

## **UU Church of Medford**

### **Policy for Organization and Coordination of Church Events**

Approved by Board vote on October 15, 2018

UUCM welcomes a wide range of events and activities within its congregation, including small groups and larger community events, whether ongoing or one-time activities. Many of these events originate with or are organized as part of a formal committee. Members of the UUCM community are encouraged to organize other activities that they wish to share with the church community.

Given the range of activities, the limited space at the church, and priority needed by major church events, it is important that all events be organized in such a way that they do not duplicate each other or conflict with other events.

This policy sets forth a procedure for organizing events within the church so that the Board is made aware of such activities, and duplication and conflict can be avoided.

#### **How to organize a church sponsored event:**

1. Check for space availability through the online space use calendar at <http://lists.neighborhoods.net/uumcalendar/month.php> or check with the Building Committee (Geoff Ward and Loren Bernardi) ([calendar@uumedford.org](mailto:calendar@uumedford.org))
2. Fill out the online form with information on your event. This form is on the Church website at <http://uumedford.org/event-calendar/calendar-event-submission/>. This should be done, if possible, at least 30 days in advance of your event. This form asks for the dates, times and location of the event. Please include in the Details section other relevant information and any other resources of the church that may be required.
3. If you prefer, you can email the Board with this information at [uumboard@lists.neighborhoods.net](mailto:uumboard@lists.neighborhoods.net).
4. The Board will respond within 1 week by email with approval or any questions.

#### **Other Guidance:**

Any Church Committee, group or individual member who proposes to organize an event which is open to the congregation or the wider community should fill out the form.

Events held in private homes as part of a ongoing church-sponsored program, such as Soul Matters Groups, are included.

Events should be open to all members and regular attendees of UU Church of Medford.

Events may be announced in [uumedford-announce@lists.neighborhoods.net](mailto:uumedford-announce@lists.neighborhoods.net) .

Events approved under this process will be entered on the Church Calendar.

Information to be included on the Form:

**Organizer Information**

Name

Address

Email

Phone

Name of Committee or Group sponsoring event, if applicable.

**Event**

Description

Date

Time

Is this a one time event or a continuing event?

If continuing, how long will it continue?

Location (space in Church or elsewhere)

Will this be open to the public in addition to the church community?

What resources of the church might be required? (eg, kitchen, microphones, tables, chairs, piano, etc.)