

## First Unitarian Church of Philadelphia

# **How To Make Things Happen at First Unitarian Church**

A resource for lay leaders

First Unitarian Church's mission of “*awakening love and justice in our lives and the world*” depends on its many engaged lay people building and advancing programs, projects, and organizing efforts to serve the congregation and the wider world. Though the ministers and staff provide support, vision, and guidance, the mission is really carried out by the congregation itself. Therefore, this is a short guide for congregants on how to make something happen here at First Unitarian Church. It is designed to be a decent start for those beginning to get to know the congregation, and a reminder of best practices for those who have been part of its work for a long time.

### Included within:

[Sample Agenda for Group/Team meeting or Event](#)

[Best Practices for recruitment of new people to your work](#)

[Process for beginning a new group/team or hosting an event](#)

[Process for navigating budget and finances at First Unitarian Church](#)

[Process for obtaining space at the First Unitarian Church](#)

[Process for publicizing & inviting people to the work or event](#)

# Sample Agenda for Group/Team meeting or Event

## Important Meeting Roles:

- **Convener** (sets agenda and sends out in advance; facilitates meeting; offers chalice lighting or opening reading, or invites another to offer)
- **Time-keeper** (watches times set for each item and alerts group if under or over time; suggests agenda adjustments)
- **Note-taker** (takes notes on decisions made and items that will need to be done before next meeting; tracks the “parking lot,” sends out notes to the group within a few days of meeting)

Time	Who Leads	Agenda Item	Notes	To-do Items
6:00-6:05	Convener	Chalice Lighting and opening words	* these can be found in back of grey hymnal, on <a href="http://www.uua.org/worship/words">www.uua.org/worship/words</a> , or a multitude of other places	
6:05-6:15	Convener	Check-in	Each individual is invited to speak for 1-2 minutes about what’s going on in their personal lives, or respond to other prompt.	
6:15-6:20	Convener	Purpose of Meeting	Convener shares purpose of meeting (& runs through agenda) and invites discussion	
6:20-6:25	Convener	Any questions about emailed updates	Any updates that need to be communicated should have been emailed to the full group in advance; this is time for questions to be asked where those weren’t clear	
6:25-6:40	Convener	Budget for event	Need to calculate budget and sources of income to cover upcoming event	Attendee 2 will find out speaker honorarium request
6:40-6:55	Attendee 3	Agenda Item 2	Need to brainstorm strategies for connecting children in the congregation to upcoming event	Attendee 3 will email parents with specific ask
6:55-6:58	Convener	Review and Plan for next meeting	Items not gotten to, to-do items before next meeting, and next meeting time and leadership roles reviewed and clarified	Notes-taker shares next meeting time/date/location, to-dos, and notes

6:58-7:00	Convener	Check-out & Chalice Extinguishing	Group goes around and offers 1 word about how they are feeling; then closing words and chalice extinguishing	
-----------	----------	-----------------------------------------	--------------------------------------------------------------------------------------------------------------	--

## Best Practices for recruitment of new people to your work

*RELATIONSHIPS, RELATIONSHIPS, RELATIONSHIPS!!!!*

Though it is good practice to announce opportunities to connect into your work in all of the church publications and communication methods, the real way to invite new people in is through individual relationships. Take someone you don't know out to coffee or tea and find out what their interests and skills are. Ask your community within church if they know of anyone who might be interested in the world you are doing, or if they would have strong skills for the team you are creating. Talk with staff, board, or nominating committee about possible leaders who might be interested in connecting into your work. Get to know those people and then invite them into a meeting or role that fits their interest level and skill set.

## Process for beginning a new group/team or hosting an event

Before planning an event or creating a new group at First Unitarian, contact Rev. Abbey, Rev. Hannah, and/or Norman to discuss your plans and determine feasibility. An important part of this process is determining the purpose for the event/group - Is it educational? Social? Action-based? For internal church members or more broadly for the community at large? Is it a fundraiser? What kind of space would be right for the event? Would you like to arrange for childcare for this event? (Our Religious Education Staff can be hired for this purpose, but will need to be consulted)

Rev. Abbey Tennis – [revabbey@philauu.org](mailto:revabbey@philauu.org)

Rev. Hannah Capaldi – [revhannah@philauu.org](mailto:revhannah@philauu.org)

Norman Fouhy – [norman@philauu.org](mailto:norman@philauu.org)

## Process for navigating budget and finances at First Unitarian Church

Business Administrator Norman Fouhy can speak with you regarding budget options for your group or event. Sometime there are funds available and unfortunately, most of the time, there aren't, in which case, Norman can help you think through ways of fundraising for your group or to help your event to take place.

## Process for obtaining space at the First Unitarian Church

Here are just a few of the types of events you may be interested in hosting: film screenings, small group spiritual programming, panels discussions, workshops, book groups, intergenerational gatherings, group meetings, coalition meet and greets, etc. However, the process is the same whether you are planning an internal event or an event that's open to the public - you need to identify and confirm the space you'd like to use – as far in advance as possible.

The First Unitarian Church has a number of spaces that can fit your needs:

- **Sanctuary** - Seating for 500. Street level. Has chancel, piano, and pews. Additional seating (or table and chairs) can be arranged in front of the chancel. Wheelchair accessible, not air-conditioned.
- **Parish Room** - Seated with tables and chairs, 75 people. With just chairs 80-90 people. Street level. Versatile room. Wheelchair accessible, air-conditioned.
- **Chapel** - Seating for 65 people. Street level. Has pews, podium, and piano. Wheelchair accessible (though aisle is narrow), mostly not air-conditioned.
- **Griffin Hall** - With tables & chairs, 150 people. With just chairs, 200 people. This space has a stage. This is our basement space, and it has an attached full kitchen. Not wheelchair accessible, not air conditioned.
- **Upstairs classrooms** - Each can host about 20 people seated. There are four classrooms available. Good for small group meetings. Third Floor, not wheelchair accessible, but is air-conditioned.

Our rental program is quite robust and our spaces are booked by congregants or rented out mostly on a first-come, first-served basis. However, with enough advanced planning on your part, the church will nearly always be able to accommodate your event/meeting in the space you'd prefer to use! Email Norman Fouhy at [administrator@philauu.org](mailto:administrator@philauu.org) with questions or to book space.

**Set-up:** Once you have booked a space with Norman, he can connect you to our Building Superintendent Nic Tenaglia ([superintendent@philauu.org](mailto:superintendent@philauu.org)), who will coordinate with the sextons any set up needs for your space. Your setup needs may include the need for:

- **Audio/Visual Support** (for example if you plan on having microphone and speakers, or screening a video; we have the ability to use a variety of audio/visual set-ups in our rooms. Ask Nic for more details)
- **Chairs and Tables** (Do you want people to sit around tables or in rows? Do you need a table at the front of the room for a panel discussion to take place? Do you need extra tables for food?)
- **Dishware, cutlery, napkins, or other food service materials?** (We have many of these items in stock. Inquire as to their availability. If not, get budget approval before acquiring any other materials)
- **Miscellaneous supplies** - We also can attempt to have the following available, given enough notice: Whiteboard (About 4'x6' – on wheels), Newsprint pads (can be ordered), Tripods (for holding up signage or newsprint pads)

## Process for Setting Up a Zoom Session(s) for a Virtual Event

Hosting virtual events has become a common practice and will most likely continue after the pandemic. **Zoom** which provides participants with video and audio capability is the platform used for connecting people. The Church has several Zoom Accounts which enable virtual events (meetings, programs, gatherings) to exceed the minimal capabilities of the free Zoom Account in terms of session length and number of participants.

- **Obtaining a Church Zoom Account** - Contact the Communications Director and provide the following information in order to provide you with the ideal account:
  - Purpose of the Virtual Event (Social Justice, Small Group Ministry, Fundraising, Ministry Team or Task Force Meeting...)

- Single Session *or* Multiple Session *or* Regularly Scheduled Recurring Sessions
- Date(s) Needed
- Requirement for Breakout Rooms
- **Signing Into Zoom**
  - Enter **zoom.us/signin** in your browser
  - Click [SIGN IN] found in the upper right hand corner along with other options
  - Click the **Google Icon** (This option is below the option to sign-in using an Email Address and Password)
    - Enter the **Google Email Address** provided by the Communications Director; Click on [Next]
    - Enter the **Google Password** provided by the Communications Director; Click on [Next]
- **Setting up a Virtual Meeting/Event using Zoom**
  - Click on [Schedule a Meeting] found in the upper right hand corner along with other options
  - Zoom Schedule a Meeting Screen
    - **Topic** Enter the topic of the meeting you are scheduling
    - **Description (Optional)** If desired, enter additional information about the meeting purpose of agenda
    - **Use a Template** Choose [None] from the Dropdown Options
    - **When** Choose a Date from the Calendar, Using the Dropdown Options, choose the Time and AM or PM
    - **Duration** Using the Dropdown Options, enter the Hour and Minute
    - **Recurring Meeting** Click the box *only* if this is a regularly scheduled Recurring Meeting; A screen will pop up enabling the set-up of a regularly occurring recurring meeting
    - **Registration** Click the box if participants are required to enter a registration code . This box often remains unchecked.
    - **Meeting ID** - Keep the “Generate Automatically” option
    - **Security**
      - Keep the **Passcode** box checked using the automatically generated Passcode.
      - **Waiting Room** Click only if each participant will be admitted by the host to the Zoom session.
      - **Require authentication to join** Seldom used.
    - **Video** Click the “on” option for both the Host and Participant

- **Audio** Click the ‘Both’ option enabling participants to connect via the computer audio and the telephone
  - **Meeting Options** For simplicity sake, click “Allow participants to join anytime” is often the optimal option. The other options are also available should one or more seem appropriate for the session. Inform participants if the session is being recorded.
  - **Alternative Hosts** Enter the emails of *participants* separating each by a comma who *can also serve as hosts*
  - Click **[Save]**
- **Invite Participants**
  - Note: The option to update an electronic calendar exists under the **Time** option.
  - Look for the **Invite Link** (5 or 6 items down from the top). Click **[Copy Invitation]** found on the right side of the Invite Link
  - A **Copy Meeting Invitation** screen will pop up. Click **[Copy Meeting Invitation]**.
  - Create an email inviting participants and **Paste** the copied invitation in the email.
- **Starting a Zoom Session You Have Created**
  - **Simplest Method if Host capabilities are not needed:** Click on the **Zoom Link** emailed to Participants

OR

- **Sign into Zoom using The Google Account used to create the Zoom session** (See Sign-In Steps Above) if **Host Options** are needed
    - Locate the Meeting noting Subject, Date and Time
    - Click **[Start]** located to the right of the Meeting Title
    - Click **[Open Zoom Meeting]** in the dialog box which pops up
    - Ensure that the Audio and Video options are turned on (Bottom of Zoom Screen)
- **Using Automatically Created Breakout Rooms in a Session (*Optional*)**
  - Sign in as **Host** (see above). **Note:** *Breakout Rooms capability must be part of the User Profile created by the Communications Director*
  - See <https://support.zoom.us/hc/en-us/articles/206476313-Managing-Breakout-Rooms> for instructions on establishing and using Breakout Rooms.
- **Ending a Zoom Meeting**

- **Click [End Meeting for All]** if the meeting is completed if signed in as the host

OR

- **Click [Leave Meeting]** if leaving while the meeting is still in session or if leaving the meeting when not signed in as a host.

## Process for publicizing & inviting people to the work or event

First Unitarian Church's Administrative Assistant, Hye-Sung Gehring, can assist you with getting the word out about your event to the congregation and beyond. Email your notices to Hye-Sung at [communications@philauu.org](mailto:communications@philauu.org).

Announcements should have the title of the event, the date, time and location. A brief description between 100-130 words should suffice. You should also have a point-person who can answer questions about the event, and include their email address. Hye-Sung will input your announcement into the e-beacon and printed announcements as space permits. If you have any additional images you'd like to use for your event, please include them as well.

Rev. Abbey and Rev. Hannah make some announcements from the pulpit on Sunday, at their discretion – talk to them if you think your event needs this.

With enough notice and with Hye-Sung's discretion - a Facebook event can be created for your event. Creating a Facebook event page for your activity is useful in helping to spread promotion of the activity to those beyond regular church go-ers. This is especially useful for events that have a broader appeal outside of the congregation.

An event page can be created on our website's calendar. This is useful for new visitors to First Unitarian to see what upcoming events are happening at the church.

Flyers, Posters, Handouts - flyers can be created for our Lobby bulletin board, as well as for distribution in the sanctuary on Sundays. Additional flyers can be made for distribution outside of church. Please note: flyers are generally printed in Black and White, but can be printed on colorful paper. For larger congregational events, additional flyers may be inserted into the Order of Service. Other printing options may be available.



Contact Hye-Sung for more information. This is only available for congregational led or sponsored events; not external events.

Having a Sign-In/Sign-up list at your meeting or event is **incredibly important** as you try to build momentum and invite newcomers into your work! Hye-Sung can provide sheets and clipboards. If you have someone sign up, however, make sure you follow up with them after and invite them to get together, or to your next event!

A-Frame signage - As available - in advance of your event and/or the day of – A-Frame signage can be put up outside of the church to encourage foot traffic to your event.

**Getting Communications needs to the staff early is paramount!**

- Weekly deadline for the e-Beacon email newsletter and printed announcements for inclusion in the Order of Service is Tuesday at 12:00 noon. If you think a pulpit announcement is important as well, let Rev. Abbey and Hye-Sung know at this time.
- The monthly deadline for the printed Beacon newsletter is the 15th of the preceding month. (So, January 15 would be the deadline for a February issue).