

The Unitarian Universalist Church of the Lehigh Valley

The UUCLV User's Guide



2011-2012 Program Year

Unitarian Universalist Church of the Lehigh Valley
A Member of the Unitarian Universalist Association of Congregations
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UUCLV User's Guide 2011/12

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Mission Statement

*We, the members of the UUCLV,
In accordance with the UUA Principles and Purposes,
Set before ourselves the following mission:
To be a center for religious growth and challenge
To be open to all people
To promote freedom, justice and peace
To respect the earth and all living things,
And to be a nurturing community of mutual acceptance, respect and love.*

This book includes who does what, what's happening, what will happen, whom to contact about what, and how to get involved. It is impossible to include everything in this book— but we try.

New things are coming up all the time, so keep your eyes open and check the website, newsletter and E-News for late-breaking information.

Who's in Charge

The Congregation - All authority ultimately rests with the Congregation. That authority is exercised at the annual congregational meeting and/or special congregational meetings.

The Board of Trustees ("Board") - Our church is governed by a Board of Trustees nominated from our membership and elected by voting members at our annual congregational meeting, normally held in June. The complete bylaws of the congregation are available at:
www.uuclvpa.org/document_library/current-bylaws.pdf

The Program Council - Consists of the Vice-President of the church as Chair, the Chairs (or their delegates) of Committees, and Church professional staff, who are non-voting members. The Program Council promotes coordination, cooperation and communication between programs of committees and the Congregation.

The Committees - Standing committees have been established to help further the programs and activities of the church. They are empowered to carry out their designated activities. Committee chairs are nominated by the Nominating Committee and elected by the Congregation at the annual meeting.

The Minister - The minister has the primary responsibility for overseeing the conduct of worship within the church and the spiritual interests and affairs of the congregation. The minister shall have freedom of the pulpit as well as freedom to express his/her opinion outside the pulpit. The minister also supervises the church's professional staff.

The day to day work of the church is the responsibility of paid professional staff supported by committees and many dedicated volunteers.

Who is Who in the UUCLV

Professional Staff

Minister	Rev. Don Garrett	minister@uuclvpa.org 610-866-7652
Administrator	Kate Scuffle	uuclv@uuclvpa.org 610-866-7652
Lifespan Education Coordinator	Jansen Wendell	lec@uuclvpa.org 610-866-7652
Member/Volunteer Coordinator	Tara Stephenson	memvol@uuclvpa.org 610-866-7652
Music Director	Larry Lipkis	musicdirector@uuclvpa.org 610-861-1656
Office Volunteer	(Pending)	volunteer@uuclvpa.org 610-866-7652
Sexton	Bob Sclafani	sexton@uuclvpa.org 610-866-7652

2011-2012 Board of Trustees

President	Mark Albright	board@uuclvpa.org
Vice President – Program Council Chair	Marie Tweed	board@uuclvpa.org
Treasurer	Jan Phillips	*
Clerk	Pete Pellegrino	*
At-Large	Phil DePietro	*
	Hope Harrison	*
	Erica Hoelscher	*
	Deb Hunter	*
	Ira Lerner	*
	Sue Weber	*

* Personal email addresses are available in the church directory or the church office.

2011-2012 Committee/Sub Committee Chairs

Book Discussion	Don Berry, Pat Herring	bookdiscussion@uucvpa.org
Breakfast Forum	Dan Hazelton	forum@uucvpa.org
Building Use	Pat Herring	buildinguse@uucvpa.org
Christian Fellowship	Bill Bekkenhuis	adultre@uucvpa.org
Church Family	Janet Warren, Sue Phillips	churchfamily@uucvpa.org
Communications	Jane Benning	communications@uucvpa.org
Community Callers	Amy Miller Cohen	cc@uucvpa.org
Concert Series	Ilse Stoll Zinnes	concertseries@uucvpa.org
Covenant of UU Pagans (CUUPS)	Joanna Herren, Maggie Donchue	cuups@uucvpa.org
Denominational Affairs	Chris Davis, Henry Davis	denomaffairs@uucvpa.org
Finance	Bernie Bujowski	finance@uucvpa.org
Flowers for Sunday	Margo Dixon	sundayflowers@uucvpa.org
Friday Night Movie Madness	Frank and Judy Claps	movies@uucvpa.org
Green Committee	Ilse Stoll Zinnes	green@uucvpa.org
Greeters and Us hers (GURUs)	Joanna Herren	gurus@uucvpa.org
HAVEN	Pete Pellegrino, Ilse Stoll Zinnes	havenyouthgroup@hotmail.com
Heritage Society	Cease Blocker	heritage@uucvpa.org
Hospitality	Amy Miller Cohen	hospitality@uucvpa.org
Lifespan Religious Education	Jansen Wendell	lec@uucvpa.org
Adult Religious Education	Bill Bekkenhuis	adultre@uucvpa.org
Youth Religious Education (RE)	Robin Capoor	re@uucvpa.org
Long Range Planning	Cecilia Collura-Eberhard	lrp@uucvpa.org
Membership	Ilse Stoll Zinnes	membership@uucvpa.org
Men's Group	Tom Zimmerman	men@uucvpa.org
Ministry (Committee on)	Jean Davis	ministry@uucvpa.org
Music	Bob Cohen	music@uucvpa.org
Nominating Committee	Allen Zinnes	nominating@uucvpa.org
Personnel Committee	Michael Benning	personnel@uucvpa.org
Property	Phil DiPietro, Chris Culton	property@uucvpa.org
Service Auction	Dora Davenport, Ilse Zinnes	auction@uucvpa.org
Social Action	Gene Hunter	sac@uucvpa.org
Stewardship	Frank Claps	stewardship@uucvpa.org
Worship	Joanna Herren	worship@uucvpa.org
Young Adult Group	Serena Moser	ya@uucvpa.org

The Worship Connection

Greeters and Ushers (GURUs or Greeters and Ushers aRe Us)

Greeters - Every Sunday, you are greeted in the church lobby by smiling people who welcome you, invite visitors to fill out a name tag, and answer any questions that may come up prior to the service. To join this gregarious group, contact gurus@uuclvpa.org.

Ushers - greet people inside the sanctuary doors and hand out the Order of Service (OoS). They hand the microphone to visitors who might like to introduce themselves to the congregation prior to the service. Ushers are responsible for passing the collection baskets during the service. Funds go to support the congregation and its activities, as well as organizations in the community at large. Contact gurus@uuclvpa.org to be an usher for a day (or more).

Services

Services are held in the sanctuary every Sunday at 10:30am. In addition to our traditional services, you might experience one of the following:

Water Communion - This annual ingathering service, held in the early fall as the new church year begins, reminds us of the universal nature of water. Congregants bring water from their travels over the summer and share reflections about places they have visited.

Blessing of the Animals - This October service reminds us of the interdependent web of nature of which we are all a part. The animals who share our lives are important to us. Including them in this service helps us all to lift our joyful noise to the universe.

Christmas Eve Service - This is an evening service during which we celebrate the season with music, songs and candle lighting. Following the service, the congregation adjourns to the community room for holiday greetings, conversation, and treats, many of which are those rare once-a-year delicacies.

Flower Communion - This service was designed by Norbert Capek, who was persecuted by the Nazis for his religious views. We bring flowers and take home another flower to symbolize the importance of freedom of thought in religion. It takes place in June.

Bridging Ceremony - This service welcomes young adults who have completed the Religious Education program, as they go forth into the larger world of work and higher education as Young Unitarian Universalists.

Chalice Lighting

The ritual of lighting the chalice opens our worship service on Sunday mornings to bring the light of religious freedom and commitment together. Contact Rev. Don Garrett if you are interested in lighting the chalice.

Flower Donations

The flowers on the altar are a key component of the Sunday morning spiritual experience and a reminder of the interdependent web of all existence. If you would like to celebrate, honor, memorialize a person, event or topic with a floral contribution contact sundayflowers@uuclvpa.org.

Coffee Hour

Each Sunday following the service (except when there is a potluck), the congregation gathers in the community room for coffee or tea, conversation and goodies. For some this is the best part of the day. To help with Sunday coffee hour, contact hospitality@uuclvpa.org.

Town Hall Meetings

On the fourth Sunday of the month, a Town Hall Meeting is held after coffee hour. This informal public meeting gives members of the congregation a chance to interact with the Board of Trustees and hear about subjects of interest such as the budget, long range plans etc.

Special Services Available

Marriages, and Union or Commitment Ceremonies – Celebrating the commitment of two people to share their lives as partners is a cornerstone of our commitment to the community. Participants are members and friends of the congregation and people from the larger community who feel spiritually connected to us.

Memorial Services - We hold memorial services to celebrate the lives of our deceased members and friends, if and as requested by the families. Members of the Congregation traditionally hold a reception following the memorial service.

Child Dedication Ceremony - As needed and requested by the community, we celebrate the arrival of children, as they become part of our church family, by birth or adoption. This ceremony usually occurs during a church service, with members of the congregation committing to support each child and family.

The family should contact Rev. Don Garrett to coordinate and schedule any of the above special services.

The Music Program

Music, vocal and instrumental, is an essential part of our worship services. Each service includes hymns selected from the eclectic collection in our hymnbook, "Singing the Living Tradition." The hymns and choral selections sung by our Beacon Choir, as well as musical offerings of local instrumentalists, are chosen to enhance the special themes of our individual services.

The Beacon Choir

The Beacon Choir is an inter-generational group of members and friends led by our music director and/or volunteers as needed. The music spans many styles from Renaissance to contemporary, sacred to secular, serious to light-hearted. There are no auditions, but participation does require the commitment of time. The Choir rehearses in the sanctuary every Wednesday from 7:00 to 8:30pm and provides choral music for about 2 services per month. If you are interested in participating, contact the music director, Larry Lipkis, at musicdirector@uuclvpa.org.

Family Choir

Led by the Lifespan Education Director, the Family Choir encourages parents, children and friends all ages and abilities to sing and learn UU hymns while having fun two or three times a year. Anyone can

join. First performance: "Wade in the Water" on Sunday, October 30th. Rehearsals: some Sunday mornings. Interested? Contact Jansen Wendell at jec@uuclvpa.org.

Other Musical Opportunities:

Soloists/Ensembles - If you're a vocal or instrumental soloist or part of an existing group that would like to offer a gift of music to the congregation on a Sunday morning, please contact the music committee at music@uuclvpa.org.

Music Selection - "Any requests?" the Music Director and the Music Committee are working to continue to offer musical programming in the church which includes works from a variety of musical styles.

New Works - If you are a composer and interested in having your music performed here, please contact musicdirector@uuclvpa.org.

Second Sunday Concert Series

The diverse musical talent of the Lehigh Valley is on display for a series of five concerts ranging from classical to jazz. These concerts are well attended by the community at large. Concerts start at 3pm. The dates for the 2011-2012 Season are:

October 9, 2011: Michael Toth and Friends (Classical)

November 13, 2011: Justin Solonyka (Jazz)

February 12, 2012: Eugene Abulescu (Classical)

March 11, 2012: Martha Schrempel (Classical)

April 15, 2012: David Leonhardt Jazz Group (Jazz)

For more information contact concertseries@uuclvpa.org or 610-866-7652.

Lifespan Religious Education

Adult Religious Education

Book Discussion Group

This group meets after the service once a month to discuss a book chosen for that month. See UUCLV News or The Link for more information regarding the book of the month, date and times of meeting. For additional information, contact Don Barry or Pat Herring at bookdiscussion@uuclvpa.org.

Breakfast Forum

Breakfast Forum is held at 9:00 am every Sunday in the community room. Speakers from the church or wider community give a presentation on a wide range of topics. Bagels and coffee are provided at 8:45. Discussion is encouraged. You may just show up, but if you are interested in leading a discussion, please contact forum@uuclvpa.org to get on the schedule.

Christian Fellowship

This group meets after the service, usually on the 1st Sunday of the month. Contact Bill Bekkenhuis for more information at adultre@uuclvpa.org.

Covenant of UU Pagans (CUUPS)

This group is open to all and dedicated to the support of those whose primary spiritual expression lies in their contact with the earth. CUUPS sponsors rituals in the gym to celebrate holidays and sabbaths. All are welcome to attend these events (including children). There is a potluck following each ritual. These events are often co-sponsored with Ostara, a witchcraft store in Bethlehem. For more information on CUUPS contact co-chairs Joanna Herren and Maggie Donohue at cuups@uuclvpa.org.

Friday Night Movie Madness

The Movie Madness group usually meets on the 4th Friday of the month in the Community Room to watch and discuss a movie chosen for that month. This event is often co-sponsored with the Lehigh Valley Humanists and may not be suitable for young children. For more information or to help select movies, contact movies@uuclvpa.org.

Meditation

The Meditation group practices sitting silent meditation, in the Buddhist tradition. Always open to newcomers, novices, and the community, this group meets every Monday from 7:00-9:00 pm in the gym.

Men's Group

This group is open to all UUCLV men and friends. The group meets monthly, rotating hosts and homes, to discuss a topic of interest and share a potluck meal. Contact men@uuclvpa.org for more information.

Young Adult Group

We have a young adult group here at the UUCLV and there is a Facebook page. Find it at UUCLV Young Adults and join if you want to be part of the group. Contact ya@uuclvpa.org with any questions about the group.

Youth Religious Education

One of the foundational ministries of the UUCLV is our Religious Education Program for Children and Youth. Congregants covenant with one another to nurture a sense of joy and wonder as we grow together as Unitarian Universalists in a multi-faith world. We commit to providing an experience that fulfills the spiritual needs of participants, is developmentally appropriate, and fosters connections between individuals regardless of age. This cooperative program thrives because of the participation of adults and children learning and having fun together. Contact Jansen Wendell at lec@uuclvpa.org with questions or to volunteer.

Summer Religious Education at UUCLV:

Classes start on the fourth Sunday of June and meet every Summer Sunday except for the holiday Sundays of Independence Day and Labor Day. Children ages 4 to 13 will join us in one classroom, with various age-appropriate activities available. Nursery care is available for children under 4 years of age.

Youth Religious Education at UUCLV for 2011- 2012:

Classes start on September 18th, 2011. For details about the program, including curriculum descriptions, pick up a copy of the Youth RE prospectus at the RE welcome table in the community room, in the Wall street lobby, or go to www.uuclvpa.org and click on the Religious Education tab. Curriculum topics include:

Nursery	Loving Care and Supervision
Pre-K-Kindergarten	UU Alphabet
1st-2nd Grades	Superheroes- Bible People
3rd-4th Grades	Jesus and His Kingdom of Equals
5th-6th Grades	Neighboring Faiths
7th -8th Grades	Coming of Age
9th-12th Grades	Freedom and Responsibility

Sunday Morning Schedule

Adults and children begin Worship together at 10:30 on Sunday mornings. The children are invited to the front of the sanctuary for the "Story for All Ages." Following the story, the children go to their classes in the RE wing or remain in the service during multi-generational Sundays.

If your child is a first time visitor to RE please fill out a **Visitor Form**. Please feel free to accompany your child to class. If your child will be joining us frequently, please fill out the **Registration Forms**.

Sanctuary Worship ends at 11:30. Adults have a few moments for coffee and conversation in the Community Room before RE dismisses at 11:45. Parents of younger children pick up their children directly from their classrooms, while our youth join their responsible adults in the community room.

Nursery

The Nursery provides loving care and supervision for children ages 6 months to 4 years of age in Room 204 in the Religious Education Wing from 10:00 - 11:45 am every Sunday.

Inter-Generational Social Events

Circle Dinners

Circle dinners are a wonderful way for new people to meet members and friends of UUCLV in small groups with delicious potluck food and stimulating conversation four times a year. The "Circle" group can be made up of singles, couples and/or families. The host supplies a warm and inviting setting, the entree, and beverages and suggests dishes for guests to bring to complete the meal. The style is casual with no agenda, no program, just a fun night out in an informal setting. Contact circledinners@uuclvpa.org for more information on how to participate.

Old Member – New Member Dinner

This annual event welcomes new members to our church and celebrates our church community. Old and new members are introduced, providing an opportunity to make new friends while sharing a potluck meal.

Service Auction

The annual service auction is our top fundraiser. Members and friends of the UUCLV donate goods and services, which are bid on by those in attendance. It is often a themed event that includes dinner, a "best food" contest, and live music and entertainment, making this event fun for the entire family. The event is about raising money, but also enhancing community friendships and relationships. Donations of goods or services are a creative way for you to volunteer to help your congregation. Many service auction items create opportunities to meet new friends and get to know old friends even better. For details contact: auction@uuclvpa.org.

Social Dinners/ Potlucks

Throughout the year, the Membership committee sponsors dinners so members and visitors can connect with one another outside of Sunday services. Last year some of the events held were a Halloween Party, a Pizza and Games Night, a Cinco de Mayo Party, and a Church Picnic. A potluck after the Sunday Service is often held on the months when another social event is not scheduled. All are invited to bring a dish to share for a potluck.

Spaghetti Dinner

At this annual event the men of the congregation showcase their culinary skills in preparing and serving all kinds of pasta sauces. Contact men@uuclvpa.org to volunteer to help or enter your sauce into the competition.

Getting Involved with Committees

(Complete Contact List is on page 4)

Church Family

When someone in the church has a personal crisis, the membership offers help in the form of cards, phone calls, visits, food, rides, or filling other needs. The Church Family Committee coordinates this activity and is always looking for help. Contact churchfamily@uuclvpa.org to help.

Communications

Communications reaches out to the community via newspaper articles, our website, and our in-house newsletter. If you have a flair for description, or like making connections, this one's for you! To volunteer, contact communications@uuclvpa.org.

Community Callers

Community callers keep in touch with members and friends of UUCLV to help ensure the vitality of our community through communication and connection. We always need new callers, so contact stewardship@uuclvpa.org if you would like to help.

Denominational Connections or Denominational Affairs (DA)

As a member of the Unitarian Universalist Association of Congregations (UUA), UUCLV is part of a national organization with international connections. The UUA holds an annual General Assembly (GA) in different cities in the United States. Member congregations send delegates who set policy for the UUA. Our DA committee coordinates delegates for this exciting event, as well as with regional events and meetings within the Joseph Priestley District of which our congregation is also a part. Contact denomaffairs@uuclvpa.org if you would like to work on the denominational level.

Finance

Managing the finances of the church is like running a small business: meeting payroll obligations, paying suppliers, overseeing investments, raising funds for major construction activities—all are part of the responsibilities of the Finance Committee. Finance is also responsible for preparing and overseeing a budget that is presented to the Board and congregation for annual approval. It is challenging, stimulating work and the Finance Committee could always use a hand. For further details, contact finance@uuclvpa.org

Flowers

To commemorate a special occasion, honor a person, place or event, remember someone, or simply enhance the décor of the Sanctuary on a Sunday, contact sundayflowers@uuclvpa.org. Your name will be listed in the Order of Service (OoS) as a contributor.

Green Committee

The Green Committee conducts the native plant sale 1-2 times a year. They maintain the native plant garden at the Center Street entrance. They interact with the office and the property committee to assure that green options are chosen for supplies when possible. They review our recycling policies on an annual basis. The Green Committee was formed when the congregation pursued Green Sanctuary Certification in 2002. To get involved, contact green@uuclvpa.org.

GURUs (Greeters and Ushers aRe Us!)

Greeters and Ushers welcome you every Sunday morning service. If you enjoy extending a hand, smiling, and making new friends, join this merry group by contacting gurus@uuclvpa.org.

Heritage Society

The Heritage Society's mission is to recognize and honor those people who contribute \$1000 or more to the church Endowment Fund either by making an outright gift or bequests in their will or by establishing trusts, annuities, etc. for the benefit of the church. Members of the Heritage Society may be recognized by name or kept anonymous, at the request of the donor. If you qualify to become a member or wish to establish a bequest of some kind, please contact a member of the Heritage Society committee.

Hospitality

Hospitality is responsible for making sure that the supply closet in the kitchen is stocked with non-perishable items, and for organizing how the perishable treats for Sunday after-service Coffee gathering will be donated. This committee keeps in touch with those who are in charge of the winter Homeless Shelter (meal serving supplies), Sunday Breakfast Forum, and with the office. Contact hospitality@uuclvpa.org to help out.

Lifespan Religious Education for Adults & Children

Lifespan Religious Education is a two-part committee, with one group concentrating on the adult programming and the other on programming for children and youth. If you would like to teach and share what you believe with others, this is a great way to support our program. For Adult RE, contact adultre@uuclvpa.org.

To work with Children and Youth RE, contact re@uuclvpa.org.

Long Range Planning (Church Planning)

Church Planning coordinates the strategic and long range planning for the church, assessing and prioritizing goals, and proposing programs to meet those goals. We welcome members and friends who are interested in planning, problem solving and needs assessment to join our committee. Contact lrp@uuclvpa.org to help.

Membership

Membership is responsible for attracting and integrating new members into our congregation. They staff the information table in coffee hour, conduct orientations for visitors, and assist new members with finding their niche in the congregation. They work closely with our Member/Volunteer Coordinator to welcome all who come through our doors. Interested in planning parties and having fun? Check it out! Contact membership@uuclvpa.org

Music

The Music Committee arranges for the performance of live music during each Sunday Service. The committee coordinates with the Minister or speaker and the Music Director to ensure that the music complements the theme of the service. Contact music@uuclvpa.org.

Property

Property vigilantly keeps track of major maintenance, the details of keeping our grounds and buildings in order, and advises the Board of needed repair and maintenance items and prioritizes those. Contact property@uuclvpa.org to be a part of this important group.

Social Action

Social Action works with local and regional organizations to make improvements in housing, health care, the environment and responsible government. They sponsor many exciting and informative workshops and lectures during the year. They also choose organizations to receive our "share the basket" donation of half the undesignated cash from each week's offering and social justice organizations to which we can add our volunteer power. Contact sac@uuclvpa.org to participate.

Stewardship

Stewardship is charged with the overall welfare and well-being of the church. This rewarding endeavor is performed by soliciting both financial and volunteer work contributions from church members during the annual Stewardship Campaign. Contact stewardship@uuclvpa.org to lend your talents to this vital committee.

Worship

The Worship Committee meets monthly with the Minister to review and reflect on the nature and scope of our Sunday Services and the nature of worship in a UU setting. It's a sounding board for those looking into new directions our services might take. They also assist the minister in coordinating our lay-led services. To participate, contact worship@uuclvpa.org.

Making a Difference in the Community

Throughout the church year various committees, church school classes, and members of the church work on church or community service projects. Here are some ways that we make a difference:

Chalice Lighters

A Chalice Lighter pledges to respond with a contribution when the request or Call is received from the Joseph Priestley District. This Call announces that it is time for you to "add your spark to our flame" somewhere in our District. The Call will come from the District office three times each year. Grant requests are often for professional staff, acquisition of land or buildings, congregational organizing and innovative growth efforts.

Code Blue Homeless Shelter (winter months)

From December through March, The UUCLV joins with other churches in the Bethlehem area to provide shelter for people with no other place to be sheltered. We cook or purchase food, show movies, lend a listening ear, and provide a safe place to rest during some of the coldest days of winter.

Green Sanctuary

We are a Unitarian Universalist Association certified Green Sanctuary and are committed to preserving the earth's resources. We take steps as a congregation and individually to become a model of environmental stewardship. The green committee holds the Native Plant Sale and maintains the award winning Native Plant Garden at our Center Street entrance.

HAVEN

Hope, Acceptance, Validation, Equality, Nurturing

A group for gay, lesbian, bisexual, transgender & questioning youth between the ages of 14-20, which meet every Wednesday at 7 pm. This is a community wide program. Membership in this church is not required. Youth who consider themselves allies are also encouraged to attend. Contact havenyouthgroup@hotmail.com

Second Sunday Concerts

Second Sunday Concerts are offered to the wider Lehigh Valley community as outreach. The committee welcomes your input. Contact concertseries@uuclvpa.org to offer suggestions about publicity or ticket sales. Details on this year's series are on page 7.

Shared Plate - Monthly Social Action Focus

Every Sunday, one half of the non-pledge plate collection during our service is donated to a cause or group (both local and national/international) chosen by the members of the Social Action Committee. This is a way for the entire congregation to directly participate in the Justice work of The UUCLV.

Turning Point Back-to-School and Holiday Projects

Turning Point of Lehigh Valley is a safe place where victims of abuse and their children can find refuge. Twice a year, during the Christmas season and again before school starts, the generous members and friends of The UUCLV donate gifts, money and supplies to the families who have fled their homes because of domestic violence. The impact of these gifts cannot be measured. It shows the women and their children that there are kind and caring people in their community. It helps give them hope.

Frequently Asked Questions (FAQs)

How do I get a copy of the monthly newsletter?

"The Link" is available the first of each month. It will be mailed to you and is on our website. Go to www.uuclvpa.org and click on "Our Newsletter" in the sidebar menu on the left side of the page. Be sure to ask to be on our mailing list. Also, a copy of the current newsletter can be found in the Wall Street Lobby.

How do I add something to the monthly newsletter?

Send your article to theLink@uuclvpa.org. The deadline is the third Sunday of the month. We cannot guarantee that your article will be included if sent elsewhere or late.

How do I get the weekly UUCLV E-News?

Go to our website at www.uuclvpa.org and in the bottom right side join the mailing list under section "Stay Connected with Us". This will allow you to keep up-to-date on what's happening. The E-News is published every Wednesday.

How do I add something to the weekly UUCLV E-News?

Send all church-related submissions by Tuesday to uuclvnews@uuclvpa.org. We cannot guarantee that your article will be included if sent elsewhere or late.

Who do I contact when I need help because I am having surgery or have an illness?

Contact the minister at minister@uuclvpa.org and the church family committee at churchfamily@uuclvpa.org.

How do I become a Member?

Those interested in becoming members are asked to attend a 30-minute session with the minister and a New UU class. Every other month, New Member Recognition is a part of the Sunday Service when you sign the membership book in front of the Congregation. See the "Path to Membership" brochure in the pews of the Sanctuary or at the Newcomer table for more information. New members are encouraged to make a financial pledge and to donate their time or talent to some of the many activities of the church. This is the best way to feel part of your new spiritual home. If you have been a member of another UU congregation and wish to forego the New UU class, please meet with the minister, make a commitment and let membership@uuclvpa.org know that you are ready to sign the book.

How much money should I pledge?

This amount that we can pledge varies based on our ability to give and our commitment to the church. Go our website at www.uuclvpa.org and click "Stewardship" in the top right corner for more information on "How Much Should I Give". The average pledge per household for 2011/12 was about \$1500.

How is the work of the church funded?

The church is funded primarily by the contributions of members and friends. Fund raisers and rental income provide additional resources.

How do I reserve a room?

Use the Room Request form on the link provided from the UUCLV web site. (<http://www.uuclvpa.org/room-request.php>). Provide the requested information and submit the form. You will receive a response from the office (Mon, Wed or Fri only) with your confirmation.

How can I donate flowers?

You can donate flowers from your garden or yard, money to purchase flowers, or your time to arrange flowers donated by another. To schedule an available Sunday and to have memorial remembrances or celebrations noted in the order of service, contact sundayflowers@uuclvpa.org

How can I volunteer to be an Usher or Greeter?

You can sign up to be an usher or greeter on a Sunday morning. All you need to bring to the job is a smile. Contact gurus@uuclvpa.org

How can I participate in a potluck meal?

You are always welcome to attend. Be ready to bring an edible contribution to the meal.

How can I participate in a committee?

You can contact the chairs through the emails listed in this User Guide. Most committees welcome newcomers.

What is “JPD?”

Joseph Priestley District of the Unitarian Universalist Association includes The UUCLV. To learn more about the District, Google it!

What does “FM” stand for?

The FM kitchen is a location in the church named after Friedemarie Miller, a member many years ago. She donated a major portion of her estate to allow the congregation to move to a larger facility more centrally located.

How do I add something to the weekly UUCLV E-News?

Send all church related submissions by Tuesday 8pm to uuclvnews@uuclvpa.org. We cannot include your article if sent late.

Who gets listed in the directory of the UUCLV?

The church directory lists all members and associate members of the UUCLV. We also list all friends who are contributing to church life through financial donations and volunteerism. The member/volunteer coordinator keeps track of any updates in the church database. If you have a change or correction in phone number, e-mail address or mailing address or name, please contact memvol@uuclvpa.org.

How do I get a copy of the Directory?

Stop at the Newcomer Table and ask nicely for a Directory and its update. Or e-mail memvol@uuclvpa.org and ask (nicely). The Directory is updated periodically.

How can I get a subscription to the magazine UU World?

All members of the UUCLV should get a subscription per household to the **UU World** magazine. If you are not getting the mailing and you are a member, please contact the church office at uuclv@uuclvpa.org or call 610-866-7652.

I am moving, whom do I contact?

If you are moving within the area, contact memvol@uuclvpa.org to update your contact information. If you are moving outside the area and will no longer be a member of the congregation contact membership@uuclvpa.org so we can update our membership records locally and nationally.

How is the church lay leadership selected?

Nominating Committee identifies and presents candidates for church officers and church committee chairs that are elected by the congregation at the annual meeting. The slate of candidates includes members who have demonstrated interest and have participated in the life of the church. The Committee actively seeks, on an ongoing basis, individuals to serve on various church committees. Contact nominating@uuclvpa.org to self nominate or with questions.

A friend of mine, unaffiliated with the UUCLV, wants to rent the church. Is that possible?

Most of the facility can be rented for weddings, parties, meetings, basketball etc. Please contact buildinguse@uuclvpa.org and the office uuclv@uuclvpa.org for rates and availability. Check also our website at <http://www.uuclvpa.org/rentals.php>.

I heard about the Committee on Ministry; what is it?

The Committee on Ministry is a collaborative committee of six members who work closely with the minister and the congregation to support and develop a healthy, shared ministry at the UUCLV by encouraging open channels of communication. The six members are appointed by the Board of Trustees from a list formulated jointly by the Board and the minister. Committee members serve three-year staggered terms. The committee members choose their own chair. The Committee monitors all areas of ministry between and among clergy and congregants, volunteer and employed leaders, friends and members, and children and youth.

Why is the Personnel Committee not listed with the other committees?

As specified in the by-laws, the purpose of the Personnel Committee is to provide equitable policy recommendations to the Board in matters of employee relations. The chairs of most committees are elected by the congregation at the annual meeting. Membership of committees is generally open to any interested member of the church. The five members of the Personnel Committee, however, are appointed by the Board and elect their own chair. Unlike other committees, meetings are not open, in order that confidential matters regarding the professional staff of the church can be discussed. If you have questions or comments regarding a member of the staff they should be directed to the minister or the chair of the Personnel Committee.

Additional Resources

The "Bylaws of The Unitarian Universalist Church of the Lehigh Valley as approved June 13, 2010" are available on the church website:

http://www.uuclvpa.org/document_library/current-bylaws.pdf

The Monthly Newsletter, "The Link" is available the first of each month. It is mailed to members and is available in the Wall St. lobby outside the community room. It is available as a link in each eNews and may be accessed on the web site home page under "Our Newsletter". Submission of articles should be sent to: theLink@uuclvpa.org by the end of the 3rd Sunday of the preceding month.

The eNews is distributed weekly by email; usually on Wednesdays by the eNews volunteer team. To submit an article, please send it to uuclvnews@uuclvpa.org. The deadline is 8pm on Tuesday. You may subscribe to the eNews via the web site (right side bottom: Join Our Mailing List! button) or ask someone to forward you a copy and click on the Join Our Mailing List link at the bottom.

The Church Directory can be obtained in the church office. A copy is given to joining members. It is updated periodically.

Name tags are available in the Center Street lobby of the church building. Ask a greeter for assistance, if needed.

The Church Office has publications available relating to many topics such as: designing worship services, welcoming congregation, running committees, fundraising, life ceremonies, funerals and memorial services.

The Social Action Committee Bulletin Board in the corner, in the Community Room, has information on a variety of social issues.

The Newcomer Information Table in the Community Room after Sunday services has denominational information, copies of the UU World, sign up sheets for volunteering, phone directories, and extra copies of the newsletter.

Check out the church web site at: <http://www.uuclvpa.org>. There is a great deal about the church, address, phone number, office hours, services, forums, activities, committees, our associations, calendars, documents, forms, pictures UU news, our minister, the board, the UUCLV history, this document, etc. If you have a question about the church or Unitarian Universalism check out the web site first; you will probably find it there.

Grocery cards can be purchased in the Community Room on Sunday after the service. Five % of the value benefits the UUCLV.

The Unitarian Universalist Association, with headquarters in Boston, MA, has a website: www.uua.org.