

How do I submit an article/announcement in the weekly *News and Notes*?

Please email it to newsnotes.uuslo@gmail.com by Wednesday noon.

How do I promote one of our meetings?

You do this through articles in *News and Notes*, flyers on the bulletin boards, and the calendar on the website. Contact the Administrator for more information and instructions.

How do I submit something for the website or online calendar?

Please send it to: office.uuslo@gmail.com

How do I submit a notice for a bulletin board?

Contact your ministry circle coordinator by email or put a notice in the ministry circle mailbox, located in the library.

How do I purchase or get reimbursed for items for our group? Each group has its own budget so please check with the chair of your group or Circle Coordinator to have him/her sign off on your request. Then, fill out the appropriate form, attach your receipts and have the group or committee chair sign the form. Place these documents in the inbox box in the office.

How do I find the forms I need?

There are many ways to access these forms: website, office, library, or by emailing the office to request one electronically.

How do I store items for my group on campus?

Please contact the administrator.

How do I request a grant from the endowment committee?

The endowment committee has a brochure, which is located on the website, on one of the tables in the hallway, and in the library. Please refer to this and then fill out an application (on the website). Place completed applications in the endowment committee's mailbox in the library. Alternatively, you can ask any member of the endowment committee for assistance.

MEETINGS

How do I get a key to the church?

Please contact the administrator (see the back page).

How do I schedule a room?

Before doing anything, please check the online calendar to make sure your date is available. If so, there are reservation forms on the website, in the office, the library, and by request electronically.

Please return them to the administrator by putting them in the box in the office or sending them electronically.

How do I make photocopies for congregational use?

You may use the office – please check hours.

FACILITY USE

How do I know when an event is occurring?

There are so many ways! Please check the website, the *News and Notes*, and the bulletin boards.

How do I begin a new group?

Bring your idea to the appropriate ministry circle coordinator. If you are planning something wonderfully new or have other questions, please check with the minister.



GOVERNANCE

What is the role of the board of trustees?

We follow a modified form of policy governance that allows the board to focus on long range planning. The board works to promote the vision and mission of the Fellowship while respecting diversity in all areas of life. The board monitors the work of the congregation through yearly assessments of ministry (minister, Ministry circles). All are welcome to attend Board meeting - check the calendar for meeting time.

What is the role of the minister?

The minister is responsible for worship, pastoral care, supervision of staff, and for the administration of the circles, committees, and individuals that carry out the mission of the congregation through congregational programs, community involvement, and interfaith collaboration.

What is the role of the administrator?

The administrator ensures the smooth operation of church programs in conjunction with the paid and volunteer staff.

What is the ministry council?

The ministry council serves as an advisory group to the minister. It is composed of the minister, the board vice-president, a representative from Leadership Development, and all circle coordinators. It is a forum where the individual ministry circles can communicate their activities and coordinate the shared work of the Fellowship.

What is the role of the treasurer?

The treasurer assists the board in fulfilling its fiduciary responsibilities. S/he monitors the financial accounts of the Fellowship.

We are this church

We are its hands, its heart, its voice.

Together we share the wealth of this community

And sustain it with our gifts.

How do I check on the status of my pledge?

Contact the administrator directly.

What if I need help from other members of the congregation?

Please contact your regional care coordinator or the Pathway circle coordinator. These coordinators can be found on our website, on the bulletin boards and in the *News and Notes*.

How do I know what decisions have been made by the church leadership?

Board minutes are posted on the bulletin board in the library and on the website. Past minutes are in binders on the bookshelves in the library. Ongoing activities of the board and ministry circles can be found in the weekly *News & Notes*.

MINISTRY CIRCLES

What are ministry circles?

Ministry circles are the way we divide the work of the Fellowship into functional groups. Each ministry circle has its own bulletin board, with a list of all subgroups in the circle. Leaders are listed next to their heading. In addition, our website is organized by ministry circle – the website is a wonderful reference.

Circle coordinators consult with the minister to provide leadership in key areas of operations: Growth and Learning, Pathways, Social Responsibility, Stewardship and Worship and Welcome. They make certain that all activities within their ministry circle support and promote the vision and mission of the Fellowship.

PROGRAMS AND ACTIVITIES

Who do I talk to about programs for children and youth?

Please contact the Director of Religious Education or a member of the RE committee. The names of the RE committee members are posted on the bulletin board in the RE wing.

Who do I talk to about joining the choir?

Please contact our music director.

The Mission of this Congregation is to

To deepen connections by
Nurturing spiritual growth
Practicing justice and
Inspiring joy

Welcome!

This booklet is designed to help you find answers to some of the most frequently asked questions.

Please keep it on hand for reference.

We have listed contact information on the back page.

GETTING STARTED

Who do I talk to about membership?

Contact our minister and/or the membership committee (members are listed on the website or on the Pathways bulletin board). And attend the *UU and You* conversations.

How do I become a member?

All those who support our mission and covenant are eligible for membership in the congregation. Please make an appointment with our minister or speak to a member of the Membership Committee if you are interested in becoming a member.

How do I become more involved?

You can find information about activities and programs in our weekly *News & Notes*, on the bulletin boards, and by referring to our list of ministry circles. Contact our minister, the membership committee, or the listed circle coordinators for further information.

Who do I talk to if I have an item I'd like to donate to the Fellowship?

Please contact the office.

COMMUNICATION WITH THE MINISTER, STAFF, AND THE BOARD

(see contact information on last page)

How do I contact the minister in an emergency?

Call, text, or email.

How do I get a message to the minister?

Call, text, or email.

How do I get a message to the office?

By email or telephone.

How do I get a message to a board member?

To contact the entire board, email: bot.uuslo@gmail.com. Individual board members may be contacted through their home emails or by telephone. In addition, there are mail boxes for individual board members in the library.

Covenant of the Unitarian Universalist Fellowship of San Luis Obispo County

**Holding this community dear and inspired
by our common principles, we covenant to**

Respect and trust each other

Accept our differences and shortcomings

Practice patience, compassion and empathy

Listen deeply; speak truthfully

Be honest and authentic

Support the congregation with our presence,

participation and financial gifts

Celebrate our life together

CONTACT INFORMATION

Office/Administrator: David Robinson

(805) 439-0188 ext. 100 . office.uuslo@gmail.com

Fax: (805) 439-0188

Office Hours: Mon.-Wed. 9 a.m. - 1 p.m.

Minister: Reverend Rod Richards

(805) 439-0188 ext. 101 · minister.uuslo@gmail.com

cell (receives texts) (520) 732-4770

Director of Religious Education: Janise Rennie

(805) 439-0188 ext. 102 dre.uuslo@gmail.com

Music Director: Alba Franco-Cancel

music.uuslo@gmail.com

Pianist: Mark Pietri

pianist.uuslo@gmail.com

Board

bot.uuslo@gmail.com

- The website and online calendar may be found at uuslo.org
- Submissions for the website: office.uuslo@gmail.com
- *News & Notes* (weekly by Wednesday noon):
newsnotes.uuslo@gmail.com

Wifi is available throughout the building; contact the administrator for the password. A directory is available on the website. Only members have access to the picture directory; contact the administrator for the password.

**Unitarian Universalist Fellowship
of San Luis Obispo County**

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San Luis Obispo, CA, 93401
(805) 439-0188
www.uuslo.org



**Unitarian Universalist Fellowship
of San Luis Obispo County**

**A guide for navigating
the use of our Fellowship's resources**