

Operations Policy

Using UUAA's Resources

This policy addresses when the congregation's resources may be used for events and activities, including the use of the building, access to email lists, and space in various communication channels (newsletter, bulletin, etc.). If the topic of the event/activity has been approved by a congregational vote (for example, support for sanctuary), then the organizers of the event/activity already have approval to use UUAA's resources.

UUAA reserves the right to deny use of congregational resources for any event/activity it deems inappropriate or to groups that have not followed building use guidelines in the past. This determination will be made on a case-by-case basis by the Assistant Minister for Operations, in consultation with the Senior Minister and the Administrator.

For details on use of the congregation's name, see *Operations Policy: Communications*.

For details on reserving space in the building or getting the word out about an event/activity, see *How to Get Things Done at UUAA*.

Questions for Discernment

These questions are provided as a guide to help groups determine whether a particular event/activity is appropriate for UUAA at this time; they are not meant to be used in a formulaic way. They will also inform the decisions made by the Assistant Minister for Operations, in consultation with the Senior Minister and Administrator.

Does this event/activity fit within UUAA's mission?

- Is the event/activity a particularly good manifestation of our congregation's core purpose in our current time and place? Does it serve what we are *uniquely* poised to do?
- Is there something specifically Unitarian Universalist about the event/activity being considered?
- What makes it a fit to be offered at a *UU congregation* — and UUAA specifically?

What meaningful impact will this have for those in our community and beyond?

- How will it deepen people's commitment to this congregation and/or our faith?
- What is the probable impact of the idea (number of people, depth of need, duration, secondary gains, etc.)? Is it "worth it"?

Is now the right time?

- Does the event/activity match the congregation's seasons, energy, capacity, or developmental stage?
- What is going on in the wider world? Does this speak to it?

Criteria for Approval

Once groups have discerned that an event/activity is appropriate for UUAA at this time, it enters the approval process.

Recognized congregational groups wishing to sponsor events/activities related to their group's purpose must follow the criteria in the *Operations Policy: Communications* to be approved.

An event/activity not sponsored by a recognized congregational group needs to be approved by the Assistant Minister for Operations, in consultation with the Senior Minister and the Administrator. If congregants are partnering with an outside nonprofit, that organization's mission must be consistent with UUAA's mission as well.

Groups that bring in speakers/panelists must have a vetting process in place to ensure that they are appropriate for the intended purpose. This includes the person proposing the event/activity filling out a *Speaker/Panelist Information Form*, which the group (or the Assistant Minister for Operations) then reviews. Contact the group's staff liaison or the Office Administrator for the form.

NOTE: If an approved event/activity requires a logo for publicity materials, the recognized congregational group should contact their staff liaison and request a version of the UUAA logo for the specific group.

These policies are subject to change without notice. Changes in policy must be approved by the Senior Minister or their designee.

Revision History		
DATE	DESCRIPTION OF REVISION	REVISED BY
September 17, 2019	Created policy, in consultation with the Social Justice Council, Board of Trustees, Shared Ministries Team, and Accessibility and Inclusion Ministry (May–June 2019)	Rev. L. Ulrich