

Tennessee Valley Unitarian Universalist Church	Policy/Procedure: Program Approval Policy	Document No:PP-019-00 Page 1 of 4
Policy/Procedure Approved by: TVUUC Board		9-21-14

A. Purpose of this Policy/Procedure

The purpose of this policy is to define institutional responsibilities and criteria for development and approval of new programs.

Note: the term “programs” in this document is a general term that may include classes, events, working teams, committees, task forces, coordinated volunteer efforts, concerts, or other defined activities.

B. Scope

This policy applies to the Program Council and all persons or church entities, who wish to initiate a new program at TVUUC.

C. Responsibility

It is the responsibility of the Executive Team, Board of Directors and Program Council to ensure compliance with this policy, depending upon the nature of the program.

New or renewed programs of the church are to be reviewed, authorized, and designated for oversight and support either by members of the Program Council or by members of the TVUUC Executive Team.

Note: Areas of church activity not covered by this policy include fund raising programs and basic administrative functions, committees fundamental to the operation of the church, and any other areas as designated by the Board.

D. Policy Statement

1. Program Proposals - A program proposal should usually be directed to a member of the Program Council, ideally via a completed Program Proposal form (attached) or a document including that essential information.

a. **Criteria:** The following criteria should be applied to consideration of all program proposals:

1. It is aligned with UU values and TVUUC mission and policies
2. The event or ongoing program can be scheduled on the master calendar and supported by TVUUC services (sexton coverage, etc.)
3. It does not overlap or conflict with existing TVUUC Programs.
4. Sufficient volunteer help is available to meet the program needs. For any program approved by the Program Council, a TVUUC representative

must be present as host during the entire program. If meals or overnight accommodations are involved, TVUUC volunteers must stay with the group, oversee kitchen usage, and provide set up and cleanup services for all spaces used by the program.

b. **Direct Approval** - If the above provisions are met, the following approvals may be made directly:

1. A one-time event (such as a lecture, concert, etc.) within a program cluster may be approved and publicized by the appropriate Cluster Chair, with assistance from leaders involved in that cluster.
2. Lifespan Religious Education or other adult classes with multiple sessions may be sought, approved, scheduled and publicized by TVUUC staff or leaders within that cluster.
3. Events approved by the Executive Team may be scheduled and publicized as arranged.

c. **Approvals by Program Council** - Proposals for ongoing programs that do not fit the above categories, are novel or pose unusual policy considerations, should be brought to the Program Council for consideration and discussion. The proposal on a Program Proposal Form should be submitted at least two weeks prior to the beginning of the program. It will be discussed at the next Program Council meeting or, if time does not allow, will be considered by the Program Council Executive Leadership. New programs accepted will be assigned to a program cluster.

The above Policy Statement has been reviewed and approved by the Board of Directors. Board approval is reflected in the minutes of the Board and formalized below by signature of the President of the Congregation. Authority to approve any associated procedure(s) is conferred to the Executive;

Yes No **If “No”, the Board retains authority to approve associated procedures.**

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TVUUC PROPOSAL

FOR NEW PROGRAMMING

Note: This completed proposal form must be submitted to the Program Council—sent by e-mail or returned to the church office—at least two weeks before the program is due to begin. We will notify you by phone or e-mail as soon as we can. When your program has been approved, you must ask the Administrative Assistant to reserve a room for you. Also, be advised that you will be asked to assess the effectiveness of your program annually in a report to the Program Council.

Your Name & Address:

Your contact information: e-mail:

Phone:

Are you a member of TVUUC?

Program title:

Describe this program. Are you assigning materials? (be specific) Will the program be discussion, guided programming, or simply social?

Who is your target audience?

What is your proposed meeting date(s), time, and room assignment request? (Keep in mind that preferences will be considered but are not guaranteed.)

How many weeks (or what time period) will the program meet for this upcoming session?

What are the minimum and maximum number of participants you will need to make this program work effectively?

What materials, equipment or other special provisions will you need? What if any costs or fees will be involved?

Will this program close to new participants after the first (second, third) meeting?

Do you need child care?

Any other information you care to provide that would help us decide whether this program is consistent with our mission and values, and whether it fosters and encourages spiritual growth in our church community.

To submit your proposal:

C. Complete this form on the TVUUC Program Council Web site and Press SUBMIT.

CI. Return a completed paper copy to the church office marked "Attn: Program Council."

CII. OR mail it to: Program Council, TVUUC, 2931 Kingston Pike, Knoxville, TN 37919

CIII. OR by e-mail: Send this form as an e-mail (or attachment) to Secretary@tvuuc.org and mark it Attn. Program Council.

We will act on your proposal as quickly as possible and get back in touch with you.

Form revised: September 14, 2014 Linda Randolph