

DRAFT- UUTC ADULT RELIGIOUS EXPLORATION TEAM OPERATING GUIDELINES

FUNCTION:

The Adult Religious Exploration (ARE) Team, a Ministry Team, provides UUTC Members and Friends with in-depth educational programs and materials that expand the intellect and spirit of congregants, promote the Seven Principles of Unitarian Universalism, and support and help to fulfill the social and cultural initiative of the Unitarian Universalist Association.

RESPONSIBILITIES:

- Develop a plan for adult programs in collaboration with the Minister and other Team Leaders.
- Review requests for new ARE programs.
- Submit budget requests to carry out mission.
- Maintain the UUTC library.

MEMBERSHIP:

The Team will consist of a Team Leader and the number of additional members necessary to carry out its mission. The Team, in consultation with the Minister, will determine the number of members it requires and may reach beyond its membership to other congregational Members and Friends to create Task Forces for short-term projects or tasks.

The Minister either will appoint the Team Leader or will direct the Team to choose its own Leader. The Team Leader may serve in this role no longer than 3 years without a break in service of at least 2 years. Team members may serve as long as interested.

The Team Leader and Minister will work together, utilizing the Council and the Nominations Committee as resources, to recruit Team members. The UUTC Minister and Administrator may be ex-officio members of the ARE Team.

OPERATING PROCEDURES:

Planning ARE Programs

The Adult Religious Exploration Team will, from time to time, survey UUTC Members and Friends regarding their interests in religious exploration. Survey results will be a prime consideration in building an array of ARE offerings. The ARE Team will also consider other program suggestions made by the Minister, Members and Friends.

Reviewing Requests for ARE Programs

Requests for consideration by the ARE Team from Members and Friends are to be submitted in writing using the "Program Proposal for UUTC Adult Religious Exploration" form. The ARE Team will then consider these requests either in their monthly ARE Team Meeting or via e-mail, if time is of the essence. Members and Friends are also encouraged to approach ARE Team Members to informally discuss their interests and suggestions for programs in advance of making a formal request.

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Budgeting the ARE Mission

The Adult Religious Exploration Team will develop an annual ARE budget as part of the annual UUTC budgeting process. Budget considerations will include cost of materials, mainly printing and purchase of source materials, DVD's and facilitator materials, A/V expenses and child care.

The Team must contact the Board to seek approval of any extraordinary expenditure outside the Team's annual budget.

Maintaining the UUTC Library

The ARE will maintain the UUTC Library. Library maintenance activities will include an annual inventory of library books. Books gifted by Members, Friends or others are to be tendered to the UUTC Administrator who will then place these books in the ARE box at UUTC for appropriate follow-up.

Scheduling and Communications

Email is the official communication tool of the ARE Team. All communications within the Team must be copied to the Administrator. The Administrator will inform the Team of any potential conflicts on the calendar for desired events, and may deny the scheduling of an event, based on other strategic calendar needs. Only the Administrator may place an ARE event on the calendar, per UUTC policy.

Adult Religious Exploration Promotion

Approved ARE programs are to be published in the UUTC Newsletter and, where appropriate the Order of Service for a minimum of 2 weeks before the approved ARE event. From time to time, ARE may recommend publishing the event in the Transylvania Times or other publications in order to invite the larger Brevard and Transylvania communities. ARE is responsible for the TIMELY drafting and submission of promotional text for review by the UUTC Administrator and/or Minister for approval, edits, and publication.

Social media promotion of the ARE program begins no later than two weeks prior to each event. This promotion is to be done by the Administrator, and then shared by as many members of the ARE Team as can do so. A repeat of this exposure is done the week of the event.

ARE Program Facilitator

An ARE Program Facilitator will be named for each approved ARE Program. The Facilitator will coordinate with ARE for the procurement and distribution of program materials and A/V support. The Facilitator will be responsible for the ongoing presentation of the program and may request support from ARE Team members as needed.

The Facilitator will ensure that the building is prepared for the event and that sound checks and other accommodations are completed. The Facilitator will also see that the building is restored to order and secured (lights off, doors locked) before leaving the event.

ARE Program Registration

Registration for ARE programs will usually be handled through sign-up sheets displayed at the front counter in the UUTC lobby.

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Program Results

ARE will make a quarterly report to the UUTC Board showing ongoing programs and participation levels.