

*Imagine love and justice.
Jesus did. We do.
Come join us.*

UCUCC Leadership Handbook



UNIVERSITY CONGREGATIONAL 
UNITED CHURCH OF CHRIST 

4515 16th Ave. NE Seattle, WA 98105

Revised 8/1/2018

G:\Brochures and Media\Leadership Handbook

Our Covenant

God of Providence and Grace,
in a spirit of memory, thanksgiving, and hope:

We covenant with You and with one another;

To seek and respond to Your word and will,
made known and to be made known;

To worship You in unity and diversity,
welcoming everyone;

To live responsibly within Your creation,
sharing with gratitude the gifts we are given;

To care for and pray for each other,
in trials of the spirit and in times of joy;
To encourage each other in the growth of
our minds and spirits;

To promote Your reign of justice and peace,
meeting hate with reconciling love; and
To reject the false gods of society,
proclaiming the gospel of Jesus.

May God help us and be with us.

Amen

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You volunteered to be a church leader...

Now what do you do?

A position of volunteer leadership at University Congregational United Church of Christ can be an exciting experience full of learning and accomplishment — and, it can be a burden. It can bring great satisfaction, and huge frustration!

Here are some tips for mastering the day-to-day challenges, to make the journey both rewarding **and** effective. Many of these tips involve meetings, but can be applied to individual projects as well.

1. **Stay motivated.** As you move through the challenges of your volunteer assignment, remember the reasons you volunteered in the first place. Remembering why you are doing this can help you get through the discouraging and/or routine parts.
2. **Don't go it alone.** Get a friend to co-chair with you and share the responsibility. You can keep each other motivated and accountable.
3. **Set goals for your work.** Spend some figuring out what your goals are for the specific project or the year as a whole. Take time to reach a consensus, and write it down with dates. We all want to feel a sense of accomplishment from our shared work – identifying and working toward specific goals can really help.
4. **Nail down a meeting time.** If your group needs to meet regularly, figure out when as soon as possible (monthly, weekly...whatever schedule you need). Don't waste time every meeting deciding when to meet next.
5. **Be accountable to yourself and to the group.** If you commit to a task, follow through and get it done. Start your task, and let momentum carry you forward. If you can't finish, let people know.
6. **Be really careful about how you spend your time together.** Spend some time at every meeting in an activity that grounds us in our faith. This can be a check-in, a devotion, Bible reading, prayer... Do not let this take too long (20 minutes in a two hour meeting is a reasonable goal). Have an agenda and stick to it, so you can give your group's work the time and attention it deserves.
7. **Take a few minutes at the end of your meeting to make a list of action items.** Generally, detailed meeting minutes are not necessary except for Church Council meetings. However, a list of what's needed before the next meeting, who is responsible, and when things need to be done can help people stay on track.
8. **Remind people of their commitments.** Sometimes we forget what is expected of us. Take the time to remind your group members of upcoming meetings, commitments and expectations. Email is great for this.
9. **Be willing to modify your approach.** If it becomes apparent that your work-plan isn't getting results, change it. Be realistic in your assessment of progress and adjust as necessary. (But don't give up too easily.)
10. **Ask for help if you need it.** If you are having difficulty, check in with one of the ministers, David Anderson, or a trusted friend in the church.

Virginia Felton

Check In Resources

Check in and devotions are critically important pieces of all church meetings as they invite us to be fully present to God and to one another. Crafting your check-in time can enhance your connections *and* condense the time spent exercising this practice.

Without care and intention, however, these practices can be distracting or dismissive. Keep in mind the size of your group before asking each person to “just check in.” Even at one minute a person this can last 30 minutes in a large group and not necessarily enhance community.

One of the standard ways we’ve been checking in lately has been by answering the question:

Where have you felt God’s presence (or needed God’s presence) in your life since we last met?

(Skip the “since we last met” if it’s your first or only meeting.)

Here are some alternative ways to ask/answer this question:

- **1 minute of silence** to reflect and *write* a reflection sentence to then be read aloud.
 - ◊ Be sure you’ve told folks about the intention to read it aloud (lest it be too private) and stick to just reading and listening (no talk back).
- **Side-by-Side check ins**, 2 minutes per person in groups of 2-3.
 - ◊ One person talking at a time, the other just listening.
- **BeFriender Check in** (may be used in conjunction with the written reflection)
 - ◊ As I come to this meeting I feel ____ (emotion), because I ____ (reason for emotion).
- **Prepared testimony**
 - ◊ Designate ahead of time who will be ready to share more of themselves in that meeting. Keep in mind the main question “How is God at work in my life?”
- **“Popcorn” words/phrases**
 - ◊ Just let people through words or phrases into the center of the table/circle and let them collectively make their own story.
- **Doing a devotional practice** together first, allowing for silence and then invite a BeFriender Check in “When I experienced tonight’s devotion I felt _____, because I _____.

Remember, this is *part* of the meeting!

Leading this part of the meeting can be every bit as important as leading the rest of the agenda.

Devotional Resources

*About Prayer**

A prayer life has two aspects – individual prayer and prayer with other people.

Trusting God for guidance is counter-intuitive.

Prayer is a lifelong practice.

We need someone to help us learn prayer.

We need discernment and accountability.

“Balancing discernment and accountability of faith practices in our leadership with task oriented, agenda driven, organizational maintenance is challenging but worth doing. **Step 1?** Make room for it in your daily life as specifically as you do in preparing and practicing your secular life skills and practices.

Step 2? Make room for prayer and authentic connection to God and one another in every meeting...make devotional time sincere (not necessarily serious).

Step 3? Notice and reflect, adjust so practices are life-giving.”

- *From “*Unbinding the Gospel*” by Martha Grace Reese

Here are some suggested prayers or practices.

Feel free to commit more fully to a practice you do already or to make up your own.

- 10-15 minutes of silence
- X minutes of walking/exercise/swimming/movement (saying a prayer before or after to center activity with God is suggested)
- Read/pray UCC Daily Devotional (<http://www.ucc.org/feed-your-spirit/daily-devotional>)
- Sing a song(s)
- Daily family/personal worship
- Journaling
- Write a card(s) (please feel free to use the church cards provided in the office)
- Make a card/craft
- Read the Bible (with family or alone, any version — including children’s even if you’re an adult!)
- Facebook (think “write a card” but electronic)
- Tell a friend about your faith
- Prayer (once, twice, three times, set timer, pick regular occasion)

Whatever you do in this regard, make sure it’s something easy to remember, or you made it possible to remember. In other words, don’t pick a “regular” occasion to pray unless it really is something you do *every* day.

Possible prayers

- ◇ God, our/my Creator,
your kindness has brought us the gift of a new day.
Help us/me to leave yesterday, and not covet tomorrow,
but to accept the uniqueness of today.
- ◇ My Christ, my shield, my encircle,
each day, each night, each light, each dark,
be near me, uphold me, my treasure, my triumph.
my soul's healer,
keep me at evening;
keep me at morning,
keep me at noon.
I am tired, astray and stumbling.
Shield me from sin.
- ◇ God to enfold us,
God to surround us;
God in our speaking,
God in our thinking;
God in our life,
God on our lips;
God in our souls,
God in our hearts.
- ◇ Christ stands before you/me
and peace is in his mind.
Sleep in the calm of all calm,
sleep in the guidance of all guidance,
sleep in the love of all loves:
sleep, beloved in the God of life.
- ◇ God, give us/me your shielding,
O God give us/me your holiness,
O God, give us/me your comfort
and your peace at the end of our days.
- ◇ Christ be beside me,
Christ be before me,
Christ be behind me, king of my heart.

Christ be within me,
Christ be below me,
Christ be above me, never to part.

Christ on my right hand,
Christ on my left hand,
Christ all around me, shield in the strife.

Christ in my sleeping,
Christ in my sitting,
Christ in my rising, light of my life.
Christ be in all hearts thinking about me,
Christ be in all tongues telling of me.
Christ be the vision in eyes that see me,
in ears that hear me, Christ ever be.

If you prefer to use the same prayer, you'll likely have one or two memorized by the end of the month. Note this can also be an exercise in expanding your repertoire of memorized prayers. These prayers are taken from the Iona Worship Book.

Let someone know what practice you've chosen. It will inspire them and bolster their own commitment for you to share yours, and it will help us all stay accountable to our commitment to practice our faith daily.

Last but not least, have FUN! Enjoy this journey and know that you are being held in prayer each day by all those with whom you share ministry in this church. Know that these are practices that you never have to do and always can; your ministry and your faith are YOURS to keep, yours to grow and yours to treasure.

Directory Information

Leadership Staff

David Anderson	Church Administrator	DAnderson@universityucc.org
Catherine Foote	Pastor	CFoote@universityucc.org
Peter Ilgenfritz	Pastor	PIlgenfritz@universityucc.org
Amy Roon	Pastor	ARoon@universityucc.org

Administrative Staff

Su Devan	Bookkeeper	bookkeeper@universityucc.org
Erin Lovejoy-Guron	Lay Ministries/Comm. Coordinator <i>Church & Home</i> editor Bulletin announcement editor	Communications @universityucc.org ChurchandHome @universityucc.org Bulletin@universityucc.org
Mikhail Roque	Office coordinator	office@universityucc.org

Facilities Staff

Tewolde Amelesom	Weekend Custodian	
Joe Hendrickson	Daytime Custodian	
Robert Moore	Facilities Manager	Facilities@universityucc.org
Sione Tuihalamaka	Evening Custodian	

Program Staff

Heidi Blythe	Music Director	HBlythe@universityucc.org
Carol Coleman	Pastoral Care Program Assistant	Parishcaresupport@universityucc.org
Dan Hammer	Worship Assistant	worship@universityucc.org
David Nichols	Organist	DNichols@universityucc.org
Betsy Herring	Director of Children's Ministries	ChildrensMinistry@universityucc.org
Margaret Swanson	Director of Youth Ministries	MSwanson@universityucc.org
	Wedding Coordinator	

Ministries and Staff Connections

Stewardship & Administration Ministry:

- Stewardship and Finance committee
- Personnel committee
- Facilities and Equipment committee
- Budget committee
- Pledge committee
- Investment committee
- Audit committee

Primary associated staff persons: David Anderson, Robert Moore

Love and Justice Ministry:

- Approximately 20 Love & Justice action teams
- Sacred Earth Matters
- University Congregational Housing Association
- Child Care committee
- Superfluity

Primary associated staff persons: Catherine Foote

Calling, Engagement and Community Ministry:

- New Member committee
- Parish Care committee
- Fellowship committee
- Communications & PR committee
- Engagement committee
- BeFriends

Primary associated staff persons: Catherine Foote, Carol Coleman, Erin Lovejoy-Guron

Worship and Music Ministry:

- Worship and Music committee
- Choirs
- Usher teams
- Liturgist team
- Communion Team
- Creativity council
- Worship space preparation team

Primary associated staff persons: Peter Ilgenfritz, Heidi Blythe, Dan Hammer

Christian Education and Spiritual Growth Ministry:

- Children's Ministry
- Youth committee
- Adult Christian Education committee
- Lecture Series
- Seabeck committee
- Scheyer Library

Primary associated staff persons: Amy Roon, Betsy Herring, Margaret Swanson

General Useful Information

General Schedules

Office Hours:

Monday—Friday

9:00 am—4:00 pm

Sundays

8:30 am—12:30 pm

Staff Hours:

David Anderson

Monday—Friday

Peter Ilgenfritz

Wednesday — Sunday

Catherine Foote

Sunday—Thursday

Amy Roon

Sunday—Thursday

Betsy Herring

Varies (30 hrs/wk)

Margaret Swanson

Varies (35 hrs/wk)

Heidi Blythe

Varies (25 hrs/wk)

Parking

- The Parking sign-in table is in the main floor hallway north of the office door.
- Parking is available only while you are here on site.
There is not enough parking for people to leave their car to go elsewhere.
- Your car is subject to impound (and the associated fees) without further warning unless you sign in every time with the correct stall number, your correct license plate number, and your destination or program while on-site.
- Be sure to observe the parking restrictions and limits on 16th Ave; cars parked there overtime or illegally are also subject to tow without further warning.

Please use Lot C (at 45th and 15th) only if there is no parking available in Lot A or elsewhere.

Remember to sign in every time—including evenings.

General Useful Office and Leadership Information

The building and office contain many resources to help empower and equip your ministry, and help your ministry stay connected to the wider congregation.

In the Office

To Know:

Mail bins for Board/Committee/Officer/Staff for information and leaving messages are in the copier room. These bins are used for all office communication.

Any current rosters and meeting notes/minutes are kept in the office.

Appropriate photocopying assistance is available.

Office assistance with mailings is available.

Sundays tend to be very busy for Mikhail Roque and the leadership staff.

Membership transfers, deletions, deaths, change of address, etc. are maintained by office staff.

To Do:

Chairpersons:
Please check your box every Sunday and before meetings.

Be sure that the office has a current roster of your board/committee/group, with an asterisk by the name of the Chair.

One week lead time before for Sunday pickup is required for appropriate photocopying assistance.

For any special mailings or projects requiring logistical support, *confer with your leadership staff liaison*, who will schedule the work in consultation with the office staff. Paper and printing will be charged to your board/committee/group. The office staff aims for a one-week turnaround on mailings, so plan on a one-week lead time.

If possible, limit Sunday office visits to mail pickup, minor photocopying, etc., and conduct talking and major business elsewhere or at other times. Thanks!

Changes of address or other directory information can go directly to the office. Any parish information, such as transfers of membership, copy requests for baptism verifications, membership letters, etc., should start with one of the ministers, or Carol Coleman, who will notify the ministers immediately.

Planning An Event

If you're planning a UCUCC event, be sure to review the following sections to help ensure it is successful, faithful and stress-free...ok, well maybe just less stressful.

- Arranging Child Care (p.12)
- Calendaring, Room Assignments and Set-Up Equipment
- Devotional Resources (don't forget to pray!) (p.6)
- Greening Church Guidelines (p.15)
- Making Gatherings Welcoming to Families with Children (p.19)
- Money Matters (p.20)
- Publicity Guidelines (p.23)
- Safer Church Policies (p.16)
- The Emergency Procedures Manual

If you like using worksheets or checklists, the Event Planning Worksheet (p.28) may be a useful tool for you.

Arranging Child Care

Registration for child care as a part of your event promotion is strongly encouraged. Child care for any event sponsored by the church is arranged by Betsy Herring. One month notice is strongly suggested — requests with less than one month lead time may not be possible.

Questions to consider with office staff

We can look at the calendar from a global perspective:

What events are already scheduled? How busy is the weekend? Is it a weeknight with a lot of meetings? What might affect parking availability?

How to best use the space:

We can look at how previous events have used the tables, chairs, large writing tablets; A/V (projector, TV, microphones)

Plan out when we can print out any materials you might need:

Coordinate with our office printing schedules, create a deadline for when your final product needs to be ready

Thinking through what kind of volunteers you will need:

Ushers outside to help with parking; Reception Coordinator and volunteers to help set-up, serve, clean-up food

Coordinating with Facilities staff:

Will you need someone to let you in the building, or turn on the security alarms after, would you like tables, etc set up the day before to have time to decorate?

Think about what kind of special needs we might need to be aware of:

Folks might need reserved parking, microphones may be required for folks with poor hearing, snacks if it's right after worship — if you don't want people leaving for lunch

How our Office Coordinator can help

Mikhail Roque, Office Coordinator is in the office Sundays from 8:30-12:30, and Monday through Thursdays 9:00-4:00.

Mikhail can help groups/action teams, etc.

Order supplies.

- ◆ Look for better deals.
- ◆ Look for eco-friendly products.
- ◆ Office, Sunday breakfast and coffee, and kitchen supplies.

Reserve A/V equipment.

Coordinate with members to test A/V equipment.

Print jobs:

- ◆ Bulletins
- ◆ Copies
- ◆ Fliers
- ◆ Posters
- ◆ Cards
- ◆ Signs
- ◆ Miscellaneous documents

Calendar coordination:

- ◆ Reserving facilities use such as: rooms, A/V equipment, furniture, and red wall.
- ◆ Coordinate with custodians on setup diagrams and potential overtime.

Work with the groups on what their physical space requirements for event setups are.

Handling event parking reservations.

Ordering flowers and coordinating with florists on deliveries.

Mail:

- ◆ Generating lists and label stickers for bulk mail
- ◆ Preparing and mailing bulk mail
- ◆ Keeping account of postage used and how many to keep in stock

Answering emails and directing them to the proper groups or people.

Scheduling time on the Red Wall.

Building/Security Matters

To Know:

Our clean, well functioning, welcoming building is important to the life of our congregation.

Weekdays, the building is open at 8 am, and locked at 6 pm.

For regularly scheduled meeting nights, a custodian is at the North door by the 16th Ave entrance from 6:45-7:15 pm.

Office and Custodial staff work hard to make regularly scheduled meetings events run smoothly and with few disruptions for maintenance or building access.

The building is locked weekends unless there is an event.

Saturday events are limited.

You will rarely, if ever, be in the building by yourself. This is a good thing.

We value your security and safety, but cannot guarantee it. We need your help in maintaining our building and parking lots as safe places to be.

To Do:

Consult the church office regarding repairs, work parties, borrowing or moving furnishings, or other building management matters.

Arrangements for entering the building for non-regularly scheduled meeting nights or on weekends need to be made through Erin Lovejoy-Guron the week before.

Please finish meetings by 9 pm so the building can be secured and locked.

If there is a change in date, time, or a cancellation, please call the office, 206-524-2322, to change the schedule.

Saturday events should be scheduled well in advance to coincide with custodial hours.

If you are in the building and have emergency needs when the office is closed, look for the custodian on duty or call him on the custodian cell phone: 206-612-2144. (The custodian on duty carries this phone.) Emergencies are generally events for which you didn't plan.
Work with Erin Lovejoy-Guron for weekend events.

- Don't leave valuable items exposed in your car.
- Lock up purses, satchels and valuables—even in the building, or keep them with you at all times.
- Offer to help people you see in the building who look lost or seem to be wandering.
- Be sure doors are not propped open.
- Keep an eye out for unusual situations.
- Call 911 if you are concerned for your safety or have had a theft.

Greening Guidelines

We are a greening congregation, which means we have committed ourselves to decreasing our carbon footprint and bringing humankind back into harmony with all of creation. To help everyone who uses our facility honor this commitment, we have created the following guidelines.

General Guidelines:

- We request that you use items that are washable, compostable or recyclable at all times. Our goal is to limit the amount of garbage that must go to the landfill (300+ miles away in Oregon).
- We have glasses, cups, utensils, dishes and cloth napkins that are available for your use at no cost. **There are a dishwashers** in the O Hall kitchen and in the Lounge kitchen too to wash the used items. If you will be using the dishwasher then you need to contact one of the persons listed on the next page for orientation for the use of it. **The cloth napkins** are found in the Lounge kitchen. The cloth napkins and any cloth tablecloths used will need to be taken home to be washed and returned within seven days. (Sponsor: please report the name and phone # of the event person responsible for laundering articles). **If you choose to use paper products** then they must be compostable. You may either bring your own or make arrangements with the office staff when you book the rooms to pay for compostable cups, plates, and bowls that we can provide. Please note that compostable plates and cups have no plastic coating (i.e. no design).
- **There are receptacles for trash** with posters depicting the acceptable items for each bin in the Narthex, the lounge kitchen, and Ostrander Hall kitchen for:
 - ◊ Compost: Food, food soiled paper products, and other compostable waste (paper towels, cups, plates, napkins)
 - ◊ Recycle: Glass or plastic bottles, aluminum cans, clean and dry paper, and other recyclable items
 - ◊ Garbage: if it doesn't fit in either of the above categories
 - ◊ Liquid waste;
 - ◊ Durables such as cutlery.
- **If you are serving food**, it is very important to have someone designated to stand by the waste receptacles to help folks find the right place for their leftover "stuff".
NOTE: If you need more liners for the receptacles, please contact the on-call custodian.

Other suggestions:

Buy local:

Please consider the purchase of locally grown and produced food. This supports our local economy and these items don't have to be transported here with the use of fossil fuels.

Buy organic:

This decreases the use of toxic pesticides and herbicides.

Buy in bulk:

The co-op and other stores now carry many items in bulk, which uses less packaging and might be less expensive.

For further information contact: Linda Messent, lindamessent@comcast.net
Mary Ellen Smith, makeba1@earthlink.net

Maintaining Our Welcome for All

To Know:

People like to be invited to events, and to know they are welcome.

To Do:

Specifically state if an event is for all ages, and list some aspects of the event that are geared toward children.

Betsy Herring wants to help you make our church meetings and gatherings family-friendly.

Please read these tips and feel free to contact Betsy Herring, Director of Children's Ministry, **ChildrensMinistry@ucucc.org**, 206-524-2322 for more ideas or to discuss a specific event.

Families sometimes need childcare in order to attend meetings or events geared toward adults

Consider enabling parents to call-in to a meeting, so they don't have to be there in person.

Our standards for childcare are specified in our Safe Child policy. (p 18)
Childcare needs to be arranged through Betsy Herring, Director of Children's Ministry, **ChildrensMinistry@ucucc.org**, 206-524-2322.

Contact Betsy early in your planning process if you think childcare might be needed.
We have childcare at church Sundays starting at 8 am. Typically we can provide childcare until 1 pm on Sundays (by arrangement).
Childcare may be available outside of these times as well; contact Betsy to discuss options.

Disability is defined by the environment, not the person.

Assume everyone has different physical and emotional issues. Considering physical access, program access, and community belonging when planning events of all kinds will help ensure that the greatest number of people feel welcome.

A broad and inclusive welcome, especially to those on the margins, is everyone's responsibility but especially our leaders.

Make room in your ministry and leadership to find out how other participants are doing, what they're struggling with and what they enjoy.
Remember listening without judgment is more important than trying to "fix" things.

Assume everyone has something to offer the community. It's our job as leaders to help them shine.

Leadership sets the tone.

Everyone wants to feel they can be themselves, that their gifts are welcomed, their opinions matter, and that they are invited into conversation, cared for, and are valued.

Allow partial participation, plan for active engagement, have volunteers available to support others as needed.

Notice your own language, remember to always name someone's personhood first, not their disability or medical diagnosis
(not a "disabled person" but a **person** "with a disability").

Your Church Staff and Leadership Team want you to feel supported and welcome in your ministry.

Always ask for help! We're in this together.

General Guidelines for Safer Ministry

God's promise of Safety:

People want and need assurance that there is some place of safety. It is our charge as representatives of the church and as people to whom parents entrust their children that we ensure the protection and safety of the youth that we work with – the children of God. It is imperative that we keep yourselves and our youth emotionally, mentally and physically safe. And that we provide space for them to find the sanctuary of God.

Ezekiel 34: 28-31 “... and no one shall make them afraid. [...]They shall know that I, the Lord their God, am with them, and that they, the house of Israel, are my people, says the Lord God. You are my sheep, the sheep of my pasture, and I am your God, says the Lord God.”

Relational Ministry

We believe that 90% of ministry is being present in the relationships that we create.

1. Work hard to learn names.
2. Accept members (youth and adults) for who they are.
3. Be inclusive.
4. Be honest about who you are (in an appropriate manner).
5. Commit to being a consistent factor in each other's lives.
6. Pursue a patient attitude.
7. Remember that little things are big things.
8. Don't do this alone!

Maintaining Boundaries:

In fitting with our vision to create safe and deep relationships with one another, we must all work to maintain healthy boundaries to ensure the safety of these relationships. Physical contact such as wrestling, horseplay, sardines or other high contact games are not appropriate for recreational activity. No member should initiate or encourage physical or intimate contact with children or youth. Setting and maintaining boundaries is the responsibility of the all adults.

Safer Church Policies for Children and Youth

We are all responsible for helping maintain a healthy, safe environment for our children and youth. Part of our commitment to their safety and growth is our commitment to train and supervise those in direct leadership around them.

If you are interested in being more directly involved with any of our programs for children or youth, please contact our Director of Children's Ministry, Betsy Herring, or our Youth Director, Margaret Swanson. All UCUCC events, teachers, leaders and child care workers who work with children or youth are trained and supervised by a member of our staff. A full copy of our Safe Child Policy is available by request.

General Process:

- Application including: disclosure questions, information for background check, and Interview Conversation Questions.
- Application is reviewed, background check is run and interview is scheduled.
 - ◊ All application materials are kept in a confidential, locked file unless in direct use by a staff member.
 - ◊ Interviews are conducted with the applicant, a staff or certified lay leader and a Leadership Team member (pastor or church administrator).
 - ◊ Notes taken during the interview will be considered confidential and kept locked unless in direct use by a staff member.
 - ◊ The conversational content of the interview is also considered confidential.
- Yearly reviews and training are recommended to stay current from year to year. These reviews and training may be done as a group or 1:1 depending on the needs of a program, staffing or lay leader's schedule. Expectations and opportunities for these reviews or on-going training will be clearly communicated to all Youth and Children's Ministry Program Leaders, and Teachers.
- All current staff have had the required background checks and conversations.

All Teachers and Volunteers who work with children and/or Youth on a regular basis must comply to these guidelines.

Guidelines for discipline:

Under NO circumstances hit a child
 Do not use abusive or derogatory language
 Ask for help from other a staff person or fellow lay leader
 Seek assistance

Specific Guidelines

The following behaviors should not occur at any UCUCC event, on or off site.

- * Fondling
- * Sexual remarks
- * Watching any sexual activity
- * Touching parts of the body which would be covered by a swimsuit
- * No application of sunscreen to the youth
- * Showing pornography
- * Inappropriate kissing
- * Intercourse
- * Remarks about drinking, drugs, relationship (joking or otherwise).

Making Gatherings Welcoming to Families with Children

Here are some tips and ideas for making our church gatherings and events family friendly. For more ideas, or to discuss a specific event, please contact Betsy Herring, Director of Children's Ministry, ChildrensMinistry@ucucc.org, 206 524-2322.

- **Acknowledge** children and families; if children are welcome, be sure to specify this when publicizing the event.
- Consider providing **childcare** either by advance registration or automatically for events where children are likely to need childcare (such as for congregational meetings). Childcare for church events must be arranged through Betsy Herring, Director of Children's Ministry, ChildrensMinistry@ucucc.org, 206-524-2322. Please contact her early in your planning process if you think childcare might be needed.
- **Schedule** events/meetings with families in mind. Wrap up by 7:30 pm if young children are expected to attend. If dinner is served, begin no later than 6:00 pm (earlier is preferable for small children) or have food for kids before the meal. Consider nap times for young children, typically after lunch for about two hours. Be aware of the academic calendars for major school districts in the area.
- Provide **space** for children to **move and vocalize**, like the playground, adjacent room or part of the space where adults are meeting.
- Provide **hands-on activities** for children like coloring pages, craft activities, books, toys and games. Consider ways to include older children and youth in the meeting or event; consider their strengths and offer projects or tasks that match those.
- Provide simple **snacks** (peanut/tree-nut free) and **drinks** for children. Have high chairs and child-sized tables and chairs for young children (reserve tables and chairs through church office).
- If children will be coming to a small meeting, consider obtaining a larger meeting room so they have room to play or read. Contact Betsy Herring if you would like her to provide children with games, toys or books for the meeting.
- Consider **challenges of single parents** in terms of childcare, meeting times, and ability to attend.

This list was assembled by Rebecca Schmidt with contributions and input from the Children's Ministry Boards church members and staff, October 1, 2009 and was last revised in September, 2013.

Money Matters

Handling Money from Sales, Reservations, etc.

- Confer in advance with David Anderson or Su Devan, bookkeeper, regarding account to use.
- Request a metal money box, if needed. Provide your own change. Change cannot be made from Sunday offering.
- Label money clearly and leave with Mikhail Roque in office **by noon that Sunday**. Be sure cash is clearly labeled with who has given it and to what purpose.

Financial Reports and Check Requests

- The bookkeeper will email a link to financial reports for board/committee/group chairpersons. Chairperson should copy and distribute as needed.
- Report shows budget expenses-to-date and status of any relevant funds. Direct questions to leadership staff liaison or the bookkeeper.
- Please **route check requests through your staff liaison**.

Fundraising—General Guidelines

- In order to support the focus for financial support for the church's ministry as a whole: **limit activity during the pledge campaign**.
- Before any fundraising is undertaken within the UCUCC community: **check in with Church Administrator and the Stewardship & Finance (S&F) committee**. The request must be received at least one month before the date of the fundraiser.
- **The Child Care Programs and University Congregational Housing Assn** are both welcome to engage in fundraising activities outside of the church without the need to adhere to these parameters. S&F requests that CLCC and UCHA move within the spirit of these guidelines, as their donor-base includes UCUCC members. S&F requests a heads-up about upcoming fundraising. Fundraising within UCUCC fall within our guidelines.
- **The UCUCC email and mailing list** is not available to non-church groups, and is monitored for inappropriate use.
- **Fundraising is for nonprofits only**, and never for individuals. No private inurement on sales or fundraising. No "free will offering to pay the preacher" (or other individual) is permitted in Washington State.

Special offerings

- The purview of Love & Justice Ministry
- Max one/month
- Include the four annual UCUCC special offerings along with other chosen recipients
- An aspect of our outreach giving

Other Fundraising for UCUCC-connected ministry

- When there is a significant mission opportunity
- Limit “nickel and diming” people for small amounts
- Ask why special fundraiser and not in the budget; encourage some kind of congregational action that would guide its special status
- Member mailing list not available for non-UCUCC mailings

Fundraising for non-UCUCC-connected ministry

- Fits within the goals or focus of the church
- Adequate support for the event is available
- Someone from UCUCC is “sponsor” or logistics
- Cost of hosting is covered by the recipient
- “Hall rental” at market rate may be appropriate in order to have the income, if UCUCC staff can absorb the event

Publicity information and guidelines

Erin Lovejoy-Guron, Lay Ministries & Communications Coordinator

is in the office Monday through Friday from 9:00—4:00. Contact: 206-524-2322 or communications@universityucc.org. She is happy to help you craft your announcement/post/article with you. If all you can do is list the basic facts that you need in the post, Erin can massage it into something whole. Anything you turn in may be edited a bit for space, grammar, clarity, or to better catch the eye of our readers.

How you can reach Erin to get your event publicized

- ♦ **Sunday Bulletin:** email bulletin@ucucc.org by Tuesday at noon to get event announcements (100 words) in the next Sunday’s bulletin.
- ♦ **Thursday Email:** email communications@ucucc.org by Thursday at noon to get links or announcements in the weekly Thursday email. We can include events “in our larger community” that are related to our church work or ideals.
- ♦ **Church & Home:** email churchandhome@ucucc.org by the 15th of the month to have your event (100 words) or article (200-300 words) printed in our weekly newsletter and posted on our website universityucc.org/whats-up-now/ including pictures really helps
- ♦ **Facebook:** email communications@ucucc.org if you would like me to post or link something on our Facebook page www.facebook.com/UCUCCSeattle/ This is especially good if people are going as a group to an outside event

See more about publicity on the following pages

Publicity

Writing Tips for your articles/announcements/posts

Below are some ideas, tips, suggestions that may help you craft better copy for the Sunday bulletin or *Church & Home*.

Headlines get people to pay attention

- ◇ Draw in your reader. Be specific, curious & relevant
- ◇ Let them know what you want them to do
- ◇ Tell or imply the main reason for your article

Know your Audience

- ◇ Are you trying to reach the whole congregation or a specific group?
Your style might be different if you are writing about the senior retreat versus the monthly dinner for families with children under two.
- ◇ How can you inspire your readers?
- ◇ What do they need to know before they can say “yes” to you?
- ◇ What is the value you are giving them?

What’s your style?

- ◇ Do you want readers to feel excited about a celebration coming up?
- ◇ Should they to feel concerned about an issue, or called to action?

How to start and keep writing

- ◇ Make lists. Don’t worry about sentences. What are words related to your topic?
- ◇ Choose a word related to your topic, and write for ten minutes about that word.

Writing Tips

- ◇ The most important words should be at the end of the sentence.
- ◇ Sloppy progress beats perfection every time. The best writing is re-written.
- ◇ Try to tap into an emotion (what’s a story that can help your reader access the feeling you want to convey ... *a story from childhood about the time you got separated from your family in a store as a gateway to talk about the Sanctuary Movement*)

Rules to break in your first draft

- ◆ It has to be good.
- ◆ The grammar and spelling need to be correct.

Send your writing to Erin at communications@universityucc.org

Taken from Fred Pryor Seminars. (2017) *How to Write Killer Copy Seminar workbook*.
From conference attended on November 30, 2017

Publicity Guidelines

Just a reminder, the goal of communications and publicity is to get the congregation talking, asking and answering questions about the ministry at hand. Listening to others is the best way to know if you've accomplished this goal.

Bulletin Announcements

Purpose: to inform worshipers of church events in the coming four weeks. It's the place for special announcements on immediate concerns.

Basic Instructions:

- **deadline: noon Tuesday for the following Sunday.** Email your announcement to Erin Lovejoy-Guron at bulletin@universityucc.org. Bulletin announcements should be for activities of the congregation happening in the coming two weeks. Maximum length: 100 words or fewer; longer items should go into *Church & Home*.
- Be sure your name and phone number are on the copy for questions/verifications.

Content Covenants:

- Activities of the congregation in the coming four weeks.
- Invite people to look at Narthex tables, web site or other communication vehicles, but do not include long or political announcements in the bulletin.
- Submissions may be edited for space or content at the discretion of the editing staff.
- Each announcement should be limited to around 100 words.
- Program-related surveys or signups can be noted in the bulletin as announcements, with information available at a Narthex table or handed out.
- Items occurring further into the future should be included in *Church and Home* rather than the bulletin.
- Make appropriate references to the last issue of *C&H* as a place for more and wider info about the church.

Thursday Email

Purpose: to inform subscribers of church events over the weekend; to provide links to activities in our community and the larger Pacific NW Conference of UCC. Predominantly, it is a preview of announcements that will be found in that Sunday's bulletin.

Basic instructions: The email is typically sent around noon on Thursdays. Most of the information is pulled from the announcement bulletin (deadline Tuesdays at 12). If you have an event that didn't make it into the bulletin, email Erin at communications@universityucc.org by Thursday at 10 am to get it in the email that day.

Church and Home

Purpose: primary vehicle for information about UCUCC and its activities in a given month; an instrument of, by and for the congregation

Basic Instructions:

- Email your article to churchandhome@universityucc.org.
- Include your name, phone number, and email in the article for questions/verifications.
- **Deadline is noon, the 15th of each month**, for the issue dated the following month.
- Please be concise! Items may be edited due to space considerations.
- All articles in the paper Church & Home will also appear in the <https://universityucc.org/whats-up-now/> page of our website

Content Covenants:

Articles

- Articles from boards about their activities are welcomed and encouraged.
- Articles from boards inviting members to consider a stance or action.
- Identify the church board that submitted the article and invites the stance.
- Invite an action/position rather than demanding or requiring it.
- *Should not* claim to speak for the church, but rather to its members.
- *Should not* call into question the Christian conviction of those with differing perspectives (ex: “we, as Christians...”) “I” statements are more appropriate.

Announcements

- Inform readers of programs and priorities of UCUCC
- News of a general-church nature take precedence over wider-community announcements.
- Invite readers to consider a position, not demand a position or action.
- Invite readers to get further information.
- Fundraisers may be announced if agency is sponsored by a board, otherwise generally not.
- *Generally not included:* fundraisers for non-UCUCC affiliated agencies.
Occasional exceptions for UCUCC-affiliated agencies.
- Political announcements will not be included — unless the council or congregation has taken action to support the particular political perspective.
- No candidate endorsements

Sharing the Journey column

This column is for sharing of the writer's faith journey: how that faith has been challenged or strengthened by life, circumstances or events. This is meant to tie in with the covenant affirmed when new members join "to walk together..." Focus is on spiritual growth.

- 350 words max.; longer items may be edited at discretion of editor/Ch Adm
- The writer will be notified if editing is necessary
- StJ is not a soapbox for political or other perspectives, but a sharing of faith

Website <https://universityucc.org/whats-up-now/>

Purpose: The web site is a prime vehicle for distributing information about the church, with primary focus on visitors and inquirers, followed closely with providing information about church activities, events, programs, and areas of focus to church members.

Basic Instructions: Email Erin Lovejoy-Guron at communications@universityucc.org.

Content Covenants:

- Special information should stay on the web for a maximum of four weeks, then be reviewed and removed if not timely.

Our facebook page <https://www.facebook.com/UCUCCSeattle/>

Purpose: our facebook page is a useful tool for last-minute changes to events, or to share posts with friends outside of our church.

Basic Instructions: Erin, communications@universityucc.org, usually posts on events happening that week, or if there is a long-range event that has a link to an RSVP. If you have an event, and you want a boost of last-minute publicity, email Erin. Posting is at her discretion.

Sunday Narthex tables

Purpose: to give information about the wider life of the congregation; publicize an event, distribute literature, take reservations, etc.

Basic Instructions: Erin Lovejoy-Guron keeps the list of table requests. Contact her at 206-524-2322 or communications@universityucc.org *before noon on Thursday*, if you want a space at a Narthex table that Sunday.

Parameters:

- Our first priority is for the safe movement of congregants throughout the Narthex. Tables are limited to four 8ft tables, for a maximum of 8 groups. Participants are limited to their reserved table space. No mingling throughout the Turner Commons with clipboards, as we want congregants to choose to participate rather than feel forced.
- Not to be used for fundraisers for non-church groups, or supporting of political candidates
- Can reserve 1/2 of an 8ft table &/or easel. Materials should not go on walls
- Materials should not question the Christian conviction of those with differing perspectives
- First come/first served; generally a 3 or 4-week maximum

Red Wall

Purpose: to provide a place for posting announcements and posters, and to provide inspiration and uplift the spirit

Basic Instructions: Proposed exhibits for the southern section of the wall should be approved and scheduled by the Church Administrator or Lay Ministries/Communications Coordinator.

Email Erin at communications@universityucc.org

Content Covenants:

- The portion of the wall to the north of the security doors, near the main office entrance, is available for general notices of upcoming events and activities.
- The area south of the door is available to display art, images and text that reflect the focus of sermons, Christian education studies, or missions of our church.

Posters around the building

Purpose: to provide information of a general nature about church and wider community events

Basic Instructions: Check with office for procedures before posting

Content Covenants:

- Announcing events of general interest to church members and visitors consistent with UCUCC theology or common understandings
- Most non-church events should go on the bulletin board at the 16th Ave. doors
- In the Narthex, posters must be church related.
- Wider nonprofit community information is posted on the 16th Ave. entrance bulletin board.

Verbal Worship Announcements

Purpose: Only when necessary for the life of the congregation or for emergencies

Basic Instructions:

Limited to events of general interest for which details are printed in announcements bulletin.

Contact the minister handling the service before Wednesday.

Content Covenants:

- Events of a general interest for which details are printed in the insert
- Are generally announced by the ministers rather than proponents or point people
- Short, sweet, rare

Brochures

Purpose: to educate people curious about our various ministries and groups in our church.

Basic instructions: talk with the staff leader associated with your ministry or group if you want to update or create a brochure. Then you can work with Erin Lovejoy-Guron to get a draft started.

Tips for writing/creating brochures (Pryor)

- ◆ **Use the Cover:** Get the reader to open the brochure with a compelling headline. The front should have more than a logo or name.
- ◆ **Credibility:** have testimonials or other “proof”
- ◆ **Entice:** Make the end of each page enticing enough to keep your reader engaged.
- ◆ **Use images & graphics:** *show* what data means with evocative charts. Use images to convey complex concepts to reduce word count.
- ◆ **Call to Action:** tell the reader what you want them to do next.
- ◆ **Simplicity:** White space, readable text, and pictures invite the reader to keep going. You won’t be able to get “everything” into a brochure. What is just enough educate or intrigue someone to want to contact you for more information?

Church Logo

Purpose: to provide a readily-identifiable visual of church information, programs and materials

Basic Instructions: Contact church office for digital copies

Content Covenants:

- The logo may not be edited or altered to incorporate other designs
- Full parameters are available in the graphic standards manual produced when the logo was adopted. The manual is available in the office. Erin Lovejoy-Guron has a copy.

Location(s) Requested: _____	
Promotion Requested: <input type="checkbox"/> None <input type="checkbox"/> Yes (see below)	
<input type="checkbox"/> Bulletin Facebook	<input type="checkbox"/> Church and Home Press Release
<input type="checkbox"/> Website Red Wall	<input type="checkbox"/> Weekly Email Narthex Table
<input type="checkbox"/> Evite Other	<input type="checkbox"/>
Promotion Materials Attached: <input type="checkbox"/> No <input type="checkbox"/> Yes	
Short Form Announcement: (3-4 Sentences, ~ 75 Words or less)	
Long Form Announcement: (6-8 Sentences, ~150 Words or less)	
Received By: _____	Date Received: _____
Title: _____	
Confirmed Scheduled: _____	Confirmed On: _____
Confirmed By: _____	