

UU Church of Bloomington

Lay Leader Basics

Planning an event

It is best to start reserving space and publicizing for your event about one month before most events.

Before Your Event

Scheduling your event

Reserving space

Rooms, tables, audio and video equipment, easels, and more can be reserved by contacting Carol Marks, Church Administrator, at admin@uubloomington.org or by calling (812)332-3695. For weekend and evening events, Carol will also need to know who will be responsible for unlocking and relocking the doors of the church. Keys are also available from Carol with a refundable key deposit of \$10.

Custodial Set Up

If your event requires set up of equipment or chairs, let Carol Marks know when you schedule your space or equipment.

Reserving Childcare

Childcare for your event may be reserved by contacting Kitty McIntosh, our childcare supervisor at rea@uubloomington.org. She will need to know your event time, date, and the actual time that childcare will be needed. Reservations should be made as far in advance as possible to insure staff availability, but no less than two weeks ahead.

In addition, the childcare reservation will be cancelled if a minimum of two families do not request childcare for your event at least two weeks before your event by contacting Kitty McIntosh at rea@uubloomington.org or by completing this Google form:

<https://goo.gl/forms/BkbFpEmOfWv1eDf1>

Social Justice Task Forces pay for childcare for their special events at a rate of \$25 per hour.

Childcare is paid for from the church's operational budget for church services and other all church events.

Publicizing Your Event

The primary ways events are publicized at the church are the Prologue, Friday Update, and Facebook. Additionally, 8 ½ x 11 posters may be created for some events. Contact the Church Administrator about the availability of the clear poster holders in the building and for approval posters. Bring approved posters to room 204 for posting by the administrative staff.

Occasionally, events can be listed in the Order of Service on Sunday, when space permits.

For events that welcome attendance of the larger Bloomington Community, we can also use free community calendars to help get the word out.

Childcare

When publicizing your event, note what age the event is appropriate for, ie: Ages 6 and up, whether childcare is available (if requested by families at least two weeks before the event), and the link to request childcare (<https://goo.gl/forms/BkbFpEmOfWv1eDfl1> or rea@uubloomington.org), if applicable.

If no childcare is reserved or if no childcare is requested by two or more families at least two weeks before the event, when possible, update your publicity information with “no childcare provided at this event.”

Prologue

Prologue articles can be submitted to the Church Administrator at admin@uubloomington.org with “Prologue” in the subject line of the email. Due dates for Prologue articles are the first and third Tuesdays each month at 10:00 AM. Please limit the length of your article to 75-100 words. Include date, time, place, a short description of your event, if childcare will be available at your event (if requested by families two weeks before the event), how to volunteer (if applicable) and who to contact with questions about the event.

Friday Update

Articles can be published in the Friday Update a maximum of ten days before your event. Friday Update articles should be short, about 50 words or less. Articles should be submitted by 10:00 AM on Thursdays to office@uubloomington.org

Facebook

Events may be publicized on the church’s Facebook page by emailing admin@uubloomington.org and copying connect@uubloomington.org . Include date, time, place, a short description of your event, if childcare will be available at your event (if requested by families two weeks before the event), and who to contact to volunteer and/ or with questions about the event. Include a picture related to your event when possible.

Community Calendars

Several free community calendars can be utilized to invite the larger Bloomington community to your event. Contact Ann LeDuc, Connections Coordinator, at connect@uubloomington.org for assistance publishing to community calendars.

Sunday Order of Service

Information must be submitted by 9:00 a.m. the Friday before service. Most convenient: via e-mail to office@uubloomington.org. Please put "Order of Service" in the subject line of the email. Please note- there will not be space in the order of service for every event to be listed. Also, the Order of Service is printed on paper, which we want to limit how much we use.

Recruiting Volunteers

Volunteers are often recruited in the Prologue articles and other publicity published before an event. Recruiting volunteers during Coffee Hour and by personal email are almost always successful. If you are still unable to recruit adequate volunteers, contact Ann LeDuc, Connections Coordinator, at connect@uubloomington.org at least one week before your event.

During Your Event

Safety Procedures

Procedures on how to respond to emergency situations are available next to the doorway of all rooms. First aid kits are available in the kitchens and the workroom (room 204). Additionally, an automated external defibrillator (AED) is located near the audio/video desk at the back of the Large Meeting Room (Sanctuary). Our Ushers are trained to assist in emergency situations.

After Your Event

Securing the Building

After each weekend and evening event, all the exterior doors of the building must be checked to ensure they are locked. If you see that another event is happening in the building at the time that your event is ending, go ahead and lock all the doors, unless you have different instructions from the administrative staff. You must ensure that all other doors to the building are locked before you leave. Check that all the doors are locked by walking around the outside perimeter of the building with a partner and pulling on each door. If you are not familiar with

how to use the allen wrench locks, stop by the church office for a short tutorial during office hours (10 AM – 4 PM Monday-Friday).

Reimbursement for purchases for events

Requests for reimbursement for funds spent for church events or groups can be submitted by completing a check request voucher found in the church workroom (room 204) and placing it in the Church Administrator's mailbox in room 204, along with original receipts. If you need assistance completing the voucher, please ask for help from the office staff.

Information regarding the current amount of funds available in a given groups account can be obtained from the Church Administrator.

Leadership Succession

Have you been serving in your current capacity as a lay leader for three or more years? If you have, and you are ready to pass the leadership experience onto someone else, here is a recommendation on how to do this with as little negative impact on your committee or group as possible.

First, recruit a co-chair, if you do not already have one. This will not only lighten your workload, it will also help the group transition after you have left your leadership role. It is often best to find a co-chair who is already involved with the committee or group. After a co-chair is in place, consider mentoring someone on your committee or in your group to take over your co-chair position. If you have difficulty finding a successor from inside your current group or committee, meet with Ann LeDuc, Connections Coordinator. A meeting can be scheduled by contacting her at connect@uubloomington.org .