



**UUCR**

**Inside UUCR**

*A Guide  
for Understanding,  
Serving, and Receiving  
In Community*

## Table of Contents

Introduction to this document.....	5
UUCR Covenant of Right Relations .....	7
What We Believe.....	9
Our Congregational Covenant:.....	11
The UUCR Minister and Staff .....	11
Reverend Dr. Rebekah Savage, Called, Settled Minister .....	11
Ministerial Interns .....	12
Other Professional Staff .....	12
Worship, Music and Arts Programs and Teams.....	12
Situation Leaders .....	14
Lifespan Religious Education Programs and Teams .....	14
Faith Formation Programs for Children and Youth .....	14
Family Faith Formation Team.....	15
Adult Faith Formation Team.....	15
Social Justice Committees, Groups, and Affiliations.....	15
The Social Justice Committee .....	15
Partner Plate Program.....	16
Environmental Action Group .....	16
Hunger Relief Task Group .....	16
Immigration Action Group .....	16
LGBTQ+ Task Group, and the Rainbow Youth Alliance.....	17
Racial Justice Working Group.....	17
Peace Studies Group .....	17
ArtsConnect at UUCR.....	17
Other Social Justice Direct Affiliations .....	18
Membership & Communications Programs.....	18
New2UU .....	18
Newcomer Chat .....	18
Archives & History .....	18

Communication Champions Team .....	19
New Member Buddy Team .....	19
Outreach and Growth Team .....	19
Buildings, Grounds, and Technology .....	19
Aesthetics Committee .....	19
Buildings & Grounds Committee .....	19
The Landscape Committee.....	20
Information Technology Committee .....	20
Spiritual & Caring Opportunities .....	20
Pastoral Care Team .....	20
Spirit of Life Sangha .....	21
Women’s Open Spiritual Connection Group.....	21
Small Group Ministries .....	21
UUCR Memorial Garden and Wall of Remembrance .....	21
Fellowship and other Opportunities .....	22
The Annual Fellowship Dinner .....	22
Dinners for Eight.....	22
UUCR Drum Circle .....	22
Craft Group .....	22
Hospitality Team.....	23
Emerson’s Café.....	23
Literary Fiction Book Group.....	23
UUCR Book Club.....	23
Quilters .....	23
Sonaria.....	23
Young Adults Group .....	24
A Brief Look at the Governance of UUCR .....	24
Introduction and The Board.....	24
UUCR Board Meetings .....	24
Nominations for the Board of Trustees.....	25
Communications with the congregation, the “Proceedings Book” .....	25
Congregational Meetings and Town-Hall meetings .....	26

Committees Reporting to the Board or Minister ..... 26

Fundraising at UUCR..... 28

    The Canvass (the Annual Pledge Drive)..... 28

    Planned Giving and the Legacy Society..... 29

    Capital Campaigns ..... 29

    The Annual “Fall Fundraiser,” “Action Auction,” and other Special  
    Events ..... 29

Making Corrections, Additions to *Inside UUCR* ..... 30

## **Introduction to this document**

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*Welcome newcomers, members, and friends alike!*

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

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

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

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

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

There are many pages of additional information at our website [UUCR.org](http://UUCR.org). Links to some of the information that can be found there are provided in *Inside UUCR*. And of course members and friends already engaged in UUCR will want to be regular readers of UUCR "[E-Communications](#)" and announcements in Realm.

*Inside UUCR* begins with our ***UUCR Covenant of Right Relations***.

Our Covenant of Right Relations outlines principles and expectations designed to promote the best and most gracious functioning of our beloved community.

With this we declare how we desire to engage each other, and the world at large, as we *Practice Courageous Love*.

## **UUCR Covenant of Right Relations**

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

### **With the Congregation to:**

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

Appreciate that our UUCR community makes decisions through democratic processes.

Recognize that our church will evolve as our membership changes.

### **With Other Members/Friends to:**

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

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

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

Honor the unique identity of each member and friend.

Respect and appreciate the work of all volunteers.

Accept and forgive imperfection.

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

### **With the Minister to:**

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

Work with the minister in the spirit of shared ministry.

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

Be open and honest with the minister both with praise and in disagreement, and share my concerns directly in a respectful manner.

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

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

**With the Staff to:**

Be courteous and respectful.

Be thoughtful when requesting services and using staff work space.

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

Respect work hours and the personal time of staff.

Show appreciation for work done.

April 5, 2012

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

## What We Believe

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

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

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

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

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

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

~ Rev. Barbara Wells Ten Hove

## **Unitarian Universalist congregations affirm and promote:**

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

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

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

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

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

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

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

[8th Principle](#): Journeying toward spiritual wholeness by working to build a diverse and multicultural Beloved Community by our actions that accountably dismantle racism and other oppressions in ourselves and our institutions. [This 8th Principle was adopted by the UUCR membership May 22, 2022]

## **Our Congregational Covenant:**

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

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

### **The UUCR Minister and Staff**

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#### **Reverend Dr. Rebekah Savage, Called, Settled Minister**

Reverend Rebekah (she, her) serves as the beloved spiritual leader of our faith community in many ways.

She guides, nurtures, and challenges the congregation's spiritual focus; provides pastoral care and counseling; leads and provides oversight for regular and special services; represents Unitarian Universalism in the local community and beyond; engages in interfaith and Public Witness activities; and much, much more.

Rev. Rebekah also performs and leads many necessary administrative tasks, including the supervision of the UUCR staff.

More about Rev. Rebekah can be found here:

<https://www.uucr.org/our-ministers>

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

## Ministerial Interns

Ministerial interns are seminarians pursuing a vocational call to the Unitarian Universalist Ministry. Under the leadership and direction of Rev. Rebekah, and with the support of Internship Committees, ministerial interns participate in worship planning and delivery; provide pastoral care; support many of the lay ministries of our congregation; and participate in the life of UUCR in accordance with their ministerial development needs and learning objectives.

## Other Professional Staff

Our beloved community and all we do would not be possible without the dedicated work of all the members of our professional staff. For information about our talented staff and their work, please see our website or use this link:

<https://www.uucr.org/connect/get-to-know-us/staff>

## Worship, Music and Arts Programs and Teams

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

## The Music Program

We are blessed with an abundance of talent at UUCR! The *UUCR Community Choir* is open to everyone ages 14 and up (younger singers may be accepted on a case by case basis). You may join the choir at any time. The choir rehearses once a week and performs approximately every 3 weeks from late August through late May. The choir is led by our Director of Music. *Wildberry Jam* is a women's trio coordinated by Gaynelle Campbell. Wildberry is not open to new members and performs

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

### **Worship Arts Team**

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

### **The Music and Arts Council**

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

## **Ushers Team**

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

## **The A/V Technology Committee**

The Audio and Video Technology Committee maintains and runs the sound and video systems at UUCR in the Sanctuary and Founders Hall, including listening assistance systems. Every Sunday, trained volunteers operate our audio and video systems in the sanctuary to provide the congregation and visitors an engaging experience, whether they are present in the sanctuary or attending remotely.

## **Decorations Committee**

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

## **Situation Leaders**

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

## **Lifespan Religious Education Programs and Teams**

### **Faith Formation Programs for Children and Youth**

UUCR's Faith Formation Program for children and youth engages young people in the lifelong process of forming their beliefs, values, and ways of being in the world. Our classes are planned with the faith development needs of each age-group and the diversity of learning styles in mind. The skilled and dedicated volunteers for UUCR's children and youth are the

greatest gift and strength of our program. Knowing that children develop their beliefs and values not only in classes but through all their involvements in the congregation, we create and foster opportunities for the regular participation of our children and youth in the worship, social events, and social action activities of the congregation. Parents will also find here the resources and supportive community they need to be effective in their role as their child's most important faith educators and spiritual guides

### **Family Faith Formation Team**

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

### **Adult Faith Formation Team**

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

## **Social Justice Committees, Groups, and Affiliations**

### **The Social Justice Committee**

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

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

<https://uucr.org/uucr-policies-procedures-guidelines.>)

### **Partner Plate Program**

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

### **Environmental Action Group**

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

### **Hunger Relief Task Group**

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

### **Immigration Action Group**

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

## **LGBTQ+ Task Group, and the Rainbow Youth Alliance**

The LGBTQ+ Task Group supports the rights and concerns of LGBTQ+ people in our congregation and in the wider community, and fosters awareness of such concerns among UUCR congregants and friends. The Rainbow Youth Alliance provides a unique and much-needed service to the LGBTQIA high school population of Montgomery County. Trained adult facilitators provide a safe and affirming space for all youth to connect, ask questions, and explore with others.

## **Racial Justice Working Group**

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

## **Peace Studies Group**

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

## **ArtsConnect at UUCR**

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

## **Other Social Justice Direct Affiliations**

Amnesty International Group

Beacon House

Community Reach of Montgomery County

Interfaith Works

UU Legislative Ministry of Maryland

Unitarian Universalist Service Committee

Unitarian Universalists for Social Justice

Habitat for Humanity

Reclaim Our Vote/UU the Vote

## **Membership & Communications Programs**

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### **New2UU**

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

### **Newcomer Chat**

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

### **Archives & History**

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

## **Communication Champions Team**

(Under development) Members of this new team will focus on communications methods in UUCR, both Realm and traditional ways, to assure informational needs are met.

## **New Member Buddy Team**

(Under development) The New Member Buddy Team will work with the Director of Congregational Engagement to support new members to connect with faith development, social and service opportunities with other members. This team will also be a set of friendly faces to check-in with new members to help them meet other members, navigate their needs, challenges or questions, and get connected to the community.

## **Outreach and Growth Team**

(Under development) This team's mission will be to help UUCR develop new strategies for connecting with the community around us and inviting them to check-out UUCR. Ideas for new strategies may include creative social media campaigns to share UUCR's work, co-sponsoring events with local organizations, mobilizing UUCR to attend local events as ambassadors and representatives of UUCR so that we are recognized as active and visible members of our community.

## **Buildings, Grounds, and Technology**

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### **Aesthetics Committee**

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

### **Buildings & Grounds Committee**

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

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

### **The Landscape Committee**

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

### **Information Technology Committee**

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

## **Spiritual & Caring Opportunities**

### **Pastoral Care Team**

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

## **Spirit of Life Sangha**

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

## **Women s Open Spiritual Connection Group**

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

## **Small Group Ministries**

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

## **UUCR Memorial Garden and Wall of Remembrance**

The southeast corner of our property has long been used for the placement of the ashes of our loved ones. In 1998, the congregation formally designated this area as a Memorial Garden. The Memorial Garden is a meditation grove with

winding wooded pathways with benches for quiet reflection. UUCR also has established a Memory Board that enables members and friends who choose to do so to install a bronze nameplate with the name and the years of birth and death of loved ones as an ongoing memorial who have been part of the UUCR community. The Memory Board is located on the wall of Building 4 directly facing the sanctuary. *The Memorial Committee*, working closely with the Minister, serves as the day-to-day point-of-contact with the general congregation for information on UUCR's memorial practices. For more information, write to: [memorial@uucr.org](mailto:memorial@uucr.org)

## **Fellowship and other Opportunities**

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### **The Annual Fellowship Dinner**

Usually held in March, this all-congregation event is a wonderful chance to meet new UUCR members, catch up with old friends, share culinary gifts, and have a relaxing evening together. A new *Fellowship Gatherings & Events Team*, rooted in our traditional annual Fellowship Dinner, is under development, with the purpose of ensuring we are both inclusive and safe in our congregation-wide gatherings.

### **Dinners for Eight**

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

### **UUCR Drum Circle**

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

### **Craft Group**

Share artistic knowledge, ideas, and conversation over crafts!

## **Hospitality Team**

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

## **Emerson s Café**

Emerson's Café provides adult members of UUCR an opportunity to explore spiritual, faith, and religious concepts through conversations. Topics are chosen each week in advance, and the conversations are meant to flow from the heart as well as the mind. The conversations are organized and led by members of the Adult Faith Formation Committee.

## **Literary Fiction Book Group**

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

## **UUCR Book Club**

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

## **Quilters**

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

## **Sonaria**

Sonaria is a women's vocal ensemble. Its primary focus is community building and spiritual growth through music. Sonaria meets on the 1<sup>st</sup> & 3<sup>rd</sup> Sundays of the month from September through May and occasionally performs in worship

services. Currently led by Cynthia Shires-Thurston, it is open to new members identifying as cisgender, non-binary, or transgender women.

### **Young Adults Group**

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

## **A Brief Look at the Governance of UUCR**

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### **Introduction and The Board**

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

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

### **UUCR Board Meetings**

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

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

The *General Trustees* and the *Officers of the Congregation* are elected by the congregation at the May *Congregational*

*Meeting*. The Senior Minister and the immediate Past President also serve as ex-officio, non-voting members of the Board.

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

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

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

### **Nominations for the Board of Trustees**

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

### **Communications with the congregation, the Proceedings Book”**

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

*Meetings* are kept in the “Proceedings Book,” which is available to members.

### **Congregational Meetings and Town-Hall meetings**

At least one annual *Congregational Meeting* for the election of Board Members and other business must be held in May. Traditionally, another *Congregational Meeting* is held in January. Informative meetings, such as “Town Hall” meetings, are held throughout the year by call of the Board. Other *Congregational Meetings* may be called by one-eighth (1/8) of the voting congregation. To conduct the business of the congregation, *Congregational Meetings* require a quorum of one-eighth (1/8) of the members entitled to vote and require a 10-day prior written notice to UUCR congregants.

### **Committees Reporting to the Board or Minister**

#### The Leadership Development Team

The Leadership Development Team provides leaders and potential leaders with resources, training, and support, including mentors, in order to equip them to fulfill their roles with effectiveness and meaning. The team supports congregational leaders in meeting UUCR goals and objectives. Contact: [leadershipdevelopment@uucr.org](mailto:leadershipdevelopment@uucr.org)

#### The Service Development Team

The Service Development Team identifies and shares UUCR's most essential service needs, and engages the congregation to fill those needs. The team provides access to the data and resources needed, and coordinates the annual Service Recognitions.

#### Lay Ministry Council (Chartered)

The Lay Ministry Council (LMC) engages with leaders and members to encourage, sustain, and coordinate programs and activities to meet UUCR's present and future needs. The Council's mission is to promote inspiring ministry and

programs through leadership and support, and to provide advice to the Board on matters which effect programming.

### Finance Committee

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

### The Canvass Team

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

### Planned Giving Committee

(See below, *Fundraising at UUCR*)

### Investment Committee

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

### Personnel Committee

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

### Rental Team

The Rental Team develops and oversees our rental program that provides essential income to support UUCR's operations. The rental program must be consistent with the Board's goals,

UUCR's mission and overall space availability. The Rental committee serves as the primary point of contact with the nursery schools on matters related to negotiating cooperative agreement lease renewals and interpreting lease provisions. The Church Administrator is responsible for day-to-day rental activities and negotiates and signs short-term rental agreements consistent with Board policy. The *Rental Marketing Team* creates and executes marketing strategies to promote our rentals, especially weddings and other one-time events.

### Congregational Data Team

This team helps to gather, analyze, and visualize the important information and “stats” of our community (e.g., participation, funding, demographics, etc.) These efforts are intended to help the board and the congregation better understand our trends and needs. With this information, informed decisions about how and what we are doing may be made to focus our efforts.

### Committee on Ministry (Chartered)

The Committee on Ministry (COM) works with our ministers and members of the congregation to care for and strengthen the overall ministry of the congregation. The Committee on Ministry examines, evaluates, and supports ministry within the Congregation, including the Minister, professional staff, and lay leadership, and advises the Board on issues related to ministry.

## **Fundraising at UUCR**

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

### **The Canvass (the Annual Pledge Drive)**

The Canvass, held every year in February and March, is the most important fundraising event of the year at UUCR. All members and friends are canvassed and asked to make an annual financial pledge to support the operations of UUCR. The

canvass is responsible for almost 80% of UUCR funding. The canvass also provides special opportunities to refresh mindfulness about what UUCR does for congregants, families, and our community, and increases awareness of the congregation's income, costs and obligations. The results of the canvass are the primary basis for annual financial planning and related decision making by the Board of Trustees. The latest and prior canvass documents (and associated financial information) can be found by searching "canvass" in [UUCR.org](https://uucr.org)

### **Planned Giving and the Legacy Society**

Legacy gifts, through planned giving, special gifts to the Endowment Fund, or unrestricted gifts to the Board of Trustees make a valuable commitment to the future of UUCR and our faith. UUCR gives special recognition to members of the congregation who formally indicate that, through their estate planning, they will leave bequests to ensure UUCR will be able to serve future generations of UU's and meet new challenges. These congregants receive a special honor in UUCR: membership in the *Legacy Society*. For more information, please contact the Planned Giving Committee by writing to [planned-giving@uucr.org](mailto:planned-giving@uucr.org).

### **Capital Campaigns**

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

### **The Annual Fall Fundraiser," "Action Auction," and other Special Events**

There are two special events which are integral to fundraising in UUCR: The "Fall Fundraiser," and the spring "Action Auction" of valuable services and goods donated by members of the congregation. These very enjoyable events bring in about 4% of UUCR's operating funds. You will want to attend both! Other special events may be held for purposes other than general

revenue, such as the Ethier Music Fund benefit concert, which supports the music and the arts program.

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### **Making Corrections, Additions to *Inside UUCR***

As with any effort in our dynamic congregation, there will always be room for improvements, and there may be changes. We welcome your suggestions, additions, and corrections!

Is something you are a part of, or want to know more about, missing, changed, or unclear? Let us know!

Please get in touch with any member of the Lay Ministry Council, who will get you in contact with the current editor of *Inside UUCR*. Or, write directly to [insideuucr@uucr.org](mailto:insideuucr@uucr.org).

THANK YOU!