

UUV

MASTER SCHEDULE

Updated 11/1/20

* - Identified in Long Range Plan

MONTH	BOARD	PROGRAM	FINANCE / TREASURER	EVENTS	MEMBERSHIP	BUILDING / SECURITY	SOCIAL JUSTICE	COMMUNICATIONS
JUL	<ul style="list-style-type: none"> • Appoint Financial Review team • Past Presidents council – Initiate • VP -Coordinate LRP review with new Committee Chairs • Review Org Chart – Powerpoint • Initiate review / confirmation of Master schedule 	<ul style="list-style-type: none"> • UU Heritage theme 	<ul style="list-style-type: none"> • Bank account updating for new officers • Committee Meeting • Review Annual Building Improvement Plan with Building, Safety & Security • Determine Service Auction timing 	<ul style="list-style-type: none"> • Establish schedule of events for year • Recruit members • Determine coordinators of Interest Groups and Hospitality Committee 		<ul style="list-style-type: none"> • Review & update annual building improvement plan with Treasurer, Finance Chair, Safety & Security* • Update Hughco Security with new contacts • FIRE ALARM SYSTEM TEST – coordinate with Hughco, then advise HSV Fire once complete 		<ul style="list-style-type: none"> • Review Committee Policy and Procedures as indicated • Review UUV brochures and make revisions as need
AUG	<ul style="list-style-type: none"> • VP – identify candidates for Leadership Training Series • VP – Review Contact list / Committee Chairs for accuracy 	<ul style="list-style-type: none"> • UU Heritage theme • Qtrly – Congregation reading of Covenant of Good Relations* 						

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SEPT	<ul style="list-style-type: none"> Meg Koziar award recipients identified VP – Review Website and New member materials for congruency and accuracy 	<ul style="list-style-type: none"> Water Ceremony My UU Journey (2 speakers 2x year)* 		<ul style="list-style-type: none"> First event of Season 				
OCT	<ul style="list-style-type: none"> Review/approval of Committee policies 	<ul style="list-style-type: none"> Annual Safety/Security review with Congregation * Education – Articulating your UU Faith (2x year)* 			<ul style="list-style-type: none"> New member orientation Skills, interest survey* 	<ul style="list-style-type: none"> Smoke Detector Check – visual review for flashing UUVC clean up day 	<ul style="list-style-type: none"> Appoint a member to coordinate Christmas basket project Plan and appoint a member to head up Guest at your Table. 	
NOV	<ul style="list-style-type: none"> LRP report at Board Meeting 	<ul style="list-style-type: none"> Meg Koziar Award - Thanksgiving service Qtrly – Congregation reading of Covenant of Good Relations* LRP Status by 1st of month to LRP Committee 	<ul style="list-style-type: none"> Deadline for Financial Review team report LRP Status by 1st of month to LRP for Board meeting 	<ul style="list-style-type: none"> Thanksgiving Dinner LRP Status by 1st of month to LRP Committee for Board meeting 	<ul style="list-style-type: none"> New member ceremony LRP Status by 1st of month to LRP Committee for Board meeting 	<ul style="list-style-type: none"> LRP Status by 1st of month to LRP Committee for Board meeting Test Exit signs and emergency Lights prior to HSV Fire inspection HVAC system check 		

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		for Board meeting						
DEC	<ul style="list-style-type: none"> Holiday bonus review Nominating committee – VP identifies members 	<ul style="list-style-type: none"> New member Installation Illuminations Christmas Eve service 	<ul style="list-style-type: none"> Committee Meeting - Identify Services Auction coordinator (even fiscal years) 	<ul style="list-style-type: none"> Christmas Eve Soup Supper 		<ul style="list-style-type: none"> HSV Fire Inspection 		
JAN	<ul style="list-style-type: none"> Review UUA annual certification Approve Nominating Committee members Request Review of all UUVC communication documentation – web site, new member info* 	<ul style="list-style-type: none"> 1st Sunday – Two Cookie Communion 3rd Sunday Remembrance and Renewal ceremony – M. Rustin poem “flow of hope”...pebbles in bowl – Memorial Garden /Columbarium info My UU Journey (2 speakers 2x year)* 			<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Correct any deficiencies found by HSV Fire’s December inspection, file inspection report in Office FIRE ALARM SYSTEM TEST – coordinate with Hughco, then advise HSV Fire once complete Review & update annual building improvement 	<ul style="list-style-type: none"> Plan Social Justice Sunday Service – last insight in March 	<ul style="list-style-type: none"> Reset web password; send out notification to Members Re-order brochures if needed

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						plan with Treasurer, Finance Chair, Safety & Security*		
FEB	<ul style="list-style-type: none"> • UUA Cert due • LRP update to Board • Welcoming Congregation recertification for May renewal 	<ul style="list-style-type: none"> • Black History month • Qtrly – Congregation reading of Covenant of Good Relations* • Education – Articulating your UU Faith (2x year)* 	<ul style="list-style-type: none"> • Committee Meeting – Pledge Team • Compensation increases review 			<ul style="list-style-type: none"> • Coordinate / Book Red Cross CPR/AED class for feb/mar/apr put out sign up sheets 		<ul style="list-style-type: none"> • Plan and begin for outside promotions for the year (i.e. performing arts programs and ads)
MAR	<ul style="list-style-type: none"> • Review bylaws for amendments • Compensation increases review • Nominating Committee - candidate identification 	<ul style="list-style-type: none"> • Women’s History - Gender Justice* • Social Justice Sunday – 2nd Insight • Insight – Reproductive Justice* 	<ul style="list-style-type: none"> • Committee Meeting • Budget Review prior to Board review 		<ul style="list-style-type: none"> • Friends Gathering (March or April) 	<ul style="list-style-type: none"> • HVAC system check • Lawn Service contract renewal 	<ul style="list-style-type: none"> • Social Justice Sunday • Voting Project / election years – 	<ul style="list-style-type: none"> • Begin promoting fund-raising auction (even fiscal years)
APR	<ul style="list-style-type: none"> • Notice of Annual Meeting • Annual Meeting 	<ul style="list-style-type: none"> • Earth Day / Green focus* • 1st or 3rd Sunday Annual Meeting – 		<ul style="list-style-type: none"> • Services Auction (even fiscal years) 		<ul style="list-style-type: none"> • UUVC Clean Up day • Smoke Detector Check – 		<ul style="list-style-type: none"> • Promote Flower ceremony coming in May

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	<ul style="list-style-type: none"> Budget Approval GA attendee(s) request Initiate search for new members for ministerial committee Request Special Committee Reports 	<p>Election of Officers, Bylaws Amendments , Budget</p>				<p>visual review for flashing</p> <ul style="list-style-type: none"> Book Fire Extinguisher Annual Inspection 		
MAY	<ul style="list-style-type: none"> LRP Report at Board Meeting Request Committee Chairs to appoint Vice Chairs VP – Request Committee to review their Policies and Practices Review Special Committee Reports 	<ul style="list-style-type: none"> 1st Sunday - Flower ceremony 3rd Sunday – Pledge Presentation Qtrly – Congregation reading of Covenant of Good Relations* LRP Status by 1st of month to LRP Committee 	<ul style="list-style-type: none"> Initiate any new contracts for music director, pianist, cleaning service LRP Status by 1st of month to LRP Committee 	<ul style="list-style-type: none"> LRP Status by 1st of month to LRP Committee 	<ul style="list-style-type: none"> New Member Orientation LRP Status by 1st of month to LRP Committee 	<ul style="list-style-type: none"> LRP Status by 1st of month to LRP Committee Test Exit signs and emergency Lights prior to HSV Fire inspection 	<ul style="list-style-type: none"> LRP Status by 1st of month to LRP Committee 	<ul style="list-style-type: none"> Reminder of water ceremony in September- collect water over summer LRP status by 1st of month to LRP Committee
JUN	<ul style="list-style-type: none"> VP-Review Committee final versions of Policy and Practices. 	<ul style="list-style-type: none"> Pride Month- LGBTQ focus Seven Principles – What is UU* 	<ul style="list-style-type: none"> Contract sign off, update monthly payments 	<ul style="list-style-type: none"> New member luncheon 	<ul style="list-style-type: none"> New member installation 	<ul style="list-style-type: none"> Cleaning contract 	<ul style="list-style-type: none"> Share the Plate decision for next fiscal year 	<ul style="list-style-type: none"> Reminder of water ceremony in September – collect

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	<ul style="list-style-type: none"> • Appoint Meg Koziar Award nomination team • Plan Board Retreat 	<ul style="list-style-type: none"> • New member installation 	<p>on banking site.</p>		<ul style="list-style-type: none"> • New member Luncheon • Review of member list for status updates 		<ul style="list-style-type: none"> – decide on organizations, assign each month to a committee member • UUSC Sunday – review ongoing volunteer work @ Jackson House Lunches, Jackson House Thrift Store, Langston Reading • Plan for special insights for year – LGBTQ month, Black History Month 	<p>water over summer</p>

TASKS DONE EVERY MONTH AND/OR WEEK

OFFICE	SECRETARY	COMMUNICATIONS	MEMBERSHIP	EVENTS	BUILDING / SECURITY	FINANCE	SOCIAL JUSTICE	PROGRAMS /MUSIC
<ul style="list-style-type: none"> • Weekly - E-blasts - Weekly • Weekly – Print Order of Service • Weekly – Email Treat Volunteers • Weekly – Treat / Quote Frames updated – weekly • Weekly – Sanctuary Donation Envelopes – check and resupply • Monthly – review supplies • Maintain the online Calendar • Post Calendar on Board 	<ul style="list-style-type: none"> • Notice of Board meetings • Transcription and Mailing of Board Minutes • Inclusion of monthly schedule review at Board meeting. 	<ul style="list-style-type: none"> • Voice Article • Website updating • John’s Blog • Weekly announcements on Community Hall screen • Voice Ad and Neighbors section • Monthly Newsletter 	<ul style="list-style-type: none"> • Weekly – Attendance count each Sunday • Weekly notice of attendance • Welcoming Tables staffed each Sunday, reminder to volunteer • Welcome letters & cards sent • Update photo gallery on website 	<ul style="list-style-type: none"> • Notify Building a week before event for set up needs • Maintain or purchase kitchen equipment as needed • Sunday coffee service – set up • Purchase food for planned events • Decorate and clean up after event • Communicate with community venues to plan outings • Communicate with congregation regarding upcoming event • Collect money for event and give to Treasurer 	<ul style="list-style-type: none"> • Maintain Building Use Schedule and post in Office • Trash Disposal – Monday night, bring in barrel Tuesday • Security staff for Sunday service • Security Sunday Service – take care of building lock up/lights • Sunday Set up – Community Hall w/IT • Sunday Set up for Sanctuary w/IT • Thermostat scheduling for events, services • Set up Sanctuary based on 	<ul style="list-style-type: none"> • Collectors for Sunday service • Counters for Sunday collection 	<ul style="list-style-type: none"> • Schedule Share the Plate speaker • Send Share the Plate donation to identified organization • Review any political, social justice emails, notices and new information that should be shared with the Congregation and send to Office for weekly eblast • Support representative to UU Cluster Group by helping them resolve any problems, questions or actions that need to be 	<ul style="list-style-type: none"> • Weekly - Communicate Sunday’s Sanctuary & Community • Hall set up needs to Building • Weekly – Request & confirm check for Insight Speaker <p>MUSIC –</p> <ul style="list-style-type: none"> • Music on Barcelona concerts – plan for the 5th Sunday. • Order choir music periodically • Schedule piano tuner twice a year

OFFICE	SECRETARY	COMMUNICATIONS	MEMBERSHIP	EVENTS	BUILDING / SECURITY	FINANCE	SOCIAL JUSTICE	PROGRAMS /MUSIC
					<ul style="list-style-type: none"> • Special Event set up as needed • Monitor thermostats by way of computer application • Monthly – review/order supplies • Monthly – check toilets • Monthly - test AED and record. Replace batteries every 5 years 		taken to further the ministry	

FUTURE –

Cluster meetings

Long Range Plan – new committee assignment in 2024 (current expires 2024)

Building Pledge Drive – Initiate new drive /committee July 2022 (current expires Nov 2022)