

# PROCESS FOR INITIATING A NEW PROGRAM OR ACTIVITY

## INTRODUCTION

Thank you for your interest in introducing a new church activity! We welcome your creativity and initiative. The **Programs & Activities Coordinating Team (PACT)** encourages congregation members to initiate new programs and activities, which include single events, limited series, long-term group involvements, as well as volunteer and personal enrichment opportunities.

## STEPS FOR INITIATING A NEW PROGRAM OR ACTIVITY

1. [REVIEW THE LIST of PROGRAMS/ACTIVITIES: CLICK HERE](#) to determine if your idea is already in place.
2. **ASSESS INTEREST:** Talk to people to determine the level of interest. Identify at least three who would like to participate in your activity.
3. **REVIEW AND AGREE to THE EXPECTATIONS OF A PROGRAM/ACTIVITY INITIATOR:**
  - a. You are a member or friend of the church in good standing.
  - b. You have Read the [UU Seven Principles CLICK HERE](#), and the [UUCV Mission Statement CLICK HERE](#), and your proposed program or activity conforms to these foundational documents and furthers their objectives.
  - c. You have read the [UUCV Right Relations Covenant CLICK HERE](#) and agree to conduct the program or activity accordingly.
  - d. You agree to be the contact person for the church staff and your PACT point person.
  - e. You have internet/email availability and agree to respond to emails and phone calls from staff, program participants and the PACT in a timely manner.
  - f. You agree to be available to discuss your program or activity with anyone interested in participating, and to be welcoming to visitors and new participants.
  - g. The PACT tries to stay up to date on the status of Church activities and may ask for a status report.
  - h. You agree to report any changes regarding time, place, and contact information to PACT and the Congregational Administrator [administrator@uuventura.org](mailto:administrator@uuventura.org) . This includes the suspension or termination of the program or activity.
  - i. When the church building and/or grounds are used (post COVID), you agree to tidy the room/space and leave it in the configuration you 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. Lock all doors as you leave.

j. If there are difficulties within the group that cannot be resolved, you agree to contact the PACT Point Person for assistance.

4. **REVIEW USE OF A GUEST SPEAKER/PRESENTER:** If your proposed program or activity is centered around a speaker or presenter, you are urged to review the [Program/Activity Check List, CLICK HERE](#) to learn about considerations when guest speakers are part of your proposed program or activity.
5. **ANTICIPATE COSTS RELATED TO YOUR PROPOSAL:** Some programs or activities have inherent costs for materials, speakers/presenters, technical equipment and staffing, etc. Consider how any costs will be covered. Review the [Program/Activity Check List CLICK HERE](#), to learn about potential costs and covering them.
6. **FOR PROGRAMS AND ACTIVITIES DURING COVID-19:** Since Covid -19 began the Church building has been closed for use and all active programs and activities are conducted using an internet based, on-line platform such as Zoom. Take into account the constraints that using Zoom entails:
  - Leaders and participants need devices with cameras and microphones and internet band width to function readily on Zoom.
  - Zoom screens can show up to 25 people, so larger groups require people to scroll from screen to screen to see everyone – a challenge in a fast-paced discussion.
  - Cover protocols/ground rules for the session(s) such as muting until called upon, raising hands via Zoom icon or waving hands on screen, turn off other on-line devices to conserve band width, etc.
  - Practice incorporating videos or documents on the zoom screen before the program starts.
  - Zoom sessions are limited to 40 minutes of free usage, so longer programs will require a formal subscription to Zoom.
  - The church has a Zoom account and program leaders should coordinate with the Congregational Administrator to access the church’s account.
7. **COMPLETE AND SUBMIT THE NEW PROGRAM PROPOSAL:** The “Initiator” (you) completes and submits this form in one of the following ways:
  1. [CLICK HERE](#) to fill out and submit the form on-line OR
  2. Request the form via email from Jo Ann Stark (her email is below), fill it out and return to her via email, OR
  3. (When church is open), pick up the ***New Program Proposal*** in paper form; fill it out, place it in the designated mail slot for the PACT, AND notify Jo Ann Stark (email below) that the form has been submitted.

### The PACT members:

Kathleen Wheeler, Co-Chair [kawheeler100@gmail.com](mailto:kawheeler100@gmail.com)  
Xenia Young, Co-Chair [xeniabyoung@yahoo.com](mailto:xeniabyoung@yahoo.com)  
Todd Collart [collart@west.net](mailto:collart@west.net)  
Sarah Downs [sjdowns@aol.com](mailto:sjdowns@aol.com)  
Veronica Bear [veronicabear2000@yahoo.com](mailto:veronicabear2000@yahoo.com)  
Jo Ann Stark [gnewf@charter.net](mailto:gnewf@charter.net)

8. **PROPOSAL IS REVIEWED:** The PACT reviews the proposal and determines if the proposed program or activity is consistent with the Church's mission and values. If approved, a **point person** from the PACT team is assigned to work with you, the activity initiator. The review process takes no more than two weeks.
9. **PARTNERSHIP IS FORMED:** After the PACT point person informs the activity initiator that their proposal has been approved, the two agree on how best to work together, using the [Program/Activity Check List CLICK HERE](#), as their guide. A face-to-face meeting is usually a good idea, except during COVID, when a Zoom meeting, phone call or emails are options. The following topics are resolved collaboratively by the activity initiator and PACT point person:
  - **SCHEDULING:** Tentative dates, times and location at the Church (post COVID) need to be confirmed with the Congregational Administrator Jen Luce [administrator@uuventura.org](mailto:administrator@uuventura.org) (805) 644-3898 ext. 100. This will minimize conflicts between activities, especially when occurring at the Church.
  - **LOGISTICS:** There are multiple logistical issues associated with many of the activities, and especially if a guest speaker is involved. Presentation fees/stipends, handouts, book sales, video, etc. are examples of considerations for ensuring a smooth event. Zoom logistics are unique unto themselves.
  - **ADVERTISING:** Answering the questions in the *New Program Proposal* will help you identify important details about your program and to prepare promotional messaging in different formats and lengths to fit existing advertising outlets within the Church structure. Filling out the [Standard Description Format for Website Content, CLICK HERE](#), will help you and is also important to the congregation's understanding of the activity.
  - **GETTING THE WORD OUT:** Informing the congregation about your proposal can happen in different ways. These are outlined in the [Program/Activity Check List CLICK HERE](#).
10. **OTHER CONSIDERATIONS**
  - Do not be discouraged if your proposed activity is not well attended initially. Without in-person contact, some activities may just not work well. Consider re-proposing it once COVID is over. Also, some activities catch on over time and participation increases.
  - During COVID the Church will remain largely closed and events will be staged using Zoom or similar internet-based program. When feasible, newly forming groups may possibly meet in person outdoors on the Church campus before continuing through Zoom meeting sessions.

- Create an email group of all participants. This way you can readily reach everyone simultaneously with the necessary links to the next Zoom session. Ask the participants if they would like to share their contact information to facilitate contact outside of the Zoom sessions.
- In some cases, childcare may be available during specific programs. The PACT point person should be notified a minimum of two weeks ahead of time to determine if it will be possible to offer it.