

PURPOSE OF THIS GUIDE

This Guide summarizes the policies and “best practices” of the Love & Justice Ministry (L&JM) Committee. We hope it will facilitate clarity and communication among the members of the Committee, between the Committee and Action Teams within the Love & Justice Ministry, and between the Ministry and other ministries at University Congregational United Church of Christ (UCUCC). The plan is to review and edit the Guide yearly as operations, members & tasks change.

TOPICS COVERED

Vision and priorities of the Love & Justice Ministry...p. 1

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VISION of the LOVE & JUSTICE MINISTRY

The Love & Justice Ministry envisions our congregation as a welcoming “beloved community” engaged in imagining and acting toward love and justice in the world.

PURPOSE OF the LOVE & JUSTICE MINISTRY

To fulfill the Church’s mission to imagine and act on our vision of love and justice by empowering the congregation and its individual members to:

- offer compassionate service
- build relationships of solidarity and reconciliation
- to work toward systemic change, and
- share our resources.

LOVE & JUSTICE MINISTRY PRIORITIES

This vision comes alive in Action Teams associated with this Ministry that are oriented to the ‘common good for justice’ both locally and globally for individuals, families, communities and all creation. Our current (2018-2019) priorities are:

- economic justice
- racial justice
- environmental justice
- peacemaking and reconciliation (including inter-religious relationships)
- dignity, equity and belonging

Collaboration regarding these priorities within the church and between the church and community is central to our work. Examples of Love and Justice commitments within these priorities include: fighting climate change, standing with immigrants, sheltering those without homes, supporting holistic early childhood education locally and globally, ending gun violence, and advocating for economic and racial justice.

See Appendix 1 —Model of the Common Good and Ministry Priorities and Appendix 2 – Draft Goals for Priorities 2019

We recognize that this work cannot be done alone. We need each other and we need God to inspire and sustain us.

For Rev. Catherine Foote’s Spiritual Practices for Love and Justice Work, see Appendix 3.

LOVE & JUSTICE MINISTRY STRUCTURE

The Love & Justice Ministry (L&JM) is comprised of Action Teams and UCUC partner 501(c)(3) organizations working on justice and service projects, and a Love & Justice Committee which guides the Ministry.

The **LOVE & JUSTICE MINISTRY COMMITTEE** (L&JC) carries the broad vision and responsibility to energize, facilitate and communicate our church’s responses of compassion and justice.

Primary responsibilities are to:

1. Seek prayerfully to discern how God is calling our congregation to imagine and act on the vision of Love and Justice.
2. Guide vision and policy direction toward strengthening our response to this call.
3. Guide the allocation of church financial resources in alignment with goals and priorities, to Action Teams, partner 501(c)(3)s and outside organizations engaged in direct service and structural change.
4. Focus responsibility and initiative for the Love and Justice action in Action Teams that organize around specific issues or passions. Recognize and nurture the creation, ministry, financing, interconnection and closure, when timely, of Action Teams.
5. Support the ministry and relationships with the congregation of partner 501(c)(3)s.
5. Energize and enable courageous discipleship among all members of the congregation. Facilitate members’ sharing of gifts and passions for ministries of love and justice.
6. Communicate and collaborate with other UCUC Ministries, Committees, and Church Council, and with the wider community.

The L&JC meets regularly most months of the year, and has one to two annual ‘retreat’ type gatherings that bring together Action Team leads and members of the Love & Justice Ministry.

L&JC members for the church year 2018-2019 are:

LOVE & JUSTICE COMMITTEE MEMBERS	ROLES	BEST WAY TO CONTACT
Carol Nelson	Finance Team member; Liaison to Multicultural Circle, Racial Justice, Sacred Earth Matters, and Share the Harvest Action Teams	cjspinel@seanet.com
Claudia Patton	Representative for UCHA	claudia.patton@outlook.com
Elizabeth Dickinson	Liaison to Gun Violence Prevention, Peace & Justice Advocates, and Syrian Refugee Action Teams	elizabethstdickinson@gmail.com
John Lewis	Finance Team member; Liaison to Teen Feed Action Team	johnglewis@alumni.stanford.edu
Liz Wells	Representative for Child Care Programs	lizwells110@comcast.net
Mark Peterson	Representative for Mwanzo	markrpeterson@yahoo.com
Mary Elizabeth Maltman	Finance Team member	memaltman@aol.com
Patti Brandt	Committee Chair; Alternate Liaison to UCUC Church Council; Liaison to Encampment Hosting, Immigration Justice, and Superfluity Action Teams	brandtpa@yahoo.com
Susan Cook	Liaison to UCUC Church Council; Finance Team member; Liaison to Hunger Outreach, Israel Palestine Justice Group, and LGBTQ Equality Action Teams	sejcook@gmail.com
Walt Puckett	Finance Team member; Liaison to Christmas Families Action Team	waltpuckett@gmail.com
Catherine Foote	Leadership Team Liaison	cfoote@universityucc.org

The **COMMITTEE CHAIR** plans and facilitates regularly scheduled L&JC meetings, coordinates with the Leadership Team and program staff, and supports other Committee members in carrying out their roles.

The **MINISTRY LIAISON** to Church Council represents the L&JM at monthly Church Council meetings, distributes the monthly L&JM/Action Team report to Council, and reports back to the L&JC on matters of interest.

For more details on the role of the Ministry Liaison to Church Council, please consult Appendix 4.

When the Love & Justice Committee, on its own or in collaboration with an Action Team, would like to request action of the Church Council on behalf of the congregation, they must formally write and send an AIR Form to the Moderator. It is often best to consult informally with the Leadership Team and lay leaders in advance of sending the AIR Form. ***Please find the AIR Form template in Appendix 5.***

The Love & Justice Ministry Committee has a **FINANCE TEAM**. This team proposes a budget plan to the full Committee each winter that includes funding for and justification of Action Team proposals, as well as funding for direct service and advocacy organizations and UCUC-related 501(c)(3)s. Short-term and three-year annual commitments for funding are made. Periodically, surveys are sent to the organizations we fund to assess need and effectiveness. Currently the roles of the L&C Finance Team are as follows:

ROLES	TEAM MEMBER
Lead	Carol Nelson
Communicate with L&JC Chair re agenda items & updates	Carol Nelson
Monitor budget accounting of L&J Ministry	John Lewis and Walt Puckett
Maintain financial spreadsheet of Ministry accounts	Carol Nelson
Create finance visuals for bulletin board and <i>Church & Home</i> newsletter	Carol Nelson
Communicate about finance decisions with UCUC bookkeeper Su Devan	John Lewis and Walt Puckett
Communicate Special Offering decisions to Church Communications staff Erin Lovejoy-Guron; Prepare Special Offering publicity	Mary Elizabeth Maltman
Solicit second Sunday stewardship moments	Walt Puckett
Track income from Special Offerings	John Lewis
Review quarterly statements of Action Teams for evidence of ongoing activity, with the intent to assure that funds are being used in a timely, effective, and faithful manner	

LOVE & JUSTICE MINISTRY ACTION TEAMS and 501C3s

ACTION TEAMS are at the heart of the Love & Justice Ministry. Comprised of three or more people, they initiate faith-based action and education to promote love and justice in specific areas, such as economic justice or immigration. They also offer an opportunity for members to explore and share their faith journeys within the context of focused, collaborative work.

Current Action Teams

ACTION TEAMS	LEAD	LIAISON ON L&J COMMITTEE
Christmas Families	Kathy Kripps & Sarah Puckett	Walt Puckett
Encampment Hosting	Tim Croll	Patti Brandt
Gun Violence Prevention	Jeff Hancock	Elizabeth Dickinson
Hunger Outreach	Diane Adam	Susan Cook
Immigration Justice	Cassie Emmanuel	Patti Brandt
Israel Palestine Justice Group	John Ruis	Susan Cook
LGBTQ Equality	Jeaneane Hill	Susan Cook
Multicultural Circle	Aileen Pruiksma	Carol Nelson
Peace Circle	Aileen Pruiksma, Ginger Warfield & Lily Lahiri	
Peace with Justice Advocates	Elizabeth Dickinson & Sharon D'Amico	Elizabeth Dickinson
Racial Justice	Toni Higgs & Ginger Warfield	Carol Nelson
Sacred Earth Matters	Nancy Hannah	Carol Nelson
Share the Harvest		Carol Nelson
Superfluity	Mary Ellen Smith & Kathy Turner w/Jan Von Lehe & Mary Sue Galvin 'in training' for 2020	Patti Brandt
Syrian Refugee Group	Evette Hackman	Elizabeth Dickinson
Teen Feed Meal Teams	Elaine Ploegstra Youth Teen Feed: Dave Colescott & Mike Zevenbergen	John Lewis

L&JM PARTNER 501(c)(3) ORGANIZATIONS

UCUCC partner 501(c)(3) organizations operate independently of UCUCC, but have a historic and/or other special relationship with this congregation. Current 501(c)(3) organizations include:

PARTNER 501(c)(3) ORGANIZATIONS	LEAD	L&J COMMITTEE LIAISON
Child Care Programs	Liz Wells	Liz Wells
Mwanzo	Mark Peterson	Mark Peterson
University Congregational Housing Association (UCHA)	Carol Christopherson & John Davis	Claudia Patton

ACTION TEAM LIAISONS

One role of the L&JM Committee is to provide consultation, support and linkages to Action Teams. Each Action Team will have a L&JC member who volunteers to act as their liaison. Action Team Liaisons are charged with connecting to, encouraging, and helping guide Action Teams. Liaisons will assist Action Teams in meeting Church Council and Ministry requirements, implementing and communicating ongoing efforts and successes, and developing a budget and requesting funding and other resources from the Committee. They will also help communicate Action Team efforts and successes at monthly Church Council meetings.

STARTING AND ENDING A LOVE & JUSTICE ACTION TEAM

If members have an idea, a passion, or an issue to address that does not fit the work of an existing Action Team, they are invited to start a new Action Team. Action Teams may be formed to address a short-term goal or they may organize around longer-term concerns. Any UCUC member can initiate an Action Team, and invite others to serve with them. An Action Team has a minimum of three members. Both UCUC and non-UCUC members can join an Action Team, with a majority required to be members or consistent attenders of UCUC.

To become a recognized Action Team, first contact the L&JC Chair. The Chair will then propose a Committee Liaison who can help you with the application process, if you wish. Please complete the application describing your group and what you propose. You may also be invited to attend a meeting of the L&J Committee so that we can hear about your proposal and ideas.

The Application for Recognition form is in Appendix 6.

Sometimes goals for an Action Team are met, or participant energy flows elsewhere. Choosing to formally end an Action Team recognizes these or other circumstances. If this is the case for your Action Team, please let your Love & Justice Committee Liaison know, and consider a ritual of gratitude and celebration. In the case of Action Team disbandment, the Love and Justice Committee will allocate the Action Team's funds in the spirit of the Action Team's goals.

ACTION TEAM and 501(c)(3) FUNDING

Love and Justice Action Teams and partner 501(c)(3)s have access to resources and support from the L&JM while doing work to which they are called. Action Teams can request financial resources from the Love & Justice Ministry Committee each year in order to accomplish their goals and achieve sustained success.

- The amount of direct funding for an Action Team is limited to \$1,000 per year. Larger scale funding for an Action Team should involve separate Council funding or a Special Offering. Action teams may apply for funds from Superfluity. Action teams considering other mechanisms for fundraising must consult with the L&J Committee to ensure compliance with church rules.

- In order to receive funding, Action Teams must develop a workplan and complete a request for funding. They will also need to identify a team member to receive and review financial activity reports and information. Although the L&J Committee typically receives requests annually, it is understood that needs may arise at other times. ***See Appendix 7 for Application for Funding from Love & Justice Committee.***
- The Action Teams may disburse funds to outside agencies, as well as suggest outside agencies to the L&J Committee for their consideration.
- The L&JC Finance Team will officially recognize two people on each Action Team who are authorized to expend funds on the Action Team's behalf. Expenditures of \$5,000 or more will require a second approval from the authorized list, or leadership staff.
- The Action Team is expected to monitor their quarterly account report and spend their funds in a timely, effective, and faithful manner.

Copier charges: For Action Teams without an office account, small copying runs (5-10 copies on an irregular basis) will be absorbed by the Undesignated Action Teams account. For Action Teams with an office account, copying charges will be charged to their account.

OTHER SUPPORT

The Love & Justice Ministry Committee organizes a spring Action Team gathering with a focus on skill-building, such as story-telling, facilitation and collaboration. In addition, the Committee has proposed adding a fall gathering for Action Teams to share work plans, ask questions about logistics and communication, and find opportunities for collaboration.

Action Teams can also access planning, communications, and office support from UCUC staff Mikhail Roque and Erin Lovejoy-Guron. ***For multiple details regarding this support, please consult Appendix 8.***

TAKING POLITICAL ACTION

Action Teams which are proposing political actions such as publicly endorsing an initiative or hanging a sign on the outside of the church related to a political cause, should consult the ***UCUC Policy for Taking Political Action found in Appendix 9.***

In general, churches can legally take political actions on issues but cannot endorse candidates. Political actions which are related to Resolutions on which the church has already taken a stand (e.g., Greening Congregations, Bread for the World Covenant Church, Gun Violence Prevention Resolution) are encouraged and no further permission is required.

LOVE & JUSTICE MINISTRY FUNDING SOURCES and GUIDELINES

The Love and Justice Ministry receives support from three different sources:

- the general UCUCS budget
- income from the Love and Justice Ministry Endowment
- Special Offerings

Decisions regarding the use of these monies are made by the L&J Ministry Committee, in accordance with the following L&JC guidelines.

General Church Budget: Currently, the L&JC designates its entire allocation from the general UCUCS annual budget to support outside direct service agencies and advocacy groups. These are organizations that meet our criteria for relevance to and involvement with our congregation. *Please see Appendix 10—Funding Criteria Matrix—for these criteria.*

The selections are reviewed annually; the Committee emphasizes long-term, stable relationships in which our contribution is significant to the recipient. Periodically, the Finance Team sends out questionnaires to outside organizations to help inform these selections. The allocation amount varies from year to year, depending on results of the annual pledge campaign, and competing demands for funding the work of the Church as a whole. In 2018, this amount was about \$38,000. (An additional \$1,000 was allocated specifically to support the Youth Teen Feed cooking team.)

Please see:

Appendix 11--Calendar for funding decisions, including budget proposals from Action Teams

Appendix 12—Questionnaire for advocacy organizations

Appendix 13—Questionnaire for direct service organizations

Outside agencies that received funding from the Love & Justice Ministry in 2018 were:

45th Street Community Clinic
Bread for the World
Church Council of Greater Seattle
Downtown Emergency Service Center
Earth Ministry
Faith Action Network
Interfaith Task Force on Homelessness
Jubilee USA

Justice Leadership Program
Mental Health Chaplaincy
National Religious Coalition against Torture
People's Harm Reduction Alliance
ROOTS Young Adult Shelter
Shepherd's Counseling Center
SODA Project
Teen Feed
University Churches Emergency Fund
University District YMCA Transitional Housing
Western Fellowship of Reconciliation

Endowment Income: The Love & Justice Committee has an Endowment Fund that was significantly increased by the most recent Capital Campaign. The L&JC uses income from the Endowment primarily to accomplish major projects and secondarily to support Action Teams. Income from the Endowment fund in 2018 was about \$24,000.

Each year, the Finance Team of the L&JC will solicit recommendations for the use of the Endowment annual income from Action Team leads, 501(c)(3) representatives, and Committee members. ***A sample letter requesting recommendations is in Appendix 14.***

The following current guidelines guide the L&JC in making funding choices for Endowment Funds.

- The larger of \$3500 or 15% of the annual income will be held as contingency reserve, to cover overhead expenses and to be disbursed for urgent needs that arise during the year. The goal is to commit all funds from the Endowment by Dec. 15 each year.
- About 60% of the annual income from the Endowment shall be used to fund a small number of large gifts. These may be capital projects or possibly multi-year development projects. While these large gifts should not typically cover ordinary operating expenses, they may fund operating expenses of new initiatives, provided that the recipient has plans to fund their future operating budget in other ways. In general, we will choose projects where our injection of substantial funding is crucial to the ability of the

recipients to undertake the project. We try to select and disburse major gifts by March 31st of each year.

- About 25% of the annual income from the Endowment Fund will be used to support new and ongoing activities of Action Teams. We may choose to reserve some of this funding to allow for emerging needs. The intent is to be flexible in supporting Action Teams.

The amount of direct funding for an Action Team is limited to \$1,000 per year. Larger scale funding for an Action Team should involve separate Church Council funding or a Special Offering.

Special Offerings: Monthly Special Offerings provide the most direct way for the congregation to express their support for particular programs. Typically the Special Offering recipient is determined three to four months in advance. Historically, the process is for the L&JC Finance Team to propose the plan for the year’s offerings to the L&J Committee for input and vote. At this time, we dedicate each month’s offering to a different recipient agency. In the past, we split special offerings among two or three recipients, which was very confusing to the congregation. We have not tried shorter periods than a month.

The L&JC members choose the recipients of Special Offerings according to the following guidelines:

- Maintain four national Special Offerings, and support the UCUC Childcare Programs, as directed by the UCUC Church Council:

One Great Hour of Sharing	Fourth Sunday in Lent (March or April)
Strengthen the Church	Pentecost Sunday (May or June)
Neighbors in Need	World Communion Sunday (1 st Sunday in October)
Veterans of the Cross	Fourth Sunday of Advent (December)
Child Care Programs	September

- By agreement with Council, we also schedule a Special Offering for the Encampment Hosting Action Team whenever the church hosts a tent encampment.
- Select recipients for the seven additional Special Offerings according to the following priorities:
 - Highest priority
 - Meeting the places where the need is greatest

- Giving the congregation an opportunity to respond to their interests and to disasters
- Reserving at least one month of Special Offerings for an advocacy cause
- Providing for partners where the need clearly exceeds the ability of the L&JC's allocations alone to respond. This category currently includes annual Special Offerings for:

Mwanzo Proud Farmers	April
Hunger Outreach	July

- Lower priorities, in no particular order:
 - Encourage involvement by the congregation
 - Choosing partners where there are opportunities for direct involvement
 - Choosing partners that allow congregants to be involved with their pocket books, in particular "natural" disasters
 - Educate the congregation
 - On the priorities supported by the L&J Ministry
 - On what our partners do
 - Promote all of our major priorities (providing a broad opportunity to give or participate)
 - Provide additions to base budget funding for partner outside agencies when there is a special need or to introduce a new partner agency.
 - Coordinate with guest preachers

APPENDICES

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APPENDIX 1: MODEL OF COMMON GOOD AND MINISTRY PRIORITIES



***Locally and Globally for individuals, families, communities and all creation**

APPENDIX 2: DRAFT GOALS FOR PRIORITIES FOR 2019

Notes from Love & Justice Ministry Retreat of 6/9/18

UCUCC RETREAT (6/9/2018) for LOVE & JUSTICE members & ACTION TEAM LEADS: DRAFT of PRIORITY GOALS for MODEL

Note: This summary has general oriented goals/topics. Next steps would include making these goals, specific so they were operational with timelines and selecting priorities within each Justice priority.

GOALS/TOPICS for ENVIRONMENTAL JUSTICE

1. Advocacy for Safe Environment
 - o Sanitation issues around homelessness/poverty (air/water/sewage/garbage)—might want to connect with folks working on economic justice—next steps might be
 - Talk with Mwanzo Board
 - Tiny house project
 - City of Seattle--
2. Working with communities of color on environmental issues such as food deserts—next steps might be:
 - a. Visiting groups/individuals to listen to their issues
 - b. Seattle Tilth may be working on this also
3. Education re: affects of climate change—issues of soil/trees/water/food and energy
 - c. Solar and wind energy as a local source—looking at these types of energy and how they can be used to provide energy in areas without building a grid across huge swaths of land with little populations
 - d. Experiential learning??

GOALS/TOPICS for RACIAL JUSTICE

1. Have conversations as a whole church to broaden and deepen understanding of racial justice and personal impact
2. Strengthen knowledge of members of the church on institutional racism including unintentional but impactful verbal, behavioral & nonverbal actions
3. Develop a process within the church so that a person who experiences racism such as a microaggression knows whom in the community to contact
4. Apply the “Open & Affirming Process” of the past as guidance for doing something similar as a whole church community toward antiracism. Consider ways to identify ‘allies’ who are willing to converse and learn about own racist behavior & language.
5. Those involved in the respective teams of Racial justice, economic justice and environmental justice work on a project that has goals & outcomes oriented to all 3 ‘pillars’ toward the common good.

GOALS/TOPICS for ECONOMIC JUSTICE

1. Continue direct service with the appropriate level of contributions from the church with budgeting toward all L & J pillars
2. Widen the work by:
 - a) connecting everyone who is doing the work,
 - b) raising awareness of all of our activities within the congregation & how the church's budget supports these,
 - c) emphasize program relationships to bring others into the work
3. Promote awareness of systemic causes of economic inequality and actions that address them.

GOALS/TOPICS for INTER-RELIGIOUS JUSTICE

1. Invite the formation of an interfaith action team before 2019
 2. Survey Action teams for interfaith connections, i.e. Palestine/Israel & Economic Justice
 3. Explore what is genuine "interfaith". For example, examine religious privilege, i.e. religious holidays, displays on public lands
 4. Expand out vision of interfaith connections
 5. Strengthen FAN connections
 6. Propose an interfaith component of Seabeck or full focus
-

APPENDIX 3: SPIRITUAL PRACTICES FOR LOVE & JUSTICE WORK

Catherine Foote, June 9, 2018 (with some additions by L&J community)

“Spiritual practices are the habits in our lives that center us, open our attention more fully, and nurture our connections to something larger than ourselves...” (Unitarian Universalist definition)

Assumptions:

- God desires justice and mercy
- Our calling is from God
- Opposition is powerful
- We cannot do this work alone
- We will get exhausted and discouraged
- Resurrection will come

Practices:

- The practice of Prayer
- The practice of Silence
- The practice of Joy
- The practice of Community
- The practice of Bible Study
- The practice of Learning
- The practice of Worship
- The personal Practice
- The practice of Gratitude
- The practice of Namaste

It is useful when practices are intentional, habitual, and consistent.

APPENDIX 4: ROLE OF MINISTRY LIAISON TO CHURCH COUNCIL

- Holds and communicates the vision and perspective of a Ministry, contributing to Council work on policy and direction of Church overall.
- A leadership position as a voting member of Church Council representing a Ministry
- Liaison is selected by the Ministry. Since each Ministry functions slightly differently, details of the process for selecting the liaison may vary. Each Ministry should also select an Alternate Liaison, who will represent the Ministry at Council meetings if the Liaison is unable to attend. Having each Ministry consistently represented at Council is very important for completing Council business.
- Liaison should have a demonstrated commitment to UCUC Covenant and the Ministry they represent

- Liaison is not required to be a member of any of the Ministry’s committees or action teams, and is not required to be convener of any Ministry gatherings.

Advocate and Communicate

- Understands and communicates how their Ministry impacts the wider congregation, and how activities of the wider congregation affect the Ministry. Helps give voice to the perspective and priorities of the Ministry.
- The Liaison will routinely connect with and communicate with groups in the Ministry in various ways, which could include meetings, email, personal contact, etc.
- Share with Church Council monthly, in a short written summary, highlights of Ministry work. Share with Ministry, the Church Council actions and discussions which may impact the Ministry.

Facilitate

- Recognizes when and how Ministries may work together to accomplish goals, and helps to promote this.
 - Help move the Ministry forward in the restructure process
-

APPENDIX 5: AIR FORM for REQUESTING ACTION BY THE UCUC CHURCH COUNCIL

AGENDA ITEM REQUEST FOR THE COUNCIL MEETING OF _____

Requested by: _____

Action/Motion or Discussion Requested:

for the following reasons:

Foreseeable objections (add your rebuttals if you wish):

Date of Request: _____

Person to be contacted if clarification is necessary:

APPENDIX 6: APPLICATION FOR RECOGNITION AS AN L&J ACTION TEAM (2015)

Thank you for your interest in becoming a Love & Justice Action Team – your work is truly the heart of our ministry! Please respond to the following questions to the best of your ability. If you need help, please contact your L&J Liaison, or if someone has not yet been assigned, the Chair of the Love & Justice Ministry Committee.

NAME OF PERSON COMPLETING THIS FORM:

EMAIL ADDRESS:

DATE FORM COMPLETED:

Our Love & Justice Ministries are organized under five focus areas/priorities. Which of the following best describes the Action Team you are proposing?

- Economic Justice
- Racial Justice
- Environmental Justice
- Peacemaking and Reconciliation
- Dignity, Equity and Belonging

Is the Action Team you are proposing short-term or will it have ongoing actions?

What is the working name of the Action Team you are proposing?

In the space below, please provide a brief description of the action team you are proposing, including your intent, short- and long-term goals, anticipated resource needs, and when you plan to begin your activity.

Besides yourself, please identify other members of your proposed Action Team.

APPENDIX 7: APPLICATION FOR FUNDING BY ACTION TEAM TO LOVE AND JUSTICE COMMITTEE

REQUEST for 2019 funding from Action Teams to UCUC's Love & Justice Ministry Committee

*For planning purposes, it is helpful for the Love and Justice Committee (L & J) to know what funding requests there will be for 2019. Requests in the "ballpark" of \$500 - \$1000 per year are typical for Action Teams to make. Action team funding comes from a portion of endowments. For questions about funding, contact Patti Brandt, L & J chair: brandtpa@yahoo.com. Do send your funding request to Carol Nelson, cjspinell@seanet.com by **1/11, 2019**, using this form, **Part 1 & 2**.*

Part 1 – Request for funding by an Action Team. *Please answer as many questions as are relevant for your team.*

Name of Action Team & members involved, noting the lead and the designated financial contact

- What projects or activities are you requesting funding for?
- What is the funding amount you are requesting. Approximately how much money are you asking for this year?
- What are your specific goals for this project/activity?
- When do you plan to implement the project/activity? When will the funds be used?
- Who are the proposed participants & 'about' how many?
- How will the project(s) benefit those participating?
- Are there resources other than funding needed for this work?
- How does this project support or complement the efforts of other groups within the church and the current priorities of UCUC ? Are there other groups or members who might have a special interest in this project and if so have you contacted the other(s)?

Notes: If your proposal requests a special collection, include the information needed in your proposal for offering one. If additional monies are needed beyond L & J & special collections resources, additional fund-raising is to be cleared through stewardship & finance.

Part II – Input on Outside Agencies. The Love and Justice Committee sends funds to a number of agencies outside the church every year. For most agencies, we send a survey asking for updates about their goals, activities, and budget to see how church funds can best be used. Do let us know if you want to know which agencies we currently give to.

We'd like your input on agencies that your Action Team recommends for donations:

- Is there an outside agency that you would recommend to us?
 - Do you collaborate with this or other agencies?
 - There are sometimes openings for the monthly special offering. Is there a group you would like us to consider as part of a special offering?
 - Would you be willing to do some information gathering about the outside agency that the Action Team is recommending & briefly summarize it in a paragraph or so?
-

APPENDIX 8: OFFICE HELP AVAILABLE TO ACTION TEAMS & 501(C)(3)s

How Mikhail Roque, Office Coordinator, can help groups/action teams, etc.

1. Order supplies.
 - a. Look for better deals.
 - b. Look for ecofriendly products.
 - c. Office, Sunday breakfast and coffee, and kitchen supplies.
2. Reserve A/V equipment.
3. Print jobs:
 - a. Bulletins
 - b. Copies
 - c. Fliers
 - d. Posters
 - e. Cards
 - f. Signs
 - g. Miscellaneous documents
4. Coordinate with members to text A/V equipment.
5. Calendar coordination:
 - a. Reserving facilities use such as rooms, A/V equipment, furniture, and red wall.
 - b. Coordinate with custodians on setup diagrams and potential overtime.
6. Work with the groups on what their physical space requirements for event setups are.
7. Handling event parking reservations.
8. Ordering flowers and coordinating with florists on deliveries.
9. Mail:
 - a. Generating lists and label stickers for bulk mail
 - b. Preparing and mailing bulk mail
 - c. Keeping account of postage used and how many to keep in stock
10. Answering emails and directing them to the proper groups or people.
11. Scheduling time on the Red Wall.
12. Distributing information:
 - a. Newsletter

- b. Weekly Email
- c. Bulletin Announcements

Additional ways Erin Lovejoy-Guron, Lay Ministries & Communications Coordinator can help

How you can reach me to get your event publicized

1. Email bulletin@ucucc.org by Tuesday at noon to get event announcements (100 words) in the next Sunday's announcement bulletin
2. 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
3. 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-upnow/ including pictures really helps
4. 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

Planning your event

1. **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?
2. **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)
3. **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
4. **Thinking through what kind of volunteers you will need:**
ushers outside to help with parking, set-up, serving, clean-up for food
5. **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?
6. **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

NOTE: If you are needing help with a major project, best to check in w/David Anderson about the time commitment likely needed from staff. He will discern whether it is possible and if it is when the help is possible.

APPENDIX 9: UCUC PROCESS FOR TAKING POLITICAL DECISION

(Passed by Church Council, November 18, 1998)

In taking political positions as a church, we need to respect our role as a moral force and provide a method by which the congregation comes to “own” an issue adopted.

Any issue put before the church must have theological relevance as reflected in our local, conference or national covenant.

An issue needs the sponsorship of a “core group” or individual church member who ushers the issue through the stages of discussion and deliberation. To enable the congregation to understand the issue, the sponsoring party needs to discuss the issue with the relevant board, conduct forums that enable congregational discussion, and inform church members in church literature. Included in any discussion should be a plan for how the church can carry out its mission related to an adopted issue in the greater community.

Process for making decision:

- A. The sponsoring party brings the issue to the relevant board that discussed the issue and votes on whether to recommend a position be taken. An AIR form (Agenda Item Request).is authored by the sponsoring party or the board and presented to the Executive Committee. A discussion of the plan of action engaging the larger community should be included with the AIR form.
 - B. The Executive Committee discusses the issue and votes to place the issue on the Council agenda, or sends the proposal back with suggested changes.
 - C. The Church Council discussed the issue and either:
 - a. Sends the issue to the congregation for a vote,
 - b. Sends the issue back to the relevant board for amendment, or
 - c. Votes against the issue, thus ending discussion.
 - D. Education of the congregation through at least one forum and one piece in church literature is suggested. Consistent with the Bylaws there should be a prior publication of the proposed resolution along with statements presenting the positive and negative views.
 - E. If the matter is referred to the Congregation, a vote will take place on the resolution as stated in the AIR form.
 - F. The Church Council or any Board may act alone on issues they believe warrant greater urgency than the above process provides.
-

APPENDIX 10: FUNDING CRITERIA MATRIX

Love and Justice Board Funding Criteria

	4- Exceeds our criteria Money will be used to advocate for change that is highly likely and money will provide direct help for people in immediate need. Our funding may act as seed money & has potential to help group bring in other funds. Non-UCUCC Agencies- evidence that less than 13% spent on administrative costs. Members of our congregation are currently working with this group in ways other than financial support and there are plans for involving more members of UCUCC.	3-Strongly meets our criteria Money will be used to advocate for change that is highly likely or money will provide direct help for people in immediate need. Funds will address needs of a vulnerable group. Non-UCUCC Agencies- evidence that less than 15% spent on administrative costs. There are opportunities for members of UCUCC to be involved with the work of this organization other than financial support. There is a strong historic connection with UCUCC Consistent with L& J concept of a great need, locally & globally; fits possible future priorities. it fits one of our priorities.	2-meets some of our criteria Funds will address needs of a vulnerable group, but this organization doesn't need us to carry out this program. Non-UCUCC Agencies- evidence that less than 15% spent on administrative costs. Due to privacy issues this organization is unable to use community volunteers. -Positive historic connection with UCUCC	1-Does not meet criteria Money does not advocate for systemic change and money does not directly help those in need. Non-UCUCC Agencies- evidence that more than 15% spent on administrative costs. This group only seeks financial support. No or limited connection to people or the history of UCUCC
<p>Outreach & Impact: Action Team/Agency serves others through systemic change and/or direct help to those in need. Clearly identifies how funding will make a difference</p>				
<p>Engagement: Engages members of our congregation in outreach</p>				
<p>Priorities: The program aligns with the priorities of the church as defined by the Love and Justice Board.</p>				
<p>Organization Effectiveness</p>	<p>Work Plan developed annually Past history demonstrates effectiveness Communicates well with UCUCC members and staff. Efforts to communicate with the agency are successful and prompt new group shows goals</p>	<p>We have an understanding of how our funds are used Contact information for administrators of the funds are available</p>	<p>We have a general idea about how our money will be used Contacts are available but do not always respond promptly</p>	<p>No specific information available about how money will be spent Communication is difficult or non-existent. No Board structure</p>
<p>Collaboration: Opportunities to work with other organizations to increase impact and/or for connections with the broader faith community</p>	<p>This project does/will provide an opportunity for members of UCUCC to work with others in an inter or intra-faith in an ongoing basis and members are currently involved. This project involves other action agencies increasing the overall impact.</p>	<p>This project does/will provide an opportunity for members of UCUCC to work with others in an inter or intra-faith effort.</p>	<p>There is a one time opportunity for members of UCUCC to be involved with this team/agency.</p>	<p>There are no opportunities for members of UCUCC to be involved</p>

APPENDIX 11: APPROXIMATE CALENDAR FOR REQUESTS AND DECISIONS RE FUNDING

- September –
 - Council’s budget meeting begins work for next year
 - Action teams update work plans if needed/desired
- October
 - L&J sends funding requests forms to action teams
- November
 - Council finalizes budget for Congregation to vote on
 - L&J requests updates from outside agencies, considers any new agencies (may be every other year)
- December –
 - remaining endowment funds for current year are disbursed or held over with intention for the following year
- January
 - Finance team presents proposal to L&J for voting on, designating the council proportion of the budget
 - Finance team will suggest the initial disbursement to action teams from the endowment
 - Finance team may suggest the initial plans for the remainder of the endowment
- February
 - Instructions to Office about how to disburse L&J general fund:
 - 1K or less to an outside agencies disbursed
 - For other agencies, 25% disbursed in February, May, August, and November
 - Initial Action Team and 501C3 requests processed
- March
 - Second consideration of endowment fund disbursement, repeated in August if needed
- June
 - Action team gathering
 - Action teams may start work plans for year starting in September, (If desired)

APPENDIX 13: INFORMATIONAL FORM FOR PARTNER AGENCIES WE FUND: DIRECT SERVICE

University Congregational UCC — Love & Justice Ministry Direct Services Questionnaire

1. Agency Name _____
2. Address _____
Email _____ Phone _____
Web Site _____
3. Executive Director _____
4. Chair, Board of Directors _____
5. Development Director _____
6. Mission:
7. Area of Service _____
8. Annual Budget Summary (Please attach)
9. Number of Staff _____ Full Time _____ Part Time _____
10. Do you use volunteers in your program? If so, in what capacity:
11. Do you offer volunteer training?
12. Name of volunteer contact person _____
13. Do you need volunteers at this time?
14. Have you experienced an increase in need in 2018? If so, please describe:
15. Have you received a reduction in income in 2018?
From government sources? From foundations? From private donors?
15. Do you expect a reduction in government funding in 2019? Please describe:
16. If you received a small grant from University Congregational U.C.C. in 2018, how was this grant used?

Thank you for this information and for the wonderful service that you bring to those in need.

Please return by January 11, 2019 by email to: m maltman@aol.com/sejcook@gmail.com OR by mail to:
UCUCC

c/o Mary Elizabeth Maltman, Love and Justice Ministry
4515 16th Ave NE; Seattle, WA 98105

APPENDIX 14: LETTER REQUESTING RECOMMENDATIONS FOR ENDOWMENT SPENDING

Dear Action Team Lead or 501C representative,

Each year the Love and Justice Committee funds a small number of major grants from our endowment income. Typically, these are grants of \$5,000. We are inviting the action teams & 501C's to nominate projects of outside agencies for the \$5,000 remaining from the endowment income for 2018.

These may be:

- capital projects, seed money for launching a project or program
- a multi-year development projects of limited duration.
- funding operating expenses of new projects, or “seed money”, with the understanding that this particular grant may be a one-time only grant.

In general, we will choose projects where our injection of substantial funding is crucial to the ability of the recipients to undertake the project. These monies are not for ordinary operating expenses.

By the Love & Justice committee's established policy, we use the following criteria to describe the type of grants we make.

- Serves others through systemic change and/or through direct help to those in need.
- Identifies how these resources will make a difference or impact
- Identifies how to engage and empower members of our congregation and others to participate directly in the work of Love & Justice
- Addresses the Love & Justice priorities of the congregation

As you know, the June 2018 retreat priorities determined by leads of Action teams & the Love and Justice Committee were to be oriented to:

- Economic Justice, (includes homelessness prevention and support for child and youth well being, fighting poverty locally or globally)
- Racial Justice
- Peacemaking and Reconciliation
- Environmental Justice
- Dignity, Equity & Belonging

Please send any recommendations, along with supporting material you may have, to _____ by _____.

Thank you!

The Love & Justice Committee Finance Team