

UUCCV Leadership Handbook 2023-24

Thank you for agreeing to serve as a leader of UUCCV! Whether this is your first foray into leadership with our congregation or if you have served many times in the past, we are grateful for your commitment to our shared ministry. An organization cannot run an operation or achieve its goals without leaders like you.

This Leadership Handbook provides an overview of the organization and highlights some procedures.

Board of Trustees (beginning July 1, 2023)

Elizabeth Braun, President (she/her)
Denise Guyette, President-Elect (she/her)
Treasurer: Heather Hooker-Bowen (they/them)
Secretary: Nathania (Nat) Beardsworth (she/her)
Trustee at Large: Deidre Hamby (she/her)
Trustee at Large: Joe Wooten (he/him)
Trustee at Large: Michael Gordon (he/him)

Council on Ministry (A Special Committee of the Board)

Alyx Ashby (they/them)
Sharon Smith (she/her)
Rev. Melissa Sparks (she/her)
There are currently open seats on the Council on Ministry

Operations Assistant: Rachael Woodard

Board of Trustees Program Area Chairs

- Building - Open
- Grounds - Beth Keane
- Policies - Esme Mejia
- Finance - Christina Ginter-Mejia

Council On Ministry Program Area Chairs

- Religious Education - Open
- Program - Lola Williamson
- Membership - Carl Beardsworth
- Community Building: Willow Greenberg
- Caring: Linda Monroe
- Adult Spiritual Development: Open
- Social Justice: Nat Beardsworth

Other Leaders: Webmaster: Lee Shackleford
Tech Team Coordinator: Carol Hoover

The UCCV Board of Trustees (BOT)

The BOT is the governing body of our congregation. It is responsible for all fiduciary aspects of our congregation including approving policies, hiring and firing personnel, and supervising employees. The BOT meets monthly. The BOT president sets the agenda with input of other board members. If you have something you believe merits the board's attention, contact the BOT president to request getting on the agenda. BOT meetings are open except when the board goes into executive session. Visitors are not permitted to speak unless they are on the agenda.

The **Board of Trustees** is responsible for all Committees/Teams; however, the following standing committees report directly to the board:

- Building Committee - (including Aesthetics Taskforce)
- Grounds Committee
- Policy Committee
- Finance Committee
- Stewardship Committee
- Council on Ministry (Special Committee)

The **Council on Ministry** (COM) monitors and supports the ministries of our church.

These groups report directly to the COM:

- Religious Education
- Program
- Membership & Community Building
- Caring
- Adult Spiritual Development
- Social Justice
- Music
- Technology

Leadership Updates - Providing brief updates to the leadership body responsible for your area (Board or COM) helps these bodies to understand what's happening in the life of the congregation and to know if you are in need of support. Please reach out and let leadership know of any successes or where you are struggling and in need of support. The Board and COM may check in with you periodically. We may ask:

- What activities are currently ongoing for your committee/ team?
- What ideas or activities are you considering right now?
- What is exciting about what is happening in your program area?

- Please let us know if you are struggling with anything related to your committee/leadership role.
- Do you need additional volunteer support? If so, please share as specifically as possible what needs you have.

Budget - Each year, our congregation approves the budget in May during our annual meeting. All chairs/team leaders submit to the Treasurer a proposal of what the needs are to operate their areas. Leaders are asked to be thoughtful about what they may want or need in the next fiscal year. The Treasurer will ask for this information in February. Leaders are encouraged to discuss their budget requests with the Finance Committee, or they may be asked to review their requests with the Finance Committee. The budget is based on the available pledged income for the upcoming fiscal year. The Treasurer creates the first draft of the budget based on the request from leaders and information from the current year's expenditures. This is called an aspirational budget. The budget is then presented to the Finance Committee and then to the BOT for what may include several revisions. The BOT has the final review before presenting the budget to the Congregation where it is discussed and voted on by the members. Our fiscal year runs July 1 - June 30th. Funds do not roll over into the following year. Committees are responsible for spending their budgets as needed. However, it is important for leaders to keep track of their funds. Once funds have been expended the committee must request any additional funds by contacting the Treasurer whereby it goes through an approval process. This request includes detailed information about the amount and the purpose of the funds.

Here are the options for paying bills for expenses incurred by your committee.

1. Pay out of your pocket and get reimbursed. You must fill out a Reimbursement form and attach the receipt(s). Forms are available from the Operations Assistant. Make arrangements with the Operations Assistant to turn in the forms. Reimbursements may take 1-2 weeks to process.
2. Ask to place the purchase on a UCCV credit card. Our minister has one as does the Operations Assistant and Building Committee Chair. Ask the minister or Operations Assistant to place the charge on the credit card. The Operations Assistant or Minister will provide all receipts for credit card charges to the treasurer once the purchase is made documenting which program/line item the purchase should be charged to.
3. Invite the vendor to bill us. Please instruct the vendor to send the bill to uuhickory@gmail.com attention: Treasurer or mail to our street address: 833 5th St. SE Hickory 28602

Fundraising - In general, the congregation meets its needs through the annual budget drive in the Spring. A limited number of fundraisers for specific projects may be held with board approval. If you want to hold a fundraiser for your program area or something else, please contact the Board of Trustees through the President.

The Annual Meeting - Each year in May, UUCCV has an annual meeting. This is a chance for congregational leaders to communicate their accomplishments and goals to the congregation. Leaders will be asked to submit a simple report that shares their accomplishments and goals. Leaders also may be asked to speak briefly about the past-years' activities and goals for the coming year. This is a great chance to put the word out if any committee or group needs more volunteers in the coming year.

Publicity-There are several channels for announcements

- **Sunday Announcements** - Please send announcements to uuhickory@gmail.com for inclusion in the Sunday service (scrolling and/or announced) by the end of day on Friday. Our service leaders print their scripts well in advance of Sunday and it is challenging to manage last-minute announcements. The service leader has the discretion to edit announcements for length.
- **Currents** – This is the weekly congregational newsletter. The deadline to submit to Currents is end of day each Wednesday. Submit to Operations Assistant at uuhickory@gmail.com.
- **Facebook** - Most weeks, the Operations Assistant posts events that are submitted to Currents on Facebook. You are welcome to share announcements on our Members and Friends Facebook page.

Breeze - Breeze is our cloud-based management system. Please get familiar with Breeze if you are not already. All members and friends' information is entered into Breeze by the Operations Assistant and includes phone numbers and addresses. If you have any questions using Breeze, please contact the Operations Assistant. Please see information about using Breeze at the end of this document.

Communications - UUCCV has a communications policy. Please take a moment to get familiar with it. One important note is that church-wide emails (not including Currents) must be approved by the minister or by the Board President. [LINK TO COMMUNICATIONS POLICY](#)

Website - The Operations Assistant maintains the calendar and provides updated event posts on the website. If you have submitted an event or article for our newsletter, *Currents*, you do not need to share the information again for the website. If you have

ideas for adding pages for the website or doing any redesign work, please contact our Operations Assistant or our webmaster.

Committee Meetings - Please take some time to read this very helpful information from the UUA about creating purposeful meetings that use everyone's time well.

[In the Room Where It Happens: Why We Have Meetings](#)

Meeting Reminders - Send out meeting reminders a day or two in advance. Sending google invitations allows attendees to automatically place the meeting on their calendars.

[Sending a Calendar Invite:](#)

Volunteer Support/Recruitment - If you need more members for your committee, you are welcome to approach volunteers yourself or ask for assistance with recruiting. The Council on Ministry can provide you with a current list of members with notes about their current volunteer status and possible interests. If you have recruited someone to work on your committee/team, please let the Council on Ministry chair, or the BOT know.

Building Use – With a growing number of activities, it's important that we keep track of our building use to avoid space conflicts. If you need space/building access, please contact our Operations Assistant. She can provide you with a copy of our building use policy that outlines all of the procedures for building use (for both members and renters).

Calendaring - If you have a church-wide event that you are wanting to schedule, please coordinate with the Operations Assistant who will alert the Board.

Zoom Link - Please contact our Operations Assistant if you need to host a Zoom meeting. Please do not use the Zoom link unless your event is scheduled through the OA to avoid conflicting events. If you have the admin. password for our Zoom account, make sure that you are signed in to your personal account when you access Sunday services.

Sunday Programs - If you would like to lead a Sunday service or want to suggest a sermon topic that aligns with the focus of your committee/team, contact the Program Chair (or Minister if the Program Chair is not currently filled). Services are typically planned several months in advance.

Working with the Minister and the Operations Assistant - The minister is $\frac{2}{3}$ time. Her days off are Thursdays and Saturdays, and service preparation day is typically

Friday. The Operations Assistant works 15 hours a week. Her days off are typically Wednesday and Saturdays.

Bylaws & Policy and Procedures

UUCCV is guided by our Bylaws, which is a legal document that provides the rules by which our organization is governed. Every member especially, if in a leadership position, must read and understand this document.

We have a growing number of policies at UUCCV. Policies are in place to help us to create processes designed to make life easier for all of us and to eliminate guesswork about who is responsible for what. All leaders should take time to read through the policies, especially the policies that relate to your service area. You may be asked to help with creating policies and procedures for your area.

[LINK TO POLICY FOLDER](#)

Covenant of Right Relations - Our Covenant of Right Relations is a document that outlines the agreements we have for how we want to be with each other in community.

[Link to Covenant of Right Relations](#)

Dealing with Conflict - Conflicts happen in congregational life. As leaders, we are all passionate people who care deeply about UUCCV. We often have differences of opinion about how to get things done, how much to do, who should be consulted on what. We have vastly different personality styles, with some of us thriving when we have strong guidelines and structure and others longing for more spontaneity and flexibility. Conflict in and of itself can be healthy. If you find yourself in conflict with another member, please review our Covenant of Right Relations. Whenever possible, speak directly to the person/group with whom you are in conflict. If you need assistance in speaking directly to the person/group, contact the Minister or Board of Trustees President. Please take care not to speak negatively about other members, especially if you have not addressed the person/group directly. Triangulation only exacerbates church conflict and should be avoided at all times.

Gender Identity and Pronoun Use - We are working to create a welcoming and resting space for people of all gender identities. As a leader, you can help with this by:

1. Making a commitment to understand why honoring people's gender identity is important.
2. Learning and honoring people's pronouns, including pronouns that may not be as familiar to you as he/him and she/her. We have multiple people including children who use they/them pronouns.

3. Introducing yourself in meetings with your pronouns. This helps to underscore that pronouns should not be assumed and creates solidarity with people of all gender identities.
4. Sharing your pronouns whenever you are on Zoom and including an email signature with your pronouns
5. Correcting misgendering every time you hear it. If you misgender someone, apologize and recommit.

For more information: <https://www.mypronouns.org/>.

RASCI Charting - Often when there is church conflict, it is around mistaken assumptions about who is responsible for what and who should or should not have been consulted. RASCI is a tool that can help clarify lines of communication and responsibility. When undertaking a big project, we encourage Leaders to map out your project using RASCI.

[Starting a RACI Conversation | LeaderLab | UUA.org](#)

Document Management

UCCV has a Google Drive folder and there are subfolders for various areas. When onboarded, we will share any relevant folders with you. The Operations Assistant is available to assist with document management.

Key Control – The Building Committee maintains a list (provided by the Board of Trustees) of who has access to the key box. The keycode is changed regularly. If you are on the list to receive the code, you will receive a call when the code is changed. Please do not give out the code to others.

Self-Care and Congregational Work - There is no end to the possibilities of what can be done at UCCV! One of your key tasks as a leader will be to determine what you want to prioritize while mindfully considering your personal boundaries when it comes to church work.

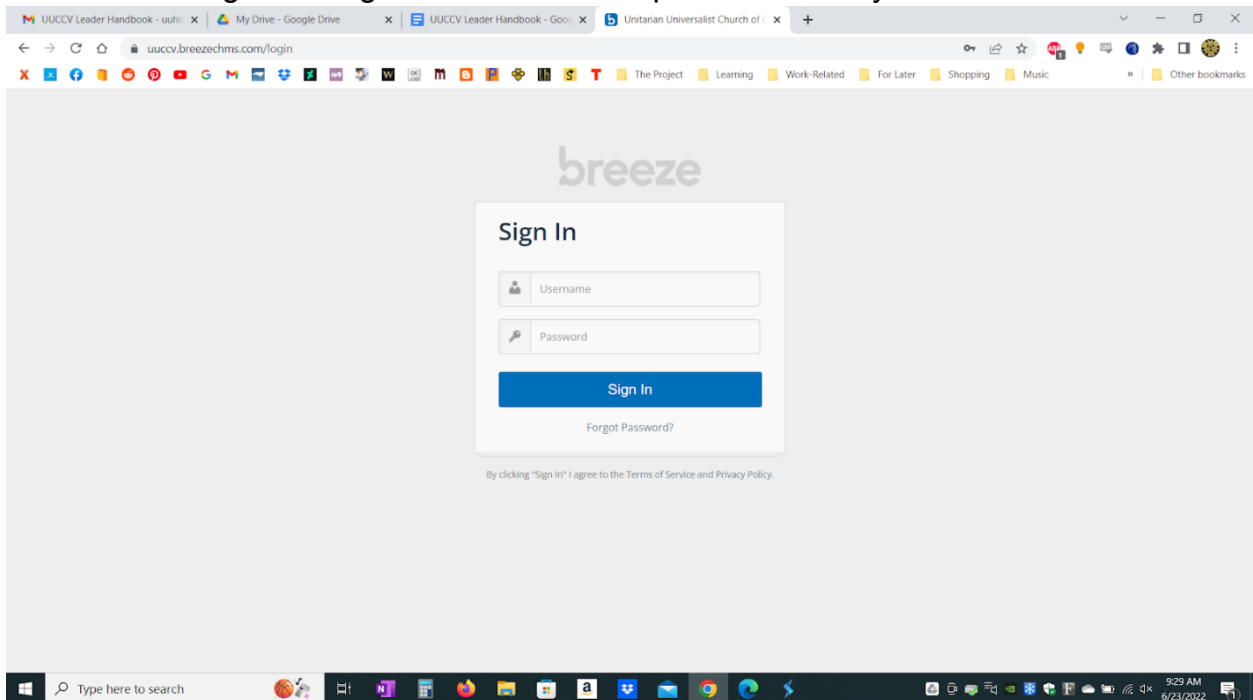
Please note. In your church volunteer work:

- You are not on-call 24-7!
- You do not have to respond to church email on your vacations.
- Consider blocking out a day or days off from church email and communicate your boundary. Staff get days off and so should volunteers.
- Say yes to things that you actually want to do more than things that you feel like you should do. That may mean that certain things at UCCV simply don't get done or don't get done well, and that's okay.

ADDITIONAL INFORMATION

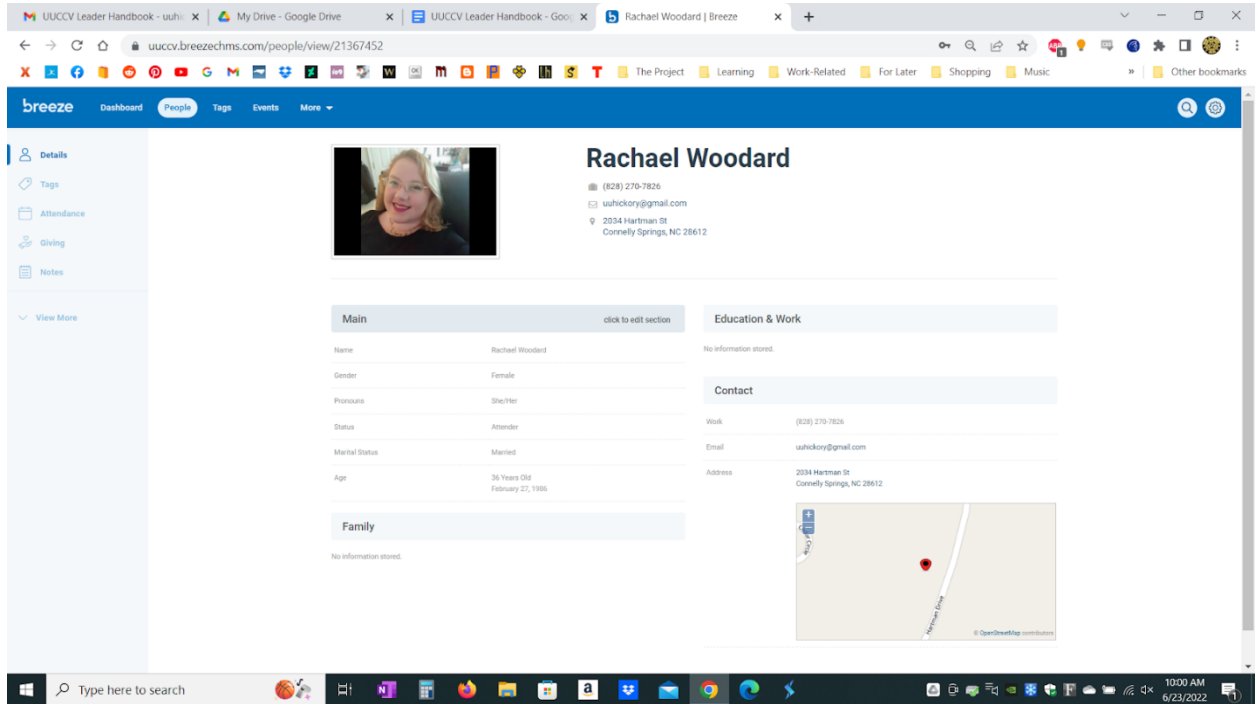
Breeze - Breeze is our cloud-based management system. Please get familiar with Breeze if you are not already. It will make your life much, much easier! All members and friends' information is on Breeze including phone numbers and addresses. If you have any questions using Breeze, please contact the Operations Assistant

- Email Operations Assistant at uuhickory@gmail.com for a username and password to Breeze
- You will receive an email with your username and password
- Go to <https://uuccv.breezechms.com/>
- Sign in using the username and password from your email:

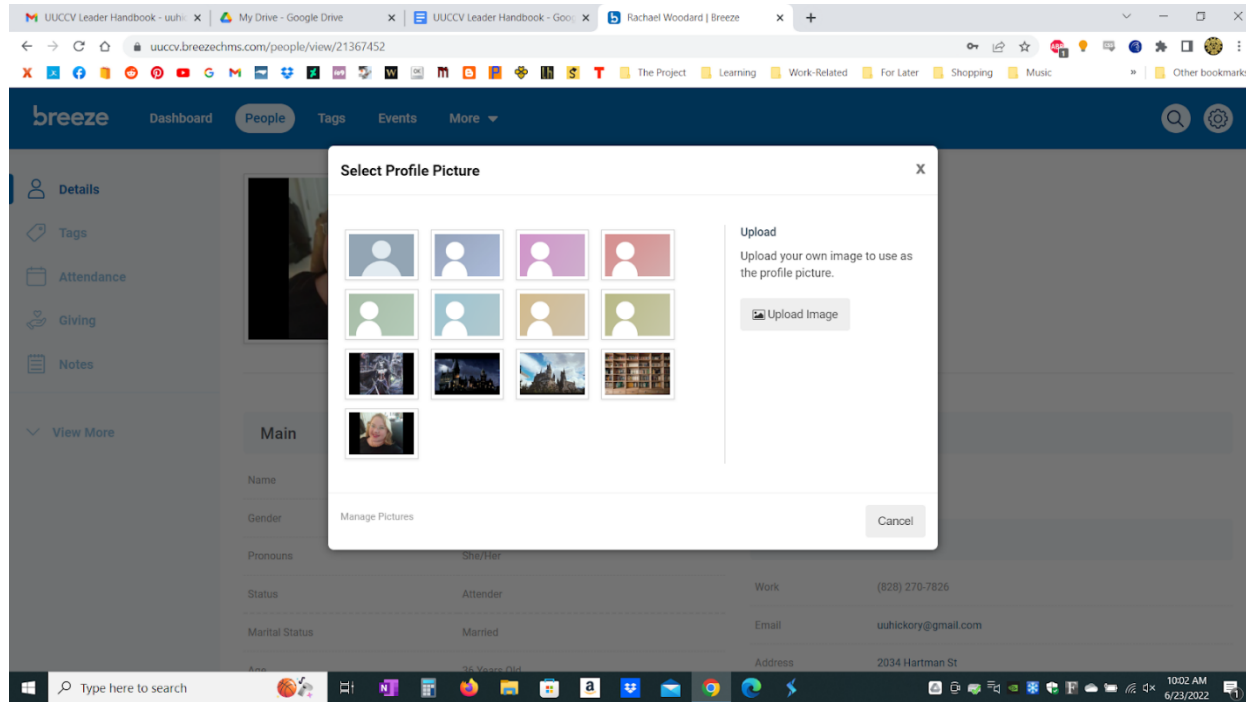


- You will need to create an account when you first log in. Here is a video tutorial on how to do that:
<https://support.breezechms.com/hc/en-us/articles/360007855153-Member-Tutorial-Video>
- You will see the following links when you log in:
 - People: This is where you will find the directory information for everyone at the church, including the place where you can edit your own profile if you click on your name
 - Tags: This is where tagged groups are located. If you are trying to find out who to contact on a specific team or group at the church, this is the place to look. If you will be leading a group and need a tag group made to make communicating with that group through Breeze easier, tell the Operations Assistant and she can make the tag group for you, or teach you how to do it.
 - Events: This is the Breeze events calendar for UUCCV, if you click on each event it will show details about that event

- Magnifying glass: click this to search Breeze for a person’s name, group name, and more!
- Gear: Click here to edit your account information such as changing your password and more.
- How to edit your profile on Breeze:
 - When you log in, click on the “People” tab, then scroll down to your name and click on your name. Alternatively, click the magnifying glass and search for your name, then click on your name when it pops up. Either method will bring up your profile, which will look something like this:

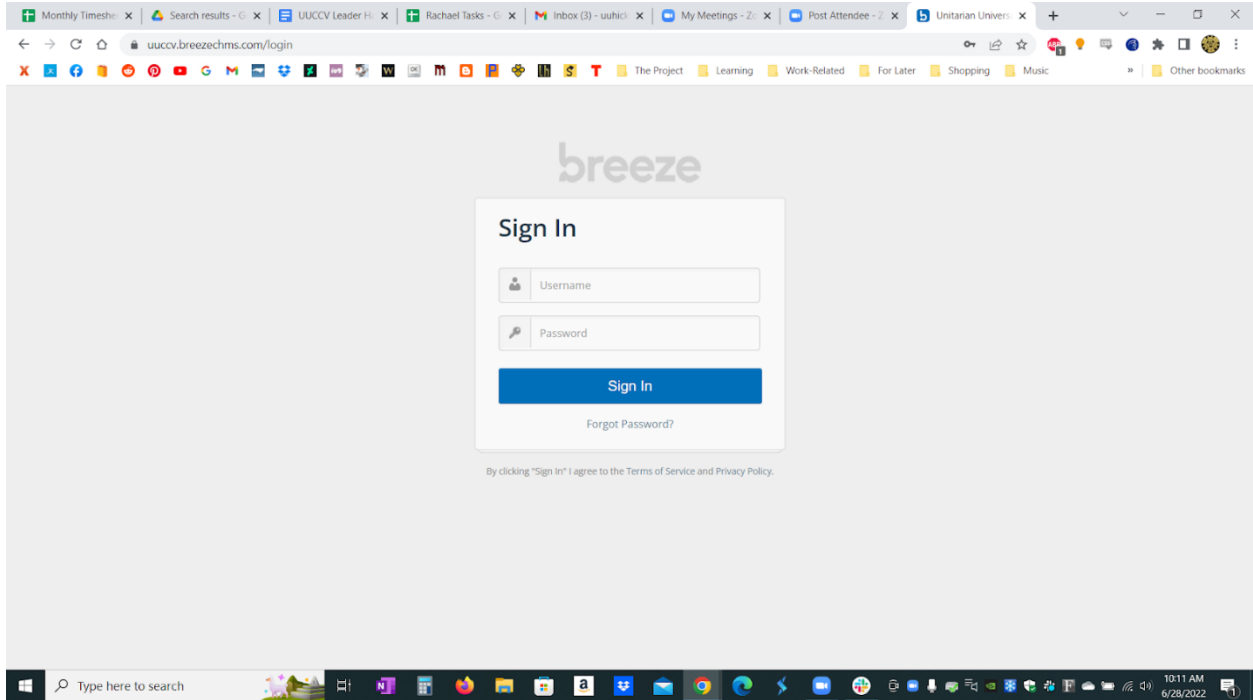


- To edit a section on your profile, hover the cursor over the gray boxes such as “Main” or “Contact,” then click “Click to edit section” when it comes up.
- To add a profile picture to your profile, click the area where the picture should be (in the top left), then select a profile picture or upload one from your computer

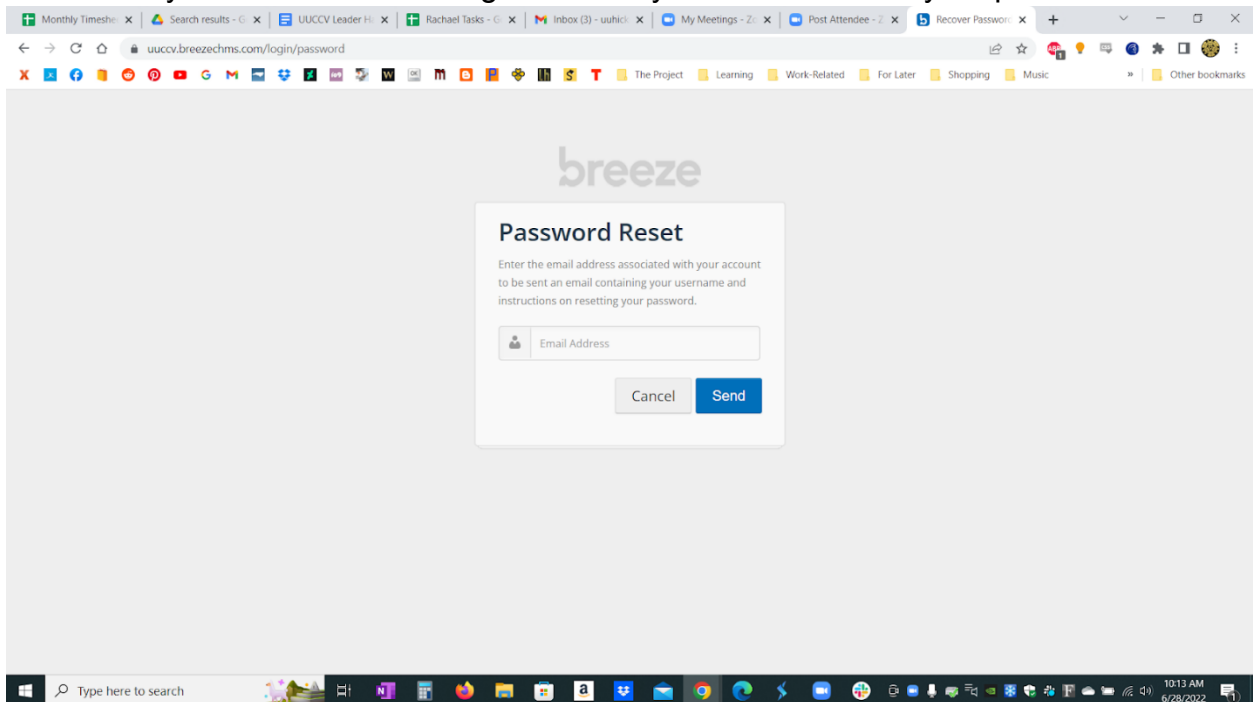


If you would like to learn more about using Breeze, check out these articles on the Breeze knowledge base: <https://support.breezechms.com/hc/en-us/sections/360008440854-Members> or contact our Operations Assistant to learn more (The OA has offered classes in helping members with Breeze in the past and will be happy to do so again in the future!)

If you ever **forget your Breeze password**, just click “Forgot password” on the sign in screen:



Then enter your email address to get a link in your email to reset your password:



Then check your email to reset your password. If you have any difficulty doing so, email the admin at uuhickory@gmail.com

Connection Groups

A Connection Group is a member-led, special-interest group whose purpose and activities are consistent with the Mission of UCCV. Each Connection Group has church member who will act as the point of contact for the group and a lead facilitator who will share information about meeting times and how to join the group on the website and in the newsletter "Currents".

Current Connection Groups:

Meditation - John Shirreffs, George Mummert

Diving Deeper - Deirdre Hamby

Writer's Group - Andrea Reimers

Sacred Earth Circle – Greg Williamson

Craft Group – Willow Greenburg