



## Adult Spiritual Development (ASD)

### Approved by the Board of Trustees

Name of Board President   Nancy Hatley  

Approval date:   12/17/20  

Revision history: None

**Purpose:** The purpose of this policy is to inform all members and non-members of the practices and activities of the Adult Spiritual Development committee.

**Policy:** The Adult Spiritual Development (ASD) Committee was established by the Board of Trustees to perform a vital role in the life of our church by offering opportunities to grow in the values of Unitarian Universalism through events such as classes, workshops, small group ministry, book discussion groups, and retreats. There is potential for many more events.

### Procedure:

- 1.** The ASD committee (listed on the UCCV website) ideally consists of a minimum of three to five members, each of whom makes a commitment for one year. The chairperson must be an official member of the church. All other members of the committee can be members or non-members (friends of the church). Ideally the makeup of the committee would be diverse. All members who have an interest in the mission of the committee are welcome to express their interest in joining.

- 2.** In June of each year, committee members will decide if they will stay for another year or move on. The Chairperson will announce any openings to the UUCCV congregation. If by July the committee is aware that fewer than three people are committing for the next year, then an assessment will be completed with the Minister before asking the Council on Ministry for assistance in encouraging other members/friends to join.
- 3.** The committee will determine what, when, where, and who can attend the events being offered, and include if the event will be free or incur a fee. Events may be limited to members only.
- 4.** UUCCV Members or attendees may submit a proposal for an event to the ASD Committee Chairperson in writing via a form on the church website or in an email to the ASD chair. The committee will respond in a timely manner.

#### Chairperson Responsibilities:

- Facilitating committee meetings
- Coordinating with the Minister to ensure the events are within the UUCCV mission
- Informing the BOT of committee plans and events
- Requesting (Chairperson and/or event leaders) authorization for usage of the facility per Usage of the Building policy.
- Overseeing all events and event leaders
- Coordinating with the Minister, who oversees the Operations Assistant (OA) who will add the event to the scheduling calendar and make sure there is no conflict. The OA will also add the event in the website, newsletter, and the order of service

#### 5. Attendees at ASD Events

- a. Open only to UUCCV members and friends

As a guideline, if a major purpose of the event is to cultivate relationships among UUCCV members and attendees, or if the topic is specific to Unitarian Universalism, then it would be open only to UUCCV members/attendees and

UU community. These events would be advertised through the UUCCV newsletter, UUCCV website, and posters announcements in church.

A situation may arise in which a person signs up for an event advertised within the church, and would also like to invite a friend who is interested in the topic. Examples of such a situation include a visiting author or a book study group. In such cases, the person wanting to invite a friend should check with the leader of the event, who would make the decision.

b. Open to the public

If a major purpose of a planned event is to attract outside people to UUCCV, or if there is a desire to share ideas and experiences with another church or with people interested in the topic, then the event would be open to the public. This means that the event would be advertised publicly through Facebook, newspapers, and posters placed in public venues as well as through the church.

c. Open and Committed Groups:

The majority of ASD events are discussions or practice groups. These groups may be either open or committed. The difference is that the open groups are flexible; people are welcome to come to any session without a prior commitment; there is no need to notify anyone. In contrast the committed groups ask for a commitment ahead of time to attend for a specified number of sessions (e.g., four sessions) or for a specified timeframe (e.g., one year).

**6. Structure of Events** - For clear scheduling, events should begin and end at a pre-stated time. Also, the leader might agree to create a “safe space” by establishing ground rules that anything said in the group stays in the group.

**7. Publicity** - All adult classes and discussion groups come under the rubric of Adult Spiritual Development for the purpose of advertising on the UUCCV website, newsletter, Order of Service, and ASD bulletin board or notebook, as appropriate. The ASD website page will clearly describe the purpose and structure of each event, its meeting times and places, and contact information for the leader of the activity.

**8. Additional Information** - The ASD committee has an internal manual, providing more detailed information for their guidelines for the committee.

Related Forms:

Application for an event

Use of the Building Policy

Building Use Application

Use of the Building Agreement