

## ***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.
- Assure 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 section.

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 the name of the church in your publicity
- Use space at UUCA rent-free
- Use our tax exempt status, bulk mailing permit
- Use 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.

\*Keep the Information for your records. Turn in the Application to the Church Administrator, Susan Eckert, 410-266-8044, or Admin@uuca-md.org.

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- 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.
- One Church member leader should attend the semi-annual church leadership gatherings.
- 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.

### **Definitions: *What kind of program or group are we?***

**Exploratory Groups:** Individuals may hold meetings to explore interest in a particular subject or area. If a member(s) 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, Receptionist@uuca-md.org, but no need to complete this form yet.**

**Church Program:** A program of the congregation involving ongoing, sustained activities, which furthers the mission and goals of UUCA. Example: 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: Example: Tai Chi, Drumming, Full Circle, or Atheist/Skeptic Book Discussion, among many others.

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

*-Covenant Groups and Classes NEED NOT COMPLETE THIS FORM.*

**Church-Wide Events:** A one-time activity including a large number of people, the whole congregation, and/or the public. Church resources equivalent to those provided for ongoing church programs may be made available by the Management Team for Church-Wide Events.

**Fund-Raising:** Using UUCA resources to raise money for a cause. Fundraising may be sponsored by church programs, church groups, church events, or by individual members of UUCA. Fundraising may include donations of money, goods, materials, etc. Example: Cabaret.

**Sponsorship of an Outside Program or Group:** At times groups or members 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.

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# *Church Programs, Groups, Events, & Sponsorship Information*

## UUCA Program & Group Request Form

APPLICATION TO BECOME A PROGRAM or GROUP  
of the UNITARIAN UNIVERSALIST CHURCH OF ANNAPOLIS (UUCA)

The purpose of this application is not to create roadblocks or obstacles for individual initiatives. The vitality of our church is based on the creativity and values of our members. The Administrative Team encourages and supports initiatives by individuals and groups to further the mission of the church. This form is to provide structure to those initiatives and to assure they align with the mission of the church and that they are also managed appropriately in areas such as risk, safety, finances, and right relations.

Yes, I have been given the "Church Programs, Church Groups, Church-wide Events, and Sponsorship of Groups and Programs" information and I agree to its' policies. (Check if agree)

**Name of Group or Program** \_\_\_\_\_

**Check one:** (See definitions on *Church Programs, Groups, Events, & Sponsorship Information*)

- Program       Event       Sponsorship of an outside event or program
- Group →      Circle One:    *Inspirational Practice Group*      *Community Group*

**What is your goal?**

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The Board of Trustees has stated,  
*The Unitarian Universalist Church of Annapolis exists to create the Beloved Community by inspiring and empowering all souls to live bold and compassionate lives.*

What role does this group or program serve in furthering this vision for our congregation?

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What individual talents and qualities are required to lead this event? Or participate in it?

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List the designated active church members (must be in our membership book) of the group/program who will be responsible for the group/program and who will be on site for meetings (at least three active church members must be directly involved). List more if applicable.

These members will be primarily responsible for communicating with staff liaisons, communicating information to our publications for church-wide dissemination, unlocking and locking doors to the church and making sure things are cleaned up and put away properly, lights are off, etc.

<b>Name</b>	<b>Phone</b>	<b>Phone</b>	<b>Email</b>	<b>Member?</b>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____

**When do you expect to begin?** Date: \_\_\_\_\_

**At what time and day of the week do you expect to meet?** \_\_\_\_\_

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**Circle one:**

Weekly      Every-other-week      Monthly      Semi-Annual      No regular time/day

**Where do you expect to meet?**

Circle one:      At UUCA      Off-site      Sometimes UUCA, sometimes Off-site

**Will you charge admission or ask for donations?** (Events, only. Programs and groups, if you need to charge admission or ask for donations, talk to Rev. Christina Leone, first) \_\_\_\_\_

\_\_\_\_\_

**How will you account for this money? How will it be used?** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Do you anticipate this program (not applicable to groups) being a part of the Church Budget?** \_\_\_\_\_

\_\_\_\_\_

(If so, you must submit a budget approval by Nov. 1 of each year, for approval by the Management Team. Because of limited funding we cannot guarantee approval of each request or for full funding).

**Will you advertise your meetings or events *outside* the UUCA Community?** \_\_\_\_\_

**If so, where?** \_\_\_\_\_

**If 80% (or more) of the participants in this program are not affiliated with UUCA, what extra steps will you take to assure that security and safety plans are in place?**

\_\_\_\_\_

\_\_\_\_\_

**PRIMARY CONTACT:** Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Phone Number \_\_\_\_\_ E-mail \_\_\_\_\_

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