

## **NEWSLETTER**

Below are some general guidelines for the newsletter including deadlines and reminders, content and task distribution.

### **Newsletters will be distributed THREE times per year:**

--FALL newsletter released in September (Recap of summer happenings AND startup information for the new church year - what is planned Religious Exploration, Worship, etc).

--WINTER newsletter released in January (Recap of last period (Sept-Dec) did things happen as planned, were they successful? What plans changed and why? What is planned in Finance-budgeting process, stewardship kickoff and campaign?)

--SPRING newsletter released in April (Recap of last period (Jan-Mar) did things happen as planned, were they successful? What plans changed and why? What is planned for Annual meeting, plans for summer, and early initial startup information?)

The September newsletter will be labeled FALL 2019 Newsletter

The January newsletter will be labeled WINTER 2019-20 Newsletter

The April newsletter will be labeled SPRING/SUMMER 2020 Newsletter.

### **DEADLINES / REMINDERS:**

Submission deadline was set at the 3rd Monday of the month prior to the release (i.e. January newsletter, submission due date is Monday 12/16/19)

Distribution deadline was set at the 4th Thursday of the month prior to the release (i.e. January newsletter, distribution date is Thursday 12/26/19)

Reminders will be emailed 2 weeks prior to the submission deadline (i.e. January newsletter, reminder emails sent by Monday 12/2/19).

### **CONTENT – IN GENERAL**

First pages are reserved for the following:

Page 1 – Worship information

Page 2 – Minister article

Page 3+4 – Board President and Staff articles

Remaining pages for articles from committee/workgroup leaders)

The submissions:

-- should not include information on specific calendared events as events will be advertised in the Weekly E-Blast, Sunday announcements, the bulletin board, website and/or Facebook.

-- should update our community on matters reported in the last newsletter submission (did it happen, was it successful, are more changes necessary)

-- should summarize “big picture” changes or plans for the upcoming newsletter period (January, February and March) or long terms plans such as articles on aspects of congregational life (i.e. what has changed, what is planned to change) as well as innovations occurring in churches elsewhere.

## **SUGGESTIONS for WINTER newsletter**

### **Board / Minister / Staff**

Worship Information (Carie Johnsen) – Highlights of previous worship scheduled – special happenings, music or events. January innovative services information/sanctuary changes, worship information for February and March. How is the monitor in the sanctuary working?

Minister’s Article (Carie Johnsen) – Carie check in and work done/to be done, Update on how monitor in sanctuary is working or not working.

Board President (Jill Watson) – Personal check-in but also “big picture” Board matters being considered, changes made, policies changed, budget changes made, etc. (i.e. All-Gender Restroom, and what else?)

Religious Exploration Coordinator (Monique) – what is happening in our R.E. Sunday morning classes, nursery, COA, PeaceJam (what PeaceJam social justice program was chosen this year) AND what will happen in these programs over the next 3 months

Music Directory (Bridget Coney) - recap of previous 3 months and plans for the next 3 months.

Office Administrator – what has changed in the office, major project updates, changes to office managed programs or contracts.

### **Committees / Groups**

Leaders should submit a “mini annual report” indicating what work the group is doing and what work is planned for the next 3 months. What is working, what isn’t?

Building & Grounds – What has happened or will be happening in Building and Grounds? Results of the B&G annual inspection of our buildings? Long term plans?

Communications / Website Work Group – What changes have been proposed or implemented to improve communications at UUCC? What changes or updates have been made to our systems and website to improve communications What is planned for the immediate future?

Discernment Group – Update us on the proposed mission statement “Live the Grace of Love”. Observations made over the last 3 months, and other work being done or overall discussions had, work planned for the next 3 months.

Finance – Budget process considerations. Status on pre-stewardship appeal proposed budget for next year. Big picture look at budget/actuals? Any bequests received – use of known bequests? Plans to offer/assist members in paying pledge from retirement accounts.

Stewardship – What is our stewardship kickoff going to look like this year, preliminary budget goal for next year?

Fundraising (no Chair, individual event organizers) – outcome of fundraising activities in last three months, did we meet or exceed our budget, what worked – what didn’t? How could we make the event better? (i.e. Pie Sale-Catherine Palmer, Concerts-Bridget-?, CLYNK-Hannah, Hannaford program (Catherine), Holiday Fair (Nancy F. and Martha). What fundraising events are planned for the next 3 months, Janine – Auction plans-how are they the same how are they different. Can we include the wider community by adding an online component?

Invested Funds – changes to how our funds are being managed, money being deposited or removed from our endowment or future facilities accounts.

History Committee – Any new items received in our collection, status of organization efforts, special displays done and or planned for the future. Update on Decolonizing Faith initiative.

Leadership Council – Results of the Leadership Retreat, was the retreat well attended – what was the theme / work done at the retreat?

Membership– Changes being made to better greet visitors and increase membership, plans for the future, new member statistics

Music – What is the status of our music ministry? What changes have been made or are being planned. Special plans over the next 3 months.

Pastoral Ministry and Caring Cooperative – Information on work being done or any changes to the program, new or special training, efforts of the groups in general. How will we continue to support these ministries? Update on new “team” approach.

Personnel Committee – Personnel changes when applicable. Update on Section 125 plan implementation?

Religious Exploration Committee – What is being explored for the future of RE programs? What is working? What is not working? This year’s programs and what’s new. Statistics on RE program attendance, etc.

Small Group Ministry – What is happening in our Small groups? Any new groups or plans for expanding the program? What is working? What is not working?

Social Activities – What has been offered? What will be offered? What works, what doesn't?

Social Justice – No Chair but could get reports from individual programs (i.e. CANMP, KVO MUUSAN and Neighbor2Neighbor). Perhaps an update on the Roots and Wings program.

Worship – How has worship changed (if applicable)? Update on worship associates (introduce new associates, etc.) What is working, what isn't? Update on Greeters?