

The Steps to Starting a Group, Project, or Activity at UU Fort Wayne

1. **Have an idea!** Ideas are not limited to social justice initiatives. Ideas may be hosting an open community meal, a Tai Chi group, a monthly book club about the UUA Common Read.
2. **Make an appointment** to speak with Rev. Shelly about your idea.
 - a. Please come prepared with the specific outcome you are hoping to achieve with this group/project/activity. Write up a short (2-3 sentences) summary about your group/project/activity.
 - b. At this meeting, Rev. Shelly will provide and review with you instructions for the group application form
3. **Within a week** of receiving affirmation to pursue your idea:
 - a. Set a date/time to share your idea with the congregation using one of the gathering spaces. This is scheduled with Kirsten, our Administrator.
 - b. Publicize the short summary of the group/project/activity that you used for meeting with Rev. Shelly, in the order of worship, the weekly electronic email, and our church's Facebook page. These are submitted to Kirsten, our Administrator by Wednesday at 12noon.
 - c. You will want to make a verbal announcement in the social hall or ask the Worship Associate to direct people's attention to the announcement in the order of worship.
4. **Within a month** from meeting with Rev. Shelly
 - a. Once you meet and have a total of 5 people [4 + you] willing to be on the organizing team of this group/project/activity; and together, you identified each role or responsibility each person will have. Complete the Application Form that Rev. Shelly provided to you. It can also be found on the website, under Get Involved.
 - b. Submit completed form to the Vice President, who will review the form and give final approval to continue to move forward.
5. **Once the group/project/activity is complete**, please gather your organizing team for a wrap-up session. Then communicate your successes and challenges with the Minister and/or the Vice President. You may do this by an in-person appointment, telephone, or email.