



UUCR

Inside UUCR

A Guide
for Understanding,
Serving, and Receiving
In Community

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Introduction to this document

Welcome newcomers, members, and friends alike!

For over 60 years, individuals and families have gathered at UUCR, finding a place where spiritual, emotional, social, and intellectual needs are met and opportunities to serve are found. This document is meant to help inform you about the vibrant, aspirational and stimulating community you will find here. It highlights the many programs, events, and spiritual partnerships that are making UUCR the place it is.

In all that we do at UUCR, we are guided by our community **Values: Lifelong Spiritual Discovery; A Beloved Community; and A Just World.** And we actualize our values with our **Mission: To Practice Courageous Love.**

As you explore what UUCR can mean to you and your family, you will find opportunities to serve others in this community and beyond.

This small document, though packed with information, will not meet all your informational needs. Indeed, it is just one starting place. Because specific contact information can change, contact information is not provided here.

We hope you will start to explore and learn about UUCR with what you find here, and continue with other congregants, ministers, lay ministers, and our highly qualified staff. Please ask your questions!

And of course there are many pages of additional information at our web-site [UUCR.org](https://www.uucr.org), which is designed to inform those seeking out a spiritual community. Links to specific information that can be found there are provided.

Members and friends already engaged with UUCR will want to be regular readers of the UUCR *E-Weekly* <https://www.uucr.org/uucr-e-weekly> and the *Quest*

<https://www.uucr.org/resources/quest-newsletter>
publications.

Inside UUCR begins with our *UUCR Covenant of Right Relations*. With this we declare how we desire to engage each other, and the world at large, as we *Practice Courageous Love*.

UUCR Covenant of Right Relations

We, the members and friends of the Unitarian Universalist Church of Rockville, dedicated to a free and responsible search for truth, meaning, and spiritual growth, agree to this covenant in order to promote a vibrant, healthy congregation. As a member/friend, I covenant

With the Congregation to:

Share my personal talents, time, and other resources with UUCR while respecting the commitments I have made outside the church community.

Appreciate that our UUCR community makes decisions through democratic processes.

Recognize that our church will evolve as our membership changes.

With Other Members/Friends to:

Engage in healthy, honest communication--listening well and speaking with respect, understanding, and caring.

Ensure that interactions via social media are conducted with equal respect, understanding, and caring.

Work respectfully to resolve concerns directly with the parties involved. If an issue remains unresolved, to seek resolution through a minister, the Board of Trustees, or other appropriate UUCR channels.

Honor the unique identity of each member and friend.

Respect and appreciate the work of all volunteers.

Accept and forgive imperfection.

Respect the personal boundaries of each person and be mindful of the importance that UUCR be a welcoming and safe place for all.

With the Minister to:

Be open to the person, message, and leadership of the minister.

Work with the minister in the spirit of shared ministry.

Respect the personal time of the minister and his or her family.

Be open and honest with the minister both with praise and in

disagreement, and share my concerns directly in a respectful manner.

Work through the Committee on Ministry if I have unresolved issues with the minister.

Remember that the minister is human like the rest of us, and have reasonable expectations.

With the Staff to:

Be courteous and respectful.

Be thoughtful when requesting services and using staff work space.

Work respectfully to resolve concerns directly with the parties involved. If an issue remains unresolved, seek resolution through a minister, the Board of Trustees or other appropriate channels.

Respect work hours and the personal time of staff.

Show appreciation for work done.

April 5, 2012

What We Believe

Unitarian Universalism is a liberal religion— that is, a faith that keeps an open mind to the religious questions people have struggled with in all times and places.

We are covenanted people: we freely choose to be in community together, practicing *courageous love*. We serve and work to build *Beloved Community* in our spiritual community, while working towards transformative justice in the world and within ourselves. We strive to live our faith in our everyday lives, as diverse and dynamic people.

We believe that religious authority doesn't come from any one book or person or institution, but from within ourselves. We rely on personal experience, conscience, and reason as the final authorities in our faith.

Although our historical roots are in the Jewish and Christian traditions, we also draw from humanist teachings, earth-centered traditions, wisdom from the world's religions, and our own experiences of life and spirit.

As Unitarian Universalists, our [beliefs are diverse and inclusive](#), and we have no shared creed. Within our shared covenant, our *Seven Principles*, we support “the free and responsible search for truth and meaning.”

“*The Principles* are not dogma or doctrine, but rather a guide for those of us who choose to join and participate in Unitarian Universalist religious communities.”

~ Rev. Barbara Wells ten Hove

Unitarian Universalist congregations affirm and promote:

[1st Principle](#): The inherent worth and dignity of every person;

[2nd Principle](#): Justice, equity and compassion in human relations;

[3rd Principle](#): Acceptance of one another and encouragement to spiritual growth in our congregations;

[4th Principle](#): A free and responsible search for truth and meaning;

[5th Principle](#): The right of conscience and the use of the democratic process within our congregations and in society at large;

[6th Principle](#): The goal of world community with peace, liberty, and justice for all;

[7th Principle](#): Respect for the interdependent web of all existence of which we are a part.

In addition to these Seven Principles, the members of UUCR voted to support the UUA in moving toward incorporating a proposed Eighth Principle that may be as stated below:

“ We, the member congregations of the Unitarian Universalist Association, covenant to affirm and promote: journeying toward spiritual wholeness by working to build a diverse multicultural Beloved Community by our actions that accountably dismantle racism and other oppressions in ourselves and our institutions.”

Our Congregational Covenant:

***Love is the spirit of this congregation,
and service is its law.***

***This is our great covenant: to dwell together in peace,
To seek the truth in love, and to help one another.***

UUCR Staff

Reverend Doctor Rebekah Savage, Settled Minister

Our minister serves in many ways as the spiritual leader of our faith community. The minister challenges and guides the congregation's spiritual focus, provides pastoral care and counseling, conducts special services, represents Unitarian Universalism in the community... and the minister leader many necessary administrative tasks.

Reverend Rebekah also provides pastoral leadership and support to the Board and Lay Ministry Council, and our Small Group Ministries (including Soul Matters). She participates in and leads worship, extends pastoral care across the congregation, and engages in interfaith and Public Witness activities.

For very detailed information about the values, standards and expectations of UU ministers, please see the Unitarian Universalist Minister's Association's "Guidelines for the Conduct of Ministry" at <https://www.uuma.org/page/guidelines>

Carla Miller, Director of Religious Education

Carla provides direction and oversight for our Family Faith Formation programs that give the children, youth and families of UUCR the tools they need to seek answers, nourish their spirits, and build the world they dream about.

Aiden Chernikoff, Religious Education & Youth Assistant

Aiden provides both direct and indirect assistance for all our RE programs, with a special focus on those for youth. Aiden also provides administrative support to RE programs by tracking attendance and by maintaining inventories of all RE materials and resources.

Sarah Jebian, Director of Music

Sarah oversees all music groups (internal and external) that provide music during worship services. Working with the ministry team, she is responsible for selecting appropriate music for worship and special events throughout the year. Sarah conducts the choir and produces several community arts events including ArtsConnect at UUCR, Battle of the Bands, and the annual Ethier Music Fund benefit concert.

Adrian L. H. Graham, Director of Communications & Membership

Adrian produces or manages all UUCR communications including print materials, electronic messaging, digital and social media including our website, and branding. Adrian oversees the UUCR membership process from initial inquiry, through congregational engagement, to termination, with everything that comes between, including leading classes for newcomers, meeting with congregants trying to find their way in community, and helping to celebrate congregational milestones. He works closely with all of the “Sunday Teams” and tech folks to ensure that our community is as welcoming (and informed) as it can be.

JeKaren Olaoya, Church Administrator

JeKaren handles a wide variety of operational responsibilities that keep UUCR running for all our spiritual, social justice, and fellowship activities and events. These include such things as overseeing building maintenance needs, keeping up with office, kitchen and bathroom supplies, keeping track of who has keys to the church, and reserving space for events at the church and managing the church calendar.

Justin Furnia, Pianist

Justin’s primary responsibility is to provide musical support for our worship services and to accompany the choir. He also coordinates UUCR’s Chamber Ensemble and accompanies various other musical groups as needed.

Justin Onyeador, Building Sexton

Justin is UUCR's Building Sexton, which means he is responsible for opening the building every Sunday and ensuring things are set up and ready for worship, classes, and other activities; locking up after Sunday morning activities are over; and for providing building and facilities support for rentals.

Jay Stewart, Part-time Custodian

Jay makes sure our classrooms and Sanctuary are ready for every Sunday morning—even when a special event goes on in the Sanctuary until midnight the night before. Jay cleans the church buildings each week and sets up/takes down/rearranges tables and chairs for special building and rental events.

Worship, Music and Arts Programs and Teams

Every worship service is an offering of beauty and passion, a living symbol of life's questions and struggles, and a guide for living our values. Through worship, we connect to both the universal and the singular, the outer and inner realms of life. Each service weaves together sermon, music, poetry, silence, prayer and meditation, children's stories, and the congregation's joys and sorrows. The result is a Sunday experience of harmony and diversity where we explore many possible paths to wisdom, connection, and changing the world.

The Music Program

We are blessed with an abundance of talent at UUCR! The *UUCR Community Choir* is open to everyone ages 14 and up (younger singers may be accepted on a case by case basis). You may join the choir at any time. The choir rehearses once a week and performs approximately every 3 weeks from late August through late May. The choir is led by Sarah Jebian, Director of Music. *Wildberry Jam* is a women's trio coordinated by Gaynelle Campbell. Wildberry is not open to new members and performs about once a quarter during worship. *Bonfire of the Mannakeys* is UUCR's house band and is coordinated by Michael Holmes. Bonfire has a rotating membership based on who is available to play at a given service or event. They

welcome new players at any time, including youth who show proficiency with their instrument. Bonfire performs once a quarter during worship and also plays at various special events. *Tuba Noodle Casserole* is a brass & wind ensemble coordinated by Julie Graf & Michael Holmes. They play 2-3 times throughout the year including during the holidays. TNC is open to youth & adults. The *Chamber Ensemble* focuses on classical piano, strings & woodwinds and is coordinated by Justin Furnia. They play once per quarter and are open to new members. Beginning in the 2020-2021 season, we will welcome *HALO* as one of our new music groups. HALO is an award-winning African American barbershop quartet led by Shana Oshiro and Niambi Powell. They are not open to new members but lead various workshops throughout the year. We also have a drum circle that meets on the first Wednesday of the month from October through May and Sonaria - a women's vocal ensemble that focuses primarily on spiritual growth through music. Learn more about our vibrant music program: <https://uucrmusic.weebly.com/>

Worship Arts Team

The Worship Arts Team supports the ministers in planning and creating high-quality worship services. A Worship Steward from the team prepares the sanctuary each Sunday and a Worship Associate assists in the pulpit as needed. Members also coordinate lay-led services and services with guest speakers.

The Music and Arts Council

The Music and Arts Council supports the music and arts program and the Director of Music in the use of music to enhance the life of the church, both in Sunday services and through other musical events that support the social justice goals of UUCR and provide outreach to the larger community.

Ushers Team

This friendly team of volunteers help set the tone for our services and are indispensable.

Sound Committee

The Sound Committee maintains the sound systems at UUCR in the Sanctuary and Founders Hall, including listening assistance systems. Each Sunday, the sound committee relies on volunteers to run the sound board in the sanctuary to support the amplified audio needs of each service.

Decorations Committee

At every service and sometimes on special occasions you will enjoy an arrangement of beautiful flowers in the sanctuary. They are provided by UUCR Decorations Committee members, on a rotating basis.

Situation Leaders

Situation Leaders are congregation members who have been trained in our emergency response protocol. A Situation Leader staffs each service. In the event of an emergency of any kind, the Situation Leader sends or receives communications via walkie-talkie from staff or volunteers in other buildings and leads the emergency response.

Lifespan Religious Education Programs and Teams

Faith Formation Programs for Children and Youth

UUCR's Faith Formation Program for children and youth engages young people in the lifelong process of forming their beliefs, values, and ways of being in the world. Our classes are planned with the faith development needs of each age-group and the diversity of learning styles in mind. The skilled and dedicated volunteers for UUCR's children and youth are the greatest gift and strength of our program. Knowing that children develop their beliefs and values not only in classes but through all their involvements in the congregation, we create and foster opportunities for the regular participation of our children and youth in the worship, social events, and social action activities of the congregation. Parents will also find here the resources and supportive community they need to be effective in their role as their child's most important faith educators and spiritual guides

Family Faith Formation Team

This leadership team provides administrative oversight of Family Faith Formation programming, including budget and policy approval, curriculum decisions, and the recruitment of volunteers. Team members serve as ambassadors of faith formation to the congregation-- facilitating communication and feedback between the program staff and leadership and the rest of the congregation.

Adult Faith Formation Team

The Adult Faith Formation Committee facilitates programs and events that promote and sustain adult faith development and spiritual practices; help UUCR members and friends learn about the history and current issues in Unitarian Universalism; and provides programs that teach the wisdom contained in other world religions. Committee members also guide *Emerson's Café* on Sundays, a drop-in conversation where important faith concepts and ideas are explored. The UUCR lending libraries are maintained by members of this committee.

Social Justice Committees, Groups, and Affiliations

The Social Justice Committee

Social justice is a vital part of the mission of our congregation. The Social Justice Committee coordinates and/or supports efforts across several areas of social justice and human services, some of which are Working Groups of the congregation, and others are human service organizations outside UUCR.

Working Groups plan a variety of opportunities for education, service, and advocacy in their respective emphasis areas. The human services groups are supported with funds and/or volunteers provided by the congregation.

The efforts of the Committee are guided by UUCR policies. (<https://uucr.org/uucr-policies-procedures-guidelines>.)

Partner Plate Program

A portion (ordinarily 50%) of UUCR's Sunday "plate collection" goes to support community organizations serving vulnerable populations. This Program is managed by the Committee, in consultation with the Ministers, to reflect congregational priorities and commitments.

Environmental Action Group

The Group leads efforts to improve our natural environment and encourage sustainability practices. Working to reduce our negative impact on the Earth as individuals and as a congregation, they work in solidarity with communities most affected by climate change and with environmental organizations to combat the impact of climate change, protect the Chesapeake Bay, and to reach for 100% clean renewable energy and eliminate waste in Montgomery County.

Hunger Relief Task Group

The Hunger Relief Task Group directly addresses hunger and promotes food security in our community with organized food donations going to the Manna Food Center, and with annual Thanksgiving baskets. The Group also solicits monetary donations to community organizations.

Immigration Action Group

The Immigration Action Group educates our faith community on issues affecting immigrants in Montgomery County and throughout the nation, and collaborates with other faith-based and community organizations to engage in both service and policy actions on behalf of immigrants.

LGBTQ+ Task Group, and the Rainbow Youth Alliance

The LGBTQ+ Task Group supports the rights and concerns of LGBTQ+ people in our congregation and in the wider community, and fosters awareness of such concerns among UUCR congregants and friends. The Rainbow Youth Alliance provides a unique and much-needed service to the LGBTQIA high school population of Montgomery County. Trained adult

facilitators provide a safe and affirming space for all youth to connect, ask questions, and explore with others.

Racial Justice Working Group

The Racial Justice Working Group leads the congregation to study and learn together to create opportunities for personal and systemic transformation toward racial justice.

Peace Studies Group

Peacemaking – both internationally and at home – has been a major focus of UUCR's Social Justice Committee. The Peace Studies Group works with local community groups studying and promoting peace and non-violent conflict. The reduction of militarism as a major tool of domestic and foreign policy, and the refocusing of resources and energies from war abroad to domestic needs at home, are primary goals. The group encourages congregational participation in discussions, peace demonstrations, petition drives, and peace advocacy directed at local, state, and national legislatures.

ArtsConnect at UUCR

ArtsConnect at UUCR uses music, visual art, poetry and other creative art forms to lift up important social justice issues. We select a different issue to focus on each season and offer music and art workshops (and more!) to help us explore the given issue. ArtsConnect culminates in a one-night only fundraising concert and art gallery display featuring the art created during our workshops as well as professional art from artists in the D.C. area and beyond. Each ArtsConnect event raises money for a community beneficiary to help support the work of social justice in our community.

Other Social Justice Direct Affiliations

Amnesty International Group
Beacon House
Community Reach of Montgomery County
Interfaith Works
UU Legislative Ministry of Maryland
Unitarian Universalist Service Committee
Unitarian Universalists for Social Justice
Habitat for Humanity

Membership & Communications Programs

New2UU

New2UU is a great way to get your toes wet and learn about our faith tradition broadly speaking, as well as our particular expression of it here at UUCR. You will explore Unitarian, Universalist, and Unitarian Universalist history and thought, and will have the opportunity to form and deepen bonds with your fellow congregants. Though joining the congregation as a member is not a necessary expectation of taking this class, New2UU fulfills our requirement of an orientation for those who are pursuing membership. (Offered 2-3 times per year.)

Newcomer Chat

Newcomer Chats are opportunities to ask the questions you're most curious about, whether they be about UUCR or Unitarian Universalism more broadly. A great way to be engaged at any point in the year, especially if you've made your way to UUCR between sessions of New2UU.

Archives & History

An informative pamphlet, written by former archivist Maude McGovern, detailing the first 60 Years of UUCR is available in print and at our website. Archivists assure publications and other information about UUCR are stored and available for research.

Buildings, Grounds, and Technology

Aesthetics Committee

The Aesthetics Committee promotes a beautiful and welcoming worship and meeting space at UUCR. The Committee members organize several art shows each year and consult with committee and staff on matters of color and design as requested.

Buildings & Grounds Committee

The mission of this Committee is to maintain the congregation's facility and property in a condition that allows UUCR members and friends, as well as other end-users, to perform the wide variety of activities that take place here.

Normal maintenance and repairs are performed by a combination of staff, contractors, the “Power Tool Gang” volunteers, and the Grounds Group. The Committee may take also take a major role in the development and oversight of Capital Improvements.

The Landscape Committee

The Landscape Committee organizes volunteers for the routine maintenance of the landscape and develop and oversee implementation of the landscape plan to enhance the beauty and accessibility of the landscape. They implement green solutions where appropriate and sustain the designated forest conservation areas. This committee also oversees expenditures from the Site Beautification Fund when funds are available.

Information Technology Committee

The mission of the Information Technology Committee is to maintain UUCR office IT systems (e.g. phones, computers, and broadband internet) and provide first response when the UUCR staff cannot resolve an IT system problem. The IT Committee also works with the UUCR Staff, Board of Trustees, and Finance Committee to plan for the introduction of new communication technologies and to plan for upgrades of systems when necessary. If you have a question or wish to be an IT volunteer, reach out to Bill Newhouse via it@uucr.org.

Spiritual & Caring Opportunities

Pastoral Care Team

The purpose of UUCR’s Pastoral Care program is to support the ministers in reaching out to congregants with special needs. Pastoral Care Team members minister to those who are undergoing health problems, dealing with grief or other life changes, or experiencing isolation because of age or disability. Assistance can take many forms: transportation to doctor appointments, providing meals, sending cards, visiting in hospitals or at home, and helping with memorial receptions. Pastoral care team members provide a spiritual presence and a listening ear for those who are no longer able to attend services

.

Spirit of Life Sangha

The Spirit of Life Sangha is a group of individuals who meet weekly in a peaceful and joyful setting to support each other in their practices of mindfulness. The group uses methods recommended by Buddhist monk Thich Nhat Hahn, as well as those of others in Buddhist traditions.

Women s Open Spiritual Connection Group

The WOSCG is open to all women interested in exploring spirituality together while gaining creative insights and connection with each other. Typical meetings include an introductions/check-in, a guided meditation, a creative self-exploration activity, the sharing of insights gained, and a closing.

Small Group Ministries and Soul Matters Small Groups

Small Group Ministries (SGM) offer members the opportunity to practice deep listening and to develop meaningful relationships while exploring personal beliefs based on our monthly theme. We can't help but grow through the sharing of ideas, feelings, perceptions, and that's what Small Group Ministries is all about. These groups are the heart of connection for some members of our congregation. Once or twice a month, groups of 8-10 people gather in covenant to delve deeper to explore faith practices in a safe, respectful environment. This year we are moving towards using the rich resources of the Soul Matters program. Between SGM sessions, Soul Matters invites ideas for faith experiences based on individual interest and preference. Whether you are new to UUCR or have been around for a while, consider joining a SGM. All are welcome!

UUCR Memorial Garden and Wall of Remembrance

The southeast corner of our property has long been a place to scatter ashes of our loved ones. In 1998, the congregation formally designated this area as a Memorial Garden. The Memorial Garden is a meditation grove with winding wooded pathways and a bench for quiet reflection. UUCR also has established a Memory Board that enables contributing

members and friends who choose to do so to install a bronze nameplate with the name and the years of birth and death as an ongoing memorial to loved ones who have been part of the UUCR community. The Memory Board is located on the wall of Building 4 directly facing the sanctuary.

Fellowship and other Opportunities

The Annual Fellowship Dinner

Usually held in March, this all-congregation event is a wonderful chance to meet new UUCR members, catch up with old friends, share culinary gifts, and have a relaxing evening together.

Dinners for Eight

D48 is a rotating mix of UUCR members and friends who meet for dinner and conversation in each other's homes. New members are especially welcome! Learn more and sign up to attend by sending an email message to dinners48@uucr.org

UUCR Drum Circle

If you've ever tapped your foot to a song on the radio you have all the rhythm you need to share in the healing power of communal drumming. No experience is required, and you need not bring a drum (though by all means bring one or any other percussion instrument.)

Craft Group

Share artistic knowledge, ideas, and conversation over crafts!

Hospitality Team

The indispensable Hospitality Team organizes the distribution of coffee, tea, and other drinks and accompaniments after services on Sundays and provides various levels of assistance in events staged by other groups when there is a need.

Emerson's Café

Every Sunday morning, Emerson's Café provides adult members of UUCR an opportunity to explore spiritual, faith, and religious concepts through conversations. Topics are chosen each week in advance, and the conversations are meant to flow from the heart as well as the mind. The conversations

are organized and led by members of the Adult Faith Formation Committee.

Literary Fiction Book Group

UUCR members are welcome to join this stimulating and congenial group. Members choose works of fiction, past and present. There is an interest among members of this group to focus on outstanding prose and in-depth character studies within the context of well-developed plots.

UUCR Book Club

The UUCR Book Group meets monthly. Books for discussion are chosen by the group and presented at the meeting by different members. All those who enjoy reading are welcome to participate.

Quilters

The mission of the Quilters is to create one quilt each year to be raffled at the Fall Fundraiser. This group provides the possibility for anyone who practices needlework to experience group participation in the making of a beautiful product, while enjoying the warmth and support of friends who share an interest.

Socrates Café Rockville

Open to the public, and in a coffeehouse-style atmosphere, Socrates Café Rockville facilitates philosophic discussions in small to mid-sized groups (6 to 10 people.) Questions to be discussed are chosen by the participants themselves. You can expect to leave with a clearer understanding of others' positions, as well as your own, on questions of significant moral or ethical import.

Sonaria

Sonaria is a women's vocal ensemble. Its primary focus is community building and spiritual growth through music. Sonaria meets on the 1st & 3rd Sundays of the month from September through May and occasionally performs in worship services. It is currently led by Cynthia Shires-Thurston and is open to new members identifying as cisgender, non-binary, or transgender women.

Young Adults Group

The Young Adults Group provides opportunities for people ages 18-35 to connect through social and spiritual development.

A Brief Look at the Governance of UUCR

Introduction and The Board

UUCR uses a “Strategic Board” model of representative leadership, with major or critical decision-making reserved for the voting congregation. The major areas of responsibility of our *General Trustees* and *Officers of the Congregation* (both generally referred to as “The Board of Trustees”) are: congregational mission-vision discernment; fiduciary responsibility and oversight; policy development; assessment; and strategic planning. The day-to-day management of UUCR is undertaken by qualified staff.

For official details of the governance of UUCR (By-Laws, Policies, Strategic Plans...) please see <https://uucr.org/uucr-governance> and <https://uucr.org/uucr-policies-procedures-guidelines>. Highlights are summarized below.

UUCR Board Meetings

The Board holds *Regular Meetings* once a month, which are open to the congregation. *Regular Meetings* are posted in the UUCR Calendar of Events. The Board may also hold *Special Meetings*, with not less than two day notice to the congregation. *Closed Executive Sessions* may be held to discuss sensitive matters, such as personnel issues and contracts.

The Election of the General Trustees and the Officers of the Congregation

The *General Trustees* and the *Officers of the Congregation* are elected by the congregation at the May *Congregational Meeting*. The Senior Minister and the immediate Past President also serve as ex-officio, non-voting members of the Board.

Three *General Trustees* serve staggered three-year terms and may be re-elected for one consecutive term.

The *Officers of the Congregation* are: The *President*, who serves for one year following the year of their election as *Vice President*; the *Secretary* and the *Treasurer*, elected for three-year terms.

(Assistant Treasurers, who are not members of the Board, are also elected for three years terms.)

Nominations for the Board of Trustees

A seven-member *Nominating Committee*, chartered by and reporting to the congregation, works throughout the year to gather a slate of Board nominees, which must be reported to the congregation at least 30 days prior to the *May Congregational Meeting*. Six members of the *Nominating Committee* are elected by the congregation and serve in staggered three-year terms, and one member is elected by the Board and serves a one-year term. In addition to nominations presented by the Committee, nominations may also come directly from the congregation: any three members may sign a nominating petition, addressed to the Secretary of the Board. Ballots must not indicate whether a candidate was nominated by the *Nominating Committee* or came from the congregation.

Communications with the congregation, the Proceedings Book”

All meetings and decisions of the board (apart from sensitive information, such as personnel matters) are regularly summarized and communicated to the congregation and staff by announcements, electronic publications, the bulletin board, and within *Congregational Meetings* and “Town-Hall” meetings. The Minutes of the Board and *Congregational Meetings* are kept in the “Proceedings Book,” which is available to members.

Congregational Meetings and Town-Hall meetings

At least one annual *Congregational Meeting* for the election of Board Members and other business must be held in May. Traditionally, another *Congregational Meeting* is held in January. Informative meetings, such as “Town Hall” meetings,

are held throughout the year by call of the Board. Other *Congregational Meetings* may be called by one-eighth (1/8) of the voting congregation. To conduct the business of the congregation, *Congregational Meetings* require a quorum of one-eighth (1/8) of the members entitled to vote and require a 10-day prior written notice to UUCR congregants.

Lay Ministry Council and Board Chartered Committees (Reporting to the Board)

Leadership Development and Recruitment Plan Team

The Leadership Development and Recruitment Plan Team proposed to the Board of Trustees, for their action, a UUCR leadership recruitment, development, and mentoring plan, to be implemented in 2020/21.

The Lay Ministry Council

The Lay Ministry Council engages with leaders and members to encourage, sustain, and coordinate programs and activities that meet UUCR's present and future needs. The Council's mission is to promote inspiring ministry and programs through leadership and support, and to provide advice to the Board on matters which effect programming. Lay Ministers are available each Sunday after the service to discuss whatever is on your mind and to answer questions and to suggest ways to engage.

The Stewardship Committee [under development]

Finance Committee

The Finance Committee, which includes the Treasurer and Assistant Treasurers, oversees the financial affairs of the congregation. It oversees and helps coordinate the annual canvass budget, maintains fiscal year spreadsheets used to track canvass and Board budgets, provides financial analyses for Board use and decision making, reviews monthly Treasurer Reports and operating income and expenses, provides revenue/expense projections, provides financial reporting, drafts and updates financial policies for board approval, supports church leaders/committee chairs as they execute their

portions of the budget, maintains electronic copies of official financial records, and performs financial reviews of church books.

The Canvass Team

The Canvass team has oversight of the annual Canvass (the annual pledge drive.) (See below, *Fundraising at UUCR*)

Planned Giving Committee

(See below, *Fundraising at UUCR*)

Investment Committee

The Investment Committee is responsible for reviewing and recommending investment vehicles for all long-term and mid-term financial assets of the congregation.

Personnel Committee

Personnel Committee provides support to the Ministers and the Board for the administration of church employees.

Rental Team

The Rental Committee develops and oversees a rental program that provides income to support UUCR's operations. The rental program must be consistent with the Board's goals, UUCR's mission and overall space availability.

The Rental committee serves as the primary point of contact with the nursery schools on matters related to negotiating cooperative agreement lease renewals and interpreting lease provisions. The Church Administrator is responsible for day-to-day rental activities and negotiates and signs short-term rental agreements consistent with Board policy.

Committee on the Ministry

The Committee on Ministry (COM) works with our ministers and members of the congregation to care for and strengthen the overall ministry of the congregation.

The UUCR Covenant of Right Relations outlines principles and expectations designed to resolve conflict at an early stage and promote the smooth functioning of our community. A Conflict Resolution Policy identifies the steps to be followed in UUCR when conflicts within the congregation require a more formal structure for resolution. If needed, a matter can go to trained members of the Board-approved Conflict Resolution Team activated by the Committee on Ministry.

Fundraising at UUCR

All the ministries described herein, our beautiful UUCR spaces, and our extraordinary staff all require financial support through fundraising.

The Canvass (the Annual Pledge Drive)

The Canvass, held every year in February and March, is the most important fundraising event of the year at UUCR. All members and friends are canvassed and asked to make an annual financial pledge to support the operations of UUCR. The canvass is responsible for almost 80% of UUCR funding. The canvass also provides special opportunities to refresh mindfulness about what UUCR does for congregants, families, and our community, and increases awareness of the congregation's income, costs and obligations. The results of the canvass are the primary basis for annual financial planning and related decision making by the Board of Trustees. The latest and prior canvass documents (and associated financial information) can be found by searching "canvass" in UUCR.org

Planned Giving

Planned giving is an on-going fundraising effort to assure a permanent endowment for the future of UUCR. This type of giving can take several forms—bequests in wills, life income arrangements (trusts, gift annuities, pooled income funds), and transfers of not readily marketable assets.

Capital Campaigns

In a Capital Campaign members and friends may be asked to make special contributions to support a specific major capital project, such as a renovation or a change to UUCR buildings or grounds.

The Annual Fall Fundraiser,” “Action Auction,” and other Special Events

There are two special events which are integral to fundraising in UUCR: The “Fall Fundraiser,” and the spring “Action Auction” of valuable services and goods donated by members of the congregation. These very enjoyable events bring in about 4% of UUCR’s operating funds. You will want to attend both! Other special events may be held for purposes other than general revenue, such as the Ethier Music Fund benefit concert, which supports the music and the arts program.

Making Corrections, Additions to *Inside UUCR*

As with any brand-new effort, there will be room for improvement and there may be errors. We welcome your suggestions, additions and corrections! Please get in touch with any member of the Lay Ministry Council, who will get you in contact with the current editor of *Inside UUCR*. THANK YOU!