

INFORMATION AND APPLICATION FOR A NEW ADULT PROGRAM OR EVENT

*The great affair, the love affair with life,
is to live as variously as possible,
to groom one's curiosity like a high-spirited thoroughbred,
climb aboard, and gallop over the thick, sun-struck hills every day.*

-Diane Ackerman

Dear Applicant(s),

Thank you for your interest in the Adult Programs at UUCV! Through the skills and leadership of this congregation, there is opportunity to 'live as variously as possible' through the diverse range of programming that is offered to this congregation and guests. We appreciate that you are considering adding a program that supports the Mission of UUCV.

This packet includes an application followed by information that will help you fill out the form. Please submit the application and keep the general information for your future reference.

Thank you for your understanding that adult programs are not to be used for business networking referral or to recruit customers, clientele, or promote a for-profit or not-for-profit business.

We look forward to working with you!

Warmly,

*Xenia Young, Carolyn Briggs & Kathleen Wheeler
Adult Programs Coordinating Team*

Updated 10/20/18

APPLICATION:

Please return this application portion to the APCT by email to: Kathleen Wheeler (kawheeler100@gmail.com) or Xenia Young (xeniabyoung@yahoo.com)

FACILITATOR(S) INFORMATION:

Name: _____

Email: _____ Phone: _____

Name: _____

Email: _____ Phone: _____

1. How does this program/event support the Mission Statement of UUCV? Please be specific.

UUCV MISSION STATEMENT:

We, the members of the Unitarian Universalist Church of Ventura, united by our liberal religious tradition, seek truths and meaning, and commit to right action.

We will nurture our congregation and carry our principles forth to better ourselves, our community and our planet.

To these purposes, we pledge our hearts and hands, our minds and means.

2. How do you envision this program/event to build community?

3. What experience do you and other co-facilitators bring?

4. What would be the name of the program/event?

5. How often in the month would you like to meet? _____

6. Please list 3 optimum meeting times: *(The church calendar is very busy. It is helpful to have scheduling options for example: 6:30 – 7:30 pm on Tuesdays, 10 -11 am on Wednesdays or 7:00 – 8:00 pm on Thursdays, etc.)* List in order of preference.

a. _____

b. _____

c. _____

7. What is the duration of the program/event? *(IE: one meeting, 6 weeks, indefinitely)*

8. What format and content will you use? *(Use attachments if needed)*

9. Please list 3 people, other than the facilitator(s), who are committed to the commencement of this program/event.

a. Name: _____ Email: _____ Tel: _____

b. Name: _____ Email: _____ Tel: _____

c. Name: _____ Email: _____ Tel: _____

10. What concerns/questions might you have?

11. What immediate or ongoing support might you need from APCT?

I, the facilitator / co-facilitator, agree to adhere to the UUCV Mission Statement and the UUCV Right Relations Covenant and will do my best to encourage the group to do so as well. I understand that Adult Programs are not to be used for business networking referral or to recruit customers, clientele, or promote a for-profit or not-for-profit business.

Signed: _____

Signed: _____

APPLICATION PROCESS:

Please allow a few weeks for the Adult Programs Coordinating Team (APCT) to review your application. Feel free to contact Kathleen (kawheeler100@gmail.com) or Xenia (xeniabyoung@yahoo.com) if you have questions or need clarification.

PROCESS OF INTRODUCING A NEW PROGRAM/EVENT:

- 1) Gather interest in the potential program with other people in the church.

- 2) Submit application to the APCT by email to Kathleen (kawheeler100@gmail.com) or Xenia (xeniabyoung@yahoo.com) or drop off in the Adult Programs mail box next to the copier. Email Kathleen or Xenia to let them know you have left the application.

- 3) Within a few weeks a member of the APCT will contact you regarding the application.

- 4) If approved, the facilitator of the group/event arranges the calendar dates with the Congregational Administrator.

RESPONSIBILITIES/EXPECTATIONS FOR FACILITATORS:

- 1) Facilitators/Contacts are Members in good standing.

- 2) Be familiar with the UUCV Mission Statement on page 2, and with the UUCV Right Relations Covenant (*page 5*), and ensure that the group continues to adhere to these guidelines.

- 3) Be the contact person with the church staff and APCT.

- 4) Have internet/email availability and check it regularly. Respond to emails and phones from staff, group members and APCT in a timely manner.

- 5) Be available to discuss/explain the group/event to someone who might be interested. Be welcoming to visitors and new members.

- 6) Updates of the Program Brochure (*that give details of the Adult Programs*) will be requested periodically by the APCT; your prompt reply is appreciated.

- 7) Report any changes regarding time, place, and contact information to APCT and the Congregational Administrator. This includes the termination of the group.

- 8) When the church building is used, tidy the room/space and leave it in the configuration you had found it. If locking up, make sure all lights, a/c, heaters are turned off and windows are closed. Food and drink are not permitted in the Sanctuary

which includes the West and East Alcoves.

9) If there are difficulties within the group that cannot be resolved, know that you can contact the minister for assistance.

RIGHT RELATIONS COVENANT

Loving Kindness:

I promise to:

- Reach out and include others, especially newcomers, in conversations, church functions, and social events
- Honor the different levels of commitment of both time and money that folks make to our congregation
- Respect confidentiality
- Trust that the basic motives of our members are positive
- Maintain a sense of humor

Speaking:

I promise to:

- Own my feelings, opinions, and biases by making "I" statements
- Avoid making assumptions and generalizations about the beliefs of others
- Create and maintain an atmosphere which invites feedback and allows everyone to speak
- Provide honest, up-front feedback at all times

Listening:

I promise to:

- Listen with respect and without interruption to the ideas, beliefs, and feelings of others
- Avoid being distracted by anger or an agenda to persuade, debate or win
- Keep lines of communication direct and open.

Forward Movement:

I promise to:

- Accept decisions reached when all views have been heard
- Remain committed to our church community regardless of these decisions

I support and trust our church community to:

- Respect differences
- Create and maintain a safe place to disclose fears and concerns
- Discuss these in the most supportive manner
- Examine previous opinions and assumptions with fresh eyes and openness to change
- Remain aware of the common hopes, fears, and needs inherent in our humanity

Anonymous Criticism:

We covenanted together not to pass on anonymous criticism: If someone has a criticism, we will ask them if they have taken it directly to the appropriate person or committee.

If they have not, we will offer to go with them to do that or let them know that the Committee on Ministry will assist. If they decline, we, as a last resort, will offer to take their criticism with their name. If they decline, we will let it drop and we will not repeat it.