

A Handbook for
New Members
of the
Unitarian Church of Calgary



Published by the Membership Committee
of the Unitarian Church of Calgary

July 2016 Edition

A Message from the Minister

Welcome!!

The decision to become a member of the Unitarian Church of Calgary is a statement of your commitment to your personal growth and to your recognition of the value of doing this work in a supportive community to which you also want to contribute. This is a significant act and one that I am sure will enhance your life and the congregation's purpose as well.

In our recognition service we say:

Membership in this church is both simple and challenging. It is simple because we have no set creed, but maintain an open door to those who share our values. It is challenging because those who join us have made a personal decision to become a part of a religious community that is searching for truth, struggling for justice and attempting to live in love.

Commitment to beloved community requires commitment and perseverance, generosity and gratitude, bringing one's whole self and being open to the fullness of others. This is no easy task. It is of amazing worth.

Please know that I am available to you in whatever capacity would be helpful, if you need a shoulder, hug or an ear, if you have a challenge or a celebration, if you have ideas to share, if you have questions about this faith or congregation, I am here for you.

Namaste,

Debra

Table of Contents

A Message from the Minister	2
Table of Contents.....	3
Unitarian Universalist Principles and Sources	4
The Unitarian Church of Calgary Purpose	5
Come and Worship with Us.....	5
The Meaning of Membership in the Unitarian Church of Calgary	6
Becoming a Member	6
Traditions at UCC.....	8
How to Get Things Done	11
Contact the Church Administrator.....	11
Visit Our Website.....	11
Newsletters.....	12
For Sunday Morning Services.....	13
Reimbursement for Expenses.....	13
Get to Know Others	13
SWEET Tasks	13
Which Room is Which?.....	14
Pledge Financial Support to the Church, or Revise a Pledge.....	14
Report Someone Sick or in Special Need.....	14
Sign Up for the Compassion Exchange.....	14
How Our Church Works	15
Shared Ministry	15
Church Governance	15
- Board of Trustees.....	15
- Congregational Meetings.....	16
Church Finances.....	16
- What are the Church's Expenses?	16
- How is the Budget Developed?.....	17
- Financial Management During the Year	17
- Annual Fundraising Pledge Drive	18
Our Staff.....	19
Minister: Rev. Debra Faulk	19
Church Administrator: Martha Mantikoski	19
Director of Religious Education: Shannon Mang	19
Music Director: Jane Perry	20
Other Contract Staff	20
Lay Chaplains.....	21
Committees.....	22
Links to Unitarian Universalist Organizations.....	26

Unitarian Universalist Principles and Sources

We, the member congregations of the Canadian Unitarian Council, covenant to affirm and promote:

- The inherent worth and dignity of every person
- Justice, equity and compassion in human relations
- Acceptance of one another and encouragement to spiritual growth in our congregations
- A free and responsible search for truth and meaning
- The right of conscience and the use of the democratic process within our congregations and in society at large
- The goal of world community with peace, liberty, and justice for all
- Respect for the interdependent web of all existence of which we are a part.

The living tradition we share draws from many sources:

- Direct experience of that transcending mystery and wonder, affirmed in all cultures, which moves us to a renewal of the spirit and an openness to the forces which create and uphold life
- Words and deeds of prophetic women and men which challenge us to confront powers and structures of evil with justice, compassion, and the transforming power of love
- Wisdom from the world's religions which inspires us in our ethical and spiritual life
- Jewish and Christian teachings which call us to respond to God's love by loving our neighbors as ourselves
- Humanist teachings which counsel us to heed the guidance of reason and the results of science, and warn us against idolatries of the mind and spirit
- Spiritual teachings of Earth-centered traditions which celebrate the sacred circle of life and instruct us to live in harmony with the rhythms of nature.

Grateful for the religious pluralism which enriches and ennobles our faith, we are inspired to deepen our understanding and expand our vision. As free congregations we enter into this covenant, promising to one another our mutual trust and support.

The Unitarian Church of Calgary Purpose

*We come together in beloved community,
guided by our Unitarian Universalist principles and sources,
to grow in wisdom, welcome and deepen relationships,
and act for a just and sustainable world.*

Come and Worship with Us

The word "**worship**" originally comes from the word "worthskipen", which means to assign worth, or to lift up that which is of value in our lives. Assigning worth, something we do routinely every day, is a profoundly creative and spiritual act, for as we assign worth, we create our world of meaning. And as we work, play, and worship together, we create new worlds of meaning with one another, our children, and perhaps even for the larger human community.

The Unitarian church is a place where you are encouraged to listen to your own best insight, reason, heart, and conscience; a place that embraces & celebrates diversity of individuals and diversity of understanding. It is a place where the individual is the authority on matters of belief.

The Unitarian community shares certain values, as eloquently stated in the **Principles and Sources** of our denomination and puts these values into practice through various projects and inter-personal activities.

The **flaming chalice**, a common UU symbol found in many UU churches, plays a significant role in services, meetings and communications. The chalice represents a cup from which all may share and the flame represents the warmth of fellowship, transcendence, and energy.

We say we are UU's or **Unitarian Universalists** because in 1961 two North American faiths, the Universalist Church and the Unitarian Church joined into one association, called the Unitarian Universalist Association (UUA). Later, the Canadian churches separated to form the Canadian Unitarian Council (CUC). In Canada, there is very little Universalist history, so most Canadian churches are called "Unitarian".

The Meaning of Membership in the Unitarian Church of Calgary

You may come here searching for a spiritual home.

You may come here looking for a loving community.

You may come here to be part of our movement for social justice.

Whatever your reasons for being here, your becoming a member means:

- You are in harmony with our principles
- You have joined in our particular community
- You share responsibility with the rest of us for how things go here.

Members of the Church:

- Share a commitment to the life and future of our congregation.
- Are encouraged to join in its spiritual and social activities, and its works in the wider community.
- Are encouraged to take part in volunteer activities in support of the Church.
- Are expected to contribute a responsible share toward meeting the Church's financial needs, as personal circumstances permit. We ask that each member make at least one identifiable financial contribution to the Church each year.
- Have the right and are encouraged to vote at congregational meetings as part of the self-governance process of the Church.
- May have rites of passage officiated by the minister.
- May serve on committees including being elected or appointed as chair.
- May serve on the Church's Board of Trustees.
- May serve as delegates to denominational activities and assemblies, in support of the Church and the denomination.
- Receive the Church's regular publications and other mailings, and the *Canadian Unitarian* newsletter of the Canadian Unitarian Council.
- Are included in the Directory of Members and Friends, and are entitled to a printed copy of the Directory.

Becoming a Member

Membership is open to all of age 16 or over who embrace the Principles and Purposes of Unitarian Universalism, and who wish to support and participate in our church community.

According to our By-Laws, membership in our church requires:

1. an affirmation of our Principles and Purposes,
2. showing an understanding of the responsibilities of membership,
3. being affirmed as a member by a majority vote of the Board,
4. signing the membership book with a Board Member or the Minister witnessing,
5. giving an identifiable contribution over each 12-month period. (The operation of our church is funded by money members and friends pledge to give each year (see Church Finances section). The Unitarian Church of Calgary also pays dues each year, currently calculated on the basis of the number of our members, to support our Canadian Unitarian Council. Please contact the Minister, President or Treasurer for more information if you have a concern about making an identifiable donation.

Traditions at UCC

This section is meant to help you become familiar with events and things we regularly get involved with at our church.

The ACM - Annual Conference & Meeting of the Canadian Unitarian Council:

This is the annual general meeting and conference of UU's at the national level, held on the May long weekend. There are usually several hundred people attending, depending on the location, which rotates around the country. Each of the 50 or so congregations sends delegates to the CUC Annual General Meeting, and those delegates conduct the "business" of the denomination. All UU's are welcome to attend the conference and workshops (for a registration fee). It is a wonderful way to mix with UU's from all over Canada.

The ACM is advertised for several months in advance in the Quest, and members of UCC are invited to apply to be delegates. Delegates' expenses are not covered by the church, but arrangements can be made to make them tax-deductible.

CABARET:

The UUphonia choir puts on a choral cabaret fund-raiser each spring, usually in April or May. It runs for two nights, Friday and Saturday, and the format is one where the audience sits at tables and enjoys snacks and drinks while they are entertained. The choir sings a number of songs together, plus there are many solos and small group numbers. Sometimes there is a story-line for the show. Generally there is much laughter and good times had by all, so it is a very popular event for the congregation and other friends. Expect to see fancy-hatted people selling tickets to this event during the spring.

CANUUDLE:

This is the major youth conference of the year, and is held in conjunction with the ACM. The youth (age 14 to 20) do fund-raising during the year to help them get to this weekend conference in May. Canoodle can be a major life-changing experience for youth, because the youth community that is built during the weekend is so clearly totally accepting of who they are.

Community Garden:

UCC makes its raised garden plots in the back yard of the church available for any who wish to plant and tend a garden over the spring and summer period. A rental fee of \$40 is assessed to cover water costs. If you'd like to do this, contact the Green Sanctuary Committee (see "key person finder" in your church directory, or committee email contacts through the website: unitarianscalgary.org)

Gay Pride Parade:

Our congregation always has a contingent in the Calgary Gay Pride Parade, where we carry a 125-foot pride banner. This banner is part of the 500-foot banner created by several of our youth-group members and paraded on Parliament Hill immediately before Canada's Equal Marriage bill was passed into law. The parade is usually held on Labour Day weekend.

Mitten Tree:

In December, before Christmas, there is usually one Sunday when those in the congregation are asked to bring donations of mitts, hats, scarves, and wool socks to hang on the "mitten tree" during the service. These are then donated to a charity which distributes them to those in need.

Retreat Weekend:

Usually each February Family-Day weekend, there is a retreat planned which about 35 people may attend for a reasonable cost. It is held at Kamp Kiwanis, a rustic children's camp a short way out of the city. It offers opportunities to get away from your normal day-to-day concerns and spend some time in reflection, meditation, walking outdoors, doing artwork, music, sometimes dancing or yoga, considering and discussing philosophical or scientific questions. There is also time for fellowship or simply time to yourself. All activities are optional. Bursaries are available for those who would find the cost burdensome.

Second Sunday Suppers:

There is a supper offered on the second Sunday of every month, to which all are invited. The cost is covered by donations from attendees. Please sign up on the sheet pinned to the Bulletin Board in Wickenden Hall so that enough food will be made for all. The menu is announced in the Quest and enews in advance. The supper usually starts at 5:30.

Summer Services:

During July and August the minister is on holiday and study-leave. Therefore, the services are lay-led (Led by volunteers from the congregation), and are usually much more informal than during the normal church year. Expect to see requests for volunteers during the spring months to fill out the summer schedule. Children will have a place to have fun while parents are at the summer service.

SWEET Teams:

When you become active in the church, or at the point you become a Friend or Member, you will be linked to a geographical grouping of people in the congregation who live in the same area as you do. There are currently five SWEET teams. The

intent is that this makes it easier for smaller groups to build community among themselves. To that end, each team works together on some Sunday morning tasks relating to the service and refreshments offered. Each SWEET team takes on these roles for a month at a time, twice a year. The letters of SWEET stand for Sunday Welcome, Engage, and Enhance Team. Take advantage of this opportunity to work together on small tasks and make friends along the way!

Theme-based Listening Circles (TLCs):

These are small groups which meet once a month to share thoughts and insights about the theme of the month. To prepare for this session, participants consider the readings in the current Reflections publication.

Tower Climb on or before Earth Day:

The Alberta Wilderness Association sponsors a fund-raiser usually the Saturday before Earth Day (April 22). Our church has a tradition of sending many people, including children and youth, adults and elders to climb the Calgary Tower (once or many times) to raise funds for this cause. Before the event, expect to see people soliciting donations/pledges at coffee time, and some forming teams to climb together. The Sunday after the climb, all UCC climbers are recognized in the service and we crow about how much we raised for the AWA!

Turn of the Wheel Quarterly Half-day Retreats:

Usually, on the Saturday before each equinox or solstice there is a half-day mini-retreat offered. This is spent mainly in personal reflection and journaling, plus some optional sharing of insights.

Western Region Fall Gathering:

Each fall, usually just after Thanksgiving, there is a short weekend conference sponsored by one of the churches in the "Western Region" (Thunder Bay to Alberta). In September there are notices in the Quest and sometimes on the wall advertising the program. The program starts on Friday evening, and runs until Saturday night. Then many stay for the Sunday service the next day. The cost is reasonable and there are usually a number of our people going, so car-pooling can be arranged. Also, home hospitality at no charge with a local UU family can be arranged if requested on the registration form. There is a small youth conference (called a "youth con") held in conjunction with this gathering.

How to Get Things Done

Contact the Church Administrator

Email Martha Mantikoski at office@unitarianscalgary.org or phone 403-276-2436. There is also a mail-slot in the church office. The administrator can generally be contacted from 9 am to 12 noon most weekdays.

- **Change phone / address / email information.**

Email or phone the church administrator.

- **Get a Church Directory:**

Each member or friend is entitled to a copy of the church directory, and is entitled to be included in the directory. The directory is available in hard-copy only, for privacy reasons. To receive an updated copy, check in the church office on a Sunday (in the north-east corner, by the door). If there are no directories there, contact the church administrator.

- **Key Person Finder:**

This is included as part of your copy of the Church Directory. It includes board members and committee chairs. It is updated at least once a year, after the elected board members change at the Annual General Meeting in May.

Visit Our Website

Visit www.unitarianscalgary.org for lots of information and help, including how to:

- **Check the church calendar:**

(1 - 2 week calendar is also posted periodically on the church office door)

- **Schedule an event or meeting:**

Use the Booking Form on the website under "bookings/ calendar and booking form". Please check the calendar first to see whether the room you are asking for is available. The church administrator will assign an appropriate room and confirm with you by email.

- **Peruse Adult Programs**

(Adult program listing also available in a paper booklet)

- **Sign up for programs:**

There is a registration form for adult programs (programs/ adult/ program registration). You can also sign up for some events such as the Second Sunday Suppers by signing on the sheet pinned to the notice board in Wickenden Hall.

Newsletters

- **"Quest"** monthly newsletter:

How to find it:

The Quest newsletter is usually published electronically and on paper during the last week of the month. The link to find it is on the church website and in the header of the weekly UCC Enews message. Paper copies are usually displayed by the welcome table or on the cabinet behind the office door.

How to make submissions:

The newsletter deadline is generally the **15th of the month** (refer to the Quest for deadline changes or check with the editor). The Newsletter is published monthly except in summer, when one issue, printed at the end of June, covers both July and August.

The preferred format for submitting items is email. The newsletter editor can be emailed at: quest@unitarianscalgary.org. You may also place submissions in the church office mail slot for "The Quest".

Be sure to include the following information with any submission:

1. your name and how you can be reached,
2. instructions on what you want done, such as which newsletter issues you'd like the item in,
3. submit items that are longer than short announcements in electronic format if possible.

The Editor has discretion as to what to include and in what manner, and graciously works hard to include everyone

- **"Reflections"**

published monthly as part of the Quest newsletter - all about the monthly theme including reading material for TLC's (Theme-based Listening Circles") - available on the website.

- **"UCC Enews"**

emailed weekly announcements - to get on the email list, go to the website under newsletters. To submit an item, email it to the church administrator.

- **Order of Service bulletin page,**

which contains brief announcements - To publish your announcement, contact the Church Administrator by 10:00 AM the Thursday morning before the service. Sometimes we also project announcements before the service. Announcements should be of interest to the congregation at large.

- **"Canadian Unitarian"**

newsletter of the Canadian Unitarian Council: Published in spring and fall and available on the CUC webpage - www.cuc.ca

For Sunday Morning Services

- **Flower donations for the service:**

Anyone may donate flowers for a Sunday service, to honour a special person or event, by contacting the church administrator.

- **Share Joys, Concerns, and Milestones:**

During the service you may write a joy, concern or milestone (eg: special birthday or anniversary) that you would like to share, on the green cards available on the chairs in the sanctuary. Place this card in the offering basket, and your note will be shared verbally with the congregation at the service. To mark a joy or concern privately, during the offering or meditation you may light a candle on the wall at either side of the hall, or drop a pebble into the bowl of water at the right front of the hall.

Reimbursement for Expenses

In the event that you spend your own money on a church committee function, you may claim your expense and be reimbursed. Forms are available on the east wall in the church office and on the website. Fill out the form and give it to the committee chair to sign and submit to the Treasurer. All committee chairs have mail slots in the office, on the wall just inside the door. Substantial expenses should be cleared with the committee chair in advance.

Get to Know Others

The best way to get to know others, of course, is to become active in the life of the church -- attend programs, work on committees, sing in the choir, volunteer to help out with your SWEET team or special projects, or participate in social events. The February long-weekend Retreat is a good place to make some new friends. If you would like some assistance, the Membership Committee Chair or the Minister might be able to help out.

SWEET Tasks

SWEET tasks are described in a password-protected section of the church website. At the time of publishing, the password is "UCCSWEET". In case it changes, contact your SWEET Lead or Communicator - identified in the Key Person Finder in your Church Directory. The tasks are also described on paper in the SWEET box on the shelves on the right wall of the church office.

Which Room is Which?

- **The Barker Room:** It's the room where we hang our coats, outside the main office and the Minister's office, adjacent to Wickenden Hall.
- **Panabaker Hall:** This is also called our church sanctuary. It's the hall at the south end of the building, where we hold Sunday services and many events.
- **Wickenden Hall:** The room attached to the large kitchen (north end of building) where we usually serve coffee after the Sunday service. We used to hold all our Sunday services in Wickenden before we restored **Panabaker Hall** in 1995. This is also called our Fellowship Hall.

Pledge Financial Support to the Church, or Revise a Pledge

To make a pledge during the pledge campaign (February to April) or at any other time, contact the Stewardship Team (pledge@unitarianscalgary.org) or leave a message in the Stewardship (or Canvass) mail slot in the church office. To revise a pledge outside of the annual pledge drive time, you may contact the Treasurer (ucctreasurer@unitarianscalgary.org).

Report Someone Sick or in Special Need

Contact the minister, or send a message to the Caring Community Committee, at caring@unitarianscalgary.org .

Sign Up for the Compassion Exchange

The Compassion Exchange matches those willing to provide services in a specific area (gifters) with those who request such services (wishers), on an as-needed and as-available basis. See the church website, under "programs", to sign up as a wisher or gifter.

How Our Church Works

Shared Ministry

Shared Ministry is the act of service that supports our congregation's principles and values. Individually and together, we share the responsibility to minister to our congregation and the broader community.

Church Governance

The governance of our Unitarian Universalist churches and fellowships is based on "congregational polity". That is, each church is independently governed by its own congregation. Each congregation typically selects a Board of Trustees, staff, and committees to take care of daily business and to provide leadership for the implementation of goals. However, the congregation is the ultimate authority in matters of Church governance. (The individual is the authority on matters of personal belief.)

- Board of Trustees

Our Church is governed by its Board of Trustees, which provides leadership and direction, in accordance with our constitution and by-laws (see Appendices). The Board consists of a President, Vice-President, Treasurer, Secretary, and four Trustees. The President, Vice-President, Treasurer and Secretary are elected annually; the term for each of three Trustees is three years, each term beginning in a different year. The fourth Trustee serves a one-year term and this position is often filled by the past-president.

A Board Member is assigned as liaison to each of the standing committees in order to facilitate communication and coordination. Scheduled meetings of the Board are held monthly (currently the second Wednesday of every month), and special meetings are held as business requires. All members of the congregation are welcome to attend meetings and to suggest items for discussion by the Board.

- Congregational Meetings

The church operates according to the church year (fall to spring) rather than the calendar year. The fiscal year runs from August 1st to July 31st. There are two regular business meetings of the Church in each fiscal year, the Annual General Meeting, and the Annual Stewardship Meeting:

The **Annual General Meeting** is held in the spring before the 15th of May. This is the time when elections for church office are held, and the church budget for the upcoming fiscal year is approved. The budget process includes reviewing and approving expenses for all committees, salaries for staff, payment of fees to the Canadian Unitarian Council, etc. Sometimes there are other items for discussion and/or vote of the members, such as By-law changes.

The **Annual Stewardship Meeting** is held in the fall prior to the 15th day of December. The major purpose of this meeting is to review the annual report and approve the financial statements for the previous fiscal year. Other items can be included on the agenda as well.

The Board of Trustees is responsible for scheduling congregational meetings. The Church President normally presides. Any item of business may be presented at these meetings by any member without prior notice, except for items of business specifically exempted by Church By-Law, such as amendments to the Constitution or By-Laws.

A quorum of 30% of the members in Calgary is required for any vote.

From time to time special meetings may be called to deal with specific issues that either can't wait until the next regular meeting or would involve more time in discussion than is available at the regular meeting.

Church Finances

Our church members and friends provide the major source of financial support and stability for our church through generous pledge commitments. Each year our pledge campaign raises over 70% of our income. The rest comes from fundraising activities, income from our endowment trust fund, miscellaneous donations, and rental of church facilities.

- What are the Church's Expenses?

Our income supports the wide range of activities of our church:

- **Ministerial expenses** include salary and benefits, travel, continuing education. etc.

- **Physical Plant** includes all of the building-related costs, heating, electricity, maintenance, etc.
- **Administration** includes our administrator's salary, office expenses and newsletter expenses.
- **Denominational Affairs** includes our support of the Canadian Unitarian Council (CUC).
- **Education** includes our Religious Education Director's salary plus other expenses related to the Church school and adult education.
- **Programs** include support for the activities of the various committees, including Church Services, Social Justice, Membership, Communications, History and Archives, and others.

Many of our expenses would be much larger except for the many hours volunteered by our members, especially those on the Physical Plant Committee.

- How is the Budget Developed?

Each year, the Treasurer develops a proposed budget in collaboration with the many committees who carry out the work of the church. Around January/February, each committee is asked for input, balancing requests for funding with a vision of the future and an understanding of the present. Over several months details are worked out collaboratively at meetings of the Council of Committees, and the resulting proposed budget is presented to the Board of Trustees for tentative approval. The final figures are presented to the Congregation at the Annual General Meeting held in May. At this time, the Congregation decides whether further changes or adjustments to the budget are needed, and the budget is adopted for the upcoming fiscal year.

As you can see, the process of developing a budget is a rather long, thoughtful, democratic, collaborative process!

- Financial Management During the Year

Invoices sent to the church for regular expenses (like cleaning, or telephone) are handled by the Bookkeeper - cheques are written and given to the Treasurer for the needed two signatures, and mailed out. Other invoices go first to the appropriate committee chair for approval.

Church members who pay personally for items can request reimbursement by filling out an expense claim form, having it signed by the chair of the appropriate committee, and putting it in the Treasurer's box in the church office. In all cases, members should ensure the committee chair is aware of the expenditure and has confirmed that budget exists before the expenditure is made.

In some cases, Church members request a donation receipt for their expenditures instead of reimbursement: these requests are handled by the Treasurer. An example

of this is that members can request a donation receipt to cover travel costs when they act as delegates of UCC at the Annual General Meeting of the Canadian Unitarian Council (CUC).

Committee chairs receive reports of their budgeted and actual expenditures, so they can see how they are doing in relation their budgets.

- Annual Fundraising Pledge Drive

Once a year we ask our members and friends to consider how much money they would plan on contributing to the support of our church over the next calendar year.

Without these pledged contributions, it would not be possible to prepare a yearly budget, undertake commitments to pay our staff, sustain our building or plan programs. (All identified contributions are tax deductible, and a tax receipt is issued each February for contributions received in the previous year.)

When it comes time to pledge, the Stewardship Committee asks you to think about the value the church brings to your life and to balance value with your resources.

Some households can give \$20 per week, per working person. Some can give more and others less. We encourage church members and friends to pledge an amount that "Feels Good"!

Our Staff

There is biographical information about our staff members on our website.

Minister: Rev. Debra Faulk

When is it a good time to call on the minister?

- When you are facing trouble or difficult times in your life
- When you are experiencing happy times
- When you would like to take a closer look at your own spiritual path
- When you'd like to find out more about this church or about Unitarian Universalism
- When you would like to plan a rite of passage -- marriage, child celebration, memorial service. (The minister does not charge members for these services.)
- When you feel the need for short-term support or counseling about life passages, grief, relationships, family, personal growth, or existential issues
- When you feel someone in our community would benefit from extra support
- When you have suggestions for programs or services
- When you want to get better acquainted

You can contact Rev. Faulk through the minister's study phone number (230-8938). There is a confidential voice mailbox, so if she is not available, please leave a message. Her email address is debra@unitarianscalgary.org .

Church Administrator: Martha Mantikoski

See the "Contact the Church Administrator" section under "How to Get Things Done."

Director of Religious Education: Shannon Mang

About the Church School

As the next generation of Unitarians, the spiritual, ethical and moral development of our children and youth is extremely important.

Each Sunday, the young join the congregation for the beginning of the service. The DRE invites a child or youth and/or their parent to light the main chalice each Sunday morning; then during a special "leaving" song, the children and youth go downstairs to the church school. Our formal Unitarian education begins around age 3 with the Preschool/Kindergarten class. Older children are divided into two broad groups we call "Younger Age Kids" or "YAKS"(approximately grades 1-3) and "Medium Age Kids" or MAKs (approximately grades 4-6). In these classes dedicated volunteers help

guide the spiritual, moral and ethical development of our children through a variety of engaging and appropriate curricula.

As the children cross the threshold into their teen years, they become part of our Youth Group, where our young people expand their horizons as members of our church and the Unitarian world.

Additionally, childcare for babies and toddlers (ages 0-2) is available during all Sunday services in our Nursery from 10:20 a.m.

Music Director: Jane Perry

About the Church Choirs

UUphonia, the main Unitarian Church Choir, practices each Thursday night from 7:30 - 9:30 pm and it sings once every three weeks. The highlight of the choir year is our annual Cabaret. The church becomes a "cabaret club" with lots of good drinks and food and, naturally, entertainment. Members from the choir and the church participate as soloists, in duets and groups, in sketches, monologs and stories. There is a little of everything and in the end it's a fun night of lively entertainment and fun for all.

Regardless of your ability or experience, if you are interested in singing with the choir, please let us know. Feel free to talk to Jane or any other member of the choir or just show up Thursday nights at the church. We welcome you and look forward to singing for and with you!

The Multi-Generational Choir re-forms several times a year. The group practices for three weeks in a row before the service, and then sings in the service on the third Sunday. Everyone is welcome to come out and have fun with singing!

Other Contract Staff

Bookkeeper - Charles Mak

Sexton (caretaker) - Robert McDonald

Lay Chaplains

Lay Chaplains are laypersons who are appointed for a two-year term (renewable twice, for up to six years) to assist the minister in preparing and officiating rites of passage ceremonies, such as weddings, memorial services, and child dedications. Lay Chaplains, like clergy, perform legally-sanctioned marriage ceremonies. While the minister normally conducts these ceremonies for members of the church at no charge, our Lay Chaplains are available to serve members of the church when the minister is on vacation (July & August) or is otherwise unavailable, and by special request as well. Most of the Lay Chaplains' work involves performing ceremonies for members of the public who are not members of our church, but who would like to have a Unitarian-officiated service. Contact the Church Administrator to be put in touch with one of our Lay Chaplains.

Lay Chaplains are not paid staff, but receive remuneration through fees, honoraria, and gratuities. The fees are set by the Board of Trustees, though the Lay Chaplains are free to negotiate lesser fees with individuals, as they deem appropriate.

Regional workshops for the training of chaplains and potential chaplains are offered from time to time, through the Lay Chaplaincy Committee of the Canadian Unitarian Council (CUC). If you would like to explore the possibility of becoming a chaplain, contact the chair of our church Lay Chaplaincy Committee for more information.

Rites of Passage UUs Traditionally Celebrate:

- Weddings
- Renewal of Vows
- Memorial Services
- Child Naming and Child Dedication Ceremonies

As a member, if you have a rite of passage that you would like to celebrate, please contact the minister and she will arrange the service with you. If you know someone from the larger community who would like to celebrate one of these rites of passage, we have two lay chaplains who are trained to officiate at these services. Those who are interested can contact our church office for more information about the lay chaplains' fees and rental space availability.

Committees

These teams of people keep the wheels rolling in our church. We could not exist as a church without their creativity and energy. You would be welcome to attend a meeting of any of these committees to check out what they do and how. Then make your own decision on whether you would like to apply your skills and talents to working with them. Both ongoing and one-off tasks are available for volunteers, to suit your schedule. To learn more about any committee, please contact the chair, who is listed in the "Key Person Finder" at the front of the church directory.

- **Adult Religious Exploration Committee**

The Adult Religious Exploration Committee seeks to offer programs that involve Mind, Body, Heart and Spirit. There is a brochure listing Adult Programs near the welcome table and they are also listed on the church website. For more information about courses, workshops, and volunteer opportunities, please contact the Chair of the Adult Religious Exploration Committee.

- **Caring Committee**

This group is the one to contact if you become aware of anyone in the congregation who becomes ill or is in need of support. Email to caring@unitarianscalgary.org They have recently instituted the **Compassion Exchange** as a way to connect "wishers" and "gifters". Details of how to participate are on the church website.

- **Children and Youth Religious Exploration Committee**

The mission of the CYRE Committee is to support individual religious development within a safe and caring environment. The committee focuses primarily on the church school for children and youth.

The CYRE Committee works with and supports the Director of Religious Exploration (DRE). The committee is responsible for recruiting and hiring the DRE. Each year the committee prepares the Religious Exploration budget, selects curricula for each age group, and recruits capable, caring teachers for the church school, and leaders for the youth group. The nursery is also a part of the committee's responsibilities.

The CYRE Committee is supported by a dedicated group of teachers who work with the children and youth, while the adults are attending the church service. Providing religious education for our children has always been a high priority for our church. The teachers, the DRE, and this committee make this possible.

- **Church Services Committee**

This committee is responsible for planning, organizing and coordinating Sunday Services and Programs. This committee works closely with the Minister, Choir Director, and the Director of Religious Education. The committee is also responsible

for organizing and planning "lay-led" (volunteer-led) Sunday Services and other programs to participate, and follow some presentations with open discussion. Come and participate! You are welcome to attend any meeting of the Sunday Services Committee to present your ideas and suggestions. Your input is valued and is part of the Unitarian tradition. Other ways you can contribute might include: singing with the UUphonia choir which sings about twice a month or the multi-generational choir which practices for three Sunday mornings in a row, then performs; offering to do readings; suggesting service and sermon topics. You can also organize and lead a service by yourself, or with a group.

Some of the activities that the committee oversees include: Ambiance, Bookstall, Music Coordination, and **Sound System** and **Audio-visual System**. The committee works closely with the Minister and the Music Director. Technology buffs are most welcome to join the groups who manage and support the Sound and A/V systems!

- **Communications**

This is not a formal committee, but an umbrella grouping of those involved in communication within and outside the church. Included are the editors of the Quest monthly newsletter, the church website, the weekly Enews, and the quotes in the thought bubbles on the east side of the church.

- **Council of Committees**

This committee consists of the chairs of all committees and meets every second month. It was set up to ensure good communication between the various committees. The Vice-President is automatically the chair of this Council.

- **Endowment Trust**

This committee manages the investments in the Unitarian Church of Calgary's Endowment Trust Fund. There are four trustees who are elected. The church Treasurer is part of this committee.

- **Finance Committee**

This committee deals with all financial matters related to our congregation, as well as technical support for computers and office equipment. In some matters it makes decisions, in others it makes recommendations to the Board of Trustees. Its responsibilities include monthly reviews of the church financial statements; oversight of computers and office equipment, drawing up the annual budget; and providing advice and support to the Treasurer, who is also a member of this committee. This committee normally meets once a month.

- **Green Sanctuary Committee**

This program is unique in our denomination and in this Congregation. It provides a framework for us to try and live our lives in ways as expressed in our 7th Principle.

It provides a series of goals and a range of activity areas to attain them. It is not just focused on tangible sustainable life styles but also considers spiritual aspects. The committee sponsors our community garden, and presents film nights and speakers relating to environmental and gardening topics.

- **History and Archives Committee**

This team ensures that a continuing record of church history is maintained. All church material of historical relevance is assembled and filed by the archivist. It is available for reference in the church during a minimum 5-year period and then is stored permanently in the Glenbow Museum Archives. Any additional records about our members and the church, such as photographs and news clippings, are labeled and preserved.

- **Lay Chaplaincy Committee**

The purpose of this committee is to interview potential candidates, and then, to appoint (with Board approval), assist, and support our UCC Lay Chaplains.

This committee also provides information for the general public in Calgary and area and specific agencies (eg: funeral homes), about the service provided by UCC Lay Chaplains. This is done to a small degree by advertising, some brochures, but mostly by word of mouth.

- **Membership Committee**

This committee works to promote the shared ministry of the Church, member to member, throughout the Calgary Unitarian Church community and encourage all our members to participate fully in the life of the Church. We welcome newcomers to the church and provide a path to follow to become members should they wish it. We encourage membership growth, both in numbers of members and in connection of members to our community. The committee meets monthly.

- **Music Committee**

The Music Committee supports the Music Director in producing three or four fundraising concerts each church year. Past events have included choir concerts, jazz evenings with cash bar and refreshments, afternoon chamber music recitals, and silent movie nights with live accompaniment and hot popcorn. Tasks include ticket management, advertising, volunteer coordination, and reception coordination.

- **Nominating Committee**

This committee prepares the slate of candidates for the elected positions as outlined in the Bylaws (appendix). The committee consists of 4 members who are elected to two-year terms. Two of the terms overlap each year.

- **Physical Plant (Property) Committee**

The Physical Plant Committee is responsible for the maintenance, and security of church property. We interact with the Board of Trustees, other committees and individuals to design and implement improvements initiated by ourselves or others, in an environment that encourages each member to learn new skills, exercise existing ones and contribute to the wellbeing of the larger church body.

- **Committee on Shared Ministry**

This committee nurtures high quality shared ministry within the congregation. Shared ministry is the act of service that supports our congregation's principles and values. We serve to clarify expectation about shared ministry and to evaluate how we meet our goals for shared ministry. We also serve to counsel the minister, the congregation and its leaders about the status of our shared ministry. The congregation elects two members of the committee, two are appointed by the minister and the first four members select a fifth.

- **Social Justice Committee**

The Social Justice Committee is comprised of individuals and groups who support Unitarian Universalist Principles by nurturing social justice at the local, municipal, provincial, national and international levels. In collaboration with representatives of organizations that have similar goals, we promote social justice by meeting needs directly, by providing opportunities for members and friends of the congregation as well as members of the public to become better informed about issues, and by advocating for progress. We are always delighted to have assistance with existing projects, and we welcome new ideas.

- **Stewardship Committee**

This committee works primarily in a project mode, to run an annual fund-raising campaign to cover the operating expenses of the church. Specifically, they raise pledges for annual donations to the church, and members and friends are asked to pledge to the level they can afford, according to their own financial situations. Currently the pledge campaign is run in the spring, asking for pledges to cover the following church fiscal year, which runs from August 1 to July 31.

- **SWEET Leadership Team**

Each of the five geographically organized SWEET teams has a Lead and a Communicator who ensure the members of the team get to know one another, and know how to sign up for their tasks and follow through during that team's month to carry out the Sunday morning tasks. There is also a SWEET coordinator who does overall coordination among the SWEET teams.

Links to Unitarian Universalist Organizations

Canadian Unitarian Council (CUC)

Unitarian Universalist congregations in Canada belong to this association.

CUC @ Centre for Social Innovation

400-215 Spadina Ave

Toronto, ON M5T 2C7.

(416) 489-4121

email info@cuc.ca

website cuc.ca

International Council of Unitarians and Universalists (ICUU)

The ICUU consists of member denominations all over the world, from Africa to the Philippines to the Americas. It has promoted the growth of Unitarian-Universalism in Africa. We are connected to this organization, and contribute to its support, through the CUC. There are international conferences held every second year, hosted by different countries. As a Member, you too could attend one of these conferences! In July 2016, one Member of our congregation (John Michell) will begin serving as Treasurer of the ICUU for the next two years.

Website icuu.info

Unitarian Universalist Association (UUA)

UU organization for USA, which also provides support for all North American ministers, and is an excellent resource for UU information, readings, UU course curricula, books, their publication UU World, and internet chat groups on many UU topics.

Website uua.org

General Assembly of Unitarian & Free Christian Churches (Britain)

Website unitarian.org.uk

CUSJ – Canadian Unitarians for Social Justice

An across-Canada organization for social and environmental justice-oriented UU's.

Website cuc.ca/links/cusj.htm

UU-UNO – Unitarian Universalist United Nations Office

Our UU voice at the United Nations, working for human rights internationally.

Website uu-uno.org

IARF – International Association for Religious Freedom

The CUC has an affiliation with this worldwide organization. Website iarf.net

Other UU Churches In Alberta

(Note: meeting times & places might be subject to change)

- **Unitarian Church of Edmonton**
10804 119 Street NW
Edmonton, AB T5H 3P2
Phone: (780) 454-8073
E-mail: chadmin@uce.ca
Website: <http://www.uce.ca>
Meets Sundays 10:30 AM.
- **Westwood Unitarian Congregation**
11135 - 65th Avenue, Edmonton, AB T6H 1W3
Phone: (780) 434-5819
E-mail: info@westwoodunitarian.ca
Website: <http://www.westwoodunitarian.ca>
Meets Sundays 10:30 AM
- **Unitarian Universalist Fellowship of Lethbridge**
Nord-Bridge Seniors Centre
1904 13th Avenue North, Lethbridge
(enter at the South Side by the wheelchair ramp)
Phone: 403-328-7070
E-mail: gleclair@telusplanet.net
Mailing Address:
Box 285; Lethbridge, AB; T1J 3Y7
Services on the 2nd and 4th Sunday of each month, 10:30 AM
- **Unitarian Fellowship of Red Deer**
Box 245, Red Deer, AB T4N 5E8
Phone: 403-346-5943 Sunday services 10:30 AM at
The Cronquist House at Bower Ponds.

Regional UU Camps and Retreat Centres

There are UU camps and retreat centres in BC, Ontario and the US. See www.unicampofontario.ca. For the many UU Camps and Retreat Centres in the US, check links from <http://www.uua.org>. The Unitarian Wilderness Camp in BC is located on Kootenay Lake.

Publication Resources

- Beacon Press is a Boston publisher of many UU books.
- CUC Publications Catalog also lists books published in Canada that are not otherwise available from UUA Bookstore or Beacon Press.
- The UUA Bookstore has a catalog of books. Go online at www.uua.org.
- The UU World, magazine of the Unitarian Universalist Association, published six times a year may be ordered as well. Subscription forms available online. The UUA website www.uua.org has an electronic version of the World magazine (left side of page-what's new)