

APPLICATION TO BECOME A PROGRAM or GROUP of the CHURCH

The vitality of our church is based on the creativity and values of our members. The Board of Trustees encourages and supports initiatives by individuals and groups to further the mission of the church. This form is to provide structure to those initiatives and to assure they align with the mission of the church and are also managed appropriately in areas such as risk, safety, finance, and right relations.

Name of Group/Program:

Program Group Both

What is the role of group or program in furthering the vision and overall purpose or mission of our congregation?

What is your goal?

What individual talents and qualities are required to lead this event?

List the members of the group/program who are actively supporting it (At least three active members must be directly involved.)

Name	Phone	Email	Member?
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

List the designated leaders authorized to speak for the group and be responsible for reporting, security, etc.

Name	Phone	Email	Member?
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

When do you expect to begin?

At what time and day of the week will the group meet or the program occur? Which church spaces are you interested in using?

Will you charge admission or ask for donations? Yes No

If yes, how will you account for this money?

Do you anticipate this program being part of the Church Budget? Yes No

If yes, you must submit a budget for approval by the Board. Because of limiting funding we cannot guarantee approval.

Will you advertise your meetings or events outside the UUCLC Community? (Where)

Are you familiar with the UUCLC policies on safety and security? Yes No

Activities involving Children require a conversation with the RE Committee, and additional applications and forms, which are available from the Director of Religious Education.

The UUCLC expects the program leadership to be mainly members of the church. It also expects that participants in each program or group agree to the basic principles of the church, agree to be in right relationship with each other and the church, to meet community, security, and legal responsibilities, and to report activities to the board. Group/program leaders are required to participate in council meetings and to prepare a report by mid-December for the annual report and congregational meeting in January.

We recommend that you recognize your relationship to a faith community by beginning your activities or meetings with opening words and/or lighting of a chalice.

I have read and completed the above application.

Date	<input type="text"/>
Name (please print):	<input type="text"/>
Phone:	<input type="text"/>
Email:	<input type="text"/>

In Addition

Very limited numbers of announcements are made during service. If you need to publicize your group or program, use the:

- Reminders and Announcements: deadline is by midnight the Tuesday before the service or
- Newsletter: Deadline for submissions is midnight on the 20th of each month.

SHARING DURING SERVICE IS MEANT TO BE A TIME TO SHARE PERSONAL PASSAGES, TRANSITIONS, JOYS AND SORROWS, and SHOULD NOT BE USED TO PUBLICIZE EVENTS.

- Meeting space: The church office and council coordinate meeting spaces. You must make arrangements with them for meeting space and other needs.

Approved by the Board on

Cc: Board/Council/Church Administrator/Minister