

*Glacier Unitarian
Universalist Fellowship*



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www.glacieruu.org

Policy Manual

Updated August 15, 2015

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Introduction

This policy manual has been developed in an effort to establish a coherent policy that will transcend changes in the various offices and personnel from year to year. It is meant to be a dynamic guide that can be easily modified as better ways of doing things are developed. We have as our basic primary guide the UU Principles and Purposes, our own GUUF mission statement, and our bylaws.

The Unitarian Universalist Principles and Purposes

We, the member congregations of the Unitarian Universalist Association, covenant to affirm and promote:

- The inherent dignity and worth of every person;
- Justice, equity and compassion in human relations;
- Acceptance of one another and encouragement to spiritual growth in our congregations;
- A free and responsible search for truth and meaning;
- The right of conscience and the use of the democratic process within our congregations and in society at large;
- The goal of world community with peace, liberty, and justice for all;
- Respect for the interdependent web of all existence of which we are a part.

Mission Statement

Glacier Unitarian Universalist Fellowship is a welcoming, supportive fellowship that nurtures the spiritual, intellectual and social needs of our members of all ages through open inquiry into inspirational experiences, diverse beliefs, and religious traditions. We work together towards a more compassionate, more just world for all.

Section I-A

Bylaws

ARTICLE I. NAME

The name of this religious society shall be the **Glacier Unitarian Universalist Fellowship** of Kalispell, Montana.

ARTICLE II. PURPOSE

We are a welcoming, supportive fellowship that nurtures the spiritual, intellectual and social needs of our members of all ages through the open inquiry into inspirational experiences, diverse beliefs, and religious traditions. We work together toward a more compassionate, more just world for all.

ARTICLE III. MEMBERSHIP

Any person may become a voting member of this Fellowship who is in sympathy with its Principles and Purposes, who has accepted the GUUF bylaws, and signed the Membership Book. Any person who has attended at least one meeting and who has made a contribution sufficient to meet at least our per-member obligation to the denominational affiliation organizations (listed in Article IV), will continue to be listed as a member at the beginning of each new fiscal year. This contribution must be paid by December 31 of the current fiscal year to be included in the annual report to the UUA and MDD.

Glacier Unitarian Universalist Fellowship declares and affirms its intention to promote the full participation of persons in all of its activities, and thereby does not discriminate against any person on the basis of race, color, sex, disability, sexual orientation, age, national or ethnic origin, marital status, or language, and does not require adherence to any particular interpretation of religion or to any particular religious belief or creed.

ARTICLE IV. DENOMINATIONAL AFFILIATION

This Fellowship shall be a member of the Unitarian Universalist Association (UUA), the Mountain Desert District (MDD), and the Montana Area Unitarian Universalist Association (MAUUA).

ARTICLE V. MEETINGS

The regular meetings of the Fellowship shall be determined by the Fellowship itself, or by any person and persons designated by it. The Annual Meeting shall be held each year in the month of April or May, at such time and place as shall be fixed by the Board of Trustees. Meetings may be called by the Board of Trustees, and special meetings may be called by written request of any five Fellowship members. The business to be transacted shall be mentioned in the call to the special meeting. Thirty percent of the membership shall constitute a quorum, and a two-thirds vote of those present and voting is required to transact any business.

ARTICLE VI. Board of Trustees

Members: 4 officers (President, Vice President, Secretary, and Treasurer) plus three to five at-large members, preferably without committee chair responsibilities.

Responsibilities: governance, fiduciary management and administrative functions of GUUF, as well as oversee functioning of these committees:

- Stewardship
- Recruitment & Recognition
- Building and Grounds Committee
- Any non-permanent ad hoc committees that are created by the board

All members of the Board of Trustees are elected by the general membership except for a temporary appointment necessitated by a resignation. (See below)

A quorum consists of 50% of the Board of Trustees members plus a chair (which must be an elected officer). The President is the nominal chair of the committee, if he/she is absent, then the Vice President becomes the chair. In the event both are absent, then the Secretary becomes the chair, and finally if all are absent except for the Treasurer, then the Treasurer becomes chair. The chairman does not vote except to break a tie.

Terms: 2 years, with maximum of 2 consecutive terms for Secretary and Treasurer. The President and VP would each serve a single 2-year term, with the VP understanding that he/she will likely become President in 2 years, subject to the vote of the Fellowship (thus, a 4-year commitment). At-large board members could serve a maximum of 3 consecutive 2-year terms.

A qualified candidate for membership on the Board of Trustees shall have been a full member of GUUF for at least one year prior to the elections.

Vacancies

Should a member of the Board of Trustees resign, the Board shall appoint a qualified church member to fill the vacancy until the next regular Annual meeting. At that time, a qualified member (not excluding the appointed member) will be elected to fill the unexpired term. Should a Board member fail to attend three or more consecutive regularly scheduled committee meetings, the remaining members of the committee may, upon majority vote, recommend that the Board of Trustees find said Board member has resigned de facto. The Board of Trustees may, after making such a finding, appoint a qualified new member who shall complete the term of the member found to have resigned de facto.

ARTICLE VII. Fellowship Council

Members: Chairpersons for Program, Religious Education, Membership, Social Action, Communications Committees and the Minister

Responsibilities: programmatic, worship and community life functions at GUUF, including overseeing Fellowship Teams which may be charged with handling specific tasks or events at GUUF (such as music, the Winter Solstice, RE teachers, etc.)

Terms: 1 year, with maximum of 3 consecutive 2-year terms for any one committee chair.

The Board shall appoint a member to act as the liaison between the Board and the Fellowship Council.

ARTICLE VIII. Fiscal Year

The fiscal year shall end June 30 – the same date as for the Unitarian Universalist Association.

ARTICLE IX. Amendments

These bylaws, so far as allowed by law, may be amended, or replaced, at any meeting of the Fellowship by a two-thirds vote of those members present and voting. Notice of any proposed change shall be contained in the call to the meeting.

ARTICLE X. Dissolution

Should this Fellowship cease to function and the membership vote to disband, any accrued assets of the Fellowship will be assigned to the Unitarian Universalist Association, to be used for the extension of liberal religion.

Amended and adopted this 17th day of May, 2015 by

Section I-B General Policies

Membership Policy

To become a voting member of GUUF, one must:

- read and agree with the GUUF bylaws
- generally agree with the UUA Purposes and Principles
- sign our Membership Book.
- attend at least one service per fiscal year
- provide a financial contribution sufficient to at least meet GUUF's per-member obligation to UU-affiliated organizations (Unitarian-Universalist Association (UUA), the Mountain Desert District (MDD) and Montana Area UU Association (MAUUA) as determined by the Treasurer on an annual basis. An in kind contribution can substitute for the membership contribution subject to the approval of the President.

All non-members are welcome at all our services and events and may serve on any committee. (Since voting is restricted to members, a non-member cannot serve as an officer.)

Honoraria

Honoraria fees are \$75.00 for individual local speakers and \$100 for local panels. Fees in excess of this must be approved in advance by the Board of Trustees. Travel time for out-of-town speakers will be negotiated by the Program chairperson, who will report those additional fees to the Treasurer and the Board of Trustees.

Use of GUUF Banner

We encourage a GUUF presence at community events, particularly when social justice issues are involved (attending a Lesbian and Gay Pride parade or a reproductive rights march, for example). The Board of Trustees will need to approve of the use of the GUUF banner for controversial events. In the event that the use must be approved before a regular board meeting, the President (or another officer in the President's absence) will arrange an email vote.

Building Use Policy

Any use of the building for non-fellowship events will be scheduled in advance with the chairperson of the Building and Grounds Committee or Fellowship President. The fellowship has priority use of the building. Other tenants may need to be informed about other building use.

Fellowship members may unlock the building for their own events. Non-fellowship members will need to have a member of the Fellowship unlock the building for them. A key may be provided if necessary, which will require a deposit.

Those using the building must leave the building in the condition they found it in. Lists of clean-up tasks are posted in the building.

Five categories for facility use

1. One-time use by fellowship members for some other organization's meeting or for social occasions. (No charge)
2. A fellowship member hosting an event. Generally this will be free, but is subject to approval and review by the Building and Grounds Committee (BGC).
3. A fellowship member scheduling regular monthly or weekly use of the building for a meeting by another public service organization. See rental rates below/ Use is subject to approval and review by the BGC.
4. Non-fellowship member renting for a one-time event or scheduling the building for regular use. Base rate will apply, and a deposit of \$50 will also be required. (Also a key deposit is required if a key is given to the renter).
5. Other longer-term facility proposals, e.g. schools, another church, etc. Rental terms and conditions will be approved by the Board of Trustees.

All events should be scheduled in advance and meetings be ended by 10 p.m. as a courtesy to our neighbors. Facility users will treat all property with respect. Trash resulting from activities will be removed, and all areas used shall be left clean and tidy as specified in the janitor's guidelines posted in the building. If this condition is not met, GUUF will secure janitorial services and the charge will be taken out of the deposit or charged to the facility host. Upon leaving the building, all windows will be shut, lights turned off, heat readjusted to appropriate settings, and doors locked.

Rental rates

\$50 a day for full day use.

\$25 for any part of a day or evening less than 4 hours in length.

\$15 for a short, regular monthly use of the building in the evening.

Deposits

\$50 for category 4 use.

\$25 key deposit

Building Use Rental Agreement

Between

Glacier Unitarian Universalist Fellowship (GUUF)

And _____ (named party)

For the specific time period _____

on this specific day _____

the Glacier Unitarian Universalist Fellowship will provide space to the above named party. The space to be used will be:

The named party to this agreement shall not conduct, or allow to be conducted, by any employee or affiliate, any activity or event that may be counter to GUUF's mission and ministry or that could damage the good name of GUUF or conflict with GUUF scheduled usage.

A specific contact person from GUUF will be appointed as liaison and will be responsible for any arrangements involved in making this rental agreement workable. The GUUF liaison will see that the lease is signed, the deposit and rent collected, a tour of the building given to the leasing organization or individual, and the deposit returned if the building is left in good shape following the event.

Renters will treat all property with respect. Trash resulting from activities will be removed, and all areas used shall be left clean and tidy as specified in the janitor's guidelines posted in the building. If this condition is not met, GUUF will secure janitorial services and the charge will be taken out of the deposit. Upon leaving the building, all windows will be shut, lights turned off, heat readjusted to appropriate settings, and doors locked.

The agreed upon fee for the above facility will be set at \$50 per day or \$25 per event less than 4 hours in length. A \$50 deposit fee will also be charged organizations that have no GUUF members. Fee agreed upon for this event: _____

This lease contains the entire agreement between the parties hereto and cannot be modified, changed or altered in any respect except in writing signed by the parties hereto. In the event of any termination of this lease for any cause except an unremedied default, all liability for the payment of rent shall cease and terminate upon payment prorated to the date of such termination.

Time shall be, and is hereby declared, to be of the essence of this agreement and the terms, covenants, and conditions hereof shall be binding upon the respective parties hereto.

Glacier UU member: _____ date _____

Named party: _____ date _____

SECTION I-C

THE BOARD OF TRUSTEES (and committees that report directly to the Board of Trustees)

The Board of Trustees (BOT) is responsible for the governance, administrative and management functions of GUUF. Committee reporting to the BOT are Stewardship, Recruitment & Recognition, Committee on Ministry, and the Building and Grounds Committees. The Board shall appoint one a member to be the liaison between the Board of Trustees and the Fellowship Committee.

President

The President is elected annually by the membership, and is the chief coordinator, communicator, and delegator. The President encourages and mentors volunteer leadership in the congregation and is responsible for ensuring that all the components are fitting together and working smoothly. Responsibilities:

- Calls regular meetings of the Board of Trustees (with other people included as necessary) in order to plan, coordinate operations, and keep communications open. A Board of Trustees meeting should occur at least every month.
- Has general oversight responsibility for all committee chairs, clarifies the tasks of each committee as necessary, supports the work of each committee, ensures that each committee has the resources to accomplish its tasks, and sees that the mission of each committee is accomplished.
- Helps organize, secures dates for, and leads the Annual Meeting and other business meetings during the year as needed. Signs amendments and changes to the bylaws that have been approved by the congregation.
- Speaks for our congregation to the wider community. It is very important, particularly in a community crisis situation when there is no time to consult, that our congregation has a spokesperson who speaks for the Fellowship. Less critical spokesperson tasks can be delegated as the President sees fit.

Vice-President

The Vice President assists the President in supporting the work of all standing committees, fills in for the President during his/her absence, and performs other duties as may be assigned by the President. This person must be ready to stand in for the President on little or no notice, and will be the spokesperson for the Fellowship in the President's absence.

As signatory to our agreement with the bank, the Treasurer will arrange for an information copy of our bank statement be sent to another Board of Trustee member. That designee is normally the Vice President, but the Board of Trustees can designate any other board member.

Secretary

- Takes notes and keeps a record of each Board of Trustees meeting's resolutions and other business, records the proceedings of the Annual Meeting and other special meetings, and distributes copies as appropriate.
- Maintains a written record of changes and amendments to the GUUF bylaws, edits and signs each revision to the bylaws.
- Maintains a liaison with the Montana Secretary of State to ensure that our certificate of incorporation remains valid. The secretary will file any annual reports required by the State of Montana to maintain our charter.
- Picks up and sorts mail frequently and distributes as appropriate. However, this has not always worked well for the Treasurer as there has been too much delay in passing mail from the Secretary to the Treasurer and bills have become overdue. Therefore, it is essential that the Treasurer and Secretary co-ordinate this task.
- Retains and answers any correspondence that is appropriate to the office of secretary. If he/she is unable to deal with any particular correspondence, the secretary will delegate someone to deal with it and then follow up to make sure it gets done.
- Maintains the bulletin boards, particularly the general interest board.
- Updates our UUA and MDD information. Every year the UUA and MDD sends out a form that must be filled out to maintain our membership in the UUA. It is the responsibility of the secretary to find out when that registration is due and follow up on it even if there has been a breakdown in the notification process. The responsibility for maintaining a current list of members rests with the Treasurer; therefore, the Secretary must obtain a current membership list from him/her before updating the UUA and/or MDD. Since the UUA requires a password to register and edit the information, it is the responsibility of the secretary to maintain a record of that password and be sure that the successor secretary has it.
- Co-ordinates and maintains the revisions to the Policy Manual, as well as other non-financial records and bylaws. When updating the policy manual, the most current version can be downloaded from our resource page. After the updates are made, then the secretary will contact one of the webmasters to upload the revised version.

Treasurer

The Treasurer manages and keeps a record of the Fellowship's financial affairs. He/she will keep records in sufficient detail to allow a categorical budget to be prepared for the next year. (The records should be kept in a form that can easily be passed on to his/her successor.) The Treasurer has a duty to foresee the financial needs of the congregation as far in advance as possible. The Treasurer:

- Maintains a record of those people who have pledged or paid an amount to the maintenance of the Fellowship. During the fiscal year the Treasurer shall periodically send each member a report of his or her pledge and payment. (Suggested times are at the end of the calendar year and sometime prior to the Annual Meeting.)
- Makes known to the congregation any changes to the existing confidentiality policy. (The Treasurer generally keeps in confidence the amount each person pledges and pays. However, there will be a need to share the personal pledge information with others such as the secretary so he/she can update information for the UUA, the Canvass Committee, the Stewardship Committee, and possibly others.)

- Prepares a detailed Treasurer's report from time to time and presents it to the President. Prepares a synoptic report ready for each Board of Trustee meeting.
- Ensures payment of the annual dues to UUA, MDD & MAUUA after the secretary submits the membership count for the current fiscal year and upon verification by the Board.
- The Treasurer is an automatic member of the Stewardship Committee and participates fully in the goals of that committee.
- Schedules a time on the Board of Trustees agenda prior to the Annual Meeting to develop a preliminary budget for the next fiscal year. Presents the preliminary budget developed at that meeting to the congregation for direction and comment. A fair share recommendation for each member is then generated and presented to the congregation by individual letter, newsletter articles, at a semi-Annual Meeting, and/or during individual canvass.
- Ensures prompt payment of all obligations of the fellowship.
- As a signatory to our agreement with the bank, the Treasurer will arrange for an information copy of our bank statement be sent to another Board of Trustee member. That designee is normally the Vice President, but the Board of Trustees can designate any other board member.
- Maintains a liaison with all federal, state, and local taxing authorities to ensure that our tax free status remains active, and pays all payroll and other taxes when due. Since our tax status may be complicated by factors such as the building rental (may be considered business income), the Treasurer may hire a professional advisor/s as necessary and keep the board informed of those arrangements.
- Shall be the MDD Chalice Lighter Representative, or see that someone else is so designated.

At-Large Board Members

In addition to providing advice and guidance to the Board of Trustees, and voting on issues presented at general board meetings, a board member at large represents the general membership on issues of interest or concern, particularly those that often arise outside of the Board of Trustee structure. He/she may conduct various projects that further the goals of the GUUF, or to develop services for the membership. A member at large could serve as chair of any ad hoc committee formed to develop these projects. He/she listens to the general membership and communicate their issues, needs, and interests to the Board of Trustees.

All members of the Board of Trustees, including at large members, are elected by the general membership. At-large board members can serve a maximum of 3 consecutive 2-year terms.

Stewardship Committee

Purpose: To ensure the general financial well-being of the Fellowship, and to encourage broad participation of the members in the financial well-being of the fellowship. This committee plays a crucial role in the life of the congregation, and should function throughout the year. The treasurer is automatically considered to be a member of this committee, and as such is subject to the terms of office of the treasurer, rather than this committee. Tasks include:

- Plan fundraising events for the Fellowship, including any appeals.
- Oversee the pledging/canvassing process (if we were to undertake canvassing), including an annual pledge event.

- Provide information to the Fellowship about ways of making gifts to support the mission including planned gifts, bequests, gifts of assets, such as stock, etc.
- Oversee the legacy circle program to encourage members and supporters to leave a gift in their estate plan to support the work of the Fellowship.
- Provide general support to the Treasurer in the financial oversight of the Fellowship.
- Communicate effectively with the congregation regarding the goals for the coming year and the resources needed to attain those goals.
- Set stewardship goals for the current year which includes evaluating and planning capital expenditure projects:
 1. Capital expenditures are loosely defined as projects exceeding about \$3,000.00.
 2. The Board of Trustees approves investigating the project and defines the scope then asks Building and Grounds Committee to work up details and obtain bids.
 3. BC determines specs, bids out project, and makes recommendation on the preferred contractor.
 4. Stewardship Committee receives total budgetary costs of project from BC, and after looking at financial resources, makes a recommendation to the board on the financial viability of the project.
 5. BoT takes recommendations from BC and SC and makes a final decision (or sends back to BC or SC for revision or further review).

Vacancies

Should a member of the Stewardship Committee resign, the Board of Trustees shall appoint a qualified church member to fill the vacancy until the next regular Annual meeting. At that time, a qualified member (not excluding the appointed member) will be elected to fill the unexpired term. Should a Committee member fail to attend three or more consecutive regularly scheduled committee meetings, the remaining members of the committee may, upon majority vote, recommend that the Board of Trustees find said Stewardship Committee member has resigned *de facto*. The Board of Trustees may, after making such a finding, appoint a qualified new member to the Stewardship Committee who shall complete the term of the member found to have resigned *de facto*.

Recruitment & Recognition Committee

The mission of the Recruitment and Recognition Committee is to ensure the future growth and enrichment of the church by finding and nurturing qualified candidates for key roles in the leadership of the church. The Committee shall operate on a year-round basis and continuously survey the congregation for people who have skills or interest in contributing to the activities of the church. The Recruitment and Recognition Committee reports directly to the Board of Trustees and is responsible to them for all their actions.

The Committee shall annually recruit candidates for the Board of Trustees, at large board members, a successor Recruitment and Recognition Committee for the upcoming year, Committee on Ministry, and chairperson the Building and Grounds Committee. The Committee shall also find and recruit candidates for various other positions as directed by the Board of Trustees. The Committee shall inform the congregation of the nominees for elected positions via the newsletter and/or weekly e-mail updates in advance of the election at the annual meeting.

The Committee shall report to the Board of its selections for other positions that have been directed by the Board of Trustees.

When selecting candidates for these functions, the Committee shall first inquire as to whether incumbents are interested in being a candidate again in addition to approaching other qualified persons. Wherever possible, efforts shall be made to provide more candidates than are required for these offices so the church members can freely make their selections.

At the time of an announced vacancy in the ministry of the church, the Recruitment and Recognition Committee shall recruit members of the Ministerial Search Committee

The Recruitment and Recognition Committee shall be in charge of the election procedure at the Annual meeting with the advice and consent of the Board of Trustees. In addition to introducing all candidates, the Recruitment and Recognition Committee shall accept qualified nominations from the floor. Voting shall proceed according to the By-Laws.

Numbers and Terms of Office. The Recruitment and Recognition Committee shall consist of three to five members of the church who will serve terms of 1 year, with maximum of 3 consecutive terms for any one committee member.

The Board of Trustees shall nominate the members of this committee who will then be voted upon during the annual meeting. The Recruitment and Recognition Committee shall meet by July 1st each year to elect a chairperson. A qualified candidate for membership on the Recruitment and Recognition Committee shall have been a full member for at least one year prior to the elections. A Recruitment and Recognition Committee member may not concurrently serve on the Board of Trustees. A member of the Board of Trustees shall be a member of GUUF.

Vacancies

Should a member of the Recruitment and Recognition Committee resign, the Board of Trustees shall appoint a qualified church member to fill the vacancy until the next regular Annual meeting. At that time, a qualified member (not excluding the appointed member) will be elected to fill the unexpired term. Should a Committee member fail to attend three or more consecutive regularly scheduled committee meetings, the remaining members of the committee may, upon majority vote, recommend that the Board of Trustees find said Recruitment and Recognition Committee member has resigned *de facto*. The Board of Trustees may, after making such a finding, appoint a qualified new member to the Recruitment and Recognition Committee who shall complete the term of the member found to have resigned *de facto*.

From time to time as appropriate, and at a minimum at the annual meeting, the Recruitment and Recognition Committee shall prepare a brief ceremony to honor and recognize those who have served the congregation over the last year. This need not be limited to those in Board of Trustee or committee chairs, but may be anyone in the congregation deserving of such recognition.

Committee on Ministry

Purpose: The function of the committee shall be to recognize and nurture the needs of the minister and to maintain a channel of communication between the minister and the congregation. The Board of Trustees, in consultation with the Minister, shall appoint from the membership a five (5) member Committee on Ministry. Members may serve for three consecutive two-year terms. This committee shall meet with the Minister at least every sixty (60) days (except in July and August). A chair shall be selected by and from the members of the committee. Tasks include:

- Conduct a performance review and review the minister's job description and terms of employment and renegotiate them, if needed.
- Recommend compensation for the Minister to the Board of Trustees and Treasurer for the annual budget.
- Negotiate a compensation contract, subsequent to Board of Trustees and Treasurer approval.
- Communicate projected growth needs of this Committee to the BOT and Long Range Planning Committee so that they can be reflected in the LRPC's 5-year plan for the Fellowship.

Buildings & Grounds Committee

The Buildings & Grounds Committee reviews ongoing building concerns and how to resolve them. Tasks include:

- Maintain the Property Master Plan, with projected grown requirements for both our buildings and property. Coordinate with the Long Range Planning, and other standing committees and review on an annual basis with the Board of Trustees and the congregation as a whole.
- Determine specs, bidding out projects, and makes recommendations on the preferred contractor when the Board of Trustees has defined the scope of a proposed capital project. The Building and Grounds Committee will pass those recommendation to the Stewardship Committee who will determine the viability of the project. (Details are in the Stewardship section.)
- Appoint (or serve as) a building use coordinator to schedule building use dates and communicate with renters as needed.
- Organize "work-days" as needed to accomplish jobs that Fellowship members can handle.
- Contract with various subcontractors and vendors to accomplish jobs we cannot handle ourselves including a cleaning contractor.
- Address lawn care, weed control issues and snow removal.
- Make sure insurance needs are met.
- Deal with ongoing other minor maintenance details such as furnace filter, accumulator tank pressures, etc.
- Complete a periodic review of kitchen stuff to replace replacing any needed items and discard superfluous items
- See to it that we have a Chief Gardener – Gather names and structure for how flower gardens will be maintained, watered, etc.
- Communicate projected growth needs of this Committee to the BOT and Long Range Planning Committee so that they can be reflected in the LRPC's 5 year plan for the Fellowship.

Section II

The Fellowship Council

The Fellowship Council is responsible for the programmatic, worship and community life functions at GUUF, including overseeing Fellowship Teams which may be charged with handling specific tasks or events at GUUF (such as music, the Winter Solstice, RE teachers, etc.)

Program Committee

The Program Committee is essential in the GUUF organization; well-planned programs and services are the key to vibrant community life, and good attendance. Good organizing and delegating skills are important in the person who is the chair of this committee. Though other members or speakers will be conducting most programs, the Program Chair should see that each service is well planned and has structure. Each speaker/presenter who puts on a service should feel that he/she has a person to turn to for help and resources, and that should be the Program chair or somebody he/she has delegated. This is a position that may work well in a co-chair arrangement with a two-year staggered commitment by each co-chair. The Program chair(s) is expected to:

- Hold meetings of the Program Committee on a monthly basis to decide the schedule for the next two months and take care of any unresolved details for the next month's programs and services. The Program Committee will work with the minister to coordinate all services, review program effectiveness, and establish working goals for developing the worship life of the congregation.
- Convey sufficient information about each program to the newsletter editor and to the person who sends out the weekly email announcements in a timely fashion. Check to assure that the service information has been logged into the on-line community calendar.
- Have structure available or persons to refer to for special services as necessary (like memorials, naming days, weddings, etc.). Work with minister on arranging special services.
- Conduct an annual survey of the effectiveness of our programs and prepare a report for the Annual Meeting.
- Work with the minister to coordinate special events such as weddings and memorial services. (Since these can be rather unexpected events, the program chair should check with the library/librarian to see that guidebooks on conducting these types of services are on hand.) Have structure available or persons to refer to for special services as necessary (like memorials, naming days, weddings, etc.).
- Work with the minister and the Fellowship Council regarding the planning of summer activities.
- Plan hosting of guest ministers or guest speakers (housing, transportation, plane tickets, dinners, etc.) Ensure the guest minister or speaker/s receives honoraria. The Treasurer is responsible for writing the check, but the Program chair should be following up to make sure it actually happened. (Also see section on honoraria.) In the case of having two or more speakers, each is made aware of the other's presentation and how much time will be allotted to each. Someone should meet with the speaker(s) and work out a rough outline of the service and an approximate time line.
- On at least an annual basis, communicate projected growth needs of this Committee to the Long Range Planning Committee so that they can be reflected in the LRPC's 5 year plan for

the Fellowship. In the event we have no Long Range Planning Committee in any given year, then that report should go to the Board of Trustees

At each service, the Program chair should see to it that things happen smoothly. Most of these are items he/she need not necessarily do personally, but rather ensures that:

- There is a service leader designated for each service. This can be either the program chair, or someone else. (see "Planning of Services" for a more detailed discussion.)
- Two greeters will be available at the inside entrance each Sunday to greet members and guests, provide nametags and directions if needed, and hand out orders of service (if the Membership Committee has not done so).
- Time is set aside each service for chalice lighting ceremony, announcements, introduction of visitors, joys and concerns, a children inclusion ceremony of some sort, hymns and readings, a closing ceremony, etc., and see that there is a bit of background structure, even if not readily apparent. (These plans need not be rigid, but rather flexible and dynamic: they should be integrated with the program planned for that day.)
- An order of service is printed and available in time for the greeters to hand out. This will require coordinating with the speaker/presenter a week or so in advance. It also ensures that someone has addressed the need for hymns/readings.
- A piano player is available (or other music, if needed).
- In the case of having two or more speakers, each is made aware of the other's presentation and how much time will be allotted to each. Someone should meet with the speaker(s) and work out a rough outline of the service and an approximate time line. (Note: there is a guest speaker policy in the planning of services section.)
- The room is set up appropriately for the type of service being conducted.
- Fresh candles, clean tablecloth, matches or lighter, chalice, etc., are in place.
- Chairs are set up and hymnals are out, if needed.
- Needed resources, such as the TV/VCR, computer projector, and other visual aids, are ready and working. (Check with the person conducting the service to see if audio/visual chores can be more conveniently handled by someone other than the speaker.)
- Section IV, Services and Programs – The planning of services has been complied with as much as is reasonable.

Membership Committee

Membership issues connect with almost all that goes on within the Fellowship – focusing on ways to adjust to a changing membership and helping people in the Fellowship to feel content and included. The Membership Committee is responsible for Welcoming and orienting new members and assisting new and continuing members to find ways to become active in the Fellowship. The emphasis will be on encouraging attendees to become members and to retain those individuals who are already members. Tasks include:

- Give new attendees information packets at the service about GUUF and Unitarian Universalism.
- Send out welcome letters to new attendees and add them to the GUUF roster for e-blasts and newsletters

- Print name badges and purge old badges. Make a name badge for visiting speakers. Order supplies, including sharpie pens, temporary nametags and permanent tags.
- Hold new member orientations as needed. (Suggested schedule: September/November/January/March/May). Provide handouts to orient newcomers to the history and organization of both UU and GUUF, principles of Unitarian Universalism, description of services, annual activities, and opportunities for involvement, etc..
- Send out new member surveys to orientation attendees to help connect them with volunteer opportunities within the Fellowship and send surveys to continuing members as needed. Whenever possible, communicate in person or by phone with new members to assist them in becoming involved with the Fellowship.
- Recognize new members in the services and in the newsletters.
- Maintain an inventory of brochures from UUA and GUUF for new and continuing members. Check that the brochures are available to attendees in the lobby.
- Provide information to attendees about how to become a member and the privileges and responsibilities associated with GUUF membership. Send letters to each orientation attendee to formally invite them to become a member.
- Provide annual update of the GUUF household phone/email list. (This is the one we hand out to members – not the master mailing list covered in the Communications Committee section.) Provide a copy of this when done so it can be uploaded to the GUUF resource page.

The Cares and Concerns Committee is a subcommittee of the Membership Committee whose chairperson is appointed by the Membership Committee chairperson. This sub-committee provides comfort and support to those members who are suffering from illness or other traumatic life events. Tasks include:

- Evaluate the needs of members and regular attendees who are experiencing traumatic illness or life events and who need (and are willing to accept) support from GUUF members. Provide referrals, if needed, for those needs that are beyond the scope of the Committee's work.
- Coordinate visits, phone calls, letters, meal delivery and other appropriate services to provide support and assistance to members in need, while keeping in mind the limited capacity of the Fellowship to provide long-term or intensive services. The assistance offered through the Cares and Concerns Committee can augment, but cannot replace, the care offered by social service professionals.
- Make care plans for members with special needs.
- Encourage members to complete Final Plans and Medical Directives. Keep copies of any such documents safely in GUUF office.
- Ensure that the Fellowship is accessible and welcoming to members or visitors with disabilities.

The Circle of 8 Dinner Subcommittee offers the dinners, a primary venue for helping members, especially new members, become acquainted with one another and build a sense of community. Tasks include:

- Schedule Circle of 8 dinners four times a year.
- Recruit volunteers to serve as hosts.

- Organize the guest lists for each dinner based on those interested in attending. Make an effort to include new members, recent visitors and attendees.
- Send the list of invitees to the hosts, along with postcards, etc, to facilitate the mailing of invitations.
- Gather input from hosts about the outcome of the dinners and look for ways to increase participation and satisfaction with the events.

The Chairperson of the Membership Committee is responsible for the following tasks:

- Calling a meeting of the Membership Committee on a regular basis.
- Communicating with the chair of the Cares and Concerns and Circle of 8 sub-committees to ensure those functions are carried out effectively.
- Composing updates to the Policy Manual's description of the Membership Committee and related sub-committees; keeping the new member orientation outline current, as well as the list of accompanying brochures and handouts. Revising the member survey as needed.
- Submitting Membership Committee news to the Newsletter Editor and composing a column for the newsletter about available volunteer opportunities and a column with brief biographies of new members.
- Consulting with other committee chairs about how to involve new members in their activities.
- Coordinating closely with any future Outreach/Public Relations Committee to create marketing strategies aimed at potential new members in the Flathead Valley.
- The Chairperson of the Membership Committee in conjunction with the Treasurer shall determine, as soon as possible in each new budget year, according to our membership by-laws, the official list of members that will be passed on to the Secretary to file for our UUA Certification in January.
- Attend and participate in the monthly Fellowship Council meetings and present minutes/activities of the Committee to the Council.
- On at least an annual basis, communicate projected growth needs of this Committee to the Long Range Planning Committee so that they can be reflected in the LRPC's 5 year plan for the Fellowship. In the event we have no Long Range Planning Committee in any given year, then that report should go to the Board of Trustees

Social Action Committee

The GUUF Social Action Committee provides the leadership and coordination to support and encourage the members of GUUF – individually and collectively - to express their passions for justice within the framework of UU principles. Tasks include:

- Planning and carrying out various community action projects (such as donations to food bank) and exploring areas in which GUUF might interface with the Flathead community.
- Keeping abreast of interesting organizations/meeting around the Flathead and making these known to our congregation.
- Maintaining and updating social action bulletin board with relevant local and regional news and opportunities.
- Calling meetings of the committee at least three times a year to accomplish the above.

- Periodically viewing the Social Action web page and ensuring that it is up-to-date and submitting any changes to the webmaster.
- Planning 2-4 Social Action related programs annually.
- Coordinating with other committees and initiatives of GUUF to further social action goals.
- Communicating about social action activities and issues within GUUF and the larger community, including outreach to prospective members.
- On at least an annual basis, communicate projected growth needs of this Committee to the Long Range Planning Committee so that they can be reflected in the LRPC's 5 year plan for the Fellowship. In the event we have no Long Range Planning Committee in any given year, then that report should go to the Board of Trustees

Religious Education Committee

The GUUF approach to liberal religious education is to guide and assist individuals while they explore life's questions by encouraging children to develop a sense of fellowship through the sharing of ideas and participation in meaningful and fun activities. Tasks include:

- Meet in the spring of the year with interested parents and teachers to define the curriculum, define the class sizes and ages, and select religious education resource material for the following year.
- Determine the size of each group and coordinating parent volunteers as teachers for each group. Hire and oversee the paid baby-sitter/s and other RE staff and arrange payment.
- Purchase materials for children's programs.
- Provide the newsletter editor a description of upcoming activities
- Provide a written overview of the classes and curriculum to distribute to families in the fall and through the year as necessary.
- Provide a framework for Jr. and Sr. High School youth groups to meet for social events as determined by interest from those students and their families.
- Forward information about UU youth activities at a district and national level to interested GUUF members and teens.
- Periodically review the Religious Education web page and submitting changes to the webmaster.
- On at least an annual basis, communicate projected growth needs of this Committee to the BOT or Long Range Planning Committee so that they can be reflected in the LRPC's 5 year plan for the Fellowship.

Long Range Planning Committee

The Long Range Planning Committee (LRPC) is responsible for engaging the Fellowship in developing a vision of the future, and the specific action plans to move toward that vision. Working closely with the Board of Trustees and the other committees, LRPC focuses on The Big Picture of the Fellowship, including mission, purpose, values, and evaluation of progress toward meeting expectations. Unlike other committees, LRPC is less focused on operational tasks (like producing a newsletter or replenishing the supply of candles) and more concerned with the overall system--how all aspects of the Fellowship are fitting together, and how those functions may need to evolve over time. Tasks include:

- Revisiting and revising the GUUF "Who We Are" statement. This review should take place annually and be revised as deemed appropriate (in cooperation with the Board of Trustees).

- Generating membership and visitor growth projections and determining potential implications for all aspects of GUUF operations.
- Leading a process to engage the congregation and committees in planning for the future, and developing a documented vision of the future. Stimulating longer-term thinking amongst the committees and the membership as a whole. Developing an ongoing 5-year plan, to be revised annually and presented at the spring annual business meeting.
- Taking steps to inform the Fellowship about the long-range plans of GUUF, through presentations, newsletter articles, and other means of communication; engaging the Fellowship in ongoing discussions about the future of the Fellowship; and distributing written documents such as the long-range vision and action plan.
- Developing and frequently updating implementation plans with input from committees and congregation members. Tracking progress toward completion of implementation plans.

Communications Committee

The Communications Committee is a diverse committee comprised of individuals and sub-committees that accomplish a wide variety of communications tasks, such as the newsletter, web presence, maintenance of contact lists, distribution of announcements at each service, organization of the phone tree, maintaining our various e-mail servers, and weekly e-mail update.

Webmaster

Tasks include:

- Maintain our website. Update software as needed.
- Coordinates closely with all committees to keep information current.
- Keep all hyperlinks current. (e.g. UUA, MDD, MAUUA, other congregations, etc.)
- Maintain a backup of our website and source documents for web pages.
- Coordinates with our web hosting supplier. Maintain the domain name.
- Update the resource documents.

MAINTAINING the MASTER MAILING LIST & the "MAILMAN" LIST SERVER

There are two lists that need to be maintained, the master mailing list and the "Mailman" list server.

- Frequently check for new names in the "guest register" and enter data onto the lists.
- Upload the list to the website resource page every time there is a change. That copy is the true "master" copy. Changes to the list may be made by more than one person. It is essential that any changes be made only to the most current version online and that it is subsequently re-uploaded.
- Purge the "master" sub sheet list at least once per year to delete the names of people who are no longer interested, or are deceased.
- Compare the e-mail list fairly frequently with the "Mailman" list server and making sure they are the same. (We don't usually remove people from the e-mail list even when they are purged from the "master" sub sheet. However, be sure to remove e-mail listing from both the e-mail sub-sheet and the "Mailman" list server when "Mailman" has automatically disabled a particular e-mail address because of excessive bounces.

- Look at the list fairly frequently, and determine who does not have an e-mail address. Update the “don’t have e-mail list” and send it to the “phone tree” contact (see below).
- Update the “UU children” sub-sheet, and make sure to include a birth date. The list is sorted by birth date. It is the responsibility of the RE people to provide up-to-date information, but in reality, they will need prompting.
- Watch for any other errors and omissions. For example, if a person is seen regularly, but is not on our mailing list, a personal effort to add them to the list should be made. Correct any misspellings, etc.

List-Serve Maintenance

We have a number of e-mail list servers up and running for our Fellowship. The main one is our general membership list (Mailman list server), and one for the Board of Trustees, another for the Fellowship Council, and generally one for each of our committees.

- The List Server Maintainer sets the ground rules of who can post to a list, and who will be on the list. He/she will work closely with the Master Mailing List Maintainer to ascertain that there are no errors in either e-mail list.
- He/she will work with the service provider to resolve any and all technical glitches as quickly as reasonable.
- He/she will monitor any traffic that comes in via our “send a message” link on the web page and see that it gets to the proper person.
- He/she will coordinate with the Webmaster to change the internal address should we begin to receive too much spam.

E-Blasts and Service Announcements

Weekly Order of Service Announcements

The weekly announcements are printed on a separate single half sheet that is inserted into the weekly order of service folder. The “announcement” person tracks all upcoming events, times, locations and relevant information, checking for accuracy and editing as needed.

Weekly E-Mail Announcements

Weekly e-mail updates are sent out to members on Thursdays, and should include the following:

- The current upcoming service on Sunday, as well as the following Sunday.
- The date, time, speaker, title, service leader, names of contributing members (i.e. greeters, refreshments, clean-up).
- Any meetings or other events scheduled.
- Any community event that is of interest to most of our congregation.
- A reminder of any ongoing public service project.
- A brief mention of any upcoming event that may not be in the mailed version of the newsletter.
- Updated and edited announcements from members relating to committees, special events, requests for volunteers, etc.

Edit announcements for relevance, accuracy of details and brevity. Limit the length and number of e-mails to as few as possible.

Phone Tree

- There is a list of people who do not have e-mail address and that list is included in our master mailing list. The person in charge of the phone tree should be proactive and personally compare that list with the main e-mail to be sure it is up to date.
- When an e-mail goes out it will be left to the judgment of the phone tree person as to whether or not to pass the information on to those without e-mail. For example, the next week's service is already in the newsletter and no action is required unless there is a major change of some sort.
- The phone tree person can set up a phone tree or make any necessary calls personally.

NEWSLETTER EDITOR

The newsletter editor is responsible for:

- Establishing a deadline and receiving all articles to be printed. Contacting all committee chairs, groups, board members, and soliciting articles and information.
- Gathering the dates of various committee meetings, group meetings, Circle of 8 dinners, and all other events and publishing them in the current edition. Seeking contributions of pictures, articles on community happenings, poetry, book reviews, milestones, written profiles of new members, articles on upcoming social events, etc.
- Editing and formatting each issue.
- Attending as many committee and board meetings as is possible so he/she will be up to date on what is happening in GUUF.
- Overseeing printing and distribution, including posting of the online version. (The web master will have details on how to do this.)
- Securing assistants to help with many tasks: soliciting personal contributions from both adults and children, seeking contributions of pictures, articles on community happenings, poetry, book reviews, reports from various committee chairs, Milestones, written profiles of new members, articles on upcoming social events, etc.

Web version of the newsletter - privacy issues:

We will publish two versions of our newsletter. One issue will be restricted to our GUUF mailing list, and the other the web version accessible to the entire world. The newsletter editor will edit the content of the web newsletter with an eye toward protecting the privacy of those served by the congregation. The following guidelines relate to privacy issues on the web version:

- No last names of minors should be published
- No phone numbers, addresses or email addresses will be published except for those of some church staff members (such as our minister). When we do find it necessary to include a personal e-mail contact on a more or less regular basis, we can do it by using an address in our guuf.org domain the forwarding it from there to the person involved such as we are now doing with our minister. If a person starts getting junk the web master can quickly change the underlying link.
- Phone numbers and email addresses of contact persons for special events or interest groups may be published with their permission.
- Personal news of interest to the congregation only but not to the entire world should not be placed on the web.
- When making decision about what to post on the web accessible version, ask the question: "Who is the intended audience?" Besides offering a convenient option for people who

already receive the printed or email version of your newsletter, it should also be the aim of a web newsletter to attract visitors to GUUF.

PUBLIC INFORMATION & OUTREACH SUB-COMMITTEE

Oversees public information; this is primarily outreach to the general community. This person or committee:

- Sees that articles about upcoming GUUF events, special events in which we may be participating, etc., are disseminated widely, including the three area newspapers and other community newsletters.
- Coordinates closely with the Membership Committee, the Marketing Committee/person and creates marketing strategies aimed at potential new members in the Flathead Valley.
- Makes sure that our ad and name continues to appear in the phone book, Chamber of Commerce listing, and other church listings such as the local newspapers, web sites, and the like.

COMMUNICATIONS COMMITTEE CHAIR

The Communications Committee chair is the person who is probably already doing several of the tasks outlined above. He/she is primarily responsible for seeing that all tasks are being covered and are functioning. There are also a few miscellaneous duties:

- The CC chair also volunteers (or sees to it that somebody has in fact volunteered) as MDD, MAUUA and UUA communications rep. All have list serves that keep us up to date on UUA and MDD events and affairs. Since much of what we receive is of marginal interest to publish in our newsletter, announcements, the communications rep scans these mailings for things that may actually be of concern and interest to us.
- Ensures that someone is maintaining the GUUF scrapbooks
- Ensures that someone does photography and videography, particularly at special events and when there is a visiting minister or guest speaker.
- On at least an annual basis, communicate projected growth needs of this Committee to the Long Range Planning Committee so that they can be reflected in the LRPC's 5 year plan for the Fellowship. In the event we have no Long Range Planning Committee in any given year, then that report should go to the Board of Trustees

Librarian

Tasks include:

- n maintains, organizes, and catalog our library (including maintaining the online directory), be in charge of ordering new materials as needed, and maintain and keep track of our hymnals. Periodically view the information on the GUUF Library web page and ensure that it is up-to-date. Submit any changes to the webmaster.

Section II-A

Services and Programs

Planning of Services

The Program Committee chair or co-chairs will ascertain that a leader (or a leader/presenter combination) has been designated for every service. There are two important people involved in each service: the facilitator and the leader.

Service Facilitator

The facilitator is normally the program chair (but can be any designated person). The facilitator is a background person who sees that things get done so the leader/presenter can concentrate on the program. He/she will be responsible for:

- Coordinating and assisting the leader of each service.
- Making sure everyone is aware of and briefed on his/her part in the service
- Coordinating with the visiting speaker, if any, giving guidance on time considerations
- Making sure there is a piano player or that other musical arrangements have been made.
- Coordinating with the visiting speaker or presenter and helping him/her choose readings and hymns
- Making sure any props, audio-visual aids, etc., are in place and working
- Creating an *order of service* as follows:
 - including a list of participants such as the names of the minister, the lay leader/s, musicians, greeters, and hospitality persons.
 - including any announcements known at the time.
 - including words for extinguishing the chalice.
 - including words for closing circle.
 - inserting the *order of service* into the printed *order of service cover*
 - seeing that the greeters pass them out at as folks arrive.

Service Leader

The leader conducts the service or introduces the presenter. The leader will present the welcoming words and will preside (unless he/she delegates certain parts) over the entire service, including as much of the following as possible:

1.) Welcoming words:

A welcome message should be in the leader's own words. Below is an example, but the points outlined in blue should be included at a minimum, regardless of how it is worded:

“Welcome to the Glacier UU Fellowship. We are glad that you are here today. We are especially happy to welcome the new folks among us. We want to make sure that you have signed our guest book so that you may receive our newsletter. We also invite you to join us for our fellowship hour after the service where you can enjoy meeting some of our members and have some coffee and goodies. And for anyone who thinks that he or she has found a spiritual home here with us, please find a member of the Executive Committee after the service and sign the membership book. There is an explanation within the membership book concerning GUUF membership.”

The leader might recognize a current religious and/or ethnic holiday. Some examples are Ramadan, Hanukah/Christmas, Native American events, Cinco de Mayo, Kwanzaa, Canada Day, and so on. This also works well if somebody includes it as a *Joy and Concern*.

2.) Chalice lighting ceremony:

Normally, a child will do the actual lighting as either the leader or congregations reads the words appropriate to the occasion - either from the hymn book or in the reader's own words. (The hymn book has a number of readings beginning on page 447.)

3.) Children's story:

This should be a short story told to the children by the storyteller (either the leader or a designee). The children should be seated about the storyteller at the front of the congregation (or wherever else appropriate.) The story should be appropriate to the theme of the day's service if possible. At the end of the story, the children will leave for RE class. This may be a good point for a hymn such as **#413 Go Now in Peace**.

4.) A reading:

This can be optional, or alternated with the children's story. The leader can choose a person and ask him/her to select a reading appropriate to the focus of the service - or perhaps something relating to a current religious holiday.

5.) Announcements:

A member of the Communications Committee will be printing whatever announcements he/she may have and inserting it in the order of service for the day. The leader will make a call to the congregation for any additional announcements. (There has been a tendency for our announcement period to be a bit lengthy; therefore, it may be necessary to request that the announcers please be as brief as possible, and any announcements already in the printed version need not be covered unless exceptionally important.)

6.) Joys and Concerns:

The leader will invite folks to come forward and light a candle in remembrance of any personal joys or concerns they may have. At the end of the Joys and Concerns light one final candle and say something like "...and one more candle for the joys or concerns in our hearts but not expressed".

7.) Main Presentation:

Generally, the leader will introduce the main presentation. The facilitator, leader, and presenter/s will coordinate closely to make sure all goes well.

8.) Meditation/quiet time

Somewhere in the service there should be a period for quiet meditation of three or four minutes' duration. A guided meditation is very effective, either led by the leader, or by someone designated by the leader. A meditation period can be simply a period of quiet which can be accompanied by music (either live or recorded) or just plain quiet. The leader (or presenter) should make an announcement letting folks know what is happening, particularly for new people who perhaps are coming from a tradition of minister-led prayer. Meditation can be inserted anywhere in the program, but a good place is right after Joys and Concerns, or right after the presentation before Q&A. The leader/presenter will end the meditation period by going on to the next item in the order of service.

9.) Congregational response to the presentation:

The leader/presenter will initiate the congregational response period. This can and usually will take the form of questions and answers, or it can be an invitation for the congregation to make statements and comments. UUs, being UUs, often tend to run on forever if given the chance, so it will probably require a finely tuned sense of timing to end the discussion without either being premature or allowing it to elongate excessively..

10.) Extinguish the chalice:

The leader will initiate this short ceremony. Suggested words to be used each time, and read each time, by the congregation (Words should be on the order of service):

*We extinguish this flame but not the light of truth, The warmth
of community, or the fire of commitment.
These we carry in our hearts until we are together again.*

11.) Closing circle:

The leader will initiate the closing circle. In order to include visitors, the words to our short hymn (whatever we are currently using) should be either in the order of service or posted prominently on the wall since it is hard to hold hands and a hymn book at the same time.

12.) Invitation to Fellowship Hour:

The leader should issue an invitation to join with us at the social hour following the service.

GUUF Program Committee Guest Speaker Policy

Guest speakers at GUUF services should address topics and offer opinions that are generally consistent with Unitarian Universalist Principles and Purposes. However, there are times when it may be good to invite speakers with controversial topics. At the facilitator's discretion, he/she can announce at the beginning of the service that the guest speaker's presentation and opinions do not necessarily represent GUUF's values, or the feelings of individual members.

- Guest speakers will be provided with a copy of the UU Principles and Purposes and the GUUF's mission statement. We will have this information posted on the GUUF website for those who are facilitating guest speaker programs.
- Facilitator should have first-hand knowledge of guest speaker's previous speaking experience or be provided with a bio sheet from the speaker.
- Facilitator should understand the scope of what the guest speaker plans to speak about, and should be sure that the subject is relevant and appropriate for our fellowship.
- Facilitator should ask the speaker to provide an advance outline of her/his presentation. If organization appears to be lacking, the facilitator will work with the speaker to improve the logical sequence of ideas.
- The facilitator shall step in, if necessary, and help guide the speaker's focus if the material is inappropriate, lacks focus, or does not follow the general direction of the advance outline. This shall be accomplished by means of "guiding questions" directed to the speaker.

Service Planning Worksheet (do we still use this?)

Name of service _____

Date of service _____

Facilitator for this service _____

Leader for this service _____

Presenter for this service _____

Order of Service will be prepared and printed by: _____

Music for this service _____

Two or three hymns appropriate to the focus of the service should be chosen. The selections will be inserted in the order of service. (In addition to the short hymn used at the closing circle.)

Hymn _____

Hymn _____

Hymn _____

The Vice President normally will have folks lined up for the following, but we will need the names to include in the order of service:

Greeter/s _____

Hospitality _____