

NEW ACTIVITY GROUPS

Policy

We welcome new activities that are ALWAYS OPEN to the congregation's members, friends and visitors. **To start a new activity, complete the following form.** Your request will be reviewed by appropriate members of the senior staff and will be either approved or commented upon within 30 days of submittal.

All Activity Groups:

- Are listed on a flyer stocked in the brochure rack. The flyer lists meeting times and locations ("off-site" if that applies), a contact person and their contact information.
- Must be listed in the Small Group section of My Info on our website.
- Have access to e-news for announcements regarding changes in normal meeting times or periodic invitations.
- That meet at UUCA, will have meeting time and location listed on the congregation calendar.

Procedure

Submit the completed form below to Linda Topp, administration@uuasheville.org (printed or online)

Date of submittal:

Activity Name (clarity over catchiness if both are not possible):

Purpose:

Does this activity encompass any other Ends Statement besides this one? Yes No

People who participate in the life of the Unitarian Universalist Congregation of Asheville feel welcome and connected with each other.

If yes, which one? (The full set of Ends Statements can be found on our website.)

Contact person, email, phone number:

Meeting time and location:

At least 5 Members or Friends must agree to attend this activity for at least its first 4 meetings.
The 5 people who have made this commitment are:

	Name	Email address
1.		
2.		
3.		
4.		
5.		

See next page for Convener Guidelines.

Revision History		
Date	Version	Description of revision
Jan 2013	1	Created

Activity Group Convener Guidelines

As the convener and contact person for your activity group, you *represent the congregation and Unitarian Universalism*. Your class or group may be one of the first communal experiences a newcomer has. Activity Groups are all about **building relationships**. Therefore, at every gathering, be sure that every newcomer feels welcomed and is warmly introduced and incorporated into the group.

As a convener, you have the following responsibilities:

- Arrange for meeting times and places and communicate that to your group.
 - If meeting on the UUCA campus, contact Tish Murphy to reserve a space.
 - If meeting off campus, be sure that all participants are clear on the meeting location. Provide maps if necessary.
- Create and maintain a Small Group in **My Info** on the congregation website.
- Make sure that everyone attending knows and remembers everyone else's name. Take time at the beginning of the activity to do this. Play a name game if necessary.
- If this group includes discussion, make sure that all participants are somewhat familiar with each other before the discussion begins. Ask everyone to answer a question such as, "What is the best thing that has happened to you in the past week?" OR "If you could visit any place in the US (or world), where would that be?" OR any other question that requires each person to use their voice at the start of the activity even if it is just a one-word answer (which is good for keeping things moving).
- Be especially welcoming to first-time participants.
- Follow-up when a "regular" participant misses 2 meetings in a row. Reach out by email or phone (or at church) to find out if they are OK.