



*As a Unitarian Universalist  
congregation, our mission is to  
create a spiritual community that  
inspires growth, seeks knowledge,  
accepts differences and deepens  
compassion to build a just world.*

# Member Handbook

Unitarian Universalist Congregation  
of Fort Wayne, Indiana

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Fort Wayne, IN 46807

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## **Handbook Organization**

- Our Congregation
- Our Mission and Our Principles
- Covenants
- Committees and Responsibilities
- Church Organization
- How Things Happen
- Where Things Are
- Other Sources of Information

## OUR CONGREGATION

In 1939 the founders of what is now known as the Unitarian Universalist Congregation of Fort Wayne sought to bring the principles of liberal religion to the city and surrounding communities. In the intervening years, we have grown from the original 27 charter members to a membership of over 125.

We offer a warm, open, and inclusive religious community where people can meet in their search for answers to the big questions in life. We seek to enrich our lives and our spirits by joining together for worship, social action and service, celebration, friendship and support.

In June of 1997, we became a Welcoming Congregation. The Welcoming Congregation Program is a voluntary program developed by the Unitarian Universalist Association in 1989 for congregations seeking to be inclusive toward gay, lesbian, bisexual, and transgender (GLBT) people. It is in keeping with Unitarian Universalist's First Principle: "*We covenant to affirm and promote the inherent worth and dignity of all persons*", we believe that it is essential to

welcome, affirm, and support GLBT people.

Regardless of the identities that our culture offers you to fit into:

race, age, ability, gender, ethnicity, marital status, or religious background  
you are welcome to join and celebrate in our quest for truth and meaning.

## **Our Typical Sunday**

**Worship** begins at 11:00 AM. We join together on Sunday mornings, and some evenings throughout the year, for about an hour to an hour and fifteen minutes. Our worship includes story, song, and sharing. While our Minister typically leads our worship, several times throughout the year, our Worship Committee coordinates guests and lay leaders to lead our Sunday worship. A social hour follows and all are invited to join in and get to know one another.

**Adult Religious Education** Classes and programs for adults are offered at a variety of times throughout the week. All are welcome to participate. Information regarding these sessions can be found on our website, in the newsletter, and the Sunday

## **Other Sources of Information**

### **1. Website: [uufortwayne.org](http://uufortwayne.org)**

- Policies
- Bylaws
- Congregational history
- Newsletters which always include committee chairpersons, staff, board officers and members

### **2. Directory**

- Names, addresses, e-mail addresses, phone numbers of members and friends
- Board members and officers
- Staff

## **Storage Room #2**

*(by the Wellspring collection cart)*

Coffee servers	2 Servers to be used ONLY for cider
Projector Screen	Projector Stand
Floor Vases (Other Table Vases are in the kitchen)	Small Table Vases
Candle Holders	Punch Sets
White Wine Glasses (Red Wine Glasses are in the kitchen)	
Additional Coffee	Music on Old Mill Boxes
Candles	Baskets

## **Library #3**

Notepaper	2 Empty Drawers for committee use
Tea Lights	Raffle Tickets
Old Issues of nUUz	Gallery Material

## **Storage Room #4**

*(next to "choir" room)*

Old Files	Furnaces
RE Books	Junk!!

Order of Service. Generally, there are no costs unless specific materials need to be purchased and childcare is provided for participants who make their needs known in advance.

## **Children & Youth Religious**

**Education** Our children and youth begin their Sunday mornings with all of us in Worship at 11 AM. About 20 minutes into our worship time together, following our Time for All Ages, we sing a Children's blessing as our children and youth, with their RE teachers, leave for their program. They remain in class until 12:15 PM. Parents for children in 5<sup>th</sup> grade and younger are required to pick up their children from their classroom. Once a month, our Minister, in collaboration with the Director of Religious Education, leads a complete Multigenerational Worship service. The worship offerings are opportunities for participation of the multiple generations representing our Beloved Community; the services are often filled with drama, music, and hands on activities in our Sanctuary.

A coordinated curriculum is used and lessons are planned by the Religious Education teachers to reflect the plan for

each year. Our children learn about Unitarian Universalism and our principles, as well as about other sources we may use in worship.

**Nursery** Two Nursery Care Providers are present every Sunday and at special events to provide care for infants through children under four years old during the church service from 10:45 AM through 12:15 PM.

## **OUR MISSION**

As a Unitarian Universalist congregation, our mission is to create a spiritual community that inspires growth, seeks knowledge, accepts differences and deepens compassion to build a just world.

## **Unitarian Universalist Principles**

There are seven principles that congregations of the Unitarian Universalist Association 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

Suite. It also includes the copier, volunteer computer, mail slots for the Congregation's Officers, Committees, and Staff.

## **The Choir Room**

The Director of Music currently does not have an office, however the Choir Room serves as the center of information for the UUCFW music program.

## **Where Things Are**

This listing is provided to help you locate needed items in a timely manner.

### **Storage Room #1**

*(by the restrooms)*

Furnace                      Bucket and mops

Vacuums                      Ladder

Seasonal supplies, such as Christmas decorations

will be posted.

## **Childcare Requests**

If you would like the church to arrange for childcare for an event, please contact the Congregational Administrator at least 2 weeks in advance, with the exact timing and how many children are expected.

## **Budget Reports & Inquiries**

Please contact the chair of the Finance Committee.

## **Membership Directory**

Copies of the current directory are available from our Congregational Administrator.

*Email and hard copies are available.*

## **The Administrative Suite**

Staff offices for the Minister, Congregational Administrator, and the Director of Religious Education are located in the Administrative

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.

Unitarian Universalism also 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.

These principles and sources are the shared values that bind us together in our religious community.

## **COVENANTS**

**Covenant** is a deep, abiding promise between equals to partner with each other and that which is bigger than ourselves to work for a just and loving world. Covenant is a foundational part of our congregation. Where creeds or doctrines hold other faiths together, we are held together by our promises to walk with one another on our quests for truth and meaning.

UUCFW creates a variety of covenants. Those listed here are among staff, members of our Board of Trustees, with our Minister and Minister Emerita, and with all who gather for worship on Sunday.

Our Congregation's Covenant, primarily

Do not hand staff large amounts of cash during coffee hour and expect them to remember what to do with it.

**Bylaws and Policies. Available on our website and in the Library.**

## **Announcements.**

Deadline for printed announcement in Order of Worship: Wed. at 11 AM. Please email to the Congregational Administrator at [uufortwayne@frontier.com](mailto:uufortwayne@frontier.com).

At this time, announcements during Sunday worship are at the discretion of the Minister and/or Worship Leader. If you are requesting an announcement be made on Sunday morning during worship, please provide it in writing directly to the Minister and/or Worship Leader no later than 10:45 AM.

## **Church Office Hours**

Sunday through Thursday, 9 AM – 1 PM. Office Hours may vary. Changes



## **Key Codes**

Our system is a keyless entry, although keys to individual rooms are still needed. Please see the Congregational Administrator to receive a key code. Each key code is unique and copying or loaning church keys and codes to others after you have borrowed one is prohibited. *Return inside key when requested to do so by the Congregational Administrator.*

## **Reimbursement Requests**

Please make requests for reimbursement from your budget line by completing a payment request form and attaching the original receipt. Five business days' notice is required.

## **Special Events Collections**

When you have money to turn in to the office, complete a Cash-in Envelope. On it you will place the reason for the collection; which committee raised it; the amount; and the date. Place the cash inside the envelope and give it to the Congregational Administrator (or slide it under their door).

used in worship:

***Love is the spirit of this church  
And service is our law.  
To dwell together in peace,  
To seek the truth in love,  
And to help one another: This is our  
covenant.***

# UUCFW Board of Trustees

## Behavioral Covenant

Finalized May 2013

### 1. Respect

- We will treat our work, and one another, with respect.
- We will assume the beneficial intent of speakers and a common motivation for a beneficial outcome.
- We will use our best efforts to fulfill our commitments to accomplish the projects and activities of the Board.

### 2. Focus on Issues

- We will focus on issues and behavior, not on people.
- We will focus on the substance of the message, not on the nature or the character of the messenger.

### 3. First Person

- We will not repeat hearsay and rumor.
- We will describe our own experience using the word “I,” not using words such as “everyone” or “they.”

**Phones.** Located in Kitchen, Admin Suite, and RE Bridge area. **Office phones are for church business *only*.**

## Supplies and Equipment

***Supplies*** Request supplies in advance. Youth Religious Education (YRE) supplies are not available for adult meetings.

***Storage*** Arrange storage for committee stuff with the Congregational Administrator.

***Easels*** Reserve easels in advance with the Congregational Administrator.

***Overhead Projector, Video Projector & Screens.*** Available for church events and must be reserved and signed out with the Congregational Administrator.

Please don't move TVs or VCRs off their carts unless you are willing to put them back and don't rearrange the cords connecting electronic equipment.

***Mailboxes (a.k.a. Hanging Wall Files)***

Provided in the Library for many committee chairs and Staff. **Check frequently.** Use mailboxes for communication, not storage.

posted by all phones. Be sure you are safe and then call the Minister, **739-3043**.

If there is a big building problem that is not an emergency, call **Danny Swim at 260-238-4539**.

*The Minister and the President of the Congregation will be contacted by a member of Building & Grounds.*

## **Kitchen Use**

**Always reserve** the kitchen before use.

**Clean-up** your own mess: Wash, dry, and put away all dishes. See posted Kitchen Guidelines for further information located in the Kitchen.

**Do not leave leftover food** in the kitchen or the refrigerators. **It will be discarded if it is not marked appropriately.**

You may use church coffee and paper products if a modest amount is required for your meeting.

Please return all dishes used in other rooms to the kitchen immediately after use.

## **4. Transparency**

- We will share information fully, so that everyone has the information s/he needs.
- We will not hold our comments, sharing with only those who agree with us.
- We do not assume confidentiality, but we will invoke it when necessary.

## **5. Decision-Making**

- We will let one another become informed and be heard before we reach a decision.
- We will avoid making decisions via email.

## **6. Disagreement**

- We will expect disagreement: it is a natural part of group decision making.
- Although disagreement can be uncomfortable, it shows passion and caring and can also be the basis for the most positive outcomes.
- Although we may not agree fully with every decision, we will strive for consensus and speak with one voice as the Board to the congregation.
- We will each take responsibility for being authentic in our feelings, and when we experience disagreement or tension, we will address it in a timely and

constructive manner.

## **7. Accountability**

- Between meetings, we will read emails and respond (if needed) and return phone calls in a timely manner.
- We will come to meetings prepared, reading supportive materials and reports before meetings.
- We will check in with our departments/committees we are liaison to.

**Unscheduled Meetings.** Not advisable. See “room reservations” above.

**Secure All Doors.** Every group that uses the building is asked to secure all exterior doors after the meeting has ended, even if another group is still meeting. “Someone else” is not going to take care of this for you.

**Clean-Up.** Clean-up your own mess immediately after your meeting or event.

**Saturday Nights.** Saturday night use of any room in the building requires your group to do Sunday set-up and especially vigilant clean-up. Drawing or instructions about set-up will be provided.

## **Emergency**

If there is a building emergency, call the appropriate emergency service, i.e., fire department or police department,

## Copying

- The church copier is available for you or your committee members to do copying for your committee work.

## Consulting

- To consult with the Congregational Administrator for longer than a couple of minutes, please make an appointment, by emailing [uufortwayne@frontier.com](mailto:uufortwayne@frontier.com)

## Facilities Use

**Rentals** - Our facility is available for use by members and the community. Use may include weddings, parties, memorial services, community events, meetings, educational events. Interested persons should contact the Congregational Administrator, to determine the availability and fees, if any.

**Room Reservations.** Reserve meeting space with the Congregational Administrator in advance.

## Covenant between the Rev. Misty-Dawn Shelly, Minister at the Unitarian Universalist Congregation of Fort Wayne and the Rev. Dr. Laurie Proctor, Minister Emerita of the UUCFW

Affirmed Sunday, September 30, 2012

Recognizing that the relationship between a congregation and its minister is unique, and recognizing that the relationship between a congregation and its minister emerita is unique, we covenant together to the following:

We, being members of the UUMA and colleagues in ministry, will abide by our UUMA guidelines and Code of Professional Practice. We firmly believe that this vocational commitment will strengthen our relationship and support the well being of this congregation. In the knowledge that communication is essential in cultivating a culture of mutual respect and caring, Rev. Shelly and Dr. Proctor will be open to conversations regarding participation of the

Minister Emerita in the life of the congregation, as opportunities arise.

As Minister Emerita, I understand my relationship to the congregation and Rev. Shelly to be one of mutual honor, respect, and caring. I will, therefore, continue to be faithful to the letter and spirit of the Code of Professional Practice and Guidelines of the Unitarian Universalist Ministers Association. In all my interactions with the congregation, I will honor the call of Rev. Shelly. Therefore, I will only perform ministerial services at the invitation of Rev. Shelly, and will not invite from, nor offer advice or criticism of her ministry to members of the congregation.

As Minister, I understand that my relationship to the congregation and Dr. Proctor to be one of mutual honor, respect, and caring. I will, therefore, continue to be faithful to the letter and spirit of the Code of Professional Practice and Guidelines of the Unitarian Universalist Ministers Association. In all my interactions with the congregation, I will honor the role of Minister Emerita given to Laurie in recognition of the 12 years she served our

## How Things Happen Here

### Newsletter, *The nUUz*

- Deadline: 11 AM on the 20<sup>th</sup> of every month.
- Published on the last Sunday of every month. Articles received after the deadline will appear in the next issue, if timely.
- Submit articles in writing or electronically. Be brief. The Congregational Administrator edits for grammar and formatting.
- Email is preferred. Send articles to: [uufortwayne@frontier.com](mailto:uufortwayne@frontier.com)
- Flyers, brochures, and special newsletters
- *Please do your own typing; we can help with formatting.*

### Website

- Questions pertaining to the church's website can be answered by the Congregational Administrator at [uufortwayne@frontier.com](mailto:uufortwayne@frontier.com). The Congregational Administrator is responsible for changes to the website.

## How and When to Contact the Minister

The Minister holds regular office hours which are included in the Order of Worship and the newsletter. It is best to call or email the Minister to set up an appointment during these office hours or at a more convenient time for you.

You are encouraged to contact the Minister in the event of a pastoral emergency; if you wish to make an appointment for a pastoral visit; if you would like to plan a rite of passage: weddings, child dedications, memorial services, etc.; if you want to get to know the Minister; and to learn about Unitarian Universalism and UUCFW.

UU ministry here at UUCFW. I also recognize Laurie as congregant and not simply colleague, which extends an invitation to her to engage in congregational life which may feed her spirit and care for her soul. As stated previously, this engagement will be guided by conversations which Laurie and I will have as necessary.

We, the members of UUCFW, understand that as Minister Emerita, Dr. Proctor, shall have no responsibility in the professional leadership of the congregation. Dr. Proctor is a member of our congregation. We will honor this by not requesting that she perform ministerial services. We will instead look to our minister, Rev. Shelly, for such services. Should Dr. Proctor, at the request of Rev. Shelly, agree to perform such services, it is understood that she will be compensated either by the congregation or the individual making the request, according to the scale of fees established by the Unitarian Universalist Ministers Association.

## UUCFW Staff Covenant

Last affirmed on March 21, 2013

We, the staff of the Unitarian Universalist Congregation of Fort Wayne, value the following aspects of our working relationship:

- Respect and Cooperation
- Authenticity: the ability to bring our whole selves to work
- A shared goal of a healthy, well-functioning congregation
- Clear and timely communication, using a variety of media as necessary
- A spirit of joy and of fun in our working together

In an effort to grow and nurture our shared ministries, we promise to:

- Empower and support one another
- Respect individual boundaries, and those of our roles: sensitive information will not be shared or used inappropriately
- Avoid triangles in communicating with the congregation
- Make room for each other's questions and concerns, offering validation whenever possible

## Committees and Responsibilities

As required by the bylaws, the Board of Trustees appoints the following standing committees: Committee on Ministry, Finance Committee, and Endowment Committee. Other standing and temporary committees will be initiated as needed. Committees provide monthly reports to the Board.

Quarterly gatherings of all committee chairpersons are convened by the Congregational Vice President. This is an opportunity for lay leaders to support one another, exchange ideas, and provide updates on their contributions to the shared ministry of UUCFW.

Committees and their chairpersons may be found on the back page of the newsletter and on our church website. Membership is open and all are welcome to participate.