for following these policies, making childcare arrangements and paying care providers. Contact the church office for details.
- *How do we ensure that our event complies with our Green Sanctuary policies?*

Please make sure that all attendees at your event use our recycling, compost, and trash bins appropriately. If you need additional compost bins for an event with food and beverages, just let the custodian on site know. For complete guidelines, our Green Sanctuary Group has created a guide to "Greening Your Committee or Event," available from the office and on the church web site.
- *When is a good time to hold an event, or launch an activity?*

The program staff liaison has access to the calendar of church events, and can help you plan and schedule activities. Remember that UUC's church year kicks off in September, and wraps up with the congregational meeting in June. September-October and April-May are our busiest times and you should expect room reservations to be in heavy demand.

Thank you for your support of our programs and activities at University Unitarian Church! Please don't hesitate to contact the staff in the church office for additional details and suggestions. Call (206) 525-8400 or email churchoffice@uuchurch.org.