

FIRST UNITARIAN
CONGREGATIONAL SOCIETY
BR**KLYN**
A UNITARIAN UNIVERSALIST CONGREGATION

Forward! First Unitarian Leadership Training 2015-2016 Outline

- A. Chalice Lighting and Opening Words
- B. Introductions
- C. Review of Purpose Statement, Goal #3 and Strategy: Create a program to train members for leadership within and outside of the congregation...
- D. Governance
 - a. Congregations governance Structure – All report to the mission
 - b. Congregational Polity – A system of governance in which the congregation is the decision maker
 - c. Right Relations Covenant – Our agreement of how we will behave with one another.
 - d. By-Laws – Our legal governance documents. Determine criteria for membership, how to call and dismiss a minister, how to elect and choose Board and officers
 - e. Congregational Meetings – at least 3 per year. Annual meeting 3rd Sunday in May. Approve budget, elect board and nominating committee, other business as needed
 - f. Nominating Committee – 5 members select slate for Board and delegates to UU meetings
 - g. Board – elected fiduciary body
 - h. Policies and Procedures – what we do/how we do it.
 - i. Administrative Committees – appointed by the board
 - i. Finance – Budget
 - ii. Facilities – Buildings & Grounds
 - j. Finances & Budgeting
 - i. 3 sources of Revenue – gifts & pledges, rentals, endowment
 - ii. Budget prepared by the finance committee, reviewed by the board, approved by the congregation
- E. Staff Structure & Duties – Report to the Mission
 - a. Senior Minister – CEO, Worship, pastoral care, adult spiritual development
 - b. Director of Education Ministries – RE for children and youth, lifespan RE
 - c. Music Director – Worship Music, other music as needed
 - d. Director of Congregational Life – Communications, Membership, systems & Strategies
 - e. Maintenance Manager – Building Repairs and management
 - f. Director of Congregational Services – office management
 - g. Other staff (bookkeeper, custodian, section leaders, RE staff)

F. How Do I...?

- a. Book Space – Contact Rob Petrillo – Email is best
- b. Get Reimbursement – Complete form (available on-line) submit to Rob. Checks written on Tuesdays.
- c. Plan a Fundraiser – Approval from the board, funds must be deposited in church account.
- d. Get something on the Board agenda – contact a member of the board
- e. Request use of materials – make request when booking space. All materials must be returned.
- f. Get a budget line or ask for a report – Budget requests are made following the process outlines by the finance committee. Budget reports can be obtained through Rob Petrillo
- g. Report a problem with the Building – non emergency reports should be made by email to Paul Eisemann (maintenance manager) building@fuub.org
- h. Access Pastoral Care – contact Coco Wilde (cocowilde@msn.com) or Ana Levy-Lyons (ana@fuub.org) Requests for care for someone other than yourself should only be made with that person's permission.
- i. Request use of the church banner? The banner may only be carried at demonstrations and events that support causes approved by the congregation.
- j. Communicate with the Congregation – All written communication for First U publications must be approved by the Director of Congregational Life. Submissions are sent to (firstuannouncements@gmail.com)

G. Most Resources are Available on-line, www.fuub.org

H. General Guideline – Rules & Regs

- a. Storage is not allowed anywhere except assigned locations
- b. Custodians do not tidy spaces after use.
- c. Kitchen should be used with care. Dishwasher use only if trained by a custodian, stove only when a custodian is on duty (unless approved by office staff)
- d. Do not leave leftover food in office fridge
- e. Use recycling containers properly
- f. Help to keep all areas of the church complex tidy

I. Best Practices for Meeting

- a. Chalice Lighting and Opening Words
- b. Check-in
- c. Timed agendas send ahead of time
- d. Help participants to “step-up and step-back”
- e. Start and end on time

J. Think of your group as a pastoral care group.

- a. Check on members who are absent
- b. Be available to help or get help when needed

K. General Information

- a. Office Hours – Generally, M-Th, 9:30AM-4PM, It is recommended that you call before coming
- b. Building Hours
 - i. Monday – Closed after 4PM

- ii. T-Fri – Closed after 9:30PM (except by special arrangement)
 - iii. Sat – 8:30AM-2:30PM (except by Special Arrangement)
 - iv. Sun – 8:30AM – 4PM (except by special arrangement)
- c. Contact Information
- i. Phone – 718-624-5466
 - ii. Website – www.fuub.org
 - iii. Facebook – FirstUUBrooklyn
 - iv. Twitter - @firstubrooklyn
 - v. General email – office@fuub.org
 - vi. All staff emails are available on-line
 - vii. Announcements – firstuannouncements@gmail.com