

## So You Want to Hold an Event or Activity at UUCP or for UUCP Congregants?

Here is what to do.

**1) Ensure you are working with and through one of our UUCP Ministry Teams** when setting up any event or activity for or on behalf of UUCP. Our Ministry Teams make everything happen in our Beloved Community! For example, family and children's activities should be coordinated with the Children's Religious Education (CRE) Coordinator and Team. Educational and religious exploration events for adults should be coordinated through the Adult Exploration Team, and social gatherings should be coordinated through the Fun and Fellowship Team. Fundraisers must be coordinated with the Finance Team and approved by the UUCP Governing Board using the form on page 29 at this link: <https://uupensacola.org/wp-content/uploads/2022/02/Finance-Team-Policies.pdf>

If you're not already working with the Leader of a Ministry Team, or don't know who to contact for the appropriate Ministry Team, refer to the list of Ministry Teams and Leaders at this link to identify the proper person to work with: <https://uupensacola.org/about-us/ministry-teams/>

**2) Check the church calendar** to avoid conflicts when setting the date and time for your event. It is sometimes okay for two events to be happening at the same time, but we generally want to minimize conflicts and keep folks from having to make a choice between one thing or the other, plus not overburden our small congregation and tiny pool of volunteers. Even if the event is not happening at the church, if congregants will be attending or supporting the event, conflicts or double-booking with other scheduled activities should be avoided. If the event is at the church building or grounds, care must be especially taken to ensure adequate space and to minimize noise and interruptions of other planned events, etc.

Our public calendar is available on our website under the Calendar tab (<https://uupensacola.org/news/sc-calendar/>) and is also viewable when logged into on SimpleChurch. There can be Admin (non-Public) events and entries that may not show up on the website calendar such as building rentals or scheduled maintenance. The event organizer should verify with the Office Administrator and/or someone with administrative access to the church calendar to verify that the calendar is clear. As soon as you know the date and time of an event, get it placed on the calendar to hold that spot. If you as the event organizer or the Ministry Team Leader do not have the ability to add events to the calendar, the Office Administrator can add the event to the calendar and will need all of the details to do so, e.g. time, date, room at the church that will be used, etc.

**3) Determine if childcare is needed** for this event/activity. If so, request childcare through the CRE Coordinator and provide the start and end time for when the childcare provider must be present. Keep in mind: Childcare is subject to availability of a childcare provider. There is a cost to the church and the CRE Team specifically for providing childcare, so be mindful when offering childcare for events/activities. Not all events at the church must provide childcare. For events for families, parents/caregivers generally would be responsible for minding their own

children and maintaining line-of-sight awareness of their kids' activities, so childcare may not be necessary.

**4) While planning the event, be familiar with any necessary expenses and funds available** to pay for them. Each UUCP Ministry Team has a budget for each church year, and the Ministry Team Leaders and members are responsible for determining how to spend their budgeted funds and for requesting funds annually when the budget is being developed. Ensure that the expenses for this event/activity are within the team's allocated budget, and ensure that all receipts are retained. Items may be purchased or paid for by a team member or event organizer, and reimbursement may be requested from the team's budget by using the Expense Reimbursement Voucher found on page 34 at this link: <https://uupensacola.org/wp-content/uploads/2022/02/Finance-Team-Policies.pdf>. In some cases, usually for larger expenses, the event organizer or Team Leader may ask the UUCP Treasurer to make the purchase using the church credit card.

**5) Verify who will access and secure the building before and after the event.** If the event falls immediately after Sunday Service (such as a Second Hour program), the church will already be open at the start of the event, but someone will need to be designated to close up the church afterward, which involves ensuring that all doors are locked and that the building alarm is set. Oftentimes, there will be people staying after church who will be able to close up, such as a Board Member or CRE Coordinator, but the event coordinator will want to verify this availability ahead of time. The best-case scenario is that the event organizer or someone participating in the event has a key to the church and the alarm code and can close up at the end of the event in case other Members are not available. The Office Administrator or an Executive Committee member of the Board (President, Treasurer, etc.) will be able to demonstrate how to set the alarm. Only UUCP Members may have the alarm code and/or key.

If the event is scheduled on a day when the church is not normally open such as a weekday or Saturday, the event organizer will need to have a key to the church as well as the alarm code. All of these details must be verified well in advance of the event.

**6) Once the event/activity is set, decide how you want to promote it.** Is this event/activity mostly for UUCP congregants (Members, Friends, and frequent visitors or prospective members, etc.) or mostly for people who may be generally interested in UUCP who are like-minded but are not already Members or Friends? Examples of options to promote the event include the following. The Communications Team manages most communications and promotions and must be contacted at [communications@uupensacola.org](mailto:communications@uupensacola.org) with specific requests for where to promote the event/activity and advance notice to allow them to do so.

- **Weekly email:** Send the request to the Communications Team for the Office Administrator to include the event/activity in the email. Specify the start and end dates for when to include in the weekly email.
- **The Light monthly newsletter:** Send the request to the Communications Team for the Office Administrator to include in the newsletter. Inclusion in the newsletter requires

advance notice. The deadline for submitting items for the newsletter is usually the 21st of the prior month.

- **Facebook page:** Send the request to the Communications Team for the Facebook admin (Lauren Anzaldo) to post on the church's Facebook page: <https://www.facebook.com/UUCPensacola>. Provide an image (if possible) and text for the post. When the event is getting closer, the post generally will be pinned to the top of the Facebook page to make it easier to find.
- **Website:** Send the request to the Communications Team for the web admin to post on the church's website: <https://uupensacola.org/>. If you have a specific place for it to be posted, such as in the rotating "carousel" on the landing page or in one of the sections, specify that in the email request. Note that the SimpleChurch calendar pulls over to our website, which means that events entered as "Public" on the calendar will appear on the Calendar tab of the UUCP website with whatever details have been entered into the SimpleChurch calendar.
- **Announcements from the pulpit:** Write up a \*brief\* announcement and provide to the Service Leader on a Sunday at least 15 minutes before the church service starts. If the announcement should be made on more than one Sunday, specify that, usually at the top of the announcement.
- **Bulletin boards:** If there is a flyer or announcement for the event/activity, post them on the bulletin board in the lobby near the chairs by the window and/or on the "UUCP Family" bulletin board next to the nametags in the south hallway.
- **Press Release for local publication:** For bigger events, such as concerts or festivals, we will release a Press Release by request. Send the request for a Press Release to the Communications Team. Barbara Wright is typically the person who prepares and sends out Press Releases.